

MINUTES
FINANCE COMMITTEE
MAY 2, 2016

The Penn Township Finance Committee convened on Monday, May 2, 2016 at 8:23 P.M. following the Public Safety Committee meeting. Present were Chairman Brown and Commissioners Felix, Heilman, Klunk, and Van de Castle. 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 THE MINUTES: The minutes of the April 4, 2016 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

BUDGET AND OPERATING EXPENSE REPORT: Commissioner Brown asked if there were any questions concerning the Budget and Operating Expense Report. Commissioner Klunk asked if the decrease in real estate tax revenue is a sign of what may be coming. Manager Rodgers responded that there is most likely a delay in payment processing. Manager Rodgers will notify the Commissioners if the real estate tax revenue catches up prior to the next meeting. Manager Rodgers pointed out that the sewer revenue appears to be low but the due date was on a Saturday so payments were posted the following Monday. Expenses are down and Manager Rodgers thanked the Department Heads for this.

PTVES YARD SALE: Commissioner Brown read a letter dated April 5, 2016 from PTVES requesting a waiver of fees associated with their yard sale to be held May 14, 2016. Commissioner Brown asked how often permit fees are waived. Manger Rodgers responded that fees are usually waived for non-profit organizations. The Committee recommended approval.

FRIENDS OF CODORUS: Commissioner Brown read a letter dated April 16, 2016 from Friends of Codorus requesting a waiver of fees associated with their Summer Blast event to be held June 17 – 19, 2016. The Committee recommended approval.

WINTER STORM JONAS APPLICATION UPDATE: Manager Rodgers reported that she attended a meeting on April 27, 2016 and expects the Township to receive around \$35,000 in reimbursement. FEMA is paying 75% of the \$46,400 that was applied for. Commissioner Heilman asked when the funds would be paid and Manager Rodgers said by the end of July or August. Manager Rodgers explained the application process and what the next steps are.

CREDIT CARD UPDATE: Manger Rodgers reported that she met with Commissioners Heilman and Brown to discuss the options for accepting credit card payments. They are

recommending Hamer Enterprises. Hamer offers an online payment system and won't cost the Township anything to use. Customers will be charged a convenience fee when they pay their sewer bill online. Hamer will separate the service fee behind the scenes and the Township will receive a direct deposit for the amount of the payments. Commissioner Brown stated that there will be no terminal or liability on the part of the Township. The Committee recommended approving Hamer Enterprises and Manager Rodgers will send the agreement to Solicitor Tilley for review.

WAGE TAX: Manger Rodgers reported that the Township will receive a refund of fees again this year.

HEALTH INSURANCE: Manager Rodgers reported that Rich Carson and Highmark will assist in setting up the health insurance employee contributions for 2017.

The meeting was adjourned at 8:37 P.M.

Respectfully submitted,

Angela M. Hallett
Township Secretary