

MINUTES
FINANCE COMMITTEE
JANUARY 2, 2018

The Penn Township Finance Committee convened on Tuesday, January 2, 2018 at 7:49 p.m. following the Public Works Committee meeting. Present were Chairman Felix and Commissioners Brown, Heiland, Klunk, and Van de Castle. Also present were Township Manager Rodgers and Township Engineer Bortner. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the December 4, 2017 Finance Committee meeting were approved as submitted.

2017 FINAL REVENUE AND EXPENSE REPORT: The year-end revenue was 106.37% of what was budgeted and the expenses were 81.34%.

OTHER MATTERS: None.

The meeting was adjourned at 7:54 p.m.

Respectfully submitted,

Kristina J. Rodgers
Township Manager

MINUTES
FINANCE COMMITTEE
FEBRUARY 6, 2018

The Penn Township Finance Committee convened on Tuesday, February 6, 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 personnel was held following the Public Works Committee meeting on February 5, 2018.

APPROVAL OF THE MINUTES: The minutes of the January 2, 2018 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Scott Barnhart, Burkentine & Sons Builders, asked the Committee if he could address a waiver request for Beechwood Way. He missed the Public Works Committee meeting on February 5, 2018. Commissioner Felix allowed him to proceed. Mr. Barnhart said he would respect the Public Works Committee's recommendation to deny the residential street lighting request, but he wanted to make sure everyone understood what was being asked for. He said there would be lights on the units, every twenty-five feet. The face of the homes is fifteen feet from the curb and the post lights would sit within two to three feet of the porch lights. He said the porch lights would be on a dusk to dawn timer and would give off the same lumens as a post light. After discussion the Committee upheld the recommendation for denial.

SAINT JOSEPH PARISH WAIVER REQUEST: The Committee received a letter dated January 4, 2018 from Saint Joseph Parish requesting a waiver of the permits required for their annual yard sale. The Committee recommended approving the request.

SOUTH WESTERN HIGH SCHOOL BANDS WAIVER REQUEST: The Committee received a letter on January 23, 2018 from South Western High School Bands for a waiver of the permit fees to host their annual Spring Marketplace. The Committee recommended approving the request.

DISABILITY PROPOSAL: Manager Rodgers reported on a proposal for disability insurance. There is a large number of Township employees whose salary exceeds the disability levels. To raise the maximum threshold salary from \$1000 to \$1500 would increase the premium from .481 cents to .491 cents per \$10 of weekly benefit. The total premium increase would be \$54 per month. After discussion the Committee recommended approving an increase in disability benefits. The change will take place on April 1, 2018 when the policy renews.

CONSOLIDATION OF BANK ACCOUNTS: Manager Rodgers reported that the Township is paying an excessive amount of service fees for bank accounts. She recommended consolidating the Building Reserve fund and the Police Special Projects fund into the General fund. Right now we are set up to receive earnings credits instead of interest. The earnings credit rate is .35% and the interest rate is currently .5%. The interest paid on the accounts would be higher than the earnings rate we're getting currently. If we move to interest bearing accounts, the interest will likely offset the fees.

Commissioner Felix asked if the Police Special Projects could be included with the Fire Rescue Reserve and renamed Public Safety Reserve. We could keep an internal accounting of which funds are for police and which are for fire. Manager Rodgers said that could be done and mentioned that the Fire Rescue Reserve is in a trust account so there are limited withdrawals allowed. Commissioner Klunk said the Building Reserve fund could be consolidated with the Capital Reserve Equipment fund. After discussion the Committee recommended consolidating the Police Special Project fund into the Fire Rescue Reserve and the Building Reserve into the Capital Reserve Equipment fund. They also recommended switching to interest bearing accounts rather than earnings credits.

PENSION THIRD PARTY ADMINISTRATION: Manager Rodgers reported on pension issues relating to third party administration. She said Principal is no longer serving as third party administrator on new contracts. They will invest but don't write plan documents. R.J. Hall is willing to serve as third party administrator and the fees are slightly lower than Principal's. We rarely write documents and R.J. Hall will only charge us when we need documents. After discussion the Committee recommended we use R.J. Hall for third party administration.

