

MINUTES  
HEALTH & SANITATION COMMITTEE  
OCTOBER 6, 2015

The Penn Township Health & Sanitation Committee convened on Tuesday, October 6, 2015 at 7:46 P.M. following the Public Works Committee meeting. Present were Chairman Klunk and Commissioners Felix, Heilman, and Prieber. Commissioner Goldsmith was absent with notice. Also present were Manager Rodgers, Engineer Bortner, WWTP Superintendent Mahone, Zoning Officer Swanner, Highway Foreman Mahan, and Administrative Assistant Hallett. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF MEETING MINUTES: Minutes from the September 1, 2015 Health & Sanitation Committee meeting were approved as submitted.

CITIZENS COMMENTS: None.

CENTER STREET SEWER LINE REPLACEMENT PROJECT: Superintendent Mahone reported that a pre-construction meeting was held on October 6, 2015 with Matt Barrasso, the owner of Barrasso Excavation. Mr. Barrasso indicated they are waiting for a delivery date from the manhole manufacturer. The manhole shop drawings have been approved and they are in the schedule for manufacturing. Mr. Barrasso hopes to be on site in 3-4 weeks and is intending to meet the substantial completion date of November 19, 2015.

COLONIAL HILLS FORCEMAIN REPLACEMENT: Superintendent Mahone reported that the notice to award was sent to E.K. Services. We are waiting for the performance bond and insurance certificates which are expected this week. Everyone living along the route of the Forcemain replacement was notified by letter.

MULLERTOWN STATION REPLACEMENT: Superintendent Mahone reported that we are waiting on Stock & Leader to get Denney's to sign off on the extinguishing of part of an easement to their property. After that is accomplished a deed will be prepared and we will meet with the Kwiatkowski's.

ACT 537 PLAN: Superintendent Mahone reported that after further discussion with DEP on the recent 537 Plan submission, staff and GHD feel it is in the Township's best interest to withdrawal the plan and conduct more surveys in the areas of Hoff Rd, Bankert Rd, Penn Circle, Waterfront Dr, and Black Rock Rd. GHD is going to draft a letter to DEP for the Township to review that will outline the reason for the additional data and a time line for resubmission of the plan.

REFUSE UNIT BIDS: Commissioner Felix asked if the Township would like to exclude Central Poly Bag Corp. from future bids due to their two prior withdrawals. Commissioner Heilman commented that the Township is collecting bid bond funds when they withdrawal and is therefore not opposed to allowing future bids. Allowing future bids was recommended.

TAX ISSUE: Commissioner Heilman asked if Weis Market's sales tax issues have been resolved. Manger Rodgers responded that a letter was sent to Weis informing them that Penn Township will no longer be selling them refuse bags due to the fact that it is a service and not taxable under PA law. Commissioner Felix recommended that Weis be removed from the quarterly newsletter.

2016 BUDGET: Manager Rodgers reviewed the following items in the 2016 draft budget:

Under Engineering the only salary increase was for an Intern to work during the summer and other school breaks, no increases are shown for the Engineer or Assistant Engineer. Funds are budgeted for Travel and Training to allow the Assistant Engineer to take some classes. \$25,000 in Capital Outlay has been budgeted for a new plotter as the plotter that the Township currently owns is costing more to repair than to replace. It is at least 7 years old and is currently being used by multiple departments. A GPS unit, which will benefit several departments, has also been requested. It is used to plot manholes, signs, streetlights and will be needed for MS4 compliance.

Under Solid Waste there are increases in wages per the AFSCME contract and health insurance was assumed at a 10% increase. Refuse Collection went up which is just a function of the department. The Solid Waste numbers are in line with past years.

Under Public Works, Manager Rodgers reported wage increases per the AFSCME contract. Prior budgets have shown the Highway Foreman being paid 50% from the Public Works budget and 50% from the Sewer budget; however, as of January 1, 2015 the position is being paid 100% from Sewer. Funds are budgeted to replace a 1999 T-5 pickup truck for \$55,000. Additional funds are budgeted in Storm Sewer for the Breezewood Dr. project. The draft budget shows \$50,000 for road repairs that are not covered by the Highway Aid funds. The draft budget shows a \$34,870.00 increase from 2015's General Fund Expenditures.

Under Highway Aid the Township will receive \$468,072 in State shared revenue, this number will continue to increase over the next 2 years per the approved transportation bill. \$500,000 in road projects are projected for 2016, including Flickinger Rd., Hershey Heights and Little Bridge Rd.

Under Sewer Revenue Fund a roller was budgeted for. Engineer Bortner shared that the roller is currently being shared by different departments which leads to project delays and the occasional need to rent a second roller. The new roller would be added to the fleet rather than trading the existing one in. The cost of renting a roller is approximately \$4750 per month and has been needed two months out of the year in past years. Commissioner Heilman questioned the lifespan of a roller. Engineer Bortner responded that the current roller is a 1996 but has significant mechanical issues which causes project delays. Superintendent Mahone reported that Hershey Heights will need to be finished in 2016. He would also like to design something to remove the Industrial Park Pumping Station. The budget reflects \$100,000 for this, however, the quote was returned at a lower amount and only \$50,000 will be required.

Manger Rodgers shared a Requested Equipment List and items on the list were discussed. Commissioner Heilman reminded the Board that none of these items are included in the budget at this point. A tractor is requested for Public Works to pull the flex wing mower as the current tractor is causing damage to recreational areas. An additional roller, larger than the one currently in the draft budget, has been requested. Funds are requested for the Fire Rescue Reserve. The Police Department is requesting an additional officer for 2016. Commissioner Klunk noted that Detective Sneeringer has stated his desire to enter the drop in January and adding an officer may be necessary at that time. He

believes this should remain open for discussion as staffing at the Police Department changes. Manger Rodgers stated that the playground equipment needs to be rebuilt. Funds are available in the Recreation Fund; however, they were intended for land acquisition and construction. Manager Rodgers noted that the only bids she received when searching for a Planner to assist with the Recreation Project were unreasonably high. Commissioner Heilman recommended reaching out to Red Lion to see if they would be willing to share their park plans for Penn Township to consider, rather than hiring a Planner.

Commissioner Heilman requested that a complete list of road projects be prepared for the November 2015 budget meeting. He also requested an updated Capital Outlay be made available at the meeting.

The meeting was adjourned at 8:26 P.M.

Respectfully Submitted,

Angela Hallett  
Administrative Assistant