

MINUTES
FINANCE COMMITTEE
OCTOBER 21, 2020

The Penn Township Finance Committee convened on Wednesday, October 21, 2020 at 7:00 p.m. Present were Chairman Cromer, Commissioners Brown, Heiland, Elksnis and Van de Castle along with Township Manager Rodgers, Police Chief Hettinger and Township Engineer Bortner. The following items were discussed:

ANNOUNCEMENTS: None.

CITIZEN'S COMMENTS: None.

2021 BUDGET REVIEW: Commissioner Cromer began with the review of the 2021 revenue. Manager Rodgers noted that the final assessed value would not be available until after the first York County Board of Commissioners meeting in November. The projected revenue shows a slight increase over last year with no proposed tax increase. There was some question on why we were not receiving revenue for fire inspection fees. The Fire Chief has not resumed fire inspections since the onset of Covid. The Committee next reviewed the expenses. Within the administration expenses, there was concern about the upgrade to the phone system. After some discussion the Manager will look into other alternatives and remove that item from the budget. The current system is working with a few small problems. The current system is eighteen years old. The Committee next reviewed the police department budget. Manager Rodgers noted that there is one officer that has insurance in both the regular health insurance and the retired health insurance. She will remove him from the retire insurance. The Committee then reviewed the Fire protection budget. The general expense to the Fire Commission is \$648,196. This is slightly increased from 2020. There was some question regarding the capital outlay which shows \$25,000. The Township Manager will look into what that is for. The Committee next reviewed the protective inspection and zoning budget. There were no changes requested in the budget. The Committee next reviewed the Solid Waste budget. There was a question regarding the reduction in general expense. Last year we budgeted funds in case we would need to start paying to have our recyclable material picked up. That so far has not happened and we are once again receiving payment for recycled products. The Committee then reviewed the Public Works department budget. The Committee removed the supervisor vehicle and the titling coupler. The Committee also removed the street sweeper from the budget. Under the storm sewer budget, the MS4 Coordinator is budgeted for nine months. The North Tributary Watershed Study should be completed. The Borough of Hanover has requested to do other projects together but we are going to wait until we hire a MS4 Coordinator before committing to anymore projects. We next reviewed the projects under the stormwater for the public works department. For Industrial Drive we added an extra \$5,000 to make it \$25,000. The Committee then reviewed the recreation budget. The replacement of the creative playground is not included in the budget. The Committee reduced the Library contribution to \$85,000, which is the same number that

was budgeted for 2020. There was a note that there is a rounding error on the Clover Lane Station payment.

The Committee next reviewed the Highway Aid budget. The revenue is down slightly due to Covid-19. With the prior discussion, there was some new equipment removed and some not budget for. Engineer Bortner suggested that we place a line under cleaning of streets and gutters for renting of a street sweeper. It was also suggested that the Township look into sharing equipment for pavers and street sweepers. Engineer Bortner suggested changing the rental of equipment under rebuilding to \$40,000.

The Committee next reviewed the sewer budget. The Committee suggested moving forward with obtaining the right of way and working on getting the Oak Hill/Hershey Heights sewer project bid next year. The Committee also recommended removing the new position in the sewer budget. The Township is on a hiring freeze and will not create any new positions.

The Committee also reviewed the fee resolution but made no changes. The Manager will add in the Chicken permit fee and the fireworks fee. The Manager will also review salaries and benefits with other municipalities for the management employees.

OTHER MATTERS: None.

The meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Kristina J. Rodgers
Township Manager