

MINUTES
FINANCE COMMITTEE
APRIL 4, 2016

The Penn Township Finance Committee convened on Monday, April 4, 2016 at 7:15 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 March 7, 2016 Finance Committee meeting were approved as submitted.

LIBRARY PRESENTATION: Lisa Kane, Director of the Guthrie Memorial Library, was present. She thanked the Township for their great support and shared that it is really appreciated. Ms. Kane wants to make sure that Penn Township feels that the library is theirs as much as it is the Borough's. She met with Manager Rodgers and came up with a Story Time to be held at Kid's Kingdom this summer and would love any other ideas on how to get the Township involved with the library. Ms. Kane shared some of the activities that take place at the library, including weekly therapy dog visits, an annual multi-cultural day, STEAM ahead workshops, and many children's programs throughout the year. Ms. Kane reported that in addition to the funds received through fund raising events and from local municipalities, the library has started to offer corporate partnerships. Ms. Kane reiterated the importance of offering library resources to the children in our community and shared some stories of local children benefiting from the library. Commissioner Heilman asked if someone from the library would be able to attend meetings occasionally and give a brief update. Ms. Kane said that can be worked out. Commissioner Klunk stated that annual updates would be sufficient. Manager Rodgers asked if Ms. Kane could give an update on how the Community Park events went at the September meeting and Ms. Kane agreed.

BUDGET AND OPERATING EXPENSE REPORT: Manager Rodgers reported on the 2016 budget and operating expense report through the end of March. The year to date revenue is 19.51% of what is budgeted and the expenses are 19.39%. Manager Rodgers pointed out that the expenses are in line with revenues percentage wise. The real estate tax is the bulk of the revenue shortage. The deadline for the reduced bill is April 15, 2016 so there should be quite a few large checks in the next week or two. Manger Rodgers stated that this will likely be the first year that we hit \$4 Million in sewer rents because the April billing was over \$1 Million. She noted out that over six thousand customers are being billed.

JEFFERSON CARNIVAL: Manager Rodgers read a letter dated March 15, 2016 from Jefferson Carnival, INC., requesting a waiver of fees associated with their annual

carnival to be held July 18, 2016 through July 23, 2016. The sign is located at the intersection of Blooming Grove and Grandview Road. The Committee recommended approval.

HANOVER LIONS CLUB: Manager Rodgers read a letter dated March 9, 2016 from Hanover Lions Club requesting a waiver of fees associated with their annual barbecue to be held on May 14, 2016. The Committee recommended approval.

WINTER STORM JONAS RESOLUTION: Manger Rodgers reported that York County got the approval from FEMA for emergency assistance to reimburse expenses from Winter Storm Jonas. The Township needs to designate an agent to sign off on all of the documents, which includes the DAP 1, DAP 5 and DAP 16. There is a training class on Friday, April 8, 2016 that Manager Rodgers will attend. The Committee gave approval for Manager Rodgers to be the designated agent. The Resolution will be adopted at the April 18, 2016 Board of Commissioners meeting.

LIGHTING BIDS: Manager Rodgers reported that four bids were received on April 4, 2016 for the lighting upgrade project in the municipal building. The apparent low bidder is Pro Electric LLC out of York, Pa with a bid price of \$109,988. This is about half of the projected cost estimate which was \$200,000. The high bidder was Holland Electric Services, Hanover PA, with a bid price of \$153,727. All four bidders supplied a bid bond. Manager Rodgers does not believe that any of the work will be done by May 31, 2016 to qualify for the current rebates unless the work moves forward very quickly. We will work under the new set of rebates that only pay from T8 down compared to the current rebates that pay from T12 down. We will still see a rebate of some kind. Commissioner Klunk confirmed that Paragon will be looking over the work as it is completed.

CREDIT CARD PROPOSALS: Manager Rodgers reported that three companies submitted proposals for credit cards. Hamer is the company that Hanover Borough uses and Manger Rodgers recommends we use them as well. The Borough only accepts credit card payments online and only for water bills. There are no fees for the Township and we wouldn't need to purchase a terminal. Commissioner Brown asked what people without computers would do. Manager Rodgers said that the Borough is considering installing a kiosk for people to pay on site and that may be an option for us. There is a security risk in accepting credit cards through a terminal and the kiosk eliminates that. Commissioner Brown feels a terminal would be necessary. Manager Rodgers reported that, of the Hanover Borough water customers who are also Penn Township sewer customers, there were two hundred forty-four credit card payments received in 2015. If we chose to go with a terminal Manager Rodgers would recommend Capital Direct Merchant Services because their cost is the lowest and they offer a free terminal, however they do charge \$80 to program and ship the terminal. Commissioner Brown said that we should not be paying for a terminal. Manager Rodgers said that the third proposal from Municipay had some reports of trouble during the set up stages, but things ran well once it was up and running. Municipay is what Tax Collector Little uses. The Committee reviewed the fees associated with each

proposal and the usage policies and decided to move forward with accepting credit cards. Commissioner Brown will meet with Manager Rodgers and Commissioner Heilman to further discuss credit card options and share the information with the Committee at the May 2, 2016 Finance Committee meeting.

OTHER MATTERS: None

The meeting was adjourned at 7:46 P.M.

Respectfully submitted,

Angela M. Hallett
Township Secretary