

MINUTES  
FINANCE COMMITTEE  
FEBRUARY 2, 2015

The Penn Township Finance Committee convened on Monday, February 2, 2015, at 7:26 p.m. following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Klunk, Prieber, Goldsmith and Felix. Also present were 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 January 5, 2015 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2015 BUDGET AND OPERATING EXPENSE REPORT: Assistant Manager Rodgers reported on the 2015 budget and operating expenses through the end of January. The year to date revenue is 4.16% of what is budgeted and expenses are 6.49%. Assistant Manager Rodgers noted the real estate tax for prior year was over budget due to the Tax Collector writing a check on December 31, 2014 and holding it until January 6, 2015. She also reported the current budget is running below the 2014 budget by approximately \$60,000.

AQUAPHOENIX: Assistant Manager Rodgers received a request from GHI in reference to the Aquaphoenix Scientific Land Development Plan. The application fee had been previously paid and the plan approved. The plan was unable to obtain the necessary sign-off signatures from Met-Ed and was not recorded in a timely manner. The plan has to be resubmitted. GHI submitted a minimum of the application fee and requested a waiver of the remaining balance. The Committee declined to waive the remainder of the application fee.

GHD FEE REVIEW: Assistant Manager Rodgers received the 2015 Fee Schedule from GHD. A discussion was held regarding the increase in costs associated with the Township projects over the years. The Committee requested a listing of GHD charges to review.

HANOVER EXCHANGE CLUB: The Committee received a request dated January 30, 2015 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 12<sup>th</sup> through March 14, 2015 and their Comedy and Magic Show to be held April 10, 2015. The Committee recommended approving the request.

ST. JOSEPH'S PARISH: The Committee received a request dated January 9, 2015 from St. Joseph's Parish for waivers of the fees associated with their yard sale to be held on March 7, 2015. The funds will be used for a scholarship fund. The Committee recommended approving the request.

5 YEAR CAPITAL IMPROVEMENT PLANS: Assistant Manager Rodgers submitted updated Public Works, Police, Sewer and Administrative 5 year capital improvement plans to the Committee for review.

SECRETARY/TREASURER: Assistant Manager Rodgers reminded the Committee the need to appoint a Township Secretary and Treasurer upon the retirement of the current Township Manager. There was a discussion pertaining to the auditor's recommendation of balancing the bank accounts. The Committee suggested checking with the auditors and other municipalities before submitting proposed appointments.

The meeting adjourned at 7:52 p.m.

Respectfully Submitted,  
Melissa A. Miller  
Administrative Assistant