

MINUTES
FINANCE COMMITTEE
DECEMBER 4, 2017

The Penn Township Finance Committee convened on Monday, December 4, 2017 at 7:08 p.m. following the Public Safety Committee meeting. Present were Chairman Brown and Commissioners Felix, Heilman, and Van de Castle. Also present were Township Manager Rodgers Police Chief Laughlin, Fire Chief Clouser, and Township Secretary Hallett. Commissioner Klunk was absent with notice. The following items were discussed:

ANNOUNCEMENTS: Commissioner Brown announced that an executive session to discuss personnel would be held following the Finance Committee meeting this evening.

APPROVAL OF THE MINUTES: The minutes of the November 6, 2017 and the November 15, 2017 Finance Committee meetings were approved as submitted.

2017 REVENUE AND EXPENSE REPORT: The year to date revenue is 103.13% of what is budgeted and the expenses are 74.88%. At this point in the year we should be at 91.67%.

2018 FINAL BUDGET DISCUSSION: Manager Rodgers reported that the budget shows a tax increase of .10 mills. She expressed concerns about making payments to the Hanover Area Fire & Rescue Commission. She has asked the Fire Commission if the Township can make installment payments in the first quarter of the year.

Fire Chief Clouser reported that the Fire Commission budget is complete with the exception of wages, which are subject to contract negotiation. The budget includes lease payments to Penn Township for the fire station and lease payments to Hanover Borough for the fire truck.

Manager Rodgers said the contingency in the sewer fund is low because the transfer from the sewer revenue reserve fund was not made. The projects were not completed in 2017 so there was no need to make the transfer. She believes sewer connection fees, if they remain steady, will make up for any short falls.

Commissioner Felix asked if everything is prepared for the fire station settlement on December 15, 2017. Manager Rodgers said the money is ready but she isn't sure if PTVES has met all the conditions set in the agreement. Commissioner Felix believes they have met the conditions and instructed her to check with the Solicitor and make sure everything is ready.

The Committee discussed Ordinance numbers 801 to adopt the 2018 budget, 802 to set the tax rate for 2018 and 803 to set the Board of Commissioners meeting time. They recommended approving all three ordinances. Manager Rodgers asked if the Board would like to attend the National Night Out event in August. They would like to attend so Manager Rodgers will advertise the meeting times accordingly.

The Committee discussed Resolution numbers 899 for transfer of liquor license, 900 to set management salary and benefits, and 901 for fees. Ordinance 899 is to readopt the transfer of liquor license for Rutters. After originally filing with the Township

they decided to put all their stores under one umbrella rather than separately. Manager Rodgers explained the differences in the fee schedule which include updated SEO fees, removal of the Homewood interceptor fee and adding the recycling bins. She explained that the fire inspection fees remained on the resolution in case the Fire Commission doesn't take over the inspections.

Commissioner Heilman asked some questions about Resolution number 900 and the wages and benefits for management.

OTHER MATTERS: Commissioner Brown said that District Magistrate Miner is able to give the Oaths of Office for Commissioner-Elect Felix and Commissioner-Elect Heiland.

The meeting was adjourned at 7:34 p.m.

Respectfully submitted,

Angela M. Hallett
Township Secretary