

MINUTES
FINANCE COMMITTEE
JUNE 4, 2024

The Penn Township Finance Committee convened on Tuesday, June 4, 2024, at 7:01 p.m. Present were Chairman Brown, Commissioners Baile, Berlingo, Elksnis and Heiland. Also present were Township Manager Ledley, WWTP Superintendent Lank and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of the May 7, 2024, Finance Committee Meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2024 REVENUE AND EXPENSE REPORT: Chairman Brown presented the revenue and expense reports through May 31, 2024. The year-to-date revenue is 47.73% of the budgeted amount, while expenses are at 28.33%.

SNYDER'S-LANCE WAIVER REQUEST: The Committee received a request dated March 25, 2024, from Hanover Land Services, Inc., on behalf of Snyder's-Lance Inc. requesting a reduction in the Subdivision and Land Development Plan fee submission requirements. Attorney Ambrose Heinz, of Stevens & Lee, represented the request, which involves a three-lot subdivision plan for Snyder's-Lance. He reported the current fee is calculated based on the entire parcel's acreage at \$250 per acre, totaling around \$23,000, which is deemed excessive for the review work required. The plan involves redrawing lot lines to segregate a solar field onto a single lot, the Research and Development building on another, and the remaining tract as a third lot. The actual area being subdivided is approximately seven acres, suggesting the fee should be based on this smaller area, reducing the fee significantly. The Committee had questions about the future plans for the lots, which Attorney Heinz could not provide. The Committee recommended Attorney Heinz submit a request with an exact fee amount be submitted before the Board of Commissioners meeting.

TOWNSHIP WEBSITE: Commission Baile provided an update on the Township website project. Multiple estimates were received from both local and nationwide companies specializing in municipal and government websites, with prices ranging from \$16,000 to \$19,000. After discussions with Manager Ledley and Commissioner Heiland, "Why Not Advertising" was selected for the project with an initial setup cost of \$16,697. This company also provided a quote for yearly hosting, at around \$2,000, but it was agreed they could use hosting purchased by the Township, reducing the cost to approximately \$108 annually. Other quotes for hosting and maintenance were significantly higher, ranging from \$5,000 to \$16,000 per year. The website will be built on WordPress, with essential plugins for calendar functionality and

ordinance search, costing between \$300 to \$500 annually. The chosen company is local, responsive, and offers modern designs that meet the Township's needs. They require a 50% upfront payment and the remaining 50% upon completion, with a projected timeline of 35 to 120 days. The website will be secure with an SSL certificate at no additional cost, and the Township will retain ownership of the domains and hosting. The expected completion is by September or October.

2025 BUDGET MEMO: Commissioner Heiland reported the memo provides the timeline for the budget, with the first reading on November 18, 2024. The requests for departmental budgets will go out in July. The budget planning will involve key personnel including the Township Manager, Secretary, and Bookkeeper. Meetings will be set up as the planning progresses.

OTHER MATTERS: There were none.

CITIZEN'S QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS:

Mr. Lenny Rice, 125 Hirtland Avenue, expressed concerns regarding Snyder's-Lance's lot division and the future development plans for the property, particularly the field.

Mr. William Bowman, 123 Oak Hill Drive, had a question regarding paving in the Oak Hill, Hershey Heights area, the Committee addressed his question.

The meeting was adjourned at 7:25 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary