

MINUTES
FINANCE COMMITTEE
MARCH 7, 2016

The Penn Township Finance Committee convened on Monday, March 7, 2016 at 7:51 P.M. following the Public Safety Committee meeting. Present were Chairman Brown and Commissioners Klunk, Felix, Van de Castle, and Heilman. Also present were 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 February 1, 2016 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None

2016 BUDGET AND OPERATING EXPENSE REPORT: Manager Rodgers reported on the 2016 budget and operating expense report through the end of February. The year to date revenue is 9.24% of what is budgeted and the expenses are 13.07%. Manager Rodgers provided revenues and expenses for the past three years for comparison. She also included the highway aid deposit even though it was after February 29 because it showed an additional \$15,000 over what was budgeted. Commissioner Klunk asked why there was an investment loss posted in the last quarter. Manager Rodgers explained that the Township has three trust accounts that are affected by the stock market and they will fluctuate from quarter to quarter. Commissioner Heilman said that revenue and expense percentages are very consistent with the past couple of years and that's a good sign. Commissioner Klunk asked if any consideration had been made concerning Mr. Baker's budget recommendation at the December Board of Commissioner's meeting. Manager Rodgers reported that she is considering breaking out the budget expenses in more detail for future budgets. For example, in the police budget, she could show how many detectives and managers are included in salary.

HANOVER EXCHANGE CLUB FEE WAIVER: Manger Rodgers read a letter dated February 9, 2016 from Hanover Exchange Club requesting a waiver of fees associated with their Home & Garden Show as well as their Evening of Comedy & Magic Show. Commissioner Van de Castle asked if this request was the same as previous years. Manger Rodgers said it is. The committee recommended approval.

SOUTH WESTERN SCHOOL BANDS FEE WAIVER: Manager Rodgers read a letter received February 22, 2016 from the South Western High School Bands requesting a waiver of fees associated with their annual Spring Market Place Community Yard Sale. Manager Rodgers said this is an annual event and the Board has waived the fees in the past. The Township also advertises the event in the newsletter. The committee recommended approval.

MASON DIXON CREDO FEE WAIVER: Manager Rodgers read a letter dated February 22, 2016 from Mason Dixon Credo requesting a waiver of fees associated with a retreat. Manager Rodgers explained that the request is received twice a year and they are working with things like drug addiction and abuse and the fee waiver will allow them to use all of their funds towards treatment. The committee recommended approval.

RESOLUTION NO. 867 DISPOSAL OF EQUIPMENT: Manager Rodgers reported that Engineer Bortner is ready to dispose of the 2002 Sterling Vac Truck that was discussed at the March 1, 2016 Public Works meeting. The resolution is required because the truck will be sold for more than \$1,000. Manager Rodgers pointed out that the resolution shows the proceeds going to the capital reserve equipment fund per prior discussions. Commissioner Van de Castle asked if the truck is being sold as-is and Manger Rodgers said all equipment is sold as-is. The committee recommended approval.

ELECTRIC RATES: Manager Rodgers reported that the Township's electric rate contract is up for renewal on October 1, 2017. This is a good time to lock in a rate because oil prices are down. The rates being offered through Hess Energy are 5.391 for one year or 5.458 for two years. The current rate is 6.17 through Hess Energy. The committee would like Manager Rodgers to lock in the 5.458 rate for twenty-four months to being October 1, 2017 and end September 30, 2019.

APPOINTMENT TO PLANNING COMMISSION: Manager Rodgers reported that Henry Senatore has reapplied for Planning Commission. His term expires in May. Mr. Frank Norris applied for the Zoning Hearing Board but there are no vacancies at this time. Manager Rodgers would like to contact him and suggest he apply for the Planning Commission. Commissioner Klunk stated that starting on the Planning Commission and later moving to the Zoning Hearing Board is in line with what they have done in the past. Commissioner Brown asked if an interview is required. Manager Rodgers said it is up to the Board whether or not they want to perform an interview. Commissioner Brown would like to meet with him prior to making an appointment and it will be scheduled for March 21, 2016 at 6:30 P.M. The committee recommended approval of Henry Senatore's reappointment.

AUDIT: Manager Rodgers reported that the committee received copies of the audit. Per the auditors advice new accounts are being set up. The budget will not need to be redone; however the funds will be moving through different accounts.

CREDIT CARDS: Commissioner Van de Castle asked if the Township is exploring accepting credit cards for payments. He's noticed younger people, including his own children, rarely carry cash anymore. Also, he believes it will help with requests for fee refunds on overdue bills if they could be easily paid online with a credit card. Commissioner Brown said that the fees involved with credit cards are prohibitive. Manager Rodgers stated that this has been brought before the Board of Commissioners

several times in the past and the fees have always been the reason for not moving forward. Hanover Borough and the Penn Township Tax Collector are both accepting credit cards and passing the fees on to the customer. The Borough has a flat fee and the Tax Collector charges a percentage of the total bill. Commissioner Brown asked if anyone has indicated whether or not it works well. Manger Rodgers said that the Tax Collector is happy with it and the Borough is as well. The Borough's main concern was how hard it would be to set the payments up on their website, but it was very easy. The water bills from the Borough are visible to everyone online and this is ok because it's public information. Manager Rodgers likes the online system for water bills. Commissioner Heilman asked if both credit and debit cards could be accepted. Manager Rodgers said that both would work. Commissioner Heilman would prefer that the fees be passed on to the customer so that the Township isn't using tax payer's money to cover other people's fees. Manger Rodgers said that multiple accounts can be set up from one terminal so all of the staff can use the same terminal. She also pointed out that this would help a lot with delinquent fire inspection payments because people often ask to make these payments over the phone. Commissioner Van de Castle asked Police Chief Laughlin if the police department would be interested in accepting credit card payments. Chief Laughlin said that they don't receive a lot of payments and they could send people over to the municipal building if they wanted to use a credit card. The committee asked Manger Rodgers to make a credit card presentation at the April 4, 2016 Finance Committee meeting.

MEETING ORDER: Commissioner Klunk stated that he does not want the meeting order to be changed per Commissioner Heilman's suggestion. The Public Works Committee meeting is advertised as being before the Health & Sanitation Committee meeting and it should remain that way. Commissioner Heilman agreed that the order should remain as advertised.

BERWICK TOWNSHIP HERSHEY HEIGHTS REQUEST: Manager Rodgers asked the committee if they received the information from Berwick Township concerning the weight restriction on Hershey Heights Road. The information was received and there were no objections.

The meeting was adjourned at 8:14 P.M.

Respectfully submitted,

Angela Hallett
Township Secretary