

MINUTES  
FINANCE COMMITTEE  
JANUARY 7, 2008

The Penn Township Finance Committee convened on Monday, January 7, 2008 at 7:38 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Johnson, Prieber, Goldsmith, and Rewa. Also present were Manager Garvick, Police Chief Gilbert, Fire Chief Cromer, Administrative Assistant Rodgers, Engineer Bortner, Highway Foreman Mahan, and Waste Water Treatment Plant Superintendent Mahone. The following matters were discussed:

ANNOUNCEMENTS: None

CITIZEN'S COMMENTS: None.

HAEITB MEETING CHANGE: Manager Garvick reported the Hanover Area Earned Income Tax Bureau work session date had been changed and is tentatively scheduled for January 17, 2008. Once a date is confirmed with South Western School District Manager Garvick will inform the Finance Committee. The formal meeting of the HAEITB is scheduled for February 25, 2008.

60 BOWMAN ROAD: Manager Garvick informed the Committee that the Township has placed a lien on 60 Bowman Road, which is the property where the Township had demolished a structure in early fall because of its dilapidated condition. The property owner was sent an invoice for the cost of the demolition but has failed to pay it.

BUDGET MEETING: The Committee set a budget meeting for January 16, 2008 at 6:30 p.m. Commissioner Heilman recommended that any ideas for the budget should be emailed to the other Commissioners prior to next Wednesday's meeting. Commissioner Heilman stated they would not be changing any tax rates but will be discussing the 2008 and possible the 2009 budget.

The meeting adjourned at 7:42 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES  
FINANCE COMMITTEE  
JANUARY 16, 2008

The Penn Township Finance Committee convened on Wednesday, January 16, 2008 at 6:30 PM in a budget workshop. Present were Chairman Heilman and Commissioners Johnson, Goldsmith, Prieber and Rewa. Also present was Manager Garvick and Fire Chief Cromer.

Commissioner Heilman opened the meeting by announcing that the township staff had met with Commissioner Johnson in order to ascertain what departmental accounts could be trimmed or eliminated in order to reduce the expenditures in the 2008 operating budget. He also reiterated that the property tax rate was to remain 1.99 mills.

Manager Garvick went over the various amendments from each department, starting with general administration. Removing a proposed printer, reducing replacement computer equipment and reducing the general expense account can cut \$11,000.

The budget of the Township Engineer can be reduced by \$11,800 by readjusting anticipated salaries and eliminating some capital outlay items.

For the municipal building, canceling the replacement of the vehicle fuel pumps and one rooftop heating/HVAC unit, along with a reduction in equipment maintenance will result in a decrease of \$23,000.

In police department administration, salaries and wages can be readjusted in anticipation of retirements resulting in a decrease of \$29,440. In addition, operating supplies, uniform replacement, maintenance/repair and major equipment replacement accounts can be reduced by another \$6,500.

Police headquarters expense can be reduced by \$5,500 by reducing office supplies and computer equipment.

Police vehicle expenses can also be reduced by readjusting mobile car phone, radio equipment, vehicle maintenance and major equipment replacement accounts for a savings of \$10,000. Total police department savings is \$61,000.

Under fire protection/emergency services there can be a reduction of \$6,000 in vehicle operating expense. Also, a reduction of \$8,300 can be achieved by removing physical exams and general expense. Canceling replacement of two fire hydrants, a hose tray installation and reducing anticipated hydrant repairs could save another \$7,000. Also, the contribution to the Emergency Management Director could be reduced to \$1,000. Total fire protection savings are \$22,800. It was noted that no reduction in police or fire would affect public safety in any way.

Under protective inspection/zoning anticipated legal services expense could be reduced and the update to the Subdivision/Land Development Ordinance could be put off which will save \$40,000.

The solid waste budget could be reduced by \$7,500 by readjusting maintenance and capital outlay expenses.

Under public works general, wages can be readjusted to reflect that four current employees will now be assigned to the sewer department full-time to repair, replace and maintain the sanitary sewer collection system. Supplies, power tools, maintenance/repairs and minor equipment will also be adjusted to reflect a savings of \$55,620.

As far as construction projects, intersection handicap ramps will be reduced by \$10,000. Also, the Beaver Creek Road, Pigeon Hill Park Road and Maple Lane construction projects could be removed for a savings of \$159,100. Total Public Works savings is \$214,720.

Commissioner Johnson suggested reducing the contribution to the Hanover Public Library to \$57,000 for a savings of \$30,540. Total general fund savings is \$422,460.

In the sewer revenue fund, staff is proposing to transfer an additional \$60,000 to the general fund to help offset the benefit expenses of the four public works employees assigned to the sewer department.

Under sewer collection, we are proposing to remove the \$35,000 for the utility truck since this was to be used by the new crew, which is being cut. In addition, the replacement of a sewer inspection camera will be removed for a savings of \$20,000.

In the disposal budget, general expense and legal expense could be reduced to save a combined \$297,500. Under sewer administration, salaries will be readjusted to reflect the addition of 50% of the highway foreman's salary, since he will be attending to the crew working on the sewer collection system. Also, hardware for the sewer billing program will be eliminated for a savings of \$20,000. Total sewer department savings is \$366,670.

The committee indicated that all reductions in expenditures should be reflected in the appropriate contingency accounts. The Manager was also instructed to place the authorization for advertisement of the amended budget ordinance on the agenda for the 1-21-08 meeting of the Board of Commissioners.

There was no public comment.

The meeting adjourned at 7:28 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES  
FINANCE COMMITTEE  
FEBRUARY 4, 2008

The Penn Township Finance Committee convened on Monday, February 4, 2008 at 7:30 PM following the Public Safety Committee meeting. Present were Vice Chairman Prieber and Commissioners Johnson, Goldsmith, and Rewa. Commissioner Heilman was absent with notice. Also present were Manager Garvick, Police Chief Gilbert, Fire Chief Cromer, and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None

CITIZEN'S COMMENTS: None.

EXCHANGE CLUB: The Committee received a request dated January 21, 2008 from the Exchange Club of Hanover requesting exoneration from the sign permit fees to advertise the Annual Builders Home and Garden Show on March 5-8, 2008. The Committee recommended approving the request.

HANVOER AREA CHAMBER OF COMMERCE: The Committee received a request from the Hanover Area Chamber of Commerce requesting a waiver of the sign permit fee for signs identifying the shuttle service for Hanover Dutch Days on July 26, 2008. The signs will be placed at the Value City Parking lot and the Penn Plaza Shopping Center. The Committee recommended approving the request.

2008 FEE RESOLUTION: Manager Garvick provided the committee with an amended fee resolution for 2008 as a result of the reopening of the 2008 budget. Manager Garvick stated they have notified the teams about the doubling of the rental fees for the ball fields and none of the teams has indicated a problem with the fee. The resolution reflects a change in the plumbing permits from \$20 to \$25 and a change of \$4.00 per fixture over seven to \$5 per fixture. Home solicitation fees have been changed from \$15 for the first permit to \$25 for the first permit and from \$10 each additional permit to \$15 each additional permit. The impoundment fee is being raised from \$15 per dog per impoundment to \$20 per dog per impoundment. The burning permit was raised from \$15 to \$20. The sign permit fee was raised from \$10 plus \$.50 a square foot over 2-square feet to \$15 plus \$.50 a square foot over 2 square feet. There was some discussion about the sign permit fees. The initial alarm permit fee was recommended to be raised from \$10 to \$50 and the renewal fee from \$10 to \$25. The Commissioners had some concern about alarm fees and suggested that the false alarm fees should be increased. The Committee suggested remaining with the current fees and discuss an increase at a latter date. The field fee will be raised from \$5 to \$10 per field for practice and \$10 per game. Manager Garvick reported that the onsite sewage permits are based on the fees charged by the Township's Sewage Enforcement Officer. The Committee recommended that the fee for rezoning be changed from \$400 to \$500.

JOINT BID AWARDS: Manager Garvick explained that the Township, along with some of the surrounding municipalities and school districts, jointly bid material items in order

to get a lower price. Manager Garvick reported that the joint bids would be opened on March 12<sup>th</sup> and awarded on March 26, 2008 at 7:30 p.m. at the Hanover Borough Municipal Building. There will need to be a minimum of three Commissioners present to take official action to award the bids.

SOLICITATION AT THE COMMUNITY PARK: The Committee received a request from Sandra Coppersmith requesting to be allowed to set up a concession stand at the Community Park. Commissioner Johnson suggested that the idea be reviewed for the best way to conduct such an adventure. Manager Garvick stated that the Solicitor has been contacted about what legal ramifications the Township has to be concerned about to pursue such an endeavor. The Committee recommended that what ever is approved be mobile. Once the Solicitor's comments are received the Committee will further review the request.

The meeting adjourned at 7:52 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES  
FINANCE COMMITTEE  
MARCH 3, 2008

The Penn Township Finance Committee convened on Monday, March 3, 2008 at 7:13 PM following the Public Safety Committee meeting. Present were Vice Chairman Prieber and Commissioners Johnson, Goldsmith, and Rewa. Commissioner Heilman was absent with notice. Also present were Manager Garvick, Police Chief Gilbert, Fire Chief Cromer, and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None

CITIZEN'S COMMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the February 4, 2008 Finance Committee meeting were approved as corrected.

NATHANIEL SMITH: The Committee received a request from Boy Scout Nathaniel Smith for a waiver of the building permit fee to construct a circular paver pad with a fire pit at Saint Joseph's Church as part of his Eagle Scout project. The Committee recommended approving the request.

PTVES GENERAL OBLIGATION NOTE: The Township received notice from the attorney handling the financing arrangements for the new PTVES fire station that DCED would not approve the Township co-signing the loan unless the debt was to be considered non-electoral general obligation as opposed to lease rental debt, which is the way the initial Ordinance was adopted. As a result, the Township must readopt the Ordinance with new language. As this is only a three-year obligation and the Township has plenty of room in its debt ceiling, adoption has been scheduled for a special meeting of the Board of Commissioners on Tuesday, March 4, 2008 at 7:00 p.m. prior to the Public Works Committee meeting.

2008 FEE RESOLUTION: The Committee reviewed the proposed recommended changes to the 2008 fee resolution. The deliberation mainly focused on the proposed alarm permit renewal fees. Chief Gilbert expressed concern about the number of false alarms and the cost the Township would incur should we allow free alarm permit renewals. After some discussion, the Committee recommended leaving the alarm renewal permit fee at \$10 and raising the false alarm fee to \$75. The resolution will be adopted at the next Board of Commissioners meeting.

HANOVER AREA EARNED INCOME: Commissioner Prieber announced that at last week's Wage Tax meeting the fee for the service was reduced from 2.65% to 2.5% for 2008.

The meeting adjourned at 7:30 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES  
FINANCE COMMITTEE  
APRIL 7, 2008

The Penn Township Finance Committee convened on Monday, April 7, 2008 at 7:32 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Johnson, Goldsmith, and Rewa. Also present were Manager Garvick, Police Chief Gilbert, Fire Chief Cromer, and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None

CITIZEN'S COMMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the March 3, 2008 Finance Committee meeting were approved as submitted.

PENN TOWNSHIP LIONS CLUB: The Committee received a request dated March 10, 2008 from the Penn Township Lions Club requesting a waiver of the building permit fee to install a concrete floor at pavilion number four at Youngs Woods. The Committee recommended approving the request.

TWO-CYLINDER CLUB: The Committee received a request dated March 12, 2008 from the Two Cylinder Club requesting a waiver of the sign permit fees to advertise their upcoming show on April 17 and 18. While conceding that the club may be a non-profit organization, the committee felt that that exoneration may not be justified since this is usually reserved for organizations that give back some kind of public service. Since there was no information provided regarding any public service contribution, the Committee recommended denying the request.

BOY SCOUT TROOP 110: The Committee received a request dated March 17, 2008 from the Boy Scouts of America Troop 110 requesting a waiver of the sign permit fee to advertise their mulch sale at Grandview Plaza on April 12, 2008. This is their sixth sale. Proceeds from the sale will be used for their summer camp program and an outing to the United States Military Academy. The Committee recommended approving the request.

SOUTH WESTERN DOLLARS FOR SCHOLARS: The Committee received a request dated March 24, 2008 from South Western Dollars for Scholars for a waiver of the sign permit fee to advertise their Make a Difference Week. The organization will be conducting their event from April 13 to April 19 and will be placing a banner on a small truck and moving it from one business to another that is supporting the event. The Committee recommended approving the request.

LEUKEMIA & LYMPHOMA SOCIETY: The Committee received a request dated March 25, 2008 from the Leukemia and Lymphoma Society requesting a waiver of the sign permit fee to advertise a fundraiser on April 12, 2008 at Codorus State Park. The Committee recommended approving the request.

HANVOER LIONS CLUB: The Committee received a request dated April 1, 2008 from the Hanover Lions Club requesting a waiver of the sign permit fee for a chicken barbeque to be held on May 3, 2008 at the Friendship Fire Hall. The Committee recommended approving the request.

HANOVER LOYAL ORDER OF MOOSE: The Committee received a request dated April 7, 2008 from the Hanover Loyal Order of the Moose requesting a waiver of the permit fees to advertise their second annual car show on July 20, 2008 with a rain date of July 27, 2008. The proceeds will be given to the non-profit Pennsylvania Moose Legion #41 to support L.O.O.M. charities. The Committee recommended approving this request.

COMMUNITY MAP: Commissioner Prieber stated that the Township is pursuing the development of a community map for its residents at no cost to the Township.

BUDGET ASSESSMENT: Commissioner Heilman noted that there would be a review of the first quarter receipts and expenses at the next Finance meeting.

The meeting adjourned at 7:47 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES  
FINANCE COMMITTEE  
MAY 5, 2008

The Penn Township Finance Committee convened on Monday, May 5, 2008 at 7:22 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Johnson and Rewa. Also present were Manager Garvick, Acting Police Chief Rhodes, Fire Chief Cromer, and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None

CITIZEN'S COMMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the April 7, 2008 Finance Committee meeting were approved as submitted.

ST. JOSEPH PARISH: The Committee received a request dated April 28, 2008 from Saint Joseph Parish requesting the permit fees be waived for the replacement of the roof on their church, the mounting of letters on the outside wall of the parish, and three directional signs. Donald B. Smith is donating the roof and the installation. The Committee recommended approving the request.

PENN TOWNSHIP LIONS CLUB: The Committee received a request dated May 2, 2008 from the Penn Township Lions Club requesting a waiver of the sign permit fee to advertise two chicken barbeques during the summer of 2008 at Youngs Woods. The Committee recommended approving the request.

BUCKLEY CHIROPRACTIC: The Committee received a request dated April 11, 2008 from Buckley Chiropractic for a waiver of the sign permit fee to advertise a non-profit event for the Make-A-Wish foundation. The Committee recommended approving the request.

2008 BUDGET AND OPERATING EXPENSE STATUS REPORT: The Committee reviewed the current revenues and expenditures for the General Fund through April 29, 2008. There was some discussion about the current Local Services tax and the amount of revenue being generated from it. There was some discussion that the Township may want to consider another source of revenue instead of the Local Service tax because of all the work involved with reviewing the exemptions and refunds. There are also problems with the collection and exemption procedure for the tax. Administration of the tax is extremely labor intensive. The Committee suggested that they receive a monthly report on expenses and revenues. There was some discussion regarding financing options with the new fire truck.

The meeting adjourned at 7:40 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES  
FINANCE COMMITTEE  
JUNE 2, 2008

The Penn Township Finance Committee convened on Monday, June 2, 2008 at 8:30 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Johnson, Goldsmith and Rewa. Also present were Manager Garvick, Acting Police Chief Rhodes, Fire Chief Cromer, and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None

CITIZEN'S COMMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the May 5, 2008 Finance Committee meeting were approved as submitted.

HANVOER SOCCER CLUB: The Committee received a request dated May 29, 2008 from the Hanover Soccer Club for a waiver of the sign permit fees to place registration signs throughout the Township. The Committee recommended approving the request.

YARD SALE WAIVER: The Committee received a request dated May 8, 2008 from Julie Geyer requesting a waiver of the yard sale permit fee because all the proceeds went to the ACS Relay for Life. The Committee recommended approving the request.

JEFFERSON VOLUNTEER FIRE COMPANY: The Committee received a request dated May 8, 2008 from the Jefferson Volunteer Fire Company requesting a waiver of the sign permit fee to advertise their carnival on July 14 through July 19, 2008. The Committee recommended approving the request.

BAD CHECK CHARGE: The Committee recommended increasing the bad check charge from \$20 to \$35, with a review of the fee at the end of the year compared to what is being charged by the bank.

2008 BUDGET & OPERATING EXPENSE STATUS REPORT: The Committee reviewed the expense and revenues for 2008. A report will continue to be provided monthly.

2008 FIRE TRUCK FINANCING OPTIONS: The Committee reviewed the proposals received from several banks for financing the new fire truck. There were lease and loan options with five and seven year repayment schedules. The Committee requested a report on the current debt service, which will help them to determine the best choice.

The meeting adjourned at 8:42 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES  
FINANCE COMMITTEE  
JULY 7, 2008

The Penn Township Finance Committee convened on Monday, July 7, 2008 at 8:32 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Johnson, Goldsmith and Rewa. Also present were Manager Garvick, Acting Police Chief Rhodes, and Fire Chief Cromer. The following matters were discussed:

ANNOUNCEMENTS: None

CITIZEN'S COMMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the June 2, 2008 Finance Committee meeting were approved as submitted.

HANOVER CYCLERS: The Committee received a request dated June 16, 2008 from the Hanover Cyclers requesting a waiver of the permit fee to place a 10' x 10' canopy tent and banner on the South Hanover Shopping Center parking lot for the period of June 15 through 20. The Committee recommended approving the request.

GYPSY MOTH SPRAYING: The Committee received a request dated May 28, 2008 from the York County Board of Commissioners to pay Penn Township's portion of the gypsy moth spraying conducted by the County. The Committee recommended denying the request but reviewing the contribution again next year.

2008 SALARY: The committee recommended adopting Resolution No. 691, amending the compensation to be paid to the Environmental Director for the remainder of 2008.

2008 BUDGET & OPERATION EXPENSE STATUS REPORT: The Committee reviewed the half-year budget revenue and expenses for the general fund. It was noted that the police budget is slightly over because of the payouts to three officers upon their retirement. It was noted on the termination of Officer Pratt that she was not vested so the contributions made to the pension plan on her behalf will be rolled into the plan. In addition she will be counted on the AG-365 report next year because she had six months of service in 2008 prior to her termination. There was some discussion about reducing some of the future expenses. It was noted that the departments should keep spending to a minimum by making only those purchases necessary to run the departments. The Committee has decided to reduce personnel to help control expenses in the budget. The part-time Property Maintenance Code Officer is to be eliminated at the end of July.

2008 FIRE TRUCK FINANCING OPTIONS: Manager Garvick provided the Committee with a synopsis of the requests received from various banks to finance the new fire truck. Six banks provided both loan and lease options. Manager Garvick recommended that the Township go with a lease rather than a loan for the truck. It was noted that the Township routinely

purchases public works equipment through a lease program. Chief Cromer noted that fire companies purchase fire truck this way all the time. The first payment can be taken from the Fire Reserve Account. Manager Garvick stated that Commerce Bank has provided the best rate but he will give M&T a chance to present an offer since the office was closed on Friday. The Committee recommended approving the proposal to finance at the July meeting.

COSTARS: It was noted that, if available, the Township should look at COSTARS to purchase a new police cruiser. The Township is paying about \$3.50 a gallon for gas.

The meeting adjourned at 8:58 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES  
FINANCE COMMITTEE  
AUGUST 4, 2008

The Penn Township Finance Committee convened on Monday, August 4, 2008 at 7:20 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Johnson, Goldsmith and Rewa. Also present were Manager Garvick, Acting Police Chief Rhodes, Fire Chief Cromer, and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None

APPROVAL OF THE MINUTES: The minutes of the July 7, 2008 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

YCEDC: Darrell Auterson, President and CEO, of the York County Economic Development Corporation (YCEDC) was present to thank the Township for its ongoing relationship with YCEDC, which provides economic development services from their office in Hanover. They are looking forward to continuing that relationship by renewing the contract, which occurs every two years and he is here tonight to begin that process. He wants to make sure there is a continuing dialogue between the organization and the Township besides the weekly meeting between the Hanover Representative and Manager Garvick. He also wanted to let the Commissioners know about the yearlong project being conducted between the York County Planning Commission and YCEDC to prepare an economic plan for the county. This plan will be included as part of York County's Comprehensive Plan. The study is in response to the BRAC (base realignment and closure) being undertaken by the Department of Defense. They are closing a base in New Jersey and relocating the employees to the Aberdeen Proving Ground in Howard County, Maryland, which borders the southeastern corner of York County. In addition to moving 8,200 jobs from the base DOD is projecting an additional twenty to thirty thousand non-base jobs will be created. They are projecting more residential and business development within the county. There are going to be a series of public forums in several weeks for the public to comment on the proposed economic plan. The study will take about a year to complete. They are asking for help from Penn Township and the other surrounding municipalities in conducting this study. Paul Wojciehowski, YCEDC, Hanover representative, stated to the Committee that he is working with local businesses to be able to supply the base with products produced in the area. Paul stated that he does meet each Monday with Manager Garvick, Hanover Borough Manager Bruce Rebert, Hanover Chamber of Commerce President Gary Laird, and West Manheim Township Manager Andy Richardson to discuss what the Corporation is doing and to provide a dialogue between the municipalities. He provides monthly activity reports and Commissioner Johnson represents the Township on the YCEDC Board. On occasions guests are invited to the meeting to discuss certain projects or problems that may face both the municipalities and YCEDC. He stated they have developed a program known as IMPLAN which allows them to project impacts when new businesses come to the area or when an existing business

changes the type of service it provides. He stated that they also try to develop and market industrial areas. The most valuable of their programs is the Business Retention and Expansion Program. YCEDC also conducts surveys and provides resources to companies. YCEDC also works with the Governors Action Team and meets quarterly with the Adams County Economic Development Corporation to discuss mutual projects such as Gateway Hanover. Paul stated that he also works with several committees in the area such as the Work Force Development Committee and the Downtown Hanover Committee. He stated that one of the important things to come out of these committees is the work force development center, which is currently being used by R.H. Sheppard, Utz Quality Foods and McClarin Plastics. It is hoped that other businesses will utilize the facility to train employees. Paul also regularly meets with the superintendents from the Hanover, South Western, Conewago Valley, Spring Grove and Delone school districts. They have developed a manufacturing training program and are looking forward to introducing a health care training program.

HANOVER EAGLES AUXILIARY: The Committee received a request dated July 19, 2008 from Viola Shearer for a waiver of the yard sale permit fee for the Hanover Eagles Auxiliary. The Committee recommended approving this request.

STAUB'S LANDING: The Committee received a request dated July 29, 2008 from John Staub for a waiver of the penalty and fees for the delinquent payments made for the Staub's Landing 2005 and 2006 Emergency Municipal Services Tax. The delinquencies were discovered when the Township could not make refunds to former Landing employees who requested them, as there was no record of any submission of the tax for the employees. The records of the Landing were then audited and the fees and penalty are a result of that audit. Mr. Staub recently submitted the taxes for 2005 and 2006. He indicated he had been using an independent payroll service and was not aware that they were not submitting the payments for the tax. The Committee stated that Mr. Staub is responsible for the tax but would review the request after additional information is received.

BUILDING PERMIT FEE: The Committee received a request from Jeanette McClintock, 77 Lion Drive, for a refund of \$29 for a building permit fee to install a pool. The building permit application was submitted with dimensions showing that it met all the setback requirements. The pool inspection was denied because the pool location did not meet setbacks. This was confirmed by both the Code Enforcement Officer and the Zoning Officer. The permit was eventually denied. The Committee recommended denying the request.

2008 BUDGET & OPERATING EXPENSE STATUS REPORT: The Committee reviewed the current budget status report.

SEWER RATES: Commissioner Heilman stated they may want to review the proposed sewer rate increases prior to the Health and Sanitation meeting and that a public meeting would need to be held in the future to discuss the issue.

SEPTEMBER MEETINGS: The Committee stated that because the Labor Day holiday falls on the regular meeting night they would have the Public Safety, Finance, Public Works, and

Health and Sanitation meeting all on September 2, 2008 starting at 7:00 p.m.

NEW FIRE STATION: Chief Cromer stated that the volunteers are planning on moving into the new fire station on Clover Lane in September. Commissioner Heilman noted that former Commissioner Wendell Felix, as a liaison representative of the Board, did an excellent job keeping the Commissioners informed about project.

The meeting adjourned at 7:54 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES  
FINANCE COMMITTEE  
SEPTEMBER 2, 2008

The Penn Township Finance Committee convened on Tuesday, September 2, 2008 at 7:45 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Johnson, Goldsmith and Rewa. Also present were Manager Garvick, Acting Police Chief Rhodes, Fire Chief Cromer, Administrative Assistant Rodgers, Engineer Bortner, Wastewater Superintendent Mahone, and Environmental Director Hejemanowski. The following matters were discussed:

ANNOUNCEMENTS: None

APPROVAL OF THE MINUTES: The minutes of the August 4, 2008 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

HANOVER AREA JAYCEES: The Committee received a request dated August 19, 2008 from the Hanover Area Jaycees for a waiver of the sign permit fees to place five signs in the Township advertising the Hanover Halloween parade on October 30, 2008. The Committee recommended approving the request.

2008 BUDGET & OPERATING EXPENSE STATUS REPORT: The Committee reviewed the 2008 budget report through August 2008. It was noted that most of the public works projects have not been completed.

PNC BANK: Manager Garvick stated that he will be meeting with PNC about a product to allow the Township to pay vendors faster than they are currently being paid. There was also some discussion about the Township eventually going paperless for accounts payable.

GOODWILL SIGNS: Commissioner Heilman stated that he had some concern about a letter to the editor about Goodwill being charged to place signs in the Township. They need to follow the same procedure as any other applicant for a sign and request a waiver if they want one.

BUDGET MEETINGS: The Committee scheduled the first budget meeting for Monday, October 13, 2008 for 6:30 p.m.

The meeting adjourned at 7:54 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES  
FINANCE COMMITTEE  
OCTOBER 6, 2008

The Penn Township Finance Committee convened on Monday, October 6, 2008 at 7:13 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Johnson, Goldsmith and Rewa. Also present were Manager Garvick, Acting Police Chief Rhodes, Fire Chief Cromer, and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: Manager Garvick announced an invitation from the Free Will Victory Baptist Church for the Commissioners and the Police Chief to attend their groundbreaking ceremony on October 12, 2008 at 11:30 a.m. Commissioner Johnson announced a personnel session would be held following the meeting.

APPROVAL OF THE MINUTES: The minutes of the September 2, 2008 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

PA ASSOCIATION OF STUDENT COUNCILS: The Committee received a request dated September 5, 2008 from Origins requesting a donation from the Township to purchase Nalgene water bottles for the PA Association of Student Councils state conference being held at South Western School District. There will be 800 students along with 300 advisors at the three-day conference. The water bottles will reduce the amount of waste created by the conference. The Committee regretted that funds were not available in the budget but wished them success on the event.

WACHOVIA BANK: The Committee received a request date September 17, 2008 from Wachovia Bank for a waiver of the \$35 bad check fee for Diane Figley who bounced a check for her sewer payment because her account was closed due to fraud. The Committee recommended denying the request.

2008 BUDGET & OPERATING EXPENSE REPORT: The Committee reviewed the revenue and expense report through the end of September 2008. Manager Garvick noted that the road overlay projects have not yet been reflected in the expenses. There was some concern about the realty transfer and earned income revenues declining to the end of the year and into 2009.

BUDGET WORKSHOP MEETING: The Committee set a date for the first budget meeting. Manager Garvick stated that the first draft would be available within the week for the committee's review. It was noted that the first meeting on October 21<sup>st</sup> would last about two hours and the committee will review the budget as a whole rather than reviewing the individual department budgets at the committee meetings. The department heads can request an individual review of their budget at some future time. It was noted that the revenue side of the budget would not be very healthy.

HANOVER CHAMBER OF COMMERCE: Manager Garvick reported that the annual meeting of Hanover Area Chamber of Commerce would be held on Thursday, October 16, 2008.

LOCAL GOVERNMENT ADVISORY COMMITTEE: Manager Garvick reported that the York County Planning Commission will be holding a full committee meeting of the Local Government Advisory Committee on Thursday, October 30, 2008 at Heritage Hills. The Manager would probably be attending and indicated that any Board member who would also like to attend should let him know.

The meeting adjourned at 7:28 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES  
FINANCE COMMITTEE  
NOVEMBER 3, 2008

The Penn Township Finance Committee convened on Monday, November 3, 2008 at 7:29 PM following the Public Safety Committee meeting. Present were Vice Chairman Prieber and Commissioners Johnson, Goldsmith and Rewa. Commissioner Heilman was absent with notice. Also present were Manager Garvick, Acting Police Chief Rhodes, Fire Chief Cromer, Administrative Assistant Rodgers, Township Engineer Bortner, Highway Foreman Mahan, WWTP Superintendent Mahone, and Environmental Director Hejmanowski. The following matters were discussed:

ANNOUNCEMENTS: None

APPROVAL OF THE MINUTES: The minutes of the October 6, 2008 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

THE LANDING: The Committee received another letter dated October 21, 2009 from the accounting firm representing John Staub Enterprises (The Landing) requesting a waiver of the penalty and interest for late payment of EMS taxes for 2005 and 2006. Mr. Staub has paid the principle, once he was made aware of the situation. The Committee recommended denying the request for the waiver, noting that the payroll company utilized by Mr. Staub should bear the responsibility since they are the ones who failed to withhold and remit the taxes.

MASON DIXON CREDO: The Committee received a request dated October 27, 2008 from the Mason Dixon Credo requesting permit fees be waived for signs placed once in the fall and once in the spring for a retreat held at the Penn Grove Retreat Center. The Committee recommended approving the request.

