

**PENN TOWNSHIP BOARD OF SUPERVISORS
MEETING AGENDA
May 29, 2018**

Call to Order and Pledge of Allegiance—7 P.M., Ben Bruckhart, Chairperson

Public Comment/Guest Recognition

Approval of May 14, 2018 Meeting Minutes

Treasurer's Reports

Approval to Pay Invoices

Reports:

Northern Lancaster County Regional Police Department

Penryn Fire Department

Manheim Fire Department

Northwest Emergency Medical Services

Northwestern Lancaster County Authority

Manheim Area Water and Sewer Authority

Manheim Community Library

Lititz Rec Center

Communications:

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Subdivision, Land Development, and Stormwater Management:

- Lot Add-On Plan for NWLCA Pump Station 1 (Project No. 18-002) – Request for conditional approval
- Walnut Run Farms SWM Plan (Project No. 16-015A) – Request for modification of SWM Ordinance Section 23-503

Old Business:

- Revised Consent Agreement for 1478 Lancaster Road Zoning Violation

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New Business:

- Discuss Extending LititzRec Center Intermunicipal Agreement
- Authorize Staff to Install PennDOT Recommended Improvements at the West Newport and West Lexington Roads Intersection
- Bucknoll Road Widening Complaint

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Other Business:

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Executive Session

Upcoming Meetings:

Planning Commission, 7pm, Monday, June 4 Cancelled

Board of Supervisors, 7pm, June 11

Zoning Hearing Board, 7pm, Wednesday, June 13

NLCRPC, 7pm, Thursday, June 14

NWLCA, 7pm, Tuesday, June 17

Penn IDA, 2pm, Tuesday, June 26

Board of Supervisors, 7pm, June 25

Adjournment

**PENN TOWNSHIP
BOARD OF SUPERVISORS
MINUTES**

DATE & TIME:

May 14, 2018
Public Works Building

7:00 PM

BOARD ATTENDANCE:

Benjamin Bruckhart
Jill Groff
Ronald Krause
Richard Landis
Dick Shellenberger

OTHERS IN ATTENDANCE:

Mark Hiester, Township Manager
Sharyn Young, Township Planner
Matthew Reeser, Township Zoning Officer & BCO
Daryl Lefever, Public Works Director
Brent Lied, Becker Engineering
Dave Kraft, resident
Fred Hammond, resident
Gerald Wolfe, resident

John Kegarise, MAEDC
Aaron Repucci, Catalyst Commercial
Gabe Clark, Catalyst Commercial
Alex Piehl, RGS Assoc.
Randy Hess, Hess Home Builders Inc.
Sandy Kime, ELA Group Inc.
Connie Weidle, Recording Secretary

Call to Order and Pledge of Allegiance—7 P.M., Benjamin Bruckhart, Chairperson

Public Comment/Guest Recognition:

Tracey Rash, Maher Duessel, presented the 2017 Financial Statements Summary.

Approval of April 23, 2018 Meeting Minutes

A motion was made by D. Shellenberger, with a second by R. Landis, to approve the April 23, 2018 Meeting Minutes as presented. The motion passed unanimously.

Treasurer's Reports

The Treasurer's Report was presented. The full report can be obtained at the Township Office.

A motion was made by R. Landis, with a second by R. Krause, to accept the Treasurer's Report as presented. The motion passed unanimously.

Approval to Pay Invoices

A motion was made by R. Krause, with a second by J. Groff, to approve the payment of invoices submitted to the Board. The motion passed unanimously.

Reports:

Building, Zoning, and Property Maintenance

M. Reeser presented his monthly reports to the Board and highlighted the following items:

- An inspection will likely take place this week at the 1478 Lancaster Road property when a request is received from the property owner's attorney.
- There was an emergency demolition of the barn at 554 N. Penryn Road.
- The concerns that have been received relative to HiView Estates complaints are being addressed.

Planning

S. Young presented her monthly report to the Board and highlighted the following items:

- The Lot Add-on Plan for the NWLCA Pump Station #1 on Lancaster Road will be presented at the next Board Meeting.
- T&D Excavating is not yet in compliance with the Zoning Hearing Board approval. Review of the Stormwater Management Plan is underway with the Township Engineer and Staff.
- Nothing has changed with DEP relative to the MS4 Program.
- There are grants that we can apply for to redesign and replant the rain gardens at the Water Treatment Plant. We may be able to do the project without any cost.

Public Works

D. Lefever presented his monthly report to the Board and highlighted the following items:

- Bids were opened for reclaiming of Evans Road and the Widening of Woodlot Road. Martin Paving was the low bidder on both projects. Evans Road: Full depth reclamation at \$1.55 sq/yd for a total of \$12,400.00 and Woodlot Road: Widening project at \$8.11 sq/yd for a total of \$49,795.40.
- Neil Fittery and Daryl Lefever completed the two-day Environmental Sensitive Maintenance Training Program by Penn State Center for dirt and gravel road studies.
- Discussion took place relative to the parking of large and extra vehicles within the public parks. The police cannot enforce the removal of the vehicles because there are no signs posted. The Board directed staff to contact the township solicitor to provide the wording for signs to be posted in the public parks.

Sewage Enforcement Officer

The Board reviewed Len Spencer's monthly report.

Secretary's Report

The Board reviewed the options to correct the omission of certain streets on the published township map.

Manager

M. Hiester presented his monthly report to the Board. He discussed the need to provide additional security for the township building by replacing the meeting room exit side door with a solid or high-window door and replacing all the locks with an electronic key fob system. The consensus of the Board was to move forward with these items.

The Board acknowledged receipt of the following Communications:

- Lititz RecCenter Invitation
- Summer 2018 Newsletter
- Chiques Creek Watershed Alliance Thank You Letter
- Blue Ridge Cable Franchise Agreement Extension Request
- Penryn Fire Company Thank You for the Donated 2004 Pick-up Truck Letter

Subdivision, Land Development, and Stormwater Management:

- A motion was made by R. Landis, with a second by R. Krause, to approve the request for conditional plan approval for the Zeiset-Lutz Lot Add-On Plan (Project No. 17-009), conditioned upon the items mentioned in Sharyn Young's letter dated May 8, 2018. The motion passed unanimously.
- Alex Piehl, RGS Associates, presented the preliminary plan for the Manheim Commons Development. Discussion included the traffic impact study, the number of apartments, the rental rates for the apartments and the time frame for the project. R. Landis made a motion to conditionally approve the Preliminary Subdivision & Land Development Plan (Project No. 17-008). The motion was withdrawn to allow for discussion of the waiver requests.

A motion was made by R. Landis, with a second by J. Groff, to approve the waivers of:

1. SALDO Section 22-402.1.C.(3) requiring depiction of all existing features within 200 feet of the subject tract, to provide the surrounding features as currently shown on the plans. Any additional information deemed necessary by the Township/Township consultants to properly evaluate the proposed development and associated required improvements shall be shown;

2. SALDO Section 22-602.B.5 requiring vertical curbs to have an 8-inch reveal to instead allow curbs on access drives and parking areas internal to the site to have a 6-inch reveal. The curbs shall be constructed with a total depth of 18" and of materials consistent with the current standard;
3. SALDO Section 22-602.7.A requiring vertical curves with 30 times the algebraic grade difference to allow vertical curves with 20 times the algebraic grade difference in three locations;
4. SALDO Section 22-602.7.B requiring leveling areas with a maximum grade of 4% for a minimum length of 75 feet at all intersections where the approach slope exceeds 7%, conditioned upon all internal intersections being adjusted to comply with applicable ADA standards relative to cross-slope;
5. SALDO Sections 22-607.2, 22-607.3, 22-1010 and 22-1011 requiring off-street parking area stormwater to flow to bio-infiltration areas located at the edges of the parking facilities or within designated interior planting strips to provide limited bio-infiltration areas as currently shown on the plans, provided that the final detailed design of the proposed bio-infiltration areas is satisfactory to the Township Engineer;
6. SALDO Section 22-610.4.B requiring one 3 to 3-1/2 inch caliper tree with a minimum height of 11 to 13 feet at time of planting for every fifty-foot length of building façade to allow a reduction to a minimum 2-inch caliper deciduous tree and a minimum 8-foot-high evergreen tree at time of planting;
7. SALDO Section 22-1006.5 requiring trees that must be planted within informal landscape buffers (along the Sweetbriar Creek property line) to have a minimum 3-inch caliper to instead provide a minimum 2 to 2-1/2-inch caliper deciduous tree and a 10-foot-high evergreen tree at time of planting;
8. SALDO Section 22-612.4.C requiring payment of the recreation fee prior to recording the Final Plan for Phase 1 to allow payment of the fee at the time of building permit issuance for each apartment building;
9. SWMO Section 23-308.1.A.(2) limiting the maximum loading ratio for stormwater volume control facilities in non-Karst areas to 5:1 impervious drainage area to infiltration area and 8:1 total drainage area to infiltration area to allow a higher loading ratio, conditioned upon compliance with conditions set forth in the Engineer's May 10, 2018 review letter.

The motion passed with a vote of 4-1 with D. Shellenberger voting no.

A motion was made by R. Landis, with a second by J. Groff, to conditionally approve the Manheim Commons Preliminary Subdivision & Land Development Plan (Project No. 17-008) conditioned upon the items mentioned in Sharyn Young's letter dated May 10, 2018. The motion passed with a vote of 4-1 with D. Shellenberger voting no.

- Sandy Kime, ELA Group, gave a presentation of the Concept Plan for the Penn Station Traditional Neighborhood Development. The plan consists of 152 dwelling units on 43 acres. Proposed are single family detached, single family semi-detached, townhouses and multi-family dwelling units. The consensus of the Board was to allow the developer to proceed with the development.
- Discussion took place relative to the possible option to resolve the stormwater swale problem in the Cedar Hollow Subdivision. S. Young reported that she has spoken with the township solicitor and township engineer about notifying the developer by letter stating the work to be done and giving a reasonable date that it needs to be done by. If the work is not completed to the satisfaction of the township engineer, then the township would draw down on the developer's financial security and the work would be done by the township. Brent Lied commented that he has not received the as-built plans yet and will contact the developer's engineer to receive those. The Board directed staff to format a letter that could be sent to the developer and they will review that at the next Board of Supervisors Meeting.

New Business:

- A motion was made by D. Shellenberger, with a second by R. Krause to approve the Martin Paving Bids for Widening and Full Depth Reclamation of Evans Road and of Woodlot Road. The motion passed unanimously.
- A motion was made by R. Landis, with second by R. Krause, to approve Resolution 2018-13 Authorizing the Sale of Personal Property Pursuant to the Pennsylvania Second Class Township Code Section 1504. The motion passed unanimously.

- A motion was made by R. Landis, with a second by D. Shellenberger, to approve Resolution 2018-14 Amending the 2018 Fiscal Budget and Authorizing the Transfer of Funds from the Capital Reserve Fund to the General Fund. The motion passed unanimously.
- A motion was made by R. Krause, with a second by D. Shellenberger, to approve the PA Classics Soccer Tournaments Indemnification Agreement. The motion passed unanimously.
- The Board reviewed the Memorandum provided by the NWLCA engineer in regards to the Nonresidential Sewer Waste Program. They advised staff to proceed with the program.
- A motion was made by D. Shellenberger, with a second by R. Krause, to approve Resolution 2018-15 Approving the Conduit Financing Through the Penn Industrial Development Authority for the Benefit of Esh Enterprises and the obligations to be issued shall not constitute a debt or obligation of the Township. The motion passed unanimously.
- A motion was made by J. Groff, with a second by R. Krause, to approve Resolution 2018-16 Recognizing National Police Week. The motion passed unanimously.
- A motion was made by R Krause, with a second by J. Groff, to approve Resolution 2018-17 Recognizing National Public Works Week. The motion passed unanimously.
- A motion was made by R. Krause, with a second by J. Groff, to authorize the Fee Simple Deed Conveyance to PennDOT for the Fruitville Pike, Temperance Hill Road, and Holly Tree Road Intersection. The motion passed unanimously.

Other Business:

Discussion took place relative to the partnership purchase of a hydro-seeder with Rapho Township. D. Lefever commented that Rapho Township did purchase the used hydro-seeder in 2017 and he suggests that it would be time saving to be able to use this equipment. M. Hiester remarked that he will begin to form an Agreement with Rapho Township to share the equipment and manpower.

Adjournment

A motion was made by R. Landis, with a second by R. Krause, to adjourn the Meeting at 8:48 p.m. The motion passed unanimously.

Respectfully Submitted,
Connie Weidle, Recording Secretary

	<u>BEGINNING BALANCE</u>	<u>REVENUES</u>	<u>EXPENDITURES</u>	<u>ENDING BALANCE</u>
	<u>5/15/18</u>			<u>5/29/18</u>
<u>GENERAL FUND</u>	\$2,369,967.65	\$3,833.12	\$343,570.13	\$2,030,230.64
<u>SEWER & WATER</u>	\$2,390,127.98	\$48,744.07	\$119,702.20	\$2,319,169.85
<u>PARKS AND RECREATION</u>	\$38,815.48	\$0.00	\$600.00	\$38,215.48
<u>ESCROW</u>	\$111,316.31	\$1,384.64	\$1,799.00	\$110,901.95
<u>G.O. BONDS 2009 - NWLCA WATER PROJECT</u>	\$313,992.14	\$0.00	\$0.00	\$313,992.14
<u>STORMWATER MANAGEMENT</u>	\$63,849.75	\$0.00	\$0.00	\$63,849.75
<u>STREET IMPROVEMENT</u>	\$801,203.53	\$0.00	\$0.00	\$801,203.53
<u>AGRICULTURAL PRESERVATION</u>	\$596,388.48	\$0.00	\$0.00	\$596,388.48
<u>STATE HIWAY AID</u>	\$528,825.48	\$0.00	\$0.00	\$528,825.48
<u>CAPITAL RESERVE</u>	\$1,030,096.90	\$114,126.00	\$314.75	\$1,143,908.15
<u>TOTALS</u>	\$8,244,583.70	\$168,087.83	\$465,986.08	\$7,946,685.45

2009 PENN TOWNSHIP GENERAL FUND

Budget vs. Actual

January through December 2018

	Jan - Dec 18	Budget	% of Budget
Ordinary Income/Expense			
Income			
300.06 · STREET LIGHT TAX	7,395.49	23,000.00	32.2%
301 · REAL PROPERTY TAXES			
301.10 · REAL ESTATE TAXES CURRENT & DUP	935,201.59	1,100,000.00	85.0%
301.20 · REAL ESTATE TAXES PRIOR/DEL COL	1,953.50	10,000.00	19.5%
301.60 · REAL ESTATE TAXES INTERIM	2,526.39	7,000.00	36.1%
Total 301 · REAL PROPERTY TAXES	939,681.48	1,117,000.00	84.1%
310 · LOCAL TAX ENABLING ACT			
310.10 · REAL ESTATE TRANSFER TAX	71,079.33	200,000.00	35.5%
310.21 · EARNED INCOME	329,053.76	970,000.00	33.9%
310.51 · LOCAL SERVICES TAX	67,891.44	204,000.00	33.3%
Total 310 · LOCAL TAX ENABLING ACT	468,024.53	1,374,000.00	34.1%
321 · BUSINESS LICENSES & PERMITS			
321.80 · CABLE TELEVISION FRANCHISE	26,640.45	104,000.00	25.6%
Total 321 · BUSINESS LICENSES & PERMITS	26,640.45	104,000.00	25.6%
322 · NON BUSINESS LICENSES & PERMITS			
322.20 · DEMOLITION PERMIT	0.00	100.00	0.0%
322.30 · DRIVEWAY PERMIT	0.00	100.00	0.0%
322.82 · STREET ENCROACHMENTS	60.00	100.00	60.0%
Total 322 · NON BUSINESS LICENSES & PERMITS	60.00	300.00	20.0%
331 · FINES			
331.10 · COURT-DISTRICT MAGISTRATE	6,866.82	17,000.00	40.4%
331.12 · VIOLATION OF ORD Zoning_Burning	2,540.00	2,000.00	127.0%
331.13 · STATE POLICE FINES	0.00	5,000.00	0.0%
331.14 · PARKING VIOLATIONS	0.00	200.00	0.0%
Total 331 · FINES	9,406.82	24,200.00	38.9%
332 · FORFEITS	0.00	0.00	0.0%
341 · INTEREST EARNINGS			
341.01 · INTEREST	879.55	1,700.00	51.7%
Total 341 · INTEREST EARNINGS	879.55	1,700.00	51.7%
354 · STATE CAPITAL/OPERATING GRANTS			
354.03 · FEMA & PEMA DISASTER EMERGENCY	0.00	0.00	0.0%
354.15 · RECYCLING /ACT 101	0.00	8,000.00	0.0%
Total 354 · STATE CAPITAL/OPERATING GRANTS	0.00	8,000.00	0.0%
355 · STATE SHARED REVENUE & ENTITLEM			
355.01 · PUBLIC UTILITY REALTY TAX PURTA	0.00	3,000.00	0.0%
355.04 · ALCOHOLIC BEVERAGES LICENSES	400.00	125.00	320.0%
355.05 · GENERAL MUN PENSION SYSTEM AID	0.00	43,000.00	0.0%
355.07 · FOREIGN FIRE INSURANCE PREMIUM	0.00	61,000.00	0.0%
Total 355 · STATE SHARED REVENUE & ENTITLEM	400.00	107,125.00	0.4%
356 · STATE PAYMENTS IN LIEU OF TAXES			
356.01 · FOREST LANDS	0.00	20.00	0.0%
356.02 · GAME COMMISSION LANDS	0.00	2,965.00	0.0%
Total 356 · STATE PAYMENTS IN LIEU OF TAXES	0.00	2,985.00	0.0%
361.245 · SALE OF STREET SIGNAGE	0.00	0.00	0.0%
361.30 · ZONING & SUBDIVISION & LAND DEV			
361.31 · PRELIM/FINAL SUB DIV /APP FEES	500.00	2,000.00	25.0%
361.32 · REVIEW FEES FOR PLANS	5,220.00	3,000.00	174.0%
361.33 · ZONING PERMITS	1,280.00	4,000.00	32.0%
361.34 · ZONING HEARING BOARD FEES	2,400.00	5,000.00	48.0%
361.341 · CONDITIONAL USE HEARING FEES	600.00	0.00	100.0%
361.342 · REZONING FEES	0.00	0.00	0.0%
Total 361.30 · ZONING & SUBDIVISION & LAND DEV	10,000.00	14,000.00	71.4%
361.501 · SALE OF ADS MAP PUBLICATION	2,750.00	15,000.00	18.3%
362 · PUBLIC SAFETY			
362.10 · POLICE SERV AUCTION/SRO/FOOTBAL	218,238.40	254,270.08	85.8%
362.41 · BUILDING PERMITS	4,845.50	11,000.00	44.1%
362.44 · SEWAGE PERMITS	2,816.25	13,000.00	21.7%
362.47 · BUILDING CODE APPEALS FEE	0.00	0.00	0.0%
Total 362 · PUBLIC SAFETY	225,900.15	278,270.08	81.2%
372.56 · SALE OF SRECS & PPL CASHOUT	429.75	1,200.00	35.8%
380 · INSURANCE DIVIDENDS			
380.10 · INSURANCE DIVIDENDS	3,594.89	15,000.00	24.0%
Total 380 · INSURANCE DIVIDENDS	3,594.89	15,000.00	24.0%

2009 PENN TOWNSHIP GENERAL FUND

Budget vs. Actual

January through December 2018

	Jan - Dec 18	Budget	% of Budget
387 · CONTRIBUTIONS & DONATIONS			
387.10 · GENERAL CONTRIBUTIONS/DONATIONS	0.00	10,000.00	0.0%
387.11 · MAA HOST FEE	270,916.67	270,916.69	100.0%
Total 387 · CONTRIBUTIONS & DONATIONS	270,916.67	280,916.69	96.4%
Total Income	1,966,079.78	3,366,696.77	58.4%
Gross Profit	1,966,079.78	3,366,696.77	58.4%
Expense			
400 · LEGISLATIVE			
400.05 · SUPERVISORS SALARIES	5,000.00	12,500.00	40.0%
400.192 · FICA/MEDICARE	382.50	956.00	40.0%
400.42 · DUES/SUBSCRIPTIONS/MEMBERSHIPS	1,944.00	2,230.00	87.2%
400.46 · EDUCATION & TRAINING	370.00	1,000.00	37.0%
Total 400 · LEGISLATIVE	7,696.50	16,686.00	46.1%
402 · FINANCIAL ADMINISTRATION			
402.05 · ELECTED AUDITORS	300.00	300.00	100.0%
402.31 · PROFESSIONAL AUDITING SERVICES	9,000.00	11,315.00	79.5%
402.45 · PAYROLL PROCESSING SERVICES	1,167.79	3,500.00	33.4%
Total 402 · FINANCIAL ADMINISTRATION	10,467.79	15,115.00	69.3%
403 · TAX COLLECTION			
403.31 · TAX COLLECTION	0.00	1,800.00	0.0%
Total 403 · TAX COLLECTION	0.00	1,800.00	0.0%
404 · SOLICITOR /LEGAL SERVICES			
404.31 · GENERAL SOLICITOR/LEGAL EXPENSE	10,244.66	20,000.00	51.2%
Total 404 · SOLICITOR /LEGAL SERVICES	10,244.66	20,000.00	51.2%
405 · ADMINISTRATION			
405.12 · ADMIN SALARY & WAGES	64,427.74	167,690.25	38.4%
405.18 · ADMINISTRATION OVERTIME	773.98	1,400.00	55.3%
405.191 · UNIFORM ALLOWANCE	0.00	255.00	0.0%
405.192 · FICA / MEDICARE	4,892.29	11,419.11	42.8%
405.194 · UNEMPLOYMENT COMPENSATION	297.52	292.50	101.7%
405.196 · HEALTH INSURANCE MED/DENTAL/VIS	23,684.00	57,234.52	41.4%
405.198 · DISABILITY /LIFE INSURANCE	684.58	1,960.00	34.9%
405.21 · OFFICE SUPPLIES	2,057.27	5,000.00	41.1%
405.23 · POSTAGE (GENERAL)	758.25	1,800.00	42.1%
405.28 · NEWSLETTERS (INCLUDES POSTAGE)	0.00	2,400.00	0.0%
405.32 · WIRELESS SERVICE (NEXTEL)	383.15	1,000.00	38.3%
405.34 · ADVERTISING & PRINTING	2,977.14	8,000.00	37.2%
405.342 · MAP (INCLUDES POSTAGE)	4,462.11	5,000.00	89.2%
405.42 · DUES, SUBSCRIPTIONS/MEMBERSHIP	88.73	2,000.00	4.4%
405.46 · EDUCATION & TRAINING	200.00	1,000.00	20.0%
405.49 · MISCELLANEOUS	101.00	1,000.00	10.1%
Total 405 · ADMINISTRATION	105,787.76	267,451.38	39.6%
406 · OTHER GENERAL GOV'T ADMIN			
406.39 · BANK SERVICE CHARGE / FEES	0.00	50.00	0.0%
406.49 · ORDINANCE CODIFICATION	3,293.95	3,600.00	91.5%
Total 406 · OTHER GENERAL GOV'T ADMIN	3,293.95	3,650.00	90.2%
407 · DATA PROCESSING			
407.28 · GENERAL SOFTWARE/HARDWARE	13,660.60	17,000.00	80.4%
407.37 · OFFICE EQUIP /IT REPAIRS & MAIN	3,125.00	14,000.00	22.3%
407.48 · WEBSITE DESIGN	5,898.00	7,000.00	84.3%
407.49 · ELECTRONIC DOC STORAGE/SCANNING	0.00	0.00	0.0%
Total 407 · DATA PROCESSING	22,683.60	38,000.00	59.7%
408 · ENGINEERING SERVICES			
408.313 · GENERAL ENGINEERING SERVICES	3,550.34	17,000.00	20.9%
408.319 · SEWAGE ENFORCEMENT SERVICES	7,331.25	20,000.00	36.7%
408.49 · SLD ORDINANCE/ZONING ORD AMEND	0.00	5,000.00	0.0%
Total 408 · ENGINEERING SERVICES	10,881.59	42,000.00	25.9%
409 · GENERAL GOVERNMENT BUILDING			
409.32 · PHONE & INTERNET	1,551.02	4,500.00	34.5%
409.361 · P P & L	628.67	2,000.00	31.4%
409.362 · UGI	6,480.00	9,000.00	72.0%
409.364 · SEWER & WATER SERVICES	304.38	1,000.00	30.4%
409.367 · TRASH & RECYCLING	900.00	2,500.00	36.0%
409.368 · FIRE HYDRANTS (MAWSA)	2,040.00	5,000.00	40.8%
409.37 · REPAIR, MAINTENANCE, SECURITY	5,061.17	36,000.00	14.1%
409.44 · CLEANING SERVICE	4,200.00	9,000.00	46.7%
409.49 · MEETING BEVERAGES/WATER/COFFEE	433.12	700.00	61.9%
Total 409 · GENERAL GOVERNMENT BUILDING	21,598.36	69,700.00	31.0%

2009 PENN TOWNSHIP GENERAL FUND

Budget vs. Actual

January through December 2018

	Jan - Dec 18	Budget	% of Budget
410 · POLICE			
410.55 · NORTHERN LANC CO REGIONAL PD	828,172.09	1,656,144.20	50.0%
Total 410 · POLICE	828,172.09	1,656,144.20	50.0%
411 · FIRE / AMBULANCE			
411.540 · PENRYN FIRE CO DONATION	13,089.57	52,358.25	25.0%
411.541 · MANHEIM FIRE CO DONATION	7,597.02	30,388.05	25.0%
411.542 · NORTHWEST EMS	7,980.75	16,923.00	47.2%
411.543 · FOREIGN FIRE INSURANCE	0.00	61,000.00	0.0%
411.700 · FIRE DEPT CAPITAL PURCHASES ESC	75,000.00	0.00	100.0%
Total 411 · FIRE / AMBULANCE	103,667.34	160,669.30	64.5%
413 · UCC AND CODE ENFORCEMENT			
413.19 · SEO EXPENSES	349.09	500.00	69.8%
413.21 · OFFICE SUPPLIES	145.85	100.00	145.9%
413.24 · OPERATING SUPPLIES /INCL EQUIP	0.00	250.00	0.0%
413.32 · WIRELESS SERVICE (NEXTEL)	275.00	660.00	41.7%
413.33 · VEHICLE FUEL	51.33	100.00	51.3%
413.375 · REPAIRS & MAINTENANCE-VEHICLE	0.00	1,000.00	0.0%
413.42 · DUES/SUBSCRIPTIONS/MEMBERSHIPS	0.00	200.00	0.0%
413.45 · 3RD PARTY COMMERCIAL INSPECT	190.00	500.00	38.0%
413.46 · EDUCATION & TRAINING	0.00	750.00	0.0%
Total 413 · UCC AND CODE ENFORCEMENT	1,011.27	4,060.00	24.9%
414 · PLANNING AND ZONING			
414.10 · PLANNING COMMISSION STIPEND	375.00	875.00	42.9%
414.11 · ZONING HEARING BOARD STIPEND	0.00	2,400.00	0.0%
414.12 · PLANNING AND ZONING WAGES	47,513.12	123,540.77	38.5%
414.131 · ZONING HEARING LEGAL COUNSEL	552.00	4,000.00	13.8%
414.132 · ZONING HEARING STENOGRAPHER	420.00	2,000.00	21.0%
414.18 · OVERTIME	364.26	1,300.00	28.0%
414.191 · UNIFORM AND SHOE ALLOWANCE	0.00	275.00	0.0%
414.192 · FICA / MEDICARE	3,586.16	9,550.32	37.6%
414.194 · UNEMPLOYMENT COMPENSATION	199.98	202.50	98.8%
414.196 · HEALTH INSURANCE(INC MED/DEN/VI	19,449.90	53,127.28	36.6%
414.198 · DISABILITY/LIFE INSURANCE	541.06	1,600.00	33.8%
414.24 · OPERATING SUPPLIES-ZONING	129.74	500.00	25.9%
414.313 · ENGINEERING/LEGAL FEES(REIMB)	0.00	0.00	0.0%
414.317 · CONTRACTED SVS-ZONING ENFORCEME	23.99	300.00	8.0%
414.32 · WIRELESS SERVICE	0.00	600.00	0.0%
414.34 · ZONING HEARING LEGAL NOTICE	380.60	1,000.00	38.1%
414.42 · DUES, SUBSCRIPTIONS, MEMBERSHIP	412.00	600.00	68.7%
414.46 · EDUCATION AND TRAINING	775.04	500.00	155.0%
Total 414 · PLANNING AND ZONING	74,722.85	202,370.87	36.9%
415 · EMERGENCY MANAGEMENT			
415.20 · GENERAL SUPPLIES/OPERATING EXP	0.00	500.00	0.0%
415.32 · WIRELESS SERVICE (NEXTEL)	39.15	150.00	26.1%
Total 415 · EMERGENCY MANAGEMENT	39.15	650.00	6.0%
430 · HIGHWAY - GENERAL			
430.12 · PUBLIC WORKS WAGES	101,618.01	265,004.81	38.3%
430.18 · PUBLIC WORKS OVERTIME	14,398.08	20,000.00	72.0%
430.191 · UNIFORM & SHOE ALLOWANCE	1,093.93	1,825.00	59.9%
430.192 · FICA / MEDICARE	8,635.03	21,712.61	39.8%
430.194 · UNEMPLOYMENT COMPENSATION	508.94	472.50	107.7%
430.196 · HEALTH INS (INCL MED/DENTAL/VIS	48,624.75	117,163.45	41.5%
430.198 · DISABILITY /LIFE INSURANCE	1,200.99	3,500.00	34.3%
430.32 · WIRELESS SERVICE (NEXTEL)	988.27	2,400.00	41.2%
430.33 · VEHICLE FUEL	7,565.96	22,500.00	33.6%
430.34 · VEHICLE PURCHASE	132,075.08	135,000.00	97.8%
430.46 · EDUCATION & TRAINING	300.00	1,000.00	30.0%
430.470 · CDL DRUG & ALCOHOL	270.00	750.00	36.0%
430.49 · MISCELLANEOUS	111.90	500.00	22.4%
Total 430 · HIGHWAY - GENERAL	317,390.94	591,828.37	53.6%
432 · HIGHWAY SNOW			
432.245 · MATERIALS & SUPPLIES	6,793.92	11,000.00	61.8%
432.317 · CONTRACTED SERVICES	0.00	500.00	0.0%
Total 432 · HIGHWAY SNOW	6,793.92	11,500.00	59.1%
433 · HIGHWAY-TRAFFIC CONTROL DEVICES			
433.245 · MATERIALS AND SUPPLIES	9,365.05	19,000.00	49.3%
433.361 · P P & L - TRAFFIC SIGNALS	1,243.32	2,800.00	44.4%
433.370 · REPAIRS & MAINTENANCE SERVICES	0.00	4,000.00	0.0%
Total 433 · HIGHWAY-TRAFFIC CONTROL DEVICES	10,608.37	25,800.00	41.1%
434 · STREET LIGHTING			
434.361 · STREET LIGHTING	14,357.66	35,000.00	41.0%
Total 434 · STREET LIGHTING	14,357.66	35,000.00	41.0%

2009 PENN TOWNSHIP GENERAL FUND

Budget vs. Actual

January through December 2018

	Jan - Dec 18	Budget	% of Budget
437 · HIGHWAY - TOOLS - MACHINERY			
437.245 · MATERIALS & SUPPLIES	3,116.56	6,000.00	51.9%
437.260 · SMALL TOOLS & MINOR EQUIPMENT	7,536.88	10,000.00	75.4%
437.374 · REPAIRS & MAINTENANCE SERVICES			
374.01 · 2010 FORD F-250	873.75		
374.03 · 2008 FORD F-550	87.00		
374.05 · 1996 INTERNATIONAL DUMP	42.36		
374.07 · 2003 FREIGHTLINER DUMP	5,590.90		
374.08 · 2006 FREIGHTLINER DUMP	1,201.81		
374.09 · 2003 CAT BACKHOE	408.36		
374.10 · 2001 JD LOADER 544H	473.97		
374.11 · 2010 JD LOADER 544K	1,244.26		
374.13 · 2014 NH TRACTOR	2,076.90		
374.17 · SKAG MOWER	18.92		
374.18 · 2014 TIGER ROAD BANK MOWER	460.83		
374.27 · TRAILERS	109.45		
374.28 · 2018 FORD F-350	981.50		
374.29 · 2018 FORD F-550 DUMP	80.00		
437.374 · REPAIRS & MAINTENANCE SERVICES - Other	7,349.70	30,000.00	24.5%
Total 437.374 · REPAIRS & MAINTENANCE SERVICES	20,999.71	30,000.00	70.0%
437.74 · CAPITAL PURCHASES	0.00	0.00	0.0%
Total 437 · HIGHWAY - TOOLS - MACHINERY	31,653.15	46,000.00	68.8%
438 · HIGHWAY-ROADS AND BRIDGES			
438.245 · MATERIALS AND SUPPLIES	26,270.18	113,500.00	23.1%
438.317 · CONTRACTED SERVICES/EQUIPMENT	0.00	3,000.00	0.0%
Total 438 · HIGHWAY-ROADS AND BRIDGES	26,270.18	116,500.00	22.5%
452 · RECREATION			
452.543 · LITITZ REC CENTER	7,500.00	15,000.00	50.0%
Total 452 · RECREATION	7,500.00	15,000.00	50.0%
456 · LIBRARY			
456.540 · MANHEIM COMMUNITY LIBRARY	6,250.00	25,000.00	25.0%
456 · LIBRARY - Other	0.00	0.00	0.0%
Total 456 · LIBRARY	6,250.00	25,000.00	25.0%
457 · COMMUNITY DAY			
457.540 · MANHEIM FARM SHOW	1,343.00	1,343.00	100.0%
Total 457 · COMMUNITY DAY	1,343.00	1,343.00	100.0%
465.540 · MANHEIM HISTORICAL SOCIETY	1,343.00	1,343.00	100.0%
471 · DEBT PRINCIPAL			
471.001 · SERIES 09-03 SEWER BOND REFUND	370,000.00	370,000.00	100.0%
471.003 · SERIES 2009 -STREETSCAPE	65,000.00	65,000.00	100.0%
471.004 · SERIES 2009-WATER TREATMENT FAC	100,000.00	100,000.00	100.0%
471.007 · GO NOTE 2017-1 (2012BOND-WATER)	0.00	20,000.00	0.0%
471.008 · GO NOTE 2017-2 (2014 LOAN-ROAD)	165,000.00	165,000.00	100.0%
Total 471 · DEBT PRINCIPAL	700,000.00	720,000.00	97.2%
472 · DEBT INTEREST			
472.001 · 2003 SEWER BOND REFUNDING-PLANT	27,276.25	49,002.50	55.7%
472.003 · SERIES 2009 STREETSCAPE	4,862.50	8,750.00	55.6%
472.004 · SERIES 2009 WATER TREATMENT	46,873.75	92,247.50	50.8%
472.007 · GO NOTE 2017-1(2012BOND-WATER)	0.00	92,692.50	0.0%
472.008 · GO NOTE 2017-2(2014 LOAN-ROAD)	11,986.25	22,198.75	54.0%
Total 472 · DEBT INTEREST	90,998.75	264,891.25	34.4%
483 · PENSION CONTRIBUTION			
483.30 · NON-UNIFORM PENSION CONTRIBUTIO	0.00	61,130.00	0.0%
Total 483 · PENSION CONTRIBUTION	0.00	61,130.00	0.0%
484 · WORKERS COMP INSURANCE			
484.01 · SMT WORKERS COMP TRUST	5,407.00	13,687.89	39.5%
484.195 · SWIF- Volunteer Fire	6,400.00	17,000.00	37.6%
Total 484 · WORKERS COMP INSURANCE	11,807.00	30,687.89	38.5%
486 · INSURANCE/CASUALTY/SURETY			
486.01 · MRM PROPERTY & LIABILITY TRUST	20.00	50,437.00	0.0%
486.40 · INSURANCE-PUBLIC OFFICIALS	0.00	8,061.00	0.0%
486.60 · FIDELITY & SURETY BONDS	1,426.00	3,373.65	42.3%
486.70 · EMPLOYMENT PRACTICES LIABILTY	0.00	2,142.00	0.0%
Total 486 · INSURANCE/CASUALTY/SURETY	1,446.00	64,013.65	2.3%
Total Expense	2,428,028.88	4,508,333.91	53.9%
Net Ordinary Income	-461,949.10	-1,141,637.14	40.5%

2009 PENN TOWNSHIP GENERAL FUND

Budget vs. Actual

January through December 2018

	Jan - Dec 18	Budget	% of Budget
Other Income/Expense			
Other Income			
391 · PROCEEDS GEN FIXED ASSET DISPOS			
391.10 · SALE OF GENERAL FIXED ASSETS	551.20	500.00	110.2%
Total 391 · PROCEEDS GEN FIXED ASSET DISPOS	551.20	500.00	110.2%
392 · INTERFUND TRANSFERS			
392.09 · TRANSFER FROM SEWER/WATER	554,941.31	769,160.78	72.1%
392.36 · TRANSFER FROM CAPITAL RESERVE	32,623.00		
Total 392 · INTERFUND TRANSFERS	587,564.31	769,160.78	76.4%
Total Other Income	588,115.51	769,660.78	76.4%
Other Expense			
492 · OTHER INTERFUND TRANSFERS			
492.191 · TRANSFER TO ST IMP/HWY PROJECT	0.00	201,260.00	0.0%
492.300 · TRANSFER TO CAPITAL RESERVE			
492.304 · TRANS TO CAP RES-PW CAPITAL EQU	75,000.00	75,000.00	100.0%
492.305 · MANHEIM FIRE DEPT CAP EQUIPMENT	14,126.00	14,126.00	100.0%
492.306 · PENRYN FIRE DEPT CAP EQUIPMENT	0.00	42,377.00	0.0%
492.307 · MUNICIPAL BLDG CAP RESERVE	25,000.00	25,000.00	100.0%
492.300 · TRANSFER TO CAPITAL RESERVE - Other	0.00	0.00	0.0%
Total 492.300 · TRANSFER TO CAPITAL RESERVE	114,126.00	156,503.00	72.9%
492.454 · TRANSFER TO PARKS & REC	40,000.00	40,000.00	100.0%
492.500 · TRANSFER TO STORMWATER MGMT	0.00	461,000.00	0.0%
Total 492 · OTHER INTERFUND TRANSFERS	154,126.00	858,763.00	17.9%
Total Other Expense	154,126.00	858,763.00	17.9%
Net Other Income	433,989.51	-89,102.22	-487.1%
Net Income	-27,959.59	-1,230,739.36	2.3%

2009 PENN TOWNSHIP GENERAL FUND

Balance Sheet

As of May 29, 2018

	<u>May 29, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
100 · BANK ACCOUNTS	
102.00 · INTEGRITY BANK	2,028,938.69
110.00 · PETTY CASH	1,291.95
	<hr/>
Total 100 · BANK ACCOUNTS	2,030,230.64
	<hr/>
Total Checking/Savings	2,030,230.64
	<hr/>
Total Current Assets	2,030,230.64
	<hr/>
TOTAL ASSETS	2,030,230.64
	<hr/> <hr/>
LIABILITIES & EQUITY	0.00

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05/23/18
Cash Basis

2009 PENN TOWNSHIP GENERAL FUND
CHECK BOOK LEDGER
As of May 29, 2018

Date	Num	Name	Memo	Debit	Credit	Balance
100 - BANK ACCOUNTS						2,369,967.65
102.00 - INTEGRITY BANK						2,368,675.70
05/15/2018			Deposit	1,992.12		2,370,667.82
05/15/2018			Deposit	300.00		2,370,967.82
05/16/2018	3976	TALLEY PETROLEUM ENTERPRISES	3 INVOICES		4,393.32	2,366,574.50
05/16/2018	DD	S&T BANK	LOAN INTEREST AND PRINCIPAL		176,986.25	2,189,588.25
05/17/2018			Deposit	120.00		2,189,708.25
05/18/2018	DD	JETPAY/A D COMPUTER CORPORATION	INVOICE #2685716		60.00	2,189,648.25
05/18/2018	100794	MORGAN~STANLEY~WEALTH~MNGMT ~			106.41	2,189,541.84
05/18/2018	D 4401	GRABLE BARBARA H			983.04	2,188,558.80
05/18/2018	D 4402	WEIDLE CONSTANCE M			1,322.96	2,187,235.84
05/18/2018	D 4403	HIESTER MARK			2,414.40	2,184,821.44
05/18/2018	D 4404	REESER MATTHEW R			1,677.47	2,183,143.97
05/18/2018	D 4405	YOUNG SHARYN E			1,991.17	2,181,152.80
05/18/2018	D 4406	FITTERY NEIL H			1,740.69	2,179,412.11
05/18/2018	D 4407	IEHLE KEITH S			1,378.38	2,178,033.73
05/18/2018	D 4408	LEFEVER DARYL J			2,003.80	2,176,029.93
05/18/2018	D 4409	MARTIN SHANNON L			1,321.69	2,174,708.24
05/18/2018	D 4410	NEWCOMER DAVID W			1,182.29	2,173,525.95
05/18/2018	JETPA...	JetPay-PTF			6,205.90	2,167,320.05
05/21/2018			Deposit	70.00		2,167,390.05
05/22/2018	DD	CAPITAL RESERVE FUND	2018 BUDGET TRANSFERS		114,126.00	2,053,264.05
05/22/2018			Deposit	855.00		2,054,119.05
05/23/2018			Deposit	496.00		2,054,615.05
05/29/2018	3977	AFLAC	ACCT B5D11 INV 613508		133.72	2,054,481.33
05/29/2018	3978	GREATAMERICA FINANCIAL SVCS.	INV 22609859 5/7/18 COPIER		160.96	2,054,320.37
05/29/2018	3979	HIESTER, MARK	CELL PHONE MAY 2018		47.36	2,054,273.01
05/29/2018	3980	INTERGOVERNMENTAL INSURANCE COOPER...	COVERAGE PERIOD 6/1/2018 TO 6/30/2018		18,351.73	2,035,921.28
05/29/2018	3981	LANCASTER GENERAL HEALTH	INV 7000001714-05-05-18		75.00	2,035,846.28
05/29/2018	3982	MATTHEW REESER	CELL PHONE REIMBURSEMENT MAY 2018		55.00	2,035,791.28
05/29/2018	3983	PENTELEDATA	ACCT 2116818 INV B3251575 INV DATE 5/10/18		19.95	2,035,771.33
05/29/2018	3984	PERSONAL TOUCH WINDOW CLEANING	INV 5932 5/15/18		791.63	2,034,979.70
05/29/2018	3985	W.B. MASON CO., INC.	CUST C2273294 INV I54822888		225.00	2,034,754.70
05/29/2018	3986	UGI UTILITIES INC	ACCT NO 411000614577 AND 411001062735		246.61	2,034,508.09
05/29/2018	3987	WORLEY & OBETZ, INC	CUST 3192501 INV 7295190 AND INV 7265405		308.00	2,034,200.09
05/29/2018	3988	MORGAN, HALLGREN, CROSSWELL & KANE	INV 52966		1,312.50	2,032,887.59
05/29/2018	3989	CASSEL SIGNS	INVOICE #20248 4/30/18		250.00	2,032,637.59
05/29/2018	3990	CHEMUNG SUPPLY CORP.	CUST 102586 INV 7679920 RI		677.18	2,031,960.41
05/29/2018	3991	HIGHWAY MATERIALS, INC	INVOICE 67391, 67407		558.73	2,031,401.68
05/29/2018	3992	ROHRER'S INCORPORATED	CUST 2929 INVOICE Q192661 5/2/18		479.28	2,030,922.40
05/29/2018	3993	MANHEIM HYDRAULICS	ACCT PENTO 0 INVOICES 47163 & 47235		473.67	2,030,448.73
05/29/2018	3994	SERVICE TIRE TRUCK CENTERS	INV Z36869-12 5/10/18		1,509.08	2,028,939.65
05/29/2018	3995	RUFUS BRUBAKER REFRIGERATION LLC	INVOICE #293379 4/30/18		0.96	2,028,938.69
Total 102.00 - INTEGRITY BANK				3,833.12	343,570.13	2,028,938.69

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05/23/18
Cash Basis

2009 PENN TOWNSHIP GENERAL FUND
CHECK BOOK LEDGER
As of May 29, 2018

Date	Num	Name	Memo	Debit	Credit	Balance
		110.00 - PETTY CASH				1,291.95
		Total 110.00 - PETTY CASH				1,291.95
		Total 100 - BANK ACCOUNTS		3,833.12	343,570.13	2,030,230.64
		TOTAL		3,833.12	343,570.13	2,030,230.64

2009 PENN TOWNSHIP GENERAL FUND

Deposit Detail

May 15 - 29, 2018

Type	Num	Date	Name	Account	Amount
Deposit		05/15/2018		102.00 · INTEGRITY BANK	1,992.12
			MARK A METZLER	361.33 · ZONING PERMITS	-50.00
			JONATHAN D MARTIN	361.33 · ZONING PERMITS	-25.00
			CHANCE PINI	362.41 · BUILDING PERMITS	-70.00
			SUPERIOR HOMES	362.41 · BUILDING PERMITS	-70.00
			MAGISTERIAL DISTRICT COURT 02-2-08	331.10 · COURT-DISTRICT MAGISTRATE	-1,452.12
			NORTHERN LANCASTER CO REG. POLICE ...	331.12 · VIOLATION OF ORD Zoning_Burning	-300.00
			BUILDING INDUSTRY ASSOCIATION	361.33 · ZONING PERMITS	-25.00
TOTAL					-1,992.12
Deposit		05/15/2018		102.00 · INTEGRITY BANK	300.00
			ESCROW	361.32 · REVIEW FEES FOR PLANS	-300.00
TOTAL					-300.00
Deposit		05/17/2018		102.00 · INTEGRITY BANK	120.00
			JASON REDCAY	361.33 · ZONING PERMITS	-25.00
			JAMES PROVOST	361.33 · ZONING PERMITS	-25.00
			ZEPHYR-THOMAS HOME IMPROVEMENT CO	362.41 · BUILDING PERMITS	-70.00
TOTAL					-120.00
Deposit		05/21/2018		102.00 · INTEGRITY BANK	70.00
			JON MARTIN BUILDER & REMODELER	362.41 · BUILDING PERMITS	-70.00
TOTAL					-70.00
Deposit		05/22/2018		102.00 · INTEGRITY BANK	855.00
			ESCROW BANK ACCOUNT	361.32 · REVIEW FEES FOR PLANS	-855.00
TOTAL					-855.00
Deposit		05/23/2018		102.00 · INTEGRITY BANK	496.00
			PINEBERRY REPAIR & REMODELING	362.41 · BUILDING PERMITS	-136.00
			CHRIS BURNS GENERAL CONTRACTOR	362.41 · BUILDING PERMITS	-70.00
			DONNA ADAMS	362.41 · BUILDING PERMITS	-70.00
			KEYSTONE CUSTOM HOME INC	362.41 · BUILDING PERMITS	-100.00
			AP BALT MANAGEMENT LLC	362.41 · BUILDING PERMITS	-120.00
TOTAL					-496.00

**2009 PENN TOWNSHIP WATER & SEWER
Budget vs. Actual**

05/23/18

Cash Basis

January 1 through December 30, 2018

	Jan 1 - Dec 30, 18	Budget	% of Budget
Ordinary Income/Expense			
Income			
341 · INTEREST EARNINGS			
341.01 · INTEREST ON CHECKING	1,095.83	0.00	100.0%
341.02 · INTEREST ON SAVINGS	115.01	0.00	100.0%
341 · INTEREST EARNINGS - Other	0.00	1,000.00	0.0%
Total 341 · INTEREST EARNINGS	1,210.84	1,000.00	121.1%
364 · WASTEWATER SYSTEM			
364.11 · SEWER CONNECTION/TAP IN FEES	168,153.41	99,750.00	168.6%
364.12 · SEWER USE CHARGES	491,254.03	1,593,633.16	30.8%
364.14 · NUTRIENT CREDIT SALE	0.00	500.00	0.0%
364.90 · MISCELLANEOUS	1,193.91	8,000.00	14.9%
Total 364 · WASTEWATER SYSTEM	660,601.35	1,701,883.16	38.8%
372 · ELECTRIC REVENUES			
372.44 · STREETLIGHT USER FEES	13,251.93	27,000.00	49.1%
372.56 · PPL CASH OUT	1,594.85	2,500.00	63.8%
Total 372 · ELECTRIC REVENUES	14,846.78	29,500.00	50.3%
378 · WATER SYSTEM			
378.10 · WATER USE CHARGES	84,776.57	298,742.56	28.4%
378.11 · METERED SALE-BULK WATER TO CUST	6,534.00	16,000.00	40.8%
378.90 · WATER CONNECTION/TAP IN FEES	2,439.60	4,440.00	54.9%
378.92 · MISCELLANEOUS	2,108.74	5,000.00	42.2%
Total 378 · WATER SYSTEM	95,858.91	324,182.56	29.6%
Total Income	772,517.88	2,056,565.72	37.6%
Gross Profit	772,517.88	2,056,565.72	37.6%
Expense			
400 · GOVERNING BODY			
400.110 · AUTHORITY BOARD SALARIES	175.00	1,500.00	11.7%
400.42 · DUES, SUBSCRIPTIONS, MEMBERSHIP	995.00	1,500.00	66.3%
Total 400 · GOVERNING BODY	1,170.00	3,000.00	39.0%
406 · OTHER GEN GOVERNMENT ADMIN			
406.39 · BANK SERVICE CHARGES/FEES	38.00	50.00	76.0%
Total 406 · OTHER GEN GOVERNMENT ADMIN	38.00	50.00	76.0%
429 · WASTEWATER SYSTEM EXPENSES			
429.365 · SLUDGE DISPOSAL	39,096.03	60,000.00	65.2%
429.370 · SEWER FACILITIES PROPERTY MAINT	290.00	3,000.00	9.7%
429.60 · CAPITAL CONSTRUCTION			
429.601 · WWTF DO SYSTEM	86.25	108,963.00	0.1%
429.606 · WWTF EFFLUENT FLOW METERING	0.00	92,575.00	0.0%
429.607 · PUMPING STATION #1	807.50	15,000.00	5.4%
429.608 · HOLLY TREE/TEMPERANCE HILL SEWR	2,036.98	324,600.00	0.6%
Total 429.60 · CAPITAL CONSTRUCTION	2,930.73	541,138.00	0.5%
429.664 · I & I INSPECTION & REPAIR	14,705.89	285,378.00	5.2%
429.74 · CAPITAL PURCHASE			
429.741 · SCADA	0.00	50,000.00	0.0%
429.750 · MISCELLANEOUS MAINTENANCE	17,344.23	14,000.00	123.9%
Total 429.74 · CAPITAL PURCHASE	17,344.23	64,000.00	27.1%
Total 429 · WASTEWATER SYSTEM EXPENSES	74,366.88	953,516.00	7.8%
448 · WATER SYSTEM EXPENSES			
448.220 · STATE DRINKING WATER FEE	0.00	4,000.00	0.0%
448.225 · LABORATORY/TESTING SUPPLIES	0.00	10,000.00	0.0%
448.366 · BULK PURCHASE WTR-CITY OF LANC	6,695.00	13,000.00	51.5%
448.370 · WATER STORAGE TANK MAINTENANCE	0.00	1,000.00	0.0%
448.371 · WATER FACILITIES PROPERTY MAINT	900.00	14,000.00	6.4%
448.60 · CAPITAL CONSTRUCTION			
448.605 · DOE RUN RD WTR-WEST END TO BORO	0.00	239,835.00	0.0%
448.666 · SWPP ROADSIDE SIGNS WITH MAWSA	0.00	2,600.00	0.0%
448.750 · MISCELLANEOUS MAINTENANCE	4,247.00	7,000.00	60.7%
Total 448.60 · CAPITAL CONSTRUCTION	4,247.00	249,435.00	1.7%
Total 448 · WATER SYSTEM EXPENSES	11,842.00	291,435.00	4.1%
486 · INSURANCE, CASUALTY, SURETY			
486.60 · FIDELITY AND SURETY BONDS	0.00	100.00	0.0%
Total 486 · INSURANCE, CASUALTY, SURETY	0.00	100.00	0.0%

**2009 PENN TOWNSHIP WATER & SEWER
Budget vs. Actual**

05/23/18

Cash Basis

January 1 through December 30, 2018

	Jan 1 - Dec 30, 18	Budget	% of Budget
493 · JOINT OPERATING EXPENSES			
493.150 · PART-TIME STAFF SALARY & WAGES	10,693.85	45,216.78	23.7%
493.215 · POSTAGE / POSTCARDS	2,596.66	6,000.00	43.3%
493.222 · CHEMICALS	13,805.29	48,000.00	28.8%
493.239 · PA ONE CALL	218.52	425.00	51.4%
493.240 · METERS	1,491.92	89,250.00	1.7%
493.250 · REPAIR AND MAINTENANCE	20,000.00	50,000.00	40.0%
493.280 · SOFTWARE / HARDWARE	750.00	1,600.00	46.9%
493.310 · OPERATION & MAINTENANCE SERVICE	202,420.09	463,404.00	43.7%
493.311 · ACCOUNTING & AUDITING SERVICES	0.00	2,290.00	0.0%
493.313 · ENGINEERING SERVICES	17,693.79	50,000.00	35.4%
493.314 · SOLICITOR / LEGAL SERVICES	3,997.37	2,000.00	199.9%
493.360 · PUBLIC UTILITIES	64,614.74	160,000.00	40.4%
493.375 · REPAIRS & MAINTENANCE-VEHICLES			
375.02 · 2000 GMC 3/4 TON PICK-UP YELLOW	53.65	0.00	100.0%
375.03 · 2010 FORD F-250	54.76	0.00	100.0%
493.375 · REPAIRS & MAINTENANCE-VEHICLES - Other	0.00	2,000.00	0.0%
Total 493.375 · REPAIRS & MAINTENANCE-VEHICLES	108.41	2,000.00	5.4%
493.490 · MISCELLANEOUS	0.00	2,000.00	0.0%
Total 493 · JOINT OPERATING EXPENSES	338,390.64	922,185.78	36.7%
Total Expense	425,807.52	2,170,286.78	19.6%
Net Ordinary Income	346,710.36	-113,721.06	-304.9%
Other Income/Expense			
Other Income			
393 · PROCEEDS GENERAL LONG-TERM DEBT			
393.10 · G.O. BOND AND NOTE PROCEEDS	0.00	311,000.00	0.0%
Total 393 · PROCEEDS GENERAL LONG-TERM DEBT	0.00	311,000.00	0.0%
Total Other Income	0.00	311,000.00	0.0%
Other Expense			
471 · DEBT PRINCIPAL			
471.20 · DEBT PRINCIPAL WATER SYST	100,000.00	100,000.00	100.0%
471.35 · DEBT PRINCIPAL WASTEWATER SYST	370,000.00	370,000.00	100.0%
471.36 · GO NOTE 2017-1(2012 BOND-WATER)	20,000.00	20,000.00	100.0%
Total 471 · DEBT PRINCIPAL	490,000.00	490,000.00	100.0%
472 · DEBT INTEREST			
472.20 · WATER TREATMENT FACILITY	46,873.75	92,248.00	50.8%
472.35 · DEBT INTEREST WASTEWATER SYST	27,276.25	49,003.00	55.7%
472.36 · GO NOTE 2017-1(2012 BOND-WATER)	46,473.75	92,693.00	50.1%
Total 472 · DEBT INTEREST	120,623.75	233,944.00	51.6%
475.00 · BOND ISSUANCE COSTS	500.00	1,000.00	50.0%
492 · INTERFUND TRANSFERS			
492.01 · TRANSFER TO GENERAL FUND	7,395.49	26,000.00	28.4%
Total 492 · INTERFUND TRANSFERS	7,395.49	26,000.00	28.4%
Total Other Expense	618,519.24	750,944.00	82.4%
Net Other Income	-618,519.24	-439,944.00	140.6%
Net Income	-271,808.88	-553,665.06	49.1%

2009 PENN TOWNSHIP WATER & SEWER
Balance Sheet
As of May 29, 2018

	<u>May 29, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
100 · BANK ACCOUNTS	
100.02 · PNC CHECKING	43,823.14
100.03 · INTEGRITY BANK	2,176,955.47
107.04 · INTEGRITY-CASH MANAGEMENT	98,391.24
Total 100 · BANK ACCOUNTS	<u>2,319,169.85</u>
Total Checking/Savings	<u>2,319,169.85</u>
Total Current Assets	<u>2,319,169.85</u>
TOTAL ASSETS	<u>2,319,169.85</u>
LIABILITIES & EQUITY	
Equity	
30000 · Opening Bal Equity	1,404,145.23
32000 · Retained Earnings	1,186,833.50
Net Income	-271,808.88
Total Equity	<u>2,319,169.85</u>
TOTAL LIABILITIES & EQUITY	<u>2,319,169.85</u>

9:02 AM
 05/23/18
 Cash Basis

2009 PENN TOWNSHIP WATER & SEWER
 CHECKBOOK LEDGER
 As of May 29, 2018

Date	Num	Name	Memo	Debit	Credit	Balance
100 · BANK ACCOUNTS						2,390,127.98
100.02 · PNC CHECKING						43,434.39
05/15/2018			Deposit	388.75		43,823.14
Total 100.02 · PNC CHECKING						43,823.14
100.03 · INTEGRITY BANK						2,248,302.35
05/15/2018	DD	S&T BANK	COMMERCIAL LOAN STATEMENT 5/4/18		66,473.75	2,181,828.60
05/15/2018			Deposit	60.34		2,181,888.94
05/15/2018			Deposit	4,076.08		2,185,965.02
05/15/2018			Deposit	158.85		2,186,123.87
05/15/2018			Deposit	137.01		2,186,260.88
05/15/2018			Deposit	282.22		2,186,543.10
05/15/2018			Deposit	38.63		2,186,581.73
05/15/2018			Deposit	268.00		2,186,849.73
05/15/2018			Deposit	465.00		2,187,314.73
05/15/2018			Deposit	132.67		2,187,447.40
05/15/2018			Deposit	82.51		2,187,529.91
05/15/2018			Deposit	452.80		2,187,982.71
05/15/2018			Deposit	141.69		2,188,124.40
05/15/2018			Deposit	112.41		2,188,236.81
05/15/2018			Deposit	112.41		2,188,349.22
05/17/2018			Deposit	15,810.34		2,204,159.56
05/17/2018			Deposit	4,111.81		2,208,271.37
05/21/2018			Deposit	1,719.84		2,209,991.21
05/21/2018			Deposit	3,441.92		2,213,433.13
05/22/2018			Deposit	12.10		2,213,445.23
05/22/2018			Deposit	276.99		2,213,722.22
05/22/2018			Deposit	250.00		2,213,972.22
05/22/2018			Deposit	329.03		2,214,301.25
05/22/2018			Deposit	132.67		2,214,433.92
05/23/2018			Deposit	15,750.00		2,230,183.92
05/29/2018	1848	COMMONWEALTH CODE INSPECTION S...	INVOICE 72161 METER INSPECTION		55.00	2,230,128.92
05/29/2018	1849	COMMUNICATION CENTER	INV #180400154 5/7/18		76.00	2,230,052.92
05/29/2018	1850	INFRAMARK, LLC	INVOICE 30064 5/10/18		47,817.00	2,182,235.92
05/29/2018	1851	MORGAN, HALLGREN, CROSSWELL & K...	INV #52964 & INV #52966 & INV #53037		202.82	2,182,033.10
05/29/2018	1852	MUNIBILLING	INVOICE #6940		292.95	2,181,740.15
05/29/2018	1853	PPL UTILITIES CORPORATION	ACCT #75733-08001		194.26	2,181,545.89
05/29/2018	1854	SOLAR PROPERTIES - PENN TOWNSHIP ...	JUNE 2018		4,416.67	2,177,129.22
05/29/2018	1855	SPENCER SEO SERVICES, LLC	INV #18057		373.75	2,176,755.47
Total 100.03 · INTEGRITY BANK						2,176,755.47
				48,355.32	119,702.20	2,176,955.47

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Cash Basis

2009 PENN TOWNSHIP WATER & SEWER
CHECKBOOK LEDGER
As of May 29, 2018

Date	Num	Name	Memo	Debit	Credit	Balance
		107.04 · INTEGRITY-CASH MANAGEMENT				98,391.24
		Total 107.04 · INTEGRITY-CASH MANAGEMENT				98,391.24
		Total 100 · BANK ACCOUNTS		48,744.07	119,702.20	2,319,169.85
		TOTAL		48,744.07	119,702.20	2,319,169.85

2009 PENN TOWNSHIP WATER & SEWER
Deposit Detail
May 15 - 29, 2018

Type	Date	Name	Memo	Account	Amount
Deposit	05/15/2018		Deposit	100.03 · INTEGRITY ...	60.34
		CUSTOMERS	WATER TAPPING FEE AGREEMENT - RUTT 227 GRANDVIEW DR	378.90 · WATER CO...	-60.34
TOTAL					-60.34
Deposit	05/15/2018		Deposit	100.03 · INTEGRITY ...	4,076.08
		CUSTOMERS	SEWER PAYMENTS REC'D. 5/14/18	364.12 · SEWER US...	-3,592.44
		CUSTOMERS	WATER PAYMENTS REC'D. 5/14/18	378.10 · WATER USE...	-25.59
		CUSTOMERS	BULK WATER PAYMENTS REC'D. 5/14/18	378.11 · METERED S...	-449.33
		CUSTOMERS	S L PAYMENTS REC'D. 5/14/18	372.44 · STREETLIG...	-8.72
TOTAL					-4,076.08
Deposit	05/15/2018		Deposit	100.02 · PNC CHECK...	388.75
		CUSTOMERS	SEWER PAYMENTS REC'D. 5/14/18	364.12 · SEWER US...	-388.75
TOTAL					-388.75
Deposit	05/15/2018		Deposit	100.03 · INTEGRITY ...	158.85
		CUSTOMERS	SEWER PAYMENTS REC'D. 5/4/18	364.12 · SEWER US...	-123.65
		CUSTOMERS	S L PAYMENTS REC'D. 5/4/18	372.44 · STREETLIG...	-35.20
TOTAL					-158.85
Deposit	05/15/2018		Deposit	100.03 · INTEGRITY ...	137.01
		CUSTOMERS	SEWER PAYMENTS REC'D. 5/4/18	364.12 · SEWER US...	-137.01
TOTAL					-137.01
Deposit	05/15/2018		Deposit	100.03 · INTEGRITY ...	282.22
		CUSTOMERS	SEWER PAYMENTS REC'D. 5/7/18	364.12 · SEWER US...	-282.22
TOTAL					-282.22
Deposit	05/15/2018		Deposit	100.03 · INTEGRITY ...	38.63
		CUSTOMERS	SEWER PAYMENTS REC'D. 5/7/18	364.12 · SEWER US...	-38.63
TOTAL					-38.63
Deposit	05/15/2018		Deposit	100.03 · INTEGRITY ...	268.00
		CUSTOMERS	SEWER PAYMENTS REC'D. 5/8/18	364.12 · SEWER US...	-268.00
TOTAL					-268.00
Deposit	05/15/2018		Deposit	100.03 · INTEGRITY ...	465.00
		CUSTOMERS	SEWER PAYMENTS REC'D. 5/9/18	364.12 · SEWER US...	-465.00
TOTAL					-465.00
Deposit	05/15/2018		Deposit	100.03 · INTEGRITY ...	132.67
		CUSTOMERS	SEWER PAYMENTS REC'D. 5/9/18	364.12 · SEWER US...	-132.67
TOTAL					-132.67
Deposit	05/15/2018		Deposit	100.03 · INTEGRITY ...	82.51
		CUSTOMERS	SEWER PAYMENTS REC'D. 5/9/18	364.12 · SEWER US...	-60.51
		CUSTOMERS	S L PAYMENTS REC'D. 5/9/18	372.44 · STREETLIG...	-22.00
TOTAL					-82.51
Deposit	05/15/2018		Deposit	100.03 · INTEGRITY ...	452.80
		CUSTOMERS	SEWER PAYMENTS REC'D. 5/11/18	364.12 · SEWER US...	-419.62
		CUSTOMERS	WATER PAYMENTS REC'D. 5/11/18	378.10 · WATER USE...	-24.38
		CUSTOMERS	S L PAYMENTS REC'D. 5/11/18	372.44 · STREETLIG...	-8.80
TOTAL					-452.80

2009 PENN TOWNSHIP WATER & SEWER
Deposit Detail
May 15 - 29, 2018

Type	Date	Name	Memo	Account	Amount
Deposit	05/15/2018		Deposit	100.03 · INTEGRITY ...	141.69
		CUSTOMERS	SEWER PAYMENTS REC'D. 5/11/18	364.12 · SEWER US...	-141.69
TOTAL					-141.69
Deposit	05/15/2018		Deposit	100.03 · INTEGRITY ...	112.41
		CUSTOMERS	SEWER PAYMENTS REC'D. 5/14/18	364.12 · SEWER US...	-112.41
TOTAL					-112.41
Deposit	05/15/2018		Deposit	100.03 · INTEGRITY ...	112.41
		CUSTOMERS	SEWER PAYMENTS REC'D. 5/16/18	364.12 · SEWER US...	-112.41
TOTAL					-112.41
Deposit	05/17/2018		Deposit	100.03 · INTEGRITY ...	15,810.34
		CUSTOMERS KEYSTONE CUSTOM HOMES HQ HOMES LLC	WATER TAPPING FEE AGREEMENT - NYE 258 GRANDVIEW DR SEWER PERMIT - 6158 BAYBERRY AVENUE 2 SEWER PERMITS - 476 HAMILTON CT & 488 HAMILTON CT	378.90 · WATER CO... 364.11 · SEWER CO... 364.11 · SEWER CO...	-60.34 -5,250.00 -10,500.00
TOTAL					-15,810.34
Deposit	05/17/2018		Deposit	100.03 · INTEGRITY ...	4,111.81
		CUSTOMERS CUSTOMERS	SEWER PAYMENTS REC'D. 5/17/18 BULK WATER PAYMENTS REC'D. 5/17/18	364.12 · SEWER US... 378.11 · METERED S...	-3,809.61 -302.20
TOTAL					-4,111.81
Deposit	05/21/2018		Deposit	100.03 · INTEGRITY ...	1,719.84
		CUSTOMERS CUSTOMERS	SEWER PAYMENTS REC'D 5/21/18 BULK WATER PAYMENTS REC'D 5/21/18	364.12 · SEWER US... 378.11 · METERED S...	-1,471.92 -247.92
TOTAL					-1,719.84
Deposit	05/21/2018		Deposit	100.03 · INTEGRITY ...	3,441.92
		CUSTOMERS CUSTOMERS CUSTOMERS CUSTOMERS	SEWER PAYMENTS REC'D 5/21/18 WATER PAYMENTS REC'D 5/21/18 BULK WATER PAYMENTS REC'D 5/21/18 S L PAYMENTS REC'D 5/21/18	364.12 · SEWER US... 378.10 · WATER USE... 378.11 · METERED S... 372.44 · STREETLIG...	-2,902.07 -26.28 -494.36 -19.21
TOTAL					-3,441.92
Deposit	05/22/2018		Deposit	100.03 · INTEGRITY ...	12.10
		CUSTOMERS	SEWER PAYMENT REC'D. 5/17/18	364.12 · SEWER US...	-12.10
TOTAL					-12.10
Deposit	05/22/2018		Deposit	100.03 · INTEGRITY ...	276.99
		CUSTOMERS	SEWER PAYMENT REC'D. 5/18/18	364.12 · SEWER US...	-276.99
TOTAL					-276.99
Deposit	05/22/2018		Deposit	100.03 · INTEGRITY ...	250.00
		CUSTOMERS	SEWER PAYMENT REC'D. 5/18/18	364.12 · SEWER US...	-250.00
TOTAL					-250.00
Deposit	05/22/2018		Deposit	100.03 · INTEGRITY ...	329.03
		CUSTOMERS	SEWER PAYMENTS REC'D. 5/21/18	364.12 · SEWER US...	-329.03
TOTAL					-329.03
Deposit	05/22/2018		Deposit	100.03 · INTEGRITY ...	132.67
		CUSTOMERS	SEWER PAYMENT REC'D. 5/21/18	364.12 · SEWER US...	-132.67
TOTAL					-132.67

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2009 PENN TOWNSHIP WATER & SEWER
Deposit Detail
May 15 - 29, 2018

Type	Date	Name	Memo	Account	Amount
Deposit	05/23/2018		Deposit	100.03 · INTEGRITY ...	15,750.00
		AP BALT MANAGEMENT LLC	SEWER PERMIT - 3 EDUS - ARBYS RESTAURANT PENN TOWNE...	364.11 · SEWER CO...	-15,750.00
TOTAL					-15,750.00

2009 PENN TOWNSHIP PARKS AND RECREATION

Budget vs. Actual

January through December 2018

	Jan - Dec 18	Budget	% of Budget
Ordinary Income/Expense			
Income			
341 · INTEREST EARNINGS			
341.01 · INTEREST ON CHECKING	0.61	60.00	1.0%
Total 341 · INTEREST EARNINGS	0.61	60.00	1.0%
Total Income	0.61	60.00	1.0%
Expense			
454 · PARK EXPENSES			
454.361 · ELECTRIC	358.86	760.00	47.2%
454.370 · REPAIRS & MAINTENANCE			
370.1 · Sweetbriar Park	906.00		
370.2 · Cedar Hollow Park	550.00		
370.3 · Barons Ridge	205.00		
454.370 · REPAIRS & MAINTENANCE - Other	0.00	39,375.00	0.0%
Total 454.370 · REPAIRS & MAINTENANCE	1,661.00	39,375.00	4.2%
454.44 · CLEANING	600.00	2,500.00	24.0%
Total 454 · PARK EXPENSES	2,619.86	42,635.00	6.1%
Total Expense	2,619.86	42,635.00	6.1%
Net Ordinary Income	-2,619.25	-42,575.00	6.2%
Other Income/Expense			
Other Income			
392 · INTERFUND OPERATING TRANSFERS			
392.01 · TRANSFER FROM GENERAL FUND	40,000.00	40,000.00	100.0%
Total 392 · INTERFUND OPERATING TRANSFERS	40,000.00	40,000.00	100.0%
Total Other Income	40,000.00	40,000.00	100.0%
Net Other Income	40,000.00	40,000.00	100.0%
Net Income	37,380.75	-2,575.00	-1,451.7%

2009 PENN TOWNSHIP PARKS AND RECREATION
Balance Sheet
As of May 29, 2018

	<u>May 29, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
100.00 · BANK ACCOUNTS	
100.02 · INTEGRITY BANK	<u>38,215.48</u>
Total 100.00 · BANK ACCOUN...	<u>38,215.48</u>
Total Checking/Savings	<u>38,215.48</u>
Total Current Assets	<u>38,215.48</u>
TOTAL ASSETS	<u>38,215.48</u>
LIABILITIES & EQUITY	0.00

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05/23/18
Cash Basis

2009 PENN TOWNSHIP PARKS AND RECREATION
CHECK BOOK LEDGER
As of May 29, 2018

Date	Num	Name	Memo	Debit	Credit	Balance
100.00 · BANK ACCOUNTS						38,815.48
100.02 · INTEGRITY BANK						38,815.48
05/29/2018	1152	PERSONAL TOUCH CLEANING IN...	INV 5940 INV DATE 5/15/18 PARKS		600.00	38,215.48
Total 100.02 · INTEGRITY BANK				0.00	600.00	38,215.48
Total 100.00 · BANK ACCOUNTS				0.00	600.00	38,215.48
TOTAL				0.00	600.00	38,215.48

PENN TOWNSHIP ESCROW
Escrow Balance Sheet
As of May 29, 2018

	<u>May 29, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
100 · BANK ACCOUNTS	
101.03 · INTEGRITY BANK	102,768.83
101.04 · SWEETBRIAR TURF-INTEGRITY BANK	8,133.12
Total 100 · BANK ACCOUNTS	<u>110,901.95</u>
Total Checking/Savings	<u>110,901.95</u>
Total Current Assets	<u>110,901.95</u>
TOTAL ASSETS	<u>110,901.95</u>
LIABILITIES & EQUITY	0.00

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 Cash Basis

PENN TOWNSHIP ESCROW
ACCOUNT TRANSACTIONS
 As of May 29, 2018

Date	Num	Name	Memo	Debit	Credit	Balance
100 · BANK ACCOUNTS						111,316.31
101.03 · INTEGRITY BANK						103,183.19
05/17/2018	2295	JAY REIFF		525.65		103,708.84
05/21/2018	1189	R.J. ADCOCK PROPERTIES LP		657.74		104,366.58
05/21/2018	1584	WESTSIDE RE HOLDINGS / HOLLY TREE		201.25		104,567.83
05/22/2018	DD	PENN TOWNSHIP GENERAL FUND	S. YOUNG REVIEWS		855.00	103,712.83
05/29/2018	1202	MORGAN, HALLGREN, CROSSWELL & KA...	INVOICES 52965, 52964, 52966		840.00	102,872.83
05/29/2018	1203	MORGAN, HALLGREN, CROSSWELL & KA...	INVOICE #53037		104.00	102,768.83
Total 101.03 · INTEGRITY BANK				1,384.64	1,799.00	102,768.83
101.04 · SWEETBRIAR TURF-INTEGRITY BANK						8,133.12
Total 101.04 · SWEETBRIAR TURF-INTEGRITY BANK						8,133.12
Total 100 · BANK ACCOUNTS				1,384.64	1,799.00	110,901.95
TOTAL				1,384.64	1,799.00	110,901.95

PENN TOWNSHIP CAPITAL RESERVE

Budget vs. Actual

January through December 2018

	Jan - Dec 18	Budget	% of Budget
Ordinary Income/Expense			
Income			
341 · INTEREST EARNINGS			
341.01 · INTEREST ON CHECKING	1,423.44	2,500.00	56.9%
Total 341 · INTEREST EARNINGS	1,423.44	2,500.00	56.9%
Total Income	1,423.44	2,500.00	56.9%
Expense			
409 · GOVERNMENT BUILDINGS			
409.67 · BUILDING CONSTRUCTION	14,286.75	20,000.00	71.4%
Total 409 · GOVERNMENT BUILDINGS	14,286.75	20,000.00	71.4%
Total Expense	14,286.75	20,000.00	71.4%
Net Ordinary Income	-12,863.31	-17,500.00	73.5%
Other Income/Expense			
Other Income			
392 · INTERFUND OPERATING TRANSFERS			
392.01 · TRANSFER FROM GENERAL FUND			
392.011 · PW CAPITAL EQUIPMENT	75,000.00	75,000.00	100.0%
392.017 · MUNICIPAL BUILDING	25,000.00	25,000.00	100.0%
392.018 · MANHEIM FIRE DEPT CAP EQUIPMENT	14,126.00	14,126.00	100.0%
392.019 · PENRYN FIRE DEPT CAP EQUIPMENT	0.00	42,337.00	0.0%
392.01 · TRANSFER FROM GENERAL FUND - Other	0.00	0.00	0.0%
Total 392.01 · TRANSFER FROM GENERAL FUND	114,126.00	156,463.00	72.9%
Total 392 · INTERFUND OPERATING TRANSFERS	114,126.00	156,463.00	72.9%
Total Other Income	114,126.00	156,463.00	72.9%
Other Expense			
492 · INTERFUND TRANSFERS			
492.01 · TRANSFER TO GENERAL FUND	32,623.00		
492.191 · TRANSFER TO STREET IMPROVEMENT	0.00	21,000.00	0.0%
Total 492 · INTERFUND TRANSFERS	32,623.00	21,000.00	155.3%
Total Other Expense	32,623.00	21,000.00	155.3%
Net Other Income	81,503.00	135,463.00	60.2%
Net Income	68,639.69	117,963.00	58.2%

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Accrual Basis

PENN TOWNSHIP CAPITAL RESERVE

Balance Sheet

As of May 29, 2018

	<u>May 29, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
100.00 · BANK ACCOUNTS	
100.03 · INTEGRITY BANK	1,143,908.15
Total 100.00 · BANK ACCOUNTS	<u>1,143,908.15</u>
Total Checking/Savings	<u>1,143,908.15</u>
Total Current Assets	<u>1,143,908.15</u>
TOTAL ASSETS	<u><u>1,143,908.15</u></u>
LIABILITIES & EQUITY	0.00

9:40 AM

05/23/18

Accrual Basis

**PENN TOWNSHIP CAPITAL RESERVE
CHECK BOOK LEDGER
As of May 29, 2018**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
100.00 · BANK ACCOUNTS					1,030,096.90
100.03 · INTEGRITY BANK					1,030,096.90
05/22/2018		Deposit	114,126.00		1,144,222.90
05/29/2018	CENTRAL TEL COM SERVICE	INVOICE #18011		314.75	1,143,908.15
Total 100.03 · INTEGRITY BANK			114,126.00	314.75	1,143,908.15
Total 100.00 · BANK ACCOUNTS			114,126.00	314.75	1,143,908.15
TOTAL			114,126.00	314.75	1,143,908.15

PENN TOWNSHIP CAPITAL RESERVE

Deposit Detail

May 15 - 29, 2018

Type	Num	Date	Name	Account	Amount
Deposit		05/22/2018		100.03 · INTEGRITY BANK	114,126.00
			GENERAL FUND	392.011 · PW CAPITAL EQUIPMENT	-75,000.00
			GENERAL FUND	392.018 · MANHEIM FIRE DEPT CAP EQUIPMENT	-14,126.00
			GENERAL FUND	392.017 · MUNICIPAL BUILDING	-25,000.00
TOTAL					-114,126.00

Penn Township, Pennsylvania

Monthly Report – April 2018



April 9, 2018

Penn Township
97 North Penryn Road
Manheim, PA 17545

Dear Board Members,

Please find our monthly report covering operations and maintenance activities for the Northwestern Lancaster County Authority Water and Wastewater Systems for April 2018.

Please review this report and contact me with any questions or comments.

Sincerely,

Douglas Zook
Plant Manager
Inframark

Summary

The water treatment plant was fully operational and all water quality parameters were within limits for the month of April. Staff continued to utilize Well 3 as the primary source for the drinking water system. The wastewater treatment plant was also fully operational and all permit quality parameters were within limits.

Critical Issues

- 1) None

Noteworthy Events

- 1) On 4/3 the Water Plant was run on emergency power due to blown PPL transformer fuses. This relates to the Delta vs. Wye electrical issues and is done to protect equipment that was damaged during the incident that occurred in February of 2017.
- 2) The Automatic Transfer Switch (ATS) at Pump Station 1 was replaced.
- 3) The flow meter at the Brookshire Pump Station has been repaired by replacing the controller.
- 4) A sewage pump at the water plant failed and was sent for repair. Repair estimates indicate that replacing the pump with a new one would most likely be prudent.
- 5) Dustin Forbes has been hired as an Operator I and started work on 4/23.
- 6) The Township swapped out the 2000 GMC 2500 pickup truck for a 2010 F-250 pickup truck.

Ongoing/ Upcoming Projects

- 1) Inframark is in the process of setting up the Hach WIMS program to use at the water and wastewater plants for data collection and reporting.
- 2) Pursue replacement of the SCADA system at the WTP.
- 3) Pursue installation of a SCADA system at the WWTP.
- 4) Planning for collection system repairs based on I&I investigation from May 2017.
- 5) Pursue installation of an effluent flow meter and DO system at the WWTP.
- 6) Pursue a solution for the influent screener freezing issue at the WWTP.

Environmental Compliance

➤ NPDES Permit Compliance

- 1) The total influent flow to the treatment plant for April 2018 was 12.32 million gallons. Inframark staff measured 5.0 inches of precipitation at the WWTP in the month of April.
- 2) The April calculated reduction of Total Suspended Solids was 98.8% and cBOD was 98.5%
- 3) Please review the following tables that summarize process control monitoring and NPDES reporting criteria for April 2018.

Parameter	Units	Allowable Level	Average Monthly	Minimum	Maximum
Flow Reported	MGD	Report	.4106	.3215	.5924
MLSS	mg/l	Process	2347	1940	2564
Influent Total Suspended Solids	mg/l	Report	324	198	540
Influent Total Suspended Solids	Average Lbs/day	Report	1168	683	1645
Influent BOD	mg/l	Report	254	177	367
Influent BOD	Average Lbs/day	Report	938	611	1294

Parameter	Units	Allowable Level	Monthly Monitoring Results
Influent Total Phosphorus	mg/l	Process	6
Influent Total Phosphorus	Lbs/day	Process	22
Influent NH3	mg/l	Process	25
Influent NH3	Lbs/day	Process	1
Influent TKN	mg/l	Process	52
Influent TKN	Lbs/day	Process	181
Influent cBOD	mg/l	Process	178
Influent cBOD	Lbs/day	Process	620

Discharge Parameter	Units	Allowable Level	Average Monthly	Minimum	Maximum	Exceptions
pH	S.U.	6.0 – 9.0	7.8	7.6	7.9	0
D.O.	mg/l	Minimum of 5.0	9.7	8.2	11.0	0
Total Suspended Solids	mg/l	Ave/ Mon less than 30	4.0	2.0	7.0	0
Total Suspended Solids	Average Lbs/day	Ave/ Mon less than 163	14.2	6.9	21.3	0
CBOD	mg/l	Ave/ Mon less than 25	2.5	2.0	3.0	0
CBOD	Average Lbs/day	Ave/ Mon less than 136	9.1	6.9	10.5	0
NH3	mg/l	Ave/ Mon less than 13.5	0.24	<0.10	0.52	0
NH3	Average Lbs/day	Ave/ Mon less than 73	0.85	0.35	1.81	0
Total Phosphorus	mg/l	Ave/ Mon less than 2.0	1.04	0.49	1.63	0
Total Phosphorus	Average Lbs/day	Ave/ Mon less than 10.8	4.09	1.71	8.05	0
Nitrate-Nitrite	mg/l	Report	4.29	3.77	4.71	0
Nitrate-Nitrite	Average Lbs/day	Report	16.5	12.73	23.27	0
TKN	mg/l	Report	2.18	1.50	3.32	0
TKN	Average Lbs/day	Report	7.87	5.18	11.57	0
Total Nitrogen	mg/l	Report	6.47	5.98	7.09	0
Total Nitrogen	Average Lbs/day	Report	24.02	20.02	30.73	0
Fecal Coliform	Colonies /100ml	Geometric Mean less than 2000	4	2	15	0

4) The NWLCA WWTP is reporting 9,828 pounds of Total Nitrogen and 1,385 pounds of Total Phosphorus under the total annual mass effluent limits for the 2018 reporting year ending September 30, 2018.

Discharge Parameter	April Loading Total pounds /month	Total Pounds October 2017 – September 2018	Annual Allowance in pounds	Credits available based on flow and loading to date
Net Total Nitrogen	720.62	5,158.83	less than 14,987	-1,257.69
Net Total Phosphorus	122.57	441.02	less than 1,826.5	32.24

➤ Biosolids Removal

Disposal Site	Gallons	Dry Tons
Manheim STP	72,000	5.4
Kline's	24,000	1.8

➤ Water Production and Quality

- 1) The total volume of drinking water distributed in April 2018 was 5.16 million gallons.
- 2) Monitoring results were within limits for all drinking water quality parameters. Please review the tables below that summarize monitoring results for April 2018.

Description	Month/Year	Volume	Units
Total volume distributed WTF	April 2018	4,971,000	Gallons
Daily average distributed WTF	April 2018	165,700	Gallons per day
Total volume distributed Fruitville Extension	April 2018	191,950	Gallons
Daily average distributed Fruitville Extension	April 2018	6,398	Gallons per day

Contaminant	Sample Location	Goal	Result	Frequency
Total Coliforms	NWLCA WTF Distribution System	Absent	Absent	2 Samples per month
Total Coliforms	Fruitville Extension	Absent	Absent	1 Sample per month
Average Chlorine Residual	Entry Point	(>)0.4 mg/l	1.7 mg/l	Daily
Low Chlorine Residual	Entry Point	(>)0.4 mg/l	1.6 mg/l	Daily
Turbidity	Combined Filter	95% under 0.3 NTU	100% under 0.3 NTU	Monthly
Nitrate	Entry Point	10 mg/l	3.99 mg/l	Quarterly
Nitrite	Entry Point	1 mg/l	<0.20	Quarterly
Atrazine	Entry Point	0.003 mg/l	<0.002 mg/l	Annual

LT2 Contaminant	Location	Samples Collected of 26	Average	Under Trigger
E. Coli	Well 2 & 3	15	40.60	Yes

Chemical Usage

Chemical	Location	Use	Monthly Volume/ Weight Used
Aluminum Sulfate	WWTP	Used to enhance phosphorus removal from wastewater	371 gallons
Polymer	WWTP	Used for sludge thickening	45 gallons
BIOXIDE	PS1	Used for odor and corrosion control within collection system	190 gallons
Sodium Hypochlorite (6.25%)	WTF	Used for drinking water disinfection	154 gallons

Sodium Hydroxide (25%)	WTF	Used for drinking water pH adjustment	96 gallons
Solar Salt	WTF	Used to cleanse ion exchange resin for softeners and nitrate treatment units	19,667 lbs.

Power Consumption

Facility	Water or Waste Water	Monthly Usage (KWh)	Monthly Peak (KW)
Wastewater Treatment Plant	WW	78400	162
Pump Station 1	WW	3650	14
Pump Station 2	WW	942	3
Pump Station 3	WW	6401	12
Cedar Hollow Pump Station	WW	3591	8
Sweetbriar Creek Pump Station	WW	5100	13
Brookshire Pump Station	WW	3242	9
Water Treatment Facility	W	26382	70
Mallard Ponds Water Tower	W	2912	4
Fruitville Pike Booster Station	W	3521	7.70

Financial

➤ Waste Water System Summary of Fee Expenditures (1/01-/2018– 12/31/2018)

Fee Expenditures	Monthly Fee	April Expenses	2018 Total Expenses	Annual Fee	Over/(under) 2018
Maintenance	\$3,000	\$5,068	\$8,546	\$36,000	(\$27,454)
Sludge	\$5,000	\$4,813	\$20,972	\$60,000	(\$39,028)
Chemical	\$3,000	\$0	\$13,147	\$36,000	(\$22,853)

1) Waste Water System Maintenance Expenditures for April

Vendor	Description	Amount
Kirchner Bros.	Quarterly pest control	\$55.30
Hach	(2) Dissolved Oxygen probe sensor cap kits	\$378.40

Longenecker's	Misc. maintenance items	\$78.34
Office Depot	Book shelf	\$229.99
YSI Inc.	Dissolved Oxygen sensor (Handheld meter sensor replacement)	\$194.13
PA DEP	(2) Annual chemical tank registration	\$100.00
W.G. Malden	Replaced flow meter controller at the Brookshire Pump Station	\$3,392.76
Worley & Obetz	Generator Fuel at WWTP	\$639.58

2) Waste Water System Chemical Expenditures Invoiced in April

Vendor	Description	Amount
	No chemical expenditures for April	

➤ Water System Summary of Fee Expenditures (1/01-/2018– 12/31/2018)

Fee Expenditures	Monthly Fee	April Expenses	2018 Total Expenses	Annual Fee	Over/(under) 2018
Maintenance	\$1,000	\$3,877	\$7,971	\$12,000	(\$4,029)
Chemical	\$1,000	\$1,407	\$6,821	\$12,000	(\$5,179)

1) Water System Maintenance Expenditures for April

Vendor	Description	Amount
Garden Spot Electrical	Installed 8 LED exterior light fixtures	\$2,688.00
Kirchner Bros.	Quarterly pest control	\$45.00
PA DEP	(2) Annual chemical tank registration	\$100.00
USA Bluebook	Water Level Meter (Well tape)	\$384.87
Office Depot	Book shelf	\$229.98
Flow Control	(3) Bray Valve Rebuild Kits (Filter air valves)	\$429.31

2) Water System Chemical Expenditures for April

Vendor	Description	Amount
North Industrial Chem.	2000 lb Sodium Hydroxide Solution	\$1,407.12

Customer Service

- Answering Service Calls
 - 1) None
- Meter Reading

Inframark recorded customer water meter volumes in Service Area Two.
- Meter Repairs, Replacement and Checks
 - 1) (4/5) 539 Wood Duck Dr. – Read meter by request of Township
 - 2) (4/6) 107 West End Dr. – Verified meter function
 - 3) (4/11) 456 Meadowlark In. – Read meter by request of Township
 - 4) (4/11) 1058 Cambridge Dr. – Read meter by request of Township
 - 5) (4/11) Vista Lane – Read meter by request of Township
 - 6) (4/17) 531 Wood Duck Dr. – Read meter by request of Township
 - 7) (4/17) 383 N. Penryn Rd. – Read meter by request of Township
 - 8) (4/19) 1406 Lancaster Rd. – Installed new meter
 - 9) (4/23) 963 Fruitville Pk. – Read meter by request of Township
 - 10) (4/25) 116 N Penryn Rd. – Read meter by request of Township
- Customer Complaints
 - 1) None
- Commercial Discharge Monitoring
 - 1) Inframark reviewed first quarter commercial monitoring results and distributed a comment letter for the Sheetz facility.

Maintenance

- Wastewater System
 - 1) (4/4) Inframark cleaned and verified dissolved oxygen probes and downloaded data
 - 2) (4/5) Inframark pulled and inspected the SBR2 wasting pump
 - 3) (4/7) Inframark and Garden Spot Electrical secured the Pump Station 1 generator due to a faulty automatic transfer switch.
 - 4) (4/9) Inframark cleaned, tested and inspected the Influent Screener internal wash system
 - 5) (4/10) Inframark performed grounds maintenance
 - 6) (4/11) Inframark cleaned and verified dissolved oxygen probes and downloaded data
 - 7) (4/12) Inframark pulled and inspected the SBR3 wasting pump
 - 8) (4/12) Inframark cleaned removed rags from the ash basins
 - 9) (4/17) Inframark and Garden Spot Electrical replaced the automatic transfer switch at Pump Station 1
 - 10) (4/18) Inframark cleaned and verified dissolved oxygen probes and downloaded data
 - 11) (4/23) Inframark repaired the Ash Basin 2 decant pump
 - 12) (4/24) Inframark and W.G. Malden replaced the flow meter controller at the Brookshire Pump Station
 - 13) (4/24) Inframark cleaned and removed rags from all basins and transducers

- 14) (4/24) Inframark cleaned and removed rags from the influent screener and cleaned the influent channel
 - 15) (4/24) Inframark installed a fire extinguisher in the Township vehicle (F-250)
 - 16) (4/25) Inframark cleaned and verified dissolved oxygen probes and downloaded data
 - 17) (4/26) Inframark pumped rain water from the influent valve pits
 - 18) (4/26) Inframark and Kline's Services cleaned all pump station wet wells except for Pump Station 3
 - 19) (4/30) Inframark pulled and inspected the SBR1 and SBR2 wasting pumps
 - 20) (4/30) Inframark repaired the gate at Pump Station 2
- **Water System**
- 1) (4/2) Inframark performed an acid and chlorine maintenance wash on Filter 1
 - 2) (4/3) Inframark switched the plant to generator power due to a blown PPL fuse
 - 3) (4/4) Inframark verified all turbidimeters and the finished and intermediate CL17 analyzers and calibrated the Hach 2100N turbidimeter
 - 4) (4/10) Inframark performed an acid and chlorine Clean In Place on Filter 2
 - 5) (4/11) Inframark verified all turbidimeters and the finished and intermediate CL17 analyzers
 - 6) (4/11) Inframark performed quarterly calibrations on the pH probes
 - 7) (4/17) Inframark received 400 gallons of Sodium Hydroxide Solution
 - 8) (4/18) Inframark verified all turbidimeters and the finished and intermediate CL17 analyzers
 - 9) (4/18) Inframark performed quarterly calibrations on all turbidimeters
 - 10) (4/18) Inframark performed an acid Clean In Place on Filter 2
 - 11) (4/19) Inframark performed a chlorine Clean In Place on Filter 2
 - 12) (4/20) CW Sales on site to diagnose the sewage pump station and pick up a pump for repair
 - 13) (4/20) Replaced Sewage Pump 2 with spare pump
 - 14) (4/25) Inframark verified all turbidimeters and the finished and intermediate CL17 analyzers
 - 15) (4/30) Inframark performed an acid and chlorine maintenance wash on Filter 1
- **After Hours Callouts**
- 1) (4/1) Called out by Lancaster County Dispatch for a vehicle accident involving a fire hydrant. The hydrant belonged to MBA.
 - 2) (4/4) Cedar Hollow Pump Station power loss
 - 3) (4/6) Pump Station 1 power loss
 - 4) (4/7) Pump Station 1 generator malfunction
 - 5) (4/11) SBR3 sludge pump fail/trip
 - 6) (4/22) Sweetbriar Creek Pump Station Low Level Alarm

Security

- Incidents
None

Safety

- Incidents
Inframark have worked at the Penn Township project for 3,529 days without a lost time incident.
- Inframark Training
Lockout / Tag out
Inframark Employee Handbook
Incident Reporting

Personnel

- Training
Douglas Zook attended BOD, Metabolism, Sludge Production and ORP training

Name	Title	PA Water Operator Certifications	PA Wastewater Operator Certifications
Michael Wolgemuth	Regional Manager	A,E -1-9,11,12	A,E - 1,4
Douglas Zook	Plant Manager Penn Township	A,E-6,8,9,12	A,E - 1,4
Mark Rightmyer	Operator II Penn Township		A,E -1,2,3,4
Don Martzall	Operator II Penn Township	C - 6	C-1
Dustin Forbes	Operator I Penn Township	NA	NA
Larry Kirchgessner	Maintenance Lititz/Penn	NA	NA
Connie Trynovich	Administrative Assistant Lititz/Penn	NA	NA
Ray Bowman	Lead Maintenance Tech Lititz/Penn	B, E - 12	NA
Charles Fiero*	Regional Director	NA	NA
Jeff Doutrich*	Regional Technical Manager	A,E- 1-14	A,E -1,2,3,4
Thomas Callahan*	Health and Safety Advisor	NA	NA
*Other personnel available for assistance as needed			

NORTHWESTERN LANCASTER COUNTY AUTHORITY May 2018 Engineer's Report

1. Manheim Borough Water System Interconnection (**No Change from April Report**): PADEP issued the Public Water Supply Construction permit to the Authority on February 10, 2009. BEL met with MBA and the MBA Engineer on November 25, 2008 to discuss the status of the Borough's acquisition of the booster pumping station site as well as the status of the Borough's project budgeting. BEL provided an updated construction cost opinion to the Authority and MBA along with an alternate water booster pumping station location plan. BEL met with MBA on October 28, 2009 to review a potential new location for the booster pumping station building (located on the current NWLCA WWTF site) and provided an updated construction cost opinion.

Authority staff and BEL had also approached the impacted property owners regarding the water line easements along Doe Run Road.

2. Manheim Auto Auction: BEL received the 1st quarter sampling results and issued a review letter dated April 19, 2018.
3. Sweetbriar Creek Subdivision (**No Change from April Report**): The Authority accepted dedication of the Phase 1 sanitary sewer facilities at the April 15, 2013 Authority meeting. The Authority will continue to hold the 18-month Maintenance Guaranty in the amount of \$139,167.30 through October 14, 2014. BEL and Severn Trent performed a site review of all of the Phase 1 sanitary sewer facilities (this includes the pumping station and control building) on August 18, 2014 and issued a letter dated August 22, 2014 outlining several issues that need to be addressed by the developer prior to expiration of the Maintenance Guaranty. The developer provided a written response indicating that the identified issues will be addressed, but a schedule has not been provided. BEL also reviewed the on-site gravity sewer video inspection and issued correspondence dated November 5, 2014 which identified 2 sections of line that need to be repaired. BEL also reviewed the off-site gravity sewer video inspection and issued a review letter dated February 11, 2015. The Authority Solicitor issued correspondence to the developer dated November 22, 2016 requesting a schedule of when the remaining outstanding issues will be addressed. BEL and the Authority Manager met with the developer on April 13, 2017 to discuss the outstanding issues. The developer's contractor proposed an additional warranty period of 3 years on the off-site gravity sewer fernco fittings which the Authority agreed to at the July 2017 Authority meeting. The sections of gravity sanitary sewers including the fernco fittings will be televised at the end of the 3-year period to determine how the fittings are functioning.

BR Kreider did recently repair the line sags in the pipe segments in Bucknoll Road, completed the sewer line televising and provided the video inspection report and DVD for review. BEL reviewed the video inspection report and issued a letter to the Authority dated March 22, 2018 indicating the line sags have been adequately repaired.

Construction and testing of all Phase 2 sanitary sewer facilities has been completed. The Authority authorized a reduction to the Phase 2 sanitary sewer financial security from \$91,527.48 to \$37,244.33 at the October 2015 Authority meeting.

4. Holly Tree Subdivision: Construction and testing of the sanitary sewer facilities to serve the additional apartment building has been completed. The developer has provided the sanitary sewer facility Record Drawings to the Authority. **BEL recommends that the Authority authorize release of the sanitary sewer financial security and any remaining escrow money for this project.**

5. Sunhill Commons **(No Change from April Report)**: The Authority previously authorized a reduction to the sanitary sewer financial security from \$398,101.11 to \$108,900.00 at the June 2013 Authority meeting. All of the sanitary sewer facilities have been installed and tested. BEL did receive sanitary sewer Record Drawings for the second portion of the project and issued a letter dated January 3, 2018 outlining a few items that need to be addressed. BEL also reviewed the video inspection of the sanitary sewer facilities and issued a letter dated January 4, 2018 outlining a few minor items to be addressed by the developer.
6. Gibble Enterprises (formerly Detailing Technologies) **(No Change from April Report)**: The developer will need to provide Record Drawings for review. The developer did provide quarterly sampling data for review and BEL issued a review letter dated May 3, 2012. BEL has been working with Township staff to address the remaining outstanding issues.
7. Investment Real Estate Self Storage **(No Change from April Report)**: BEL did receive sanitary sewer Record Drawings and issued a review letter dated October 11, 2010. As discussed with the developer, the developer will need to address the encroachment issues into the Authority's sanitary sewer easement. BEL has contacted the developer and has been notified that the remaining issues will be addressed after the property refinancing has been completed.
8. Total Nitrogen (TN) and Total Phosphorus (TP) Off-Sets **(No Change from April Report)**: PADEP issued correspondence to the Authority dated November 22, 2016 registering 498 pounds of TN credits to be sold to Capital Region Water.
9. Penryn Road/Doe Run Road Intersection Project **(No Change from April Report)**: All sanitary sewer and water facility construction and testing has been completed. The Township consultant has prepared the sanitary sewer and water facility record drawings and provided those to BEL for review. BEL is coordinating some record drawing modifications with the Township's consultant.
10. Infiltration/Inflow Investigation: The bid opening is scheduled to take place at 10:30 am on May 14, 2018. BEL will provide bid results and a conditional bid award recommendation to the Authority at the May Authority meeting.
11. Tapping Fees **(No Change from April Report)**: The Authority updated the sanitary sewer and water facility tapping fees at the May 2014 Authority meeting. The updated tapping fees became effective July 1, 2014.
12. West Sunhill Road Sanitary Sewer Planning **(No Change from April Report)**: BEL met with Township and Authority representatives on October 19, 2016 to review sanitary sewer extension alternatives for existing properties that may need public sanitary sewer service.
13. Manheim Plaza: The developer's consultant provided revised sanitary sewer design plans and has adequately addressed all of the outstanding sanitary sewer design issues. **BEL recommends that the Authority approve the sanitary sewer design conditioned upon the developer adequately addressing the remaining administrative items outlined in BEL's April 20, 2018 review letter.**
14. Source Water Protection Program **(No Change from April Report)**: BEL attended the advisory board meeting on February 12, 2018. The advisory board discussed installation of the Wellhead Protection Area (WHP) signs, educational opportunities with the School District, and a Chickies Creek stream cleaning in Spring 2018. BEL issued the 2017 Source Water Protection Program Update to PADEP on February 15, 2018. The next meeting is scheduled for May 14, 2018.

15. Oceanside Auto **(No Change from April Report)**: BEL attended a site review with Severn Trent and the Township on May 5, 2014 to review the existing and proposed water system.
16. Township Southern Service Area Water Facility Planning **(No Change from April Report)**: As part of the Blackford Development meeting with the Township and MBA on June 11, 2014, the Township and MBA discussed methods to coordinate long term utility planning efforts as development projects are brought before the Township. As part of this, MBA indicated that they may potentially be undertaking a water line project along Fruitville Pike, from the Borough line to Oak Street. BEL provided sanitary sewer Record Drawing information to MBA and their consultant on June 20, 2014 to assist MBA with their planning efforts.
17. MAEDC White Farm Master Planning **(No Change from April Report)**: Dave Christian has prepared a master plan for MAEDC for the White Farm, which is located adjacent to the Authority's WWTF. BEL provided a rough sketch of potential additional land that the Authority may need if the existing WWTF ever needs to be expanded. BEL also provided existing Authority sanitary sewer Record Drawing information to Dave for his use in master planning the site.
18. Penryn Area Utilities Meeting **(No Change from April Report)**: BEL will need to modify the utility service alternatives and associated costs based on input from the Township and Authority.
19. Holly Tree Road/Temperance Hill Road Intersection Project **(No Change from April Report)**: At the March 2016 Authority meeting, the Authority decided to only install the sanitary sewer facilities in the area of the Township's intersection improvement project. BEL has completed the sanitary sewer facility design and prepared the construction specifications. The Authority authorized public bidding of the project at the July 2016 Authority meeting, conditioned upon the bidding and construction schedule being coordinated with the Township/developer's intersection improvement project. The Township has secured all necessary easements to allow construction of the intersection project and BEL will coordinate bidding of the sanitary sewer work with the Township.

BEL assisted Township staff with preparation and submission of a PA DCED Small Project funding application. The funding application was submitted in advance of the February 28, 2018 application deadline.
20. WWTF NPDES Permit Renewal **(No Change from April Report)**: The current WWTF NPDES Permit will expire on November 30, 2015 and the renewal application is due to PADEP by May 30, 2015. BEL forwarded the renewal application to PADEP on April 23, 2015.
21. Doe Run Road Pedestrian Enhancement Project **(No Change from April Report)**: The Township has coordinated initial meetings for this project which will include pedestrian corridor enhancements along Doe Run Road from Memorial Drive in Manheim Borough to West End Drive in Penn Township. There is an executed agreement in place to allow the Authority to "inherit" the Township customers from West End Drive to the railroad tracks which are currently provided public water service by Manheim Borough through a 6-inch water line. The existing Borough water line was televised in 2012 and based on the condition of the pipe, BEL recommended that a new 8-inch water main be extended from the Authority's existing water system which terminates at West End Drive to serve these customers. BEL recommends that the Authority consider installation of new 8-inch water line as part of the Township's project.

22. Pumping Station No. 1: Hershey Surveying has prepared the plans and submitted them to the Township for approval. The Township Solicitor will be preparing the sanitary sewer easement agreement.
23. PA Classics Sanitary Sewer Connection **(No Change from April Report)**: BEL received and reviewed the sanitary sewer design and issued a review letter dated August 26, 2016.
24. Doe Run Elementary School **(No Change from April Report)**: Construction and testing of the sanitary sewer facilities has been completed. The School District's consultant needs to provide the sanitary sewer and water facility Record Drawings to the Authority for review and approval. The Authority authorized a reduction to the sanitary sewer and water facility financial security to \$12,113.00 at the May 2017 Authority meeting.
25. Pleasant View Retirement Community Water System **(No Change from April Report)**: At the request of Pleasant View, BEL attended a meeting on October 7, 2015 to discuss the possibility of Pleasant View discontinuing use of their privately-owned water storage tank and booster pumping system. BEL reviewed engineering options with Pleasant View and recommended that Pleasant View submit a letter to the Authority outlining their specific request.
26. Holly Tree Road Sewer Connection Notices **(No Change from April Report)**: The Township issued sanitary sewer connection notices to the property owners along Holly Tree Road. BEL has been providing construction observation of lateral installation and testing at the request of the Township.
27. Manheim Commons: BEL received revised sanitary sewer design drawings on and is in process of reviewing those plans.
28. Obetz Doe Run Road Corridor Project(s) **(No Change from April Report)**: The Township recently shared a revised concept plan for the former Herneisen Property along Doe Run Road controlled by Seth Obetz that may be developed. The concept now proposes approximately 50 senior housing units, 45 townhomes and 152 apartment units. No commercial uses are proposed. BEL will share that information with the Authority at the July 2016 Authority meeting.
29. Route 72 PennDOT Overlay Project: BEL has contacted the design engineer to obtain access to the remaining manholes which are inaccessible. The design engineer has not yet provided a schedule.
30. Kreider Farms Milk Processing Facility **(No Change from April Report)**: BEL received information from Kreider Farms about potentially connecting their Doe Run Road milk processing facility wastewater into the Authority's sanitary sewer system. Kreider's indicated that the average daily flow will be approximately 24,650 gpd. BEL has requested that Kreider provide information pertaining to peak flows, strength of waste, etc. for Authority review and also informed Kreider that the strength of waste will be an issue.
31. Penn Station **(No Change from April Report)**: BEL received a concept plan for a proposed 147-unit residential development adjacent to the intersection of Fruitville Pike and Oak Street.
32. Non-Residential Waste: Staff provided the NRW summary to the Township Supervisor's for review and consideration.

33. Penn Towne Center Plumbing Plans: Construction of the Bacio's Pizza Shop has been completed.

BEL received and reviewed sanitary sewer capacity documentation, grease interceptor sizing calculations, a revised utility plan and plumbing plans for the proposed Arby's store. All outstanding items have been addressed and the contractor will need to provide shop drawings prior to commencement of construction.

34. Penn Towne Center Wastewater Sampling: At the April 2018 Authority meeting, the Authority agreed to the Penn Towne Center owner's request to defer the quarterly sampling requirements until the flow increases in the center.

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MINUTES OF THE MEETING OF APRIL 17, 2018

ATTENDANCE:

David Stewart (Chairman)
Herbert Mattern (Vice-Chairman)
Rob Kurtz (Treasurer)
Jeffrey Sweater (Secretary)
Phil Donmoyer (Member)

ALSO IN ATTENDANCE:

Dan Becker, Becker Engineering
Michael Wolgemuth, Inframark
Douglas Zook, Inframark
Mark Hiester, Township Manager
Connie Weidle, Recording Secretary

Call to Order- David W. Stewart, Chairperson

Public Comments - None

Approval of Minutes for February 20, 2018

A motion was made by J. Sweater, with a second by D. Stewart, to approve the February 20, 2018 Minutes as presented. The motion passed unanimously.

Treasurer's Report

The Treasurer's Report was presented by R. Kurtz. A motion was made by D. Stewart, with a second by J. Sweater, to approve the Treasurer's Report as presented. The motion passed unanimously.

Communications

- The Authority reviewed the MAWSA Reports

INFRAMARK Report

D. Zook presented his monthly report and highlighted the following items:

- The Pump Station #1 transfer switch was replaced by Garden Spot Electric.
- The lighting project is finished.
- On March 12, 2018 the power supply in the SCADA backup went down. Tristar has repaired this.
- The Wastewater Treatment Plant received the 2017 Plant Performance Award from Aqua-Aerobic Systems Inc.
- Thaddeus Stevens College students took a tour of the plants. Two students applied for the open position.
- On March 29th and April 3rd the Water Plant was run on emergency power due to blown PPL transformer fuses. This relates to the Delta vs. Wye electrical issues and is done to protect equipment that was damaged during the incident that occurred in February of 2017.
- The Wastewater Treatment Plant generator fuel tanks should be replaced due to being old and failing.
- The SCADA at the Water Plant needs technical software, computers replaced, extra programming and a data management system. Mike Wolgemuth is getting pricing from Tristar. Evoca is interested in giving quotes also so he will put both water and wastewater plant quotes together for the next meeting.
- The IU13 6th grade will tour the plants on May 11, 2018.

A motion was made by J. Sweater, with a second by H. Mattern, to accept the Inframark Report as presented. The motion passed unanimously.

Engineer's Report

D. Becker reported on the following items from the monthly Engineer's Report:

- Manheim Auto Auction – First quarter sampling flow results were received. The Totalizer was repaired and meter readings were resolved.
- Sweetbriar Creek Development – The line sags in the pipe segments in Bucknoll Road were repaired, televised and have been determined to be adequately repaired.
- I&I Project – The bidding and construction schedule was distributed. There are 3 sections that stand alone and bids will be received for each one.

A motion was made by D. Stewart, with a second by J. Sweater, to authorize the bidding of the I&I construction project. The motion passed unanimously.

- Manheim Plaza – Revised plans were received from Harbor Engineering.
- Auto Zone –

A motion was made by J. Sweater, with a second by H. Mattern, to release the sanitary sewer and water facility financial security in the amount of \$20,380.80 as well as any remaining escrow funds, if applicable, for Auto Zone. The motion passed unanimously.

- Adcock Motors – Record drawings were received and everything is finalized.
- The Chapter 94 Report has been submitted.
- Non-residential Waste Program – The current township ordinance has not been updated to handle the increased BOD loading that is increasing at the Wastewater Treatment Plant. The program will look at surcharging customers that are exceeding limits. Due to treating high strength wastes there is a need for an ordinance modification by the Board of Supervisors.

A motion was made by D. Stewart, with a second by J. Sweater to support the Non-residential Waste Program. The motion passed unanimously.

- Arby's Restaurant at Penn Towne Center – Plumbing plans have been received.
- Penn Towne Center – They have asked for a wastewater sampling deferral.

A motion was made by J. Sweater, with a second by P. Donmoyer, to approve the request to defer quarterly wastewater sampling until staff feels time is correct to require it. The motion passed unanimously.

A motion was made by J. Sweater, with a second by D. Stewart, to accept the Becker Engineering Report. The motion passed unanimously.

Other Business

M. Hiester presented his monthly report to the Board and discussion took place relative to the following items:

- A motion was made by J. Sweater, with a second by D. Stewart to appoint Doug Zook as the replacement for Herb Mattern to the Source Water Protection Plan Advisory Board. The motion passed unanimously.
- The Authority supported the enforcement of water and sewer connections to 889, 916 and 751 Holly Tree Road properties.
- M. Hiester informed the Authority that the Board of Supervisors made a decision to negotiate a settlement on sewer usage for the 1478 Lancaster Road high sewer bill.
- After discussion, the Authority agreed with staff to allow for the average usage of the last few billing quarters to be presented to the Board of Supervisors to accommodate the sewer bill reduction request from the owner of the Irvin Mobile Home Park.

A motion was made by J. Sweater, with a second by D. Stewart, to accept the Township Manager's Report. The motion passed unanimously.

D. Becker commented on a Class Action Suit that the Authority could be a part of if they desire. He reported that the Authority Solicitor, Tony Schimaneck, does not recommend the Authority pursue anything further with this. The consensus of the Authority members was to not take any action.

Adjournment

A motion was made by D. Stewart, with a second by J. Sweater, to adjourn the meeting at 8:00 p.m. The motion passed unanimously.

Respectfully Submitted,
Connie Weidle
Recording Secretary

Water

DEP Compliance No compliance issues

April Water Operations

- ◆ Water plant continues in operation with 1 DE filter in service
- ◆ **14,431,000** gallons raw water pumped to the water treatment plant
- ◆ Water main break at 2 North Charlotte Street

Completed Water Capital Projects

- ◇ Market Square new 6" DI water line connected to Charlotte Street main water line

Current Water Capital Projects

- Sunhill Pedosphere Tank exterior washing, safety handrail installation, exterior over coating now completed; final inspection on May 8th
- South Charlotte Street final paving project in cooperation with Manheim Borough 2018
- PennDOT Project Route 72 & 772 water valve box replacements

Future Water Capital Projects

- ◆ Quarry Fencing at wells; possible deferment to 2019
- ◆ Doors and window replacement at WTP; possible deferment to 2019
- ◆ 10" meter replacement @ WTP; possible deferment to 2019
- ◆ 6" line connection from South Charlotte Street over to the Cherry Street pump station 2019
- ◆ Grant application submitted for multiple water projects in 2019

Wastewater

DEP Compliance

No compliance issues

April Wastewater Plant Operations

- ◆ Phosphorous (P) 0.17 < mg/l , Total Nitrogen (TN) 2.77 < mg/l avg.
DEP 2017-2018 Water Compliance Year average TP = 0.14mg/l, TN = 3.01 < mg/
NPDES Nutrient Permit Limits: TN 6.0, TP 0.8
- ◆ Hauled Waste Program: 323 loads; 1,439,237 gallons received for processing

Completed Wastewater Capital Projects

- ◇ None this month

Current Wastewater Capital Projects

- PennDOT Project Route 72 & 772 manhole riser installation
- Plant WAS options: SSM working with operators to increase wasting capabilities 2018

Future Wastewater Capital Projects

- ◆ RotoMat building heat/insulation; possible deferment to 2019
- ◆ Flooring replacement in WWTP office; possible deferment to 2019
- ◆ Resurfacing repairs to WWTP driveway 2018
- ◆ Interceptor Line televising 2019 pending grant application decision
- ◆ WAS line modifications to increase wasting capabilities 2018

CCTV Inspections, Sewer Back-ups or Collection Repairs

- ◆ Continuing to survey and identify areas of concern in the collection system for future repairs or relining
- ◆ Pipe Data cleared roots from multiple wastewater collection lines

Administration

CFA Grant application is in process awaiting response on application.

Mike Travitz was hired to fill the remaining open laborer position.

Strategic Planning Committee met on April 19th; Personnel Committee met on April 30th

Management remains committed to maximizing revenue sources, while controlling operation costs to provide the highest level of customer service possible while strategically planning for the preservation and improvement of the Authority's valuable infrastructure.

Respectfully Submitted,

Terry L. Sheffer

Authority Manager

cc; Manheim Borough Council

cc; Rapho Township

cc; Penn Township



Manheim Community Library

15 East High Street. Manheim, PA 17545 Phone: 665-6700 Fax: 665-2470

Director's Report April 2018

A very busy and productive month here at ol' Manheim Community Library. Lots of visitors, some new programs, and some excitement with the building. We had a successful breakfast fundraiser and were awarded two new grants. Considerable progress was made with the PA Forward program as we were awarded Bronze Star status for our efforts to-date. We hired a summer intern, Savannah Varner, a student at Millersville University, to help Colleen with summer reading. It was a nice warmup as we head into the relentless busyness of summer reading.

May has two things in particular of note. The spring book sale will occur from the 17th through 19th. Secondly, we are excited to have the author Jessica Alexander visit on the 14th to do a reading from her debut collection of short stories, *Dear Enemy*. Jess is a visiting professor at Franklin & Marshall and we are fortunate to have such a unique writer come speak.

April 2018 Statistics

Circulation: 7,597 (up 2.2% from April 2017, down 17.5% from March 2018)

New Registrations: 26

Total Borrowers: 1,309 (down 1.9% from April 2017, down 8.1% from March 2018)

eBooks: 363 (up 14.1% from April 2017, up 30.6% from March 2018).

Wireless and Computer Users: 582 (down 11.2% from April 2017, up 7.6% from March 2018)

What's Been Going On

Programming: Colleen is tinkering with the teen programming to see how we can find things that will resonate with that group. I started my objective of having one adult program a week with my series of Side Hustle talks. 22 programs in April: 171 children, 24 young adults and 129 adults for 324 total attendees.

Circulation desk: 100 reference or technical questions were answered by staff during the month.

Community and Library System Connections:

April 2 – Friends of the Library Board meeting

April 3- Met with Dave Thompson from Fix My Computer about the parking spots we rent from him. He had not been paid in several months and on Barb's advice we instituted an invoice system with us being billed every six months.

April 4 – Colleen was interviewed by Blue Ridge News about the Berenstain Bears Breakfast. I met with Mark Sandblade from the System to discuss the library’s technology – current and future. In the evening I met with the Chiques Creek Watershed Alliance. We will have a table at the Chiques Creek Watershed Expo on June 6th.

April 6 – Director’s Council at the System Offices. Mark Sandblade discussed the two big technology initiatives for the year; upgrading all library computers to Windows 10 and Disaster Recovery & Prevention, especially related to security issues. Colleen and I met with Amber and Justin Burns from Teen Central to discuss cross-promotion and programming.

April 8 – Attended Bookmobile unveiling at Manheim Township Library.

April 9 – Ken and I met with Jonathan Hollinger at Pleasant View.

April 12 – Town Hall meeting in the community room of the Borough Building. More below.

April 16 – Colleen had Mt. Zion preschool in to visit the library.

April 17 – Met with Kelly Lauver from Chamber of Commerce to discuss partnerships. Side Hustle talk in the evening. Colleen attended a program in Harrisburg on creating STEM environments in libraries.

April 18 – Attended Library System annual meeting at Manheim Township Building. Connie Kelly received Service Award.

April 21 – Berenstain Bears Breakfast – More info below

April 23 – Attended Penn Township Council Meeting, introduced myself to the council and told them about PA Forward and other things that have been going on.

April 24 – Attended STIG Meeting at the Library System. Side Hustle talk in the evening.

April 27 – Led Book Club meeting.

Community Relations: Alissa has done a great job promoting our events across a variety of media outlets and we have seen results with our events and programming. Blue Ridge News came out twice in April, once ahead of the Berenstain Bears Breakfast and the second time for my “Town Hall” event on the 12th. Not surprisingly, they, and the attendees of the meeting (of which there were five) were very much interested in discussing the new library building. The only concern that was and has been voiced is the potential difficulty for certain populations (those without cars, low-income, children, the elderly) to reach the new library. But we also received a lot of good information and ideas on the needs of the community, potential programming and ways to reach the public. It was a successful enough event that I plan on making it a regular thing throughout the area.

Next Door Manheim has turned out to be a good way of reaching non-library users. I had three people attend my Side Hustle series, two of which were not library users and all of them saw the program on Next Door Manheim.

Our Book Club meetings will now be reported in the Sunday Lancaster paper.

Fundraising: We received a \$1,000 grant from the Women's Club of Manheim for summer reading programming and a \$5,000 grant from the Atlantic Sunrise Community Grant program for STEAM programming during the upcoming school year. The Berenstain Bears Breakfast was held on April 21st and was a successful event with over 140 attendees.

Facility Update: Some of the excitement during the month came on the afternoon of Friday, April 27th when the fire alarm went off in the building. Kim was working here with me and we evacuated the building. When the fire department arrived they discovered that a toilet on the first floor had (been?) cracked causing water to go through the floor into the basement bathroom. The water apparently disrupted the smoke alarm sensor which caused it to go off. The damage from the water was contained in the two bathrooms. Those bathrooms have been closed since and a dehumidifier has been running in the basement. The excitement did make me realize that we have little in the way of emergency procedures which I am in the midst of remedying.

PA Forward: Our advertising for programming now includes the PA Forward and literacy logos and a great new look that Alissa put together. I put "shelf talkers" up in the library on pertinent shelves for the five literacies. Also created a bulletin board at the computers with useful websites pertaining to each literacy and added a webpage to our site which will have this list and more. We were awarded Bronze Star Status for our efforts so far. This is the easiest of the three levels to achieve.

Respectfully submitted April 9th, 2018:

Jonathan Dunkle, Director