

MINUTES  
HEALTH & SANITATION COMMITTEE  
JANUARY 6, 2009

The Penn Township Health & Sanitation Committee met in public session on Tuesday, January 6, 2009 at 7:38 PM following the Public Works Committee meeting. Present were Chairman Rewa and Commissioners Heilman, Goldsmith and Prieber. Also present were Manager Garvick, WWTP Superintendent Mahone, Engineer Bortner, Highway Foreman Mahan and Administrative Assistant Rodgers. The following items were discussed.

**ANNOUNCEMENTS:** None

**APPROVAL OF MEETING MINUTES:** Minutes from the December 2, 2008 meeting were approved as presented.

**CITIZENS TO BE HEARD:** Greta Miller, 14 Stuart Circle, informed the committee that she is a renter in the Township and there are times when her landlord doesn't deliver the sewer bill to her in a timely fashion and she must suffer the consequences of having the water shut off, and pay an additional late fee and shut-off charge for nonpayment of her sewer bill. She understands the sewer bill must be sent to the property owner, but asked the committee to investigate if some type of notice could also be sent to the occupant of the rental property. The committee indicated they would have staff look at the feasibility of an additional notice.

**NPDES DISCHARGE PERMIT:** Mahone informed the committee that the Township received its final NPDES permit on December 8, 2009. There will be a 30-day comment period prior to the permit being published in the Pennsylvania Bulletin. Once published, the permit will be in effect until February 28, 2013.

**DEMAND RESPONSE PROGRAM:** Mahone presented the committee with a Demand Response Program Base Agreement between Hess Corporation and Penn Township. Under the agreement the Township could be asked to disconnect its wastewater treatment facility from the electrical power grid during times of high demand. The Township would then use its emergency generator to operate the treatment facility until it is notified that it can reconnect to the power grid. In exchange for this service the Township could be paid up to \$36,000 over 3 years, based on current rates. Over the past six years the average event occurred 1-2 times per year and lasted for 2 hours. Additional contact will be made with Hess to collect more information prior to committing to the agreement.

**ACT 537 PLAN UPDATE:** Mahone informed the committee that the Township submitted a draft 537 Sewage Facilities Plan update to DEP in June of 2008. Now that the Consent Order and Agreement has been executed between DEP and the Township, DEP will begin the process to review the 537 Plan. If no additions or correction are required the Plan will be approved. That will mean the Township will have 1 year to implement an On-Lot System Management Plan. That plan will monitor the maintenance and repair of all the septic systems within the Township. Mahone indicated additional manpower will be necessary to administer the plan after implementation.

**ELECTRONICS RECYCLING PROJECT:** Mahone announced the Township will be holding an electronics recycling collection program at the Public Works Facility on Saturday, January 10, 2009 from 8:00 A.M. to 1: P.M. Also discussed was how to collect electronics in the future since York County will not be holding these "once per year" type of collection drives in the future. The County has contracted with ECO International to collect electronics at anytime during the year. A suggestion is to collect electronics every Saturday, or maybe once per month, at the drop-off center. Or possibly have an organization such as the Boy Scouts conduct a collection drive on a regular basis.

**CHRISTMAS WRAP COLLECTION UPDATE:** Mahone briefly explained a report on the collection project that was recently held at the wastewater facility. There where 836 vehicles that dropped off 22,920 pounds of cardboard and 3,520 pounds of wrapping paper.

There being no farther business the meeting adjourned at 7:58 P.M.

Respectfully Submitted,

William H. Mahone  
WWTP Superintendent

MINUTES  
HEALTH & SANITATION COMMITTEE  
February 3, 2009

The Penn Township Health & Sanitation Committee met in public session on Tuesday, February 3, 2009 at 7:50 PM following the Public Works Committee meeting. Present were Chairman Rewa and Commissioners Heilman, Goldsmith, Prieber and Felix. Also present were Manager Garvick, WWTP Superintendent Mahone, Engineer Bortner, Highway Foreman Mahan and Administrative Assistant Rodgers. The following items were discussed.

**ANNOUNCEMENTS:** None

**APPROVAL OF MEETING MINUTES:** Minutes from the January 6, 2009 meeting were approved as presented.

**CITIZENS TO BE HEARD:** None.

**PAH2O GRANT APPLICATION:** Mahone informed the committee that the estimated design and construction cost to upgrade the wastewater treatment facility and main interceptor is \$18,000,000. The Township, with the help of its consultant CET Engineering, has been preparing a PAH2O grant application to be filed with the Pennsylvania Department of Community & Economic Development. The maximum amount to be awarded during this grant program cannot exceed 50% of the total cost of the project. In this case the Township is making application for a grant totaling \$9,000,000. The application deadline is February 13, 2009. CET and staff will be finalizing the application early next week.

**RECYCLING PROGRAM AT HOMEWOOD:** Representatives from Homewood at Plum Creek contacted the Township in an effort to simplify their recyclables collection program. They are currently taking their recyclables to one drop-off location within their facility. This means the elderly population has to carry their recyclables to the designated location. Although this is acceptable, they wanted something more convenient for the residents. We suggested they contact their waste hauler and ask them if they would do curbside recycling pickup if Penn Township supplied the recycling bins. Their hauler has agreed to implement a curbside collection program. Homewood will notify us with the exact number of bins that will be needed; their estimate is around 150 bins.

**NEW RECYCLING BINS:** The Township has taken advantage of a recycle bin-purchasing program through York County. The program allows the Township to purchase recycling bins at a cost of 10% to 25% of the normal cost of the bins. YCSWRA will pay the remainder and then apply to the state for a 902 Equipment Grant to get reimbursed. We have placed an order for 650 bins.

**CHRISTMAS TREE COLLECTION:** Christmas tree collection was done on the normal refuse collection day throughout the week of January 19, 2009. This was different than in past years when trees were collected "Township Wide" on a single day. In past years we would see the hauler miss 30 – 40 trees over the entire Township. This year we only had to pick up 4 trees. The trees were chipped up at the York County Solid Waste Authority Facility and then transported to H&H Contractor's to be converted into mulch. This year we collected 25,760 lbs. of Christmas trees.

**ELECTRONICS RECYCLING:** Commissioner Rewa reported that during the electronics collection drive held on January 10, 2009 at the Public Works building the Township collected 14,915 lbs. of material. This represents about 10% of the electronics collected throughout the County.

**902 EQUIPMENT GRANT PROGRAM AUDIT:** Manager Garvick reported that Mr. Walt Dinda, the regional planning and recycling coordinator for PADEP conducted an audit of the Townships recycling program to ensure compliance with recently adopted legislation. Other than a few amendments needed in the recycling ordinance and newsletter the audit went very well. One additional requirement is the all equipment that was purchased using 902 grant funds must be labeled as such.

There being no farther business the meeting adjourned at 8:08 P.M.

Respectfully Submitted,

William H. Mahone  
WWTP Superintendent

MINUTES  
HEALTH & SANITATION COMMITTEE  
March 3, 2009

The Penn Township Health & Sanitation Committee met in public session on Tuesday, March 3, 2009 at 7:56 PM following the Public Works Committee meeting. Present were Chairman Rewa and Commissioners Heilman, Prieber and Felix. Also present were Manager Garvick, WWTP Superintendent Mahone, Engineer Bortner, Highway Foreman Mahan and Administrative Assistant Rodgers. The following items were discussed.

**ANNOUNCEMENTS:** None

**APPROVAL OF MEETING MINUTES:** Minutes from the February 3, 2009 meeting were approved as presented.

**CITIZENS REMARKS:** None.

**JOINT VENTURE:** We recently received two construction estimates from Joint Venture (JV) that compared the original CET design of the York Street interceptor with the revised design from JV's engineer, HRG. Their logic was to average the cost both estimates and subtract \$40,000 for engineering cost already incurred. They would then add 15% for contingency to arrive at a figure they would contribute to the main interceptor improvements. Staff is reviewing the estimates.

**HFC CAPACITY REQUEST:** Staff met with representative from Hanover Foods Corporation (HFC) on February 27, 2009 to discuss the possibility of increasing HFC's capacity at the Township's treatment facility. HFC would like to increase their flow initially from 450,000 gpd to 800,000 gpd. They may also want to reserve an additional 30% of that flow for future growth. That additional flow would amount to 240,000 gpd and would bring their total discharge capacity up to 1,040,000 gpd. We shared with HFC what the tapping fee would be for the additional capacity, as well as the proposed user fees based on either the success or failure of the Township's PaH2O grant application. We indicated that CET would need to evaluate the current upgrade design to see if the additional capacity would require a design change. HFC is collecting this information to conduct a cost analysis to decide whether it is more beneficial for them to become a complete direct discharger to Oil Creek or to deliver all of their pretreated process flow to the Penn Township facility.

**SHREDDING EVENT:** The committee decided to schedule a shredding event on June 13, 2009. The event will be held adjacent to the Township's drop-off facility and will run from 9:00 am to 2:00 pm.

**NEWSLETTER:** Mahone reported that the newsletter would be mailed during the first week of April and requested anyone with information to be included to submit it by March 6<sup>th</sup>.

**ELECTRONICS RECYCLING:** Mahone reported the weekly collection of electronics at the drop off center on Saturdays is going smoothly. So far we have collected 2 full gaylords of electronics each Saturday.

**OTHER MATTERS:** None

**CITIZEN'S QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS:** None

There being no further business, the meeting adjourned at 8:25 P.M.

Respectfully Submitted,

William H. Mahone  
WWTP Superintendent

HEALTH & SANITATION COMMITTEE  
APRIL 7, 2009

The Penn Township Health & Sanitation Committee met in public session on Tuesday, April 7, 2009 at 7:47 PM following the Public Works Committee meeting. Present were Chairman Rewa and Commissioners Goldsmith, Heilman, Prieber and Felix. Also present were Manager Garvick, WWTP Superintendent Mahone, Engineer Bortner, Highway Foreman Mahan and Administrative Assistant Rodgers. The following items were discussed.

**ANNOUNCEMENTS:** None

**APPROVAL OF MEETING MINUTES:** Minutes from the March 3, 2009 meeting were approved as presented.

**CITIZENS REMARKS:** None.

**PLANNING MODULE SUBMISSION:** Superintendent Mahone reported that the planning module for the installation of the new main interceptor was submitted to DEP on March 31, 2009. This was the first milestone of the Township's consent order and agreement. The next milestone will be the submission of the Water Quality Management Part II permit for the construction of improvements to the treatment plant and the installation of the main interceptor. That submission is expected to take place before the first of May. WWTP Superintendent Mahone stated there would be some new construction as well as renovation of the existing facilities. The Engineers are planning to utilize existing structures when ever possible.

**JOINT VENTURE AGREEMENT:** Manager Garvick reported that an Agreement with Joint Venture for a donation towards the construction of the new interceptor is close to fruition. Township staff is suggesting that the developers provide a \$500,000 contribution. The developers are also requesting that the tapping fees be frozen at the current level of \$1030. The tapping fees are expected to increase from between \$109-\$487 when the plant upgrades are completed, depending upon the level of state aid received. The Township will receive notice by May 15 if they have been approved for an H2O grant. The committee recommended accepting the \$500,000 donation with no special accommodation for tapping fees. Manager Garvick will relay the information to Dan Frey.

