

MINUTES  
FINANCE COMMITTEE  
JANUARY 3, 2017

The Penn Township Finance Committee convened on Tuesday, January 3, 2017 at 7:11 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, Police Lieutenant Hettinger, Engineer Bortner, WWTP Superintendent Mahone, Zoning Officer Swanner, Highway Foreman Mahan, Assistant to the Engineer Garrett and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: None.

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

CITIZEN'S COMMENTS: Gary Laird with the Hanover Chamber of Commerce was present to update the Board on economic development initiatives in the Hanover area. He said workforce development is an area of focus for the Chamber in 2017. It has been difficult for local employers to find skilled workers for their job openings. The Chamber is working with high schools to prepare students to potentially fill these positions. During National Manufacturing week they took two hundred students from four high schools to discuss careers in manufacturing and they will continue to grow opportunities for young people to understand what's available in their communities. The Chamber has also applied for a grant from the Department of Workforce Development that will help set up a two-year pre-apprentice program in metal working, welding, and machining for local students. Utz Quality Foods, KLK Welding, Elsner Engineering, and RH Shepherd will participate in the program.

Mr. Laird said in 2017 the Chamber will focus on keeping municipal leader meetings consistent, transportation, Center Square traffic management, among other things. He is also staying updated on vacant properties in the area in an effort to get them filled. It is his goal to work closely across municipal boundaries to enhance economic development in the community. He said he is working with a consultant from West Chester to find out how to expand fiber network in our area. It's a challenge for medium sized businesses to get connected with fiber and he's working on a plan. United Fiber and Data is running fiber from New York to Ashburn, VA and the map shows it going right through Center Square. He said the Chamber will continue to work towards developing the local infrastructure here so it can be connected once the fiber is run.

2016 BUDGET & OPERATING EXPENSE REPORT: The 2016 year-end revenue was 110.5% of what was budgeted and the expenses were 93.09%. Commissioner Klunk said money will need to be set aside for the fire merger. He said there is money in the Fire Rescue Reserve account and he assumed that would be

used towards the initial expenses. Commissioner Brown said there is time to make that decision.

REFUND OF DELINQUENT PROPERTY TAX FEE: The Committee received a letter dated December 16, 2016 from Boyd and Mona Callendar requesting a refund of delinquent tax fees. The letter stated they never received the tax bill in the mail. Manager Rodgers said the penalty owed to the Township is \$78.35. After discussion the Board decided the Township cannot be held responsible for mail delivery problems. Property owners know they have taxes and should be prepared to pay them on time.

YORK ADAMS TAX BUREAU LST COLLECTION: Commissioner Brown said the committee discussed this at the December 5, 2016 meeting and agreed to have York Adams Tax Bureau (YATB) collect local service tax (LST) for Penn Township. Manager Rodgers said they charge 2% of what is collected which would be about \$8500 based on the current tax base. Manager Rodgers will have a resolution on the agenda to approve the agreement.

REPRESENTATIVE TO YATB: Manager Rodgers reported she and Secretary Hallett are currently members for the YATB. The Board advised her to keep the membership as it is.

OTHER MATTERS: None.

The meeting was adjourned at 7:25 P.M.

Respectfully submitted,

Angela M. Hallett  
Township Secretary