

MINUTES  
FINANCE COMMITTEE  
FEBRUARY 1, 2016

The Penn Township Finance Committee convened on Monday, February 1, 2016 at 7:37 P.M. following the Public Safety Committee meeting. Present were Chairman Brown and Commissioners Klunk, Felix, Van de Castle, and Heilman. Also present were Township Manager Rodgers, Police Chief Laughlin, Fire Chief Cromer, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: None

APPROVAL OF MINUTES: The minutes of the January 4, 2016 Finance Committee meeting were approved as submitted.

REFUND OF BUILDING PERMIT FEE: Manager Rodgers reported that Mr. Still and Mr. Brough were present representing Hanover Foods for a refund of permit fees. On November 9, 2015 Hanover Foods submitted a permit for waste water treatment upgrades and the cost of the work was just over \$7 million. When the permit was submitted it listed cost but no square footage so the Township figured the fee based on the total project cost which made the permit fee \$20,422.50. A reevaluation was requested and Code Inspector Boyd and Mr. Brough discussed square footage for the building, tanks, yard pipe, and the cost for the demo. After considering this new information the total fee was adjusted to \$4,489.08. Commissioner Brown asked if the Township's process needs to be reviewed to prevent such large discrepancies in the future. Manager Rodgers deferred to Mr. Brough who stated that nothing is wrong with the process in his opinion. This project is unique and created a special set of circumstances. The Committee recommended issuing a refund.

2016 BUDGET AND OPERATING EXPENSE REPORT: Manager Rodgers reported on the 2016 budget and operating expense report through the end of January. The year to date revenue is 3.31% of what is budgeted and the expenses are 6.23%. Manager Rodgers noted that revenue is down \$74,000 from January 2015 and expenses are down \$10,000. Revenue is down due to local service tax prior year most likely due to the fact that February 1, 2016 was on a Monday and payments were not mailed until January 29. Cable Franchise fees are down approximately \$3,000 for an unknown reason. Earned income was down slightly, zoning permit fees were down, and refuse service units were down. The refuse service unit orders were about half of what they were in January 2015 and this may be due to the weather. Manager Rodgers reported that it is probably not due to fewer vendors selling the bags because people still need the bags. The tax bills may be late in going out because they were just received on Wednesday, January 27, 2016 which may delay the revenue until the first of March.

HANOVER CHAMBER WAIVER REQUEST: Manager Rodgers read a letter dated January 13, 2016 from Hanover Chamber of Commerce requesting a waiver of fees for

signs advertising their annual Dutch Days Festival to be held on Saturday, July 30, 2016. The signs will be placed at the old Value City building and at Ollie's. They have followed procedure and are within the forty-five days to request a waiver. The Committee recommended approval.

SAINT JOSEPH PARISH WAIVER REQUEST: Manager Rodgers read a letter dated January 8, 2016 from Saint Joseph Parish requesting a waiver of permit fees for their annual yard sale to be held on Saturday, March 5, 2016. This will benefit one of their scholarship programs. The Committee recommended approval.

REVIEW OF BANK ACCOUNTS, DEBT SERVICE, AND POTENTIAL CAPITAL IMPROVEMENT PROJECTS: Manager Rodgers reviewed the Township's eighteen different bank accounts and what each is used for. Commissioner Klunk asked for clarification on comingled funds in the capital reserve equipment account and it was discussed. Commissioner Heilman stated that it's good to see where all of the money is being spent and how the funds are ear marked.

Manger Rodgers reviewed the capital improvement five year plan. The plan was created prior to the blizzard on January 22, 2016 and additional items were added after the fact. The items are listed in order of priority and the top item is investing in upgrades for MS4 compliance and building permits. A cloud based system would make permits much easier as well as help manage some of the MS4 requirements. Citizen Serve is working on a quote for the Township to use their software. Commissioner Klunk asked if we are still working on a lighting upgrade. Manger Rodgers said that she is waiting to hear back from Mr. Baumgardner. Commissioner Brown asked the Board to prioritize the list of projects.

Manager Rodgers reviewed the Township debt service through 2020. The Public Works building will be paid off this year. The committee discussed the debt service and how to use the funds being used for the Public Works building payment once it has been paid off.

MUNICIPAL LAW 101: Commissioner Brown informed everyone to let Manger Rodgers know if anyone would like to attend Stock and Leader's Municipal Law 101 dinner. Commissioner Heilman said it's a worth while event especially for new Board members.

OTHER MATTERS: None

The meeting was adjourned at 8:10 P.M.

Respectfully submitted,

Angela M. Hallett  
Township Secretary