

MINUTES  
HEALTH & SANITATION COMMITTEE  
JANUARY 3, 2017

The Penn Township Health & Sanitation Committee convened on Tuesday, January 3, 2017 at 9:06 P.M. following the Public Works Committee meeting. Present were Chairman Van de Castle and Commissioners Brown, Felix, Heilman, and Klunk. Also present were Township Manager Rodgers, Police Chief Laughlin, Fire Chief Cromer, Police Lieutenant Hettinger, Engineer Bortner, WWTP Superintendent Mahone, Highway Foreman Mahan, Assistant to the Engineer Garrett and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the December 6, 2016 Health & Sanitation Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

MULLERTOWN PUMPING STATION: WWTP Superintendent Mahone reported the initial startup of the emergency generator was conducted on December 12, 2016. On December 20, 2016 4M Construction made the final manhole connection to the new Mullertown Pumping Station and the station was placed into service. The old station was pumped empty and isolated from the forcemain. Once Met-Ed disconnects the power to the old station 4M Construction will begin to demolish the old wet well and station.

BARNHART DRIVE SEWER LINE: WWTP Superintendent Mahone reported Township Staff and GHD met with DEP on December 8, 2016 to discuss any potential issues with the environmental permitting for the Barnhart Drive sewer line project. They determined the need to conduct a bog turtle habitat survey. The survey was conducted on December 21, 2016 and early indications are that no habitat was found in the proposed work area. The surveyors were also onsite to collect some remaining data needed for a final design.

CHRISTMAS WRAP COLLECTION: WWTP Superintendent Mahone reported the drop off center was open on Tuesday, December 27, 2016 and processed eight hundred one vehicles. Wednesday and Thursday processed five hundred forty-nine and three hundred forty-six respectively. The total vehicles processed were one thousand six hundred ninety-six compared to one thousand seven hundred twenty-three for four days in 2015. When all the data on the weights collected is received Superintendent Mahone will complete a spreadsheet and forward it to Manger Rodgers and Board. Superintendent Mahone would like to consider collecting wrap on Saturday in the future because a lot of people come out on Saturday. There was no Saturday collection this year because of the way the holiday fell.

SHREDDING EVENT: WWTP Superintendent Mahone reported April 22, 2016 would be the date for the next shredding event. The Board advised him to proceed.

CITIZEN'S COMMENTS: None.

The meeting was adjourned at 9:11 P.M

Respectfully submitted,

Angela M. Hallett  
Township Secretary

MINUTES  
HEALTH & SANITATION COMMITTEE  
FEBRUARY 7, 2017

The Penn Township Health & Sanitation Committee convened on Tuesday, February 7, 2017 at 7:51 P.M. following the Public Works Committee meeting. Present were Chairman Van de Castle and Commissioners Brown, Felix, Heilman, and Klunk. Also present were Township Manger Rodgers, Engineer Bortner, WWTP Superintendent Mahone, Highway Foreman Mahan, Zoning Officer Swanner, Assistant to the Engineer Garrett, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the January 3, 2017 Health & Sanitation Committee meeting were approved as submitted.

MULLERTOWN PUMPING STATION: WWTP Superintendent Mahone said nothing has changed with the pumping station since last month. 4-M Construction has submitted a request for a change to the contract documents to extend the final contract completion date to May 19, 2017. Due to the seasonal weather they were unable to complete the project under the original time schedule. Commissioner Van de Castle asked if this change will cost any money. Superintendent Mahone said it will not. The Committee recommended approving Change Order Number 2.

BARNHART DRIVE SEWER LINE: WWTP Superintendent Mahone reported the final route has been 95% determined and permit applications have been completed. Some applications have been submitted to DEP. It's time to start discussing acquiring right-of-ways. Superintendent Mahone believes four right-of- ways are needed.

OAK HILL/HERSHEY HEIGHTS PROJECT: WWTP Superintendent Mahone reported staff has drafted a letter to be sent to the property owners that would be affected by this project. The intent of the letter is to notify the owners of the requirement to connect to public sewer. The letter will also discuss scheduling a time for the Township to visit the property and gather information on their well, septic, and where the drain field and sewer pipe exit the building. We still need to come up with a plan that is most economical and least disruptive. Once a proposed final design and cost estimate are prepared we could hold a public meeting. Commissioner Heilman asked that the letter emphasize the fact this is a mandatory project.

ON-LOT MANAGEMENT PLAN IMPLEMENTATION: WWTP Superintendent Mahone reported the Township must begin implementation of the on-lot systems management plan because the Act 537 Plan has been approved. The plan requires properties with on-lot disposal systems to have their septic systems pumped and inspected at least once every four years. Staff will create and send a letter to explain the program to property owners with on-lot systems and alert the owners in zone one of their

requirement to have their tank pumped in 2017. The Township is broken into four zones and one zone will be contacted each year. A notification to pump letter will be drafted to let each zone know when their required pumping is due. Residents have the whole year to get the tank pumped and they have their choice of haulers. Pumping has to be done out of the largest hole in the septic, not the observation port. The hauler will perform an inspection and then fill out the York County Septic Manifest form and give a copy to the property owner, to York County, to us, and one to the disposal facility.

SHREDDING EVENT CONTRACTOR: WWTP Superintendent Mahone reported the company we've used in past years for the shredding events has raised their prices and now requires we use two trucks. It will cost \$400 an hour per truck. Superintendent Mahone looked for other shredding companies and found two. The lowest bidder was Shredding Solutions out of Carlisle and they charge \$150 an hour and will only require one truck. If the vehicle gets too full they will empty it at Staiman's Recycling and return. Commissioner Felix asked if the trucks are the same size and Superintendent Mahone said they are, holding ten thousand pounds. The Committee recommended using Shredding Solutions.

SPRING NEWSLETTER: WWTP Superintendent Mahone reported the Spring Newsletter will be distributed on April 3, 2017 and articles are due by March 6, 2017.

CHRISTMAS EVE SEWER EVENT: WWTP Superintendent Mahone reported there was a sewer incident on December 24, 2016. As a result of this incident Dale and Dawn Hunt, 1460 Baer Avenue, experienced a loss of water and sewer service and stayed in a hotel. The Hunts returned to their home on December 25, 2016 and saw the Penn Township Sewer Department working. Mrs. Hunt approached Superintendent Mahone at that time and asked what was going on. The Hunts had called 911 to report an after hours emergency and the fire department was dispatched. They were instructed by the fire department to call a plumber. Superintendent Mahone investigated the situation to discover why the sewer department wasn't notified of the incident when the Hunts called and he shared his findings with the Hunts, who then sent a request for reimbursement of the \$190.67 they spent on a hotel.

Commissioner Van de Castle asked why the sewer department wasn't notified. Superintendent Mahone said York County 911 told him their procedure is to call the police and fire departments. A list of emergency callout numbers is sent to 911 yearly and they have the numbers for the sewer department. Fire Chief Cromer has instructed the firefighters to contact the sewer department for any sewer calls. Commissioner Van de Castle asked if the Hunts will file a homeowner's insurance claim. Superintendent Mahone didn't know but he said that some homeowners won't cover waste water backups. After discussion the Committee decided to speak with the Solicitor at the February 20, 2017 Board of Commissioners meeting before making a decision.

SHEPHERD-MYERS DAM: Commissioner Klunk said Hanover Borough has been considering what to do with the Shepherd-Myers Dam. According to the newspaper it will cost between \$4 and \$7 million to repair the dam. The President of the Hanover Borough Board of Supervisors seemed to be concerned with tax payers more than rate

payers. Penn Township water comes from Hanover Borough and we pay a higher rate for water than Borough residents. Commissioner Klunk would be willing to pay a higher rate to ensure there's enough water. The Committee discussed whether to share their concerns with Hanover Borough. Commissioner Heilman believes there would be a public meeting prior to selling the dam and that would be an appropriate time to address the matter. Commissioner Klunk said a public meeting isn't a requirement. The Committee decided to wait and see what happens.

WEST MANHEIM SEWER SYSTEM: Manager Rodgers reported West Manheim is looking into selling their sewer system. They've sent out RFPs to three potential buyers. She said the Township may have to approve the sale because West Manheim sewer comes into our station. They are selling the system but we still get the conveyance. Superintendent Mahone said there is a transfer clause in the agreement that requires approval by the Board of Commissioners prior to any transfer to another entity. There was discussion about making sure a reputable company that will properly care for the equipment and structure purchases the system.

The meeting was adjourned at 8:36 P.M.

Respectfully submitted,

Angela M. Hallett  
Township Secretary

MINUTES  
HEALTH & SANITATION COMMITTEE  
MARCH 7, 2017

The Penn Township Health & Sanitation Committee convened on Tuesday, March 7, 2017 at 7:45 p.m. following the Public Works Committee meeting. Present were Chairman Van de Castle and Commissioners Brown, Felix, Heilman, and Klunk. Also present were Township Manager Rodgers, Engineer Bortner, Highway Foreman Mahan, Interim Zoning Officer Garrett, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the February 7, 2017 Health & Sanitation Committee meeting were approved as submitted.

BARNHART DRIVE SEWER LINE: Manager Rodgers reported she has scheduled a meeting with Mr. Bair on March 22, 2017 to discuss acquiring an easement across his property. Commissioner Heilman asked if we have eminent domain abilities. Manager Rodgers said we do but would prefer not to use them.

OAKHILL/HERSHEY HEIGHTS SEWER PROJECT: Manager Rodgers reported GHD is still gathering field data to determine the best route for design. Notification letters of the requirements to install public sewer to the area should be sent out within the next thirty days. Commissioner Brown asked about the preliminary design, he said it requires crossing a MetEd right-of-way. He asked if MetEd has been contacted and they have not. Manager Rodgers said they are waiting for the final design before contacting anyone.

ON-LOT MANAGEMENT PLAN: Manager Rodgers reported an announcement letter and pump notification letter about the program have been finalized. The letters should be sent out in the next thirty days. WWTP Superintendent Mahone is also working on some informational flyers to provide additional details to the homeowners about what's going on. Commissioner Van de Castle asked if these are state-wide requirements and they are. Penn Township had to wait for the permit to be approved before moving forward, but other municipalities have been doing this for a while already.

ORE HOLE DUMP: Manager Rodgers reported we were notified by the property owners, ARWCO, that they don't want us dumping our construction spoils in the ore hole off of Glatco Lodge Road any longer since the permit expired in 2015. We are looking into renewing the permit if necessary and also looking for other sites that will accept fill. It was originally permitted through Snyder's and the apparent property owner may not want to renew. Engineer Bortner said Manheim Adventure Park is accepting fill and he believes that will work. Fill will be stockpiled at the yard and then moved to West Manheim when time allows. He explained the fill is often left over from sewer work.

NEWSLETTER: Manager Rodgers reported the newsletter is available on the website and will be distributed with the Merchandise on April 3<sup>rd</sup> or 4<sup>th</sup>.

NPDES PERMIT: Manager Rodgers reported our NPDES permit is still being reviewed. There are issues with our timeline for implementing chlorine changes. We requested two years and nine months from permit approval but that was too long. We are now looking at two years and three months. Manager Rodgers explained we are required to remove the chlorine from the water before it goes into the stream. In order to get the work done, we will need to begin work as soon as the permit is approved.

The meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Angela M. Hallett  
Township Secretary

MINUTES  
HEALTH & SANITATION COMMITTEE  
APRIL 4, 2017

The Penn Township Health & Sanitation Committee convened on Tuesday, April 4, 2017 at 8:07 p.m. following the Public Works Committee meeting. Present were Chairman Van de Castle and Commissioners Brown, Felix, Heilman, and Klunk. Also present were Township Manager Rodgers, Engineer Bortner, WWTP Superintendent Mahone, Highway Foreman Mahan, Interim Zoning Officer Garrett, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the March 7, 2017 Health & Sanitation Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

BARNHART DRIVE SEWER LINE: WWTP Superintendent Mahone reported we are continuing to work through the design and permitting process for the Barnhart Drive sewer line. Last week the Township was informed by DEP that a Phase One Archeological Investigation will need to be completed for the project. That investigation will begin April 5, 2017 by TRC Environmental Corporation and they will be looking for historical artifacts. Superintendent Mahone described the investigation process.

Township Manager Rodgers and Superintendent Mahone met with the Bairs to discuss the proposed route for the sewer line. The Bairs were agreeable to the routing of the line but expressed concerns with the number of manholes that would be in the tillable fields. The design was adjusted to relocate two of the manholes outside of the tillable areas and remove a third completely. The Bair's saw the new layout and are agreeable. For the loss of their twenty foot by forty foot wagon shed the Bairs requested \$10,000. For the potential loss of their springhouse feed they requested a drilled well prior to the start of the project. In exchange for the easement the Bairs would like free connection to the sewer and fifteen years of free sewer service. Additionally they would like three years of crop damage. Commissioner Heilman asked that the amount for crop damage be substantiated and Superintendent Mahone will take care of it. After discussion, the Committee agreed to the Bair's requests. We can begin the process of creating the easement platts and agreement. Manager Rodgers said the agreement will apply to heirs and assigns.

OAKHILL/HERSHEY HEIGHTS SEWER PROJECT: WWTP Superintendent Mahone reported he walked the proposed sewer line layout for the Oakhill, Hershey Heights sewer project with Joel Kostolac and Bradley Anderson from GHD on March 8<sup>th</sup>. The design layout was adjusted to try minimizing the impact to existing properties and structures, such as trees and sheds. In the original layout the designer tried to run down property lines, which is where people planted their trees. The adjusted route will require more easement from some property owners and less from others, but it will have the



least amount of impact. Manager Rodgers asked if it was moved out of the MetEd right-of-way and Superintendent Mahone said they are trying to parallel it. Reiber will be in the area this week or next to collect more survey data. The notification letters and mailing database have been completed. The letters should be sent out in the next few weeks. Commissioner Brown said he is already getting questions from his neighbors about the sewer line and he'd like to see the letters sent out sooner rather than later. Superintendent Mahone said the letter will be sent in the next two or three weeks. Manager Rodgers said they had talked about having a public meeting prior to the need to acquire right-of-way.

ON-LOT MANAGEMENT PLAN IMPLEMENTATION: WWTP Superintendent Mahone reported the notification letter has been completed and the mailing data base is being reviewed. The on-lot zone map and educational flyer have been finalized. The letters will be in the mail on April 6, 2017. The pump notification letters for zone one should be in the mail next week. The Act 537 Plan letter notifying Oakhill/Hershey Heights/Broadway area of the need to install sanitary sewer should be sent the following week.

RECYCLING BINS: WWTP Superintendent Mahone reported there are currently one hundred ninety recycling bins in stock. In a typical year two hundred bins are distributed. The last time bins were purchased was in 2009 and we chose a twenty-one gallon bin from Busch Systems for \$9.87. At that time York County paid for 75% of the cost with a recycling grant and we purchased six hundred-fifty bins. There aren't any recycling grants available this year. There may be grants once the state budget is approved and the \$2.00 per ton Trash Tipping Fee Law is reaffirmed. In the future we could apply for a reimbursement grant for the purchase of bins. Superintendent Mahone shared three purchasing options for bins. After discussion the Committee approved the purchase of twenty-four gallon bins from Busch Systems for \$11.53 per unit. Five hundred bins will be purchased. We will continue to allow one free unit per new home.

CHRISTMAS WRAP COLLECTION: WWTP Superintendent Mahone reported that the Hanover Borough may be selling all of their trash collection vehicles or at least the old spare truck we've been using for Christmas wrap collection. The vehicle is no longer being inspected or maintained. We aren't able to use one of their regular vehicles because they will be in service collecting trash. The past three years we collected twelve thousand eighty pounds of wrap and styrofoam and processed one thousand nine hundred twenty-nine vehicles, averaging six pounds per vehicle. Superintendent Mahone said a rental unit costs \$1500 to \$2000 a day, but it has been several years since he looked into it. Commissioner Van de Castle asked if the wrap is recycled and it is not, it goes to the incinerator the same as the trash. Manager Rodgers said the six hundred or seven hundred cars that come through in a year are not a huge percentage of the seven thousand households in the Township. After discussion, the Committee decided it would cost more money to rent a truck than it would cost the residents to use a trash bag for their Christmas trash. They can still recycle any cardboard. The Christmas wrap program will be discontinued.

SHREDDING EVENT: WWTP Superintendent Mahone reminded the Committee that the shredding event will be April 22, 2017 from 8:00 a.m. to 1:00 p.m. The event is for Township residents only.

NPDES DRAFT PERMIT: WWTP Superintendent Mahone reported he received another draft NPDES discharge permit for the wastewater treatment plant on March 30, 2017. The new draft reflects changes made to the original draft after review and comments by the Township and GHD. We have thirty days from the date of the publication in the PA Bulletin to comment on the new draft. Staff and GHD are reviewing the draft. One of the key points to this permit is that once it becomes final we will have two years and three months to have a new ultra violet disinfection system operational at the treatment plant. Commissioner Brown recommended we review sewer fees and connection fees to prepare for the expense of this project.

OTHER MATTERS: WWTP Superintendent received a call from Linda Shepell. Her parents live on the corner of Friar Run and Little John Court where the abandoned pumping station is located. They are willing to absorb the property, at no cost, if the Township is interested in doing that. Manger Rogers said if the land is below a certain assessed value it doesn't have to be bid out and we can do whatever we choose. With the improvements removed it may be below the threshold.

CITIZEN'S COMMENTS: None.

The meeting was adjourned at 9:03 p.m.

Respectfully submitted,

Angela M. Hallett  
Township Secretary

MINUTES  
HEALTH & SANITATION COMMITTEE  
MAY 2, 2017

The Penn Township Health & Sanitation Committee convened on Tuesday, May 2, 2017 at 7:30 p.m. following the Public Works Committee meeting. Present were Chairman Van de Castle and Commissioners Brown, Felix, Heilman, and Klunk. Also present were Township Manager Rodgers, Engineer Bortner, WWTP Superintendent Mahone, Interim Zoning Officer Garrett, Highway Foreman Mahan, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the April 4, 2017 Health & Sanitation Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

BARNHART DRIVE SEWER LINE: WWTP Superintendent Mahone reported on the Barnhart Drive sewer line. He said the phase one archeological investigation was completed and the report was submitted to the Pennsylvania Historical and Museum Commission (PHMC) on April 25, 2017. There were one hundred fifty-four artifacts identified and catalogued. TRC Environmental Group recommended that no further study was needed within the corridor of the project; however, PHMC still needs to review the report. PHMC has thirty days to complete their review.

OAKHILL/HERSHEY HEIGHTS SEWER PROJECT: WWTP Superintendent Mahone reported on the Oakhill/Hershey Heights sewer project. He said letters were mailed to the property owners who will be affected by the installation of the sanitary sewer system alerting them to the project and requesting they schedule a property visit. The property visits will begin May 3, 2017. So far thirteen out of sixty-two visits have been scheduled.

NPDES DISCHARGE PERMIT: WWTP Superintendent Mahone reported on the NPDES discharge permit. He said Township Staff and GHD completed the review of the draft permit and GHD has submitted a letter to DEP with a minor comment detailing an error in the placement of the maximum PH value on the effluent limitations table.

SHREDDING EVENT: WWTP Superintendent Mahone reported on the shredding event held April 22, 2017. He said there were five hundred twenty-five vehicles and a total of seventeen thousand six hundred pounds of shredding materials collected. He said Shredding Solutions did a great job. He said he has tentatively reserved October 21, 2017 for the next shredding event and the Committee recommended approving this date.

SHEPHERD-MYERS DAM: Commissioner Klunk said it looks like Hanover Borough is getting close to making a decision on the Shepherd-Myers dam. He said it appears they are going to have a problem supplying water in the future and will need to look at other water sources. After discussion the Committee agreed to send a letter of support to Hanover Borough letting them know Penn Township is in favor of repairing the dam. Manager Rodgers will write the letter.

CITIZEN'S COMMENTS: None.

The meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Angela M. Hallett  
Township Secretary

MINUTES  
HEALTH & SANITATION COMMITTEE  
JUNE 6, 2017

The Penn Township Health & Sanitation Committee convened on Tuesday, June 6, 2017 at 7:00 p.m. Present were Chairman Van de Castle and Commissioners Brown, Felix, and Klunk. Also present were Township Manager Rodgers, Engineer Bortner, WWTP Superintendent Mahone, Interim Zoning Officer Garrett, Highway Foreman Mahan, and Township Secretary Hallett. Commissioner Heilman was absent with notice. The following items were discussed:

ANNOUNCEMENTS: Commissioner Van de Castle announced there was an executive session to discuss personnel held following the Finance Committee meeting on June 5, 2017. Commissioner Van de Castle announced an executive session to discuss legal matters would be held this evening following the Public Works Committee meeting.

CITIZEN'S COMMENTS: None

WEST MANHEIM TOWNSHIP SEWER CONVEYANCE SYSTEM: Marc Woerner, West Manheim Township Manager, was present to discuss the sale of their sanitary sewer collection and conveyance system. Also present were Chris Toms, C.S. Davidson and Tim Staub, HRG. Mr. Woerner thanked the Committee for allowing him to present this evening. He explained that West Manheim Township is looking to sell their sanitary sewer system. They are aware of the relationship between their collection and conveyance system and Penn Township's treatment plant. After researching options, West Manheim came to the conclusion that selling their system would be in the best interest of their Township's residents as well as Penn Township's treatment plant and residents. Mr. Woerner supplied information on three potential buyers; Aqua Pennsylvania, Inc., Pennsylvania American Water, and York Water.

The Committee asked questions about how many gallons per day of capacity are being used and how many are currently reserved. There was also discussion on current and future development in West Manheim Township, West Manheim's Act 537 plan, the qualifications of the three potential buyers, and how the relationship between Penn Township and the potential buyer will work. Manager Rodgers let West Manheim know that a solicitor will need to review the potential buyers and the information shared before the Board can make any decisions. Mr. Woerner asked for a timeframe and Manager Rodgers was not able to give any without the opinion of a solicitor.

BARNHART DRIVE SEWER LINE: WWTP Superintendent Mahone reported on the Barnhart Drive sewer line. He said we're still waiting on the results of the PHMC review on the Phase One Archeological Survey. The gentleman with the results is currently on vacation. On June 2, 2017 comments were received from York County Conservation District on the E&S plan for the project. GHD will address those comments in the near future.

OAKHILL/HERSHEY HEIGHTS SEWER PROJECT: WWTP Superintendent Mahone reported on the Oakhill/Hershey Heights sewer project. He said there have been thirty-one of the sixty-two inspections completed for the project. He is checking with GHD to find out if all sixty-two inspections need to be completed.

GHD PROPOSALS: WWTP Superintendent Mahone reported that two proposals were received from GHD. The Township received the final NPDES discharge permit for the treatment plant on June 5, 2017. The effective date of the permit is July 1, 2017 thru June 30, 2022. This officially starts the clock on the headworks analysis and ultraviolet disinfection system projects.

The headworks analysis, which is required with each NPDES permit renewal, is a reevaluation of the local discharge limits for industrial users. A sample plan for the analysis must be submitted to DEP within three months of receipt of our permit. GHD has submitted a proposal for the engineering services for this project, estimated at \$25,000.

The installation of ultraviolet disinfection system is required within one hundred sixteen weeks from the permit effective date, which would be in September of 2019. GHD has submitted a proposal for the engineering services for this project estimated at \$97,500.

After discussion the Committee recommended accepting both proposals from GHD.

CHAPTER 94 REPORT REVIEW: WWTP Superintendent Mahone reported that he received a letter from DEP dated May 12, 2017 which indicated they finished the review of our 2016 Waste Load Management Report. DEP indicated that the Northview Drive pumping station is in hydraulic overload. On February 3, 2016 the station pumped more water over the course of one day than the capacity of a single pump. The flow rate on February 3, 2016 was one hundred sixty-five thousand gallons per day. The second pump in the station is meant to be for standby only. On February 3<sup>rd</sup> both pumps were running in order to handle the capacity. Superintendent Mahone clarified there was no sewage spillage during this event. He also said there was significant snowfall around February 3, 2016 and a temperature spike to sixty-five degrees which caused melting and ground saturation.

Penn Township is required to submit a plan setting forth actions to reduce inflow and provide the needed capacity to achieve compliance within ninety days of the letter. Superintendent Mahone received a quote from Xylem to replace both pumps with pumps that would supply the needed capacity. The estimated cost for both pumps is \$10,452. Superintendent Mahone will be contacting DEP to see if replacing the pumps will be sufficient or if permitting will be required to increase the capacity of the station.

MULLERTOWN PUMPING STATION CHANGE ORDER: WWTP Superintendent Mahone reported there is a change order for the Mullertown pumping station project. During the design of the station the limit of disturbance was to the edge of the Penn DOT right-of-way and the paving included in the bid didn't include repaving to the edge of Westminster Avenue. In order to replace all of the paving to the edge of Westminster Avenue without having a joint at the edge of the right-of-way we had the paving

contractor install all of the new paving. As a result, 4M Construction has submitted a change order for \$3,000 to reflect the additional paving. The Committee recommended approving the change order.

PENN LEE TERRACE SEWER LINE: WWTP Superintendent Mahone reported the Township is ready to begin a sewer line replacement project in the Penn Lee Terrace development. The streets that will be impacted are Spring Avenue, Mussetta Street, Edward Street, and Fulton Street. Letters are being sent to the residents informing them of the project.

REFUSE AND RECYCLING COLLECTION BID: WWTP Superintendent Mahone reported the current collection contract will expire at the end of 2017 unless we exercise one of the two extension options offered through the contract. The cost of collection per bag for 2015 was \$2.20, for 2016 it was \$2.25, and in 2017 it has been \$2.30. The one year extension price is based on CPI-U, Northeast Region, all urban consumers from July to July. So far from July 2016 to April 2017 that increase is 1.479%, which equates to 3.4 cents per bag. After discussion the Committee instructed Superintendent Mahone to proceed with a refuse & recycling collection bid.

OTHER MATTERS: Commissioner Felix asked what the recycling policy is concerning collection from non-residents. Superintendent Mahone said we've accepted recycling from Hanover Borough residents in the past. We never advertised this, but word of mouth caused the information to get around. We used to have one dumpster available for co-mingled recyclables in case residents had an excess that couldn't be set at the curb. We got to the point where one dumpster wasn't enough and we've had to get a second. Once Hanover Borough started collecting, we began letting the Borough residents know when they come to us that they should be taking their recyclables to the Hanover Borough's drop-off site. There is also a sign posted at the Penn Township drop-off site letting Hanover Borough residents know to use the Borough's site.

The meeting was adjourned at 8:14 p.m.

Respectfully submitted,

Angela M. Hallett  
Township Secretary

MINUTES  
HEALTH & SANITATION COMMITTEE  
JULY 3, 2017

The Penn Township Health & Sanitation Committee convened on Monday, July 3, 2017 at 8:19 p.m. following the Public Works Committee meeting. Present were Vice Chairman Felix and Commissioners Brown, Klunk, and Heilman. Chairman Van de Castle was present by telephone. Also present were Township Manager Rodgers, Police Lieutenant Hettinger, Fire Chief Clouser, Engineer Bortner, Interim Zoning Officer Garrett, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the June 6, 2017 Health & Sanitation Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

WEST MANHEIM TOWNSHIP: Manager Rodgers reported she and WWTP Superintendent Mahone met with Paul Mullin from Hamburg, Rubin, Mullin, Maxwell, & Lupin on June 28, 2017 to discuss possible changes to the sewer capacity agreement between Penn Township and West Manheim Township. They also discussed concerns about the possible sale of West Manheim Township's collection system to a private company. Mr. Mullin will share the concerns with West Manheim's attorney.

BARNHART DRIVE SEWER LINE: Manager Rodgers reported on the Barnhart Drive sewer line. WWTP Superintendent Mahone received confirmation from PHMC that no further investigation is needed along the proposed route of the sewer line. This information was submitted to DEP and they can now work on the final technical review of the Part II Construction permit.

NORTHVIEW DRIVE PUMPING STATION: Manager Rodgers reported that a corrective action plan has been submitted to DEP to correct the hydraulic overload condition at the Northview Drive pumping station. DEP is requiring us to complete a Water Quality Management Part II permit to increase the capacity of the station. GHD will prepare the permit. We anticipate the new pumps to be installed by February 12, 2018. Manger Rodgers said notification was received today that the action plan was approved by DEP.

REFUSE AND RECYCLING BID: Manager Rodgers reported the invitation to bid on refuse and recycling collection was published and shared with potential bidders. The bids will be opened on July 19, 2017 at 11:00 a.m.

OTHER MATTERS: Commissioner Klunk reported that McSherrystown Borough may be interested in participating in our shredding events. After discussion the



Committee recommended inviting them to participate for a cost of \$150 per event, which is a percentage of the overall cost based on their population.

The meeting adjourned at 8:25 p.m.

Respectfully submitted,

Angela M. Hallett  
Township Secretary

MINUTES  
HEALTH & SANITATION COMMITTEE  
AUGUST 7, 2017

The Penn Township Health & Sanitation Committee convened on Monday, August 7, 2017 at 8:50 p.m. following the Public Works Committee meeting. Present were Chairman Van de Castle and Commissioners Brown, Felix, and Klunk. Also present were Township Manager Rodgers, Engineer Bortner, WWTP Superintendent Mahone, Interim Zoning Officer Garrett, and Township Secretary Hallett. Commissioner Heilman was absent with notice. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the July 3, 2017 Health & Sanitation Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

BARNHART DRIVE SEWER LINE: WWTP Superintendent Mahone reported on the Barnhart Drive sewer line. He said he's received the plat plans and legal descriptions for the easements needed for the project. The next step is to prepare the agreements and begin meeting with the property owners. He is still waiting for the Part II Construction Permit from DEP.

NORTHVIEW DRIVE PUMPING STATION: WWTP Superintendent Mahone reported on the Northview Drive Pumping Station. He said the Part II Application, which will allow the additional capacity at the station, has been submitted. DEP has ninety days to review the application.

ADD ON SUBDIVISION AT FRIAR RUN AND LITTLE JOHN COURT: Manager Rodgers reported she has the plan for the add-on subdivision at Friar Run and Little John Court. Both Engineer Bortner and WWTP Superintendent Mahone have looked at it and have no objections. The next step is to contact the property owners to come in and sign.

TRASH AND RECYCLING COLLECTION BID: WWTP Superintendent Mahone reported that two bids were received for trash and recycling collection. The bids from Republic Services and Penn Waste were opened on July 19, 2017. Republic Services bid, per bag, was \$2.35 in 2018, \$2.40 in 2019 and \$2.45 in 2020. Penn Waste's bid, per bag, was \$2.25 for 2018-2020. Both bid packets were complete and met the bid requirements. After discussion the Committee recommended accepting the bid from Penn Waste.

TOWNSHIP NEWSLETTER: WWTP Superintendent Mahone reported that the newsletter is scheduled to be delivered on September 25, 2017. Any articles need to be submitted by August 21, 2017 to be included.

OTHER MATTERS: Manager Rodgers reported that the Pollution Control Insurance Fund and the Sewer Revenue Reserve fund could be combined to eliminate an unnecessary account. The Pollution Control Insurance account was opened with money from the sewer fund so the money can be moved back now that the account is no longer needed. The Committee recommended combining the account and eliminating the Pollution Control Insurance account.

Manager Rodgers asked the Committee if they'd like to meet with Hanover Foods regarding their sewer rate request. After discussion the Committee decided not to meet with them.

CITIZEN'S COMMENTS: None.

The meeting was adjourned at 9:09 p.m.

Respectfully submitted:

Angela M. Hallett  
Township Secretary

MINUTES  
HEALTH & SANITATION COMMITTEE  
SEPTEMBER 5, 2017

The Penn Township Health & Sanitation Committee convened on Tuesday, September 5, 2017 at 8:29 p.m. Present were Chairman Van de Castle and Commissioners Brown, Felix, and Heilman. Also present were Township Manager Rodgers, Police Chief Laughlin, Police Lieutenant Hettinger, Fire Chief Clousher, Engineer Bortner, WWTP Superintendent Mahone, Interim Zoning Officer Garrett, and Township Secretary Hallett. Commissioner Klunk was absent with notice. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the August 7, 2017 Health & Sanitation Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

BARNHART DRIVE SEWER LINE: WWTP Superintendent Mahone reported on the Barnhart Driver sewer line. He said all the property owners have been sent copies of the plat plans and easement descriptions. Attorney Mullin has been instructed to prepare the agreements for the easements. Superintendent Mahone is waiting to hear back from some of the property owners to schedule a meeting to execute the agreements. So far ESAB and Penn Town Properties have agreed to discuss the easement.

ULTRAVIOLET DISINFECTION SYSTEM: WWTP Superintendent Mahone reported on the ultraviolet disinfection system. He said he has looked at four different manufacturers of UV systems; Enaqua, Suez, Wedeco, and Trojan. They have been short listed based on the hydraulics at the plant. The primary units being considered are Wedeco and Trojan. GHD will begin design of the tank modification based on these suppliers.

WASTEWATER DEPARTMENT PRESENTATION: WWTP Superintendent Mahone presented a report on the wastewater treatment facilities. He reviewed the history of the plant, operations, staffing, and future needs. The projects that will need to be funded in 2018 are as follows: Barnhart Drive sewer line (\$1,635,000), Northview Drive pumping station upgrade (\$16,300), ultra violet disinfection system (\$995,000), and Oak Hill/Hershey Heights sewer (\$3,450,000). Superintendent Mahone would like to replace three pieces of equipment in 2018. He'd like to replace the 1997 pickup truck with a ¾ ton truck for an estimated cost of \$40,000, the 2006 utility truck with a higher capacity truck with a crane on the back end for an estimated cost of \$70,000, and the influent refrigerated sampler for an estimated cost of \$9,000. Superintendent Mahone noted that the DEP requirement for the ultra violet disinfection project is for it to be completed by

October 2019 and for the Oak Hill/Hershey Heights sewer project the bid has to be awarded by May 2020.

Commissioner Van de Castle asked if there are two pumps going into the Northview pumping station and there are. Commissioner Brown asked if the cost for the Oakhill sewer project includes a pumping station and it does.

SHREDDING EVENT: The shredding event will be on October 21, 2017 from 8 a.m. until 1 p.m. This is open to Township residents only.

NEWSLETTER: The Fall/Winter newsletter is in printing now. It will be delivered by the Merchandiser on September 26, 2017.

REFUSE AND RECYCLING PRESENTATION: WWTP Superintendent Mahone presented a report on the refuse and recycling department. He reviewed operations, staffing and recycling collection totals. Superintendent Mahone reviewed repairs needed to six box trailers. One trailer is used on the road for magazine collection and the other five are storage for Township trash bags and supplies. The trailers range in age from 1978 to 1994. Superintendent Mahone said erecting a pole building would be an alternative to repairing or replacing the five trailers used for storage. Commissioner Heilman asked him to prepare cost estimates for repairing the trailers, replacing the trailers, and erecting a pole building.

OTHER MATTERS: None.

CITIZEN'S COMMENTS: None.

The meeting was adjourned at 8:54 p.m.

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Respectfully submitted,

Angela M. Hallett  
Township Secretary

MINUTES  
HEALTH & SANITATION COMMITTEE  
OCTOBER 3, 2017

The Penn Township Health & Sanitation Committee convened on Tuesday, October 3, 2017 at 8:35 p.m. following the Public Works Committee meeting. Present were Chairman Van de Castle and Commissioners Brown, Felix, Heilman, and Klunk. Also present were Township Manager Rodgers, Engineer Bortner, WWTP Superintendent Mahone, Interim Zoning Officer Garrett, Highway Foreman Mahan, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the September 5, 2017 Health & Sanitation Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

BARNHART DRIVE SEWER LINE: WWTP Superintendent Mahone reported on the Barnhart Drive sewer line. On September 8, 2017 he received the Water Quality Management permit for the construction of the proposed line. He and Manager Rodgers are still working with Attorney Mullin on the easement agreements. We have been given clearance from the gas transmission company. We also have approval from the Economic Alliance Industrial Development Authority for ownership of the land our existing pumping station is on. We have heard from all parties except Hanover Foods Corporation.

ULTRAVIOLET DISINFECTION SYSTEM: WWTP Superintendent Mahone reported on the installation of an ultraviolet disinfection system. On September 26, 2017 he submitted the quarterly progress report to DEP. He is still in the process of evaluating different manufacturers and systems. He and Manager Rogers are going to Tyrone, PA on October 11, 2017 to view a system manufactured by Enaqua. It's unique in that the ultraviolet bulbs are not in contact with the water.

SHREDDING EVENT: WWTP Superintendent Mahone reported that the shredding event will be held October 21, 2017 from 8 a.m. to 1 p.m. at the recycling drop-off facility. McSherrystown Borough will participate in the event.

904 RECYCLING GRANT APPLICATION: WWTP Superintendent reported he received confirmation of receipt from GHD for the 2018 904 Recycling Grant application.

RECYCLING BINS: WWTP Superintendent Mahone reported that we will soon be ready to begin selling the new recycling bins. We are currently charging \$8 per bin and the new ones cost \$11.53 apiece. He said we've been able to supplement the cost of the bins in the past using a 902 Grant; however, there have been no openings for submission for the past two years. It's possible we could submit for reimbursement if

the grant opens up in the future. Commissioner Van de Castle asked how much the markup is on the current bins and Superintendent Mahone will look into that. The Committee will discuss this later.

CITIZEN'S COMMENTS: None.

The meeting adjourned at 8:45 p.m.

Respectfully submitted,

Angela M. Hallett  
Township Secretary

MINUTES  
HEALTH & SANITATION COMMITTEE  
NOVEMBER 7, 2017

The Penn Township Health & Sanitation Committee convened on Tuesday, November 7, 2017 at 8:10 p.m. following the Public Works Committee meeting. Present were Chairman Van de Castle and Commissioners Brown, Felix, Heilman, and Klunk. Also present were Township Manager Rodgers, Engineer Bortner, WWTP Superintendent Mahone, Interim Zoning Officer Garrett, and Highway Foreman Mahan. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the October 3, 2017 Health & Sanitation Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

BARNHART DRIVE SEWER LINE: WWTP Superintendent Mahone reported on the Barnhart Drive sewer line project. He said he's still working on getting an easement agreement from Hanover Foods, Penntown Properties and ESAB. Approval to cross the Med-Ed power line easement was received. He is working on getting cost estimates for the water supply well for the Bair property. Once three estimates are received we can proceed with installation of the well.

ULTRAVIOLET DISINFECTION SYSTEM: WWTP Superintendent Mahone reported on the ultraviolet disinfection system. He and Manager Rodgers looked at the Enaqua system in Tyrone, PA last month. GHD has completed a hydraulic profile of the chlorine contact tank simulating the installation of the different ultraviolet manufacturers being considered. The profile clearly shows the Enaqua system would not work without major changes to the cloth filters. The remaining systems from Trojan, Wedeco and Suez all have similar hydraulic profiles but have different design needs. The next step is to do a preselection of a vendor. We send the documents and the vendor submits a life cycle bid with a price to be held for a predetermined amount of time. Once the manufacturer is selected GHD will design the tank modification around that equipment. After that we can go to public bid for installation.

SEWER BUDGET REVIEW: WWTP Superintendent Mahone said he's content with the 2018 draft budget as it's been presented. He said it's similar to last year's budget with the addition of a few projects.

SHREDDING EVENT: WWTP Superintendent Mahone reported on the shredding event that was held October 21, 2017. There were two hundred forty-five vehicles that delivered ten thousand seven hundred fifty pounds of material to be shredded. The Committee advised him to schedule the next shredding event for April 21, 2018.



2015 - 904 PERFORMANCE GRANT: WWTP Superintendent Mahone reported that he received confirmation from DEP on October 30, 2017 that they approved the 2015 - 904 Performance Grant application in the amount of \$61,862. Payment is expected in four to six weeks.

PENN WASTE MEETING: WWTP Superintendent Mahone reported that he, Manager Rodgers and Joe Thomas met with Ed Ward and Andy Ruffersberger of Penn Waste on October 25, 2017. They went over how Penn Waste plans on handling complaints or missed items and exchanged contact information. They intend to run the collection route basically the same as the previous hauler. There will be continued communication between Penn Waste and the Township to keep the transition smooth. They will coordinate with the previous hauler to ensure dumpsters are switched without any missed service.

2018 SOLID WASTE BUDGET REVIEW: WWTP Superintendent Mahone is content with the 2018 draft budget the way it was presented.

OTHER MATTERS: Commissioner Van de Castle asked how much we will be charging for the new recycling bins. Manager Rodgers said she was thinking about \$12. The majority of the bins aren't being sold, they're being given to new homes.

Commissioner Van de Castle asked if anyone wanted to discuss the trailers. WWTP Superintendent Mahone said he shared a comparison on the cost of replacing the trailers versus constructing a pole building. He said there's no rush and he can continue to use the trailers for storage without getting them inspected. Commissioner Felix said there may be a need for more public works storage in the future and it may be a good idea to consider a larger building at that time.

CITIZEN'S COMMENTS: None.

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The meeting was adjourned at 8:28 p.m.

Respectfully submitted,

Kristina J. Rodgers  
Township Manger

MINUTES  
HEALTH & SANITATION COMMITTEE  
DECEMBER 5, 2017

The Penn Township Health & Sanitation Committee convened on Tuesday, December 5, 2017 at 8:04 p.m. following the Public Works Committee meeting. Present were Chairman Van de Castle and Commissioners Brown, Felix, and Heilman. Also present were Township Manager Rodgers, WWTP Superintendent Mahone, Engineer Bortner, Interim Zoning Officer Garrett, and Township Secretary Hallett. Commissioner Klunk was absent with notice. The following items were discussed:

ANNOUNCEMENTS: Commissioner Felix announced an executive session to discuss land acquisition would be held following the Health & Sanitation Committee meeting this evening.

APPROVAL OF THE MINUTES: The minutes of the November 7, 2017 Health & Sanitation Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

BARNHART DRIVE SEWER LINE: WWTP Superintendent Mahone reported on the Barnhart Drive sewer line. He is still waiting on the sewer easements from ESAB and Penn Town Properties. He has been informed that Hanover Foods Corporation has placed the sewer easement request on hold until other pending issues are resolved. To continue moving the project forward Superintendent Mahone spoke to Mr. Bair about moving the sewer line off of Hanover Food's property and acquiring an additional one hundred forty feet of sewer easement from him. Mr. Bair was fine with that as long as we don't add anymore manholes. He requested an additional \$1,000 for the easement and prorated crop damage for the additional land. GHD has been notified to modify the plan and easement agreement to reflect the change. On December 1, 2017 the Township executed an agreement with Alexander Well Drilling to install a well at the Bair property.

ULTRAVIOLET DISINFECTION SYSTEM: WWTP Superintendent Mahone reported on the ultraviolet disinfection system. He said GHD is finalizing the documents for the preselection of a manufacturer. They intend to distribute them on December 15, 2017 and will require they be returned around mid-January.

TAPPING FEE CALCULATION: WWTP Superintendent Mahone reported on the tapping fee calculation. He said it was last calculated in 2010 and was based on money borrowed to upgrade the sewer plant. Several additional upgrades have been completed since then and GHD is updating the information needed to recalculate the Township tapping fee.

OTHER MATTERS: Manager Rodgers reported that she received an email from West Manheim Township Manager Mark Woerner. He is requesting a meeting to discuss the

sale of the collection system in West Manheim. Manager Rodgers forwarded the email to Attorney Mullin.

The meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Angela M. Hallett  
Township Secretary