

**PENN TOWNSHIP BOARD OF SUPERVISORS  
MEETING AGENDA  
July 23, 2018**

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

**Conditional Use Hearings, Pleasant View Retirement Community**

**Public Comment/Guest Recognition**

**Approval of July 9, 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:**

- Worley & Obetz Bankruptcy Notices
- Boyer's Run Bridge Notice
- Inframark Safety Award, NWLCA Water & Wastewater Plants

**Subdivision, Land Development, and Stormwater Management:**

- Manheim Commons Phase 1 Final Subdivision & Land Development Plan (Project No. 17-008) – Request approval of plan and waivers
- Jay Reiff Stormwater Management Plan (Project No. 17-003) – Request for reduction of financial security
- Nevin & Denise Horning, 809 Temperance Hill Road – Request approval of sewage system maintenance agreement

**Old Business:**

- Lititz recCenter Intermunicipal Agreement Automatic Extension for Four More Years
- Airy Hill Road-North Penryn Road Intersection Complaint

**New Business:**

- Maher Dussel Three-year Audit Services Proposal
- Santa Run Detour Route
- Interior Doorways Quote
- Building Security System Quotes

**Other Business:**

- Executive Session, if needed

**Upcoming Meetings:**

Penn IDA, 2pm, Tuesday, July 24

Planning Commission, 7pm, Monday, August 6

National Night Out, 6pm, Tuesday, August 7, Warwick Township Target Store

Chiques Creek Stomp, 6pm, Wednesday, August 8, Mummau Park, West High Street, Manheim

NLCRPC, 7pm, Thursday, August 9

Board of Supervisors, 7pm, Monday, August 13

Manheim Central Partners Meeting, 7pm, Wednesday, August 15, Manheim Central School District Office

**Adjournment**

**PENN TOWNSHIP  
BOARD OF SUPERVISORS  
MINUTES**

DATE & TIME:

July 9, 2018

7:00 PM

**BOARD ATTENDANCE:**

Benjamin Bruckhart  
Jill Groff  
Ronald Krause  
Dick Shellenberger  
Richard Landis

**OTHERS IN ATTENDANCE:**

Mark Hiester, Township Manager  
Sharyn Young, Township Planner  
Daryl Lefever, Public Works Director  
Matt Reeser, Zoning Officer  
Fred Hammond, resident

Jonathan Hollinger, PVRC  
Jody Gochenauer, resident  
Justin Stoltzfus, LNP  
Connie Weidle, Recording Secretary

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

**Public Comment/Guest Recognition - None**

**Approval of June 25, 2018 Meeting Minutes**

A motion was made by D. Shellenberger, with a second by R. Landis, to approve the June 25, 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 J. Groff, 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 D. Shellenberger, with a second by R. Krause, 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 report to the Board and highlighted the following items:

- Property Maintenance issues have been increasing.
- There have been numerous inquiries about properties for sale in the township.
- Furniture was dumped along various roads in the township and staff is working with the police to resolve the matter and charge the persons involved.
- 1756 Gish Road clean-up is on-going.

**Planning**

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

- Manheim Commons Development presented their Phase 1 Final Plan to the Planning Commission and it was given conditional approval.
- The Verizon Wireless Cell Tower agreements and plans were received in the township office today.
- There has not been anything new submitted from Walnut Run Farms for the stormwater management plan.

- An inquiry has been made into the former BB&T building. Staff informed the inquirer that they would need to bring the site up to zoning compliance.
- The Stormwater Management Plan submitted by T&D Excavating shows a number of inconsistencies that do not comply with the Zoning Hearing Board approval conditions. The township solicitor and staff are working on how to address the conditions.
- The NPDES permit process is moving slowly.
- The owner of 140 West End Drive met with staff to discuss approvals necessary for his plan to construct two new storage buildings on the property. Board discussion took place relative to the township's plan of extending West End Drive at a future time.
- The township is waiting to hear from DEP concerning the Pollutant Reduction Plan. The DEP focus appears to be turned to the Chesapeake Bay Watershed Implementation Plan Phase 3.

### **Public Works**

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

- Becker Engineering is working on design of pipe work for Woodlot and Lititz Roads and on North Penryn Road.
- The mowing of township properties has been going well.
- Oil and chipping of select roads started today.
- The replacement of the utility pole on Elm Road will be done by PPL.

### **Sewage Enforcement Officer**

The Board reviewed Len Spencer's monthly report.

### **Manager**

M. Hiester presented his monthly report and highlighted the following items:

- Progress is being made on the Fruitville Pike, Temperance Hill and Holly Tree Roads intersection improvements.
- The township solicitor does not think that the township would be able to impose an agreement and fee on Windstream for underground fiber optic cable.
- Discussion took place concerning the complaint by a resident that trucks are using Hillcrest Drive and not being able to get through. It was the consensus of the Board to not take action at this time of installing signs and instructed staff to observe if this becomes more of a problem in the future. They also stated that enforcement by police can be made if trucks are using the road illegally.
- Rapho Township has been told by DEP that public sewer must be provided to properties near the PA Turnpike. The installation of the public sewer may affect property owners in Penn Township.

### **Communications:**

The Board acknowledged receipt of the NWEMS Meeting Notice.

### **Old Business:**

- A motion was made by D. Shellenberger, with a second by R. Krause, to cancel the agreement to hire Cohen Law Group to negotiate a TV cable franchise agreement with Blue Ridge Communications. The motion passed unanimously.  
M. Hiester updated the Board that after discussing with neighboring municipalities, it would be better to wait and join with them to negotiate the franchise agreement next year.
- A motion was made by R. Krause, with a second by D. Shellenberger, to approve the Susquehanna Valley Pregnancy Services Run for Life revised road closings and detour map. The motion passed unanimously.

### **New Business:**

- A motion was made by R. Landis, with a second by J. Groff, to approve Resolution 2018-18 approving, as the host municipality, the tax-exempt financing through the West Cornwall Township Municipal Authority of a Pleasant View Retirement Community project. The motion passed unanimously.

- A motion was made by R. Krause, with a second by D. Shellenberger, to approve a letter to be sent to Lancaster County Planning Commission concerning the managing and conserving of Quarries in the county. The motion passed unanimously.
- A motion was made by R. Krause, with a second by D. Shellenberger, to approve the PA Classics Keystone Cup & Winter College Showcase Soccer Tournament Agreement. The motion passed unanimously.

**Other Business:**

M. Reeser reminded the Board of the upcoming Zoning Hearing Board Meeting to take place on Wednesday, July 11, 2018.

**Adjournment**

A motion was made by R. Landis, with a second by J. Groff, to adjourn the Meeting at 8:00 p.m. The motion passed unanimously.

Respectfully Submitted,  
Connie Weidle, Recording Secretary

|  | <u>BEGINNING BALANCE</u><br><u>7/10/18</u> | <u>REVENUES</u> | <u>EXPENDITURES</u> | <u>ENDING BALANCE</u><br><u>7/23/18</u> |
|--|--|-----------------|---------------------|---|
| <u>GENERAL FUND</u>                          | \$2,158,263.70                             | \$75,275.76     | \$37,970.38         | \$2,195,569.08                          |
|  |  |                 |                     |   |
| <u>SEWER &amp; WATER</u>                     | \$2,534,071.44                             | \$61,353.93     | \$64,727.98         | \$2,530,697.39                          |
|  |  |                 |                     |   |
| <u>PARKS AND RECREATION</u>                  | \$26,579.45                                | \$0.00          | \$0.00              | \$26,579.45                             |
|  |  |                 |                     |   |
| <u>ESCROW</u>                                | \$106,175.26                               | \$1,479.85      | \$10,817.50         | \$96,837.61                             |
|  |  |                 |                     |   |
| <u>G.O. BONDS 2009 - NWLCA WATER PROJECT</u> | \$314,897.69                               | \$0.00          | \$400.00            | \$314,497.69                            |
|  |  |                 |                     |   |
| <u>STORMWATER MANAGEMENT</u>                 | \$63,559.24                                | \$0.00          | \$759.27            | \$62,799.97                             |
|  |  |                 |                     |   |
| <u>STREET IMPROVEMENT</u>                    | \$796,444.61                               | \$0.00          | \$15,543.60         | \$780,901.01                            |
|  |  |                 |                     |   |
| <u>AGRICULTURAL PRESERVATION</u>             | \$596,745.25                               | \$0.00          | \$0.00              | \$596,745.25                            |
|  |  |                 |                     |   |
| <u>STATE HIWAY AID</u>                       | \$530,267.08                               | \$0.00          | \$131,152.95        | \$399,114.13                            |
|  |  |                 |                     |   |
| <u>CAPITAL RESERVE</u>                       | \$1,145,846.74                             | \$0.00          | \$0.00              | \$1,145,846.74                          |
|  |  |                 |                     |   |
| <u>TOTALS</u>                                | \$8,272,850.46                             | \$138,109.54    | \$261,371.68        | \$8,149,588.32                          |

## 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                      | 15,798.12    | 23,000.00    | 68.7%       |
| 301 · REAL PROPERTY TAXES                      |              |              |             |
| 301.10 · REAL ESTATE TAXES CURRENT & DUP       | 1,110,408.51 | 1,100,000.00 | 100.9%      |
| 301.20 · REAL ESTATE TAXES PRIOR/DEL COL       | 5,465.23     | 10,000.00    | 54.7%       |
| 301.60 · REAL ESTATE TAXES INTERIM             | 16,182.18    | 7,000.00     | 231.2%      |
| Total 301 · REAL PROPERTY TAXES                | 1,132,055.92 | 1,117,000.00 | 101.3%      |
| 310 · LOCAL TAX ENABLING ACT                   |              |              |             |
| 310.10 · REAL ESTATE TRANSFER TAX              | 114,180.59   | 200,000.00   | 57.1%       |
| 310.21 · EARNED INCOME                         | 522,905.88   | 970,000.00   | 53.9%       |
| 310.51 · LOCAL SERVICES TAX                    | 115,629.84   | 204,000.00   | 56.7%       |
| Total 310 · LOCAL TAX ENABLING ACT             | 752,716.31   | 1,374,000.00 | 54.8%       |
| 321 · BUSINESS LICENSES & PERMITS              |              |              |             |
| 321.80 · CABLE TELEVISION FRANCHISE            | 56,132.87    | 104,000.00   | 54.0%       |
| Total 321 · BUSINESS LICENSES & PERMITS        | 56,132.87    | 104,000.00   | 54.0%       |
| 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             | 10,516.78    | 17,000.00    | 61.9%       |
| 331.12 · VIOLATION OF ORD Zoning_Burning       | 6,596.50     | 2,000.00     | 329.8%      |
| 331.13 · STATE POLICE FINES                    | 3,460.03     | 5,000.00     | 69.2%       |
| 331.14 · PARKING VIOLATIONS                    | 0.00         | 200.00       | 0.0%        |
| Total 331 · FINES                              | 20,573.31    | 24,200.00    | 85.0%       |
| 332 · FORFEITS                                 | 0.00         | 0.00         | 0.0%        |
| 341 · INTEREST EARNINGS                        |              |              |             |
| 341.01 · INTEREST                              | 1,349.46     | 1,700.00     | 79.4%       |
| Total 341 · INTEREST EARNINGS                  | 1,349.46     | 1,700.00     | 79.4%       |
| 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        | 5,750.00     | 2,000.00     | 287.5%      |
| 361.32 · REVIEW FEES FOR PLANS                 | 6,240.00     | 3,000.00     | 208.0%      |
| 361.33 · ZONING PERMITS                        | 2,290.00     | 4,000.00     | 57.3%       |
| 361.34 · ZONING HEARING BOARD FEES             | 3,600.00     | 5,000.00     | 72.0%       |
| 361.341 · CONDITIONAL USE HEARING FEES         | 1,800.00     | 0.00         | 100.0%      |
| 361.342 · REZONING FEES                        | 0.00         | 0.00         | 0.0%        |
| Total 361.30 · ZONING & SUBDIVISION & LAND DEV | 19,680.00    | 14,000.00    | 140.6%      |
| 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                      | 7,798.00     | 11,000.00    | 70.9%       |
| 362.44 · SEWAGE PERMITS                        | 8,307.50     | 13,000.00    | 63.9%       |
| 362.47 · BUILDING CODE APPEALS FEE             | 0.00         | 0.00         | 0.0%        |
| Total 362 · PUBLIC SAFETY                      | 234,343.90   | 278,270.08   | 84.2%       |
| 372.56 · SALE OF SRECS & PPL CASHOUT           | 792.79       | 1,200.00     | 66.1%       |
| 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  | 10,507.58    | 10,000.00    | 105.1%      |
| 387.11 · MAA HOST FEE                     | 270,916.67   | 270,916.69   | 100.0%      |
| Total 387 · CONTRIBUTIONS & DONATIONS     | 281,424.25   | 280,916.69   | 100.2%      |
| Total Income                              | 2,521,671.82 | 3,366,696.77 | 74.9%       |
| Gross Profit                              | 2,521,671.82 | 3,366,696.77 | 74.9%       |
| Expense                                   |              |              |             |
| 400 · LEGISLATIVE                         |              |              |             |
| 400.05 · SUPERVISORS SALARIES             | 7,000.00     | 12,500.00    | 56.0%       |
| 400.192 · FICA/MEDICARE                   | 535.50       | 956.00       | 56.0%       |
| 400.42 · DUES/SUBSCRIPTIONS/MEMBERSHIPS   | 1,967.00     | 2,230.00     | 88.2%       |
| 400.46 · EDUCATION & TRAINING             | 370.00       | 1,000.00     | 37.0%       |
| Total 400 · LEGISLATIVE                   | 9,872.50     | 16,686.00    | 59.2%       |
| 402 · FINANCIAL ADMINISTRATION            |              |              |             |
| 402.05 · ELECTED AUDITORS                 | 300.00       | 300.00       | 100.0%      |
| 402.31 · PROFESSIONAL AUDITING SERVICES   | 11,315.00    | 11,315.00    | 100.0%      |
| 402.45 · PAYROLL PROCESSING SERVICES      | 1,566.29     | 3,500.00     | 44.8%       |
| Total 402 · FINANCIAL ADMINISTRATION      | 13,181.29    | 15,115.00    | 87.2%       |
| 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  | 11,102.16    | 20,000.00    | 55.5%       |
| Total 404 · SOLICITOR /LEGAL SERVICES     | 11,102.16    | 20,000.00    | 55.5%       |
| 405 · ADMINISTRATION                      |              |              |             |
| 405.12 · ADMIN SALARY & WAGES             | 90,198.84    | 167,690.25   | 53.8%       |
| 405.18 · ADMINISTRATION OVERTIME          | 1,029.15     | 1,400.00     | 73.5%       |
| 405.191 · UNIFORM ALLOWANCE               | 0.00         | 255.00       | 0.0%        |
| 405.192 · FICA / MEDICARE                 | 6,845.06     | 11,419.11    | 59.9%       |
| 405.194 · UNEMPLOYMENT COMPENSATION       | 297.52       | 292.50       | 101.7%      |
| 405.196 · HEALTH INSURANCE MED/DENTAL/VIS | 28,522.75    | 57,234.52    | 49.8%       |
| 405.198 · DISABILITY /LIFE INSURANCE      | 1,026.26     | 1,960.00     | 52.4%       |
| 405.21 · OFFICE SUPPLIES                  | 3,076.21     | 5,000.00     | 61.5%       |
| 405.23 · POSTAGE (GENERAL)                | 1,122.13     | 1,800.00     | 62.3%       |
| 405.28 · NEWSLETTERS (INCLUDES POSTAGE)   | 0.00         | 2,400.00     | 0.0%        |
| 405.32 · WIRELESS SERVICE (NEXTEL)        | 536.41       | 1,000.00     | 53.6%       |
| 405.34 · ADVERTISING & PRINTING           | 3,431.09     | 8,000.00     | 42.9%       |
| 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             | 210.00       | 1,000.00     | 21.0%       |
| 405.49 · MISCELLANEOUS                    | 501.57       | 1,000.00     | 50.2%       |
| Total 405 · ADMINISTRATION                | 141,347.83   | 267,451.38   | 52.8%       |
| 406 · OTHER GENERAL GOV'T ADMIN           |              |              |             |
| 406.39 · BANK SERVICE CHARGE / FEES       | 0.00         | 50.00        | 0.0%        |
| 406.49 · ORDINANCE CODIFICATION           | 4,492.58     | 3,600.00     | 124.8%      |
| Total 406 · OTHER GENERAL GOV'T ADMIN     | 4,492.58     | 3,650.00     | 123.1%      |
| 407 · DATA PROCESSING                     |              |              |             |
| 407.28 · GENERAL SOFTWARE/HARDWARE        | 17,348.37    | 17,000.00    | 102.0%      |
| 407.37 · OFFICE EQUIP /IT REPAIRS & MAIN  | 3,125.00     | 14,000.00    | 22.3%       |
| 407.48 · WEBSITE DESIGN                   | 6,231.00     | 7,000.00     | 89.0%       |
| 407.49 · ELECTRONIC DOC STORAGE/SCANNING  | 0.00         | 0.00         | 0.0%        |
| Total 407 · DATA PROCESSING               | 26,704.37    | 38,000.00    | 70.3%       |
| 408 · ENGINEERING SERVICES                |              |              |             |
| 408.313 · GENERAL ENGINEERING SERVICES    | 4,725.34     | 17,000.00    | 27.8%       |
| 408.319 · SEWAGE ENFORCEMENT SERVICES     | 14,692.50    | 20,000.00    | 73.5%       |
| 408.49 · SLD ORDINANCE/ZONING ORD AMEND   | 0.00         | 5,000.00     | 0.0%        |
| Total 408 · ENGINEERING SERVICES          | 19,417.84    | 42,000.00    | 46.2%       |
| 409 · GENERAL GOVERNMENT BUILDING         |              |              |             |
| 409.32 · PHONE & INTERNET                 | 2,180.02     | 4,500.00     | 48.4%       |
| 409.361 · P P & L                         | 825.45       | 2,000.00     | 41.3%       |
| 409.362 · UGI                             | 6,575.61     | 9,000.00     | 73.1%       |
| 409.364 · SEWER & WATER SERVICES          | 608.76       | 1,000.00     | 60.9%       |
| 409.367 · TRASH & RECYCLING               | 1,244.36     | 2,500.00     | 49.8%       |
| 409.368 · FIRE HYDRANTS (MAWSA)           | 2,856.00     | 5,000.00     | 57.1%       |
| 409.37 · REPAIR, MAINTENANCE, SECURITY    | 7,407.48     | 36,000.00    | 20.6%       |
| 409.44 · CLEANING SERVICE                 | 4,900.00     | 9,000.00     | 54.4%       |
| 409.49 · MEETING BEVERAGES/WATER/COFFEE   | 707.54       | 700.00       | 101.1%      |
| Total 409 · GENERAL GOVERNMENT BUILDING   | 27,305.22    | 69,700.00    | 39.2%       |

## 2009 PENN TOWNSHIP GENERAL FUND

## Budget vs. Actual

January through December 2018

|  | Jan - Dec 18        | Budget              | % of Budget  |
|--|---------------------|---------------------|--------------|
| <b>410 · POLICE</b>                                |                     |                     |              |
| 410.55 · NORTHERN LANC CO REGIONAL PD              | 1,104,646.12        | 1,656,144.20        | 66.7%        |
| <b>Total 410 · POLICE</b>                          | <b>1,104,646.12</b> | <b>1,656,144.20</b> | <b>66.7%</b> |
| <b>411 · FIRE / AMBULANCE</b>                      |                     |                     |              |
| 411.540 · PENRYN FIRE CO DONATION                  | 26,179.13           | 52,358.25           | 50.0%        |
| 411.541 · MANHEIM FIRE CO DONATION                 | 15,194.03           | 30,388.05           | 50.0%        |
| 411.542 · NORTHWEST EMS                            | 10,961.50           | 16,923.00           | 64.8%        |
| 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%       |
| <b>Total 411 · FIRE / AMBULANCE</b>                | <b>127,334.66</b>   | <b>160,669.30</b>   | <b>79.3%</b> |
| <b>413 · UCC AND CODE ENFORCEMENT</b>              |                     |                     |              |
| 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)                 | 385.00              | 660.00              | 58.3%        |
| 413.33 · VEHICLE FUEL                              | 51.33               | 100.00              | 51.3%        |
| 413.375 · REPAIRS & MAINTENANCE-VEHICLE            | 248.84              | 1,000.00            | 24.9%        |
| 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%         |
| <b>Total 413 · UCC AND CODE ENFORCEMENT</b>        | <b>1,370.11</b>     | <b>4,060.00</b>     | <b>33.7%</b> |
| <b>414 · PLANNING AND ZONING</b>                   |                     |                     |              |
| 414.10 · PLANNING COMMISSION STIPEND               | 500.00              | 875.00              | 57.1%        |
| 414.11 · ZONING HEARING BOARD STIPEND              | 160.00              | 2,400.00            | 6.7%         |
| 414.12 · PLANNING AND ZONING WAGES                 | 66,518.37           | 123,540.77          | 53.8%        |
| 414.131 · ZONING HEARING LEGAL COUNSEL             | 888.00              | 4,000.00            | 22.2%        |
| 414.132 · ZONING HEARING STENOGRAPHER              | 550.00              | 2,000.00            | 27.5%        |
| 414.18 · OVERTIME                                  | 516.03              | 1,300.00            | 39.7%        |
| 414.191 · UNIFORM AND SHOE ALLOWANCE               | 0.00                | 275.00              | 0.0%         |
| 414.192 · FICA / MEDICARE                          | 5,021.06            | 9,550.32            | 52.6%        |
| 414.194 · UNEMPLOYMENT COMPENSATION                | 199.98              | 202.50              | 98.8%        |
| 414.196 · HEALTH INSURANCE(INC MED/DEN/VI          | 23,441.83           | 53,127.28           | 44.1%        |
| 414.198 · DISABILITY/LIFE INSURANCE                | 810.82              | 1,600.00            | 50.7%        |
| 414.24 · OPERATING SUPPLIES-ZONING                 | 195.71              | 500.00              | 39.1%        |
| 414.313 · ENGINEERING/LEGAL FEES(REIMB)            | 0.00                | 0.00                | 0.0%         |
| 414.317 · CONTRACTED SVS-ZONING ENFORCEME          | 248.99              | 300.00              | 83.0%        |
| 414.32 · WIRELESS SERVICE                          | 0.00                | 600.00              | 0.0%         |
| 414.34 · ZONING HEARING LEGAL NOTICE               | 701.86              | 1,000.00            | 70.2%        |
| 414.42 · DUES, SUBSCRIPTIONS, MEMBERSHIP           | 412.00              | 600.00              | 68.7%        |
| 414.46 · EDUCATION AND TRAINING                    | 775.04              | 500.00              | 155.0%       |
| <b>Total 414 · PLANNING AND ZONING</b>             | <b>100,939.69</b>   | <b>202,370.87</b>   | <b>49.9%</b> |
| <b>415 · EMERGENCY MANAGEMENT</b>                  |                     |                     |              |
| 415.20 · GENERAL SUPPLIES/OPERATING EXP            | 0.00                | 500.00              | 0.0%         |
| 415.32 · WIRELESS SERVICE (NEXTEL)                 | 48.89               | 150.00              | 32.6%        |
| <b>Total 415 · EMERGENCY MANAGEMENT</b>            | <b>48.89</b>        | <b>650.00</b>       | <b>7.5%</b>  |
| <b>430 · HIGHWAY - GENERAL</b>                     |                     |                     |              |
| 430.12 · PUBLIC WORKS WAGES                        | 141,893.21          | 265,004.81          | 53.5%        |
| 430.18 · PUBLIC WORKS OVERTIME                     | 14,705.64           | 20,000.00           | 73.5%        |
| 430.191 · UNIFORM & SHOE ALLOWANCE                 | 1,093.93            | 1,825.00            | 59.9%        |
| 430.192 · FICA / MEDICARE                          | 11,643.54           | 21,712.61           | 53.6%        |
| 430.194 · UNEMPLOYMENT COMPENSATION                | 508.94              | 472.50              | 107.7%       |
| 430.196 · HEALTH INS (INCL MED/DENTAL/VIS          | 58,598.60           | 117,163.45          | 50.0%        |
| 430.198 · DISABILITY /LIFE INSURANCE               | 1,799.41            | 3,500.00            | 51.4%        |
| 430.32 · WIRELESS SERVICE (NEXTEL)                 | 1,383.19            | 2,400.00            | 57.6%        |
| 430.33 · VEHICLE FUEL                              | 9,354.89            | 22,500.00           | 41.6%        |
| 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                       | 420.00              | 750.00              | 56.0%        |
| 430.49 · MISCELLANEOUS                             | 111.90              | 500.00              | 22.4%        |
| <b>Total 430 · HIGHWAY - GENERAL</b>               | <b>373,888.33</b>   | <b>591,828.37</b>   | <b>63.2%</b> |
| <b>432 · HIGHWAY SNOW</b>                          |                     |                     |              |
| 432.245 · MATERIALS & SUPPLIES                     | 6,793.92            | 11,000.00           | 61.8%        |
| 432.317 · CONTRACTED SERVICES                      | 0.00                | 500.00              | 0.0%         |
| <b>Total 432 · HIGHWAY SNOW</b>                    | <b>6,793.92</b>     | <b>11,500.00</b>    | <b>59.1%</b> |
| <b>433 · HIGHWAY-TRAFFIC CONTROL DEVICES</b>       |                     |                     |              |
| 433.245 · MATERIALS AND SUPPLIES                   | 13,049.19           | 19,000.00           | 68.7%        |
| 433.361 · P P & L - TRAFFIC SIGNALS                | 1,813.09            | 2,800.00            | 64.8%        |
| 433.370 · REPAIRS & MAINTENANCE SERVICES           | 0.00                | 4,000.00            | 0.0%         |
| <b>Total 433 · HIGHWAY-TRAFFIC CONTROL DEVICES</b> | <b>14,862.28</b>    | <b>25,800.00</b>    | <b>57.6%</b> |
| <b>434 · STREET LIGHTING</b>                       |                     |                     |              |
| 434.361 · STREET LIGHTING                          | 20,013.07           | 35,000.00           | 57.2%        |
| <b>Total 434 · STREET LIGHTING</b>                 | <b>20,013.07</b>    | <b>35,000.00</b>    | <b>57.2%</b> |



## 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                   | 3,624.57     | 6,000.00      | 60.4%       |
| 437.260 · SMALL TOOLS & MINOR EQUIPMENT          | 7,824.87     | 10,000.00     | 78.2%       |
| 437.374 · REPAIRS & MAINTENANCE SERVICES         |              |               |             |
| 374.01 · 2010 FORD F-250                         | 873.75       |               |             |
| 374.03 · 2008 FORD F-550                         | 129.50       |               |             |
| 374.05 · 1996 INTERNATIONAL DUMP                 | 472.84       |               |             |
| 374.06 · 2001 MACK DUMP                          | 97.00        |               |             |
| 374.07 · 2003 FREIGHTLINER DUMP                  | 5,687.90     |               |             |
| 374.08 · 2006 FREIGHTLINER DUMP                  | 1,496.75     |               |             |
| 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     |               |             |
| 374.15 · 2009 CRAFTCO PATCHER                    | 3,857.61     |               |             |
| 374.17 · SKAG MOWER                              | 18.92        |               |             |
| 374.18 · 2014 TIGER ROAD BANK MOWER              | 460.83       |               |             |
| 374.26 · 2003 POWER BOOM (BACKHOE)               | 1,175.13     |               |             |
| 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 | 7,899.47     | 30,000.00     | 26.3%       |
| Total 437.374 · REPAIRS & MAINTENANCE SERVICES   | 27,544.14    | 30,000.00     | 91.8%       |
| 437.74 · CAPITAL PURCHASES                       | 0.00         | 0.00          | 0.0%        |
| Total 437 · HIGHWAY - TOOLS - MACHINERY          | 38,993.58    | 46,000.00     | 84.8%       |
| 438 · HIGHWAY-ROADS AND BRIDGES                  |              |               |             |
| 438.245 · MATERIALS AND SUPPLIES                 | 37,074.45    | 113,500.00    | 32.7%       |
| 438.317 · CONTRACTED SERVICES/EQUIPMENT          | 0.00         | 3,000.00      | 0.0%        |
| Total 438 · HIGHWAY-ROADS AND BRIDGES            | 37,074.45    | 116,500.00    | 31.8%       |
| 452 · RECREATION                                 |              |               |             |
| 452.543 · LITITZ REC CENTER                      | 11,250.00    | 15,000.00     | 75.0%       |
| Total 452 · RECREATION                           | 11,250.00    | 15,000.00     | 75.0%       |
| 456 · LIBRARY                                    |              |               |             |
| 456.540 · MANHEIM COMMUNITY LIBRARY              | 12,500.00    | 25,000.00     | 50.0%       |
| 456 · LIBRARY - Other                            | 0.00         | 0.00          | 0.0%        |
| Total 456 · LIBRARY                              | 12,500.00    | 25,000.00     | 50.0%       |
| 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 LIABILITY          | 0.00         | 2,142.00      | 0.0%        |
| Total 486 · INSURANCE/CASUALTY/SURETY            | 1,446.00     | 64,013.65     | 2.3%        |
| Total Expense                                    | 2,910,076.64 | 4,508,333.91  | 64.5%       |
| Net Ordinary Income                              | -388,404.82  | -1,141,637.14 | 34.0%       |

## 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            | 567,669.63   | 769,160.78    | 73.8%       |
| 392.36 · TRANSFER FROM CAPITAL RESERVE        | 32,623.00    |               |             |
| Total 392 · INTERFUND TRANSFERS               | 600,292.63   | 769,160.78    | 78.0%       |
| Total Other Income                            | 600,843.83   | 769,660.78    | 78.1%       |
| 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                              | 446,717.83   | -89,102.22    | -501.4%     |
| Net Income                                    | 58,313.01    | -1,230,739.36 | -4.7%       |

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Cash Basis

## 2009 PENN TOWNSHIP GENERAL FUND

### Balance Sheet

As of July 23, 2018

|                                 | Jul 23, 18          |
|---------------------------------|---------------------|
| <b>ASSETS</b>                   |                     |
| Current Assets                  |                     |
| Checking/Savings                |                     |
| 100 · BANK ACCOUNTS             |                     |
| 102.00 · INTEGRITY BANK         | 2,195,013.07        |
| 110.00 · PETTY CASH             | 556.01              |
| Total 100 · BANK ACCOUNTS       | 2,195,569.08        |
| Total Checking/Savings          | 2,195,569.08        |
| Total Current Assets            | 2,195,569.08        |
| <b>TOTAL ASSETS</b>             | <b>2,195,569.08</b> |
| <b>LIABILITIES &amp; EQUITY</b> | 0.00                |

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Cash Basis

2009 PENN TOWNSHIP GENERAL FUND  
CHECK BOOK LEDGER  
As of July 23, 2018

| Date                    | Num      | Name   | Memo   | Debit     | Credit   | Balance      |
|-------------------------|----------|--|--|-----------|----------|--------------|
| 100 - BANK ACCOUNTS     |          |  |  |           |          | 2,158,263.70 |
| 102.00 - INTEGRITY BANK |          |  |  |           |          | 2,156,907.69 |
| 07/10/2018              |          | Deposit  |  | 21,511.00 |          | 2,178,418.69 |
| 07/10/2018              |          | Deposit  |  | 1,020.00  |          | 2,179,438.69 |
| 07/10/2018              |          | Deposit  |  | 21,130.95 |          | 2,200,569.64 |
| 07/10/2018              |          | Deposit  |  | 1,825.00  |          | 2,202,394.64 |
| 07/10/2018              |          | Deposit  |  | 737.00    |          | 2,203,131.64 |
| 07/10/2018              | 1226     | TRANSFER CASH FROM PETTY CASH TO GENERAL FUND... |  | 800.00    |          | 2,203,931.64 |
| 07/10/2018              |          | Deposit  |  | 25,920.30 |          | 2,229,851.94 |
| 07/13/2018              | DD       | JETPAY/A D COMPUTER CORPORATION                  | QUARTERLY TAX FILING FEE                       |           | 136.00   | 2,229,715.94 |
| 07/13/2018              | DD       | JETPAY/A D COMPUTER CORPORATION                  | INVOICE #2706443                               |           | 71.25    | 2,229,644.69 |
| 07/13/2018              | 100799   | KRAUSE RONALD H                                  |  |           | 166.56   | 2,229,478.13 |
| 07/13/2018              | 100800   | MORGAN~STANLEY~WEALTH~MNGMT ~                    |  |           | 107.51   | 2,229,370.62 |
| 07/13/2018              | D 4445   | GRABLE BARBARA H                                 |  |           | 983.04   | 2,228,387.58 |
| 07/13/2018              | D 4446   | WEIDLE CONSTANCE M                               |  |           | 1,350.00 | 2,227,037.58 |
| 07/13/2018              | D 4447   | HIESTER MARK                                     |  |           | 2,414.40 | 2,224,623.18 |
| 07/13/2018              | D 4448   | BRUCKHART BENJAMIN OJ                            |  |           | 176.56   | 2,224,446.62 |
| 07/13/2018              | D 4449   | GROFF JILL M                                     |  |           | 176.56   | 2,224,270.06 |
| 07/13/2018              | D 4450   | LANDIS RICHARD E                                 |  |           | 176.56   | 2,224,093.50 |
| 07/13/2018              | D 4451   | SHELLENBERGER RICHARD M                          |  |           | 176.56   | 2,223,916.94 |
| 07/13/2018              | D 4452   | REESER MATTHEW R                                 |  |           | 1,685.15 | 2,222,231.79 |
| 07/13/2018              | D 4453   | YOUNG SHARYN E                                   |  |           | 1,991.17 | 2,220,240.62 |
| 07/13/2018              | D 4454   | FITTERY NEIL H                                   |  |           | 1,867.72 | 2,218,372.90 |
| 07/13/2018              | D 4455   | IEHLE KEITH S                                    |  |           | 1,329.08 | 2,217,043.82 |
| 07/13/2018              | D 4456   | LEFEVER DARYL J                                  |  |           | 2,003.80 | 2,215,040.02 |
| 07/13/2018              | D 4457   | MARTIN SHANNON L                                 |  |           | 1,321.68 | 2,213,718.34 |
| 07/13/2018              | D 4458   | NEWCOMER DAVID W                                 |  |           | 1,182.29 | 2,212,536.05 |
| 07/13/2018              | JETPA... | JetPay-PTF                                       |  |           | 6,531.72 | 2,206,004.33 |
| 07/16/2018              | 4082     | LANCASTER CO. ASSOC. OF TWP. SUPERVISO...        | LCATS SUMMER EVENT RESERVATION                 |           | 23.00    | 2,205,981.33 |
| 07/16/2018              |          | Deposit  |  | 2,331.51  |          | 2,208,312.84 |
| 07/23/2018              | 4083     | AFLAC  | ACCT B5D11 INV 467410                          |           | 200.58   | 2,208,112.26 |
| 07/23/2018              | 4084     | BECKER ENGINEERING, LLC                          | MONTHLY INVOICES                               |           | 686.25   | 2,207,426.01 |
| 07/23/2018              | 4085     | CARDMEMBER SERVICES                              | JULY 2018 STATEMENT                            |           | 317.51   | 2,207,108.50 |
| 07/23/2018              | 4086     | CONNECTIVITY SYSTEMS INC.                        | INVOICE 2018-07-7454                           |           | 779.00   | 2,206,329.50 |
| 07/23/2018              | 4087     | GREATAMERICA FINANCIAL SVCS.                     | INV 22951594 7/4/18 COPIER                     |           | 160.96   | 2,206,168.54 |
| 07/23/2018              | 4088     | HIESTER, MARK                                    | CELL PHONE JULY 2018 AND MILEAGE               |           | 453.93   | 2,205,714.61 |
| 07/23/2018              | 4089     | HOFFMAN COMPUTER ASSOCIATES                      | INV 180703 INV DATE 7/9/18                     |           | 400.00   | 2,205,314.61 |
| 07/23/2018              | 4090     | JOHN'S QUALITY LAWN SERVICE, INC                 | INV 17737 INV DATE 7/5/18                      |           | 225.00   | 2,205,089.61 |
| 07/23/2018              | 4091     | LANCASTER COUNTY WEEKLIES, INC                   | ACCT 310393 AD #3959965 & #3961952             |           | 159.80   | 2,204,929.81 |
| 07/23/2018              | 4092     | MATTHEW REESER                                   | CELL PHONE REIMBURSEMENT JULY 2018             |           | 55.00    | 2,204,874.81 |
| 07/23/2018              | 4093     | NORTHERN LANC. CO. REGIONAL POLICE DEPT.         | INVOICE #721                                   |           | 450.00   | 2,204,424.81 |
| 07/23/2018              | 4094     | PADCO FINANCIAL SERVICES, INC                    | CUST 209401 INV 183028 INV DATE 7/1/18 DOCSTAR |           | 433.33   | 2,203,991.48 |
| 07/23/2018              | 4095     | PENTELEDATA                                      | ACCT 2116818 INV B3298245 INV DATE 7/10/18     |           | 19.95    | 2,203,971.53 |
| 07/23/2018              | 4096     | PPL  | ACCT. 93977-07004 & ACCT. 73578-48006          |           | 102.65   | 2,203,868.88 |
| 07/23/2018              | 4097     | SETH ENERGY                                      | INVOICE NO. I18071000001 7/10/18               |           | 572.99   | 2,203,295.89 |
| 07/23/2018              | 4098     | SPENCER SEO SERVICES, LLC                        | INVOICE NO. 18081 6/30/18                      |           | 2,071.25 | 2,201,224.64 |
| 07/23/2018              | 4099     | PPL  | ACCT. 93977-07004 & ACCT. 73578-48006          |           | 102.65   | 2,201,121.99 |
| 07/23/2018              | 4100     | SPENCER SEO SERVICES, LLC                        | INVOICE NO. 18081 6/30/18                      |           | 2,071.25 | 2,199,050.74 |
| 07/23/2018              | 4101     | TOSHIBA BUSINESS SOLUTIONS                       | INV 14645459 7/3/18                            |           | 400.27   | 2,198,650.47 |

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Cash Basis

2009 PENN TOWNSHIP GENERAL FUND  
CHECK BOOK LEDGER  
As of July 23, 2018

| Date                          | Num  | Name                         | Memo   | Debit            | Credit           | Balance             |
|-------------------------------|------|------------------------------|--|------------------|------------------|---------------------|
| 07/23/2018                    | 4102 | VERIZON WIRELESS             | ACCT 923349440-00001 INV 9809968079              |                  | 246.25           | 2,198,404.22        |
| 07/23/2018                    | 4103 | W.B. MASON CO., INC.         | CUST C2273294                                    |                  | 87.43            | 2,198,316.79        |
| 07/23/2018                    | 4104 | WEBBER ELECTRIC INC.         | CUST PENTOW INV 9982                             |                  | 146.00           | 2,198,170.79        |
| 07/23/2018                    | 4105 | CHEMUNG SUPPLY CORP.         | CUST 102586 INV. 7681376 RI                      |                  | 792.10           | 2,197,378.69        |
| 07/23/2018                    | 4106 | DYNA-TECH INDUSTRIES LTD     | INV 94957 AND INV 94958                          |                  | 603.00           | 2,196,775.69        |
| 07/23/2018                    | 4107 | GARMAN'S GARAGE INC          | ACCT 521 INVOICE 141589                          |                  | 430.48           | 2,196,345.21        |
| 07/23/2018                    | 4108 | LEZZER LUMBER CO             | CUST M6654508 STATEMENT 7/2/18                   |                  | 96.97            | 2,196,248.24        |
| 07/23/2018                    | 4109 | MUSSER, MYRON                | INV 780190 INV DATE 6/29/18                      |                  | 36.00            | 2,196,212.24        |
| 07/23/2018                    | 4110 | NOLT'S FACTORY WAREHOUSE INC | ACCT. NO. 1221 STATEMENT DATE 6/30/18            |                  | 49.17            | 2,196,163.07        |
| 07/23/2018                    | 4111 | WOLGGIE'S LAWN CARE LLC      | INV 2940 INV DATE 6/30/18                        |                  | 1,150.00         | 2,195,013.07        |
| Total 102.00 · INTEGRITY BANK |      |                              |  | 75,275.76        | 37,170.38        | 2,195,013.07        |
| 110.00 · PETTY CASH           |      |                              |  |                  |                  | 1,356.01            |
| 07/10/2018                    | 1226 |                              | TRANSFER CASH FROM PETTY CASH TO GENERAL FUND... |                  | 800.00           | 556.01              |
| Total 110.00 · PETTY CASH     |      |                              |  | 0.00             | 800.00           | 556.01              |
| Total 100 · BANK ACCOUNTS     |      |                              |  | 75,275.76        | 37,970.38        | 2,195,569.08        |
| <b>TOTAL</b>                  |      |                              |  | <b>75,275.76</b> | <b>37,970.38</b> | <b>2,195,569.08</b> |

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07/19/18

## 2009 PENN TOWNSHIP GENERAL FUND

## Deposit Detail

July 10 - 23, 2018

| Type            | Num  | Date       | Name                              | Account                                  | Amount     |
|-----------------|------|------------|-----------------------------------|--|------------|
| Deposit         |      | 07/10/2018 |                                   | 102.00 · INTEGRITY BANK                  | 21,511.00  |
|                 |      |            | COUNTY OF LANCASTER               | 310.10 · REAL ESTATE TRANSFER TAX        | -21,511.00 |
| TOTAL           |      |            |                                   |  | -21,511.00 |
| Deposit         |      | 07/10/2018 |                                   | 102.00 · INTEGRITY BANK                  | 1,020.00   |
|                 |      |            | ESCROW                            | 361.32 · REVIEW FEES FOR PLANS           | -1,020.00  |
| TOTAL           |      |            |                                   |  | -1,020.00  |
| Deposit         |      | 07/10/2018 |                                   | 102.00 · INTEGRITY BANK                  | 21,130.95  |
|                 |      |            | SEWER & WATER                     | 300.06 · STREET LIGHT TAX                | -8,402.63  |
|                 |      |            | SEWER & WATER                     | 392.09 · TRANSFER FROM SEWER/WATER       | -12,728.32 |
| TOTAL           |      |            |                                   |  | -21,130.95 |
| Deposit         |      | 07/10/2018 |                                   | 102.00 · INTEGRITY BANK                  | 1,825.00   |
|                 |      |            | SCOTT C BYERS                     | 362.41 · BUILDING PERMITS                | -70.00     |
|                 |      |            | PAUL K BRUBAKER                   | 362.44 · SEWAGE PERMITS                  | -1,590.00  |
|                 |      |            | TRINITY HEATING & AIR INC         | 361.33 · ZONING PERMITS                  | -45.00     |
|                 |      |            | T & D EXCAVATING                  | 362.41 · BUILDING PERMITS                | -120.00    |
| TOTAL           |      |            |                                   |  | -1,825.00  |
| Deposit         |      | 07/10/2018 |                                   | 102.00 · INTEGRITY BANK                  | 737.00     |
|                 |      |            | CLERK OF COURTS DISBURSEMENT      | 331.10 · COURT-DISTRICT MAGISTRATE       | -737.00    |
| TOTAL           |      |            |                                   |  | -737.00    |
| Deposit         |      | 07/10/2018 |                                   | 102.00 · INTEGRITY BANK                  | 25,920.30  |
|                 |      |            | COUNTY OF LANCASTER               | 301.10 · REAL ESTATE TAXES CURRENT & DUP | -25,920.30 |
| TOTAL           |      |            |                                   |  | -25,920.30 |
| General Jour... | 1226 | 07/10/2018 |                                   | 102.00 · INTEGRITY BANK                  | 800.00     |
|                 |      |            |                                   | 110.00 · PETTY CASH                      | -800.00    |
| TOTAL           |      |            |                                   |  | -800.00    |
| Deposit         |      | 07/16/2018 |                                   | 102.00 · INTEGRITY BANK                  | 2,331.51   |
|                 |      |            | SCOTT C BYERS                     | 362.41 · BUILDING PERMITS                | -70.00     |
|                 |      |            | RUSSELL A PAYNE                   | 361.33 · ZONING PERMITS                  | -50.00     |
|                 |      |            | ZEPHYR-THOMAS HOME IMPROVEMENT CO | 361.33 · ZONING PERMITS                  | -50.00     |
|                 |      |            | KIMBERLY STAUFFER                 | 361.33 · ZONING PERMITS                  | -25.00     |
|                 |      |            | MELISSA DIETRICH                  | 331.12 · VIOLATION OF ORD Zoning_Burning | -75.00     |
|                 |      |            | ELM RIDGE CONSTRUCTION INC        | 362.41 · BUILDING PERMITS                | -70.00     |
|                 |      |            | MANHEIM BOROUGH                   | 415.32 · WIRELESS SERVICE (NEXTEL)       | -29.30     |
|                 |      |            | NLCRPD                            | 331.12 · VIOLATION OF ORD Zoning_Burning | -600.00    |
|                 |      |            | DISTRICT COURT 02-2-08            | 331.10 · COURT-DISTRICT MAGISTRATE       | -1,362.21  |
| TOTAL           |      |            |                                   |  | -2,331.51  |

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

07/19/18

Cash Basis

January 1 through December 30, 2018

|  | Jan 1 - Dec 30, 18  | Budget              | % of Budget   |
|--|---------------------|---------------------|---------------|
| <b>Ordinary Income/Expense</b>                 |                     |                     |               |
| <b>Income</b>                                  |                     |                     |               |
| 332 · LIEN PROCEEDS                            | 510.47              | 0.00                | 100.0%        |
| 341 · INTEREST EARNINGS                        |                     |                     |               |
| 341.01 · INTEREST ON CHECKING                  | 1,547.61            | 0.00                | 100.0%        |
| 341.02 · INTEREST ON SAVINGS                   | 171.63              | 0.00                | 100.0%        |
| 341 · INTEREST EARNINGS - Other                | 0.00                | 1,000.00            | 0.0%          |
| <b>Total 341 · INTEREST EARNINGS</b>           | <b>1,719.24</b>     | <b>1,000.00</b>     | <b>171.9%</b> |
| <b>364 · WASTEWATER SYSTEM</b>                 |                     |                     |               |
| 364.11 · SEWER CONNECTION/TAP IN FEES          | 210,153.41          | 99,750.00           | 210.7%        |
| 364.12 · SEWER USE CHARGES                     | 749,501.83          | 1,593,633.16        | 47.0%         |
| 364.14 · NUTRIENT CREDIT SALE                  | 0.00                | 500.00              | 0.0%          |
| 364.90 · MISCELLANEOUS                         | 1,193.91            | 8,000.00            | 14.9%         |
| <b>Total 364 · WASTEWATER SYSTEM</b>           | <b>960,849.15</b>   | <b>1,701,883.16</b> | <b>56.5%</b>  |
| <b>372 · ELECTRIC REVENUES</b>                 |                     |                     |               |
| 372.44 · STREETLIGHT USER FEES                 | 17,513.55           | 27,000.00           | 64.9%         |
| 372.56 · PPL CASH OUT                          | 1,594.85            | 2,500.00            | 63.8%         |
| <b>Total 372 · ELECTRIC REVENUES</b>           | <b>19,108.40</b>    | <b>29,500.00</b>    | <b>64.8%</b>  |
| <b>378 · WATER SYSTEM</b>                      |                     |                     |               |
| 378.10 · WATER USE CHARGES                     | 161,257.34          | 298,742.56          | 54.0%         |
| 378.11 · METERED SALE-BULK WATER TO CUST       | 7,449.42            | 16,000.00           | 46.6%         |
| 378.90 · WATER CONNECTION/TAP IN FEES          | 4,600.83            | 4,440.00            | 103.6%        |
| 378.92 · MISCELLANEOUS                         | 2,108.74            | 5,000.00            | 42.2%         |
| <b>Total 378 · WATER SYSTEM</b>                | <b>175,416.33</b>   | <b>324,182.56</b>   | <b>54.1%</b>  |
| <b>Total Income</b>                            | <b>1,157,603.59</b> | <b>2,056,565.72</b> | <b>56.3%</b>  |
| <b>Gross Profit</b>                            | <b>1,157,603.59</b> | <b>2,056,565.72</b> | <b>56.3%</b>  |
| <b>Expense</b>                                 |                     |                     |               |
| <b>400 · GOVERNING BODY</b>                    |                     |                     |               |
| 400.110 · AUTHORITY BOARD SALARIES             | 500.00              | 1,500.00            | 33.3%         |
| 400.42 · DUES, SUBSCRIPTIONS, MEMBERSHIP       | 995.00              | 1,500.00            | 66.3%         |
| <b>Total 400 · GOVERNING BODY</b>              | <b>1,495.00</b>     | <b>3,000.00</b>     | <b>49.8%</b>  |
| <b>406 · OTHER GEN GOVERNMENT ADMIN</b>        |                     |                     |               |
| 406.39 · BANK SERVICE CHARGES/FEES             | 72.00               | 50.00               | 144.0%        |
| <b>Total 406 · OTHER GEN GOVERNMENT ADMIN</b>  | <b>72.00</b>        | <b>50.00</b>        | <b>144.0%</b> |
| <b>429 · WASTEWATER SYSTEM EXPENSES</b>        |                     |                     |               |
| 429.365 · SLUDGE DISPOSAL                      | 49,096.03           | 60,000.00           | 81.8%         |
| 429.370 · SEWER FACILITIES PROPERTY MAINT      | 1,595.00            | 3,000.00            | 53.2%         |
| <b>429.60 · CAPITAL CONSTRUCTION</b>           |                     |                     |               |
| 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                   | 3,738.37            | 15,000.00           | 24.9%         |
| 429.608 · HOLLY TREE/TEMPERANCE HILL SEWR      | 2,036.98            | 324,600.00          | 0.6%          |
| <b>Total 429.60 · CAPITAL CONSTRUCTION</b>     | <b>5,861.60</b>     | <b>541,138.00</b>   | <b>1.1%</b>   |
| 429.664 · I & I INSPECTION & REPAIR            | 20,704.63           | 285,378.00          | 7.3%          |
| <b>429.74 · CAPITAL PURCHASE</b>               |                     |                     |               |
| 429.741 · SCADA                                | 0.00                | 50,000.00           | 0.0%          |
| 429.750 · MISCELLANEOUS MAINTENANCE            | 23,109.23           | 14,000.00           | 165.1%        |
| <b>Total 429.74 · CAPITAL PURCHASE</b>         | <b>23,109.23</b>    | <b>64,000.00</b>    | <b>36.1%</b>  |
| <b>Total 429 · WASTEWATER SYSTEM EXPENSES</b>  | <b>100,366.49</b>   | <b>953,516.00</b>   | <b>10.5%</b>  |
| <b>448 · WATER SYSTEM EXPENSES</b>             |                     |                     |               |
| 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       | 7,872.52            | 13,000.00           | 60.6%         |
| 448.370 · WATER STORAGE TANK MAINTENANCE       | 0.00                | 1,000.00            | 0.0%          |
| 448.371 · WATER FACILITIES PROPERTY MAINT      | 8,519.30            | 14,000.00           | 60.9%         |
| <b>448.60 · CAPITAL CONSTRUCTION</b>           |                     |                     |               |
| 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%         |
| <b>Total 448.60 · CAPITAL CONSTRUCTION</b>     | <b>4,247.00</b>     | <b>249,435.00</b>   | <b>1.7%</b>   |
| <b>Total 448 · WATER SYSTEM EXPENSES</b>       | <b>20,638.82</b>    | <b>291,435.00</b>   | <b>7.1%</b>   |
| <b>486 · INSURANCE, CASUALTY, SURETY</b>       |                     |                     |               |
| 486.60 · FIDELITY AND SURETY BONDS             | 0.00                | 100.00              | 0.0%          |
| <b>Total 486 · INSURANCE, CASUALTY, SURETY</b> | <b>0.00</b>         | <b>100.00</b>       | <b>0.0%</b>   |

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

07/19/18

Cash Basis

January 1 through December 30, 2018

|   | Jan 1 - Dec 30, 18 | Budget              | % of Budget    |
|---|--------------------|---------------------|----------------|
| <b>493 · JOINT OPERATING EXPENSES</b>                     |                    |                     |                |
| 493.150 · PART-TIME STAFF SALARY & WAGES                  | 23,052.71          | 45,216.78           | 51.0%          |
| 493.215 · POSTAGE / POSTCARDS                             | 3,939.83           | 6,000.00            | 65.7%          |
| 493.222 · CHEMICALS                                       | 21,805.29          | 48,000.00           | 45.4%          |
| 493.239 · PA ONE CALL                                     | 178.71             | 425.00              | 42.0%          |
| 493.240 · METERS  | 1,491.92           | 89,250.00           | 1.7%           |
| 493.250 · REPAIR AND MAINTENANCE                          | 28,000.00          | 50,000.00           | 56.0%          |
| 493.280 · SOFTWARE / HARDWARE                             | 1,125.00           | 1,600.00            | 70.3%          |
| 493.310 · OPERATION & MAINTENANCE SERVICE                 | 271,947.26         | 463,404.00          | 58.7%          |
| 493.311 · ACCOUNTING & AUDITING SERVICES                  | 2,290.00           | 2,290.00            | 100.0%         |
| 493.313 · ENGINEERING SERVICES                            | 22,528.30          | 50,000.00           | 45.1%          |
| 493.314 · SOLICITOR / LEGAL SERVICES                      | 4,201.37           | 2,000.00            | 210.1%         |
| 493.360 · PUBLIC UTILITIES                                | 87,246.95          | 160,000.00          | 54.5%          |
| 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%           |
| <b>Total 493.375 · REPAIRS &amp; MAINTENANCE-VEHICLES</b> | <b>108.41</b>      | <b>2,000.00</b>     | <b>5.4%</b>    |
| <b>493.490 · MISCELLANEOUS</b>                            | <b>475.00</b>      | <b>2,000.00</b>     | <b>23.8%</b>   |
| <b>Total 493 · JOINT OPERATING EXPENSES</b>               | <b>468,390.75</b>  | <b>922,185.78</b>   | <b>50.8%</b>   |
| <b>Total Expense</b>                                      | <b>590,963.06</b>  | <b>2,170,286.78</b> | <b>27.2%</b>   |
| <b>Net Ordinary Income</b>                                | <b>566,640.53</b>  | <b>-113,721.06</b>  | <b>-498.3%</b> |
| <b>Other Income/Expense</b>                               |                    |                     |                |
| <b>Other Income</b>                                       |                    |                     |                |
| 393 · PROCEEDS GENERAL LONG-TERM DEBT                     |                    |                     |                |
| 393.10 · G.O. BOND AND NOTE PROCEEDS                      | 0.00               | 311,000.00          | 0.0%           |
| <b>Total 393 · PROCEEDS GENERAL LONG-TERM DEBT</b>        | <b>0.00</b>        | <b>311,000.00</b>   | <b>0.0%</b>    |
| <b>Total Other Income</b>                                 | <b>0.00</b>        | <b>311,000.00</b>   | <b>0.0%</b>    |
| <b>Other Expense</b>                                      |                    |                     |                |
| 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%         |
| <b>Total 471 · DEBT PRINCIPAL</b>                         | <b>490,000.00</b>  | <b>490,000.00</b>   | <b>100.0%</b>  |
| 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%          |
| <b>Total 472 · DEBT INTEREST</b>                          | <b>120,623.75</b>  | <b>233,944.00</b>   | <b>51.6%</b>   |
| <b>475.00 · BOND ISSUANCE COSTS</b>                       | <b>500.00</b>      | <b>1,000.00</b>     | <b>50.0%</b>   |
| <b>492 · INTERFUND TRANSFERS</b>                          |                    |                     |                |
| 492.01 · TRANSFER TO GENERAL FUND                         | 15,798.12          | 26,000.00           | 60.8%          |
| <b>Total 492 · INTERFUND TRANSFERS</b>                    | <b>15,798.12</b>   | <b>26,000.00</b>    | <b>60.8%</b>   |
| <b>Total Other Expense</b>                                | <b>626,921.87</b>  | <b>750,944.00</b>   | <b>83.5%</b>   |
| <b>Net Other Income</b>                                   | <b>-626,921.87</b> | <b>-439,944.00</b>  | <b>142.5%</b>  |
| <b>Net Income</b>   | <b>-60,281.34</b>  | <b>-553,665.06</b>  | <b>10.9%</b>   |



**2009 PENN TOWNSHIP WATER & SEWER**  
**Balance Sheet**  
**As of July 23, 2018**

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|                                       | Jul 23, 18          |
|---------------------------------------|---------------------|
| <b>ASSETS</b>                         |                     |
| Current Assets                        |                     |
| Checking/Savings                      |                     |
| 100 · BANK ACCOUNTS                   |                     |
| 100.02 · PNC CHECKING                 | 47,413.23           |
| 100.03 · INTEGRITY BANK               | 2,384,836.30        |
| 107.04 · INTEGRITY-CASH MANAGEMENT    | 98,447.86           |
| Total 100 · BANK ACCOUNTS             | 2,530,697.39        |
| Total Checking/Savings                | 2,530,697.39        |
| Total Current Assets                  | 2,530,697.39        |
| <b>TOTAL ASSETS</b>                   | <b>2,530,697.39</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                     |
| Equity                                |                     |
| 30000 · Opening Bal Equity            | 1,404,145.23        |
| 32000 · Retained Earnings             | 1,186,833.50        |
| Net Income                            | -60,281.34          |
| Total Equity                          | 2,530,697.39        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>2,530,697.39</b> |

10:31 AM  
07/19/18  
Cash Basis

2009 PENN TOWNSHIP WATER & SEWER  
CHECKBOOK LEDGER  
As of July 23, 2018

| Date                          | Num  | Name                                 | Memo   | Debit     | Credit    | Balance      |
|-------------------------------|------|--------------------------------------|--|-----------|-----------|--------------|
| 100 · BANK ACCOUNTS           |      |                                      |  |           |           | 2,534,071.44 |
| 100.02 · PNC CHECKING         |      |                                      |  |           |           | 47,075.98    |
| 07/10/2018                    |      | Deposit                              |  | 337.25    |           | 47,413.23    |
| Total 100.02 · PNC CHECKING   |      |                                      |  | 337.25    | 0.00      | 47,413.23    |
| 100.03 · INTEGRITY BANK       |      |                                      |  |           |           | 2,388,547.60 |
| 07/10/2018                    |      | Deposit                              |  | 1,722.22  |           | 2,390,269.82 |
| 07/10/2018                    |      | Deposit                              |  | 5,556.38  |           | 2,395,826.20 |
| 07/10/2018                    |      | Deposit                              |  | 10,798.74 |           | 2,406,624.94 |
| 07/10/2018                    |      | Deposit                              |  | 2,592.94  |           | 2,409,217.88 |
| 07/10/2018                    |      | Deposit                              |  | 186.11    |           | 2,409,403.99 |
| 07/10/2018                    |      | Deposit                              |  | 1,694.86  |           | 2,411,098.85 |
| 07/10/2018                    |      | Deposit                              |  | 317.09    |           | 2,411,415.94 |
| 07/10/2018                    |      | Deposit                              |  | 236.62    |           | 2,411,652.56 |
| 07/10/2018                    |      | Deposit                              |  | 113.15    |           | 2,411,765.71 |
| 07/10/2018                    |      | Deposit                              |  | 112.41    |           | 2,411,878.12 |
| 07/10/2018                    |      | Deposit                              |  | 620.24    |           | 2,412,498.36 |
| 07/10/2018                    |      | Deposit                              |  | 327.69    |           | 2,412,826.05 |
| 07/10/2018                    |      | Deposit                              |  | 294.02    |           | 2,413,120.07 |
| 07/10/2018                    |      | Deposit                              |  | 200.22    |           | 2,413,320.29 |
| 07/10/2018                    |      | Deposit                              |  | 690.98    |           | 2,414,011.27 |
| 07/10/2018                    |      | Deposit                              |  | 128.81    |           | 2,414,140.08 |
| 07/10/2018                    |      | Deposit                              |  | 100.00    |           | 2,414,240.08 |
| 07/10/2018                    |      | Deposit                              |  | 62.63     |           | 2,414,302.71 |
| 07/10/2018                    |      | Deposit                              |  | 178.01    |           | 2,414,480.72 |
| 07/16/2018                    |      | Deposit                              |  | 115.30    |           | 2,414,596.02 |
| 07/17/2018                    |      | Deposit                              |  | 5,021.90  |           | 2,419,617.92 |
| 07/17/2018                    |      | Deposit                              |  | 26,873.16 |           | 2,446,491.08 |
| 07/17/2018                    |      | Deposit                              |  | 3,073.20  |           | 2,449,564.28 |
| 07/23/2018                    | 1885 | BECKER ENGINEERING                   | MONTHLY INVOICES                             |           | 4,523.27  | 2,445,041.01 |
| 07/23/2018                    | 1886 | CARDMEMBER SERVICE                   | CREDIT CARD - RECORDING FEE PUMP STATION ... |           | 66.37     | 2,444,974.64 |
| 07/23/2018                    | 1887 | CITY OF LANCASTER, PA                | ACCT. NO. 602110 BILL NUMBER 30567           |           | 962.44    | 2,444,012.20 |
| 07/23/2018                    | 1888 | COMMUNICATION CENTER                 | INV #180600154 7/2/18                        |           | 76.00     | 2,443,936.20 |
| 07/23/2018                    | 1889 | INFRAMARK, LLC                       | INVOICE 31869 7/5/18 AND INVOICE 31958       |           | 53,700.80 | 2,390,235.40 |
| 07/23/2018                    | 1890 | MARK HIESTER                         | REIMBURSEMENT - PARKING AT RECORDER OF D...  |           | 5.00      | 2,390,230.40 |
| 07/23/2018                    | 1891 | MUNIBILLING                          | INVOICE #7232 6/30/18                        |           | 391.50    | 2,389,838.90 |
| 07/23/2018                    | 1892 | PENNSYLVANIA ONE CALL SYSTEM, INC.   | INV. #776672 6/30/18                         |           | 67.35     | 2,389,771.55 |
| 07/23/2018                    | 1893 | SOLAR PROPERTIES - PENN TOWNSHIP ... | AUGUST 2018                                  |           | 4,416.67  | 2,385,354.88 |
| 07/23/2018                    | 1894 | SRBC                                 | APPROVAL #20120611 INVOICE #136274           |           | 475.00    | 2,384,879.88 |
| 07/23/2018                    | 1895 | VERIZON                              | IPAD AND METER READINGS                      |           | 43.58     | 2,384,836.30 |
| Total 100.03 · INTEGRITY BANK |      |                                      |  | 61,016.68 | 64,727.98 | 2,384,836.30 |

10:31 AM  
07/19/18  
Cash Basis

2009 PENN TOWNSHIP WATER & SEWER  
CHECKBOOK LEDGER  
As of July 23, 2018

| Date         | Num | Name                      | Memo | Debit     | Credit    | Balance      |
|--------------|-----|---------------------------|------|-----------|-----------|--------------|
| 107.04       |     | INTEGRITY-CASH MANAGEMENT |      |           |           | 98,447.86    |
| Total 107.04 |     | INTEGRITY-CASH MANAGEMENT |      |           |           | 98,447.86    |
| Total 100    |     | BANK ACCOUNTS             |      | 61,353.93 | 64,727.98 | 2,530,697.39 |
| TOTAL        |     |                           |      | 61,353.93 | 64,727.98 | 2,530,697.39 |

10:36 AM

07/19/18

## 2009 PENN TOWNSHIP WATER &amp; SEWER

## Deposit Detail

July 10 - 23, 2018

| Type    | Date       | Name                        | Memo                              | Account                | Amount     |
|---------|------------|-----------------------------|-----------------------------------|------------------------|------------|
| Deposit | 07/10/2018 |                             | Deposit                           | 100.03 · INTEGRITY ... | 1,722.22   |
|         |            | CUSTOMERS                   | SEWER PAYMENTS REC'D. 7/6/18      | 364.12 · SEWER US...   | -1,485.96  |
|         |            | CUSTOMERS                   | WATER PAYMENTS REC'D. 7/6/18      | 378.10 · WATER USE...  | -212.89    |
|         |            | CUSTOMERS                   | S L PAYMENTS REC'D. 7/6/18        | 372.44 · STREETLIG...  | -23.37     |
| TOTAL   |            |                             |                                   |                        | -1,722.22  |
| Deposit | 07/10/2018 |                             | Deposit                           | 100.03 · INTEGRITY ... | 5,556.38   |
|         |            | CUSTOMERS                   | SEWER PAYMENTS REC'D. 7/6/18      | 364.12 · SEWER US...   | -5,138.11  |
|         |            | CUSTOMERS                   | WATER PAYMENTS REC'D. 7/6/18      | 378.10 · WATER USE...  | -163.07    |
|         |            | CUSTOMERS                   | S L PAYMENTS REC'D. 7/6/18        | 372.44 · STREETLIG...  | -255.20    |
| TOTAL   |            |                             |                                   |                        | -5,556.38  |
| Deposit | 07/10/2018 |                             | Deposit                           | 100.02 · PNC CHECK...  | 337.25     |
|         |            | CUSTOMERS                   | SEWER PAYMENTS REC'D. 7/6/18      | 364.12 · SEWER US...   | -222.94    |
|         |            | CUSTOMERS                   | WATER PAYMENTS REC'D. 7/6/18      | 378.10 · WATER USE...  | -35.51     |
|         |            | CUSTOMERS                   | BULK WATER PAYMENTS REC'D. 7/6/18 | 378.11 · METERED S...  | -70.00     |
|         |            | CUSTOMERS                   | S L PAYMENTS REC'D. 7/6/18        | 372.44 · STREETLIG...  | -8.80      |
| TOTAL   |            |                             |                                   |                        | -337.25    |
| Deposit | 07/10/2018 |                             | Deposit                           | 100.03 · INTEGRITY ... | 10,798.74  |
|         |            | CUSTOMERS                   | SEWER PAYMENTS REC'D. 7/9/18      | 364.12 · SEWER US...   | -10,082.41 |
|         |            | CUSTOMERS                   | WATER PAYMENTS REC'D. 7/9/18      | 378.10 · WATER USE...  | -343.59    |
|         |            | CUSTOMERS                   | S L PAYMENTS REC'D. 7/9/18        | 372.44 · STREETLIG...  | -372.74    |
| TOTAL   |            |                             |                                   |                        | -10,798.74 |
| Deposit | 07/10/2018 |                             | Deposit                           | 100.03 · INTEGRITY ... | 2,592.94   |
|         |            | CUSTOMERS                   | SEWER PAYMENTS REC'D. 7/9/18      | 364.12 · SEWER US...   | -2,305.58  |
|         |            | CUSTOMERS                   | WATER PAYMENTS REC'D. 7/9/18      | 378.10 · WATER USE...  | -237.68    |
|         |            | CUSTOMERS                   | S L PAYMENTS REC'D. 7/9/18        | 372.44 · STREETLIG...  | -49.68     |
| TOTAL   |            |                             |                                   |                        | -2,592.94  |
| Deposit | 07/10/2018 |                             | Deposit                           | 100.03 · INTEGRITY ... | 186.11     |
|         |            | PENNSYLVANIA ONE CALL SY... | 2017 REFUND                       | 493.239 · PA ONE CA... | -186.11    |
| TOTAL   |            |                             |                                   |                        | -186.11    |
| Deposit | 07/10/2018 |                             | Deposit                           | 100.03 · INTEGRITY ... | 1,694.86   |
|         |            | CUSTOMERS                   | SEWER PAYMENTS REC'D. 6/28/18     | 364.12 · SEWER US...   | -1,674.86  |
|         |            | CUSTOMERS                   | S L PAYMENTS REC'D. 6/28/18       | 372.44 · STREETLIG...  | -20.00     |
| TOTAL   |            |                             |                                   |                        | -1,694.86  |
| Deposit | 07/10/2018 |                             | Deposit                           | 100.03 · INTEGRITY ... | 317.09     |
|         |            | CUSTOMERS                   | SEWER PAYMENTS REC'D. 6/29/18     | 364.12 · SEWER US...   | -194.41    |
|         |            | CUSTOMERS                   | WATER PAYMENTS REC'D. 6/29/18     | 378.10 · WATER USE...  | -102.68    |
|         |            | CUSTOMERS                   | S L PAYMENTS REC'D. 6/29/18       | 372.44 · STREETLIG...  | -20.00     |
| TOTAL   |            |                             |                                   |                        | -317.09    |
| Deposit | 07/10/2018 |                             | Deposit                           | 100.03 · INTEGRITY ... | 236.62     |
|         |            | CUSTOMERS                   | SEWER PAYMENTS REC'D. 6/29/18     | 364.12 · SEWER US...   | -216.62    |
|         |            | CUSTOMERS                   | S L PAYMENTS REC'D. 6/29/18       | 372.44 · STREETLIG...  | -20.00     |
| TOTAL   |            |                             |                                   |                        | -236.62    |
| Deposit | 07/10/2018 |                             | Deposit                           | 100.03 · INTEGRITY ... | 113.15     |
|         |            | CUSTOMERS                   | SEWER PAYMENTS REC'D. 7/2/18      | 364.12 · SEWER US...   | -113.15    |
| TOTAL   |            |                             |                                   |                        | -113.15    |
| Deposit | 07/10/2018 |                             | Deposit                           | 100.03 · INTEGRITY ... | 112.41     |
|         |            | CUSTOMERS                   | SEWER PAYMENTS REC'D. 7/2/18      | 364.12 · SEWER US...   | -112.41    |
| TOTAL   |            |                             |                                   |                        | -112.41    |

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07/19/18

## 2009 PENN TOWNSHIP WATER &amp; SEWER

## Deposit Detail

July 10 - 23, 2018

| Type    | Date       | Name      | Memo  | Account                | Amount     |
|---------|------------|-----------|---|------------------------|------------|
| Deposit | 07/10/2018 |           | Deposit   | 100.03 · INTEGRITY ... | 620.24     |
|         |            | CUSTOMERS | SEWER PAYMENTS REC'D. 7/5/18                        | 364.12 · SEWER US...   | -517.85    |
|         |            | CUSTOMERS | WATER PAYMENTS REC'D. 7/5/18                        | 378.10 · WATER USE...  | -93.59     |
|         |            | CUSTOMERS | S L PAYMENTS REC'D. 7/5/18                          | 372.44 · STREETLIG...  | -8.80      |
| TOTAL   |            |           |   |                        | -620.24    |
| Deposit | 07/10/2018 |           | Deposit   | 100.03 · INTEGRITY ... | 327.69     |
|         |            | CUSTOMERS | SEWER PAYMENTS REC'D. 7/5/18                        | 364.12 · SEWER US...   | -250.82    |
|         |            | CUSTOMERS | WATER PAYMENTS REC'D. 7/5/18                        | 378.10 · WATER USE...  | -54.87     |
|         |            | CUSTOMERS | S L PAYMENTS REC'D. 7/5/18                          | 372.44 · STREETLIG...  | -22.00     |
| TOTAL   |            |           |   |                        | -327.69    |
| Deposit | 07/10/2018 |           | Deposit   | 100.03 · INTEGRITY ... | 294.02     |
|         |            | CUSTOMERS | SEWER PAYMENTS REC'D. 7/5/18                        | 364.12 · SEWER US...   | -274.02    |
|         |            | CUSTOMERS | S L PAYMENTS REC'D. 7/5/18                          | 372.44 · STREETLIG...  | -20.00     |
| TOTAL   |            |           |   |                        | -294.02    |
| Deposit | 07/10/2018 |           | Deposit   | 100.03 · INTEGRITY ... | 200.22     |
|         |            | CUSTOMERS | SEWER PAYMENTS REC'D. 7/6/18                        | 364.12 · SEWER US...   | -200.22    |
| TOTAL   |            |           |   |                        | -200.22    |
| Deposit | 07/10/2018 |           | Deposit   | 100.03 · INTEGRITY ... | 690.98     |
|         |            | CUSTOMERS | SEWER PAYMENTS REC'D. 7/9/18                        | 364.12 · SEWER US...   | -690.98    |
| TOTAL   |            |           |   |                        | -690.98    |
| Deposit | 07/10/2018 |           | Deposit   | 100.03 · INTEGRITY ... | 128.81     |
|         |            | CUSTOMERS | SEWER PAYMENTS REC'D. 7/9/18                        | 364.12 · SEWER US...   | -128.81    |
| TOTAL   |            |           |   |                        | -128.81    |
| Deposit | 07/10/2018 |           | Deposit   | 100.03 · INTEGRITY ... | 100.00     |
|         |            | CUSTOMERS | SEWER PAYMENTS REC'D. 7/9/18                        | 364.12 · SEWER US...   | -100.00    |
| TOTAL   |            |           |   |                        | -100.00    |
| Deposit | 07/10/2018 |           | Deposit   | 100.03 · INTEGRITY ... | 62.63      |
|         |            | CUSTOMERS | WATER PAYMENTS REC'D. 7/9/18                        | 378.10 · WATER USE...  | -62.63     |
| TOTAL   |            |           |   |                        | -62.63     |
| Deposit | 07/10/2018 |           | Deposit   | 100.03 · INTEGRITY ... | 178.01     |
|         |            | CUSTOMERS | SEWER PAYMENTS REC'D. 7/10/18                       | 364.12 · SEWER US...   | -178.01    |
| TOTAL   |            |           |   |                        | -178.01    |
| Deposit | 07/16/2018 |           | Deposit   | 100.03 · INTEGRITY ... | 115.30     |
|         |            | CUSTOMERS | WATER TAPPING FEE AGREEMENT - 227 GRANDVIEW DR RUTT | 378.90 · WATER CO...   | -115.30    |
| TOTAL   |            |           |   |                        | -115.30    |
| Deposit | 07/17/2018 |           | Deposit   | 100.03 · INTEGRITY ... | 5,021.90   |
|         |            | CUSTOMERS | SEWER PAYMENTS REC'D. 7/16/18                       | 364.12 · SEWER US...   | -4,923.28  |
|         |            | CUSTOMERS | WATER PAYMENTS REC'D. 7/16/18                       | 378.10 · WATER USE...  | -17.02     |
|         |            | CUSTOMERS | S L PAYMENTS REC'D. 7/16/18                         | 372.44 · STREETLIG...  | -81.60     |
| TOTAL   |            |           |   |                        | -5,021.90  |
| Deposit | 07/17/2018 |           | Deposit   | 100.03 · INTEGRITY ... | 26,873.16  |
|         |            | CUSTOMERS | SEWER PAYMENTS REC'D. 7/16/18                       | 364.12 · SEWER US...   | -26,352.61 |
|         |            | CUSTOMERS | WATER PAYMENTS REC'D. 7/16/18                       | 378.10 · WATER USE...  | -259.86    |
|         |            | CUSTOMERS | S L PAYMENTS REC'D. 7/16/18                         | 372.44 · STREETLIG...  | -260.69    |
| TOTAL   |            |           |   |                        | -26,873.16 |

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07/19/18

2009 PENN TOWNSHIP WATER & SEWER

Deposit Detail

July 10 - 23, 2018

| Type    | Date       | Name      | Memo                          | Account                | Amount    |
|---------|------------|-----------|-------------------------------|------------------------|-----------|
| Deposit | 07/17/2018 |           | Deposit                       | 100.03 · INTEGRITY ... | 3,073.20  |
|         |            | CUSTOMERS | SEWER PAYMENTS REC'D. 7/16/18 | 364.12 · SEWER US...   | -2,924.22 |
|         |            | CUSTOMERS | WATER PAYMENTS REC'D. 7/16/18 | 378.10 · WATER USE...  | -8.07     |
|         |            | CUSTOMERS | S L PAYMENTS REC'D. 7/16/18   | 372.44 · STREETLIG...  | -140.91   |
| TOTAL   |            |           |                               |                        | -3,073.20 |

**PENN TOWNSHIP ESCROW**  
**Escrow Balance Sheet**  
As of July 23, 2018

---

|   | <u>Jul 23, 18</u>       |
|---|-------------------------|
| <b>ASSETS</b>                           |                         |
| Current Assets                          |                         |
| Checking/Savings                        |                         |
| 100 · BANK ACCOUNTS                     |                         |
| 101.03 · INTEGRITY BANK                 | 88,699.81               |
| 101.04 · SWEETBRIAR TURF-INTEGRITY BANK | 8,137.80                |
| Total 100 · BANK ACCOUNTS               | <u>96,837.61</u>        |
| Total Checking/Savings                  | <u>96,837.61</u>        |
| Total Current Assets                    | <u>96,837.61</u>        |
| <b>TOTAL ASSETS</b>                     | <b><u>96,837.61</u></b> |
| <b>LIABILITIES &amp; EQUITY</b>         | 0.00                    |

9:03 AM  
07/19/18  
Cash Basis

PENN TOWNSHIP ESCROW  
ACCOUNT TRANSACTIONS

As of July 23, 2018

| Date  | Num   | Name                            | Memo             | Debit    | Credit    | Balance    |
|---|-------|---------------------------------|------------------|----------|-----------|------------|
| 100 · BANK ACCOUNTS                           |       |                                 |                  |          |           | 106,175.26 |
| 101.03 · INTEGRITY BANK                       |       |                                 |                  |          |           | 98,037.46  |
| 07/10/2018                                    | 1734  | FRANK GREINER                   |                  | 125.93   |           | 98,163.39  |
| 07/10/2018                                    | 8140  | ANTHONY GOOD                    |                  | 460.00   |           | 98,623.39  |
| 07/10/2018                                    | 1355  | MANHEIM CENTRAL SCHOOL DISTRICT |                  | 193.92   |           | 98,817.31  |
| 07/16/2018                                    | 448   | ZEISET-LUTZ                     |                  | 107.50   |           | 98,924.81  |
| 07/16/2018                                    | 32494 | MANHEIM BIC                     |                  | 592.50   |           | 99,517.31  |
| 07/23/2018                                    | 1209  | BECKER ENGINEERING              | MONTHLY INVOICES |          | 1,805.00  | 97,712.31  |
| 07/23/2018                                    | 1210  | BECKER ENGINEERING              | MONTHLY INVOICES |          | 8,877.50  | 88,834.81  |
| 07/23/2018                                    | DD    | PENN TOWNSHIP                   | S. YOUNG REVIEWS |          | 135.00    | 88,699.81  |
| Total 101.03 · INTEGRITY BANK                 |       |                                 |                  | 1,479.85 | 10,817.50 | 88,699.81  |
| 101.04 · SWEETBRIAR TURF-INTEGRITY BANK       |       |                                 |                  |          |           | 8,137.80   |
| Total 101.04 · SWEETBRIAR TURF-INTEGRITY BANK |       |                                 |                  |          |           | 8,137.80   |
| Total 100 · BANK ACCOUNTS                     |       |                                 |                  | 1,479.85 | 10,817.50 | 96,837.61  |
| TOTAL   |       |                                 |                  | 1,479.85 | 10,817.50 | 96,837.61  |



**Balance Sheet**

As of July 23, 2018

|   | Jul 23, 18        |
|---|-------------------|
| <b>ASSETS</b>                           |                   |
| Current Assets                          |                   |
| Checking/Savings                        |                   |
| 100 · BANK ACCOUNTS                     |                   |
| 100.02 · PLGIT ARM GO BONDS SERIES 2012 | 314,497.69        |
| Total 100 · BANK ACCOUNTS               | 314,497.69        |
| 103.00 · SINKING FUND                   | 0.01              |
| Total Checking/Savings                  | 314,497.70        |
| Total Current Assets                    | 314,497.70        |
| <b>TOTAL ASSETS</b>                     | <b>314,497.70</b> |
| <b>LIABILITIES &amp; EQUITY</b>         |                   |
| Equity                                  |                   |
| 30000 · Opening Bal Equity              | 3,253,015.88      |
| 32000 · Retained Earnings               | -2,940,455.91     |
| Net Income                              | 1,937.73          |
| Total Equity                            | 314,497.70        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>   | <b>314,497.70</b> |

9:49 AM

07/19/18

Accrual Basis

**G.O. BONDS SERIES OF 2009 & 2012 - NWLCA WATER PROJECT**  
**CHECK BOOK LEDGER**  
 As of July 23, 2018

| Date   | Num | Name               | Memo       | Debit       | Credit        | Balance           |
|--|-----|--------------------|------------|-------------|---------------|-------------------|
| <b>100 · BANK ACCOUNTS</b>                     |     |                    |            |             |               | 314,897.69        |
| <b>100.02 · PLGIT ARM GO BONDS SERIES 2012</b> |     |                    |            |             |               | 314,897.69        |
| 07/23/2018                                     | 225 | BECKER ENGINEERING | INV #15512 |             | 400.00        | 314,497.69        |
| Total 100.02 · PLGIT ARM GO BONDS SERIES 2012  |     |                    |            | 0.00        | 400.00        | 314,497.69        |
| Total 100 · BANK ACCOUNTS                      |     |                    |            | 0.00        | 400.00        | 314,497.69        |
| <b>TOTAL</b>                                   |     |                    |            | <b>0.00</b> | <b>400.00</b> | <b>314,497.69</b> |

# 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             | 82.00        | 100.00      | 82.0%       |
| Total 341 · INTEREST EARNINGS             | 82.00        | 100.00      | 82.0%       |
| 361.35 · STORM WATER MANAGEMENT FEES      | 3,164.90     | 22,565.57   | 14.0%       |
| 361.36 · STORMWATER PLAN APPLICATION FEES | 450.00       | 810.00      | 55.6%       |
| 361.37 · SMALL PROJECT APPLICATION FEES   | 120.00       | 651.40      | 18.4%       |
| Total Income                              | 3,816.90     | 24,126.97   | 15.8%       |
| Expense                                   |              |             |             |
| 436.24 · GENERAL OPERATING SUPPLIES       | 204.89       | 1,500.00    | 13.7%       |
| 436.25 · REPAIRS, MAINTENANCE & SUPPLIES  | 0.00         | 5,000.00    | 0.0%        |
| 436.31 · PROFESSIONAL SERVICES            | 3,452.50     | 40,000.00   | 8.6%        |
| 436.37 · REPAIRS, MAINTENANCE & SERVICES  | 1,775.39     | 3,000.00    | 59.2%       |
| 436.39 · MS4 CONSTRUCTION                 | 0.00         | 395,000.00  | 0.0%        |
| 436.46 · EDUCATION AND TRAINING           | 0.00         | 1,000.00    | 0.0%        |
| 436.49 · MISCELLANEOUS                    | 0.00         | 500.00      | 0.0%        |
| 461.54 · CONTRIBUTION - WATERSHED GROUPS  | 1,275.00     | 1,250.00    | 102.0%      |
| Total Expense                             | 6,707.78     | 447,250.00  | 1.5%        |
| Net Ordinary Income                       | -2,890.88    | -423,123.03 | 0.7%        |
| Other Income/Expense                      |              |             |             |
| Other Income                              |              |             |             |
| 392.01 · TRANSFER FROM GENERAL FUND       | 0.00         | 461,000.00  | 0.0%        |
| Total Other Income                        | 0.00         | 461,000.00  | 0.0%        |
| Net Other Income                          | 0.00         | 461,000.00  | 0.0%        |
| Net Income                                | -2,890.88    | 37,876.97   | -7.6%       |

9:24 AM

07/19/18

Cash Basis

**PENN TOWNSHIP STORM WATER MANAGEMENT**

**Balance Sheet**

As of July 23, 2018

|                                 | Jul 23, 18       |
|---------------------------------|------------------|
| <b>ASSETS</b>                   |                  |
| Current Assets                  |                  |
| Checking/Savings                |                  |
| 100 · BANK ACCOUNTS             |                  |
| 102.00 · INTEGRITY BANK         | 62,799.97        |
| Total 100 · BANK ACCOUNTS       | 62,799.97        |
| Total Checking/Savings          | 62,799.97        |
| Total Current Assets            | 62,799.97        |
| <b>TOTAL ASSETS</b>             | <b>62,799.97</b> |
| <b>LIABILITIES &amp; EQUITY</b> | 0.00             |

9:25 AM  
07/19/18  
Cash Basis

PENN TOWNSHIP STORM WATER MANAGEMENT  
CHECK BOOK LEDGER  
As of July 23, 2018

| Date                          | Num  | Name                    | Memo                   | Debit | Credit | Balance   |
|-------------------------------|------|-------------------------|------------------------|-------|--------|-----------|
| 100 · BANK ACCOUNTS           |      |                         |                        |       |        | 63,559.24 |
| 102.00 · INTEGRITY BANK       |      |                         |                        |       |        | 63,559.24 |
| 07/23/2018                    | 1068 | BECKER ENGINEERING LLC  | INVOICE 15526          |       | 230.00 | 63,329.24 |
| 07/23/2018                    | 1069 | COMMONWEALTH OF PENN... | INVOICE ID 1065896     |       | 500.00 | 62,829.24 |
| 07/23/2018                    | 1070 | VERIZON WIRELESS        | INVOICE NO. 9809968079 |       | 29.27  | 62,799.97 |
| Total 102.00 · INTEGRITY BANK |      |                         |                        | 0.00  | 759.27 | 62,799.97 |
| Total 100 · BANK ACCOUNTS     |      |                         |                        | 0.00  | 759.27 | 62,799.97 |
| TOTAL                         |      |                         |                        | 0.00  | 759.27 | 62,799.97 |

9:12 AM

07/19/18

Cash Basis

## 2009 PENN TOWNSHIP STREET IMPROVEMENT

## Budget vs. Actual

January through December 2018

|  | Jan - Dec 18      | Budget             | % of Budget   |
|--|-------------------|--------------------|---------------|
| <b>Ordinary Income/Expense</b>                         |                   |                    |               |
| <b>Income</b>  |                   |                    |               |
| 341 · INTEREST EARNINGS                                |                   |                    |               |
| 341.01 · INTEREST ON CHECKING                          | 1,035.91          | 1,000.00           | 103.6%        |
| 341.04 · PCARD REBATE                                  | 0.00              | 0.00               | 0.0%          |
| <b>Total 341 · INTEREST EARNINGS</b>                   | <b>1,035.91</b>   | <b>1,000.00</b>    | <b>103.6%</b> |
| <b>Total Income</b>                                    | <b>1,035.91</b>   | <b>1,000.00</b>    | <b>103.6%</b> |
| <b>Expense</b>   |                   |                    |               |
| 438.245 · MAINTENANCE PROJECTS                         |                   |                    |               |
| 245.029 · SCHOOLWAY DRIVE                              | 0.00              | 0.00               | 0.0%          |
| 245.030 · SENSEI DRIVE                                 | 0.00              | 0.00               | 0.0%          |
| 245.031 · ANDREA DRIVE                                 | 0.00              | 0.00               | 0.0%          |
| 245.032 · AUDREY DRIVE                                 | 0.00              | 0.00               | 0.0%          |
| 245.033 · HIVEVIEW DRIVE                               | 0.00              | 0.00               | 0.0%          |
| 245.037 · CAROLE LANE                                  | 0.00              | 0.00               | 0.0%          |
| 245.038 · CHRISTINE AVENUE                             | 0.00              | 0.00               | 0.0%          |
| 245.039 · DAVE CIRCLE                                  | 0.00              | 0.00               | 0.0%          |
| 245.040 · GREEN RIDGE DRIVE                            | 0.00              | 0.00               | 0.0%          |
| 245.041 · JERRY LANE                                   | 0.00              | 0.00               | 0.0%          |
| 245.042 · KAREN AVENUE                                 | 0.00              | 0.00               | 0.0%          |
| 245.043 · KEITH LANE                                   | 0.00              | 0.00               | 0.0%          |
| 245.044 · PENN AVENUE                                  | 0.00              | 0.00               | 0.0%          |
| 245.045 · ROHEN RIDGE DRIVE                            | 0.00              | 0.00               | 0.0%          |
| 245.046 · ANTHONY DRIVE                                | 0.00              | 0.00               | 0.0%          |
| <b>Total 438.245 · MAINTENANCE PROJECTS</b>            | <b>0.00</b>       | <b>0.00</b>        | <b>0.0%</b>   |
| 439 · HIGHWAY CONST & REBUILDING PROJ                  |                   |                    |               |
| 439.245 · CONSTRUCTION PROJECTS                        |                   |                    |               |
| 245.006 · WOODLOT RD                                   | 0.00              | 153,000.00         | 0.0%          |
| 245.008 · ELM ROAD                                     | 0.00              | 0.00               | 0.0%          |
| 245.011 · DOE RUN RD/PENRYN RD INTERSEC                | 0.00              | 0.00               | 0.0%          |
| 245.012 · POWER ROAD BRIDGE REPLACEMENT                | 0.00              | 0.00               | 0.0%          |
| 245.014 · BUCKNOLL ROAD                                | 0.00              | 0.00               | 0.0%          |
| 245.016 · NORTH PENRYN ROAD                            | 7,978.75          | 20,000.00          | 39.9%         |
| 245.018 · FAIRVIEW ROAD                                | 0.00              | 0.00               | 0.0%          |
| 245.020 · ROUTE 72/BUCKNOLL ROAD                       | 0.00              | 0.00               | 0.0%          |
| 245.021 · FRUITVILLE PK/TEMPERANCE HILL..              | 28,665.90         | 256,457.70         | 11.2%         |
| 245.022 · DOE RUN PEDESTRIAN ENHANCEMENT               | 2,374.90          | 263,394.08         | 0.9%          |
| 245.023 · MT HOPE ROAD                                 | 0.00              | 0.00               | 0.0%          |
| 245.024 · OAK LANE                                     | 0.00              | 0.00               | 0.0%          |
| 245.025 · GRANDVIEW DRIVE                              | 0.00              | 0.00               | 0.0%          |
| 245.026 · SCHOOLWAY DRIVE                              | 0.00              | 0.00               | 0.0%          |
| 245.027 · STRUCTURES EVALUATION                        | 0.00              | 0.00               | 0.0%          |
| 245.028 · MEADOW ROAD                                  | 0.00              | 0.00               | 0.0%          |
| 245.034 · HOLLY TREE ROAD                              | 2,261.20          | 8,000.00           | 28.3%         |
| 245.035 · NORTHVIEW ROAD                               | 553.85            | 3,000.00           | 18.5%         |
| 245.036 · WHITE OAK ROAD                               | 0.00              | 0.00               | 0.0%          |
| 245.047 · W LEXINGTON & MEMORIAL INTERSEC              | 4,785.76          | 8,000.00           | 59.8%         |
| 245.048 · WOODLOT & LITITZ RDS PIPE                    | 12,616.32         | 10,000.00          | 126.2%        |
| 245.049 · N PENRYN & OAK LN INTERSECTION               | 5,545.75          | 7,500.00           | 73.9%         |
| 245.050 · N PENRYN & OAK LN PIPE & INLET               | 2,904.80          | 6,000.00           | 48.4%         |
| 245.051 · HIVEVIEW PIPE TO CREEK                       | 3,126.04          | 10,000.00          | 31.3%         |
| <b>Total 439.245 · CONSTRUCTION PROJECTS</b>           | <b>70,813.27</b>  | <b>745,351.78</b>  | <b>9.5%</b>   |
| <b>Total 439 · HIGHWAY CONST &amp; REBUILDING PROJ</b> | <b>70,813.27</b>  | <b>745,351.78</b>  | <b>9.5%</b>   |
| <b>Total Expense</b>                                   | <b>70,813.27</b>  | <b>745,351.78</b>  | <b>9.5%</b>   |
| <b>Net Ordinary Income</b>                             | <b>-69,777.36</b> | <b>-744,351.78</b> | <b>9.4%</b>   |
| <b>Other Income/Expense</b>                            |                   |                    |               |
| <b>Other Income</b>                                    |                   |                    |               |
| 392 · INTERFUND OPERATING TRANSFERS                    |                   |                    |               |
| 392.01 · TRANSFER FROM GENERAL FUND                    | 0.00              | 201,260.00         | 0.0%          |
| 392.03 · TRANSFER FROM SEWER & WATER                   | 0.00              | 0.00               | 0.0%          |
| 392.36 · TRANSFER FROM CAPITAL RESERVE                 | 0.00              | 21,000.00          | 0.0%          |
| <b>Total 392 · INTERFUND OPERATING TRANSFERS</b>       | <b>0.00</b>       | <b>222,260.00</b>  | <b>0.0%</b>   |
| <b>Total Other Income</b>                              | <b>0.00</b>       | <b>222,260.00</b>  | <b>0.0%</b>   |
| <b>Net Other Income</b>                                | <b>0.00</b>       | <b>222,260.00</b>  | <b>0.0%</b>   |
| <b>Net Income</b>                                      | <b>-69,777.36</b> | <b>-522,091.78</b> | <b>13.4%</b>  |

9:13 AM

## 2009 PENN TOWNSHIP STREET IMPROVEMENT

07/19/18

### Balance Sheet

Cash Basis

As of July 23, 2018

|                                 | Jul 23, 18        |
|---------------------------------|-------------------|
| <b>ASSETS</b>                   |                   |
| Current Assets                  |                   |
| Checking/Savings                |                   |
| 100.00 · BANK ACCOUNTS          |                   |
| 100.02 · INTEGRITY BANK         | 780,901.01        |
| Total 100.00 · BANK ACCOUNTS    | 780,901.01        |
| Total Checking/Savings          | 780,901.01        |
| Total Current Assets            | 780,901.01        |
| <b>TOTAL ASSETS</b>             | <b>780,901.01</b> |
| <b>LIABILITIES &amp; EQUITY</b> | <b>0.00</b>       |

9:14 AM  
07/19/18  
Cash Basis

2009 PENN TOWNSHIP STREET IMPROVEMENT  
CHECK BOOK LEDGER  
As of July 23, 2018

| Date                          | Num  | Name                    | Memo                       | Debit | Credit    | Balance    |
|-------------------------------|------|-------------------------|----------------------------|-------|-----------|------------|
| 100.00 · BANK ACCOUNTS        |      |                         |                            |       |           | 796,444.61 |
| 100.02 · INTEGRITY BANK       |      |                         |                            |       |           | 796,444.61 |
| 07/23/2018                    | 1141 | BECKER ENGINEERING      | MONTHLY INVOICES           |       | 14,989.75 | 781,454.86 |
| 07/23/2018                    | 1142 | B R KREIDER & SON, INC  | CUSTOMER #15785 INV #51188 |       | 78.00     | 781,376.86 |
| 07/23/2018                    | 1143 | HIGHWAY MATERIALS, INC. | INVOICE 76006 7/2/18       |       | 244.59    | 781,132.27 |
| 07/23/2018                    | 1144 | ROHRER'S QUARRY INC     | CUST 2929 INV Q194833      |       | 231.26    | 780,901.01 |
| Total 100.02 · INTEGRITY BANK |      |                         |                            | 0.00  | 15,543.60 | 780,901.01 |
| Total 100.00 · BANK ACCOUNTS  |      |                         |                            | 0.00  | 15,543.60 | 780,901.01 |
| TOTAL                         |      |                         |                            | 0.00  | 15,543.60 | 780,901.01 |



10:53 AM

07/19/18

Cash Basis

## 2009 PENN TOWNSHIP HIGHWAY AID

## Budget vs. Actual

January through December 2018

|  | Jan - Dec 18      | Budget            | % of Budget   |
|--|-------------------|-------------------|---------------|
| <b>Income</b>                                      |                   |                   |               |
| 341 · INTEREST EARNINGS                            |                   |                   |               |
| 341.01 · INTEREST ON CHECKING                      | 2,995.51          | 1,000.00          | 299.6%        |
| <b>Total 341 · INTEREST EARNINGS</b>               | <b>2,995.51</b>   | <b>1,000.00</b>   | <b>299.6%</b> |
| 355 · STATE SHARED REVENUE/ENTITLEMNT              |                   |                   |               |
| 355.02 · MOTOR VEHICLE FUEL TAXES                  | 377,277.61        | 371,155.76        | 101.6%        |
| 355.03 · STATE ROAD TURNBACK PAYMENTS              | 18,720.00         | 18,720.00         | 100.0%        |
| <b>Total 355 · STATE SHARED REVENUE/ENTITLEMNT</b> | <b>395,997.61</b> | <b>389,875.76</b> | <b>101.6%</b> |
| 387 · CONTRIBUTIONS & DONATIONS                    |                   |                   |               |
| 387.01 · MISCELLANEOUS                             | 0.00              | 0.00              | 0.0%          |
| <b>Total 387 · CONTRIBUTIONS &amp; DONATIONS</b>   | <b>0.00</b>       | <b>0.00</b>       | <b>0.0%</b>   |
| <b>Total Income</b>                                | <b>398,993.12</b> | <b>390,875.76</b> | <b>102.1%</b> |
| <b>Expense</b>                                     |                   |                   |               |
| 437.740 · EQUIPMENT PURCHASE                       | 0.00              | 0.00              | 0.0%          |
| 438 · MAINTENANCE/REPAIR ROAD/BRIDGE               |                   |                   |               |
| 438.220 · OPERATING SUPPLIES                       | 20,073.86         | 23,000.00         | 87.3%         |
| 438.245 · MAINTENANCE PROJECTS                     |                   |                   |               |
| 245.002 · PLEASANT VIEW ROAD                       | 9,622.85          | 9,229.50          | 104.3%        |
| 245.003 · SUMAC ROAD                               | 0.00              | 0.00              | 0.0%          |
| 245.010 · WOODLOT ROAD                             | 0.00              | 0.00              | 0.0%          |
| 245.011 · SEGO SAGO ROAD                           | 0.00              | 0.00              | 0.0%          |
| 245.012 · POWER ROAD                               | 0.00              | 0.00              | 0.0%          |
| 245.014 · GREEN ACRE ROAD                          | 0.00              | 0.00              | 0.0%          |
| 245.015 · LONGENECKER ROAD                         | 0.00              | 0.00              | 0.0%          |
| 245.017 · AIRY HILL ROAD                           | 0.00              | 0.00              | 0.0%          |
| 245.024 · NORTHVIEW ROAD                           | 8,546.45          | 8,137.50          | 105.0%        |
| 245.025 · GISH ROAD                                | 11,278.85         | 11,235.00         | 100.4%        |
| 245.027 · MEADOW ROAD                              | 23,988.65         | 23,803.50         | 100.8%        |
| 245.034 · COOL SPRING ROAD                         | 10,440.50         | 11,975.00         | 87.2%         |
| 245.037 · LIMEROCK ROAD                            | 4,577.23          | 4,845.00          | 94.5%         |
| 245.055 · BOYER RUN ROAD                           | 0.00              | 0.00              | 0.0%          |
| 245.056 · HOSTETTER ROAD                           | 0.00              | 0.00              | 0.0%          |
| 245.057 · INDIAN VILLAGE ROAD                      | 0.00              | 0.00              | 0.0%          |
| 245.058 · LOCUST LANE                              | 0.00              | 0.00              | 0.0%          |
| 245.059 · OAK LANE                                 | 0.00              | 0.00              | 0.0%          |
| 245.060 · WHITE OAK ROAD                           | 0.00              | 0.00              | 0.0%          |
| 245.066 · FAIRLAND ROAD                            | 16,057.50         | 18,107.00         | 88.7%         |
| 245.069 · BROOKLAWN ROAD                           | 0.00              | 0.00              | 0.0%          |
| 245.070 · HAMAKER ROAD                             | 0.00              | 0.00              | 0.0%          |
| 245.071 · HICKORY ROAD                             | 0.00              | 0.00              | 0.0%          |
| 245.072 · N PENRYN ROAD                            | 0.00              | 0.00              | 0.0%          |
| 245.073 · W LEXINGTON ROAD                         | 0.00              | 0.00              | 0.0%          |
| 245.074 · S OAK STREET                             | 0.00              | 0.00              | 0.0%          |
| 245.075 · E SUN HILL ROAD                          | 0.00              | 0.00              | 0.0%          |
| 245.076 · SILVER MAPLE ROAD                        | 0.00              | 0.00              | 0.0%          |
| 245.077 · DEAD END ROAD                            | 0.00              | 0.00              | 0.0%          |
| 245.078 · FAIRVIEW ROAD                            | 0.00              | 0.00              | 0.0%          |
| 245.079 · JUNCTION ROAD                            | 0.00              | 0.00              | 0.0%          |
| 245.080 · MOUNT HOPE ROAD                          | 0.00              | 0.00              | 0.0%          |
| 245.083 · BUCKNOLL ROAD                            | 4,898.08          | 5,532.00          | 88.5%         |
| 245.084 · HICKORY LANE                             | 3,027.72          | 3,650.00          | 83.0%         |
| 245.085 · WEST SUNHILL ROAD                        | 0.00              | 0.00              | 0.0%          |
| 245.087 · SOUTH PENRYN ROAD                        | 0.00              | 0.00              | 0.0%          |
| 245.088 · HILL STREET SEALCOAT SINGLE              | 2,336.45          | 1,837.50          | 127.2%        |
| 245.089 · MEADOWLARK LN SEALCOAT DOUBLE            | 11,881.02         | 10,690.00         | 111.1%        |
| 245.090 · MALLARD DRIVE SEALCOAT DOUBLE            | 21,845.52         | 20,655.00         | 105.8%        |
| 245.091 · HOLLY TREE ROAD SEALCOAT                 | 2,652.13          | 2,750.00          | 96.4%         |
| <b>Total 438.245 · MAINTENANCE PROJECTS</b>        | <b>131,152.95</b> | <b>132,447.00</b> | <b>99.0%</b>  |
| 438.300 · LINE PAINTING                            | 0.00              | 35,000.00         | 0.0%          |
| <b>Total 438 · MAINTENANCE/REPAIR ROAD/BRIDGE</b>  | <b>151,226.81</b> | <b>190,447.00</b> | <b>79.4%</b>  |

10:53 AM  
07/19/18  
Cash Basis

2009 PENN TOWNSHIP HIGHWAY AID  
**Budget vs. Actual**  
January through December 2018

|   | Jan - Dec 18 | Budget     | % of Budget |
|---|--------------|------------|-------------|
| 439 · CONSTRUCTION/REBUILD PROJECTS       |              |            |             |
| 439.245 · CONSTRUCTION PROJECTS           |              |            |             |
| 245.052 · ELM ROAD (FAIRVIEW TO DOE RUN)  | 0.00         | 0.00       | 0.0%        |
| 245.061 · BRANDT STREET                   | 0.00         | 0.00       | 0.0%        |
| 245.062 · BUCHDALE DRIVE                  | 0.00         | 0.00       | 0.0%        |
| 245.063 · ELWYN TERRACE                   | 0.00         | 0.00       | 0.0%        |
| 245.064 · GRANDVIEW DRIVE                 | 0.00         | 0.00       | 0.0%        |
| 245.067 · AUCTION ROAD                    | 0.00         | 25,600.00  | 0.0%        |
| 245.068 · N COPEHILL DRIVE                | 0.00         | 0.00       | 0.0%        |
| 245.081 · STIEGEL VALLEY ROAD             | 0.00         | 0.00       | 0.0%        |
| 245.082 · WHITE OAK ROAD                  | 0.00         | 0.00       | 0.0%        |
| 245.086 · PENN VALLEY ROAD                | 0.00         | 0.00       | 0.0%        |
| 245.092 · BUCKNOLL ROAD WEST OF RT 72     | 0.00         | 9,400.00   | 0.0%        |
| 245.093 · W SUNHILL RD PARKHILL TO LOGHES | 0.00         | 64,800.00  | 0.0%        |
| 245.94 · EVANS ROAD WIDENING RECLAMATION  | 0.00         | 169,000.00 | 0.0%        |
| Total 439.245 · CONSTRUCTION PROJECTS     | 0.00         | 268,800.00 | 0.0%        |
| Total 439 · CONSTRUCTION/REBUILD PROJECTS | 0.00         | 268,800.00 | 0.0%        |
| Total Expense                             | 151,226.81   | 459,247.00 | 32.9%       |
| Net Income                                | 247,766.31   | -68,371.24 | -362.4%     |

2009 PENN TOWNSHIP HIGHWAY AID  
**Balance Sheet**  
As of July 23, 2018

|                                       | Jul 23, 18        |
|---------------------------------------|-------------------|
| <b>ASSETS</b>                         |                   |
| Current Assets                        |                   |
| Checking/Savings                      |                   |
| 100.00 · BANK ACCOUNTS                |                   |
| 100.01 · PLGIT CLASS                  | 320,475.85        |
| 100.03 · PRIME                        | 78,638.28         |
| Total 100.00 · BANK ACCOUN...         | 399,114.13        |
| Total Checking/Savings                | 399,114.13        |
| Total Current Assets                  | 399,114.13        |
| <b>TOTAL ASSETS</b>                   | <b>399,114.13</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                   |
| Equity                                |                   |
| 30000 · Opening Bal Equity            | 231,889.17        |
| 32000 · Retained Earnings             | -80,541.35        |
| Net Income                            | 247,766.31        |
| Total Equity                          | 399,114.13        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>399,114.13</b> |

10:54 AM

07/19/18

Cash Basis

**2009 PENN TOWNSHIP HIGHWAY AID  
CHECK BOOK LEDGER  
As of July 23, 2018**

| <b>Date</b>                   | <b>Num</b> | <b>Name</b>       | <b>Memo</b>         | <b>Debit</b> | <b>Credit</b>     | <b>Balance</b>    |
|-------------------------------|------------|-------------------|---------------------|--------------|-------------------|-------------------|
| <b>100.00 · BANK ACCOUNTS</b> |            |                   |                     |              |                   | 530,267.08        |
| <b>100.01 · PLGIT CLASS</b>   |            |                   |                     |              |                   | 451,628.80        |
| 07/23/2018                    | DD         | MARTIN PAVING INC | INVOICE NO. 30-3375 |              | 131,152.95        | 320,475.85        |
| Total 100.01 · PLGIT CLASS    |            |                   |                     | 0.00         | 131,152.95        | 320,475.85        |
| <b>100.03 · PRIME</b>         |            |                   |                     |              |                   | 78,638.28         |
| Total 100.03 · PRIME          |            |                   |                     |              |                   | 78,638.28         |
| Total 100.00 · BANK ACCOUNTS  |            |                   |                     | 0.00         | 131,152.95        | 399,114.13        |
| <b>TOTAL</b>                  |            |                   |                     | <b>0.00</b>  | <b>131,152.95</b> | <b>399,114.13</b> |

Penryn Fire Company No. 1  
June 2018 Report  
Fire Report  
Prepared by Chief Shannon L. Martin

**Total Incidents:** 11  
Members Responding Total: 82  
Man Hours Spend : 52.10  
Average Turnout per Incident:8

**Monthly Property Loss: \$4,000**  
**Monthly Property Saved: \$3,000**  
**Yearly Property Lost:\$29,000**  
**Yearly Property Saved:\$368,000**

| <b><u>Incidents by District:</u></b> |   | <b><u>Incidents by Municipality:</u></b> |    |
|--------------------------------------|---|--|----|
| Penryn                               | 8 | Penn Twp                                 | 10 |
| Manheim                              | 2 | Elizabeth Twp                            | 1  |
| Brickerville                         | 1 |  |    |

| <b><u>Response By Unit:</u></b> |    |   |         |
|---------------------------------|----|---|---------|
| Engine                          | 28 | 1 | Times 8 |
| Engine                          | 28 | 2 | Times 0 |
| Squad                           | 28 | 1 | Times 3 |
| Tanker                          | 28 |   | Times 2 |
| Traffic                         | 28 |   | Times 6 |

| <b><u>Companies Assisting 2-8</u></b> |   |                  |   |
|---------------------------------------|---|------------------|---|
| Intermediate 85-2                     | 1 | Engine 26-1      | 1 |
| Medic 86-5                            | 2 | Truck 26         | 3 |
| Medic 86-6                            | 1 | PSP Fire Marshal | 1 |
| Medic 86-7                            | 1 |                  |   |

## **Manheim Fire Department June 2018 Fire Report**

By Fire Chief Dan Wagner

June 2018 Incidents - 29

2018 Year - to - Date Incidents - 187

219 members responded and spent 85 man-hours in service

Members spent a total of 12.5 hours in service

Averaged 26 minutes in service per incident

Averaged 8 members per incident

14 members spent 56 man-hours in fire department training

14 members spent 3 hours in Fire Prevention and Public service for the Community

Members spent over 25 man-hours on repairs and maintenance of equipment and apparatus

Property Endangered by Fire in June 2018-\$0

Property Damaged by Fire in June 2018-\$0

Property Saved by Firefighters in June 2018-\$0

### **Notable Incidents:**

### **Incidents by Municipality**

Penn Township - 12 incidents  
Manheim Borough - 11 incidents  
Rapho Township - 4 incidents  
Lititz Boro - 1 incident  
Warwick Twp - 1 incident

### **Incidents by Fire District**

Manheim Fire Dept. - 22 incidents  
Penryn Fire Dept. - 4 incidents  
Lititz Fire Co. - 2 incident  
Fire Dept Mount Joy - 1 incident

### **Incidents by Time of Day**

12AM - 8AM - 4  
8AM - 4PM - 19  
4PM - 12AM - 6

### **Incidents by Day of the Week**

Monday - 4  
Tuesday - 3  
Wednesday - 5  
Thursday - 4  
Friday - 4  
Saturday - 7  
Sunday - 2

### **Types of Incidents**

14 Automatic Fire Alarms  
5 Vehicle Accidents  
2 CO Alarms  
2 Med Assists  
2 Vehicle Fires  
1 AED Med Assist  
1 Building / Dwelling Fires  
1 Gas Leak  
1 Public Service Call

### **Apparatus Use**

**Fire Chief** - 4 responses, 0 mutual aid  
**Duty Chief** - 5 Responses  
**Duty Officer** - 3 Responses  
**Engine 26-1** - 16 responses, 3 mutual aid  
**Rescue 26** - 7 responses, 0 mutual aid  
**Truck 26** - 3 responses, 3 mutual aid  
**Tanker 26** - 1 response, 1 mutual aid  
**Squad 26-1** - 7 responses, 0 mutual aid  
**Fire Police** - 5 responses, 2 mutual aid

### **Mutual Aid Received**

Northwest EMS - 4 incidents  
  
Manheim Boro Police - 6 incidents  
Northern Lancaster Regional Police - 3 incidents

## Zone Breakdown

Date: Friday, July 6, 2018  
Time: 12:55:56 PM

Incident Date between 2018-01-01

and 2018-06-30

## Zone Breakdown

| Zone  | Calls      |
|---|------------|
|   | 15         |
| Cumberland- Lemoyne Borough (21803)         | 1          |
| Dauphin- Conewago Township (22910)          | 23         |
| Dauphin- Derry Township (22912)             | 69         |
| Dauphin- Londonderry Township (22920)       | 37         |
| Dauphin- Middletown Borough (22002)         | 1          |
| Lancaster - Denver Borough (18888)          | 9          |
| Lancaster - East Cocalico Township (20984)  | 4          |
| Lancaster - Ephrata Township (23840)        | 2          |
| Lancaster - West Cocalico Township (82728)  | 6          |
| Lancaster- Clay Township (36917)            | 111        |
| Lancaster- Columbia Borough (36002)         | 86         |
| Lancaster- Conoy Township (36920)           | 96         |
| Lancaster- East Donegal Township (36925)    | 273        |
| Lancaster- East Hempfield Township (36928)  | 40         |
| Lancaster- East Lampeter Township (21344)   | 1          |
| Lancaster- East Petersburg Borough (36930)  | 3          |
| Lancaster- Elizabeth Township (36932)       | 80         |
| Lancaster- Elizabethtown Borough (36803)    | 650        |
| Lancaster- Ephrata Borough (36804)          | 18         |
| Lancaster- Lancaster City (36001)           | 121        |
| Lancaster- Lititz Borough (36806)           | 24         |
| Lancaster- Manheim Borough (36807)          | 252        |
| Lancaster- Manheim Township (36937)         | 13         |
| Lancaster- Manor Township (36938)           | 3          |
| Lancaster- Marietta Borough (36939)         | 110        |
| Lancaster- Mount Joy Borough (36809)        | 77         |
| Lancaster- Mount Joy Township (36942)       | 279        |
| Lancaster- Mountville Borough (52016)       | 2          |
| Lancaster- Penn Township (36944)            | 374        |
| Lancaster- Rapho Township (36948)           | 212        |
| Lancaster- Warwick Township (36955)         | 18         |
| Lancaster- West Donegal Township (36958)    | 626        |
| Lancaster- West Hempfield Township (36960)  | 20         |
| Lebanon - Cornwall Borough (38908)          | 9          |
| Lebanon - Heidelberg Township               | 33         |
| Lebanon- Lebanon City (38001)               | 1          |
| Lebanon- North Cornwall Township (54928)    | 1          |
| Lebanon- South Lebanon Township (38921)     | 1          |
| Lebanon- South Londonderry Township (38922) | 8          |
| York - Lower Windsor Township (45152)       | 3          |
| York- Hellam Township (67929)               | 6          |
| York- Wrightsville Borough (67968)          | 9          |
|   | Total 3727 |

43 rows returned.



## Zone Breakdown

Date: Friday, July 6, 2018  
Time: 12:54:53 PM

Incident Date between 2018-06-01

and 2018-06-30

**Zone Breakdown**

| Zone                                       | Calls     |
|--|-----------|
|  | 2         |
| Dauphin- Conewago Township (22910)         | 6         |
| Dauphin- Derry Township (22912)            | 9         |
| Dauphin- Londonderry Township (22920)      | 10        |
| Lancaster - East Cocalico Township (20984) | 1         |
| Lancaster - West Cocalico Township (82728) | 1         |
| Lancaster- Clay Township (36917)           | 18        |
| Lancaster- Columbia Borough (36002)        | 13        |
| Lancaster- Conoy Township (36920)          | 19        |
| Lancaster- East Donegal Township (36925)   | 30        |
| Lancaster- East Hempfield Township (36928) | 5         |
| Lancaster- Elizabeth Township (36932)      | 12        |
| Lancaster- Elizabethtown Borough (36803)   | 92        |
| Lancaster- Ephrata Borough (36804)         | 4         |
| Lancaster- Lancaster City (36001)          | 19        |
| Lancaster- Lititz Borough (36806)          | 5         |
| Lancaster- Manheim Borough (36807)         | 37        |
| Lancaster- Manor Township (36938)          | 1         |
| Lancaster- Marietta Borough (36939)        | 23        |
| Lancaster- Mount Joy Borough (36809)       | 7         |
| Lancaster- Mount Joy Township (36942)      | 38        |
| Lancaster- Mountville Borough (52016)      | 1         |
| Lancaster- Penn Township (36944)           | 57        |
| Lancaster- Rapho Township (36948)          | 34        |
| Lancaster- Warwick Township (36955)        | 5         |
| Lancaster- West Donegal Township (36958)   | 83        |
| Lancaster- West Hempfield Township (36960) | 6         |
| Lebanon - Heidelberg Township              | 10        |
| York - Lower Windsor Township (45152)      | 2         |
| York- Hellam Township (67929)              | 2         |
| York- Wrightsville Borough (67968)         | 2         |
|  | Total 554 |

31 rows returned.

# Penn Township, Pennsylvania

Monthly Report – June 2018



July 10, 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 June 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 June. 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) There is currently no data communication between the water tower and the water plant. The communication is critical to daily operations due to the fact that the tower level determines when the water plant runs. Staff is currently controlling water production manually. There have been several failures over the last few months and equipment diagnosed and repaired several times. We are currently exploring options to install cellular communications equipment which we believe to be more reliable.
- 2) Low Chlorine residual at the Fruitville Pike Booster Station continues to be an issue. Even with continuous flushing and communications with Lancaster City we have been struggling to maintain adequate residuals. Staff is in the process of bringing chlorine booster equipment online and plan to begin chlorinating soon. The boost in chlorine residuals may adversely affect quarterly regulatory disinfection byproduct results (TTHM/HAA5).

## **Noteworthy Events**

- 1) On 6/9 the level transducer at the Brookshire Pump Station failed and was replaced with a spare.
- 2) On 6/12 new signs were installed at the Water and Wastewater Plants

## **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 communications equipment upgrade at the water tower.
- 3) Pursue replacement of the SCADA system at the WTP.
- 4) Pursue installation of a SCADA system at the WWTP.
- 5) Planning for collection system repairs based on the I&I investigation from May 2017.
- 6) Pursue installation of an effluent flow meter and DO system at the WWTP.
- 7) 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 June 2018 was 11.90 million gallons. Inframark staff measured 5.6 inches of precipitation at the WWTP in the month of June.
- 2) The June calculated reduction of Total Suspended Solids was 99.26% and cBOD was 99.7%
- 3) Please review the following tables that summarize process control monitoring and NPDES reporting criteria for June 2018.

| Parameter                       | Units           | Allowable Level | Average Monthly | Minimum | Maximum |
|---------------------------------|-----------------|-----------------|-----------------|---------|---------|
| Flow Reported                   | MGD             | Report          | .3965           | .2891   | .5151   |
| MLSS                            | mg/l            | Process         | 1923            | 1572    | 2316    |
| Influent Total Suspended Solids | mg/l            | Report          | 413             | 284     | 600     |
| Influent Total Suspended Solids | Average Lbs/day | Report          | 1325            | 914     | 2119    |
| Influent BOD                    | mg/l            | Report          | 390             | 303     | 580     |
| Influent BOD                    | Average Lbs/day | Report          | 1260            | 860     | 2048    |

| Parameter                 | Units   | Allowable Level | Monthly Monitoring Results |
|---------------------------|---------|-----------------|----------------------------|
| Influent Total Phosphorus | mg/l    | Process         | 8                          |
| Influent Total Phosphorus | Lbs/day | Process         | 29                         |
| Influent NH3              | mg/l    | Process         | 19                         |
| Influent NH3              | Lbs/day | Process         | 68                         |
| Influent TKN              | mg/l    | Process         | 48                         |
| Influent TKN              | Lbs/day | Process         | 170                        |
| Influent cBOD             | mg/l    | Process         | 525                        |
| Influent cBOD             | Lbs/day | Process         | 1854                       |

| Discharge Parameter    | Units           | Allowable Level               | Average Monthly | Minimum | Maximum | Exceptions |
|------------------------|-----------------|-------------------------------|-----------------|---------|---------|------------|
| pH                     | S.U.            | 6.0 – 9.0                     | 7.7             | 7.5     | 7.9     | 0          |
| D.O.                   | mg/l            | Minimum of 5.0                | 8.8             | 7.5     | 10.1    | 0          |
| Total Suspended Solids | mg/l            | Ave/ Mon less than 30         | 2.8             | 1.0     | 5.0     | 0          |
| Total Suspended Solids | Average Lbs/day | Ave/ Mon less than 163        | 8.5             | 3.5     | 14.6    | 0          |
| CBOD                   | mg/l            | Ave/ Mon less than 25         | 2.0             | 2.0     | 2.0     | 0          |
| CBOD                   | Average Lbs/day | Ave/ Mon less than 136        | 6.3             | 5.7     | 7.1     | 0          |
| NH3                    | mg/l            | Ave/ Mon less than 13.5       | 0.10            | 0.10    | 0.10    | 0          |
| NH3                    | Average Lbs/day | Ave/ Mon less than 73         | 0.32            | 0.28    | 0.35    | 0          |
| Total Phosphorus       | mg/l            | Ave/ Mon less than 2.0        | 0.50            | 0.42    | 0.64    | 0          |
| Total Phosphorus       | Average Lbs/day | Ave/ Mon less than 10.8       | 1.59            | 1.19    | 1.87    | 0          |
| Nitrate-Nitrite        | mg/l            | Report                        | 3.52            | 2.77    | 4.59    | 0          |
| Nitrate-Nitrite        | Average Lbs/day | Report                        | 11.29           | 7.86    | 16.21   | 0          |
| TKN                    | mg/l            | Report                        | 1.58            | 1.44    | 1.74    | 0          |
| TKN                    | Average Lbs/day | Report                        | 5.00            | 4.32    | 5.89    | 0          |
| Total Nitrogen         | mg/l            | Report                        | 5.10            | 4.29    | 6.03    | 0          |
| Total Nitrogen         | Average Lbs/day | Report                        | 16.29           | 12.18   | 21.29   | 0          |
| Fecal Coliform         | Colonies /100ml | Geometric Mean less than 2000 | 20              | 8       | 49      | 0          |

- 4) The NWLCA WWTP is reporting 8,672 pounds of Total Nitrogen and 1,205 pounds of Total Phosphorus under the total annual mass effluent limits for the 2018 reporting year ending September 30, 2018.

| Discharge Parameter  | June Loading<br>Total pounds<br>/month | Total Pounds<br>October 2017 –<br>September 2018 | Annual Allowance<br>in pounds | <b>Credits available<br/>based on flow<br/>and loading to<br/>date</b> |
|----------------------|--|--|-------------------------------|--|
| Net Total Nitrogen   | 488.75                                 | 6,314.7  | less than 14,987              | -1,155.30  |
| Net Total Phosphorus | 47.59                                  | 621.78   | less than 1,826.5             | 28.33  |

➤ Biosolids Removal

| Disposal Site | Gallons | Dry Tons |
|---------------|---------|----------|
| Manheim STP   | 36,000  | 3.0      |
| Kline's       | 72,000  | 5.2      |

➤ Water Production and Quality

- 1) The total volume of drinking water distributed in June 2018 was 5.52 million gallons.
- 2) Monitoring results were within limits for all drinking water quality parameters. Please review the tables below that summarize monitoring results for June 2018.

| Description                                    | Month/Year | Volume    | Units           |
|--|------------|-----------|-----------------|
| Total volume distributed WTF                   | June 2018  | 5,230,800 | Gallons         |
| Daily average distributed WTF                  | June 2018  | 174,360   | Gallons per day |
| Total volume distributed Fruitville Extension  | June 2018  | 289,375   | Gallons         |
| Daily average distributed Fruitville Extension | June 2018  | 9,646     | 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       | 1.8 mg/l           | Daily               |
| Low Chlorine Residual     | Entry Point                   | (>)0.4 mg/l       | 1.3 mg/l           | Daily               |
| Turbidity                 | Combined Filter               | 95% under 0.3 NTU | 100% under 0.3 NTU | Monthly             |

| LT2 Contaminant | Location   | Samples Collected of 26 | Average | Under Trigger |
|-----------------|------------|-------------------------|---------|---------------|
| E. Coli         | Well 2 & 3 | 19                      | 38.53   | Yes           |

### Chemical Usage

| Chemical                    | Location | Use  | Monthly Volume/ Weight Used |
|-----------------------------|----------|--|-----------------------------|
| Aluminum Sulfate            | WWTP     | Used to enhance phosphorus removal from wastewater                           | 669 gallons                 |
| Polymer                     | WWTP     | Used for sludge thickening   | 53 gallons                  |
| BIOXIDE                     | PS1      | Used for odor and corrosion control within collection system                 | 120 gallons                 |
| Sodium Hypochlorite (6.25%) | WTF      | Used for drinking water disinfection   | 165 gallons                 |
| Sodium Hydroxide (25%)      | WTF      | Used for drinking water pH adjustment  | 73 gallons                  |
| Solar Salt                  | WTF      | Used to cleanse ion exchange resin for softeners and nitrate treatment units | 27,506 lbs.                 |



### Power Consumption

| Facility                        | Water or Waste Water | Monthly Usage (KWh) | Monthly Peak (KW) |
|---------------------------------|----------------------|---------------------|-------------------|
| Wastewater Treatment Plant      | WW                   | 72300               | 170               |
| Pump Station 1                  | WW                   | 3450                | 34                |
| Pump Station 2                  | WW                   | 776                 | 3                 |
| Pump Station 3                  | WW                   | 2195                | 10                |
| Cedar Hollow Pump Station       | WW                   | 905                 | 3                 |
| Sweetbriar Creek Pump Station   | WW                   | 3200                | 13                |
| Brookshire Pump Station         | WW                   | 850                 | 6                 |
| Water Treatment Facility        | W                    | 25998               | 61                |
| Mallard Ponds Water Tower       | W                    | 1449                | 3                 |
| Fruitville Pike Booster Station | W                    | 790                 | 4.4               |

### Financial

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

| Fee Expenditures | Monthly Fee | June Expenses | 2018 Total Expenses | Annual Fee | Over/(under) 2018 |
|------------------|-------------|---------------|---------------------|------------|-------------------|
| Maintenance      | \$3,000     | \$5,593       | \$16,723            | \$36,000   | (\$19,277)        |
| Sludge           | \$5,000     | \$4,126       | \$30,598            | \$60,000   | (\$29,402)        |
| Chemical         | \$3,000     | \$0           | \$17,041            | \$36,000   | (\$18,959)        |

1) Waste Water System Maintenance Expenditures for June

| Vendor            | Description                           | Amount     |
|-------------------|---------------------------------------|------------|
| Longenecker's     | Miscellaneous maintenance items       | \$131.83   |
| Crane Engineering | SOMAT pump tubing                     | \$101.91   |
| Kline's Services  | Semi-annual pump station cleaning (6) | \$3,729.87 |
| Kline's Services  | Oak Street Pump Station cleaning      | \$1,500.78 |
| UPS               | Freight for sampler warrantee repair  | \$128.27   |

## 2) Waste Water System Chemical Expenditures Invoiced in June

| Vendor | Description                       | Amount |
|--------|-----------------------------------|--------|
|        | No chemical expenditures for June |        |

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

| Fee Expenditures | Monthly Fee | June Expenses | 2018 Total Expenses | Annual Fee | Over/(under) 2018 |
|------------------|-------------|---------------|---------------------|------------|-------------------|
| Maintenance      | \$1,000     | \$2,032       | \$14,876            | \$12,000   | \$2876            |
| Chemical         | \$1,000     | \$2,350       | \$9,171             | \$12,000   | (\$2,829)         |

## 1) Water System Maintenance Expenditures for June

| Vendor          | Description   | Amount     |
|-----------------|---|------------|
| Tri-Star Inc.   | Emergency diagnostics/repair to communications equipment at the water tower                           | \$517.50   |
| Allied Controls | Emergency diagnostics/repair to communications equipment at the water tower and replace Cisco router. | \$1,393.00 |
| Hach            | Misc. glassware   | \$121.55   |

## 2) Water System Chemical Expenditures for June

| Vendor                    | Description                    | Amount     |
|---------------------------|--------------------------------|------------|
| Eastern Salt              | 25.30 TN Solar Salt            | \$1,910.15 |
| North Industrial Chemical | 2,000 lbs. Sodium Hypochlorite | \$440.00   |

## Customer Service

- Answering Service Calls
  - 1) None
- Meter Reading

Inframark recorded customer water meter volumes in Service Area Three.
- Meter Repairs, Replacement and Checks
  - 1) (6/5) 1071 Cambridge Dr. – Read meter by request of Township
  - 2) (6/12) 749 Heather Ridge – Read meter by request of Township
  - 3) (6/12) 116 North Penryn Rd. – Read meter by request of Township
  - 4) (6/16) 440 Charles Dr. – Read meter by request of Township
  - 5) (6/26) 480 Meadowlark Ln. – Read meter by request of Township
- Customer Complaints
  - 1) (6/18) 614 Mallard Dr. – Customer complained about a “sewage like” smell from their water. Problem resolved when their water softener was replaced.
- Commercial Discharge Monitoring
  - 1) None

## Maintenance

- Wastewater System
  - 1) (6/6) Inframark cleaned and downloaded data for all SBR Dissolved Oxygen probes
  - 2) (6/8) Inframark performed grounds maintenance at the wastewater plant
  - 3) (6/9) Inframark replaced the level transducer at the Brookshire Pump Station
  - 4) (6/5) Inframark cleaned all pump station floats and transducers
  - 5) (6/6) Inframark completed a safety inspection at the Fruitville Pike Booster Station
  - 6) (6/11) Inframark repaired damaged decant pump hose at Ash Basin 1
  - 7) (6/12) Inframark cleaned all SBR basins
  - 8) (6/12) Inframark installed new signs at WTP and WWTP
  - 9) (6/12) Inframark performed grounds maintenance at both well heads
  - 10) (6/13) Inframark cleaned and downloaded data for all SBR Dissolved Oxygen probes
  - 11) (5/20) Inframark repaired three system hydrants
  - 12) (6/20) Inframark cleaned and downloaded data for all SBR Dissolved Oxygen probes
  - 13) (6/25) Inframark performed grounds maintenance at Pump Stations 1 & 2
  - 14) (6/27) Inframark cleaned floats and transducers at all pump stations
  - 15) (6/27) Inframark cleaned and downloaded data for all SBR Dissolved Oxygen probes
- Water System
  - 1) (6/1) Inframark performed an acid and chlorine maintenance wash on Filter 2
  - 2) (6/2) Inframark received 25 tons of salt
  - 3) (6/6) Inframark flushed the finished water panel and cleaned the NO<sub>3</sub>-N Probe
  - 4) (6/7) Inframark verified all turbidimeters and finished and intermediate CL17 analyzers

- 5) (6/13) Inframark verified all turbidimeters and the finished and intermediate CL17 analyzers
- 6) (6/13) Inframark performed a sonic test on filter 2
- 7) (6/14) Inframark performed an acid and chlorine maintenance wash on Filter 1
- 8) (6/14) Inframark installed flusher on last hydrant on Fruitville Pike and repaired hydrant
- 9) (6/14) Inframark performed a sonic test on filter 1
- 10) (6/16) Inframark reset PLC after communications failure
- 11) (6/18) Inframark serviced the CFE turbidimeter
- 12) (6/20) Inframark verified all turbidimeters and the finished and intermediate CL17 analyzers
- 13) (6/20) Inframark performed an acid and chlorine maintenance wash on Filter 2
- 14) (6/26) Inframark performed a sonic test on filter 2 and repaired membranes
- 15) (6/27) Inframark verified all turbidimeters and the finished and intermediate CL17 analyzers
- 16) (6/27) Inframark performed a sonic test on filter 1
- 17) (6/28) Inframark repaired membranes in filter 1

➤ After Hours Callouts

- 1) (6/8) Brookshire Pump Station transducer failure
- 2) (6/16) Water Plant PLC communications failure
- 3) (6/30) Water Plant PLC communications failure

**Security**

- Incidents  
None

**Safety**

- Incidents  
Inframark have worked at the Penn Township project for 3,590 days without a lost time incident.
- Inframark Training  
Active Shooter 2.0

## Personnel

### ➤ Training

Donald Martzall and Douglas Zook attended Hach WIMS (Water Information Management Solution) 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            | C-6,8,9,12                       | 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 |                                      |                                  |                                       |

## Director's Report June 2018

Summer Reading is in full swing and things have been hopping. We have been having a ton of programs and have been experiencing a lot of traffic both at the programs and in the library in general. Still, I'm not thrilled with where we are. On a year-to-year basis, our usage numbers are mostly down. I have not done as good a job lining up programming as I would like and struggle with figuring out how to reach non-library users from a publicity standpoint. The library is not alone in having trouble generating community engagement and I do believe it will come but right now I'm not real happy with things.

### June 2018 Statistics

Circulation: 11,590 (down 7.8% from June 2017, up 46.9% from May 2018. Highest monthly circulation this year and the most since August of last year)

New Registrations: 63 (most in a month since June of last year)

Total Borrowers: 1,964 (down 5.3% from June 2017, up 42.2% from May 2018. Most in a month this year and the highest since August of last year)

eBooks: 431 (up 9.7% from June 2017, up 23.5% from May 2018. This is the highest eBook usage since July of last year and the second highest monthly total ever)

Wireless and Computer Users: 541 (down 27.2% from June 2017, up 3.8% from May 2018)

Circulation desk: 118 reference or technical questions were answered by staff during the month. This number is tremendously underreported. This number is recorded by hand and given how busy we are staff do not always remember or have time to note that they have answered questions.

Programs: 21 programs in June: 305 children, 54 young adults and 233 adults for a total of 592 attendees.

### What's Been Going On

**Programming:** On the one hand, we have had some incredible programming this summer. The Summer Reading programs for kids and families that Colleen has lined up have been drawing well. We had one of our more successful teen programs by having a "Chopped" cooking competition for teens. We had a decently attended program for adults on fake news that was put on by a couple of HACC librarians. We had another author visit that did not draw as well but it was held in the afternoon which isn't a very accessible time for many people. My big challenge with programming is that in order to increase people coming to the library, we need programs but if the programs aren't attended well, folks won't want to partner with us for programs. I have sort of decided to punt on July as far as adult programming goes in an effort to get August-October lined up and publicized better. We'll see how that goes.

### Community and Library System Connections:

A note on this section. There is some overlap in the different sections of this report and I try to avoid repeating myself. This area is used to let you know that I use my time in ways other than surfing eBay looking for books to add to my personal baseball library. I include stuff occurring outside of the library, programs we put on outside of "regular" work hours (evenings/weekends) that I attended as well as educational/professional development opportunities I pursue.

June 1 – Director’s Council at the system offices.

June 4 – We had a couple of librarians in from Harrisburg Area Community College to do a program on Fake News. It was a very interesting program and we had a decent turnout. We also got to use our new projector which was nice.

June 6 –My wife and I manned a booth for the library at the Chiques Creek Watershed Expo at the Farm Show Complex. Not having any idea what the event was like, I had a “Build Your Own Watershed” activity that was a little much for the venue. Nevertheless, it drew interest, especially among the kids, and people did like it. We distributed all the summer reading material I brought as well as several Friends brochures. Attendance was estimated as being over 500 people from all over the county (got a lot of “I’m signed up at Leola/Mt. Joy/Ephrata for summer reading responses”). It was a fun time and seemed like a beneficial event for library outreach. I will be including more watershed and environmental related programs and activities come the fall.

June 7 – Attended a Chamber of Commerce dinner at Waltz Vineyards with Stacey. Ken was also in attendance. Nice event where I got to interact with some folks in the community and learn a lot about the people and the area from Stacey. Stacey also was able to recruit someone to join the Friends at the \$500 Patron level.

June 11 – Connie and I had training from the system on how to link materials we order to the system catalogue. The system has changed a lot in the last year and they wanted to be sure that the people who catalog materials know what they are doing. Since I used to do that at Strasburg, and even though I don’t do any cataloging now, I had the training as well in the event an emergency occurs.

June 12 – Took in a useless webinar on starting a monthly donor program.

June 13-15 – Out on vacation.

June 16 – Was in to help with the Summer Reading kickoff with Corduroy and Steven Courtney. We had over a hundred people attend both. Mr. Courtney is quite entertaining and kids and adults enjoyed his performance very much.

June 19 – Met with Stratix about future copier solutions. Our copier rivals the book drop as being the most frustrating piece of equipment with which I have had to contend since working here. We still have 2.5 years left on our leased copier through Edwards Systems. Served as a judge for our teen Chopped competition in the evening which was held at Teen Central and was very successful. Who knew Jolly Ranchers could be used effectively as an appetizer?

June 20 – David Howard author talk in the basement. Attendance was sparse but Mr. Howard sold some books which hopefully helped make it worthwhile.

June 21 – Attended Rapho Township Council meeting to introduce myself and talk a bit about the library.

June 22 – Book club.

June 25 – Attended Manheim Central School Board meeting.

June 26 – STIG meeting at the system offices. Attended Manheim Borough Council meeting to introduce myself and talk a bit about the library.

June 27 – Attended a webinar on preparing for the fall giving season.

**Community Relations:** Rochelle Shenk continues to attend and cover many of our events which is greatly appreciated.

**Fundraising:** We received \$65 from the Park Diner's Share Our Success program. They are running behind on processing donations and this was from the first quarter of this year. Herr's Food Company gave us free and discounted snacks for our Summer Reading activities. We received our quarterly contribution from Rapho Township and our annual contribution from Manheim Central School District. We have been looking at grants for a variety of things but have not put anything together at this point.

**Facility Update:** Manheim Borough kindly continues to let us make some modifications to create some eye appeal. Ken put up shelves that had been purchased and stored where the Friends can now sort books down in the Community Room/basement which also opens up the stage in the basement for use which has been very useful for some of our Summer Reading presenters. Colleen and Savannah did some painting in the basement and we have begun hanging photographs of patrons and staff. When Steven Courtney performed he commented, unsolicited, that the basement looked nicer than it ever had for any of his past performances which was nice to hear.

Ken also applied some weatherstripping and a new latch to the book drop door after we had some difficulties with rain getting in. This seems to have helped and maybe we are finally free of water damage.

One of our Easy Reader bookshelves began falling apart but I was able to repair it, at least for the time being. I've asked the Friends to avoid using the one set of sorting shelves in the basement for the time being in case we need to put it into use in the library.

**PA Forward:** The Fake News program we put on came about in an effort to promote Information Literacy. I have been asked to do a poster presentation on our PA Forward efforts at the Pennsylvania Library Association conference in October. Some of the programs we are lining up for August and beyond are tied into our PA Forward objectives.

**A word or two from Colleen:** June kicked off the beginning of the Summer Reading Program with the theme "Libraries Rock."

In addition to the Lego Challenge and Teen Programming, the following programs were held: A kick-off event with a life-sized Corduroy and a concert by Steven Courtney; The Circus School of Lancaster led two well attended events; reading with K-Pets (Calvin and Hobbes) each Tuesday; Giggle Magic; Noisy Family Story Times each Thursday; Creative Writing for Grades 3+; and a concert by Mark Derosa.

As a month-long passive program, children were encouraged to color a design that would be turned into a button. 109 children participated in this program.

I held a school-wide assembly for both H.C Burgard and Doe Run Elementary School, in order to spread the word about the Summer Reading Program.

**A word or two from Alissa:** June was busy with SRP posters, handouts, website updates, and social media posts. Our colorful 11x17 posters for each program lined the stairs. Several patrons remarked how they liked how it looked.

Our social media accounts and email list continue to grow. Since last year, our Facebook has grown by ½ to 532 likes from 385. We continue to explore new ways to reach both current patrons and potential patrons in our service area.

Reached out to personal contacts and approached new potential speakers for a college financial aid program, employment workshops, an author visit, arts programs for adults, and more.

Respectfully submitted, July 12, 2018:

Jonathan Dunkle, Director



**From:** [Zook Jr, Douglas](#)  
**To:** [Wolgemuth, Michael](#); [Fiero, Charles](#)  
**Cc:** [Manager](#)  
**Subject:** FW: Congratulations  
**Date:** Thursday, July 19, 2018 10:48:28 AM  
**Attachments:** [image002.png](#)

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FYI

**Douglas Zook** | Plant Manager



400 Hostetter Road | Manheim, PA 17545

(O) 717.664.0746 | (M) 717.449.0941 | [www.inframark.com](http://www.inframark.com)

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**From:** epwpcoa@ptd.net [mailto:epwpcoa@ptd.net]  
**Sent:** Thursday, July 19, 2018 9:57 AM  
**To:** Zook Jr, Douglas <Douglas.Zook@inframark.com>  
**Cc:** Ron Lashock <rmlff3@ptd.net>; epwpcoa@ptd.net  
**Subject:** Congratulations

July 19, 2018

Northwestern Lancaster County Authority Operated by Inframark

Re: Plant Safety Award

Dear Mr. Zook:

Congratulations! Your facility has been selected to receive recognition from the EPWPCOA for the current year. You will be presented the Plant Safety Award.

The presentation will be made during the regular November meeting hosted by City of Lebanon Authority on November 16, 2018. The luncheon and awards ceremony will be held at the Lebanon Country Club in Lebanon, PA.

The Awards Committee is looking for a write-up on your facility and photograph of employees from you to be used for the presentation ceremony and the Awards Booklet. The award you are receiving is listed above, try to include items pertinent to that issue in your facility write-up. If they haven't already done so, a member of the Awards Committee will be contacting you in the near future to help obtain this information.

As an Award Winner you will be receive one complimentary registration for the November

meeting. More than one person may attend to receive the award but only one will be complimentary. You will receive a special registration form the end of September. Please make every effort to attend the November Award Meeting in order to be recognized.

**Please contact the Association office at [epwpcoa@ptd.net](mailto:epwpcoa@ptd.net) by August 25th with how you would like your company/facility name printed on the plaque and if you would like to purchase any additional plaques.**

Again, congratulations on receiving this recognition from our Association.

Sincerely,

John Troutman  
Awards Committee Chair

Marykay Steinman  
EPWPCOA Executive Director  
Office 610-670-6072  
Fax 610-670-6076  
Website: [www.epwpcoa.org](http://www.epwpcoa.org)

## INTERGOVERNMENTAL AGREEMENT OF COOPERATION

THIS AGREEMENT made as of the 27<sup>th</sup> day of January, 2015, by and among Warwick Township, a second class township under the laws of the Commonwealth of Pennsylvania, herein called "Warwick", Lititz Borough, a borough under the laws of the Commonwealth of Pennsylvania, herein called "Lititz", Elizabeth Township, a second class township under the laws of the Commonwealth of Pennsylvania, herein called "Elizabeth", and Penn Township, a second class township under the laws of the Commonwealth of Pennsylvania, herein called "Penn", all of which are hereinafter referred to collectively as the "Municipal Participants" and are sometimes hereinafter referred to individually as a "Municipal Participant".

WITNESSETH:

WHEREAS, the Intergovernmental Cooperation Act (53 Pa. C.S. Section 2301 et seq., herein called the "Act") permits local governments (under the Act the term "local government" includes townships and boroughs) to enter into agreements to cooperate in the exercise or performance of their respective functions, powers or responsibilities, including recreation; and

WHEREAS, it is believed by the Municipal Participants that the residents and taxpayers within their respective political boundaries are benefited by the programs and facilities of the Lititz Community Center, Inc., a Pennsylvania not-for-profit corporation doing business as the Lititz Rec Center, hereinafter referred to as the "Lititz recCenter"; and

WHEREAS, the Lititz recCenter requires assurances of capital funding to be able to continue maintain its programs and facilities and to undertake a capital expansion; and

WHEREAS, the Municipal Participants recognize the value of the Lititz recCenter to their respective municipalities and are willing to commit to the funding contributions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual promises contained herein, and intending to be legally bound hereby, the Municipal Participants agree as follows:

### 1. Incorporation of Recitals

The above recitals are hereby incorporated herein as if fully set forth.

### 2. Cash Contributions

(a) Warwick, Lititz, Elizabeth, and Penn shall make cash contributions to the Lititz recCenter in the amounts and for the calendar years designated on Exhibit A attached hereto and made a part hereof.

(b) Cash Contributions shall be used solely for Capital Improvements necessary to expand & maintain the Lititz recCenter. Effective with contributions paid after January 1, 2016, the recCenter will record these contributions as "Restricted". They are to be used by the recCenter only for Capital projects and expansion of the recCenter. Separate accounting will be maintained with monthly reporting of receipts and expenditures and balance.

(c) Each Municipal Participant shall make its required annual payment to the Lititz recCenter in four (4) equal installments by the last day of March, June, September, and December of each year.

### **3. Beneficiary**

The Lititz recCenter is intended to be and shall be a third party donee beneficiary to this Agreement and the contributions to be made hereunder, provided that the Lititz recCenter continues to be a not-for-profit organization and continues to make its programs and facilities available to the residents of the Municipal Participants.

### **4. Term**

This Agreement shall be for an initial term of January 1, 2015, through December 31, 2018. With consent from each Municipal Participant, this Agreement may be extended for additional four-year terms.

### **5. Entire Agreement**

This Agreement constitutes the entire contract by the Municipal Participants, and there are no other understandings, oral or written, relating to the subject matter hereof.

### **6. Amendment**

This Agreement shall not be amended or altered except by a writing duly approved by and signed on behalf of all of the Municipal Participants.

### **7. Governing Law**

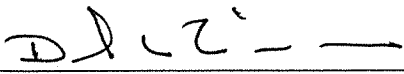
This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania. This Agreement is adopted pursuant to the Act, and each Municipal Participant shall take all necessary steps under the Act to comply with the same.

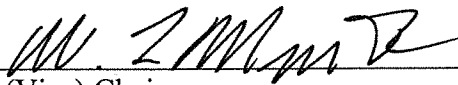
### **8. Further Action**

The Municipal Participants agree to take all action necessary to carry out the provisions of this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed as of the date first set forth above.


TOWNSHIP OF WARWICK  
Lancaster County, Pennsylvania

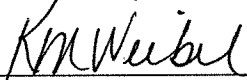
Attest:   
(Assistant) Secretary

By:   
(Vice) Chair  
Board of Supervisors

[TOWNSHIP SEAL]

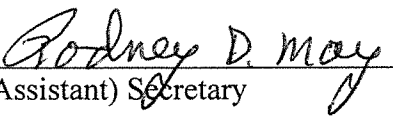
BOROUGH OF LITITZ  
Lancaster County, Pennsylvania

Attest:   
(Assistant) Secretary

By:   
(Vice) President  
Borough Council

[BOROUGH SEAL]

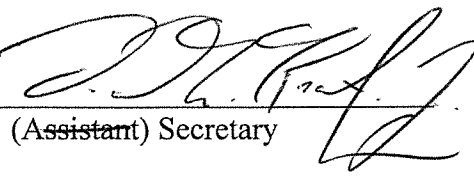
TOWNSHIP OF ELIZABETH  
Lancaster County, Pennsylvania

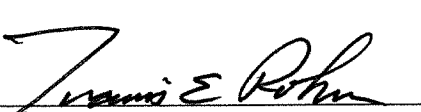
Attest:   
(Assistant) Secretary

By:   
(Vice) Chair  
Board of Supervisors

[TOWNSHIP SEAL]

TOWNSHIP OF PENN

Attest:   
(Assistant) Secretary

By:   
(Vice) Chair  
Board of Supervisors

[TOWNSHIP SEAL]

## EXHIBIT A

### Projected Contributions from the Municipalities

|                | <u>2015</u>     | <u>2016</u>     | <u>2017</u>     | <u>2018</u>     |
|----------------|-----------------|-----------------|-----------------|-----------------|
| Elizabeth Twp. | \$5,000         | \$5,000         | \$5,000         | \$5,000         |
| Lititz Boro.   | \$32,500        | \$32,500        | \$32,500        | \$32,500        |
| Penn Twp.      | \$15,000        | \$15,000        | \$15,000        | \$15,000        |
| Warwick Twp.   | <u>\$72,600</u> | <u>\$72,600</u> | <u>\$72,600</u> | <u>\$72,600</u> |
| Total          | \$125,100       | \$125,100       | \$125,100       | \$125,100       |

Projected extended four-year term contributions:

|                | <u>2019</u>     | <u>2020</u>     | <u>2021</u>     | <u>2022</u>     |
|----------------|-----------------|-----------------|-----------------|-----------------|
| Elizabeth Twp. | \$5,000         | \$5,000         | \$5,000         | \$5,000         |
| Lititz Boro.   | \$32,500        | \$32,500        | \$32,500        | \$32,500        |
| Penn Twp.      | \$15,000        | \$15,000        | \$15,000        | \$15,000        |
| Warwick Twp.   | <u>\$72,600</u> | <u>\$72,600</u> | <u>\$72,600</u> | <u>\$72,600</u> |
| Total          | \$125,100       | \$125,100       | \$125,100       | \$125,100       |

**BOROUGH OF LITITZ**

Lancaster County, Pennsylvania

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**ORDINANCE NO. C-538**

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AN ORDINANCE AUTHORIZING ELIZABETH TOWNSHIP, LITITZ BOROUGH, PENN TOWNSHIP AND WARWICK TOWNSHIP, ALL OF LANCASTER COUNTY, PENNSYLVANIA, TO JOIN WITH EACH OTHER AND LITITZ COMMUNITY CENTER, INC. TO PROVIDE FOR CAPITAL FUNDING FOR THE LITITZ REC CENTER.

WHEREAS, Lititz Borough, Elizabeth Township, Penn Township and Warwick Township (collectively the "Municipalities" and sometimes individually the "Municipality") recognize that growth and development in Lancaster County in general, and in Lititz Borough, Elizabeth Township, Penn Township and Warwick Township in particular, have increased the need for municipal services to their residents; and

WHEREAS, Lititz Community Center, Inc. , doing business as Lititz Rec Center ("Lititz recCenter"), is a nonprofit corporation which provides recreational facilities and services; and

WHEREAS, the Lititz recCenter requires assurances of capital funding to be able to continue maintain its programs and facilities and to undertake a capital expansion; and

WHEREAS, the Municipalities recognize the value of the Lititz recCenter to their respective Municipalities and are willing to commit to certain funding contributions; and

WHEREAS, the Intergovernmental Cooperation Act, 53 Pa. C.S. §2301 et seq., permits local governments, which pursuant to said Act include political subdivisions, to enter into agreements to cooperate in the performance of their respective functions, powers or responsibilities; and

WHEREAS, the Intergovernmental Cooperation Act provides that any joint cooperation agreement shall be deemed in force as to any local government when the same has been adopted by ordinance by all cooperating municipalities; and

WHEREAS, Lititz Borough, Elizabeth Township, Penn Township and Warwick

Township each desire to enact such an ordinance.

NOW, THEREFORE, BE AND IT IS HEREBY ORDAINED AND ENACTED by Borough Council of the Borough of Lititz, Lancaster County, Pennsylvania, as follows:

Section 1. The caption of and recitals to this Ordinance as set forth above are incorporated herein by reference.

Section 2. This Borough shall join with Elizabeth Township, Penn Township and Warwick Township in accordance with the Pennsylvania Intergovernmental Cooperation Act by entering into the Intergovernmental Agreement of Cooperation (the "Intergovernmental Agreement") which is adopted by reference with the same effect as if it had been set out verbatim in this Section and a copy of which shall be filed with the minutes of the meeting at which this Ordinance was enacted.

Section 3. This Borough is authorized to enter into and execute the Intergovernmental Agreement for the purposes contained therein. This action is to be taken by the officials or employees of the Borough designated for this purpose, pursuant to general or specific instructions issued by Borough Council.

Section 4. As required by the Intergovernmental Cooperation Act the following matters are specifically found and determined:

A. The conditions of the agreement are set forth in the Intergovernmental Agreement referred to in Section 2.

B. The Intergovernmental Agreement shall become effective as of January 1, 2015, and shall remain in effect for four calendar years until December 31, 2018. Thereafter, the Intergovernmental Agreement may be renewed for an additional four year term by the consent of the Municipalities.

C. The purpose and objectives of the Intergovernmental Agreement are to enter into an intergovernmental contract to provide capital funding for Lititz recCenter to enable continued recreational services for the residents of the Municipalities.

D. Each Municipality shall make capital contribution in accordance with Exhibit A to the Intergovernmental Agreement from its general fund.

E. No new organizational structure is proposed by the Agreement.

F. All property, real or personal, shall be managed and disposed of by the owner of such property.



G. Each Municipality has the power to enter into contracts for policies of insurance and other employee benefits.


Section 5. Borough Council reserves the right to modify, supplement or amend the Intergovernmental Agreement from time to time by resolution or ordinance.

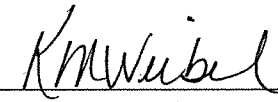
Section 6. In the event any provision, section, sentence, clause or part of this Ordinance shall be held to be invalid, illegal or unconstitutional by a court of competent jurisdiction, such invalidity, illegality or unconstitutionality shall not affect or impair the remaining provisions, sections, sentences, clauses or parts of this Ordinance, it being the intent of Borough Council that the remainder of the Ordinance shall be and shall remain in full force and effect.

Section 7. This Ordinance shall take effect and be in force after its enactment by Borough Council of the Borough of Lititz as provided by law.

DULY ORDAINED AND ENACTED this 27<sup>TH</sup> day of January, 2015, by Borough Council of the Borough of Lititz, Lancaster County, Pennsylvania, in lawful session duly assembled.

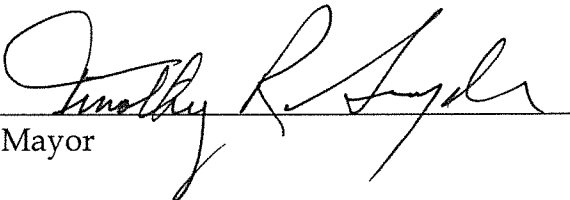
BOROUGH OF LITITZ  
Lancaster County, Pennsylvania

Attest:   
(Assistant) Secretary

By:   
(Vice) President  
Borough Council

[BOROUGH SEAL]

Examined and approved as an Ordinance this 27<sup>th</sup> day of January, 2015.

By:   
Mayor

## CERTIFICATE

I, the undersigned, (Assistant) Secretary of the Borough of Lititz, Lancaster County, Pennsylvania ("Borough") certify that: The foregoing is a true and correct copy of an Ordinance of Borough Council of the Borough which duly was enacted by affirmative vote of a majority of the members of Borough Council of the Borough of Lititz at a meeting duly held on the 27TH day of JANUARY, 2015; and was examined and approved by the Mayor; such Ordinance has been duly recorded in the Ordinance Book of the Borough; such Ordinance has been duly published as required by law; and such Ordinance remains in effect, unaltered and unamended, as of the date of this Certificate.

I further certify that Borough Council of the Borough of Lititz met the advance notice and public comment requirements of the Sunshine Act, 65 Pa. C.S. §701 et seq., as amended, by advertising the date of said meeting, by posting prominently a notice of said meeting at the principal office of the Borough of Lititz or at the public building in which said meeting was held, and by providing a reasonable opportunity for public comment at said meeting prior to enacting such Ordinance.

IN WITNESS WHEREOF, I set my hand and affix the official seal of the Borough of Lititz, this 27TH day of January, 2015.

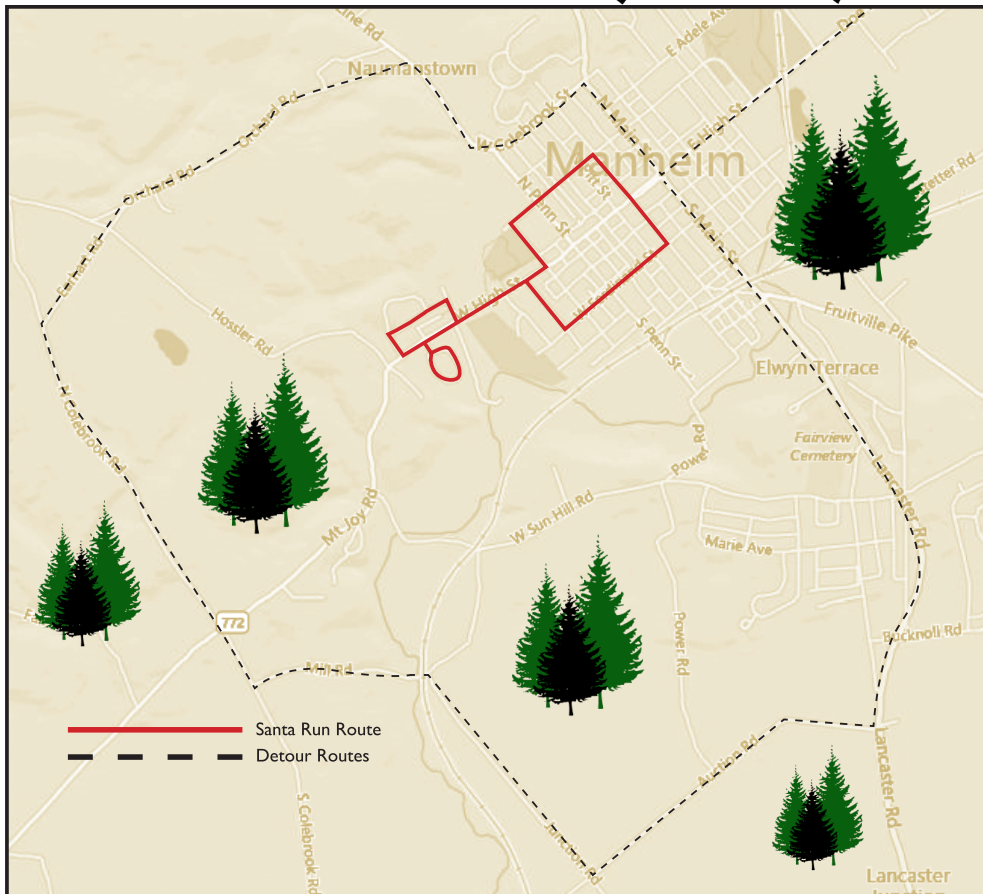
Joe Ann Boring  
(Assistant) Secretary

[BOROUGH SEAL]

# Manheim Lions Club 3rd Annual



**SATURDAY, DECEMBER 2ND**  
starting at 8:30AM  
at the square in Manheim, PA



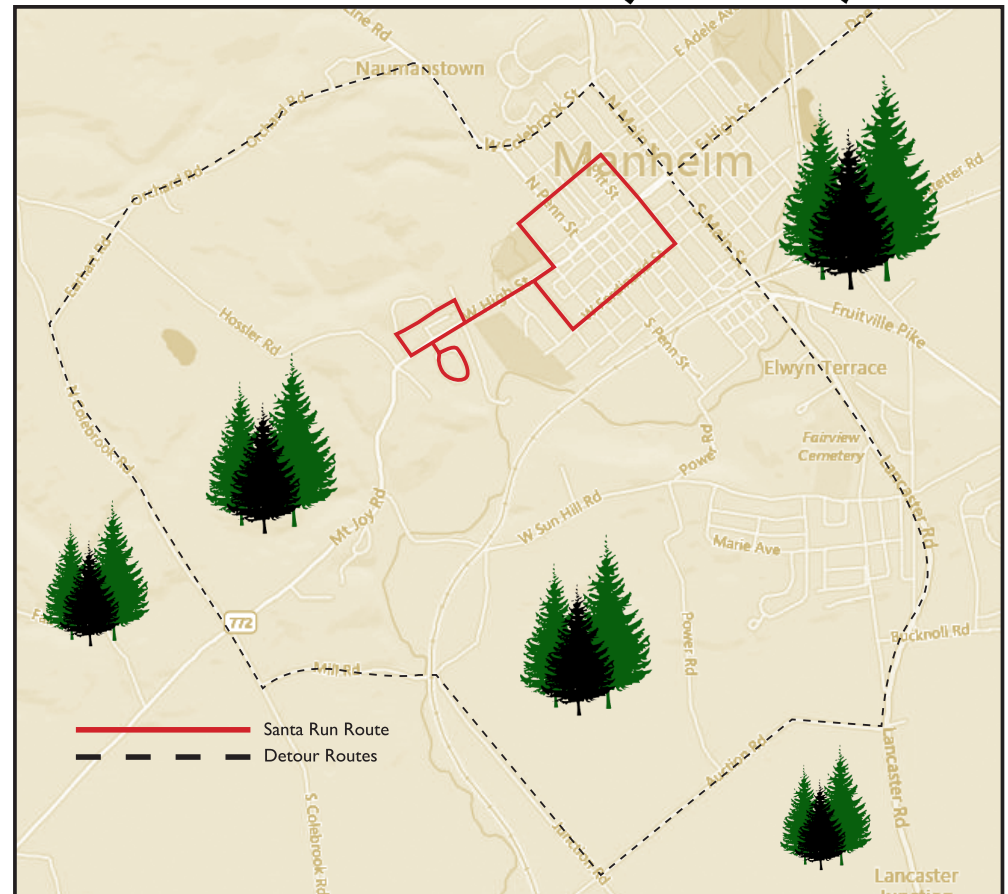
## Saturday, December 2nd

Market Square will close **6:30 A.M.** until **10:30A.M.** Race route roads will close at **8 A.M.** and reopen at approximately **10 A.M.**

# Manheim Lions Club 3rd Annual



**SATURDAY, DECEMBER 2ND**  
starting at 8:30AM  
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