SOUTH WESTERN LACROSSE: The Committee received a request dated October 31, 2008 from South Western Lacrosse for a waiver of the sign permit fee to advertise their registration night. The Committee recommended approving the request.

BUCKLEY CHIROPRACTIC CENTER: The Committee received a request dated October 13, 2008 from Buckley Chiropractic Center requesting a waiver of the sign permit fees to advertise their Appreciation Day where they will be collecting for God's Meal Barrel. The committee recommended approving this request.

2008 BUDGET & OPERATING EXPENSE REPORT: The Committee reviewed the 2008 revenues and expenses through October. The Township has collected 92% of its projected revenues and general fund expenses are about 77% of what was projected.

BUDGET WORKSHOP MEETING: Manager Garvick announced that the commissioners

have scheduled a budget workshop for November 18, 2008 at 6:00 PM

FIRST READING OF BUDGET: The first reading of the 2009 budget will be on November 17, 2008. It will be put on public display the beginning of December.

YORK COUNTY ECONOMIC DEVELOPMENT PLAN: Manager Garvick announced that the York County Planning Commission along with the York County Economic Development Corporation would be hosting a regional municipal work session here at the Township on November 13, 2008 from 5:30 –7:30 PM. The public is invited to attend.

The meeting adjourned at 7:39 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES  
FINANCE COMMITTEE  
DECEMBER 1, 2008

The Penn Township Finance Committee convened on Monday, December 1, 2008 at 7:11 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Goldsmith and Rewa. Commissioner Johnson was absent with notice. Also present were Manager Garvick, Deputy Police Chief Laughlin and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None

APPROVAL OF THE MINUTES: The minutes of the November 3, 2008 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

WEST MANHIEM TWP LIONS CLUB: The Committee received a request dated December 1, 2008 from the West Manheim Township Lions Club requesting a waiver of the sign permit fees for a temporary sign advertising their Christmas Tree Sale. The Committee recommended approving the request.

STUDENT COUNCIL CONFERENCE: The Committee received a request dated October 31, 2008 from the South Western High School for a waiver of the sign permit fees to place 14 vertical banners for the PA Association of Student Councils State Conference held at South Western in November. The Committee recommended approving the request.

HANOVER SOCCER CLUB: The Committee received a request from the Hanover Soccer Club for a waiver of the sign permit fee to advertise their registration. The Committee recommended approving the request.

EXIT REALTY: The Committee received a request from Exit Realty Customers First for a waiver of the sign permit fee to advertise their charitable food drive event. The food will be distributed between the Hanover Council of Churches, God's Meal Barrel, and the Red Cross. The Committee recommended approving the request.

SIGN PERMIT FEE WAIVER REQUEST POLICY: Manager Garvick presented a letter that will be sent to all nonprofit organizations reminding them of the policy for requesting waivers from sign permit fees including making application for the permit, paying for the fee, and requesting a waiver. If the waiver is approved the fee will be returned. It was suggested that the organizations be reminded to keep their letter in their files for future reference.

2008 BUDGET AND OPERATING EXPENSE REPORT: The Committee reviewed the 2008 budget and operating expense report through November and it appears that both expenses and revenues are going to be below projected estimates. The Township is behind about \$300,000 from last year with some revenue anticipated in December. Commissioner

Heilman explained the process of the Township collecting revenues for those that are new to the process.

2009 BUDGET DISCUSSION: Commissioner Heilman stated that the 2009 budget is showing a deficit of nearly \$500,000. He told the Manager to make sure the budget included some of those items previously removed such as new fueling pumps and a heating unit for the front part of the Township building. The Commissioners will review the budget again at their December 15, 2008 meeting. Manager Garvick reported that the problem is with the amount of revenue projected because most of the items that can be cut from the budget have been cut. The budget will be on public display beginning on December 2, 2008. Another budget session maybe scheduled following the December 15 meeting. There is some concern about continuously pushing needed items off until there is money available.

GYPSY MOTH SPRAYING: The Township received a correspondence from the York County Commissioners that they informed each municipality in October 2007 that there would be a charge for gypsy moth spraying in 2008. The Township never received the letter and did not budget anything for spraying in the 2008 budget. The Township has decided not to pay the bill because the spraying did not work in the Township.

RECYCLING GRANT: Commissioner Heilman announced that the Township has received notification for payment for its 2006 Act 101 Recycling Performance Grant from DEP.

The meeting adjourned at 7:31 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager