

MINUTES  
FINANCE COMMITTEE  
NOVEMBER 2, 2015

The Penn Township Finance Committee convened on Monday, October 3, 2015 at 7:22 P.M. following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Felix, Goldsmith, Klunk and Prieber. Also present were Township Manager Rodgers, Police Chief Laughlin, Fire Chief Cromer and Administrative Assistant Hallett. The following items were discussed:

ANNOUNCEMENTS: None

APPROVAL OF MINUTES: The minutes from the October 5, 2015 Finance Committee meeting were approved as submitted.

CITIZENS COMMENTS: None

2015 BUDGET AND OPERATING EXPENSE REPORT: Manager Rodgers reported on the 2015 budget and operating expenses through October 31, 2015. The year to date revenue is 100.94% of what is budgeted and the expenses are 75.47%. All of the big line items with the exception of longevity and holiday pay have been paid, which leaves no large expenses through the end of the year. Realty Transfer continues to see an increase and Manager Rodgers expects to see another large transfer in November for the LT Timber property. Earned income should come in at 100% if not higher for 2015. Cable Franchise is over the budgeted amount and this does not take into account the audit. Recyclable materials revenue is still low and this is expected to get worse with the no revenue for electronics. Everybody is in line on expenses for this time of year. Manger Rodgers stated that \$75,000.00 more in realty transfer is budgeted in 2016 and Commissioner Heilman felt that was reasonable.

RESOLUTION APPOINTING AUDITOR: Manager Rodgers reported on the resolution to appoint the auditor, which is based on the agreement signed last year for three years. There may be additional expenses depending on when Center Street is completed and if an audit needs to be done for the grant money. The cost of the auditor was \$25,200 for the 2014 audit and will be \$25,900 for the 2015 audit. This amount was budgeted in the 2016 draft budget.

MASON DIXON CREDO WAIVER REQUEST: Manger Rodgers read a request dated October 15, 2015 from Mason Dixon Credo to waive permit fees, totaling \$42, associated with temporary signs being placed between November 4, 2015 and November 8, 2015. The committee recommended approving the request.

HANOVER WEST MANHEIM LIONS CLUB WAIVER REQUEST: Manager Rodgers read a request dated October 7, 2015 from Hanover West Manheim Township Lions Club requesting a waiver of fees associated with their annual Christmas Tree sale to begin on November 21, 2015. The Board recommended approval.

YORK COUNTY ECONOMIC ALLIANCE PROPOSAL: Manager Rodgers read a proposal dated October 21, 2015 requesting a two year contract for 2016 and 2017 at \$25,000 per year from the York

County Economic Alliance. This is a \$3000 decrease from what was paid in 2015. Manager Rodgers shared that YCEA is required to represent us due to their funding from York County and there has been no additional representation to show for the \$28,000 that was paid. Commissioners Klunk and Prieber shared the concern that the Township is not seeing a benefit from the money spent. Commissioners Heilman and Felix noted that YCEA has done a lot of work in downtown Hanover but nothing notable in Penn Township. Commissioner Heilman asked Manager Rodgers if she has seen a value in the contract with YCEA and she responded that she has not.

2016 BUDGET REVIEW: Commissioner Heilman asked what dates are available for a budget discussion. He stated that the discussion may not need to be as long as in previous years due to the draft budget being balanced. Commissioner Klunk asked about the carryover funds. Manager Rodgers responded that we will carry \$1.5 million from 2015; however, the carryover for 2016 is very low. Manger Rodgers reported that the bank is working on approving the Line of Credit that was requested. The best option available is a taxable fixed rate line. Commissioner Heilman requested that Manager Rodgers seek daily interest if possible. Commissioner Klunk expressed concern with the cost of insurance for 2016. Manager Rodgers said the rates have not come in yet, but they are expected any day. Commissioner Heilman asked if the budget discussion meeting could be set for Tuesday, December 1, 2015 at 6:30. This meeting time was agreed upon by the Board. Commissioner Heilman stated that he will not be present for the December 21, 2015 Board of Commissioners meeting.

LIGHTING DESIGN: Manager Rodgers reported on the LED Lighting Design. She asked if the Board would like to proceed with putting the project out to bid. She will need to speak with Mr. Baumgardner about getting a bid package ready if we are going to proceed. Commissioner Heilman asked that Manager Rodgers prepare for tomorrow evening an estimated cost for having Mr. Baumgardner prepare a bid package. Manager Rodgers is concerned that the MetEd rebates are expiring. Commissioner Heilman asked that how long it will take to recuperate the money for installing the lighting, especially if all of the rebates have expired. Commissioner Klunk suggested that waiting until 2016 may allow for new rebates to become available.

CITIZENS COMMENTS: Ray Van de Castle asked if the lack of a state budget has affected the Township. Manager Rodgers responded that it has not. State Aid Pension and PURTA have been received. There is some concern about funds from the 902 Grant. Notification was received two weeks ago and it normally takes six to eight weeks from the notification date until the money is received. Manger Rodgers explained what the 902 Grant is for. Commissioner Klunk stated that the Highway Aid funds are about \$400,000 and will be the next major payment from the State. If this is delayed there will be problems completing any road work.

The meeting was adjourned at 7:58 P.M.

Respectfully Submitted,

Angela M. Hallett  
Administrative Assistant