

MINUTES
FINANCE COMMITTEE
MARCH 5, 2024

The Penn Township Finance Committee convened on Tuesday, March 5, 2024, at 7 p.m. Present were Chairman Brown, Commissioners Baile, Berlingo, Elksnis and Heiland. Also present were Township Manager Ledley, and WWTP Superintendent Lank. The following items were discussed:

ANNOUNCEMENTS: Commissioner Brown announced that there was an executive session held on March 4, 2024, following the Public Works Committee meeting to discuss personnel matters.

APPROVAL OF THE MINUTES: The minutes of the February 6, 2024, Finance Committee Meetings were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2024 REVENUE AND EXPENSE REPORT: Chairman Brown presented the revenue and expense reports through January 31, 2024. The year-to-date revenue is 2.99% of the budgeted amount, while expenses stand at 7.22%. Additionally, he provided the revenue and expense report through February 29, 2024. Year-to-date revenue is now at 8.07% of the budget, with expenses at 11.32%. Commissioner Heiland inquired about the status of recyclable materials, noting that they are currently at 84%. He asked if this level is typical for this time of year. WWTP Superintendent Lank responded, stating that the high percentage is due to ongoing cleanup activities around the plant, demolition of pump stations, and an early surge in spring cleaning efforts.

AMERICAN RESCUE FUNDS: Commissioner Heiland reported that there has not been much change, except for the payment of the tile and flooring. Still up for discussion are the outstanding \$61,000 for playground equipment, \$4,000 to reline the basketball court, and options for utilizing funds for large capital items. Manager Ledley inquired about the Public Works truck, to which Commissioner Heiland responded that he would like to discuss it at the next Public Works Committee meeting. Commissioner Elksnis mentioned that Emergency Management Coordinator Jeff Waltman has submitted a proposal for installing IT equipment in the Emergency Management Center. Commissioner Heiland reminded the Commission that funds need to be spent or at least allocated by the end of this year. Commissioner Elksnis added that funds may also need to be allocated for an analysis report on merging the firefighter pension plans due to the transition of employees to the Hanover Area Fire and Rescue Commission. Commissioner Berlingo noted that WWTP Superintendent Lank may request funds for the Plant, and he will address this matter later in the evening. Manager Ledley informed the Committee that there will be a reporting period at the end of April and asked if the funds could be allocated by then. She expressed uncertainty about a report at the end of the year and mentioned that the security glass installation will take approximately 10 to 12 weeks.

HANOVER AREA JAYCEES WAIVER REQUEST: The Committee received a request dated February 14, 2024, from the Hanover Area Jaycees for waivers of sign permit fees for their annual Rock the Hill event to be held May 11, 2024. Commissioner Brown stated we have received a similar request in the past. The Committee recommended approving the request.

OTHER MATTERS: Tara Kauffman from Guthrie Memorial Library attended the meeting. She informed the attendees that she would be attending local municipal meetings to provide updates on library events. She also provided her contact information to Commissioner Heiland and Manager Ledley for any inquiries. Ms. Kauffman reported that the library is in the process of separating from the Borough of Hanover. They will either operate as a 501(c)(3) organization or become a branch of the York County Libraries. Commissioner Elksnis inquired about the Borough's ability to rent out a part of the Historical Society. Ms. Kauffman explained that the Borough owns the building, which was deeded to them specifically for use as a library. However, she was unable to provide further details regarding Commissioner Elksnis's question. The Committee had further questions regarding fair share contribution and the future of the building. Ms. Kauffman addressed those questions. Commissioner Baile asked about the timeline for the separation of operations. Ms. Kauffman stated that the Board of Governors was given a deadline of June 1 to provide a plan for separation.

CITIZEN'S QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS: Mr. Jack Corrier, residing at 114 Oak Hill Drive, addressed the Committee inquiring about the remaining ARPA funds. Commissioner Heiland responded that approximately \$700,000 remains but noted that some funds are already allocated. Mr. Corrier then proposed the consideration of reimbursing residents who have previously paid for the Oak Hill Hershey Heights Sewer Installation. He emphasized his desire for the Commissioners to officially go on record their stance on the matter. Furthermore, he raised concerns regarding the absence of details in past Committee minutes regarding residents' questions, suggesting a need for more comprehensive documentation when addressing resident inquiries.

The meeting was adjourned at 7:31 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary