

MINUTES
FINANCE COMMITTEE
JULY 3, 2018

The Penn Township Finance Committee convened on Tuesday, July 3, 2018 at 7:00 p.m. Present were Chairman Felix and Commissioners Brown, Heiland, Klunk, and Van de Castle. Also present were Township Manager Rodgers, WWTP Superintendent Mahone and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: Commissioner Felix announced an executive session to discuss land acquisition and personnel was held following the Public Works Committee meeting on July 2, 2018. He also announced an executive session to discuss personnel would be held following the Health & Sanitation Committee meeting this evening.

APPROVAL OF THE MINUTES: The minutes of the June 5, 2018 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2018 REVENUE & EXPENSE REPORT: The year to date revenue is 77.63% of what is budgeted and the expenses are 38.8%. At this point in the year we should be at 50%. Manager Rodgers reported wage tax is steady. She shared concerns about building permits and realty transfers. Building permits have been fluctuating unpredictably. We're on track to meet the budget as long as permits continue. She said we are within the budgeted amount for realty transfers but there have not been many commercial properties being sold. If residential property sales drop there may be a problem meeting the budget.

2019 BUDGET PREP: Manager Rodgers reported that she will begin preparation for the 2019 budget next week. After discussion the Committee decided they will not require the department heads to give budget presentations this year. Commissioner Klunk said they did well last year with prioritizing the necessary budget items.

SAINT JOSEPH PARISH WAIVER REQUEST: The Committee received a letter dated June 12, 2018 from Saint Joseph Parish requesting a waiver of all fees to advertise their annual yard sale. The sale will be held Saturday, August 18, 2018. The Committee recommended approving the request.

The meeting adjourned at 7:07 p.m.

Respectfully submitted,

Angela M. Hallett
Township Secretary