

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 73<sup>rd</sup> 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