

MINUTES  
FINANCE COMMITTEE  
APRIL 3, 2017

The Penn Township Finance Committee convened on Monday, April 3, 2017 at 7:22 p.m. following the Public Safety Committee meeting. Present were Chairman Brown and Commissioners Felix, Heilman, Klunk, and Van de Castle. Also present were Township Manager Rodgers, Police Lieutenant Hettinger, Deputy Fire Chief Clouser, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS:       None.

APPROVAL OF THE MINUTES: The minutes of the March 6, 2017 Finance Committee meeting were approved as submitted.

2017 REVENUE AND EXPENSE REPORT: The year to date revenue is 16.83% of what is budgeted and expenses are 18.96%. At this point in the year we should be at 25%. Commissioner Heilman noted there should be additional realty transfer revenue from the sale of SKF.

JEFFERSON CARNIVAL WAIVER REQUEST: The Committee received a letter dated March 6, 2017 from the Jefferson Carnival for a waiver of the sign permit fee to advertise their annual carnival. The Committee recommended approving the request.

RFP FOR AUDIT SERVICES: Manager Rodgers reported she prepared a Request for Proposal (RFP) for auditing services for 2017 with the option for 2018 and 2019. We have completed the contract with our current auditor. The Committee instructed Manager Rodgers to proceed with the RFP.

OTHER MATTERS:       None.

The meeting was adjourned at 7:26 p.m.

Respectfully submitted,

Angela M. Hallett  
Township Secretary