

MINUTES
FINANCE COMMITTEE
JUNE 6, 2016

The Penn Township Finance Committee convened on Monday, June 6, 2016 at 8:38 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 May 2, 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 and there were none.

GRACE UNITED METHODIST CHURCH WAIVER REQUEST: Manager Rodgers read a letter dated May 16, 2016 from Grace United Methodist Church requesting a waiver of fees associated with their annual revival. The Committee recommended approval.

SECTION 125 PREMIUM ONLY PLAN: Manager Rodgers reported that AFSCME employees will begin making required contributions to their health insurance plans in 2017. In order to make the contribution tax exempt a 125 plan is needed. The resolution will not need to be approved until the July 18, 2016 Board of Commissioners meeting. Employees will now be required to reenroll in coverage yearly which has not been done in the past. The Police will begin contributing in 2018. The 125 plan doesn't have to be in place until year end but Manger Rodgers wanted to get the paperwork started early. Commissioner Heilman asked if our current system can handle these changes and it can. Manager Rodgers said newly hired AFSCME employees were required to make contributions in the past so KVS has done it before. Commissioner Heilman asked if the contributions will be exempt from state and local taxes as well as federal and Manager Rodgers said she'd confirm the taxes that were exempt.

CINRAM TAX REFUND REQUEST: Manager Rodgers read a letter dated June 6, 2016 from CINRAM requesting a refund of the two percent tax discount. CINRAM mailed a tax payment on March 16, 2016 but it was returned by Tax Collector Little because it didn't include a copy of the bill. CINRAM is renting the property from Blue Dog Bookspan Properties and did not receive any correspondence from the Tax Collector and was unaware that a copy of the bill needed to be included. Manager Rodgers said Tax Collector Little is one of the few who require a copy of the bill with payment. Manager Rodgers advised CINRAM that they will have to speak with the

County to get a refund on their portion of the taxes and she advised them that school tax is also due soon. After discussion the Committee recommended approval. Manager Rodgers will process a refund once the payment is applied by Tax Collector Little.

CREDIT CARD UPDATE: Manager Rodgers reported that we have received six credit card payments totaling \$481 since June 1, 2016. She explained how settlement and posting of payments will occur.

The meeting was adjourned at 7:53 P.M.

Respectfully submitted,

Angela M. Hallett
Township Secretary