

MINUTES  
FINANCE COMMITTEE  
JANUARY 3, 2012

The Penn Township Finance Committee convened on Tuesday, January 3, 2012 at 7:47 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Klunk, Goldsmith and Felix. Also present were Manager Garvick, Police Chief Rhodes, Fire Chief Cromer, Township Engineer Bortner, WWTP Superintendent Mahone, Highway Foreman Mahan, and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None.

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

CITIZEN'S COMMENTS: None.

2011 BUDGET & OPERATING EXPENSE REPORT: Administrative Assistant Rodgers provided the final 2011 budget and operating expense report which showed revenues slightly above what was budgeted and expenses slightly below what was budgeted.

2012 YORK AREA TAX COLLECTION COMMITTEE: Administrative Assistant Rodgers reported that the York Adams Tax Bureau will meet on the last Monday of January, April, July and October. These meetings will be held immediately following the tax collection committee meetings. She also reported that we may not see any wage tax revenues until late March or mid April due to the consolidation of the tax offices. The Hanover Wage Tax Office will have one final meeting to review the final audit and there may be a small payment to each member organization involved once the office is closed.

The meeting adjourned at 7:54 P.M.

Respectfully submitted,

Kristina J. Rodgers  
Township Secretary

MINUTES  
FINANCE COMMITTEE  
FEBRUARY 6, 2012

The Penn Township Finance Committee convened on Monday, February 6, 2012 at 7:20 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Klunk, 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, 2012 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2012 BUDGET & OPERATING EXPENSE REPORT: Administrative Assistant Rodgers provided the 2012 budget and operating expense report through the end of January which showed revenues and expenses a little lower than projections. There was some discussion about received revenues to date.

HANOVER EXCHANGE CLUB: The Committee received a request dated January 16, 2012 from the Hanover Exchange Club for a waiver of the sign permit fee to advertise the Hanover Builders Home and Garden show on March 7 through March 10. They will have eight signs, the same as they have had in the past. The Committee recommended approving the request.

SOUTH WESTERN BAND BOOSTERS: The Committee received a request from the South Western Band and Band Boosters for waiver of the permit fees to have a community yard sale on April 21st at the South Western High School. These fees may include the yard sale and sign permit fees. The Committee recommended approving the request if all the proceeds from the sale will be given to the band/boosters.

CITIZEN'S QUESTIONS TO THE COMMITTEE: None

The meeting adjourned at 7:26 P.M.

Respectfully submitted,

Kristina J. Rodgers  
Township Secretary

MINUTES  
FINANCE COMMITTEE  
MARCH 5, 2012

The Penn Township Finance Committee convened on Monday, March 5, 2012 at 7:08 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Klunk, Goldsmith and Felix. 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 February 6, 2012 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2012 BUDGET & OPERATING EXPENSE REPORT: Administrative Assistant Rodgers provided the 2012 budget and operating expense report through the end of February which showed revenues and expenses about where expected for this time of the year. There was some discussion about received revenues to date versus last years revenues and maybe an increase in realty transfer as it appears the real estate market is seeing some activity.

TOWNSHIP AUDIT: Manager Garvick reported that he has received the rough draft of the Township's 2011 financial audit and had asked for some revisions to the comments. The auditors will be providing bound copies of the reports for the Commissioners in the next several days and they will be distributed to them for discussion at the next Finance Committee meeting.

2012 TAX ANTICIPATION REVENUE: Administrative Assistant Rodgers reported that the revenue from the \$500,000 Tax Anticipation Note was placed in the General Fund on March 1st and is available whenever it is needed.

CITIZEN'S QUESTIONS TO THE COMMITTEE: None

The meeting adjourned at 7:14 P.M.

Respectfully submitted,

Kristina J. Rodgers  
Township Secretary

MINUTES  
FINANCE COMMITTEE  
APRIL 2, 2012

The Penn Township Finance Committee convened on Monday, April 2, 2012 at 7:24 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Klunk, Goldsmith 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 March 5, 2012 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2012 BUDGET & OPERATING EXPENSE REPORT: Administrative Assistant Rodgers provided the 2012 budget and operating expense report through the end of March which showed revenues and expenses about where expected for this time of the year. It was noted that the Tax Anticipation Note was received in March.

JEFFERSON CARNIVAL: The Committee received a request dated March 8, 2012 from the Jefferson Carnival Committee requesting a waiver of the sign permit fee to advertise the Jefferson Carnival from July 16 to July 21. The Committee recommended approving the request.

HANOVER LIONS CLUB: The Committee received a request dated March 28, 2012 from the Hanover Lions Club for a waiver of the sign permit fee to advertise a chicken barbeque on May 19, 2012. The Committee recommended approving the request.

YORK COUNTY PLANNING COMMISSION: Manager Garvick reported that he received notification from York County Planning Commission that they wish to have one of their five regional Economic Development meetings at Penn Township on September 25, 2012 from 5:00 p.m. to 8:00 p.m. The Committee recommended approving the request.

WWTP INTERCEPTOR: Commissioner Heilman requested clarification about the interceptor project after the article in the Hanover Evening Sun regarding the stop work order. Manager Garvick informed the Committee the Township has received a release from the stop work order for the interceptor project but has not received any additional change order cost estimates from the contractor with regards to completing the project. Those cost estimates will be forwarded to CET after they are received. Additional discussion will be held at the Health and Sanitation meeting on April 3.

CITIZEN'S QUESTIONS TO THE COMMITTEE: None

The meeting adjourned at 7:32 P.M.

Respectfully submitted,

Kristina J. Rodgers  
Township Secretary

MINUTES  
FINANCE COMMITTEE  
MAY 7, 2012

The Penn Township Finance Committee convened on Monday, May 7, 2012 at 7:04 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Klunk, and Felix. Commissioner Goldsmith was absent with notice. 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 April 2, 2012 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2012 BUDGET & OPERATING EXPENSE REPORT: Administrative Assistant Rodgers provided an update of expenses and revenues through the end of April 2012. Revenues in the general fund are at 58% with expenses at 22.5%.

RESOLUTION NO. - 786 PREVAILING WAGE: Manager Garvick reported that there is legislation making the rounds in Harrisburg proposing to increase the prevailing wage rate threshold from \$25,000 to \$185,000. It also includes a provision to increase the threshold in the future based upon the consumer price index. The legislation would also create a uniform list of worker classifications. After some discussion the committee recommended adopting a resolution in support of the increase and then forward it to our elected state officials.

PENN TOWNSHIP LIONS: The Committee received a request dated April 13, 2012 from the Penn Township Lions club for a wavier of the sign permit fee to advertise a chicken barbeque. The Committee recommended approving the request.

YORK ADAMS TAX BUREAU: Administrative Assistant Rodgers reported that the York Adams Tax Bureau held their quarterly meeting on April 30, 2012. They discussed relocating the Adams County office, upgrades to there phone system, and other improvements to the collection process. They will meet again on July 30, 2012.

CITIZEN'S QUESTIONS TO THE COMMITTEE: None

The meeting adjourned at 7:16 P.M.

Respectfully submitted,  
Kristina J. Rodgers  
Township Secretary

MINUTES  
FINANCE COMMITTEE  
JUNE 4, 2012

The Penn Township Finance Committee convened on Monday, June 4, 2012 at 7:21 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Klunk, and Felix. Commissioner Goldsmith 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 May 7, 2012 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2012 BUDGET & OPERATING EXPENSE REPORT: Administrative Assistant Rodgers provided an update of expenses and revenues through the end of May 2012. She noted the revenues and expenditures are slightly above 2011 levels.

RESOLUTION FOR DISPOSITION OF PUBLIC RECORDS: Manager Garvick reported that it was time for the biannual disposition of Township records. He has prepared a resolution with all the records we will be destroying. He reiterated that records disposition is completely in accord with the state's Records Retention and Disposition Act.

BUFFALO WILD WINGS: Manager Garvick reported that the Township has received the request for a transfer of a liquor license for Buffalo Wild Wings. The liquor license will be transferred from York City. A hearing needs to be scheduled and the Committee recommended having it on June 18, 2012.

MUNICIPAL AUDIT: Administrative Assistant Rodgers provided a memo addressing the concerns and recommendations from the annual audit report and how the administrative staff is addressing each. It was noted that we should continue to review the lock box option and consider alternating employees in the sewer office.

EAGLE SCOUT AWARD: Manager Garvick reported that Commissioner Felix received notification that Dale Wagner would be receiving the Eagle Scout Award on June 23, 2012. It was recommended that a Resolution of Achievement be adopted for Commissioner Felix to present at the ceremony.

PART TIME PROPERTY MAINTENANCE CODE OFFICER: Commissioner Felix stated that he is interested in hiring a part time property maintenance code officer due to pending retirements and increased non-compliance of the property maintenance code by residents. Funds for this position were allocated in 2012 budget. Manager

Garvick will prepare a wage scale for the part time position.

CITIZEN'S QUESTIONS TO THE COMMITTEE: None

The meeting adjourned at 7:52 P.M.

Respectfully submitted,  
Kristina J. Rodgers  
Township Secretary

MINUTES  
FINANCE COMMITTEE  
JULY 2, 2012

The Penn Township Finance Committee convened on Monday, July 2, 2012 at 7:29 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Klunk, Goldsmith and Felix. Also present were Manager Garvick, Deputy Police Chief Laughlin, Fire Chief Cromer, WWTP Superintendent Mahone and Highway Foreman Mahan. The following matters were discussed:

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

APPROVAL OF THE MINUTES: The minutes of the June 4, 2012 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2012 BUDGET & OPERATING EXPENSE REPORT: Manager Garvick reviewed the 2012 budget and operating expense report. The YTD revenue for 2012 is about \$181,000 less from 2011 but expenses are the same. There was some discussion about earned income tax and that it will need to be budgeted flat in 2013. Commissioner Klunk noted that employers had to change their deposits for the local earned income tax so the money will be coming throughout the year rather than in one lump sum at the end of the year or the beginning of the next. Manager Garvick reported that he has asked the department heads to begin their budget preparation earlier and they will have them submitted by the second week in August.

CITIZEN'S QUESTIONS TO THE COMMITTEE: None

The meeting adjourned at 7:36 P.M.

Respectfully submitted,  
Kristina J. Rodgers  
Township Secretary

MINUTES  
FINANCE COMMITTEE  
AUGUST 6, 2012

The Penn Township Finance Committee convened on Monday, August 6, 2012 at 7:15 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Klunk, and Felix. Commissioner Goldsmith was absent with notice. 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 July 2, 2012 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

GRACE UMC: Ron Carter, 420 Glenville Road, and Marvin Singer, 11 Lexington Drive representing Grace UMC were present requesting a waiver of the sign permit fee for Grace United Methodist Church's revival. Mr. Carter stated that the Men's Group at Grace decided in early July to promote the sign project. The signs were donated and were received on July 8, 2012. He applied for the sign permit on July 16, 2012. He did agree that they could not have possibly met the forty-five deadline for the waiver request. The Committee sympathized with them but recommended against considering the request, as it does not comply with the Township's policy.

FIREMAN'S PENSION PLAN: Manager Garvick reported that during the last negotiation the fireman received an increase in their pension benefit from 1.5% to 1.75%. When the Pension Ordinance was amended to make the change one of the sections that referenced that increase was missed. It was brought to the Township's attention and an amendment to the Pension Ordinance has been prepared to correct the mistake. The Committee recommended adopting the ordinance.

HANOVER AREA JAYCEES: The Committee received a request on August 2, 2012 from the Hanover Area Jaycees for a waiver of the sign permit fee to advertise the Halloween Parade. The Jaycees wish to construct five signs within Penn Township. The Committee recommended approving the request.

SNYDER'S YARD SALE PERMIT FEE: The Committee received a request dated July 7, 2012 from the Snyder's Lance Heart Walk team requesting permission to hold a multi-vendor yard sale with one permit at the Snyder's Lance property on August 25, 2012. The proceeds for the event would go to the American Heart Association. The Committee recommended approving the request.

YARD SALE ORDINANCE: Manager Garvick reported that the Township

currently has five ordinances that govern yard sales. He would like to repeal them and adopt one that includes provisions for signs. The Committee recommended reviewing the ordinances and preparing a new one taking into account the concerns that staff has regarding the sales.

2013 MMO AND POLICE PENSION PLAN: Administrative Assistant Rodgers indicated that the Township received notification that its defined benefit plans are now designated as distress level 2. As a result, we will need to take additional steps regarding contributions and plan documentation for the police and firefighters pension plans. The Township's MMO for the police pension plan will be over \$500,000 in 2013 after contributions from the police department and the allowed deductions due to the distress level.

2012 BUDGET & OPERATING EXPENSE REPORT: Administrative Assistant Rodgers reviewed the revenue and expenses through July 31, 2012 which, when compared to last year, are relatively the same.

TOWNSHIP DESPOSITORY: Administrative Assistant Rodgers reported that the Township has been having problems with some of the accounts at M&T bank. She recommended returning the accounts back to PNC, the primary depository. The Committee recommended putting out an RFP for banking services.

CITIZEN'S QUESTIONS TO THE COMMITTEE: None

The meeting adjourned at 7:48 P.M.

Respectfully submitted,  
Kristina J. Rodgers  
Township Secretary

MINUTES  
FINANCE COMMITTEE  
SEPTEMBER 4, 2012

The Penn Township Finance Committee convened on Tuesday, September 4, 2012 at 7:06 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Klunk, Goldsmith and Felix. Also present were Manager Garvick, Police Chief Laughlin, Fire Chief Cromer, WWTP Superintendent Mahone, Engineer Bortner, Highway Foreman Mahan and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the August 6, 2012 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2012 BUDGET AND OPERATING EXPENSE REPORT: Administrative Assistant Rodgers reviewed the revenue and expense report through August 2012. The Township is at about 81% revenue received and 50% of projected expenses. She noted that the earned income is down from last year but is projected to catch up in October. Revenue and expenses are about the same as they were in 2011.

GOLDEN VISIONS WAIVER REQUEST: The Committee received a request dated August 16, 2012 from Golden Visions Senior Center requesting a waiver of the yard sale permit fees for their multi vendor yard sale being held at Hillside Medical Center on September 29, 2012. Michalene Peticca was present to represent the request. She stated that she was not aware of the requirement for yard sale permits and they would be selling the vendor space for \$10 dollars with the proceeds of the sales going to Golden Visions. If they had known about the permit fee they would have charged additional fees for the spaces. It was noted that the waiver was for this sale only. Any future sales would require a waiver request if they did not want to pay the fee. The Committee recommended approving the request.

PENN TOWNSHIP LIONS CLUB: The Committee received a request dated August 10, 2012 from the Penn Township Lions Club for a waiver of the sign permit fee to advertise their chicken barbeque on September 22, 2012 at Youngs Woods. The permit has been submitted and paid for. The Committee recommended approving the request.

2013 BUDGET PREPARATION: The Committee received a memo with a timeline for the preparation of the 2013 budget. The first reading is scheduled for October 15, 2012 with adoption scheduled on December 17, 2012. Commissioner Heilman would like to schedule a budget workshop with all four department heads and the finance committee to review the requests of each. A date will be set following the next Board of

Commissioners meeting.

MMO'S 2013: Administrative Assistant Rodgers reported that the minimum municipal obligations (MMO's) for the pension plans have been calculated for 2013 and will need to be adopted by September 30, 2012. They can, however, be amended prior to December 31, 2012. The MMO for the police pension plan is \$523,667.95, which is \$109,000 less than the 2012 MMO. This is a result of the Township being classified by the state as being a distress level two municipality. This allows for a twenty five percent reduction in the amortization requirement for two years for both of the Township's defined benefit plans. The amount will be still owed at a future date if the Township's actuary determines that the plan is still underfunded. The MMO for the firefighter pension plan is \$103,926.88 and the non-uniformed plan is \$148,619.20. Both of these slightly increased even though the Township is taking the funding adjustment for the firefighter plan of just over a thousand dollars. The Township will receive the pension state aid in late September or early October. The MMO's will be adopted at the next Board of Commissioners meeting.

CITIZEN'S QUESTIONS TO THE COMMITTEE: None

The meeting adjourned at 7:19 P.M.

Respectfully submitted,  
Kristina J. Rodgers  
Township Secretary

MINUTES  
FINANCE COMMITTEE  
OCTOBER 1, 2012

The Penn Township Finance Committee convened on Monday, October 1, 2012 at 7:42 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Klunk, Goldsmith and Felix. Commissioner Prieber was absent with notice. Also present were Manager Garvick, Police Chief Laughlin, Fire Chief Cromer, and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF MINUTES: The minutes of the September 4, 2012 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2012 BUDGET AND OPERATING EXPENSE REPORT: Administrative Assistant Rodgers reviewed the revenue and expense report through September 2012. Revenue is down from the same period in 2011 and expenses are slightly up. The major expenses for 2012 will be allocated in October including the pension MMO's. Kristina noted that the Fire Relief Association revenue was less than last year due to the volunteer response rate decreasing and the paid firefighter response increasing.

ST. JOSEPH'S PARISH: The Committee received a request dated September 6, 2012 from St. Joseph's Parish for a waiver of the sign permit fee to advertise their bazaar being held on November 10<sup>th</sup> and 11<sup>th</sup>. The Committee recommended approving the request.

COMPASS GROUP: The Committee received a request dated September 7, 2012 from the Compass Group requesting a waiver of penalties and interest for their LST tax that was paid late. The Committee recommended denying the request.

STEEDS RENT: Manager Garvick reported that he would like to increase the steeds rent by five percent. They are currently paying \$11.50 a square foot and this was last increased in September 2010. The new rent will be \$939 a month up from the current \$894. The Committee recommended increasing the rate retroactively to September 1, 2012.

REQUEST FOR PROPOSALS: Administrative Assistant Rodgers reported that the RFP's for the Township's insurance will be in by next week and she will have a recommendation prior to the Board of Commissioners meeting on October 15, 2012. Commissioner Heilman is okay holding off the award until the November Board of Commissioners meeting if more time is needed and if the insurance companies have a thirty day window to add coverage. Administrative Assistant Rodgers also stated she is

going to try to have the banking services RFP's out for by the end of the week.

COMMISSIONERS' COMPENSATION: The committee, as required by Ordinance No. 502, discussed their compensation for the year 2013. The 2010 US Census has reported the population of Penn Township as 15,612. Ordinance No. 502 dictates that the commissioners receive an increase in compensation according to the requirements of Section 703 of the First Class Township Code. The increase in population will increase the yearly compensation from the current \$3,250 to \$4,125. The committee recommends that the increase take effect on January 1, 2013.

2013 BUDGET: The Committee discussed having a budget meeting on Wednesday, October 10<sup>th</sup> at 6:30 p.m. A final decision will be made at the public works committee meeting tomorrow evening.

PUBLIC QUESTIONS FOR THE COMMITTEE: None

The meeting adjourned at 7:55 P.M.

Respectfully submitted,  
Kristina J. Rodgers  
Township Secretary

MINUTES  
FINANCE COMMITTEE  
OCTOBER 10, 2012

The Penn Township Finance Committee convened on Wednesday, October 10, 2012 at 6:30 PM. Present were Chairman Heilman and Commissioners Klunk, and Felix. Commissioners Prieber and Goldsmith were absent with notice. Also present were Manager Garvick, Police Chief Laughlin, Fire Chief Cromer, Township Engineer Bortner, WWTP Superintendent Mahone, Zoning Officer Menges and Administrative Assistant Rodgers. The Committee convened for the sole purpose of discussing and reviewing the 2013 operating budget.

The Committee first began with the review of the Fire Protection/Emergency Services budget. Manager Garvick stated that this budget reflected a 2.5% increase over the 2012 budget. The wages reflect an increase in firefighter salary according to the bargaining agreement but only show the fire chief's current wages. All insurance expenses are being budgeted at 2012 figures until we receive the renewal rates for 2013, at which time the budget will be updated. The pension numbers are based on contract obligations. Some of the categories that increased in the fire budget include gas, oil and grease, travel and training and electricity. The Committee extensively discussed the renewal of the radio contract. Chief Cromer explained the repairs he has had to make to the radios over the last several years and extending the warranty would not cover most. He felt that a maintenance contract on the radios for the fire department was not necessary and felt that it would be better to put money back for the future purchase of radios. After some discussion about future fire expenses, it was suggested to remove the fire reserve transfer from the budget and pay for the fire truck from the general fund. Chief Cromer noted that he is applying for a grant in the amount of \$15,000. This grant was previously only available to volunteer firefighters. If the grant is received, Chief Cromer would purchase an update to some software along with other items that are approved by the grant. The revenue for the award of the grant is shown in the state public safety grants account. The emergency management coordinator's budget is slightly lower than in 2012.

The Committee then reviewed the projected revenues for 2013. Manager Garvick noted that the problem is with the revenues because they are flat. He also stated the Township's assessed property value also decreased in 2012 due to many residential and commercial reassessments. It was recommended that the Manager check with York County to see if the assessors are up to date on the assessment of the facilities at the Gateway Shopping Center. There was some discussion about the earnings from temporary deposits and what we can do to increase the amount. The Committee also suggested removing the TAN and the fire rescue reserve transfer out of the revenue portion of the budget.

The Committee then continued with the review of the expenditure portion of the budget. The total Administration budget reflects a seven percent increase over last year. This is due to a \$19,000 increase in capital outlay for a new printer, software to

update the web page, a township code update, and a new copier. Both the Treasurer and Engineer budget reflect no increases. Legal services are projected slightly higher. The municipal building budget has increased slightly due to having a full compliment of custodians for all the buildings.

The police protection budget reflects a slight increase over last year's budget. The budget reflects the PTPA and AFSCME contract wages and three new police vehicles with most of the rest of the line items remaining the same as in 2012.

The Committee next reviewed the zoning budget. Some of the line items were decreased due to the reduced number of zoning cases in 2012. It was noted that future budgets may need to reflect an update to the zoning ordinance and the subdivision and land development ordinance after the completion of the comprehensive plan update.

The Committee reviewed the Solid Waste budget next. WWTP Superintendent Mahon noted that he has included in the budget the replacement of a pick-up truck, which would be our match to a 904 grant he has applied for. If we do not get the grant we would not buy the truck. It was suggested that the purchase of the truck could be moved to another fund and reimbursed once we received the grant. WWTP Superintendent Mahone also noted that York County incinerator tipping fees would remain the same in 2013 as they are in 2012.

The Committee reviewed the Public Works budget. This budget includes the purchase of some new equipment and machinery. It was suggested that some of this be purchased from a different fund.

The Recreation budget was reviewed and it includes funds to reseal the creative playground at the Community Park. It was also noted that paving could be done at Youngs Woods from the funds in the recreation district two account. If that is done extra labor would need to be budgeted in the General Fund Recreation budget to cover the expenses but would be reimbursed from the Recreation District Two account.

The rest of the line items were reviewed and it was noted that there would be bond issues and loans paid off in 2013, which will reduce costs in future budgets. The TAN expense is to be removed from the budget at the request of the Committee.

The Highway Aid budget was reviewed and it was discussed again about possibly taking out the cost of street lighting from the fund and moving it to the general fund to allow more money for road improvement projects.

The Sewer budget was reviewed. The revenue portion shows less carry over in 2013 than in 2012 thus reducing the total projected receipts. Superintendent Mahone noted that he reduced the amount of transfers in 2013 due to an oversight in budgeting a bond payment in the 2012 budget. There was some concern about current year and prior year reimbursements, which will be reviewed by staff. Superintendent Mahone noted that he is currently short one operator due to a retirement in July of 2011. That

operator was never replaced as a cost savings measure. Now that the new WWTP is operational he has included those wages and benefits in this budget and would like to fill that position. He stated it makes it difficult to keep up with work at the plant without having this person. He has included the replacement of St-14 along with some equipment, including an ultra sonic algae controller in his budget.

The Committee concluded the meeting noting another meeting will be needed in November to review and make decisions regarding the budget.

The meeting adjourned at 9:25 P.M.

Respectfully submitted,  
Kristina J. Rodgers  
Township Secretary

MINUTES  
FINANCE COMMITTEE  
NOVEMBER 5, 2012

The Penn Township Finance Committee convened on Monday, November 5, 2012 at 7:10 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Klunk, Goldsmith, Prieber and Felix. Also present were Manager Garvick, Police Chief Laughlin, Fire Chief Cromer, and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF MINUTES: The minutes of the October 1, 2012 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2012 BUDGET AND OPERATING EXPENSE REPORT: Administrative Assistant Rodgers reviewed the 2012 Revenue and Expense report through November 1, 2012. The revenue is at 92% of expected income. It was noted that Realty Transfer is at 100% of the budgeted amount but we are hopeful that this percentage can be exceeded. The Local Services Tax revenue should meet the budgeted amount but the earned income is still below last year's figure and may not meet the budgeted amount. The expenses are at 69% of budgeted.

HANOVER EXCHANGE CLUB: The Committee received a request dated October 23, 2012 for a waiver of the permit fees to advertise a performance at the Eichelberger Performing Arts Center on November 17, 2012. The Committee recommended approving the request.

SOUTH WESTERN BAND BOOSTERS: The Committee received a request dated October 24, 2012 from the South Western Band Boosters for a waiver of permit fees to conduct and advertise a Holiday Market Place Community Craft Show on December 15, 2012 at the Emory H. Markle Intermediate School. The Committee recommended approving the request.

RESOLUTION NO. 797: The Committee reviewed resolution No. 797 authorizing the disposition of police records per the Historical and Museum Commission Act. The Committee recommended adopting the Resolution.

TOWNSHIP INSURANCE PROPOSALS: The Committee reviewed insurance proposals for Township insurances for property, boiler, auto, umbrella, workmen's compensation etc. from four different companies. Chief Cromer noted that the new Cancer Presumption Act only covers paid firefighters and not volunteers. Administrative Assistant Rodgers reported that one company refused to quote the workmen's compensation coverage because of the amount of firefighter payroll. The

Township's current insurer came back with a slight increase. The committee recommended staying with the current carrier for all insurances. Administrative Assistant Rodgers reported that the health insurance increase for 2013 will be 9%. We are going to ask for proposals from other carriers.

BUDGET MEETING: The committee set a budget discussion meeting for Monday, November 26, 2012 at 6:30 PM.

PART-TIME CODE OFFICER: Manager Garvick reported that he has interviewed several candidates for the position of part-time code enforcement officer and will be making a decision shortly.

PUBLIC QUESTIONS FOR THE COMMITTEE: None

The meeting adjourned at 7:28 PM.

Respectfully submitted,

Kristina J. Rodgers  
Township Secretary

MINUTES  
FINANCE COMMITTEE  
NOVEMBER 26, 2012

The Penn Township Finance Committee met on Monday, November 26, 2012 at 6:30 PM. Present were Chairman Heilman and Commissioners Klunk, Felix and Prieber. Commissioner Goldsmith was not in attendance. Also present were Manager Garvick and Administrative Assistant Rodgers. The committee convened for the purpose of discussing, reviewing and finalizing the Township budget for 2013.

Commissioner Heilman indicated that the Sewer and Highway Aid budgets were balanced so there was no discussion required. The committee then reviewed the anticipated General Fund revenues for 2013. Realty Transfer income for 2013 was increased by \$20,000. It was noted that the actual State Police Fines income has decreased by \$2,000 from what was budgeted in 2012. Manager Garvick believes the reduced disbursements from the state will be the new norm.

The committee then reviewed the anticipated expenses for 2013. They made a few cuts, including reallocating a portion of the administrative assistant's salary to the sewer fund; reducing the engineering expenses in the engineering budget; reducing the gasoline expense in the police budget; and reducing personnel in the police department due to attrition. They did increase the partnership agreement payment to the York County Economic Alliance by \$4,000. Salaries for management have not been determined but an across-the-board increase of 4% was included in the draft budget for discussion purposes. After some discussion about the amount of cash carryover, the committee recommended adding a \$500,000 tax anticipation note in the 2013 budget, which would only be secured if there is a shortfall on the cash carryover.

Manager Garvick noted that the Township was again denied a grant from the Department of Conservation and Natural Resources for the restroom/community room facility at the Penn Township Community Park.

Following a brief discussion on the revenue shortfall of approximately \$124,000 the Committee discussed revenue enhancements for 2013. There was some discussion about increasing taxes from .1 mills to .2 mills. The Committee unanimously agreed to increase taxes by .15 mills, which would make the new rate 3.50 mills for 2013.

The budget will be on public display beginning on December 5, 2012 with the anticipated adoption date of December 17, 2012.

The meeting adjourned at 7:55 P.M.

Respectfully submitted,

Kristina J. Rodgers  
Township Secretary

MINUTES  
FINANCE COMMITTEE  
DECEMBER 3, 2012

The Penn Township Finance Committee convened on Monday, December 3, 2012 at 7:20 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Klunk, Prieber and Felix. Commissioner Goldsmith was absent. Also present were Manager Garvick, Police Chief Laughlin, Fire Chief Cromer, and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF MINUTES: The minutes of the November 5, 2012 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2012 BUDGET AND OPERATING EXPENSE REPORT: Administrative Assistant Rodgers presented the revenue and expense statement through November 30, 2012. We are at the time of the year where revenues almost match expenses. There is very little revenue expected through the end of the year.

RFP FOR BANKING SERVICES: Administrative Assistant Rodgers provided the committee with a memo regarding the banking request for proposals. She stated that the Township received five proposals back with most having fees associated with their services with very little interest to offset the fees. She did note that the Township should consider some of the other services being provided by the banks such as remote deposit. After a brief discussion, the Committee recommended retaining their current depositories.

ORDINANCE NO. 747: The Committee reviewed Ordinance No. 747 which will set the day and time of the Board of Commissioners meetings in 2013. The Committee recommended adopting the ordinance at its next meeting.

PUBLIC QUESTIONS FOR THE COMMITTEE: None

The meeting adjourned at 7:27 PM.

Respectfully submitted,

Kristina J. Rodgers  
Township Secretary