

MINUTES
FINANCE COMMITTEE
MAY 5, 2020

The Penn Township Finance Committee convened on Tuesday, May 5, 2020 at 7:00 p.m. via an online meeting. Present were Chairman Brown, Commissioners Elksnis, Heiland, and Van de Castle. Also present were Township Manager Rodgers, WWTP Superintendent Mahone and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Brown read the summary of the public meeting guidelines.

APPROVAL OF THE MINUTES: The minutes of the March 3, 2020 Finance Committee were approved as submitted. There was no meeting held in April, 2020.

CITIZEN'S COMMENTS: None.

2020 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through April 30, 2020.

AUDIT REVIEW: Craig E. Witmer, CPA, CFGM, member of the firm and Amanda D. Ruhlman, CPA, Audit Manager of SEK CPAs & Advisors were in attendance to provide a review of the 2019 Audit. Their conclusion was an unmodified audit opinion, which is the highest to be received.

AUDIT PROPOSAL FROM SEK CPA'S & ADVISORS: Manager Rodgers presented the committee a proposal dated April 15, 2020, from SEK CPAs & Advisors with a quote for providing the township with audit and accounting services for the years 2020, 2021 and 2022. The committee made a favorable recommendation.

RESOLUTION FOR TAX PAYMENTS FOR 2020: Manager Rodgers presented the committee with a resolution adopted by the York County Board of Commissioners waiving the penalty on county real estate taxes if paid in full by December 31, 2020. She asked the committee if Penn Township would consider doing the same. The committee made a favorable recommendation to adopting a similar resolution.

OTHER MATTERS: Manager Rodgers reported she forwarded copies of three documents required to be submitted for the PEMA Public Assistance Grant due to The COVID-19 pandemic. She is seeking authorization from the board to sign the documents for submission. The committee made a favorable recommendation.

The meeting was adjourned at 7:31 p.m.
Respectfully submitted,
Donna M. Sweeney,
Township Secretary