

MINUTES
FINANCE COMMITTEE
OCTOBER 30, 2019

The Penn Township Finance Committee convened on Wednesday, October 30, 2019 at 7:15 p.m. following the Board of Commissioners meeting. Present were Chairman Felix, Commissioners Brown, Heiland, Cromer and Van de Castle along with Township Manager Rodgers and Fire Chief Clouser. The following items were discussed:

ANNOUNCEMENTS: None.

CITIZEN'S COMMENTS: None.

2020 BUDGET REVIEW: Commissioner Felix began with the review of the fire budget since the Fire Chief was present to review the Township budget and Hanover Area Fire Commission budget. The Chief reviewed the different categories regarding fire and which items represent commission items. The Township reimburses the Borough of Hanover for the Fire Chief and admin assistant salaries and benefits. The Fire Commission budget is requesting the hiring of a deputy fire chief. The Hanover Area Fire Commission is requesting \$643,809 from the Township. This expense is shown \$638,809 under the general expense and \$5,000 under the EMA coordinator. The joint agreement for the EMA coordinator requires \$5000 from each municipality. Fire Chief Clouser noted that the Deputy EMS Chief has been relieved of his duties. The Fire Captains at the stations are going to start assuming the day to day supervision of the EMS employees. This will reduce about \$77,000 out of the Commission budget. There were some questions regarding the hydrant repair and the budgeted cost for next year. The Chief also mentioned a change in the Commission budget under equipment capital outlay due to an item being line item budgeted twice. The Fire Chief answered several questions regarding his budget and the Fire Commission.

The Committee then reviewed the police budget. The Committee had some questions about expense projections for the 2019 budget. The Manager will review. The capital outlay for the roof will be adjusted from where it is paid out of. The Committee reviewed the vehicle purchases and will request a specification for the truck from the Chief of Police.

The Committee then reviewed the admin budget. The Committee will review the paving and painting project. The Committee reviewed the financial administration, the tax collection, the legal services, the engineering budget and the municipal building budget. The Committee then moved to reviewing the zoning budget. It was noted that the code inspector was still included in the salaries and wages and that will be removed. There was some discussion about maintenance and repair and the Manager will look into it. The zoning officer is taking the current vehicle in to the garage. The Committee reviewed the solid waste expenses and the corrections that had been made from the last review. The only concerns under the public works was the street sweeper, the

health insurance, and the oak hill projects as they relate to the sewer project. Manager Rodgers will review the ADA transition project costs for 2019.

The Finance Committee then reviewed the Library donation. Commissioner Heiland requested that Manager Rodgers ask for an update from the library. The Committee recommended reducing the contribution to last year's amount which was \$85,000.

The Committee concluded reviewing the expense portion of the budget.

The Committee reviewed the revenue portion of the general fund budget. It was noted that the increase in the current year taxes is for the change in assessment not a tax increase. The York County Commissioners will approve the assessment for the taxes in the next two weeks. There was a brief discussion on increasing the cost of the trash bags as Waste Water Treatment Superintendent Mahone noted that we will be about \$48,000 short in 2020 including a bid for two years' worth of trash bags.

The Committee decided to schedule another meeting for November 11, 2019 at 6:30 p.m.

OTHER MATTERS: None.

The meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Kristina J. Rodgers
Township Manager