

MINUTES
FINANCE COMMITTEE
APRIL 5, 2022

The Penn Township Finance Committee convened on Tuesday, April 5, 2022, at 7:00 p.m. Present were Chairman Berlingo, Commissioners Brown, Elksnis and Heiland. Also present were Township Manager Rodgers, WWTP Superintendent Mahone, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Berlingo announced that there was an executive session held following the Public Works Committee meeting, Monday, April 4, 2022, to discuss personnel matters.

Commissioner Heiland announced there will be an executive session held this evening following the Health and Sanitation Committee meeting.

APPROVAL OF THE MINUTES: The minutes of the March 1, 2022, Finance Committee Meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2021 AUDIT REPORT: Amanda D. Ruhlman, CPA, Audit Manager of SEK CPAs & Advisors was in attendance to provide a review of the 2021 audit. The conclusion was an unmodified audit opinion, which is the highest to be received. There were no significant changes in format or presentation of financial reports (DCED-CLGS-30). She reported there was a surplus in the General Fund, Special Revenue Fund, Capital Projects Fund, Enterprise Funds, and the Trust and Agency Fund. There were no deficits. There were two audit letters issued; Management Letter regarding graphical analysis, and Communications with those charged with governance. The Committee thanked Ms. Ruhlman for her review.

2022 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through March 31, 2022. The year to date revenue, is at 22.44% of what is budgeted and expenses are at 19.50%.

CONSIDER APPOINTING DEPUTY TAX COLLECTOR: Manager Rodgers reported that the Tax Collector has requested to have a Deputy Tax Collector appointed. Commissioner Heiland confirmed that this was done in the past. The Committee recommended the appointment.

AMERICAN RESCUE PLAN ACT FUNDS: Manager Rodgers reported that the American Rescue Plan Act report is due April 30, 2022. The Township has received half of the funds in June of 2021, and should receive the remaining half this year. She reported no funds have been spent to date, and recommends that the Committee choose the option for revenue replacement. This option is less restrictive of what the funds can be used for in the Township. The option must be chosen at this time, otherwise it will no longer be a valid option. The Committee recommended making this selection.

CONSIDER THE AV SYSTEM FOR THE COMMISSIONERS MEETING ROOM:

Manager Rodgers presented the Committee with five price quotes to update the AV System in the Board Meeting Room. The Committee agreed that Reynolds submitted the best quote. Manger Rodgers stated that even though they are not Co-Stars certified, they meet the financial threshold, and we have received a sufficient number of quotes.

OTHER MATTERS: There were none.

CITIZEN'S QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS:

Mr. Jack Corriere, 114 Oak Hill Drive, inquired if the American Rescue Funds are reflected in the audit report. Manager Rodgers stated that they are included in the General Fund. She added that the DCED-CLGS-30 report has been posted on the website for public review.

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

Respectfully submitted,

Donna M. Sweeney,
Township Secretary