

MINUTES
FINANCE COMMITTEE
OCTOBER 23, 2019

The Penn Township Finance Committee convened on Wednesday, October 23, 2019 at 6:30 p.m. Present were Chairman Felix, Commissioners Brown, Heiland and Van de Castle along with Township Manager Rodgers. The following items were discussed:

ANNOUNCEMENTS: Commissioner Felix read the announcement of executive session that was held following the October 21, 2019, Board of Commissioners' meeting.

CITIZEN'S COMMENTS: None.

2020 BUDGET REVIEW: Manager Rodgers reviewed the 2020 draft budget. The revenues for the general fund were reviewed. The current budget does not show a tax increase but it does show an assessment increase. The York County Commissioners will vote on the assessment that is used for taxing at their meeting in November. That number will be placed in the budget. The current tax rate is 4.40 mills and the current assessment is \$1,252,658,668. The Township has received just over ninety seven percent of taxes for 2019. Realty transfer is up because of several large commercial property sales in 2019. We are showing a slight increase in the budgeted amount for 2020. Plumbing permits have been reduced to zero in the 2020 budget because they are now included in the building permits. The Committee reviewed the building permit fees and they will match the general expense on the third party inspections which will include its own separate expense line item. The Manger confirmed that the Township is still billing and receiving the rental (fire) inspection fees. The projected carryover on October 23 is \$3,100,000 with total revenues for 2020 at \$13,995,852.

The Committee then reviewed expenses. The Committee recommended increasing travel and training under the administration budget to continue training for supervisors into 2020. Auditing services increased slightly and the tax collection expenses remained the same. Legal services fees increased due to an increase in general counsel's fees. Engineering showed increases in insurances. Municipal expenses increased due to a complete replacement of phones in the municipal building, the public works building, and the waste water treatment plant. The municipal system was installed in 2002 with additional phones installed in 2005 with the police department upgrade. The phone system in the public works building and waste water treatment plant was installed in 2007. Moorefield Communications stated that the phones are fine but it is the technology in the voice mail system that cannot be fixed.

The Committee then moved to reviewing the public safety expenses. The Committee recommended leaving the police administrative assistant in the budget for a hire date of January 2. They removed six months of wages and benefits for a probationary patrol officer and will review again after the start of the twelve hour shift. They removed four thousand dollars out of the capital outlay for six new personal computers. The

Committee felt that office computers could be purchased for \$6,000. The new roof can be removed from the 2020 budget if it is completed and paid for in 2019. The Committee questioned how the proposed truck was going to be used by the police department. Manager Rodgers will check with Police Chief Hettinger. The Committee then reviewed the Township fire budget and the budget proposed by the Hanover Area Fire and Rescue Commission. The Committee would like to invite the Fire Chief to the next Finance Committee meeting to discuss the proposed Fire Commission Budget.

The Committee then moved to the Zoning Budget. It was questioned why the general expense was so high. The Township switched to a third party inspector in 2020 instead of using an in house inspector and that was where the bills were paid. It was suggested that a separate line item be shown for review. The income from the building permits will be made to match the expenses for those permits. There is a proposed car in the budget. It was suggested that the zoning officer have the current car looked at to find what the actual problem is and then it will be decided if a new car is needed. The ordinance update costs is to have the zoning ordinance completed.

The Solid Waste budget was reviewed next. The Committee questioned why the refuse collection was so high. The Manager suggested that some of it had to do with the new homes within the Township. The Committee suggested that Manager Rodgers get with WWTP Superintendent Mahone to review the expenses. The Committee also asked the Manager to find out the total revenue and expenses for this department. The last time trash bag prices were raised was in 2018. They are currently \$4.00 a bag.

The Committee then reviewed public works expenses. The dump truck has been removed and will be purchased with Capital Reserve Equipment funds. There will be additional funds deposited into the account when the grant reimbursement is submitted for the leaf vac truck. The track loader was removed from the budget and will be bought from the Capital Reserve Equipment fund.

The Committee reviewed the Storm sewer account. The Manager noted some snags with the North Tributary Watershed Study. The Committee discussed the Oak Hill Circle and Oak Hill Drive storm water projects and will leave them in for now. The remaining part of the budget was reviewed and no changes were made at this time. The Finance Committee will review the Highway Aid and Sewer budgets at the next meeting.

2020 COMMITTEE MEETINGS: The Committee recommended that the committee meetings be held on the same nights in 2020 that they were in 2019.

RECREATION BOARD: Commissioner Felix asked if there was anyone that wanted to serve on the Recreation Board until the first of year due to the death of Commissioner Klunk. Commissioner Heiland will attend the meetings as the Township liaison.

OTHER MATTERS: None.

The meeting was adjourned at 8:39 p.m.

Respectfully submitted,

Kristina J. Rodgers
Township Manager