

MINUTES  
FINANCE COMMITTEE  
DECEMBER 7, 2015

The Penn Township Finance Committee convened on Monday, December 7, 2015 at 7:22 P.M. following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Klunk, Goldsmith and Felix. Commissioner Prieber was absent with notice. Also present were Township Manager Rodgers, Police Chief Laughlin, Fire Chief Cromer, Commissioner Elect Brown, Commissioner Elect Van de Castle, and Administrative Assistant Hallett. The following items were discussed:

ANNOUNCEMENTS: None

APPROVAL OF MINUTES: The minutes of the November 2, 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 expense report through the end of November. The year to date revenue is 106.70% of what is budgeted and expenses are 81.69%. Realty transfers, earned income, and LST all look good. Commissioner Heilman commented that the fire department will probably end the year over budget. Manager Rodgers stated that the department is over budget because the contract wage increase was not included in the budget due to the contract being signed after the budget was enacted. Solid waste is a little higher than what was expected due to an employee being on workers comp which is causing overtime.

CONSIDER AMENDING PERMIT FEE RESOLUTION: Manager Rodgers recommended changing the fees for sewer enforcement officer. They increased quite a bit over last year. The permit fee total was changed from \$790 to \$900 along with other prices that go along with that. Manager Rodgers reported that Tax Collector Little requested that the Tax Certification fee be increased. Commissioner Heilman suggested that the Township get quotes prior to the 2017 budget year to see if lower prices are available on sewer fees. Manager Rodgers pointed out that the Township does not have a lot of on-site septic systems and we only see an average of two permits per year.

CONSIDER INSURANCE RENEWALS: Manger Rodgers reported that the health insurance renewal shows a 7% increase over the current year. Workman's Comp increased by \$25,000 due to three claims this year that averaged six month each. Workman's Comp paid out about \$58,000 in wages and medical expenses were in addition to that. Commissioner Heilman asked if any major health insurance claims were made this year. Manager Rodgers responded that as an organization under one hundred employees we are unable to request claim information due to HIPPA.

CONSIDER DISPOSAL OF PUBLIC WORKS EQUIPMENT: Manager Rodgers reported that there are about ten pieces of equipment that Engineer Bortner would like to sell. The equipment is sitting on a trailer and will need to be moved inside for storage if it will not be sold soon. Commissioner Klunk commented that it may be a good time of year to sell the snow plows. The Committee recommended selling the equipment.

CONSIDER APPOINTING VOTING AND ALTERNATE REPRESENTATIVE TO TAX COLLECTION COMMITTEE: Manager Rodgers reported that at this time former Manager Garvick and she are listed as the voting representatives. The tax collection committee is having a hard time reaching the necessary quorum of twenty-eight and has requested that a voting and alternate member be appointed. Commissioner Heilman asked if the Township Secretary would be willing to serve as alternate. Administrative Assistant Hallett agreed to serve.

2016 BUDGET: Manager Rodgers reported that she will review the budget numbers one final time after deposits are made on December 8, 2015. Commissioner Heilman commented that he still sees a need for a tenth of a mill increase in taxes; however, he is in the minority. Commissioner Klunk asked if money will be given to The Hanover Borough in 2016 for the baseball/softball program. Commissioner Heilman suggested that the money not be given unless the Borough asks for it at which time the Board of Commissioners can review the request.

CAP COG: Manager Rodgers reported that the COG is made up of municipalities from three counties. Engineer Bortner is running into problems when he needs items that Penn Township is not currently bidding and we are getting close to the bidding threshold. Hanover Borough was not interested in bidding some of these items with Penn. The COG will cost \$375 per quarter or \$1500 per year and can be joined at any time. Commissioner Klunk recommended that we wait and see whether or not Hanover Borough wants to joint bid before joining the COG.

OTHER MATTERS: Commissioner Klunk asked whether or not we are moving forward with the lighting project at this time. Manager Rodgers reported that rebates are still available but they are dwindling the longer we wait. Commissioner Heilman believes we should move forward and Commissioner Felix agreed.

The meeting was adjourned at 7:43 P.M.

Respectfully submitted,

Angela M. Hallett  
Administrative Assistant.