

MINUTES
FINANCE COMMITTEE
APRIL 4, 2023

The Penn Township Finance Committee convened on Tuesday, April 4, 2023, at 7:00 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 April 3, 2023, Public Works Committee meeting to discuss personnel issues. He also announced that on Monday, May 1, 2023, Penn Township will host a MS4 Community Forum at 6 p.m. Public Safety and Public Works Committee Meetings will immediately follow.

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

CITIZEN'S COMMENTS: There were none.

2022 AUDIT REPORT: Amanda D. Ruhlman, CPA, Audit Manager of SEK CPAs & Advisors was in attendance to provide a review of the 2022 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, and Capital Projects Fund. There were deficits in the Special Revenue Fund, Enterprise Funds, and the Trust and Agency Fund. 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.

2023 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through March 31, 2023. The year-to-date revenue is 19.01% of what is budgeted, and expenses are at 17.68%.

SAINT JOSEPH CATHOLIC SCHOOL WAIVER REQUEST: The Committee received a request dated March 24, 2023, from Saint Joseph Catholic School for a waiver to permit fees for their end of school year yard sale to be held on Saturday, May 20, 2023. The Committee recommended approval of the waiver.

CONSIDER ORDINANCE FOR LICENSURE AND REGISTRATION FOR ENGAGEMENT OF BUSINESS OR WORK OF PLUMBING: Chairman Allison reviewed the ordinance that was adopted in 1964. Commissioner Heiland asked if there should be ramifications for not following the ordinance. Chairman Allison stated that the permit would be revoked, and the job would be shut down. The Committee decided to revisit the discussion of adding penalties.

CONSIDER AMENDING ORDINANCE 691 FOR THE FIREFIGHTER'S PENSION

FUND: Manager Rodgers reported the ordinance needs to be amended because the Firefighters are not making contributions for the next three years to their pension funds per their contract. Contributions will be reinstated in 2027, and the ordinance will need to be amended at that time as well. The Committee recommended adopting the ordinance.

FRANCHISE AGREEMENT WITH SHENANDOAH CABLE TELEVISION, LLC.:

Manager Rodgers stated that she spoke with another municipality, and they reported that they had many issues with the contractor. The Contractor did not communicate with the residents and blew out the electric. The project ran one year behind. Chairman Allison said most of the issues will affect the private sector, and suggested discussing with council on how to address difficulties that would arise for the Township as well as the private sector. The Committee agreed to revisit the subject.

OTHER MATTERS: Chairman Allison opened discussion regarding the yard sale permit issue. He stated the fee was increased to \$10 but would like to increase to cover three days. Commissioner Heiland stated that he would like the ordinance to address safety and parking, with the addition of the statement that the police would have the authority to enforce the traffic rules on any yard sale as deemed necessary. The Committee asked Manager Rodgers to work on a draft to amend the ordinance.

CITIZEN'S QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS:

Mr. Jack Corriere, 114 Oak Hill Drive, and Mr. William Bowman, 123 Oak Hill Drive had questions about the plumbing ordinance.

The meeting was adjourned at 7:49 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary