

MINUTES  
FINANCE COMMITTEE  
JANUARY 3, 2011

The Penn Township Finance Committee convened on Monday, January 3, 2011, at 7:25 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 December 7, 2010 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2010 BUDGET & OPERATING EXPENSE REPORT: The Committee reviewed the final numbers for 2010 budget. Manager Garvick reported that the Township spent 98% of projected expenses but only received 92% of projected revenue. Manager Garvick thanked the Department heads for the work they did on the keeping expenses down.

The meeting adjourned at 7:28 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES  
FINANCE COMMITTEE  
FEBRUARY 7, 2011

The Penn Township Finance Committee convened on Monday, February 7, 2011, at 7:09 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 January 3, 2011 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2011 BUDGET & OPERATING EXPENSE REPORT: Administrative Assistant Rodgers reported on the revenue and expenses through the first month of 2011. She reported that current year tax revenue will not begin to come in till the end of February but we are at 123% of prior year tax. The first month's interest has not been posted yet because we wait until we balance with the Treasurer. The first sewer bond payment for the year was prepared in January for payment on February 1. The Township has also received the payment for the bond subsidy. The TAN has not been completed because we just received the opinion of the solicitor.

RESOLUTION FOR ACT 44: Manager Garvick reported that Solicitor Tilley has prepared a Resolution for adoption in compliance with Act 44 of 2009. Also recommended for approval are the "Procedures for Compliance with the Professional Services Contract Provisions" for pension administration. The committee recommended placing this on the agenda for the next meeting.

FEE RESOLUTION: Manager Garvick reported that there is an error regarding the Homewood and Plum Creek interceptor tapping fees that was missed when the Fees For Permits and Services Resolution was adopted. The resolution will be readopted at the next meeting with an effective date of January 1, 2011.

MASON-DIXON CREDO: The Committee received a request dated February 3, 2011 from the Mason Dixon Credo for a waiver of the sign permit fees to advertise a retreat at the Penn Grove Retreat Center on April 7-10. The Committee recommended approving the request.

HANOVER CHAMBER OF COMMERCE: The Committee received a request dated February 1, 2011 from the Hanover Chamber of Commerce for a waiver of the sign permit fee to advertise the shuttle service for the Hanover Area Dutch Days being held on July 30, 2011. The Committee recommended approving the request.

HANOVER EXCHANGE CLUB: The Committee received a request dated January 3, 2011 from the Hanover Exchange Club for waiver of the sign permit fees to advertise the Home Builder's and Garden show being held March 9-12. The Committee recommended approving the request.

17 INDUSTRIAL DRIVE: The Committee received a request dated February 4, 2011 from Conewago Contractors requesting the use of the Local Economic Revitalization Tax Act for 17 Industrial Drive. The Act provides for a temporary waiver and/or reduction of property taxes as an incentive to bring new business to a community. Since Penn provides the least amount of tax relief, the Committee will wait for a decision from the County of York and the South Western School District before making a recommendation.

HANOVER AREA EARNED INCOME TAX BUREAU MEETING: Commissioner Heilman reported on the Hanover Earned Income Tax meeting, which was held on January 25th. The HAEITB office will close to the public on December 29, 2011 and will shut down for good in March 2012 due to the consolidation into a county system. As a result, they are preparing a fifteen-month budget. Ms. Deyarmin will remain until the office is closed. She and one other employee will then retire. The remaining two or three employees will be terminated. The budget was prepared with a 3.6% collection fee instead of a 2.5% collection fee to make sure that costs are covered for the fifteen month period. Any additional funds that the agency may have after it is dissolved will be returned to the taxing authorities. The next meeting will be held February 22, 2011 with the final meeting being held in May of 2012 following the audit.

YORK COUNTY TAX COLLECTION COMMITTEE: Administrative Assistant Rodgers reported that the York County Tax Collection Committee (YCTCC) held a meeting on the last Monday in January. They decided not to purchase liability insurance as a group and are considering a consolidation with the Adams County Tax Collection Committee (ACTCC). The York Adams Tax Bureau in its current configuration will no longer exist after December 31, 2011 as result of the state mandate. There will be a meeting between the executive committees of the YCTCC and the ACTCC to discuss problems and concerns for a consolidation. The YCTCC will meet again on March 28th to discuss those meetings and prepare to vote on the consolidation at the April 25th meeting if there are no outstanding issues or concerns.

The meeting adjourned at 7:30 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES  
FINANCE COMMITTEE  
MARCH 7, 2011

The Penn Township Finance Committee convened on Monday, March 7, 2011, at 7:13 following the Public Safety Committee meeting. Present were Vice Chairman Prieber and Commissioners Rewa, Goldsmith and Felix. Commissioner Heilman 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 February 7, 2011 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2011 BUDGET & OPERATING EXPENSE REPORT: Administrative Assistant Rodgers reviewed the monthly memo regarding the 2011 budget receipts and expenditures. The Tax Anticipation Note proceeds have been received a month earlier than in 2010.

ST. JOSEPH'S YARD SALE: The Committee received a request dated February 3, 2011 from St. Joseph's Parish for a waiver of the yard sale permit fee and the sign permit fee to conduct a yard sale on March 26, 2011. The Committee recommended approving the request.

JOINT MATERIALS BID: Manager Garvick reported that the Joint Material Bids were opened last week. The stone bids were about 1% higher than last year but petroleum products such as oil and gasoline are about 15% higher than they were last year. Three Commissioners will need to be present on March 23, 2011 at the Hanover Borough Council meeting to award the bids.

LERTA HEARING: Manager Garvick reported that the LERTA hearing has been advertised for March 21, 2011 at 7:00 p.m. On March 23, 2011 the South Western School District will be holding a hearing and passing a resolution in support of the LERTA request. The Commissioners have not taken a position on the request or what schedule they would even agree to. The tax on the land will not be affected by the LERTA and could be assessed at a higher value once the improvements are constructed. The Penn Township Planning Commission made a favorable recommendation to the Commissioners on the request. Other taxes that they are obligated to pay such as the Local Services Tax will still be assessed.

The meeting adjourned at 7:22 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES  
FINANCE COMMITTEE  
APRIL 4, 2011

The Penn Township Finance Committee convened on Monday, April 4, 2011, at 7:22 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 March 7, 2011 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2011 BUDGET & OPERATING EXPENSE REPORT: Administrative Assistant Rodgers reported on the 2011 revenue and expenses through April 1, 2011. The state liquid fuels fund check was received on April 1 and was about \$10,000 more than anticipated. The revenues are slightly ahead of projections and expenses are slightly below projections.

SWSD DOLLARS FOR SCHOLARS: The Committee received a request dated March 8, 2011 from the South Western Dollars for Scholars program for a waiver of the sign permit fees to advertise their Make-A-Difference week from April 10th through April 16th. The Committee recommended approving the request.

HANOVER LIONS CLUB: The Committee received a request dated March 10, 2011 from the Hanover Lions Club for a waiver of the sign permit fees to advertise their chicken barbeque on May 21, 2011. The Committee recommended approving the request.

JEFFERSON CARNIVAL: The Committee received a request dated March 17, 2011 from Jefferson Carnival, Inc. for a waiver of the sign permit fees to advertise their carnival being held July 11th through July 16th. The Committee recommended approving the request.

HANOVER MOOSE LODGE: The Committee received a request dated March 23, 2011 from the Hanover Moose Lodge for a waiver of the sign permit fees to advertise their annual car show being held June 11th. The Committee recommended approving the request.

SOUTH WESTERN BAND BOOSTERS: The Committee received a request dated April 1, 2011 from the South Western Band Boosters for a waiver of the sign permit fees to advertise a chicken barbeque on April 30th. The Committee recommended approving the request.

DARDEN RESTAURANTS: The Committee received a request from Darden Restaurants to transfer a liquor license from York City to the Longhorn Steakhouse at the Gateway Shopping Center. The Committee recommended scheduling the hearing for the April 18th Board of Commissioners meeting.

The meeting adjourned at 7:31 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES  
FINANCE COMMITTEE  
MAY 2, 2011

The Penn Township Finance Committee convened on Monday, May 2, 2011, at 7:17 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners 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 April 4, 2011 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

LEGACY ATHLETIC: Paige Wingert, representing Legacy Athletic, addressed the Committee with a request for consideration of a Local Economic Revitalization Tax Assistance (LERTA) for his business being relocated from 14 Barnhart Drive to 300 Fame Avenue. He provided a history of Legacy from the beginning as a start up business in his college dorm room to their current expansion plan. They produce caps and other products for colleges, universities and the tourism industry. Legacy has sixty employees with four full time positions added since the first of the year. Their rate of growth last year was about 20%. He provided a list of vacant properties within the Township that could be used for industrial and manufacturing purposes. Manager Garvick explained the provisions for a LERTA and its intended purpose. Jeremy Frey, attorney for Legacy Athletic, also presented information about the LERTA and stated the application would be made under the "improvement of deteriorated properties". Attorney Frey also wanted to make sure that the Committee understood they would only be requesting abatement of the taxes for the improvements, and not for the existing assessment. Commissioner Heilman stated they would like an official application or request from Legacy that they want LERTA consideration and the Township will proceed with the contacting the Solicitor and schedule the appropriate hearings. Commissioner Heilman stated that the Township can only control what the Township's response is and cannot predict the responses of the South Western School District or York County.

2011 BUDGET & OPERATING EXPENSE REPORT: Administrative Assistant Rodgers reported on the 2011 budget and operating expense report. Revenues to date are about what was expected and expenses are being kept in line with budget figures. About 90% of the real estate tax has been collected with face value payments being due on June 15.

ORDINANCE NO. 723: Manager Garvick reported that Ordinance No. 723 has been prepared to repeal the LERTA boundary for 17 Industrial Drive. The Committee recommended adopting it at the next Commissioners meeting.

LOCAL SERVICES TAX AUDIT: Administrative Assistant Rodgers reported that the last audit for the local services tax was conducted for tax years 2007, 2006, and 2005. She is preparing an audit of the 2010 payments and, depending on which employers may not have paid she will proceed with reviewing the 2009 and 2008 payments by the employers.

YORK COUNTY TAX COLLECTION COMMITTEE: Administrative Assistant Rodgers noted that a meeting of the York County Tax Collection Committee (YCTCC) was held on Monday, April 25, 2011. They are reviewing the transition plan as well as making internal changes for 2012. With the move to the (YCTCC) Hanover Area residents will be able to file their local taxes on line. The Hanover Wage Tax office will close at the end of December with two employees remaining through the first quarter of 2012. A final audit will be done after the office is closed. The final meeting of the members of the Hanover Earned Income Tax Bureau will be after the audit is completed.

The meeting adjourned at 7:50 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES  
FINANCE COMMITTEE  
JUNE 6, 2011

The Penn Township Finance Committee convened on Monday, June 6, 2011, at 7:09 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 2, 2011 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

LEGACY ATHLETIC: Mr. Paige Wingert, representing Legacy Athletic, addressed the Committee with regards to a LERTA request for his property. Mr. Wingert owns Legacy Athletic on Barnhart Drive and is relocating the business to Fame Avenue. He would like LERTA consideration for the 20,000 sq. ft. addition he is adding to the existing building. The expansion would help provide additional jobs in Penn Township. The current assessment on the property would be exempt from LERTA consideration. Legacy Athletic employs many local residents and will continue to do so. Mr. Wingert will also be making renovations to the building interior. The building will be doubled in size and he is spending about \$2M in improvements along with purchasing the property for about \$950,000. Mr. Wingert stated that there may be other businesses in the area that are looking to expand but would need an incentive such as tax abatement to be able to do it. Mr. Wingert has already contacted the South Western School District staff to preliminarily discuss the LERTA request. The Committee will request a recommendation from the Township Solicitor on what parameters can be set for the LERTA designation, including the specific zoning area and the cost of the project. Attorney Jeremy Frey, representing Legacy Athletic, stated that an estimated amount of the abatement is in the letter and could be offset if other businesses are attracted to Penn Township due to a potential approval. The Committee recommended revisiting the request if the South Western School Board feels that they could support it. Mr. Wingert will arrange a presentation to the School Board.

2011 BUDGET & OPERATING EXPENSE REPORT: Administrative Assistant Rodgers reported on the 2011 Budget and Operating Expense Report. Revenues are about what was projected but the realty transfer is slightly higher at this point in time due to the sale of the L & H Trucking property. She also stated that the Earned Income was slightly higher in June due to the processing of the 2010 local tax returns. The expenses are on target and she provided the figures from 2009 and 2010 for expenses through May 31 of each year.

PENN TOWNSHIP LIONS CLUB: The Committee received a request dated May 16, 2011 from the Penn Township Lions Club for a waiver of the sign permit fee to advertise their chicken barbeque on June 11, 2011 at Young's Woods. The Committee recommended approving the request.

LOCAL SERVICES TAX AUDIT: Administrative Assistant Rodgers reported that she has begun the audit of the local services tax and there are several dozen businesses that are not complying with the requirement. Those businesses will be notified and put on notice that they will be audited if they do not come into compliance.

YORK COUNTY TAX COLLECTION COMMITTEE: Administrative Assistant Rodgers noted that the area municipalities that will be joining the York County Tax Collection Committee (YCTCC) will be holding a meeting next Wednesday to discuss how the local businesses will be notified of the change effective January 1. Jeffrey Mummert and Linda Toal have been working with the York Adams Tax Bureau to make the transition as smooth as possible. Adams County Tax Collection Committee (ACTCC) has voted to have the YCTCC and ACTCC replace York Adams Taxing Bureau's current Board of Directors as of January 1, 2012. Both would maintain their status as independent committees representing Adams and York County respectively. They would be working together cooperatively to oversee the Tax Bureau's operations by replacing the current Board of Directors.

The meeting adjourned at 7:57 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES  
FINANCE COMMITTEE  
JULY 5, 2011

The Penn Township Finance Committee convened on Tuesday, July 5, 2011, at 7:09 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 Police Chief Rhodes, Fire Chief Cromer, WWTP Superintendent Mahone, Township Engineer Bortner, Highway Foreman Mahan and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the June 6, 2011 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: NONE

2011 BUDGET & OPERATING EXPENSE REPORT: Administrative Assistant Rodgers reported on the 2011 Budget and Operating Expense Report. She noted that the June Earned Income Tax check was about a third of what it was in 2010, which puts us behind by about \$35,000 for the year. An audit of the 2008-2011 Local Services Tax is being conducted and it has so far netted a couple of hundred dollars in unpaid taxes.

CITIZEN'S COMMENTS: None.

The meeting adjourned at 7:11 P.M.

Respectfully submitted,

Kristina J. Rodgers, Township Secretary

MINUTES  
FINANCE COMMITTEE  
AUGUST 1, 2011

The Penn Township Finance Committee convened on Monday, August 1, 2011, at 7:12 PM following the Public Safety Committee meeting. Present were Commissioners Rewa and Felix. Commissioners Goldsmith, Heilman, and Prieber were absent with notice. Also present were Manager Garvick, Police Chief Rhodes and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the July 5, 2011 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: NONE

2011 BUDGET & OPERATING EXPENSE REPORT: Administrative Assistant Rodgers reported on the 2011 Budget and Operating Expense Report.

FRATERNAL ORDER OF EAGLES LADIES AUXILIARY: The Committee received a request dated July 12, 2011 from the Fraternal Order of Eagles Ladies Auxiliary for a waiver of the yard sale permit fees for their yard sales being held on July 16, 2011. They provided proof that all the profits went to charitable organizations. The Committee recommended approving the request.

2012 BUDGET: Manager Garvick reported that the memo had been prepared for consideration of the dates to work on the 2012 budget. The Board has decided to discontinue the year end meeting and adopt the 2012 budget at its regularly scheduled Board of Commissioners meeting on December 19, 2011. As a result the dates on the memo for specific actions have been adjusted to meet the deadlines need for adoption by this date.

CITIZEN'S COMMENTS: None.

The meeting adjourned at 7:15 P.M.

Respectfully submitted,

Kristina J. Rodgers, Township Secretary

MINUTES  
FINANCE COMMITTEE  
SEPTEMBER 6, 2011

The Penn Township Finance Committee convened on Tuesday, September 6, 2011 at 7:12 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Rewa, Felix, and Goldsmith. Also present were Manager Garvick, Police Chief Rhodes, Fire Chief Cromer, Administrative Assistant Rodgers, Township Engineer Bortner, WWTP Superintendent Mahone, and Highway Foreman Mahan. The following matters were discussed:

ANNOUNCEMENTS: Commissioner Heilman announced a personnel session will be held following the Health and Sanitation meeting this evening.

APPROVAL OF THE MINUTES: The minutes of the August 1, 2011 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Joseph Klunk, 130 Littleton Drive, expressed concern about the LERTA request made by Legacy Athletic. He had concerns about the presentation and the timeliness of the application since it was requested after the building permits were secured and construction had begun. He felt that the applicant should have gone through the economic development corporation and submitted their request for LERTA prior to the application for building permits.

2011 BUDGET & OPERATING EXPENSE REPORT: Administrative Assistant Rodgers provided the 2011 budget and expense report through August 31, 2011. It was noted that revenues are about where they were projected through this time of year. The Commissioners will begin the 2012 budget process in October.

HANOVER AREA JAYCEES: The Committee received a request dated August 1, 2011 from the Hanover Area Jaycees for a waiver of the sign permit fee to advertise the Halloween Parade. They will have five signs within Penn Township. The Committee recommended approving the request.

MASON-DIXON CREDO: The Committee received a request dated August 8, 2011 from the Mason-Dixon Credo requesting a waiver of the sign permit fee to advertise two retreats at the Penn Grove Retreat Center. The retreats will be held on September 28th through October 2nd and from November 3rd through November 6th. The Committee recommended approving the request.

FIRE INSURANCE ESCROW ORDINANCE: Manager Garvick provided a proposed Fire Insurance Escrow Ordinance to be utilized by the Township in the event that a property is destroyed by fire. This ordinance will allow the Township to collect a portion of the settlement funds from the insurance carrier to pay outstanding municipal claims and expenses associated with cleaning up the property if the property owner fails to do so. The Committee recommended adopting the ordinance.

1996 CHEVY BLAZER: Manager Garvick reported that had placed the 1996 Chevy Blazer on municibid to sell. The vehicle is valued at about \$2,300 but the bid came in at about \$1,700. The vehicle is currently not being used on a regular basis but the

Township is maintaining and insuring the vehicle. The Committee recommended keeping the vehicle for emergency use and maybe bidding it later in the fall.

LERTA ORDINANCE: Manager Garvick presented an proposed Ordinance to designate the Legacy Athletic property at 300 Fame Avenue as a LERTA area. The ordinance does not provide relief from future taxes but does designate the boundary for LERTA if other taxing authorities wish to abate any future taxes. The Committee recommended placing the Ordinance on the agenda for the September 19th Board of Commissioners meeting.

The meeting adjourned at 7:33 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES  
FINANCE COMMITTEE  
OCTOBER 3, 2011

The Penn Township Finance Committee convened on Monday, October 3, 2011 at 7:51 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Rewa, Felix, and Goldsmith. 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 6, 2011 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2011 BUDGET & OPERATING EXPENSE REPORT: Administrative Assistant Rodgers reviewed the budget and operating expense report through September 2011. It was noted that the Township is at 94% of revenue at this time. The Committee questioned if the Township could expect to exceed budgeted revenue in 2011. Administrative Assistant Rodgers was not sure at this time due to slow down in property transfers and other revenues such as Earned Income and Local Services taxes. The Township has received about 97.5% of its projected Property tax, which is higher than most years at this time. The Township has also received more delinquent and prior year tax revenue than budgeted, as well as extra state aid for pensions and firemen's relief funds.

ST. JOSEPH PARISH: The Committee received a request dated September 9, 2011 from St. Joseph's Parish for a waiver of the permit fees associated with their Holiday Bazaar being held in November. The Committee recommended approving the request.

EARNED INCOME/NET PROFITS TAX ORDINANCE: The Committee reviewed the ordinance appointing the York Adams Tax Bureau as the tax collector for the Earned Income tax on behalf of the York County Tax Collection Committee and the Township. The York County Tax Collection Committee will advertise the ordinance and split the costs among all its members. The Township will need to advertise its intention to adopt the ordinance. The Committee recommended adopting the ordinance.

2012 BUDGET: Manager Garvick reviewed the 2012 proposed budget. The revenue side will be affected by changes in the assessed value of property within the Township. It is hopeful that the total assessed value remains the same or increases due to the addition of the Gateway Shopping Center. There have been numerous commercial properties that have had their value reassessed downward. Some of these properties have lost as much as thirty-seven percent of their value. The one-time increase in pension state aid will not occur next year and the budget reflects the amount of state aid normally received. It was noted that line items have been inserted in each

department for expenses related to pensions and insurance to more accurately reflect the cost of each department. The budget is not balanced. There was discussion that the projected expenses for 2011 are much lower than what is being projected for 2011 revenues. The carryover figure is typically reflected conservatively in the first draft. Staff will examine the numbers and come up with a more realistic figure. The budgets are showing all contractually obligated increases. The insurance numbers have not been received and will be received by the end of October or the first of November. The commissioners will be provided with updated budgets in anticipation of further discussion at the next finance meeting.

The meeting adjourned at 8:19 P.M.

Respectfully submitted,

Kristina J. Rodgers  
Township Secretary

MINUTES  
FINANCE COMMITTEE  
NOVEMBER 7, 2011

The Penn Township Finance Committee convened on Monday, November 7, 2011 at 7:21 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: Commissioner Heilman

APPROVAL OF THE MINUTES: The minutes of the October 3, 2011 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Commissioner Heilman stated that an executive session would be held following this meeting to discuss personnel issues.

2011 BUDGET & OPERATING EXPENSE REPORT: Administrative Assistant Rodgers reviewed the budget and operating expense report through October 2011. It was noted that the Township's is at 97% of revenue due in large part to the increase in pension and relief checks received from the state. Most budget categories are not where they should be for this time of the year and some are even below 60%. The payment from the state was a one time payment and next years payments will revert back to previous year's levels. The expenses are still in line with projections.

PENALTY ORDINANCE: Manager Garvick reported that he has been working on updating the penalty section of the Township code. He has prepared an ordinance for adoption at the next meeting. The Committee recommended adopting the ordinance.

GENERAL OBLIGATION NOTE: Administrative Assistant Rodgers reported that an ordinance has been prepared to refinance the 2006 loan from Bank of Hanover which is now PNC. We would just be financing the outstanding debt at a lower interest rate which should preclude us from having to get DCED approval since it is not new debt. The ordinance will need to be adopted at the next meeting. The numbers on the final cost of the refinance will be provided once they are obtained from council.

JOINT COMPREHENSIVE PLAN: Manager Garvick reported that York County Planning has approved a grant for a joint comprehensive plan between the Township and the Borough of Hanover. The project is expected to be bid in April 2012 and concluded in 2013. Hanover Borough will be the lead agency for the grant process. A resolution will be placed on the agenda of the next Board of Commissioners meeting for approval.

AMENDING SEWAGE FACILITIES PLAN: Resolutions for Yazoo Mills and York Village

apartment amending the sewage facilities plan will be included on agenda for the November Board of Commissioners meeting.

2012 BUDGET DISCUSSION: The Committee reviewed the 2012 proposed budget and Commissioner Felix noted that an unmarked police cruiser should be removed from the budget. It was noted that there is a deficit for the budget which includes a tax anticipation note. The Township's health insurance rates went up more than what was projected and Manager Garvick has been meeting with the broker to get quotes from other insurance organizations including Blue Cross. The Committee will review the 2012 budget at the next Finance Committee meeting in December.

YORK AREA TAX COLLECTION COMMITTEE: Administrative Assistant Rodgers reported that a York Area Tax Collection Committee meeting was held last Monday but was recessed until December 8 at which time they will vote on the bylaws. The Township's wage tax will be collected by the York Adams Tax bureau beginning on January 1 at which time the Hanover Earned Income Office will close. It was noted that revenue may not be received to the Township from either the York Adams Tax Bureau or the Hanover Earned Income Office until March or April due to the change.

The meeting adjourned at 7:45 P.M.

Respectfully submitted,

Kristina J. Rodgers  
Township Secretary

MINUTES  
FINANCE COMMITTEE  
DECEMBER 5, 2011

The Penn Township Finance Committee convened on Monday, December 5, 2011 at 7:00 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, Administrative Assistant Rodgers and Commissioner-Elect Klunk. The following matters were discussed:

ANNOUNCEMENTS: Commissioner Heilman

APPROVAL OF THE MINUTES: The minutes of the November 7, 2011 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2011 BUDGET & OPERATING EXPENSE REPORT: Administrative Assistant Rodgers provided the 2011 budget and operating expense report through December 1. She noted that she included figures through that date because this included the largest payroll of the year, which includes longevity and holiday pays. The Township is right in line with expected revenues and expenses.

2012 FEE RESOLUTION: Manager Garvick provided a proposed 2012 Schedule of Fees resolution that included increases in existing fees and additional fees for fire inspections for both residential and commercial. The Committee adjusted some of the proposed fees and the resolution will be adopted at the next Board of Commissioners meeting with an effective date of January 1, 2012.

2012 BUDGET DISCUSSION: The Committee reviewed the proposed 2012 budget, which is showing a deficit of over \$200,000. Commissioner Heilman acknowledged that AFSCME, the firefighters, and the management have agreed to a pay freeze for 2012. The police have agreed in principal to a pay freeze but they are still negotiating their contract so it has not been officially agreed to. Commissioner Heilman provided several options to balance the 2012 budget including a tax increase, leaving the budget as it is proposed knowing that the Township is exploring options to decrease costs for next year, and increasing the tax anticipation note. The Committee recommended making the budget work as proposed with the understanding that if revenues do not meet projections and expenses increase the Township will need to pursue other cost reducing measures in 2012. The budget will be on public display beginning December 6, 2011.

BID LIMITATIONS: Manager Garvick reported that bid limitation requirements have increased. The advertised bid requirement has increased to \$18,500 up from \$10,000. The telephone quote requirement increased to between \$10,000 and \$18,500 up from

between \$4,000 and \$10,000. Any purchase less than \$10,000 is now exempt from any bidding or advertising requirement. The previous bidding and advertising requirements had been in place for twenty-one years.

CODIFICATION OF TOWNSHIP ORDINANCES: Manager Garvick reported that it has been several years since the Township has codified the Township's ordinances. He has a quote that was not included in the 2012 budget but which will need to be done soon. The Committee recommended having the codes codified electronically the next time they are updated.

The meeting adjourned at 7:33 P.M.

Respectfully submitted,

Kristina J. Rodgers  
Township Secretary