

MINUTES  
FINANCE COMMITTEE  
AUGUST 1, 2016

The Penn Township Finance Committee convened on Monday, August 1, 2016 at 7:18 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, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: None

APPROVAL OF THE MINUTES: The minutes of the July 5, 2016 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None

2016 BUDGET AND OPERATING EXPENSE REPORT: The year to date revenue is 77.89% of what is budgeted and the expenses are 44.71%.

2017 BUDGET MEMO: Commissioner Brown reported that Manager Rodgers sent a memo concerning the 2017 budget process. He suggested moving forward with the same budget process as was used in 2016. The first phase will be asking each department head for a barebones operating budget and the second phase will be a list of equipment or personnel that would enhance each department's level of service. Commissioner Heilman said it's good to know whether the budget is balanced without adding anything additional.

Commissioner Klunk suggested that large ticket items be paid for out of the Capital Reserve Equipment Fund rather than being added to the budget. Money could be deposited to the fund yearly so there is enough to cover the large items when they come up. Commissioner Heilman said we should check with the auditors to make sure the name of the account isn't prohibitive. Manager Rodgers said there is already a fire reserve fund, a capital reserve equipment fund and a building reserve fund in place.

Commissioner Brown said the first reading of the budget will be October 17, 2016. Manager Rodgers said she will have a draft budget prepared by the September Board of Commissioners meeting.

OTHER MATTERS: None

The meeting was adjourned at 7:27 P.M.

Respectfully submitted,

Angela M. Hallett  
Township Secretary