DUTCH DAYS WAIVER REQUEST: The Committee received a letter dated January 25, 2018 from Hanover Area Chamber of Commerce requesting a waiver of the sign permit fees for Dutch Days. Manager Rodgers informed the Committee that they are giving us a free booth for our stormwater presentation. The Committee recommended approving the request.

2018 REVENUE AND EXPENSE REPORT: The year to date revenue is 4.34% of what is budgeted and the expenses are 8.58%. At this point in the year we should be at 8.33%. The sewer expense looks high because the bond payment is due February 1st.

OTHER MATTERS: Commissioner Felix said there was a request from the Police Department concerning the purchase of old guns. Commissioner Brown said some of the officers would like to purchase their old weapons instead of the Township trading them in. There are twenty-five weapons total. Manager Rodgers said the guns would be considered one unit and the total value of all twenty-five exceeds the \$1,000 bid limit; therefore, the guns can't be sold to the officers.

Commissioner Felix reported that David Baker has applied for another term on the Planning Commission. His term expires in May. Commissioner Felix said Mr. Baker

has done a good job on the Planning Commission and is currently serving as Chairman. The Committee recommended reappointing Mr. Baker for another term.

Commissioner Klunk asked if the Township should consider a stormwater tax since the expenses for our MS4 permit are increasing. He said all the money paying for stormwater issues is coming out of the General Fund which comes primarily from property taxes. Tax exempt properties are not contributing towards stormwater at all but they would not be exempt from a stormwater tax. Manager Rodgers said she believes only second class townships were given authority to collect the tax and first class townships would have to create an authority. She will research whether or not a first class township can collect a stormwater tax without an authority.

The meeting was adjourned at 7:46 p.m.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
FINANCE COMMITTEE
MARCH 6, 2018

The Penn Township Finance Committee convened on Tuesday, March 6, 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 personnel was held following the Public Works Committee meeting on March 5, 2018.

APPROVAL OF THE MINUTES: The minutes of the February 6, 2018 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

SAINT JOSEPH PARISH EASTER FLOWER SALE: The Committee received a letter dated February 12, 2018 from Saint Joseph Parish requesting a waiver of the permits required to conduct an Easter Flower sale on March 24 and 25, 2018. The Committee recommended approving the request.

HANOVER EXCHANGE CLUB BUILDER'S SHOW: The Committee received a letter dated February 5, 2018 from the Hanover Exchange Club requesting a waiver of the permit fees to advertise the Builder's Show being held March 8 thru 10, 2018. In addition they are requesting a waiver from the thirty day limit on temporary signs. Manager Rodgers said the Exchange Club is reviewing our request for a waiver of the booth fees for the MS4 display. After discussion the Committee recommended approving both requests.

HANOVER EXCHANGE CLUB COMEDY AND MAGIC SHOW: The Committee received a request dated February 5, 2018 from the Hanover Exchange Club requesting a waiver of permit fees to advertise their Comedy and Magic show being held April 13, 2018. The Committee recommended approving the request.

PLANNING COMMISSION APPLICATION: Commissioner Felix reported that Clayton Black submitted an application for reappointment to the Planning Commission, his term expires in May of this year. The Committee recommended approving the reappointment.

2018 REVENUE & EXPENSE REPORT: The year to date revenue is 9.13% of what is budgeted and the expenses are 15.76%. At this point in the year we should be at 16.67%. Manager Rodgers pointed out that we have not received any real estate tax dollars yet this year. She doesn't believe the Tax Collector took any payments in the month of February so we may not receive any money from her until April. She also said

realty transfer revenue is down because, without a Tax Collector, tax certifications weren't being done.

OTHER MATTERS: The Committee received a letter dated February 23, 2018 from Case Builders, LLC requesting a variance to the sign ordinance. This is a continuation from the March 5, 2018 Public Works Committee meeting. Manager Rodgers reported that the Township did not request a construction entrance sign be installed. After discussion the Committee recommended approving the construction entrance sign only, the other sign will not be permitted.

The meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
FINANCE COMMITTEE
APRIL 3, 2018

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

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the March 6, 2018 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Tracie Keyser with York County Convention and Visitor's Bureau was present and discussed how the money from the room tax increase had been used in the past year. She also discussed the next round of grants that opens on June 18, 2018.

HANOVER LIONS CLUB BARBEQUE: The Committee received a letter dated March 14, 2018 from the Hanover Lions Club requesting a waiver of the sign permit fees for their chicken barbeque on May 5, 2018. The Committee recommended approving the request.

204 CLOVER LANE SEWER BILL WAIVER: Manager Rodgers reported on the sewer bill for 204 Clover Lane. She said the current bill covers November 16, 2017 thru February 16, 2018 and is a total of \$247. We had the building most of that time so she suggested we waive this bill, then any future bills will be paid by the Hanover Area Fire & Rescue Commission. The Committee recommended waiving the sewer bill.

PLANNING COMMISSION APPLICATION: The Committee received an application from Kathy Gill to serve on the Planning Commission. The Committee recommended appointing Ms. Gill to a term on the Planning Commission and inviting her to attend the April 16, 2018 Board of Commissioners meeting.

DEPUTY TAX COLLECTOR: Manager Rodgers reported that the Tax Collector approached her about appointing a Deputy Tax Collector. She said the State of PA made a mandate, about four years ago, that a Deputy Tax Collector be appointed. At that time the Township Solicitor recommended against it. The South Western School District was also opposed after speaking with their Solicitor. After discussion the Committee asked Manager Rodgers to check with our new Solicitor to see if anything has changed.

2017 AUDIT: Manager Rodgers reported on the 2017 audit. She met with SEK on March 26, 2018 and the audit was clean.

2018 REVENUE & EXPENSE REPORT: The year to date revenue is 18.51% of what is budgeted and the expenses are 22.03%. At this point in the year we should be at 25%. Manager Rodgers noted that we had as much real estate tax revenue at the end of March as we had in the same period last year. She also said the bank is working on getting our accounts switched to interest bearing accounts.

OTHER MATTERS: Manager Rodgers received a call from Dr. Barbara Rupp inviting us to a Main Street Hanover meeting at the Hanover Borough office on April 11 from 6-8 p.m. Dr. Rupp wanted to let us know it's to discuss the streetscape plan and it affect all of Hanover, not just the Borough.

The meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
FINANCE COMMITTEE
MAY 1, 2018

The Penn Township Finance Committee convened on Tuesday, May 1, 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 read the announcement of executive session that was held following the Board of Commissioners public meeting on April 16, 2018. Commissioner Felix announced that 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 April 3, 2018 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2018 REVENUE & EXPENSE REPORT: The year to date revenue is 64.01% of what is budgeted and the expenses are 28.7%. At this point in the year we should be at 33.33%. Manager Rodgers said she has some concerns about building permits, they seem to have suddenly dropped off and this should be our busiest time of year.

APPOINTMENT OF A DEPUTY TAX COLLECTOR: Manager Rodgers reported that the Penn Township Tax Collector would like to appoint a Deputy Tax Collector. She has chosen Holly Liska, the Tax Collector for Hanover Borough. Solicitor Hovis doesn't have a problem with the appointment. Manager Rodgers said the South Western School District has indicated they will not be appointing a Deputy Tax Collector but that won't affect us. In the event Ms. Hoke is incapacitated Penn Township taxes will still be collected. After discussion the Committee recommended appointing Holly Liska as the Deputy Tax Collector.

JEFFERSON CARNIVAL WAIVER REQUEST: The Committee received a letter dated March 14, 2018 from the Jefferson Carnival for a waiver of sign permit fees to advertise their carnival. The Committee recommended approving the request.

LERTA REQUEST FROM LEGACY 92, LLC: The Committee received a letter dated April 23, 2018 from Barley Snyder Attorneys at Law requesting Local Economic Revitalization Tax Act (LERTA) designation for Legacy 92, LLC. Manager Rodgers said Legacy requested this seven years ago but the request came after they had constructed their building and was therefore denied. She explained that LERTA is a reduction in taxes that can last up to ten years and be broken down however the Board chooses. When Apio received LERTA designation in 2015 they got it for ten years. The first year they paid no taxes on their improvements, the second year they paid 10% of the taxes, the third year they paid 20%, and so on. The LERTA only applies to the improvements,

they will continue to pay the same taxes they are currently paying. She said a public hearing needs to be held prior to adopting an Ordinance. Commissioner Felix said they have been a good employer in the area. Manager Rodgers said, per their letter, they plan to add seventy-five to one hundred employees immediately with an additional seventy-five to one hundred over the next five years. Commissioner Heiland asked if his brother being employed by Legacy needs to be taken into consideration and Manager Rodgers said she will ask Solicitor Hovis. After discussion the Committee recommended moving forward with the process for designating a LERTA for Legacy 92, LLC.

LEASE AGREEMENT FOR THE FIRE TRUCK: Manager Rodgers reported on a proposed lease agreement for the Hanover Area Fire & Rescue Commission for use of the new fire truck. Commissioner Klunk asked if they will be required to pay for any expenses associated with the truck and they will. The Committee recommended accepting the lease agreement.

ZONING HEARING BOARD APPLICATION: The Committee received an application from Larry Smith to serve on the Zoning Hearing Board. The Committee recommended appointing Mr. Smith to a term on the Zoning Hearing Board and inviting him to attend the May 8, 2018 Zoning Hearing Board meeting.

CODORUS BLAST WAIVER REQUEST: The Committee received a letter on April 24, 2018 from the Friends of Codorus for a waiver of the sign permit fees to advertise the Codorus Blast. The Committee recommended approving the request.

The meeting was adjourned at 7:19 p.m.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
FINANCE COMMITTEE
JUNE 5, 2018

The Penn Township Finance Committee convened on Tuesday, June 5, 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 Van de Castle announced the Board of Commissioners Special Meeting scheduled for 7:00 p.m. this evening was cancelled.

Commissioner Felix announced an executive session to discuss personnel was held following the Public Works Committee meeting on June 4, 2018. He also announced an executive session to discuss personnel would be held this evening following the Health & Sanitation Committee meeting.

APPROVAL OF THE MINUTES: The minutes of the May 1, 2018 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2018 REVENUE & EXPENSE REPORT: The year to date revenue is 70.22% of what is budgeted and the expenses are 33.72%. At this point in the year we should be at 41.66%. Manager Rodgers said the invoice for mailing tax bills came from York County and it was three times what it was when the bills were mailed by our Tax Collector. She also said we have not received any money from the Tax Collector for interim tax bills. Commissioner Felix said a memo should be sent to the Tax Collector if the funds are not received by next week.

LERTA ORDINANCE AND PUBLIC HEARING: Manager Rodgers reported on the Local Economic Revitalization Tax Act (LERTA) designation requested by Legacy 92, LLC. She said this will be discussed at the Planning Commission meeting on June 7, 2018. Manager Rodgers noted that the properties in the Industrial Park are not healthy. ESAB, Hanover Foods and Snyder's-Lance have all laid off within the past five years and are not the thriving businesses they once were. Commissioner Felix said there has been unused land in the Industrial Park for at least thirty years. The Committee recommended advertising the Ordinance for LERTA designation.

RELAY FOR LIFE YARD SALE REQUEST: The Committee received a letter dated June 1, 2018 from Denise Myatt with Relay for Life requesting to hold a multi-vendor yard sale with one permit. The proceeds for the event will go to the American Cancer Society. The Committee recommended approving the request; however the next time Ms. Myatt holds a multi-vendor yard sale she will need to pay all the vendor fees when she initially applies and then request a waiver.

OTHER MATTERS: None.

The meeting was adjourned at 7:11 p.m.

Respectfully submitted,

Angela M. Hallett
Township Secretary

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

MINUTES
FINANCE COMMITTEE
AUGUST 6, 2018

The Penn Township Finance Committee convened on Monday, August 6, 2018 at 7:29 p.m. following the Public Safety Committee meeting. Present were Co-Chairman Brown and Commissioners Heiland, Klunk, and Van de Castle. Also present were Township Manager Rodgers, Acting Police Chief Hettinger, Fire Chief Clousher, Township Engineer Bortner, Zoning Officer Smith, WWTP Superintendent Mahone, and Township Secretary Hallett. Commissioner Felix was absent with notice. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the July 3, 2018 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2018 REVENUE AND EXPENSE REPORT: The year to date revenue is 89.19% of what is budgeted and expenses are 45.47%. At this point in the year we should be at 58.33%.

OTHER MATTERS: Manager Rodgers reported that she's started working on the 2019 budget. There are some large ticket items that need to be considered this year, including roofs for the municipal building and police department and a new telephone system. The Police Department roof still has a partial warranty, but the municipal building does not. The phone system is sixteen years old and needs to be replaced because parts are no longer available. Morefield is working on three different quotes for a phone system, one of which is cloud-based.

The meeting was adjourned at 7:32 p.m.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
FINANCE COMMITTEE
SEPTEMBER 4, 2018

The Penn Township Finance Committee convened on Tuesday, September 4, 2018 at 7:44 p.m. following the Public Safety Committee meeting. Present were Vice-Chairman Brown and Commissioners Heiland, Klunk, and Van de Castle. Also present were Township Manager Rodgers, Acting Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, WWTP Superintendent Mahone, and Township Secretary Hallett. Commissioner Felix was absent with notice. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the August 6, 2018 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2018 REVENUE AND EXPENSE REPORT: The year to date revenue is 87.15% of what is budgeted and the expenses are 52.23%. At this point in the year we should be at 66.66%. Manager Rodgers pointed out that there will be large expenditures in late September or early October for pension.

2019 MMO'S AND MILITARY BUYBACK: Manager Rodgers reported on the minimum municipal obligations (MMOs) for the three pension plans. The 2019 MMO for the Police plan is \$691,062.92, the MMO for the fire plan is \$201,061.62, and the MMO for the Non-Uniform plan is \$187,904.41. Manager Rodgers explained these have to be adopted by the end of September but can be revised and readopted no later than December 31, 2018. There is no contract for the firefighters right now so any agreement or arbitration award would change the MMO. The Committee recommended approving the three MMO's.

Manager Rodgers reported that three police officers inquired about buying back military time. She was able to provide the officers with an estimate of the cost and one is still interested in buying back three years, possibly five. The cost to have the amount calculated by our actuary is \$125. After discussion the Committee recommended having the buyback amount calculated. Manager Rodgers explained that the buyback allows them to buy years of military service towards their retirement.

GRACE UNITED METHODIST CHURCH CHRISTMAS BAZAAR: The Committee received a letter dated August 7, 2018 from Grace United Methodist Church requesting a waiver of fees to advertise their Christmas Bazaar, scheduled for November 17, 2018. The Committee recommended approving the request.

SAINT JOSEPH PARISH YARD SALE REQUEST: The Committee received a letter dated June 12, 2018 from Saint Joseph Parish requesting a waiver of all the fees for the

annual yard sale. Manager Rodgers explained that the request hasn't been presented to the Board before now because we just received the check. The Committee recommended approving the request.

2019 BUDGET: Manager Rodgers reported she is working on the 2019 budget. The Committee would like the Department Heads to present their budgets at the October Committee meetings. Manager Rodgers reminded the Board that the firefighters don't have a contract and haven't received a raise this year. This could be a large budget item in 2019.

The meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
FINANCE COMMITTEE
OCTOBER 2, 2018

The Penn Township Finance Committee convened on Tuesday, October 2, 2018 at 7:00 p.m. Present were Chairman Felix and Commissioners Heiland, Klunk, Brown, and Van de Castle. Also present were Township Manager Rodgers and WWTP Superintendent Mahone. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the September 4, 2018 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2018 REVENUE AND EXPENSE REPORT: The year to date revenue is 96.92% of what is budgeted and the expenses are 56.73%. At this point in the year we should be at 75.00%. Manager Rodgers reported the MMO's for the police and fire pension plans will be paid out on October 4, 2018.

MASON BRADY 5K AND BIATHLON: The Committee received a request dated September 10, 2018 from Randy Brady for a waiver of the sign permit fees to advertise the Mason Brady 5k and Biathlon. The Committee recommended approving the request.

SAINT JOSEPH PARISH: The Committee received a request dated September 20, 2018 from Saint Joseph Parish for a waiver of the sign permit fees to advertise their annual Christmas Bazaar. The bazaar will be held November 10, 2018. The Committee recommended approving the request.

2019 BUDGET: A Finance Committee meeting was set for October 29, 2018 at 6:30 p.m. to review the 2019 budget. The department heads will be invited.

The meeting was adjourned at 7:04 p.m.

Respectfully submitted,

Kristina J. Rodgers
Township Manager

MINUTES
FINANCE COMMITTEE
NOVEMBER 6, 2018

The Penn Township Finance Committee convened on November 6, 2018 at 7:00 p.m. Present were Chairman Felix and Commissioners Klunk, Brown, and Van de Castle. Also present were Township Manager Rodgers, WWTP Superintendent Mahone, and Administrative Assistant McMaster. Commissioner Heiland was absent with notice. The following items were discussed:

ANNOUNCEMENTS: An executive session was held following the Public Works Committee meeting on November 5, 2018.

APPROVAL OF THE MINUTES: The minutes of the October 2, 2018 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2018 REVENUE AND EXPENSE REPORT: Manager Rodgers reviewed the 2018 revenue and expense report.

KNIGHTS OF COLUMBUS WAIVER: The Committee received a request dated October 15, 2018 from the Knights of Columbus requesting a waiver of the sign permit fee for their holiday sign. The Committee recommended approving this request.

FEE RESOLUTION: The Committee reviewed the fee resolution at this time, the Committee has no changes.

2019 COMMITTEE MEETINGS: There will be no change of meeting times for 2019. They will stand as they are. Depending on the holidays and other events, the meetings will be adjusted accordingly.

2019 BUDGET: The Committee discussed the 2019 budget. The budget is nearly balanced. Additional revenue should be coming in as well, and confident we will enter the year with a balanced budget. The committee discussed about the firing range which will be \$17,000 or \$18,000. This is located under headquarters expense.

OTHER MATTERS: The Committee discussed about the hiring of our auditor which is required every year. This will cost \$16,200. Also Engineer Bortner would like to have a grapple which will cost \$20,900, and a leaf truck. A grant for this request has been approved.

The meeting was adjourned at 7:11 p.m.

Respectfully submitted,

Courtney L. McMaster
Recording Secretary

MINUTES
FINANCE COMMITTEE
DECEMBER 4, 2018

The Penn Township Finance Committee convened on December 4, 2018 at 7:00 p.m. Present were Commissioners Klunk, Brown, Heiland, and Van de Castle. Also present were Township Manager Rodgers, WWTP Superintendent Mahone, and Township Secretary McMaster. Commissioner Felix was absent with notice. The following items were discussed:

ANNOUNCEMENTS: An executive session to discuss personnel will be held after the Health & Sanitation committee meeting this evening. An executive session was held following the Public Works meeting on December 3, 2018.

APPROVAL OF THE MINUTES: The minutes of the November 6, 2018 Finance Committee meeting were approved as submitted. The minutes of the October 28, 2018 for the Commissioners were approved as well with the comments on the spelling of grapple.

CITIZEN'S COMMENTS: None.

2018 REVENUE AND EXPENSE REPORT: Manager Rodgers reported that the revenue and expense report for 2018 is up to date.

SOUTH WESTERN SCHOOL DISTRICT WAIVER: The Committee received a request dated November 15, 2018 from South Western School District Maintenance and Operations requesting a waiver of land development plan fees. There was mixed feelings between the commissioners, and Manager Rodgers will be checking into other similar requests for waivers.

THIRD PARTY INSPECTION: Manager Rodgers stated that they had two proposals for third party inspection reviews from Land & Sea Services LLC and Commonwealth. She is still waiting on a response from MDIA.

2019 BUDGET-ORDINANCES AND RESOLUTIONS: Manager Rodgers forwarded copies of the ordinance of the budget, the tax rate, and the meeting dates for next year. The meeting dates and the tax rates are the same, and the budget is based on the budget she forwarded in the afternoon. Manager Rodgers would like to go through it again just to make sure of the large payroll that just went through. Commissioner Klunk brought up a discussion in regards to the wording where contingency is in the sewer budget. He suggests possibly this could be changed to say expense reserve. The Commissioners agreed to get some advice from Attorney Mullen on this topic.

OTHER MATTERS: None.

The meeting was adjourned at 7:09 p.m.

Respectfully submitted,

Courtney L. McMaster
Recording Secretary