

MINUTES
FINANCE COMMITTEE
JANUARY 6, 2014

The Penn Township Finance Committee convened on Monday, January 6, 2014, at 7:34 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Klunk, Prieber, Goldsmith 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 December 2, 2013 finance committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2013 BUDGET AND OPERATING EXPENSE REPORT: Administrative Assistant Rodgers reported on the 2013 budget and operating expenses through the end of the year. She noted that earned income and the local service taxes receipts meet the budgeted amount. We were at 96% percent of budgeted revenue. She reported that expenses were at 82% of what was budgeted so that there was a surplus of about \$222,000.

RESOLUTION AMENDING PERMIT FEES: The committee reviewed the proposed fee resolution for 2014. It was noted that the on site sewer fees would need to be increased to cover the costs the Township is paying its SEO's. The committee recommended adopting the resolution at the next Board of Commissioners meeting.

PUBLIC QUESTIONS FOR THE COMMITTEE: None.

The meeting adjourned at 7:39 PM.

Respectfully submitted,

Kristina J. Rodgers
Township Secretary

MINUTES
FINANCE COMMITTEE
FEBRUARY 4, 2014

The Penn Township Finance Committee convened on Tuesday, February 4, 2014, at 8:00 PM following the Public Safety Committee meeting. The meeting was originally scheduled for February 3, 2014 but was postponed due to a snowstorm. Present were Chairman Heilman and Commissioners Klunk, Prieber, Goldsmith and Felix. Also present were Manager Garvick, Police Chief Laughlin, Administrative Assistant Rodgers, WWTP Superintendent Mahone, and Engineer Bortner. The following matters were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF MINUTES: The minutes of the January 6, 2014 finance committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2014 BUDGET AND OPERATING EXPENSE REPORT: Administrative Assistant Rodgers reported on the 2014 budget and operating expenses through the end of January. She noted that we have not received any current year real estate tax revenue and the bills are to go out by February 15th. Due to the Presidents Day holiday we don't anticipate receiving any current year tax revenue until at least February 18th, and maybe not until February 20th due to the tax collector's business hours. The prior year real estate tax is high due to those paying at year end. This revenue was not received from the tax collector until the start of 2014. The Township's revenue for January is just under five percent and expenses are under six percent.

ST. JOSEPH'S PARISH: The committee received two requests dated January 14, 2014 from St. Joseph's Parish for waivers of the fees associated with their yard sale to be held on March 8, 2014. The funds will be used for a scholarship fund. The committee recommended approving the request.

YOUTH AID PANEL: Manager Garvick reported that the York County Youth Aid panel has requested to utilize the community room again this year for about twelve meetings. They are requesting that the room rental fees be again waived. Manager Garvick stated that the program has been run for about ten years with all fees being waived. During 2013 the panel received six referrals from the police department for Penn Township youth. There are Township residents that serve on the panel. The committee recommended waiving the fee for 2014.

HANOVER EXCHANGE CLUB: The committee received a request dated January 31, 2014 from the Hanover Exchange Club requesting a waiver of the sign permit fees to advertise the Builders Home and Garden Show being held on March 6 through March 8 and their Comedy and Magic Show to be held April 4, 2014. The committee recommended approving the request.

SOUTH WESTERN BAND BOOSTERS: The committee received a request on January 15, 2014 from the South Western Band Boosters for a waiver of the permit fees to hold

their annual spring market place on April 19, 2014. The committee recommended approving the request.

HANOVER REGIONAL ECONOMIC PLAN: Manager Garvick reported that a Resolution has been prepared to adopt the Hanover Regional Economic Plan. This plan was a cooperative venture with Hanover Borough, McSherrystown Borough, Conewago Township and Penn Township. The committee finds the resolution acceptable and recommends adoption once we hear from the other municipalities. Commissioner Klunk noted that there would be additional meetings held to address issues in the plan so that action is taken on the recommendations.

JOINT MATERIALS BID: Manager Garvick noted that the joint materials bids would be opened on February 5, 2014 at 5:00 PM at Hanover Borough. On February 26, 2014 a meeting will be held at 6:00 PM to award the bids, which will require a quorum of commissioners. The meeting will also be held at Hanover Borough.

COMPUTER SYSTEM UPDATE: Manager Garvick reported that Doug Greenholt, IT Director at SWSD, visited the office to view the various computer and server systems. Doug is contemplating becoming the Township's consultant regarding the replacement of our computer systems.

PUBLIC QUESTIONS FOR THE COMMITTEE: None.

The meeting adjourned at 8:17 PM.

Respectfully submitted,

Kristina J. Rodgers
Township Secretary

MINUTES
FINANCE COMMITTEE
MARCH 3, 2014

The Penn Township Finance Committee convened on Monday, March 3, 2014, at 7:27 PM following the public safety committee meeting. Present were Chairman Heilman and Commissioners Klunk, Prieber, Goldsmith 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 February 4, 2014 finance committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2014 BUDGET AND OPERATING EXPENSE REPORT: Administrative Assistant Rodgers reported on the 2014 budget and operating expenses through the end of February. She noted that the State Liquid Fuels Funds were received March 3, 2014 and were about \$41,000 above what was estimated.

TAX COLLECTOR AUDIT: The committee was provided an audit of the tax collector's records from Rager, Lehman, and Houck. The audit was clean but they only audited about ten records from 2013 because additional records would have required a greater fee.

LIQUID FUELS AUDIT: The state Auditor General's office audited the liquid fuels funds for 2011 and 2012. There were no findings noted on the audit.

HANOVER REGIONAL ECONOMIC PLAN: Manager Garvick provided a final copy of the Hanover Regional Economic Plan for the Committee and is asking for the approval of the resolution to adopt the plan, which will need to be executed by all the participating municipalities. The plan recommends that the four participating municipalities, Hanover Borough, Penn Township, McSherrystown Borough, and Conewago Township meet quarterly to discuss implementing the recommendations of the plan.

BORROWING OPTIONS: Manager Garvick supplied the committee with several borrowing options for a million dollars over five, seven, and ten years. After some discussion, the Committee recommended getting a quote for two million dollars over ten years with monthly payments of principal and interest.

REALTORS ASSOCIATION REPORT: The committee reviewed the Realtor's Association report that was provided for 2013.

DISTRICT JUSTICE LEASE: Manager Garvick reported that York County has

contacted him about leasing additional space for District Justice Miner. The Township has a spare room adjacent to Miner's office that they are interested in which would provide an additional \$430 revenue per month. The room is going to be used for storage of records so no additional work by the Township is needed. The county has already executed the agreement but it will need Township approval. The committee recommended approving the lease.

The meeting adjourned at 7:38 PM.

Respectfully submitted,

Kristina J. Rodgers
Township Secretary

MINUTES
FINANCE COMMITTEE
APRIL 7, 2014

The Penn Township Finance Committee convened on Monday, April 7, 2014, at 7:17 PM following the public safety committee meeting. Present were Chairman Heilman and Commissioners Klunk, Prieber, Goldsmith 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 March 3, 2014 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2014 BUDGET AND OPERATING EXPENSE REPORT: Administrative Assistant Rodgers reported on the 2014 budget and operating expenses through the end of March. Revenue is about where it should be in most categories for this time of year. Commissioner Heilman emphasized the need for cash carryover, as there is almost a \$400,000 difference in the expenses versus the revenue to date.

FRATERNAL ORDER OF EAGLES 1406: The Committee received a request dated March 11, 2014 from the Fraternal Order of Eagles for a waiver of sign permit fees for their Family Fun Day being held May 3, 2014. The proceeds will be given to charity. The Committee recommended approving the request.

JEFFERSON CARNIVAL: The Committee received a request dated March 24, 2014 from the Jefferson Carnival Committee requesting a waiver of the sign permit fee to advertise the annual carnival being held July 14 through July 19. The Committee recommended approving the request.

BORROWING OPTIONS: The Committee received three proposals for borrowing of up to \$2 million dollars. The interest range was 2.9725% to 4.25%. The Committee recommended going with the PNC Bank offer. The Committee also discussed the projects that should be included in the borrowing. The Committee is looking for costs for the building security, the computer update, the curbing for Grandview Road along the community park and the recycling center.

TOWNSHIP AUDIT REPORT: The Committee reviewed the Township's annual audit as conducted by Rager, Lehman, and Houck. The recommendations and comments were similar as to those from previous years.

APPOINTMENTS TO PLANNING COMMISSION: There are two positions on the planning commission whose terms will expire in May. Both of the current members

have expressed interest in reapplying for the positions.

J.A. MYERS REQUEST: The Committee received a request from J. A. Myers requesting a recording extension for the Whispering Run 2b subdivision plan. The Committee discussed the request and will further discuss at a latter time.

FIREFIGHTERS PENSION: A resolution has been prepared waiving contributions from Firefighters for their pension plan for 2014. The state aid received by the Township covers the MMO for the plan. The resolution will be adopted at the next Board of Commissioners meeting.

The meeting adjourned at 7:37 PM.

Respectfully submitted,

Kristina J. Rodgers
Township Secretary

MINUTES
FINANCE COMMITTEE
MAY 5, 2014

The Penn Township Finance Committee convened on Monday, May 5, 2014, at 7:23 PM following the public safety committee meeting. Present were Chairman Heilman and Commissioners Klunk, Prieber, Goldsmith and Felix. Also present were Manager Garvick, Police Chief Laughlin, and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF MINUTES: The minutes of the April 7, 2014 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2014 BUDGET AND OPERATING EXPENSE REPORT: Administrative Assistant Rodgers reported on the 2014 budget and operating expenses through the end of April. Revenue is about where it should be in most categories for this time of year. She noted that the bulk of the real estate tax revenue has been received with about \$500,000 not yet collected. She is anticipating about half of that to be collected by the June 15th deadline for face value. She noted that local services tax revenue was slightly lower than anticipated because not all of the May 1st payments had been received and processed by the tax collector. The expenses were in line with this time of year and most departments had not exceeded the 33% projected spending limit.

PENSION BOARD: Administrative Assistant Rodgers noted that the police and firemen pension board meetings were held on April 30. It was noted that 2014 is not a valuation year. Principal Investment Group and R.J. Hall Company were present to discuss investments and the plan provisions. The police pension plan is still paying for the Killed in Line of Duty benefit even though the Township has received a finding from the Auditor General's department informing us to remove the excessive benefit. The State took over the benefit around 2010. It was noted that the 2015 MMO's might be higher than in previous years because the remedies for distressed plans are no longer available to us.

SUPPORTING RESOLUTIONS: Manager Garvick provided resolutions to the Committee supporting current legislation for ACT 111 and pension reform. The Committee recommended passing resolutions supporting these topics but not necessary utilizing the language provided.

The meeting adjourned at 7:35 PM.

Respectfully submitted,

Kristina J. Rodgers
Township Secretary

MINUTES
FINANCE COMMITTEE
JUNE 2, 2014

The Penn Township Finance Committee convened on Monday, June 2, 2014, at 7:20 PM following the public safety committee meeting. Present were Chairman Heilman and Commissioners Klunk, Prieber, Goldsmith 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 May 5, 2014 finance committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2014 BUDGET AND OPERATING EXPENSE REPORT: Administrative Assistant Rodgers reported on the 2014 budget and operating expenses through the end of May. Total revenue is at sixty four percent with Local Services Tax and Earned Income close to fifty percent because of when the quarterly payments are due. Compared to last year at this time we are percentage points higher in both revenue and expenses.

COMPUTER EQUIPMENT: Doug Greenholt was present to discuss the upgrade of the Township's computer system for the municipal, police, public works and the sewer departments. He has provided a quote to update the three servers as well as purchase new workstations as need for the departments. The equipment will be purchased utilizing the costars program. After some discussion, the committee recommended that Mr. Greenholt and the manger review the fire department computer system and come back with a quote for upgrades to that system. The committee recommended proceeding with the agreement as proposed.

GRACE UNITED METHODIST CHURCH: The committee received a request dated June 1, 2014 from Grace United Methodist Church for a waiver of the sign permit fee to advertise an event being held August 6,7,8, and 9. The committee recommended approving the request.

The meeting adjourned at 7:35 PM.

Respectfully submitted,

Kristina J. Rodgers
Township Secretary

MINUTES
FINANCE COMMITTEE
JULY 7, 2014

The Penn Township Finance Committee convened on Monday, July 7, 2014, at 7:32 PM following the public safety committee meeting. Present were Chairman Heilman and Commissioners Klunk, Prieber, Goldsmith 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 June 2, 2014 finance committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2014 BUDGET AND OPERATING EXPENSE REPORT: Administrative Assistant Rodgers reported on the 2014 budget and operating expenses through the end of June. The year to date revenue is 70.15% of what is budgeted and expenses are 40.13%. Revenue and expenses are above those at this same time in 2013.

YORK COUNTY ECONOMIC ALLIANCE AGREEMENT: The committee reviewed the current York County Economic Alliance Service Agreement, which will expire at the end of 2014. It is anticipated that they will want to renew the Agreement for another two years. The committee will review once they have a copy of the new Agreement.

ST. JOSEPH'S CHURCH: The committee received a request dated June 10, 2014 for a waiver of the permit fees associated with their yard sale being held on August 23, 2014. The Committee recommended approving the request.

CAPITAL IMPROVEMENT PLAN: Administrative Assistant Rodgers reported that the proceeds from the two million dollar borrowing were received on June 24, 2014.

The meeting adjourned at 7:50 P.M.

Respectfully submitted,

Kristina J. Rodgers
Township Secretary

MINUTES
FINANCE COMMITTEE
AUGUST 4, 2014

The Penn Township Finance Committee convened on Monday, August 4, 2014, at 7:20 PM following the public safety committee meeting. Present were Chairman Heilman and Commissioners Klunk, Prieber, Goldsmith and Felix. Also present were Manager Garvick, Police Lieutenant Hettinger, Fire Chief Cromer and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF MINUTES: The minutes of the July 7, 2014 finance committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2014 BUDGET AND OPERATING EXPENSE REPORT: Administrative Assistant Rodgers reported on the 2014 budget and operating expenses through the end of July. The year to date revenue is 73.64% of what is budgeted and expenses are 48.42%. She noted that realty transfer and earned income revenue are below last year's totals to date. The larger budget expenses will be coming due in the next several months.

2015 BUDGET: Administrative Assistant Rodgers provided a timetable to prepare for the 2015 budget. It is anticipated that the 2015 budget would be adopted on December 15, 2014 at the Board of Commissioners meeting. The timetable is subject to change.

The meeting adjourned at 7:27 P.M.

Respectfully submitted,

Kristina J. Rodgers
Township Secretary

MINUTES
FINANCE COMMITTEE
SEPTEMBER 2, 2014

The Penn Township Finance Committee convened on Tuesday, September 2, 2014, at 7:20 p.m. following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Klunk, Prieber, Goldsmith and Felix. Also present were Manager Garvick, Police Chief Laughlin, Fire Chief Cromer, Zoning Officer Swanner, WWTP Superintendent Mahone, Engineer Bortner, Assistant Manager Rodgers and Administrative Assistant Miller. The following matters were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF MINUTES: The minutes of the August 4, 2014 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2014 BUDGET AND OPERATING EXPENSE REPORT: Assistant Manager Rodgers reported on the 2014 budget and operating expenses through the end of August. The year to date revenue is 79.62% of what is budgeted and expenses are 55.76%.

2015 MMO's: Assistant Manager Rodgers provided the 2015 MMO's for each pension plan. The three union contracts expire at the end of the year and bargaining sessions are occurring. A minimal wage increase for 2015 was calculated to be able to prepare the MMO. Our distress level is now a 1 instead of a 2, there are no distressed plan remedies available to us.

MUNICIPAL BUILDING SECURITY UPGRADE: Assistant Manager Rodgers reported the opening of the access bids was changed to September 5 due to some concerns that were noticed during the walk through which required an addendum being sent out to all of the bidders. She also noted that the computer upgrade had hit a small snag with the old wiring in the building. A wiring contractor walked through the building to provide a quote to redo the wiring on both sides and to wire for video surveillance for the interior and exterior of the building.

2015 BUDGET: The 2015 budget requests have been received and the Committees will review each department's budget at the next committee meetings.

COMPUTER UPGRADE: The Committee recommended paying the computer consultant \$2500 to cover time associated with recommending software for the Township.

The meeting adjourned at 7:28 p.m.

Respectfully submitted,
Melissa A. Miller
Administrative Assistant

MINUTES
FINANCE COMMITTEE
OCTOBER 6, 2014

The Penn Township Finance Committee convened on Monday, October 6, 2014, at 7:32 p.m. following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Klunk, Prieber, Goldsmith and Felix. Also present were Manager Garvick, Police Chief Laughlin, Fire Chief Cromer, Assistant Manager Rodgers and Administrative Assistant Miller. The following matters were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF MINUTES: The minutes of the September 2, 2014 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

WINDY HILL SENIOR CENTER: Tammy Miller, executive director of Windy Hill Senior Center, located in Spring Grove introduced the center's facilities and programs available free-of-charge for seniors in the Hanover area. Windy Hill took over the Hanover senior programs when Golden Visions stopped providing a Senior Center in July 2014. She is looking to market the center in Hanover making residents more aware of the free opportunities available, gather volunteer support for the programs and generate financial support for the center.

GRACE UNITED METHODIST CHURCH: The committee received a request dated September 20, 2014 from Grace United Methodist Church for a waiver of the permit fees associated with their Christmas Bazaar being held on November 22, 2014. The Committee recommended approving the request.

SAINT JOSEPH PARISH: The committee received a request dated September 8, 2014 from St. Joseph's Parish for a waiver of the permit fees associated with their Christmas Bazaar being held on November 8, 2014. The Committee recommended approving the request.

GUTHRIE MEMORIAL LIBRARY: The committee received the 2014 Fair Share Contribution request dated September 19, 2014 from the Guthrie Memorial library for \$105,753.84. The committee did not agree with the amount since Penn Township is not involved in the library's budget process and has no representation on the library board. The Committee recommended our contribution remain at \$65,000.

HANOVER AREA JAYCEES: The committee received a request dated September 8, 2014 from the Hanover Area Jaycees for a waiver of permit fees associated with their 73rd Annual Halloween Parade being held on October 30, 2014. The Committee recommended approving the request.

WEST MANHEIM TOWNSHIP LIONS CLUB: The committee received a request dated September 17, 2014 from the West Manheim Township Lions Club for a waiver of permit fees associated with their Christmas tree stand in the Grandview Shopping Center beginning November 22, 2014. The Committee recommended approving the request.

DISTRICT JUSTICE OFFICE LEASE: Manager Garvick reported the district justice lease agreement is set to automatically renew at the end of the year unless the Committee wishes to change it. Currently the District Justice is paying \$12 per square foot. This price is comparable to similar office space. The Committee recommended renewing the lease for the year and reviewing again during the next renewal.

2014 BUDGET AND OPERATING EXPENSE REPORT: Assistant Manager Rodgers reported on the 2014 budget and operating expenses through the end of September. The year to date revenue is 82.37% of what is budgeted and expenses are 61.05%. Our year to date revenue is behind last year's numbers. Realty transfer tax is down due to lower home values and sales. The pension state aid was lower this year because of lower revenues received by Pennsylvania.

2015 BUDGET: Chief Laughlin and Chief Cromer went through the items they are requesting in the 2015 budget. The committee recommended adding the Deputy Chief position to the budget. Assistant Manager Rodgers reviewed prospective 2015 administrative costs. Commissioner Heilman proposed setting future budget meetings for 6:30 p.m. and adding additional columns to the budget report to reflect changes. Commissioner Felix reviewed the special projects that are currently being undertaken by the Police Department including providing an officer to the York County Drug Task Force, South Western School District, and the York County Tactical Team along with DUI and seatbelt enforcements. Commissioner Felix stated that all of these will need to be reviewed during the budget process and to see if changes will need to be made going forward. The compensatory time for the police officers will need to be forwarded to the administrative side for review with the payroll. It was noted that we will review the officer being utilized at the South Western School district in January during the school's budget process.

NELL'S SHURFINE/AWI: Manager Garvick made the committee aware of charges pending against Nell's Shurfine's parent company AWI. The solicitor has been notified and he recommended filing charges since the invoice is over three thousand dollars. AWI filed for bankruptcy protection on September 9 and the check bounced subsequent to the filing. In addition there are two other outstanding invoices for refuse units that the Township may not be compensated for.

The meeting adjourned at 8:34 p.m.

Respectfully submitted,
Melissa A. Miller
Administrative Assistant

PENN TOWNSHIP
FINANCE COMMITTEE
NOVEMBER 3, 2014

The Penn Township Finance Committee convened on Monday, November 3, 2014 at 6:30 p.m. Present were Chairman Heilman and Commissioners Klunk, Felix, Goldsmith and Prieber. Also present were Manager Garvick, Police Chief Laughlin, Fire Chief Cromer, Assistant Manager Rodgers and Administrative Assistant Miller. The committee convened for the sole purpose of discussing and reviewing the 2015 operating budget.

The committee began reviewing the proposed general fund revenue for 2015. The rent revenue has decreased since South Western School District is no longer renting a room. The earned income tax is lower than the last two years but some of this is attributed to the York Adams Tax Bureau not receiving all of their funds from the surrounding tax collectors. The joint fire chief reimbursement is budgeted for four months in 2015 because the Township and Hanover Borough will be sharing a Deputy Chief next year with the expenses shared between both municipalities. The sale of fixed assets will be increased to include the sale of two police vehicles. The public safety grant will be increased by \$15,000 to include the fire grant that has been applied for by Fire Chief Cromer.

The committee then reviewed the general expenditure portion of the budget. The salaries of the Township Manager and Administrative Assistant are shared between the general and sewer funds. It was requested to confirm that the salaries listed are divided equally between the two funds.

The committee reviewed the public works 2015 proposed capital expenditures not included on the budget. There was also discussion on the items listed on the five year plan that are included in the budget. The committee removed the leaf collector truck line item since we cannot apply for a grant until 2016 to offset the cost.

Chief Laughlin removed the description for the installation of the computer units on the new police cars as it has been included with the cost of the vehicles. The expense had already been removed. The police department will be replacing two vehicles. There were discussions regarding the cost associated with upgrading the vehicle modems and the hepatitis vaccinations. The pension minimum municipal obligation can be recalculated before the end of the year if the Township has a contract with the police department. The commissioners may move the cost associated with the yearly department meeting and active shooter training into police salaries decreasing the proposed travel and training expense. It was suggested to decrease the proposed police major and minor equipment line item for 2015.

Assistant Manager Rodgers noted that we have not received the workers compensation insurance rate for the volunteer's since it does not renew until January.

The increase in labor issues for the both police and fire departments are a result of contract negotiations and possible arbitration. Both the departments are anticipating replacing their AED's. The current AED's have been certified for one more year, however they are no longer supported by the manufacturer and are in need of batteries.

The Finance committee will hold another budget meeting on Tuesday, November 4, 2014 at 6:30 p.m.

The meeting adjourned at 6:55 p.m.

Respectfully submitted,
Melissa A. Miller
Administrative Assistant

MINUTES
FINANCE COMMITTEE
NOVEMBER 3, 2014

The Penn Township Finance Committee convened on Monday, November 3, 2014, at 7:11 p.m. following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Klunk, Prieber, Goldsmith and Felix. Also present were Manager Garvick, Police Chief Laughlin, Fire Chief Cromer, Assistant Manager Rodgers and Administrative Assistant Miller. The following matters were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF MINUTES: The minutes of the October 6, 2014 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2014 BUDGET AND OPERATING EXPENSE REPORT: Assistant Manager Rodgers reported on the 2014 budget and operating expenses through the end of October. The year to date revenue is 90.45% of what is budgeted and expenses are 76.30%. There was an increase in the Cable TV Franchise revenue due to their audit findings. We have not received our 3rd quarter Local Services Tax revenue; the end of quarter deadline was November 1st.

YORK COUNTY ECONOMIC ALLIANCE: Assistant Manager Rodgers reviewed the agreement received from the York County Economic Alliance. The alliance is asking for \$28,000 a year for 2015-2016. This is an increase of \$4,000 over the current agreement. Assistant Manager Rodgers has asked the YCEA Hanover representative, Blanda Nace to attend the next Finance Committee meeting in order to review what the alliance is offering and to provide an update on how the alliance has assisted Penn Township. The committee also requested Darryl Aulterson, President of the York County Economic Alliance be invited.

RECYCLING PROPERTY: Manager Garvick has contacted South Western School District for an informal first right of refusal for the property located on Heights Avenue. When the Township purchased the land in 1986 there was a deed restriction that the school district has first right to buy back the property at a fair market value. If the school district does not want to purchase the property, the Township can avoid appraisal fees and advertise the property for public bid.

The meeting adjourned at 8:04 p.m.

Respectfully submitted,
Melissa A. Miller
Administrative Assistant

PENN TOWNSHIP
FINANCE COMMITTEE
NOVEMBER 4, 2014

The Penn Township Finance Committee met on Tuesday, November 4, 2014 at 6:30 p.m. Present were Chairman Heilman and Commissioners Klunk, Felix, Goldsmith and Prieber. Also present were Manager Garvick, Township Engineer Bortner, WWTP Superintendent Mahone, Highway Foreman Mahan, Assistant Manager Rodgers and Administrative Assistant Miller. The committee convened for the sole purpose of discussing and reviewing the 2015 operating budget.

The committee continued reviewing the general expenditure portion of the 2015 budget. The increase in the public works salaries reflect the recent new hires and the employees transferred from the sewer department. The committee decided to reimburse the general fund from the 2014 borrowing the engineering fees associated with the construction of the recycling facility. The increase in the public works engineering services is for the design of the Flickinger Road culvert and the repair of the pipe collapse on Moore Drive.

The addition of the public works storm sewer reconstruction expense is due to the replacement on Moore Drive and Little Bridge. The bid for the Moore Drive reconstruction will be opened in November and Engineer Bortner is getting a quote for the Little Bridge project.

The provisions for spending recreational funds has been changed by the state. The funds in these accounts do not have an expiration date and can be used for maintenance and upkeep. The Township currently has three recreational accounts, one for each district. The Committee suggested combing the accounts. The Commissioners will consider this when they are updating the Subdivision and Land Development Ordinance. Under the economic opportunity account, it was noted that the debt for the fire truck loan was retired in August.

The current 2015 proposal is showing a 2.26% decrease in revenue and an 11.5% increase in expenditures. Currently we are \$1,200,000 out of balance; Commissioner Heilman requested each of the department heads re-review their 2015 budget proposals.

Assistant Manager Rodgers calculated an hourly rate for Patrolman Carbaugh pertaining to the budget request from South Western School District. Including wages and all benefits, his hourly rate comes to \$70.53 per hour. His hourly rate without a pension benefit comes to \$53.22 per hour. The Committee recommended charging the school district the \$70.53 per hour for Officer Carbaugh's time at the district.

The committee will meet again on Tuesday, November 25, 2014 at 6:30 p.m.

The meeting adjourned at 7:00 p.m.

Respectfully submitted,
Melissa A. Miller
Administrative Assistant

PENN TOWNSHIP
FINANCE COMMITTEE
NOVEMBER 25, 2014

The Penn Township Finance Committee met on Tuesday, November 25, 2014 at 6:30 p.m. Present were Chairman Heilman and Commissioners Felix and Prieber. Commissioners Klunk and Goldsmith were absent with notice. Also present were Township Engineer Bortner, Assistant Manager Rodgers and Administrative Assistant Miller. The committee convened for the sole purpose of discussing and reviewing the 2015 operating budget.

The committee began reviewing the purposed general fund revenue for 2015. The proposed real estate revenue is based on the October assessment of 98% collectability with no tax increase. There is a slight increase proposed for the realty transfer. There is an increase in the cable franchise proposed budget.

The state aid pension revenue increase is based on reimbursement for Fire Chief Cromer's pension. Fire Chief Cromer is a fire fighter in the non uniformed pension plan and was missed by the state auditor general's office. Assistant Manager Rodgers contacted the state to pick-up the difference. The joint fire chief reimbursement was reduced to three months in 2015 since a deputy fire chief is anticipated to be hired by Hanover Borough. Engineer Bortner and Assistant Manager Rodgers changed the engineer review inspections to reflect more in-house inspections instead of contracting the majority of these inspections out to GHD.

The sale of fixed assets was reduced to reflect the revenue of the Heights Avenue property being applied to the bond issue. The total revenue and cash-on-hand 2015 proposed budget is lower than our current year budget due to non-reoccurring revenue such as transfers and insurance payments.

The committee reviewed the general expenditure portion of the 2015 budget. The salaries of the Township Manager and the Administrative Assistant were corrected to reflect the cost between the general and sewer funds. The clerk salaries and benefits were changed to reflect the preliminary contract with AFSCME. Increases for the management salaries have not been included in the budget. Estimated increases are projected in the budget. The police travel and training expense was reduced, the capital outlay for hepatitis testing was removed. The large increase in the police expenditures is due to pension and wage increases. The Township can no longer take the reduction for being a stressed municipal pension plan.

The increase in labor issues for both the police and fire departments are a result of contract negotiations and possible arbitration. The capital outlay for AED's was reduced due to Fire Chief Cromer receiving better pricing on the units. Assistant Manager Rodgers received the workers compensation insurance rate for the volunteer's and adjusted the expenditure accordingly. The fireman's relief fund was reduced due to lower call response.

The public works salaries and benefits were adjusted to reflect the total number of employees. Engineer Bortner and Assistant Manager Rodgers worked on sewer and general fund charges being allocated to the correct fund pertaining to salaries, general

supplies and gasoline. All projects under public works were removed for 2015. The Flickinger Road project is being paid from the bond issue. The Moore Drive project was recently awarded to Kinsley Construction and will be paid from the highway fund if approved by Penn Dot. The Little Bridge project is not out for bid. There was a discussion on whether these projects could be completed in-house and if they could be completed in 2016. Currently there is no paving allocation for 2015.

The Township cost for the Chesapeake Bay Pollutant Reduction Plan has been added. The committee will decide after the next meeting whether to renew the agreement with the York County Economic Alliance.

The committee recognized there is over \$800K deficient between the 2015 revenue and expenditures. A discussion followed on recommendations for balancing the budget: introduce a 2/10% tax increase, remove \$200K from the contingency, purchase a truck & trailer with sewer funds, and charge the engineering labor services to the bond fund. The committee thanked Assistant Manager Rodgers for her diligent work with the budget.

The committee scheduled a tentative meeting for Tuesday, December 16, 2014 at 6:30 p.m.

The meeting adjourned at 7:42 p.m.

Respectfully submitted,
Melissa A. Miller
Administrative Assistant

MINUTES
FINANCE COMMITTEE
DECEMBER 1, 2014

The Penn Township Finance Committee convened on Monday, December 1, 2014, at 7:35 p.m. following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Klunk, Prieber, Goldsmith and Felix. Also present were Manager Garvick, Police Lieutenant Hettinger, Assistant Manager Rodgers and Administrative Assistant Miller. The following matters were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF MINUTES: The minutes of the November 3, 2014 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

YORK COUNTY ECONOMIC ALLIANCE: Darrell Aulterson, President YCEA and Blanda Nace, Sr. Manager YCEA, addressed the Committee concerning the YCEA's recent team restructuring and their 2013-2014 overview for the Hanover region including workforce initiatives, economic planning, revitalization and business development. The Committee requested copies of YCEA's regional meeting minutes and would like quarterly updates from our local representative. The Committee will consider the 2015-2016 agreement at a future meeting.

2014 BUDGET AND OPERATING EXPENSE REPORT: Assistant Manager Rodgers reported on the 2014 budget and operating expenses through the end of November. The year to date revenue is 98.80% of what is budgeted and expenses are 84.35%. Delinquent sewer payments are currently being received.

LIQUOR LICENSE REQUEST: Manager Garvick received state notification for a light winery liquor license for 832 W. Middle Street. The Committee requested the zoning officer review the zoning regulations at the address.

2015 BUDGET DISCUSSION: Assistant Manager Rodgers made the suggested changes from the November 25, 2014 Finance Committee Meeting, lowering the deficit between the 2015 revenue and expenditures to \$294K for the 2015 budget. There was discussion about the projected revenues and expenses. The weekly revenue deposits and payroll transactions were in process and not included in the proposal being reviewed. It was suggested to update the budget after these items were processed and re-review the projected carryover and revenue. The Committee anticipates adopting the budget at the December 15, 2014 commissioners meeting.

The meeting adjourned at 8:17 p.m.

Respectfully submitted,
Melissa A. Miller
Administrative Assistant