

MINUTES  
FINANCE COMMITTEE  
MARCH 7, 2023

The Penn Township Finance Committee convened on Tuesday, March 7, 2023, at 6:00 p.m. Present were Chairman Allison, Commissioners Berlingo, Brown, Elksnis and Heiland. Also present were Township Manager Rodgers, WWTP Superintendent Lank and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Commissioner Allison announced there was an executive session held following the March 6, 2023, Public Works Committee meeting to discuss personnel issues.

APPROVAL OF THE MINUTES: The minutes of the February 7, 2023, Finance Committee Meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

COVID ARP FUNDS: The Committee reviewed the proposed expenditures for the American Rescue Funds. The Township received \$1,745,417.48. In 2022, approximately \$640,000.00 was expended for partial payment for an electronic sign to be placed at the Public Works building on Wilson Avenue, a paver, a transit van for the sewer department, and partial payment for playground equipment for various parks within the Township. Possible projects going forward include camera equipment for the sewer department transit van, Omni Site Equipment for the various pump stations, bathroom renovations at Young's Woods, sidewalks along the Community Park on Tyler Drive, walking path at the Community Park, Marketing/Website, and a brush chipper. Manager Rodgers reported the funds have to be appropriated by the end of 2024, and spent by the end of 2026. There was discussion for bathrooms at the Community Park, but the price range would be too extreme. The Committee agreed to move forward with the purchase of the Omni Sites at this time, and will revisit the discussion for the other projects.

2023 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through February 28, 2023. The year-to-date revenue is 10.50% of what is budgeted, and expenses are at 12.18%. Manager Rodgers expressed concern that revenue remains to be down. She reported that there is a decrease in the Local Service Tax, Reality Tax, and Wage Tax.

SOUTH WESTERN HIGH SCHOOL MUSIC DEPARTMENT WAIVER REQUEST: The Committee received a request on February 13, 2023, from South Western High School Music Department for a waiver to sign and permit fees for their Spring Market Place Community Yard Sale to be held on Saturday, April 15, 2023. The Committee recommended approval of the waiver for South Western.

THE EXCHANGE CLUB OF HANOVER MAGIC SHOW WAIVER REQUEST: The Committee received a request dated February 13, 2023, from The Exchange Club of

Hanover for waivers to sign permit fees for their Annual Evening of Comedy & Magic Show to be held on Saturday, April 28, 2023. The Committee recommended approval of the waiver for the Exchange Club of Hanover.

THE EXCHANGE CLUB OF HANOVER HOME AND GARDEN SHOW WAIVER

REQUEST: The Committee received a request dated February 13, 2023, from The Exchange Club of Hanover for waivers to sign permit fees for their Annual Builder's Home and Garden show to be held March 24 & 25, 2023. The Committee had issues with the date of the request being so close to the event. Manager Rodgers reported that waiver requests are to be submitted forty-five days in advance of the event. The Committee recommended approval of the waiver for the Exchange Club.

HANOVER AREA CHAMBER OF COMMERCE WAIVER REQUEST: The Committee received a request dated February 15, 2023, from the Hanover Area Chamber of Commerce for waivers to permit fees for the Annual Snack Town Street Fair to be held on Saturday, July 15, 2023. The Committee recommended approval of the waiver for the Hanover Area Chamber of Commerce.

FRANCHISE AGREEMENT WITH SHENANDOAH CABLE TELEVISION, LLC.:

Manager Rodgers presented a draft franchise agreement with Shenandoah Cable Television, LLC. She stated that this is a ten-year agreement and it will be a minimum of three years before the Township sees service offered in this area. She reported that the solicitor has reviewed the agreement and will need to be adopted by ordinance. Commissioner Brown requested this be put on the Board of Commissioners meeting agenda for discussion only.

OTHER MATTERS: There were none.

CITIZEN'S QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS:

There were none.

The meeting was adjourned at 6:52 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary