

MINUTES
FINANCE COMMITTEE
NOVEMBER 17, 2016

The Penn Township Finance Committee met on Thursday, November 18, 2016 at 7:00 P.M. Present were Chairman Brown and Commissioners Felix, Heilman, Klunk, and Van de Castle Also present were Township Manager Rodgers and Township Engineer Bortner. The committee convened for the sole purpose of discussing and reviewing the 2017 operating budget.

Lisa Kane, Director of Guthrie Memorial Library along with Jane Miller, Library Board Member, Pete Schott, Volunteer, and Dee Stauffer, Volunteer were present. Ms. Kane handed out packets of information to the Commissioners. She reviewed the Penn Township 2017 Fair-Share Contribution that the library requested. She shared statistics on the number of books borrowed and the approximate cost if the residents had purchased these books. She thanked Penn Township for the \$65,000 donated to the library in 2016 and said it's greatly appreciated. In 2017 the library is requesting \$119,115.30 and Ms. Kane asked how this sum could be met either this year or slowly over time.

Ms. Kane reviewed programs offered at the library, specifically the activities at the Penn Township Community Park during the summer. Commissioner Klunk asked if South West School District donated funds. He said in the past two thirds of what South West donated was counted against Penn Township's Fair-Share. He said in 1992 Penn Township was giving \$10,000 towards a Fair-Share amount of \$20,000 or \$30,000. They worked and over time got the donation up to the full Fair-Share including what South West gave. Over time the Fair-Share amount has increased, especially after the new building was built, and Penn Township has also increased the donation. Ms. Kane said South West School District does contribute but it's not a lot.

Commissioner Brown said the Board has decided to increase the amount donated this year, but the Township is already facing a substantial deficit. Commissioner Klunk said he is not opposed to working towards a yearly increase of some sort. Commissioner Heiman asked who makes the library budget. Ms. Kane said she creates it and the Hanover Borough approves it. Commissioner Heilman asked if the Hanover Borough is the governing body and Ms. Kane said they technically are, but they are managed by the York County Library System. Commissioner Heilman said Penn Township has no vote in what happens at the library and that's one of the reasons he's opposed to giving more tax dollars. Ms. Kane is not opposed to having someone from Penn Township on the library board and she thinks Penn Township representation would be good. She will need to discuss it with the Board of Governors. She said someone from the community who could assist with fundraising would be very beneficial. Commissioner Heilman asked why Adams County doesn't contribute. Ms. Kane said she's not legally allowed to ask Adams County for money because they have a dedicated tax that goes towards their libraries. Conewago Township does make a contribution. Commissioner Klunk asked if the library employees work for Hanover

Borough or York County. Ms. Kane said they are Hanover Borough employees but they work with the York County Library System as if they are County employees. She said they gain a lot of benefits by working with the York County libraries. Ms. Kane thanked the Board for their time. After discussion the Board decided to keep \$70,000 in the budget for the library but it can be discussed again prior to sending the check.

The Board discussed Emergency Management Coordinator Waltman's requests. The requested amount will remain in the budget at this time.

Commissioner Brown said there was a \$705,000 deficit after the last Finance Committee meeting. Manager Rodgers sent an email today showing a lower deficit of \$600,000.00. Manager Rodgers said this equates to a .65 mill tax increase which is up 17% from 2016. She said the budgeted funds for the nature trail (\$50,000) and the master plan (\$30,000) could be possible areas of savings. She believes the expense for the master plan could be paid out of the 2014 Construction Fund. The Board discussed the nature trail and the master plan and instructed Manager Rodgers to remove both from the budget. With these items removed the tax increase would need to be .45 mill.

The Board discussed transferring money from the sewer revenue reserve account and decided against it. After discussion the Board decided to move forward with a tax increase of .45 mills in 2017.

The meeting was adjourned at approximately 8:05 P.M.

Respectfully submitted,

Kristina J. Rodgers
Township Manager