**TEXTILE RECYCLING:** Superintendent Mahone asked the committee if they would like to continue to collect textiles once per year or start collecting them every day at the recycling center. The vendor we have used in the past, Dumont Export Corporation, has agreed to accept the textiles throughout the year and give the Township \$100.00 per ton for the material. The material would be dropped off at the recycling center in plastic bags then transported to one of our spare trailers for storage. Once the trailer is full it would be delivered to Dumont. Dumont has expressed an interest in providing trailers in the future to create a drop-swap situation. The Committee suggested pursuing the project. Mahone

also indicated the tonnage of textiles recycled can be applied to the 904 grant. It was suggested that the program be open to residents and nonresidents.

**902 GRANT:** Mahone reported that the Township received the 2005 902 equipment grant that was applied for. The grant amount was for just over \$58,000 for equipment and recycling bins.

**EDUCATIONAL AND ENFORCEMENT PROGRAM:** Commissioner Goldsmith indicated some residents are expressing concerns about the education and enforcement aspects of the program. Some individuals were upset that they received friendly reminders about some problems with recyclables being placed in their refuse bags. Mahone reported that he has recently increased the education and enforcement inspections to twice a week. This was done due as a result of a recent audit conducted by PADEP, in which they stated the Township is required to continue with the educational and enforcement part of the program, or risk losing future grant funds. The committee recommended that an explanation as to why the education and enforcement program is conducted and the benefits be printed in the next newsletter.

There being no further business, the meeting adjourned at 8:10 P.M.

Respectfully Submitted,

William H. Mahone  
WWTP Superintendent



HEALTH & SANITATION COMMITTEE  
MAY 5, 2009

The Penn Township Health & Sanitation Committee met in public session on Tuesday, May 5, 2009 at 7:20 PM following the Public Works Committee meeting. Present were Chairman Rewa and Commissioners Goldsmith, Heilman, Prieber and Felix. Also present were Manager Garvick, WWTP Superintendent Mahone, Engineer Bortner, Highway Foreman Mahan and Administrative Assistant Rodgers. The following items were discussed.

**ANNOUNCEMENTS:** None

**APPROVAL OF MEETING MINUTES:** Minutes from the April 7, 2009 meeting were approved as presented.

**CITIZENS REMARKS:** None.

**INTERCEPTOR UPDATE:** Superintendent Mahone reported that staff met with CET Eng. last week about the York Street interceptor project and the final design for the treatment plant improvement project. CET will prepare the design, which will be reviewed and approved by the Township. Once the design is approved they will draw up the R-O-W plats so the Township can start securing the rights-of-way for the project.

**JOINT VENTURE AGREEMENT:** Superintendent Mahone stated that an agreement on principle has been worked out for the interceptor from Breezewood Drive to the sewer plant. There will be additional discussions about that portion of the plan providing sewers from the CD Investors property to the plant.

**CHEMICAL COST:** Superintendent Mahone reported that we had been receiving ferrous chloride ( $\text{FeCL}_2$ ) from Envirite in York. Envirite gets the liquid from the steel mill at Sparrows Point in Maryland. This chemical liquid is a byproduct of the manufacturing of steel and is used by the township to precipitate Phosphorus from the effluent. The Township does not pay for the chemical, only for its transportation to the Township.  $\text{FeCL}_2$  costs less to the Township than if we were to use a virgin product. Just recently, the Township received notice that Envirite may no longer have access to this byproduct material. It seems that one company purchased the rights to all the  $\text{FeCL}_2$  from the mill. This means that the Township may have to purchase the Ferrous Sulphate ( $\text{FeSO}_4$ ) that is available through the joint materials bid. The Township was paying about 14 cents a gallon for the  $\text{FeCL}_2$  but the new product will cost about 50 cents a gallon. In addition, the Township will have to use double the amount of  $\text{FeSO}_4$  in order to achieve the same removal efficiency.

**SANDFILTER REPAIRS:** Superintendent Mahone reported that there are problems with the two sand filters at the sewer plant. The nozzles in the bottom

of the cells have become clogged and, as a result, some of the sidewalls have collapsed because of stress cracks. Sewer department personnel are going to manually remove, clean and replace all the nozzles. Some of the cells themselves are beyond repair and Superintendent Mahone is getting a quote to install a solid wall. There are 14 cells that have stress fractures that have not collapsed and he intends to have them fixed while the wall is installed. The two filters need to stay in operation for at least another two and half years until a new system will be installed. If the cost estimates are too high, Superintendent Mahone may have to find another way to fix the problems such as bypassing the cells. The tank structure has not had any repairs since being brought on line in the 1970's. Last year, filter #2 had all its nozzles cleaned but the cells did not show any stress cracks at that time. Superintendent Mahone plans to have the problem corrected by the next Health and Sanitation meeting.

EARTH DAY CLEANUP: Superintendent Mahone reported on the Earth Day roadway cleanup project conducted by the Boy Scout Troop 103. They collected twenty-one bags of trash and litter and it was suggested that they be recognized at the next Board of Commissioners meeting. There were five scouts and three parents who participated in the project, in addition to a small crew from the ARD program.

RELOCATING PRECAST NITROFICATION WALLS: Manager Garvick stated that he is working on the relocation of the wall panels of the ammonia towers for the use as a salt storage facility at the Public Works building. It would cost about \$240,000 to remove the walls and construct a new 50' x 200' storage facility. Superintendent Mahone stated that he has someone that would be interested in purchasing the 80 trailer loads of plastic media contained in the two towers.

ORDINANCE NO 699: Mahone asked if there were any questions about Ordinance #699 regarding the designation of township haulers to pick up trash and recyclables. This ordinance contains the language required by DEP if we are to continue to receive grant funds. No questions were forthcoming.

There being no further business, the meeting adjourned at 7:42 P.M.

Respectfully Submitted,

Jeffrey R. Garvick, Manager

HEALTH & SANITATION COMMITTEE  
JUNE 2, 2009

The Penn Township Health & Sanitation Committee met in public session on Tuesday, June 2, 2009 at 7:00 PM. Present were Chairman Rewa and Commissioners Goldsmith, Heilman, and Felix. Commissioner Prieber was absent with notice. Also present were Manager Garvick, WWTP Superintendent Mahone, Engineer Bortner, Highway Foreman Mahan and Administrative Assistant Rodgers. The following items were discussed.

**ANNOUNCEMENTS:** None

**APPROVAL OF MEETING MINUTES:** Minutes from the May 5, 2009 meeting were approved as presented.

**CITIZENS REMARKS:** None.

**WASTEWATER TREATMENT PLANT UPGRADE:** Joel Kostelac and Bill Ladieu from CET Engineers, Inc. presented a preview of the proposed wastewater treatment plant upgrades necessary to comply with the discharge limits imposed by the Chesapeake Bay Initiative. Joel began with a description of the existing plant and its various levels of operation. The facility is comprised of the "new" 1979 addition and the "old" 1963 original plant, which is not currently in operation. The PADEP regulatory requirements reduces the amount of nutrients allowed to be released into the receiving stream of Oil Creek. The Township currently releases about 16 mg/l of Total Nitrogen (TN) and 1.5 mg/l of Total Phosphorus (TP). The upgrade is also being driven by the expected growth in the Township, which could result in the plant not having sufficient hydraulic capacity to effectively operate. There currently is limited capability for nutrient removal and the upgrade will greatly improve the removal of the nutrients. Penn Township already knows that its discharge limits are going to be 6 mg/l TN and .8 mg/l TP. The total maximum daily load has not yet been established by DEP but it is possible that it will be as low as 3 mg/l TN and .03 to .1 mg/l TP. An upgrade of the headworks also needs to be constructed in order to be in compliance with the Consent Order and Agreement.

Joel then reviewed the design objectives. DEP has indicated that 2017 is when the total maximum daily load will be determined for "impaired waterways", of which Oil Creek is one. There is a separate total maximum daily load for the Chesapeake Bay. The future build out capacity for the upgraded plant is five million gallons per day for the annual average. The instantaneous peak flow is projected to be around 14 million gallons per day. CET is proposing a Membrane BioReactor (MBR) system with biological nutrient removal (BNR) upgrades (Option A) or a Cloth filtration with BNR (Option B). Joel described the scope of the project that would need to be taken regardless of the option chosen. This included the headworks, external anoxic basins, conversion of digesters to post

anoxic basins, effluent filtration, process control system, and items at end of useful design life and replacement required. Option A would include the conversion of clarifiers to aeration tanks, external membrane bioreactor system, and UV disinfection. Option B includes rehab of existing clarifiers and the installation of cloth filters in existing sand filter area. He covered the advantages of Option A, which included the treatment to the current limit of technology; highly automated, efficient system; likely no need for major future capital projects; and minimal impact on current plant operations during construction. The disadvantages would be very high capital costs and maybe too much treatment in view of the uncertain regulatory environment. He reviewed a schematic that showed how the plant would be laid out and what would need to be replaced.

He reviewed Option B advantages and disadvantages and provide a schematic that showed the changes to the plant. The advantages are that treatment would be sufficient to meet the requirements of the Bay Strategy; the treatment might also be sufficient to comply with future TMDL; minimal impact on current plant operations during construction; lower capital costs; easily converted to Option A; allows Twp to take advantage of future technological advances if additional treatment is required to meet future TMDL. The disadvantages of Option B are that it may require another future upgrade pending regulation changes and some systems may not carry over. The construction documents will have to include a process to keep the current plant operating during construction and until the new processes are brought online, regardless which option is ultimately considered.

He then reviewed the projected costs associated with the project. The cost of the base upgrade to meet the Consent Order and Agreement is \$12,623,000. This is only an estimate and could range from twelve to fourteen million dollars. Option A, including the base grade option would be \$28,854,000. Option B, including the base upgrade is \$17,760,000. These costs do not include project contingency, design, and permitting. He then discussed the timing of the project in order to be in compliance. The NPDES Permit and the DEP Consent Order and agreement control the dates by which the project needs to be completed. Joel indicated that the state would be announcing PAH2O grant awards sometime in July. It is believed that most municipalities will not receive all the funds they have requesting through their grant applications. The DEP Part II permit needs to be submitted by October 31, 2009. The main interceptor Part II permit needs to be submitted by June 30, 2010. Bids for the project can begin to be released in September 2010. The award of the contract should be no later than January 31, 2011. It was noted that the contract should be awarded in 2010 between April and September because the plant needs to be completed by September 30, 2011. The compliance and report for the first year Annual Mass Load must be submitted by September 30, 2012.

The Committee expressed much concerned about the cost of the project. There was some discussion about future costs and technology and how they

might impact future improvements. The Township will need to consider an increase in sewer rates in order to help fund the project. The Committee felt at this time that Option B was the most beneficial but will discuss again at their next meeting.

**DOCUMENT SHREDDING:** Mr. Mahone reported that document shredding would be held on June 13 at the recycling center. This is for residents and businesses.

**SAND FILTER PROCESS:** Mahone reported on the repairs to the sand filters. The Township is making the repairs in house and they should be completed in about two weeks.

**CITIZENS QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS:** None.

There being no further business, the meeting adjourned at 7:55 P.M.

Respectfully Submitted,

Jeffrey R. Garvick, Manager

HEALTH & SANITATION COMMITTEE  
JULY 7, 2009

The Penn Township Health & Sanitation Committee met in public session on Tuesday, July 7, 2009 at 7:00PM. Present were Chairman Rewa and Commissioners Prieber, Goldsmith, Heilman, and Felix. Also present were Manager Garvick, WWTP Superintendent Mahone, and Administrative Assistant Rodgers. The following items were discussed.

**ANNOUNCEMENTS:** None

**APPROVAL OF MEETING MINUTES:** Minutes from the June 2, 2009 meeting were approved as presented.

**CITIZENS REMARKS:** None.

**GEOTECHNICAL SERVICES:** WWTP Superintendent Mahone stated that the Township received an agreement with ARM, Inc., a geotechnical firm, in preparation for the proposed improvements to the WWTP. ARM will perform core borings and provide soil and groundwater samples in the area of the new headworks. Manager Garvick has already executed an agreement for those services. CET Engineering highly recommends this firm.

**CONSTRUCTION FUNDING UPDATE:** WWTP Superintendent Mahone stated that that DCED will be meeting toward the end of July to review grant proposals and make the initial awards of PAH2O funds. He reported that the last time grants were released only ten percent of the funds were given for Chesapeake Bay improvements. He stated that the commissioners may want to start considering increasing our sewer rates prior to making the improvements. Commissioner Heilman stated that our local state and federal representatives should be contacted because the Township cannot afford to float a bond issue of \$18M. Manager Garvick will prepare letters that will be sent if the Township does not receive funding through the PAH2O grant. There was some discussion about how the process will work and what variables will affect the actual cost of the project along with the cost of the bond.

**SURPLUS EQUIPMENT BIDS:** WWTP Superintendent Mahone reported that bids were opened last month for some surplus equipment the Township could no longer use. He reported the bids and prices for all the vehicles and equipment. There were two items the Township did not receive bids for which may be kept for a future bid or scrapped. He recommended the bids be awarded at the next BOC meeting.

**ELECTRONICS RECYCLING:** WWTP Superintendent Mahone reported on the electronics recycling that is being held continuously during the year. He reported that the last trailer load (21,260 lbs.) was picked up on July 1, 2009. York County has awarded a new bid for the electronics recycling. The bid allowed for the placement of a trailer at a satellite location for a charge of \$300 a month to be paid by the host. The vendor would place the trailer at the location and swap it with another when it was full. The County indicated that they would waive the fee if the Township would allow other York County municipalities, along with McSherrystown residents, to bring items to this location. WWTP Superintendent Mahone is requesting approval to piggyback the County's program. The Committee recommended approving the request.

**NEWSLETTER:** WWTP Superintendent Mahone stated that the educational newsletter should be mailed out in September. He is requesting that all proposed articles be forwarded to him by August 21st for publication. He also enquired of the commissioners if there would be any additional shredding events for the fall. A shredding event costs the Township \$1,000. Mr. Mahone then gave a synopsis of the last four events. There was some discussion about having a residential only shredding event because the last four events have included both residential and commercial and it created some problems. After some discussion, the Committee decided to have a residential only shredding event once in the fall and once in the spring of each year.

**CITIZENS QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS:**

None.

Being no further business, the meeting adjourned at 7:32 P.M.

Respectfully Submitted,

Jeffrey R. Garvick, Manager

HEALTH & SANITATION COMMITTEE  
AUGUST 4, 2009

The Penn Township Health & Sanitation Committee met in public session on Tuesday, August 4, 2009 at 7:16 PM following the Public Works Committee. Present were Chairman Rewa and Commissioners Prieber, Goldsmith, Heilman, and Felix. Also present were Manager Garvick, Township Engineer Bortner, Public Works Foreman Mahan, WWTP Superintendent Mahone, and Administrative Assistant Rodgers. The following items were discussed.

ANNOUNCEMENTS: None

APPROVAL OF MEETING MINUTES: Minutes from the July 7, 2009 meeting were approved as presented.

CITIZENS REMARKS: None.

H2O PA GRANT COMMITMENT LETTER: WWTP Superintendent Mahone reported on the \$900,000 that was awarded to the township for the proposed improvements to the wastewater treatment plant through the H2O grant process. The state will have to be named on the township's insurance policy as an additional insured if the Township accepts the grant. The money is broken down for certain portions of the project. This is a reimbursement type of grant, which requires the Township to spend the money first. The deadline for returning the commitment letter is sixty days from July 23, 2009. The Committee recommended accepting the grant but also requesting the grant review comments so that we know what the decision was based upon.

SEWER RATE INCREASE: Superintendent Mahone provided the Committee with a proposed sewer rate schedule reflecting an increase due to the financing of \$18 million for improvements to the wastewater treatment plant. He provided them with two options, which are the *minimum* increases required to make up the more than \$1.5M of projected yearly debt. The schedule does not reflect the additional debt required for engineering & design, contingency or the interceptor project. These items could increase the total debt amount to \$25M. The township expects to offset some of this expense with the H2O grant and some revenue held in reserve. However, until the project is publicly bid we have no real idea of how much the estimate can be reduced, if at all. The committee discussed different dates on when the rates should be effective and felt that a sixty-five percent increase was appropriate. They are proposing the increase become effective for the first billing period of 2010. There was discussion as to when the final bid specifications would be available. Manager Garvick informed the committee that once we settle on some more specific treatment processes, then CET can prepare bid specs. The Manager and Mr. Mahone are flying to Chicago in three weeks to look at some treatment processes that we may want to specify in our bids.

HESS DEMAND RESPONSE PROGRAM: Superintendent Mahone reported that we have not yet had to temporarily withdraw from the power grid as part of the HESS



Demand Response Program. The Township did receive its first payment check for participation in the program.

FALL NEWSLETTER: Superintendent Mahone reported that the deadline for articles or information for the fall newsletter is August 18, 2009.

SHREDDING EVENT: Superintendent Mahone reported that residential shredding events have been scheduled for October 24, 2009 and April 24, 2010.

WEST MANHEIM: Manager Garvick reported that he and Superintendent Mahone are meeting with West Manheim representatives about the current intermunicipal sewer agreement that was approved in 1989. West Manheim has some concerns about the provisions.

CITIZENS QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS:

Roger Prieber requested that the Commissioners make all sewer customers aware that their rates will double at the first of next year due to the Federal government's concerns about the Chesapeake Bay.

Being no further business, the meeting adjourned at 7:58 P.M.

Respectfully Submitted,

Jeffrey R. Garvick, Manager

HEALTH & SANITATION COMMITTEE  
SEPTEMBER 1, 2009

The Penn Township Health & Sanitation Committee met in public session on Tuesday, September 1, 2009 at 7:54 PM following the Public Works Committee. Present were Chairman Rewa and Commissioners Prieber, Heilman, and Felix. Commissioner Goldsmith was absent. Also present were Manager Garvick, Township Engineer Bortner, WWTP Superintendent Mahone, Administrative Assistant Rodgers, Police Chief Rhodes, and Fire Chief Cromer. The following items were discussed.

ANNOUNCEMENTS: None

APPROVAL OF MEETING MINUTES: Minutes from the August 4, 2009 meeting were approved as presented.

CITIZENS REMARKS: None.

AQUA DIAMOND FILTER SYSTEM: Waste Water Treatment Plant Superintendent Mahone reported that he and Manager Garvick inspected a site that uses an Aqua Diamond Filter System, which is being considered for the modifications to the Township's WWTP. They were able to see how the equipment was installed and were provided a demonstration on how it would fit into the Township's current sand filtration system without any major reconstruction. The Township's existing sand filter has a capacity of 5 million gallons per day. They are looking to install filters so that those tanks could process up to 14 million gallons a day. Mr. Mahone then explained the filtration process using the Aqua Diamond system. This type of cloth filtration system has been around for about twenty years. The filter material itself will last about seven years before having to be replaced. The costs are equivalent to replacing the sand filters we are currently using. The existing sand filters have maintenance issues that have to be addressed on a yearly basis. The maintenance is less on the diamond filter system and replacement of the material can be done in about one shift.

2010 YORK WASTE DISPOSAL CONTRACT: Mr. Mahone reported that we are on the third year of our hauling contract with two one-year options remaining. According to the contract the extension years are based on the Consumer Price Index. As a result of the current economy, the CPI actually went down for the period July 2008 through July 2009, which would result in a decrease in the collection costs. There is also a second option year for 2011. Mr. Mahone would like to contact the current hauler to extend the contract for 2010 per the provisions of the current agreement. The Committee recommended notifying the hauler with the option year for 2010.

FALL NEWSLETTER: Mr. Mahone reported the fall newsletter was delivered to the post office on Friday and should be to the residents within a few days.

CITIZENS QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS:

None.

The meeting was adjourned at 8:10 PM.

Respectfully Submitted,

Jeffrey R. Garvick, Manager

HEALTH & SANITATION COMMITTEE  
OCTOBER 6, 2009

The Penn Township Health & Sanitation Committee met in public session on Tuesday, October 6, 2009 at 7:33 PM following the Public Works Committee. Present were Chairman Rewa and Commissioners Prieber, Heilman, Goldsmith and Felix. Also present were Manager Garvick, Township Engineer Bortner, WWTP Superintendent Mahone, Administrative Assistant Rodgers, and Highway Foreman Mahan. The following items were discussed.

ANNOUNCEMENTS: None

APPROVAL OF MEETING MINUTES: Minutes from the September 1, 2009 meeting were approved as presented.

CITIZENS REMARKS: None.

2010 BUDGET: The committee reviewed the 2010 sewer budget. The budget is showing a 66% increase in sewer rates for 2010 due to the proposed bond financing issue for the treatment plant upgrade. The total sewer budget shows a 45% increase in revenue. WWTP Superintendent Mahone explained that the proposed budget includes repairs to the sewer collection system but the actual cost of those repairs will depend on the inspection of the system. The budget also includes an increase of vehicle expense, a 10% buffer built in for the projected cost of utilities, and two capital outlay projects that have been carried along for several years. The cost of chemicals used at the plant has increased over the year. The cost of ferrous chloride is projected to be increased because of having to change to a manufactured product rather than using a bi-product, which is cheaper but also no longer available. There was some discussion about the different chemicals that are needed at the plant. The engineering costs on the design for the sewer upgrade are included in the budget. These costs could be recovered once the bond issue is floated. The utilities under the disposal system were increased due to the projected electric deregulation.

FINANCING DISCUSSION ON PLANT UPGRADE: Administrative Assistant Rodgers informed the Committee about a meeting she attended on Monday with Bond Counsel Steve Hovis, Michael Lillys, RBC, and Manager Garvick to discuss financing of the sewer plant upgrade. They discussed floating an \$18 million bond, which may or may not cover the entire cost of the project, which has been estimated to cost \$24 million. It was noted that due to the current economy some projects have been bid at twenty percent below estimated costs. The \$18 million will cover all the costs incurred during 2010 with the project estimated to be completed during the third quarter of 2011. Municipal bond rates are the lowest they have been in over forty years. Ms. Rodgers also explained about the Build America Bonds (BABS), which are available to government agencies as part of the stimulus package. This allows the Township to issue taxable bonds with the Federal government issuing a thirty five percent "rebate" to the issuer when the interest payments are made. These bonds have an "automatic"

recall if the Federal Government stops the rebate, which will allow the Township to refinance the issue at a tax-exempt rate. Bond counsel stated that everything could be done at the November 16 meeting. The committee recommended moving along with an \$18 million Build America bonds with settlement prior to the November 16 date if possible.

2010 REFUSE AND RECYCLING BUDGET: The committee reviewed the 2010 proposed refuse and recycling budget. The trailers for the department are beginning to age so the vehicle operating expense has been increased. Refuse collection costs will be decreased slightly because of the cost of living adjustment that was negotiated in the current contract. The York County tipping fee is going to remain the same at \$56/ton. The proposed expenses for this account have decreased by five percent.

RESIDENTIAL DOCUMENT SHREDDING: Residential document shredding will be held on October 24, 2009. Residents who wish to actually witness their documents being shredded are invited to stay and watch. The hours are 9 am-2 pm.

2008-904 PERFORMANCE GRANT: WWTP Plant Superintendent Mahone reported that the 904 Performance grant has been sent to DEP and it's estimated that the Township will receive \$118,000.

NEWSLETTER: The committee thanked staff for the last newsletter.

REFUSE BAG BID OPENING: Refuse bag bid opening will be held on October 14, 2009. The Township has about a year supply but would like to see what the costs will be due to the decreasing price of oil.

CITIZENS QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS:

Michael Brown, 75 Oakhill Drive, questioned how the Township bids refuse bags and how often. The committee answered his questions.

The meeting was adjourned at 8:12 PM.

Respectfully Submitted,

Jeffrey R. Garvick, Manager

HEALTH & SANITATION COMMITTEE  
NOVEMBER 3, 2009

The Penn Township Health & Sanitation Committee met in public session on Tuesday, November 3, 2009 at 7:17 PM following the Public Works Committee. Present were Chairman Rewa and Commissioners Prieber, Heilman, Goldsmith and Felix. Also present were Manager Garvick, Township Engineer Bortner, WWTP Superintendent Mahone, Administrative Assistant Rodgers, and Highway Foreman Mahan. The following items were discussed.

ANNOUNCEMENTS: None

APPROVAL OF MEETING MINUTES: Minutes from the October 6, 2009 meeting were approved as presented.

CITIZENS REMARKS: None.

WEST MANHEIM DISCUSSION: Present were several representatives from West Manheim Township including Acting Manager Scott Barnhart, Mike Knouse, C.S. Davidson, and Terry Myers, C.S. Davidson. They were here to discuss obtaining additional sewer capacity over what they currently have under contract with Penn Township. They are projecting a total need of 1,180,800 gallons per day, which represents a complete build out of W.M. Township. They are in the process of constructing public sewer in phases to eliminate on-site septic systems in accordance with their Act 537 Plan. They also have several subdivision and land development plans that would need reservations, miscellaneous connections, and capacity for discharge from a private wastewater treatment plan. They have estimated the need for about 540,000 gallons of additional capacity above what they currently have. They discussed the 1989 agreement, which requires \$1700 for each connection that West Manheim connects. They feel that the connection fee be reviewed and should be in line with the Township's current connection fee to be in compliance with Section 1 of Act 57 of 2003. West Manheim indicated they would collect the connection fee from the developers and forward to Penn Township within six months of receipt. Regarding the capacity they need for their existing customers and any miscellaneous projects, they are proposing to pay in two installments with payment being made in 2011 and 2012.

They are also concerned about the quarterly sewer rent fees for conveyance and treatment. They currently pay to Penn 130% over what Penn Township residents are charged; with an average rate of 15,000 gallons per quarter per residential customer if an actual consumption number is not provided to Penn Township. They feel that this is not fair and would like consideration for a different method of calculating West Manheim's sewer rate. West Manheim feels that their rate should not include the calculation for the cost of the collection system. Scott Barnhart stated they do not have a problem paying their fair share and are willing to ask the developers to help contribute. There was some discussion about West Manheim helping with the financing of the bond issue. They still have to contact some of the developers to see if they are interested in pursuing development and if they would need the additional capacity. The WWTP and Interceptor project costs are only estimated and until the project is bid the actual costs are not known.

The Township is estimating a 65% sewer rate increase. The Committee is willing to sell the additional capacity to West Manheim Township but cannot tell them what the price is. The design of the expansion of the sewer plant was in anticipation of West Manheim Township needing one million gallons a day. West Manheim will confirm what

additional capacity they need because if they need 1.2 million the design may need to be modified.

WATER QUALITY MANAGEMENT PART II PERMIT: WWTP Superintendent Mahone reported that CET has submitted to PADEP the Township's Water Quality Management Part II permit. This is the second milestone in the Township's Consent Order and Agreement.

AMENDMENT TO THE ENGINEER'S AGREEMENT: Mahone reported that an amendment to the Township's agreement with CET needed to be approved. According to DEP regulations the township's tapping fees can be recalculated once the Agreement has been approved and executed.

SEWER RATE INCREASE: Mahone reported that a memo and a proposed ordinance have been provided to the commissioners showing a 65% increase in the sewer rates. The increase was based on the amount of debt service as a result of the taxable Build America Bonds rate with the 35% rebate. If the Federal government would decide to discontinue the rebate program the Township will still be able to refinance the bond issue at a nontaxable rate. There is a projected saving of \$705,000 with the Build America Bonds as compared to a tax-exempt issue. The Committee recommended moving ahead with the adoption of the ordinance.

REFUSE BAG BID: Mahone reported that Central Poly Corporation was the lowest bidder for the refuse units. They bid 18.5 cents per bag. The bid last year was 26.5 cents per bag. The Committee recommended awarding the bid at the next Commissioners meeting.

RESIDENTIAL DOCUMENT SHREDDING: Mahone reported that residential shredding was well attended. They shredded 3,693 pounds of material. The Commissioners were pleased with the traffic pattern of the event and there was not a problem with businesses bringing in material.

CHRISTMAS WRAP PROGRAM: Mahone reported that he intends to have the Christmas wrap program on Saturday, December 26 with the recycling shed being open. The event will continue on December 28 and 29 from 8-4:30 and on December 30 from 8-12. The information deadline for the Christmas newsletter is November 20th with the letter being taken to the printers on November 24th.

BOND COUNSEL: Manager Garvick reported that Bond Counsel and RBC will be present at the November 16th meeting to discuss the financing of the waste water treatment plant upgrade and asked if the engineer should be present to answer questions. The Committee indicated that it does not need to have the engineer present.

CITIZENS QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS:  
None.

The meeting was adjourned at 8:01 PM.

Respectfully Submitted,

Jeffrey R. Garvick, Manager

HEALTH & SANITATION COMMITTEE  
DECEMBER 1, 2009

The Penn Township Health & Sanitation Committee met in public session on Tuesday, December 1, 2009 at 7:10 PM following the Public Works Committee. Present were Chairman Rewa and Commissioners Prieber, Heilman, Goldsmith and Felix. Also present were Manager Garvick, Township Engineer Bortner, Administrative Assistant Rodgers, and Highway Foreman Mahan. The following items were discussed.

ANNOUNCEMENTS: None

APPROVAL OF MEETING MINUTES: Minutes from the November 3, 2009 meeting were approved as presented.

CITIZENS REMARKS: David Rambol, 23 Ivy Circle, expressed concern about the cost of the sewer plant upgrade and inquired if the Commissioners met with our elected State and Federal representatives. He was concerned about the sewer rate increase and the minimum gallons per quarter that has been established. He stated that the minimum billing amount is 7,000 gallons of water usage per quarter. He uses about 3,000 gallons a quarter and feels that the minimum rate should be lower and that everyone should be charged for only the amount they actually use. This would mean that those families that are higher users would pay more just like with the refuse units. Commissioner Prieber and Manager Garvick explained that all the state and federal elected officials were contacted but the response received by the Township was that there is no money available to assist with the upgrade. The Township was told to apply for grants but received only \$900,000 instead of the \$9,000,000 that was allowed to be requested. Commissioner Heilman stated that he did receive a response from Representative Tallman and that he will keep us informed about any upcoming grants for the project. There was some frustration about the lack of stimulus funds available to be spent on infrastructure projects such as upgrading sewer plants. Commissioner Heilman is willing to review the sewer rate format following the awarding of the bids for the projects because at this time we do not know what the projects will actually cost. The engineering cost estimates we have may be high, low or absolutely correct but with the current economy it is hard to predict. At this point in time the Township has to be concerned about covering the cost of the initial bond issue.

TOWER MEDIA RECYCLING PROJECT: Manager Garvick reported that Blue Bird Recovery, Frederick MD, is willing to remove the 435,000 lbs. of plastic media from the biological nitrification towers at the Wastewater Treatment Plant. The value of the plastic is about \$60,900 of which about \$26,100 will be the Township's share. This is definitely a benefit since we would have had to pay for the removal of the material during the plant upgrade as part of the tower demolition process.

FINAL DESIGN AND COST ESTIMATES: Manager Garvick reported that CET Engineering is working on the final design and cost estimates for the sewer project and has offered to meet with the commissioners and make a presentation at the next meeting. The Committee agreed that CET should make a presentation at their meeting scheduled for January 5, 2010.

SHORT TERM INVESTMENTS OF BOND FUNDS: Manager Garvick requested that he be authorized to prepare an RFP for investment of short-term funds from the bond issue. It is expected that all the funds will be expended within eighteen months to two



years of settlement. He would like to present it to the local banks but the engineer will need to prepare a construction fund draw down schedule. The committee agreed with the stipulation that the funds must be collateralized prior to investing.

YORK STREET INTERCEPTOR: Manager Garvick reported that the York Street Interceptor agreement is prepared and Solicitor Tilley has reviewed and included his comments. West Manheim will be approving the agreement at their next meeting. As soon as the agreement is executed the Township will receive a bond from each party (developer) but the Township will not be able to collect on the EDU's until the state releases them. The committee agreed to authorize execution of the Agreement on December 21<sup>st</sup>.

RECYCLING NEWSLETTER: Manager Garvick reported that the newsletter should be at the post office and out to the residents by the end of this week or the beginning of next week.

RECYCLING MATERIALS: Manager Garvick reported that the market is starting to slightly improve as far as prices for recycling materials such as corrugated cardboard, newsprint and magazines. He reported that the volume of recycling materials brought to the drop-off center has decreased since 2008 but the refuse tonnage has not increased. Manager Garvick feels that some of the materials we used to get are going to other vendors. It was noted that the economy might have something to do with the decrease of newspapers and magazines. The concern was to make sure that these items were not being placed in the trash.

CITIZENS QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS:  
None.

The meeting was adjourned at 7:37 PM.

Respectfully Submitted,

Jeffrey R. Garvick, Manager