

MINUTES
FINANCE COMMITTEE
JANUARY 5, 2009

The Penn Township Finance Committee convened on Monday, January 5, 2009 at 7:11 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Goldsmith and Rewa. Also present were Manager Garvick, 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 December 1, 2008 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

The meeting adjourned at 7:12 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
FEBRUARY 3, 2009

The Penn Township Finance Committee convened on Monday, February 3, 2009 at 7:30 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Goldsmith, Rewa and Felix. Also present were Manager Garvick, 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 January 5, 2009 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

JOHN TOMS, 533 BALTIMORE STREET: The Committee received a notice from a John Toms, 533 Baltimore Street, requesting a waiver of the penalties and interest for his unpaid property taxes. The tax bills have already been turned over to the County for collection. Mr. Toms was not present to speak about the request. The Committee suggested that the request be denied.

YOUNGS WOODS RENTAL FEES: During the 2009 budget preparation there was some discussion about the township keeping the pavilion rental fees that were normally given to the Lions Club for Young's Woods. Manager Garvick requested that the Lion's Club respond with a breakdown of costs incurred by the Lions for maintaining the Park. The Club just recently provided a list to Manager Garvick regarding the projects the Lions Club has paid for in 2007 and 2008. The Township does not normally receive any kind of report from the Lions on what they expend on the Park. The Township performs the mowing, tree trimming and some of the other upkeep of the park. The committee recommended continuing to provide the fees to the club.

HANOVER EXCHANGE CLUB: The committee received a request dated January 30, 2009 from the Exchange Club of Hanover for a waiver of the sign permit fees to advertise their annual Builders Home and Garden Show which will be held at the old Pillowtex building on Moulstown Road. The committee recommended approving the request.

DIANE GABRIEL: The committee received a request dated January 20, 2009 from Diane Gabriel, mother of Alyssa Trantham, who will be organizing a Pancreatic Cancer Awareness Walk for her senior graduation project. The proceeds will be going to pancreatic research and she is requesting a waiver of the sign permit fees for a sign the day of the event. The committee recommended approving the request.

J.A. MYERS RIBBON CUTTING: The commissioners received an invitation dated January 29, 2009 from J.A. Myers Bldg. & Dev. for a ribbon cutting at their model home in Whispering

Run. The members will let Manager Garvick know by Friday if they wish to attend.

2009 BUDGET & OPERATING BUDGET EXPENSE REPORT: The committee reviewed the revenues and expenditures for January 2009 and will continue this practice so that budget preparation is easier for 2010. This will also allow them to be aware of fluctuations in revenues.

PELRAS SEMINAR: The committee approved Kristina Rodgers to attend the annual PELRAS seminar being held March 25-27 at State College, PA.

HANOVER EARNED INCOME TAX BUREAU: Commissioner Heilman discussed the business that took place at the Hanover Area Earned Income Tax Bureau meeting on January 26th. Mr. Heilman explained the ramifications of recently enacted PA Act 32 that reduces the number of earned income tax collectors from 560 to 69. There will now be one countywide collection office, which means that the HAEITB will have to disband some time prior to 1-1-12. This will be a disadvantage for the four municipalities and two school districts comprising the HAEITB. The cost of collection of EIT revenue will certainly increase. In addition, the distribution of revenues will not be as efficient. The Act stipulates that revenue received from employers prior to 4-1-13 will be distributed within 60 days; revenue from employers subsequent to 4-1-13 will be distributed within 30 days. The current process allows the township to receive payments monthly. At the end of each year an audit is done and adjustments are made in April or May for overages or underages. Under Act 32 the new York County Tax Collection Committee will be comprised of representatives from each of the 72 municipalities and 15 school districts. Commissioner Heilman stated that on May 28 the members of the HAEITB would be holding a meeting inviting Sen. Michael Waugh and Rep. Will Tallman to explain how this new law would be beneficial to the municipalities.

The meeting adjourned at 7:53 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
MARCH 3, 2009

The Penn Township Finance Committee convened on Monday, March 3, 2009 at 7:41 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Goldsmith, Rewa and Felix. Also present were Manager Garvick, Deputy Police Chief Laughlin, Fire Chief Cromer and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None

APPROVAL OF THE MINUTES: The minutes of the February 3, 2009 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

SOUTH WESTERN DOLLARS FOR SCHOLARS: The Committee received a request dated February 25, 2009 from South Western Dollars for Scholars requesting a waiver of the sign permit fees to advertise their Make-A-Difference week April 19 through April 25. The Committee recommended approving the request.

ST. JOSEPH'S ATHLETIC ASSOCIATION: The Committee received a request dated February 20, 2009 from the St. Joseph's Athletic Association for a waiver of the sign permit fee to place directional signs to their facility for the Harrisburg Diocesan Basketball Finals to be held March 12 through March 15. The Committee recommended approving the request.

CODORUS VETERANS MEMORIAL COMMITTEE: The Committee received a letter from the Codorus Veterans Memorial Committee asking for support of the Hanover Area Memorial. After some discussion, the Committee was unsure as to what kind of support was being requested, but did state it would not support a financial contribution.

WEB SITE IMPROVEMENTS: The Committee reviewed the proposal from Martin Design for updates to the Township's website. The Committee felt that the cost was substantial and could be done for less if other avenues are pursued. The committee will get back to staff with some other options.

2009 BUDGET & OPERATING BUDGET EXPENSE REPORT: The committee reviewed the revenues and expenditures for January and February 2009. The expenses have been higher than the revenues but this will change with the mailing of the property tax bills, which are in discount period through April 15th.

EASTER EGG HUNT: Commissioner Rewa reported that the Township received \$100 from the South Western School District for the annual egg hunt.

OPEN RECORDS ACT: Manager Garvick reported the Township received notification from the Township Solicitor that tape recordings of public meetings are not considered secretary notes and cannot be destroyed after the minutes are complete. The tapes must be destroyed in accordance with the Township's disposition policy, which the Township is currently preparing. The Township will continue to record the minutes for Planning Commission meetings because they require more detailed preparation. Administrative Assistant Rodgers requested that the Commissioners contact state representatives about getting the birthdates of township employees removed as a public record in order to reduce the possibility of identity theft.

The meeting adjourned at 7:53 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

PENN TOWNSHIP
FINANCE COMMITTEE
APRIL 6, 2009

The Penn Township Finance Committee convened on Monday, April 6, 2009 at 7:53 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Goldsmith, Rewa and Felix. Commissioner Preiber was absent with notice. Also present were Manager Garvick, 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 March 2, 2009 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

CAR SHOW: The Committee received a request dated April 1, 2009 from the Hanover Lodge #227 Loyal Order of the Moose Inc. for a waiver of the sign permit fees to advertise their car show on July 26, 2009 from 8:00 a.m. to 4:00 p.m. The Committee recommended approving the request.

JEFFERSON VOLUNTEER FIRE COMPANY: The Committee received a request dated February 11, 2009 from the Jefferson Volunteer Fire Company for a waiver of the sign permit fee to advertise the Jefferson Fire Company Carnival being held July 13, 2009 through July 18, 2009. The Committee recommended approving the request.

YORK/ADAMS 2-CYLINDER CLUB: The Committee received a request dated March 12, 2009 from the York/Adams 2-Cylinder Club for a waiver of the sign permit fees to advertise their upcoming show on May 16, 2009 and May 17, 2009. The Committee requested that the Manager get more information about the non-profit status of the Club prior to considering this request.

MASON-DIXON CREDO: The Committee received a request dated March 5, 2009 from the Mason-Dixon Credo for a waiver of the sign permit fees to advertise their semi-annual retreats at the Penn Grove Retreat Center. The funds raised will go to relief programs for abused women. The Committee recommended approving the request.

HANOVER EXCHANGE CLUB: The Committee received a request dated March 3, 2009 from the Hanover Exchange Club for a waiver of the sign permit fees for additional directional signs to advertise the Home Builders Show. The Committee recommended approving the request.

2009 FEE RESOLUTION: The Committee recommended amendments to the 2009 Fee Resolution to include a Commercial Structure Review Fee and a Copying Fee.

LERTA CONSIDERATION: The Committee received a request dated March 10, 2009 from Conewago Contractors to utilize the Local Economic Revitalization Tax Act (LERTA) for properties at 17 and 23 Industrial Drive. If approved, the real estate taxes for both properties would be phased in over a ten-year period. The problem with the program is that York County (4.15 Mills) will not consider participating. The Township is the lowest of the property tax assessors at 2.3 Mills. If the School District (15.02 Mills) would agree to participate there would be more of a benefit. Commissioner Heilman stated that it is not to the Township's benefit to participate unless the school district participates as well. If the school district reconsiders their current stance the Committee will reconsider utilizing the LERTA program for these lots.

HANOVER EARNED INCOME TAX REPORT: Commissioner Heilman reviewed the minutes from the Hanover Earned Income tax report that will operate for another three years. At the end of that period it will be consolidated into the York County Tax Bureau because of legislation approved by the State. The current earned income tax office in Hanover was started in 1984 and has performed exceptionally well. There will be 78 representative members on the Board to direct the operations of the new collection agency. There will be a meeting on the last Thursday of May at the South Western School District for the local municipalities to discuss the consolidation with the York-Adams Tax Bureau.

2009 BUDGET AND OPERATING EXPENSE REPORT: The Committee reviewed the current budget and expense report for the year. It was suggested that the Committee would have to start reviewing the increase in sewer rates because of the impending project.

The meeting adjourned at 8:12 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

PENN TOWNSHIP
FINANCE COMMITTEE
MAY 4, 2009

The Penn Township Finance Committee convened on Monday, May 4, 2009 at 7:20 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Rewa and Felix. Commissioner Goldsmith was absent with notice. Also present were Manager Garvick, 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 April 6, 2009 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

HANOVER CYCLERS: The Committee received a request dated May 4, 2009 from the Hanover Cyclers for a waiver of the permit fee for signs and a canopy to be located at Pine Creek Structures, 1025 Baltimore St., for the Race Across America, an international bicycle race. This is an annual event but the canopy was usually constructed at the Rutter's Farm Store on Baltimore Street. The Committee recommended approving the request.

TAX COLLECTOR TRAINING: The Committee received a request from the tax collector for reimbursement for the cost of a seminar. The Committee recommended approving the request with the stipulation that the next training reimbursement be from the school district.

WATER DISTRICT PENALTY: The Committee received a request from John and Muriel Crabbs for a waiver of the penalty for their 2008 Countryside Water District tax because they accidentally paid the tax to the sewer office. The Committee recommended waiving the penalty.

BOY SCOUT TROUP 110: The Committee received a request dated April 7, 2009 from Boy Scout Troup 110 for a waiver of the sign permit fee to advertise their annual mulch sale on April 19. The Committee recommended approving the request.

2009 BUDGET AND OPERATING EXPENSE REPORT: The Committee reviewed the current budget and expense report for the year. It was noted that there is a meeting scheduled for May 28 at South Western School District to meet with the York-Adams Tax Bureau about the consolidation of the Hanover Wage Tax Office in 2012.

The meeting adjourned at 7:31 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

PENN TOWNSHIP
FINANCE COMMITTEE
JUNE 1, 2009

The Penn Township Finance Committee convened on Monday, June 1, 2009 at 7:20 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Goldsmith, Rewa and Felix. Also present were Manager Garvick, 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 May 4, 2009 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

HANOVER LIONS CLUB: The Committee received a request dated May 12, 2009 from the Hanover Lions Club for a waiver of the sign permit fees to advertise their chicken barbeque on May 16, 2009. The Committee recommended approving the request.

JULIE GEYER YARD SALE: The Committee received a request dated May 20, 2009 from Julie Geyer requesting a waiver of the yard sale permit fee to benefit the American Cancer Society Relay for Life team. The Committee recommended approving the request.

HANOVER CHAMBER OF COMMERCE: The Committee received a request dated May 22, 2009 from the Hanover Chamber of Commerce for a waiver of the sign permit fee to advertise the shuttle service for the Hanover Dutch Days Festival on July 25, 2009. The service will be at the old Value City Parking lot on Carlisle St. and the Penn Plaza Shopping Center on Baltimore St. The Committee recommended approving the request.

PENN TOWNSHIP LION'S CLUB: The Committee received a request dated May 29, 2009 for a waiver of the sign permit fee to advertise their chicken barbeque on June 13, 2009. The Committee recommended approving the request.

2009 BUDGET AND OPERATING EXPENSE REPORT: The Committee reviewed the monthly budget and operating expense report through May of 2009.

TOWNSHIP DEPOSITORY: The Committee reviewed that proposed Request For Proposal (RFP) for the Township's depository services. The RFP will be sent to local financial institutions within a five-mile radius of the Township.

The meeting adjourned at 7:45 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

PENN TOWNSHIP
FINANCE COMMITTEE
JULY 6, 2009

The Penn Township Finance Committee convened on Monday, July 6, 2009 at 7:33 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Goldsmith, Rewa and Felix. Also present were Manager Garvick, 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 June 1, 2009 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

LIONS CLUB: The Committee received a request dated June 26, 2009 from the Hanover Lions Club for a waiver of the sign permit fee for their chicken barbeque be held on July 18, 2009. The Committee recommended approving the request.

PARK PAVILION FEE: Lori Lawrence submitted an application for the use of the front pavilion at the Community Park on August 4, 2009 for a wrap-up event for her Relay for Life team. She also submitted a request for exoneration of the rental fee. The Committee recommended waiving the fee if she was agreeable to use the rear pavilion since the Township will be utilizing the front pavilion for the National Night Out.

2009 BUDGET AND OPERATING EXPENSE REPORT: The Committee reviewed the budget and expense report for 2009. The road projects are just getting underway this month. Commissioner Heilman noted that the real estate tax account will not see much additional income this year. There was some discussion about the earned income, local services tax and the interest income. The expenses to date were also reviewed.

TOWNSHIP DEPOSITORY: The Committee reviewed the initial overview of the RFP summary for banking services. There was some discussion about the proposals along with exploring an option with PLGIT. The Committee would like a complete analysis of the submissions and a recommendation could be made at the August meeting.

FLOODPLAIN INSURANCE: Commissioner Heilman asked Manager Garvick to review the floodplain insurance regulations that have been instituted and the increased premiums homeowners are going to be required to pay. The Flood Insurance Rate Map is being expanded and the Township will have to adopt a new floodplain ordinance.

The meeting adjourned at 7:50 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

PENN TOWNSHIP
FINANCE COMMITTEE
AUGUST 3, 2009

The Penn Township Finance Committee convened on Monday, August 3, 2009 at 7:18 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Goldsmith, Rewa and Felix. Also present were Manager Garvick, 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 6, 2009 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2009 BUDGET: The Committee reviewed the 2009 budget revenues and expenses. It was noted that some of the revenue income is down significantly due to the current economic situation.

2010 BUDGET: Manager Garvick reported that staff was notified to have drafts of their budgets in his office by September 9, 2009. The first budget will be submitted to the Finance Committee by its October meeting. Commissioner Heilman suggested the department heads only ask for what they really need and absolutely have to have.

TOWNSHIP DEPOSITORY: Manager Garvick reported that, based on the analysis of the five RFP's submitted by Adam's County National Bank, Northwest Savings Bank, Susquehanna Bank, M&T Bank & PNC Bank, he recommends the Township stay with the current depository because there is no administrative or monetary advantage to switch at this time. The Township's current depository is PNC Bank. The Township will pursue additional product offerings that PNC provides such as credit card payments and on line bill pay. The Committee Agreed

CARDINAL DRIVE RECREATION AREA: Manager Garvick reported that there has been a request from an adjoining property owner to purchase a portion of the recreation area on Cardinal Drive. The Township has sold off other recreation lots in the past such as the Bragg St. recreation area. The sale would require a public bid process. A subdivision would also be required in order to sell the property. Manager Garvick will provide the committee with the procedure to sell the property if the Board feels it worth pursuing. The Committee indicated that the property needs to be appraised.

The meeting adjourned at 7:29 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

PENN TOWNSHIP
FINANCE COMMITTEE
SEPTEMBER 1, 2009

The Penn Township Finance Committee convened on Monday, September 1, 2009 at 7:20 P.M. following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Rewa and Felix. Commissioner Goldsmith was absent. Also present were Manager Garvick, Police Chief Rhodes, Fire Chief Cromer, Administrative Assistant Rodgers, Waste Water Superintendent Mahone, and Township Engineer Bortner. The following matters were discussed:

ANNOUNCEMENTS: None

APPROVAL OF THE MINUTES: The minutes of the August 3, 2009 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2009 BUDGET: The Committee reviewed the 2009 budget revenues and expenses. There was discussion about projected revenue through the end of the year. It was noted that expenses would also need to be kept to a minimum in all departments throughout the rest of the year.

2010 SPCA ANIMAL CARE AGREEMENT: The Committee received the request from the York County SPCA for their annual fee for services. There are no other competing organizations available to contract these service with. There was some discussion about the services provided by Animal Control Officer Terry Hemler, including a possible increase of the Return to Owner fee. The Committee will further review during the budget process.

PENN TOWNSHIP LIONS CLUB: The Committee received a request dated August 17, 2009 from the Penn Township Lions Club requesting a waiver of the sign permit fee to advertise their chicken barbeque at Young's Woods on September 12, 2009. The Committee recommends approving the request.

HANOVER JAYCEES: The Committee received a request from the Jaycees dated August 1, 2009 for a waiver of the sign permit fees to place five signs in the Township to advertise the Halloween Parade. The Committee recommended approving the request.

YORK COUNTY TAX COLLECTION BOARD: The Committee considered selecting a representative to the York County Tax Collection Board. The first meeting of all representatives must be held between September 15 and November 15. The Township's voting percentage is 1.14% under the Act but the law also provides that the committee could be set up to allow each municipality to have one vote. It was suggested that the Administrative Assistant be appointed as the Township's representative. The Township will continue collection of taxes at the Hanover Wage Tax Office until December 31, 2011. The current wage tax office will still have to operate through 2012 to process 2011 returns. A resolution will be adopted at the next Board of Commissioners meeting making the appointment.

STEEDS RENT: Manager Garvick reported that South Western School District was concerned about the rent on the STEED classroom they are renting from the Township. Manager Garvick stated that we are currently receiving \$844 a month rent. The Committee recommended not increasing the rent for this school year.

The meeting adjourned at 7:36 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

PENN TOWNSHIP
FINANCE COMMITTEE
OCTOBER 5, 2009

The Penn Township Finance Committee convened on Monday, October 5, 2009 at 8:04 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Rewa, Goldsmith and Felix. Also present were Manager Garvick, 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 September 1, 2009 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2009 BUDGET: The Committee reviewed the 2009 budget revenue and expenses through September 2009. Revenue for the current year appears to be flat. Manager Garvick stated that the projected increase in revenue for 2010 is about 1.6% with the increase of proposed expenditures currently being 13%.

MASON DIXON CREDO: The Committee received a request dated September 10, 2009 from the Mason Dixon Credo for a waiver of the sign permit fees to advertise a weekend retreat at the Penn Grove Retreat Center. The Committee recommended approving the request.

SOUTH WESTERN BAND BOOSTERS: The Committee received a request dated September 22, 2009 from the South Western Band Boosters for a waiver of the sign permit fees to advertise a chicken barbeque on October 17, 2009. The Committee recommended approving the request.

DISTRICT JUSTICE OFFICE LEASE AGREEMENT: Manager Garvick noted that he sent a letter to Robert Chuk with regards to the lease agreement for the District Justice Office. The Township has had a lease for twenty years with the district justice office and there has not been an increase of rent for the last ten years. Manager Garvick will let the Board know when he will be meeting with Mr. Chuk.

ENERGY REVIEW PROPOSAL: Manager Garvick reported that the Township has received a notice from Barton Associates that it will cost \$7,500 for an energy study of the Township municipal building. The committee recommended approving the study and placing the expenditure in the 2010 budget.

2010 BUDGET: The Committee reviewed the 2010 proposed municipal budget. There was some concern about the cost of the annual audit. There was some discussion about the major equipment in the administration budget and the capital outlay and major equipment in the building portion of the budget. Manager Garvick stated that budget provides for an upgraded access to the municipal side of the building on the front door and the side meeting room door, which is similar to the system the police department is proposing.

FUTURE MEETINGS: The Committee set firefighter interviews for December 14, 2009 at 6:30 PM. The Committee set a budget meeting for Wednesday, November 11, 2009 at 7:00 PM.

The meeting adjourned at 8:34 PM.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
NOVEMBER 2, 2009

The Penn Township Finance Committee convened on Monday, November 2, 2009 at 7:35 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Felix, Goldsmith and Rewa. Also present were Manager Garvick, 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 October 5, 2009 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2009 BUDGET & OPERATING EXPENSE REPORT: The Committee reviewed the current year operating budget and expense report through October. Manager Garvick reported that the revenue is flat which may reduce the amount of carryover resulting in a lower fund balance.

2010 BUDGET: Manager Garvick reviewed the 2010 proposed revenues and expenses. The refuse collection price will slightly decrease for 2010 due to the economy and the way the contract was written. It was suggested that Manager Garvick review with the department heads any one time proposed expenses to see if other avenues could be pursued for their financing. The Committee would review these projects at the next budget meeting. Manager Garvick stated that each .10 of a mill Real Property Tax increase would result in \$102,000 in additional revenue. Commissioner Prieber wished to go on record stating that he would not support a tax increase.

OTHER MATTERS: None.

The meeting adjourned at 7:47 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
NOVEMBER 11, 2009

The Penn Township Finance Committee convened on Wednesday, November 11, 2009 at 7:00 PM for the purpose of reviewing and discussing the proposed 2010 budget. Present were Chairman Heilman and Commissioners Prieber, Felix, Goldsmith and Rewa. Also present were Manager Garvick and Administrative Assistant Rodgers.

Chairman Heilman called the meeting to order. Discussion began with a report by the Township Manager. He reported that, at the direction of the Committee, he removed several expenditure items from the General Fund budget. It is the intention of the Committee to purchase these items directly from one or more reserve accounts. The following items shall be under consideration by the Board of Commissioners in 2010 for purchase from the Capital Reserve Account: Radios for the Fire Dept. (\$14,620); Replacement of Fire Chief's Vehicle (\$35,000); Replacement of two marked police cruisers (\$66,010).

The following shall be under consideration for purchase from the Public Works Improvement Account: Salt Storage Facility (\$150,000).

The following shall be under consideration for purchase from the Building Reserve Fund: Improved Access to Municipal and Police (\$31,035); Replace Roof on Municipal Building (\$160,000); Replace gasoline and diesel fuel pumps (\$10,000); Energy Study for Municipal Building (\$8,250).

The Committee also recommended that funds be transferred from the Capital Reserve Account to the Fire Reserve Account. The Fire Reserve Account shall have a balance of \$500,000 following the transfer.

The Manager then reported that the township is projecting in 2010 a modest 1% increase in tax revenue from the Real Estate, Earned Income and Local Services taxes. Other incomes are either down or flat. Income from Zoning, Subdivision & Land Development and Protective Inspection fees is also down about 50% or \$127,500.

The Township is selling fewer refuse units than anticipated. Combined with the decrease in the value of recycled materials, a net loss of \$100,000 has occurred. The year-end balance will be \$200,000 lower than normal.

On the expenditure side, the Manager reported that the Municipal Administration budget is down 1%. The 2010 Police and Fire Protection budgets are both up due to increased manpower. Public Works is coming in virtually identical to this years budget figures. It was reported that the most recent brush/limb collection cost the township around \$13,450. The Committee indicated that it wants to continue offering the brush/limb/leaf collection service.

The largest increase in the 2010 budget is due to pensions and health care. The cost

of the police pension is up 130%, or an additional \$309,000. The firemen's pension costs are going up 13.5% or \$10,700. Health insurance costs are rising 22%, or an additional \$184,280.

The committee discussed other adjustments to the proposed budget. The Hanover Library contribution was approved at \$60,000.

The budget will next be discussed at the Finance Committee meeting on December 7, 2009. The first reading of the budget will occur on November 16, 2009.

Following tonight's meeting the commissioners adjourned to a personnel session to discuss police personnel issues.

The meeting adjourned at 8:30 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
DECEMBER 7, 2009

The Penn Township Finance Committee convened on Monday, December 7, 2009 at 7:15 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Felix, Goldsmith and Rewa. Also present were Manager Garvick, 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 November 2, 2009 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

WEST MANHIEM LION'S CLUB: The Committee received a request dated November 19, 2009 from the West Manheim Lions Club for a waiver of the sign permit fee to advertise their Christmas tree sale at the Grandview Plaza. The Committee recommended approving the request.

RESOLUTION NO. 720: Manager Garvick reported that he would like to rename the Public Works Facility Construction account to the Penn Township Municipal Liability account and also open a new account to handle the proceeds of the sewer bond issue. The municipal liability account would hold the funds the Township will be using to self-insure its liability insurance. The Committee recommended adopting the resolution.

RESOLUTION NO. 721: Manager Garvick reported that a resolution is needed to utilize the online PennDOT system for submitting reports in compliance with Liquid Fuels funds. The Committee recommended adopting the resolution.

2009 BUDGET & OPERATING EXPENSE REPORT: Manager Garvick reviewed the 2009 revenue and expenses.

2010 BUDGET: Manager Garvick reported that he has been negotiating with York County for the rent on the District Magistrate's office and they have agreed on a 20% increase in the rent. He also negotiated with Penn National insurance company for a decrease of seven thousand dollars on the workman's compensation insurance. Manager Garvick reported that he has eliminated all the expenses the Committee suggested at prior meetings. The budget is still not balanced. He provided them two sets of revenue: one showing a tax rate of 2.95 mills and one with 3.00 mills. Both budgets will still have a deficit. The budget can be managed with a tax increase with the hope that additional revenue is received. Commissioner Heilman stated that the Township would still need to borrow funds to operate at the beginning of the year until the tax revenues are received. Commissioner Felix noted that previous Boards have done an excellent job trying to keep taxes down including the

current Board but in order to keep the current level of services there needs to be a tax increase. He stated that he would support an increase to 3 mills. Commissioner Heilman stated that the problem is not due to the Township's overspending but due to a decrease in revenues from state sources and an increase in state mandates. Pension and health care also contributes to the looming deficit. Commissioner Heilman stated that he would support an increase to 2.95 mills. Manager Garvick reported that he would be meeting with PNC Bank to discuss a Tax Anticipation Note. There was some discussion about borrowing the entire amount but that would still not provide a revenue stream that is constant into the future. Manager Garvick asked if they would be amenable to borrowing from reserve accounts to help balance the budget. The Committee suggested that they begin the process of borrowing funds to have revenue for the 2010 year.

OTHER MATTERS: None.

The meeting adjourned at 7:45 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager