

MINUTES
FINANCE COMMITTEE
AUGUST 3, 2015

The Penn Township Finance Committee convened on Monday, August 3, 2015, at 7:06 p.m. following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Klunk, Prieber, and Felix. Commissioner Goldsmith was absent with notice. Also present were Police Chief Laughlin, Township Manager Rodgers, WWTP Superintendent Mahone, Township Engineer Bortner, Highway Foreman Mahan, Zoning Officer Swanner and Administrative Assistant Miller. The following matters were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF MINUTES: The minutes of the July 6, 2015 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2015 BUDGET AND OPERATING EXPENSE REPORT: Manager Rodgers reported on the 2015 budget and operating expenses through the end of July. The year to date revenue is 82.10% of what is budgeted and expenses are 46.83%. Manager Rodgers noted the fire inspection revenue is low due to the fire billing system being down. This will be resolved once the system is corrected. Manager Rodgers attended the recent quarterly tax collection committee meeting and noted they are trying to educate new residents about PA taxes. They have provided the Township flyers to hand out which we will be giving to all new residents that sign up for sewer and/or get a recycling bin. In addition we are forwarding the York Adams Tax Bureau all of our realty transfers and sewer applications. It was noted that several properties were transferred at Hillside Medical Center.

2016 BUDGET PREPARATION: Manager Rodgers reported she has begun preparing the 2016 baseline budget. The Committee requested creating a budget based on each department's need to operate. A separate listing of what the department would like to have will be available for review but not included in the budget. The Committee will then decide what to add to the budget.

PTVES WAIVER REQUEST: The Committee received a request dated July 30, 2015 from the Penn Township Volunteer Emergency Services for a waiver of the permit fees associated with a yard sale for August 29, 2015 and a yard sale and chicken barbeque on September 26, 2015. The Committee recommended approving their request.

CREDIT CARD INQUIRY: Manager Rodgers reported the office is experiencing an increase in the number of requests to pay by credit card. The Committee recommended looking into costs associated with establishing a system to pay by credit card and asked the office to keep a list to monitor the requests.

Manager Rodgers has also received requests from the department heads for a Township credit card. Our current card is in the Township Manager's name and at times causes purchasing difficulties when another department uses the card. The Committee asked Manager Rodgers to review each department's needs for a credit card and the procedure for obtaining additional cards.

The meeting adjourned at 7:18 p.m.

Respectfully Submitted,

Kristina Rodgers
Township Manager