I. **Roll Call:** Chairman Douglas Snavely, Vice Chairman Pat McGeehan, Secretary Kevin Brown, Treasurer Barbara Horst, Assistant Treasurer/Secretary Marc Phillips, and Members David Fenicle and Linford Harley.

**Staff:** Authority Administrator Robert D. Stoner, Recording Secretary/Utility Billing Administrator Candace L. Hoover, and Rettew-Authority Engineer Yves Pollart.

**Operations Staff:** Facility Manager Dennis Dragas.

II. **Call to Order:** Chairman Snavely convened the meeting at 7:00 p.m. with the Pledge of Allegiance.

III. **Election of Officers:**

a. **Chair:** Mr. Snavely opened the floor for nominations for the office of Chair.

   - A Motion was made by Mr. Phillips to nominate Mr. Snavely to the office of Chair. The Motion was seconded by Mr. Fenicle and passed unanimously.

   - A Motion was made by Mr. Harley to close nominations for the office of Chair. The Motion was seconded by Mr. Brown and passed unanimously.

b. **Vice Chair:** Mr. Snavely opened the floor for nominations for the office of Vice Chair.

   - A Motion was made by Mr. Snavely to nominate Mr. McGeehan to the office of Vice Chair. The Motion was seconded by Mr. Brown and passed unanimously.

   - A Motion was made by Mr. Snavely to close nominations for the office of Vice Chair. The Motion was seconded by Mr. Brown and passed unanimously.

c. **Secretary:** Mr. Snavely opened the floor for nominations for the office of Secretary.

   - A Motion was made by Mrs. Horst to nominate Mr. Brown to the office of Secretary. The Motion was seconded by Mr. McGeehan and passed unanimously.

   - A Motion was made by Mr. McGeehan to close nominations for the office of Secretary. The Motion was seconded by Mrs. Horst and passed unanimously.

d. **Treasurer:** Mr. Snavely opened the floor for nominations for the office of Treasurer.

   - A Motion was made by Mr. Brown to nominate Mrs. Horst to the office of Treasurer. The Motion was seconded by Mr. Phillips and passed unanimously.

   - A Motion was made by Mr. Brown to close nominations for the office of Treasurer. The Motion was seconded by Mr. McGeehan and passed unanimously.
c. **Assistant Treasurer/Secretary**: Mr. Snavely opened the floor for nominations for the office of Assistant Treasurer/Secretary.

- A Motion was made by Mr. Harley to nominate Mr. Phillips to the office of Assistant Treasurer/Secretary. The Motion was seconded by Mr. Brown and passed unanimously.

- A Motion was made by Mr. Brown to close nominations for the office of Assistant Treasurer/Secretary. The Motion was seconded by Mr. McGeehan and passed unanimously.

- A Motion was made by Mr. Brown to elect the slate of officers. The Motion was seconded by Mr. McGeehan and passed unanimously.

**IV. Approval of Minutes of December 20, 2007:**

a. Mr. Fenicle indicated that Section VI-b-4-i should read, “Mr. Fenicle feels that due to the percentage of illegal sewer connections found during the in-home inspection process, the board will not see a major change in their I/I after all of the residents make their repairs.”

- A Motion was made by Mr. Phillips to approve the Minutes as amended. The Motion was seconded by Mr. Brown and passed unanimously.

**V. Treasurer:**

a. **Revenue & Expense Reports:**

1. **Water Expenses**: Mrs. Horst noted that there is a $58,644.06 expense listed on the 06.472.700 account which should be allocated within the BR&I account.
   
i. Mrs. Horst also noted that the total pre-audit loss for 2007 is $10,464.72.

2. **Sewer Expenses**: Mrs. Horst stated that on the sewer expense report, $8,765.82 is in account 08.429.700, which should be allocated under the Capital Account.
   
i. Mr. Brown noted that the total pre-audit loss for 2007 is $61,712.10.
   
   ii. Mr. Stoner noted that the loss is partially offset by the $80K MEI statement from 2006, which was paid in 2007.
   
   iii. Mrs. Horst was pleased to announce that the Authority’s accounts will be closer to actual available balance with their new arrangements. This will assist them in making more advanced financial decisions.

3. **Vouchers**: Mrs. Horst clarified for Mr. Harley that the vouchers noted as “Year End,” will be reflected in the 2006 figures and will adjust their total loss figures after the audit process.
   
i. Mr. Stoner indicated that on the January 11, 2008 vouchers there are two new accounts listed, which begin with A30 and A31; these are the BR&I accounts.

- A Motion was made by Mr. McGeehan to approve the “Year End” vouchers dated December 31, 2007 in the amount of $8,273.27 and the vouchers dated January 11, 2008 in the amount of $108,817.23. The Motion was seconded by Mr. Brown and passed unanimously.

4. **Checking Account**: There are two signature lines on the checks. Mrs. Horst would like for one of the signature lines to be sign-able by a stamp of her signature as Treasurer.
A Motion was made by Mr. McGeehan to approve the attainment of a stamp for the Treasurer for the checks. The Motion was seconded by Mr. Brown and passed unanimously.

VI. Visitors: Mr. Dale Greenly of 120 South Grant Street.
   a. Mr. Greenly was present to discuss obtaining a waiver on a portion of the outstanding statement for 120 South Grant Street. He indicated that his first high reading was due to his pressure washing. The Authority discussed possible reasons and variables that could have caused the following quarter’s high reading.
   b. Mr. Greenly indicated that he has been filling the water on his motor home at friends’ homes and race tracks and emptying the sewer at rest areas, etc. since the property had its water service discontinued.
   c. The Authority discussed providing an adjustment for Mr. Greenly. The board decided to allow Mr. Greenly to pay $638.70 to settle his account. Mr. Greenly requested to pay the amount in two payments. The payments would be due on February 3 and March 3 of 2008 (before his regular quarterly statement is due on the 31st of March, 2008.) Mr. Dragas will arrange to meet with Mr. Greenly in order to reinstate water service to the property and verify that the interconnection between 120 and 122 South Grant Street has been removed.

A Motion was made by Mr. Harley to reconsider the Authority’s previous Motion regarding Mr. Greenly to the account for 120 South Grant Street and to accept $638.70 in two installments as outlined in the September letter as payment in full by mid-March. The Motion was seconded by Mr. Phillips and passed unanimously.

VII. Reports:
   a. Engineer’s Report:
      1. Forino Development: Mr. Pollart reported that Mr. Forino is no longer able to obtain the right-of-ways he had originally thought he could attain. Mr. Pollart recommends that the Authority continue to require Mr. Forino to provide line extensions for future development.

A Motion was made by Mr. McGeehan to authorize correspondence to Penn Township concurring with Mr. Pollart’s recommendation. The Motion was seconded by Mr. Brown and passed unanimously.

2. Fenton Dryer: Mr. Pollart stated that the Fenton Drier Company provided him with a cost analysis for a projection of 20 years. Rettew ran a model based on Fenton’s figures and estimates a cost of $100 to $200 per dry ton. Mr. Pollart recommends that the Authority investigate lime treatments and form a committee to review various sludge drying options. Mr. Fenicle, Mr. McGeehan, and Mr. Harley volunteered to sit on the sludge committee. Mr. Dragas will assist them as necessary.
   i. Mr. Pollart noted that the Fenton driers could run on used car oil.
   ii. Mr. Stoner clarified that the MEI contract will be re-evaluated with the plant upgrade.
   iii. Mr. McGeehan shared that the Lancaster County Solid Waste Management Authority would be interested in taking the dried sludge if it were of a combustible nature, because they can use it to supplement their fuel at the incinerator.
   iv. Mr. Fenicle reminded the board that they will have to consider sludge disposal and the variables therein as there are regulations which must be met.
3. **DEP Appeal of NPDES Permit/Process:**
   i. The Authority Solicitor recommends pulling the appeal for the Chesapeake Bay Initiative. The Permit most recently received has extended our date of compliance as we had sought (final date September 30, 2012).

   ➢ A Motion was made by Mrs. Horst to withdraw the appeal as recommended by the Solicitor. The Motion was seconded by Mr. McGeehan and passed unanimously.

4. **Capital Area Council of Governments:** Mr. Pollart reported that there is the potential that there would be an opportunity for the Authority to join a class action suit against DEP or appeal the permitting process currently being required. The initiators are seeking donations by February 8, 2008.
   i. There is no line item specifically designated for this donation; however, there is a legal fee line which could be used to make a donation commitment.

   ➢ A Motion was made by Mrs. Horst to initially approve to commit $2K to the Capital Area Council of Governments. The Motion was seconded by Mr. McGeehan and passed unanimously.

b. **Operations Report:**
   1. **Maintenance Tracking Spreadsheet:** Mr. Dragas shared that MEI is doing their best to stay within the maintenance budget.
   2. **Water Tower Fence:** The reservoir fence has been repaired and the bollards are scheduled for installation on the 26th.
      i. Mr. Dragas reported that he has two quotes for a fence. He only needs one refusal or another quote for the Authority to be able to move forward with the installation, because the value was already approved at a previous meeting.
      ii. Mr. Stoner reported that Penn Township has agreed to pay for half of the total invoice.
      iii. **Sludge Acceptance Rates:** MEI is raising their rates to the haulers for a figure between 5 and 10%. A schedule will be provided to the Authority.
      iv. **FYI:** MEI will be taking over water/wastewater treatment for the Pennsylvania Renaissance Faire based on a recommendation from DEP.

   c. **Administrator’s Report:**
   1. **40 South Grant Street:** Mrs. Foreman has been re-connected to the system properly. She is communicating with us on what is going on with the insurance companies.
   2. **Interconnect:** Mr. Stoner has spoken with Dan Becker and Connie Lucas about moving forward. DEP has a few inquiries which are being worked through.
   3. **Survey Service:** Quotes have been provided to the Authority for review. (See attached.)

   ➢ A Motion was made by Mr. McGeehan to choose Lawrence L. Kratz for the Authority’s surveying project. The Motion was seconded by Mrs. Horst, and passed unanimously.

4. **Trees:** Mr. Stoner would like for a few board members to assist him in determining which trees must be removed from the water tank site based on each tree’s age and condition.
5. **Historical Society:** The Society has inquired as to whether or no the board would consider waiving quarterly minimum services for the Heritage Museum and the Railroad Station. Mr.
Stoner suggested that the Authority provide an annual donation if the board was not comfortable with providing quarterly waivers. The board discussed waivers for all of the non-profit organizations within the Borough.

6. **Requests for Proposals:** The Borough and Authority will be seeking banking services next year.

7. **Borough Agreement:** A draft has been provided for the Authority’s review.

8. **Emergency Notification Systems:** Automatic messaging systems are being researched in order to comply with upcoming requirements. The Authority may be able to piggy-back on the school district’s existing system. The systems are capable of calling any phone as well as e-mailing. It may be able to send text messages; this will be researched as well. The type of system proposed is an administrative feature, so it would be part of the fees the Authority would pay to the Borough.

**VIII. Action/Discussion Items:**

a. **Approval of Write Off Requests List:**

   ➢ A Motion was made by Mr. McGeehan to approve the write-off request list as presented. The Motion was seconded by Mr. Brown and passed unanimously.

**IX. New Business:**

a. **Lime Sludge Processing:** Mr. Fenicle passed around an example of lime treated sludge from Mount Joy. Mr. Fenicle reviewed some of the sludge drying procedures used by Mount Joy and New Holland Boroughs.

   1. **Farmers:** Mr. Stoner stated that there is at least one farmer that would be interested in “Class A” Sludge produced by the Authority.

**X. Old Business:**

a. **Amounts Billed Report:** The report provided was reviewed.

   1. **FL Smidth:** Their faulty meter has been replaced and data is being collected in order to provide any adjustments if they are required. A report will be provided to the Authority on the figures that will be used to amend their account.

b. **GIS Auto-CAD:** The item has been tabled for the next meeting.

**XI. Adjournment:**

➢ A Motion was made by Mrs. Horst to adjourn at 9:36 p.m. The Motion was seconded by Mr. McGeehan and passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Recording Secretary
Manheim Borough Authority
February 21, 2008

I. Roll Call: Chairman Douglas Snavely; Vice Chair Pat McGeehan; Secretary Kevin Brown; Treasurer Barbara Horst; Assistant Treasurer/Secretary Marc Phillips, Members; David Fenicle

Staff: Robert D. Stoner, Borough Manager, Trudi Golden, Office Administrator/Recording Secretary;

Operations Staff: Facility Manager Dennis Dragas

II. Call to Order: Chairman Snavely convened the meeting at 7:00pm with the Pledge of Allegiance

III. Approval of Minutes of January 24th, 2008:

The following clarifications were noted:

a. Section V-a-2-iii; second sentence should read: “This will assist them in making more accurate/real time decisions.”

b. Section V-a-3 should be “2007 figures”

c. Section VII.b.2 - Water Tower Fence – should read Water Tank Fence. Subsections/i and ii relate to the Water Tower Fencing proposed for the Sun Hill property.

d. Section VII-b-2-iii and iv should not be under a subsection heading; they are to be listed as 3 and 4.

e. Section VII-c-1 should be “40 North Grant Street”.

A Motion was moved by Mr. McGeehan to approve the Minutes as amended. The Motion was seconded by Ms. Horst and passed unanimously.

IV. Treasurer:

1. Ms. Horst reviewed the investment reports. She noted a revised report was distributed and this reflects the book balance in the general account (see attached).

2. Mr. Brown questioned if the accounts have been separated. Ms. Horst advised they have. She explained there are some bills that are still cross billed ie: Worley and Obetz; this needs to be separated.

3. Mr. McGeehan noted the expenses to date for meters are 58%. Mr. Dragas stated the inventory was replenished and should last for some time.

4. Mr. McGeehan questioned the septic processing income. Ms. Horst stated this is on a cash basis not accrual; the auditor will take care of this at year end.

5. Ms. Horst has requested a meeting with Jim Koontz; Sandi Mitchell and Rob Stoner will participate in the meeting. She and Ms. Mitchell will also be sitting down and working through some questions and concerns. Ms. Horst is hoping this will give her a better understanding of the books, therefore, more reportable to the Board.

   a. Revenue & Expense Reports:

      i. Water and Sewer Expenses: A brief discussion was had regarding the year end maintenance items.

   b. Vouchers:

      ii. McGeehan noted the “Detail Description” of the D & E Communications invoice in the amount of $38.58 is incorrect; this should read partial.

      iii. Exeter Supply Company, Inc. it was noted there is a credit in the amount of $240.70; this is for returned sewer pipe.

      iv. PPL; “water house electric” – Mr. McGeehan questioned why this is on the report. Mr. Stoner noted there was some confusion relative to the responsible party; the Authority was listed last. The bill will be forwarded to Mr. Stehman. Additional discussion was had on the Authority expenses relative to this project.

A Motion was moved by Mr. McGeehan to approve the vouchers in the amount of $ 129,085.71. The Motion was seconded by Mr. Brown and passed unanimously.

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V. Visitors: None.

VI. Reports:
   a. Engineers Report:  see attached.
      1. Chesapeake Bay memo – see attached. Mr. Stoner stated that he had a meeting scheduled with Secretary McGinty to present the Authority’s thoughts on the Bay Initiative program. Discussion was had on the nutrient credit trading and selling, as well as, rates and available grants.
   
      1. Mr. Snavely questioned if we received any feedback from the resident at 231 E. Gramby Street (Fornoff). A repair was done to his sewer line. Staff has not heard any as of yet.
      2. Mr. Stoner questioned the status of the flow and loading report from last year. Mr. Dragas stated he will forward once it’s completed. Mr. Snavely stated there was a piece of data missing on the monthly rain fall report.
      3. Mr. McGeehan questioned the septage hauling fees for last month. There was discussion relative to the amount MEI is charging. In his research he found that in comparison to what others are charging the fee seems to be low. If MEI would increase the billable amount by $.01 it would provide a sizeable increase in the rebate the Authority receives. Mr. McGeehan will forward the information he has relative to the other plant fees to Mr. Dragas and Mr. Stoner.
   
      c. Administrators Report: see attached.
      1. Mr. Stoner noted a meeting has been scheduled with Concord Financial to discuss restructuring the bond. He will also be looking at some cost savings initiatives.
      2. Utility Services: the maintenance proposal for the water tower is attached. The project is nearing the anniversary of the date of substantial completion and there is no warranty after that 1-year anniversary. The Authority wishes to have Utility Services perform the 11-month inspection. With the understanding that a long term maintenance agreement will be generated from that report. The inspection will be paid by the developer under the terms of their agreement. It was noted that cathodic protection is in place but is not presently activated. The use of this technology is something that we will need to discuss further with Utility Services as there are differing opinions on its benefit or detriment to tank and internal corrosion prevention.
      3. Mr. Stoner provided the Board a copy of an email from Mr. Burt Savitz; he is requesting Ibach Tree Services, Inc. remove the trees on the Authority property at the reservoir. Mr. Savitz has approached the Authority prior to this and has indicated if the trees were to fall they would hit his house and garage. The removal would relate to 12 trees closest to his property and he is willing to pay for the removal. He is requesting the Board grant permission for Ibach Tree Services to access the Authority property.
         A Motion was moved by Mr. McGeehan to grant permission to Ibach Tree Service, Inc. to access the Authority property, remove the trees as indicated in the proposal provided to Mr. Savitz and noted the obligation of payment will be Mr. Savitz. The Motion was seconded by Ms. Horst and passed unanimously.
      4. Mr. Stoner reviewed the request received from the Historical Society relative to exemption or partial exemption for their S. Charlotte and S. Grant Street facilities. A discussion followed relative to discounts for “not for profit” entities; this would affectively create a special rate user. Mrs. Horst stated from a financial perspective
this would set precedence; if any type of exemption would be made for one entity it would need to be made for all. She is not in favor of the request. The minimum fee on both the water and sewer is not only for the use of both services, but, for the reservation of capacity, infrastructure etc. Mr. Brown stated the Authority is in crises and with the Chesapeake Bay initiative there are financial constraints. He also noted if the Board granted an exemption the impact would be felt by the rest of the users.

- A Motion was moved by Mr. McGeehan to deny the request of the Manheim Historical Society for an exemption. The Motion was seconded by Ms. Horst, Mr. Phillips abstained, the remaining Board members voted to approve.

5. Mr. Stoner reviewed the bids that were received for the mowing contract; see attached results. The low bid was provided by Cut-N-Trim Lawn Service. The bid tab provided the Board with a breakdown of per cut services per property. Cut-N-Trim came in at $525.00 / cut, The Lawn Ranger; $529.00 per cut, and, Total Package-Landscape & Lawn Care; $1,291.25 per cut. Staff will meet to review the budget and make sure that the contractor understands the position and schedule / budget expectations for the work being contracted.

- A Motion was moved by Mr. Phillips to award the contract for mowing services on a per cut rate of $525.00, contract term 3 years, with 2 – 1 year renewal clauses. The Motion was seconded by Mr. Fenicle, and passed by a vote of 5-1 with Mr. McGeehan voting in opposition.

6. Discussion was had on the water connection for the Twin Kiss. Mr. McGeehan noted the engineer’s expense was substantial. Mr. Stoner stated the property owner placed a new service line to Fruitville Pike to connect to an existing 3” line which was unable to be found. A new lateral and curb box needs to be installed from S. Main Street. A tapping fee is not chargeable to a current user. Discussion was had on the service requirements, pipe sizes, meters, pressure, etc. Mr. Stoner will provide a revised proposal to the Board.


VIII: Old Business:
   a. Discussion was had on the I & I inspection process.
   b. The Administrative Agreement had been distributed. There were no comments from the Board. Mr. Stoner reported that he realized that additional modifications were needed and would work on those to provide a more complete document. Board members are welcome to provide input.
   c. The Strategic Planning Committee is planning to meet on a Saturday morning. The rest of the Board is welcome to join them as this will be an Executive Session. It was decided to move forward with an Executive Session and to hold the meeting on a Saturday morning. The date will be established by e-mail. An announcement relative to the meeting will need to be made at the March meeting either announcing that it has been scheduled or announcing that it was held.

VIII: Adjournment:
   A Motion was moved by Mr. McGeehan to adjourn at 9:00pm, seconded by Ms. Horst.
   Vote: to Adjourn.

Respectfully submitted, Trudi Golden
Manheim Borough Authority
March 20, 2008 as amended at the April 17, 2008 meeting

Roll Call: Chairman Douglas Snavely; Vice Chair Pat McGeehan; Secretary Kevin Brown; Treasurer Barbara Horst; Assistant Treasurer/Secretary Marc Phillips, Members; David Fenicle, and Lin Harley.

Staff: Robert D. Stoner, Borough Manager, Trudi Golden, Office Administrator/Recording Secretary;

Operations Staff: Facility Manager Dennis Dragas

Call to Order: Chairman Snavely convened the meeting at 7:00pm with the Pledge of Allegiance

Approval of Minutes of February 21st, 2008:
The following clarifications were noted:

- Three typographical errors were noted.
- Section IV-a-i; sentence should read “A brief discussion was had regarding the year end maintenance items.”
- Section VI-b-2-3rd sentence; the monthly report should be the “monthly rain fall report.”
- Section VI-c-6-3rd sentence; “the property owner” is to replace “Rettew”.

➢ A Motion was moved by Mr. Phillips to approve the Minutes as amended. The Motion was seconded by Mr. McGeehan and passed unanimously.

Treasurer:

- Mrs. Horst would like to know when the Debt Service is to be paid. Mr. Stoner stated this is a semi-annual expense and he will note the expense in his monthly report. This will draw the Boards attention to the payment. A prior approval process is not necessary. Discussion was had on monthly expenses and the current process in place. Example; when an invoice is received and a discount can be taken if paid within a certain number of days; we process it, cut the check and take the discount. The consensus of the Board was to continue with this process.
- Mr. Stoner noted the Borough will be reimbursing the Authority $1,250.00 for costs associated with the Brown Schultz Sheridan & Fritz invoice dated March 14, 2008.
- Mr. Stoner stated he is removing the invoice for Pipe Data View Services in the amount of $5,290.00; this was approved to be paid last month. He will advise Ms. Mitchell of the mistake.
- Mr. Stoner stated he is also removing the PPL invoice in the amount of $137.50. This is to be paid by Mr. Stehman.

➢ A Motion was moved by Mr. Harley to approve the vouchers in the amount of $441,362.64. The Motion was seconded by Mr. McGeehan and passed unanimously.

Revenue and Expense report:

- Water Revenue and Expense: Mr. Snavely noted the expense for roof was booked to GL acct. #06.448.380 “Maintenance/Repair House”. This is a capital item and needs to be moved to that account. Mr. Stoner stated he will have this done.
- Mr. Snavely questioned GL acct. #06.448.373 he noted it is at 69.6% of the budget. Is this due to the 2007 excess Miller Environmental incurred relative to the maintenance piece of their contract. Mr. Stoner stated it is.
- Mr. Stoner advised tapping fees for both water and sewer will be received next month for the Clair Brothers project.
Mr. Brown requested Ms. Mitchell’s presence at the next few meetings. He stated it would be beneficial until the errors on the financial reports are fixed.

**Investment Report:**
- Mrs. Horst discussed the meeting that was held with Jim Kootz, Ms. Mitchell, Mr. Stoner and herself. She stated the investment report is off somewhat; there are problems with the software and they need to be fixed. The resolve is to contact the software company and have them work through the issue with Ms. Mitchell. Ms. Horst was adamant this be fixed by the end of the month. The Capital account is correct as of now. The Board’s concern is the state of the Authorities financial picture. An Executive session is scheduled on Saturday, April 22, 2008, to discuss strategic planning.

**Visitors:**
- Jamie Schlesinger of Concord Public Finance was present. Mr. Schlesinger reviewed the information attached relative to the “Proposed Refinancing of the Guaranteed Water & Sewer Revenue Bonds, Series of 2001.” Discussion was had on the proposal. Noted points were: significant savings, removing the bond indenture, bank rates vs. current bond rates, timing and future projects. Mr. Snavely requested the Authority solicitor be forwarded the proposal and her input be forwarded to the Board. Mr. Stoner noted he has spoken with Kathy Gray, Solicitor and Bond Council; she fully supports the decision to go out for proposals and strongly recommends getting rid of the indenture. The consensus of the Board was to move forward. Mr. Stoner noted since there is a consensus the approximate close date will be June 3, 2008; estimated closing costs will be $264,000.00, and that will be offset in the budget by using the monies allocated for the debt service.

- A Motion was moved by Mr. McGeehan to move forward with the bidding process relative to the bank loan request for proposals on the Refinancing of the Guaranteed Water & Sewer Revenue Bonds, Series of 2001. The Motion was seconded by Ms. Horst and passed unanimously.

- It was noted the Finance Committee will meet on April 3, 2008, to do an analysis on the bids received.

- Mr. Barshinger; Borough resident was present. Mr. Barshinger expressed his concern relative to the intimidating tone of the I & I letter. The verbiage was forceful and the threat of impending fines was very harsh. Mr. Stoner stated a hold was put on the current distribution of letters. After reviewing the letter again, he noted the timing of 60 days is a little stringent; Kathy Gray, Solicitor, suggested 120 days. Mr. Stoner stated if a resident requested an extension it was granted; he added many residents have called and staff is working with them to allow sufficient time for compliance. Mr. Snavely stated the letter is forceful, but, the compliance is necessary and the Board needed to express to residents that this is part of the Authority’s rules and regulations. The Board requested something be put in the current Borough newsletter thanking those residents that have cooperated and made their connections legal. The request included clarification relative to the expansion tank; although, this is not required, it is strongly recommended it be installed.

**Reports:**
- **Engineers Report:** Mr. Yves Pollart of Rettew Associates was not present. Report is attached.
- **Operations Report:** Mr. Dennis Dragas of Miller Environment was present; written report is attached.
  - Mr. Dragas reported truck 49 was in for repair; the fly wheel and clutch needs to be replaced.
A Motion was moved by Mr. Fenicle to approve the expenditure of $969.00, payable to Rohrer’s Quarry for the replacement of the fly wheel and clutch on truck 49. The Motion was seconded by Mr. Phillips and passed unanimously.

- **Administrators Report:** written report is attached.
  
  o Mr. Stoner stated the fence at the water tower is expected to be up in 2 -3 weeks.
  o Mr. Stoner stated the meeting with Secretary McGinty went well; attached is a memo dated Monday, March 17th, 2008, this was provided as an overview of the meeting.
  o Mr. Stoner stated a proposal from Utility Services was forwarded to the Board. Action needs to be taken; the proposal is for $2,900.00 and will be reimbursed by Water Tower Associates, LLC.

A Motion was moved by Mr. Brown to authorize the Utility Service Co. Proposal, in the amount of $2,900.00 to be reimbursed by Water Tower Associates, LLC. The Motion was seconded by Ms. Horst and passed unanimously.

**New Business:** none.

**Old Business:**
Mr. Harley stated he has not received the year end report for 2007. He requested a summary of the revenue and expenses be forwarded to the Board.

**Adjournment:**

A Motion was moved by Mr. McGeehan to adjourn at 10:30pm, seconded by Mrs. Horst. Vote: unanimous to adjourn.

Respectfully submitted,

Trudi Golden
Manheim Borough Authority Minutes
April 17, 2008 as approved at the May 15, 2008 Meeting

I. Roll Call: Chairman Douglas Snavely, Assistant Treasurer/Secretary Marc Phillips, Members; Dave Fenicle, and Lin Harley.

Staff: Authority Administrator Robert D. Stoner, and Fiscal Assistant Sandra Mitchell.

Engineer: Yves Pollart, Rettew Associates

Operations Staff: Facility Manager Dennis Dragas, Miller Environmental, Inc.

II. Call to Order: Chairman Snavely convened the meeting at 7:00 p.m. with the Pledge of Allegiance.

III. Approval of the Minutes of March 20, 2008:
   a. It was noted to add Mr. Harley to the roll call.
   b. It was also noted that Mr. Harley made the statement under “Old Business,” not Mr. Phillips.

IV. Treasurer:
   a. Authorization to Pay Vouchers:

      ➢ A Motion was made by Mr. Harley to approve the vouchers in the amount of $103,635.40. The Motion was seconded by Mr. Phillips and passed unanimously.

V. Visitors:
   a. Mr. Jamie Schlesinger of Concord presented the bank proposal for refinancing of the 2001 bond.
   b. Authority Solicitor Kathleen Grey presented and requested approval of Resolution # 1: Bank of Lancaster County Bond Note.

      ➢ A Motion was made by Mr. Phillips to approve Resolution #1 with the guidance of the Authority Solicitor. The Motion was seconded by Mr. Harley and passed unanimously.

VI. Reports:
   a. Engineers Report: Mr. Pollart reviewed his report and the oxidation ditch revision for the WWTP and BNR upgrades.

      ➢ A Motion was made by Mr. Fenicle to proceed with the revision. The Motion was seconded by Mr. Phillips and passed unanimously.

   b. Operations Report: Mr. Dragas reviewed his and the Inflow & Infiltration reports.
      1. Water Tower Fence: The fence is up at water tower.
      2. Sludge Hauling Truck: Truck 49 is at Rohrer’s for repairs.
      3. Clarifier: The second clarifier got jammed and its arm fell off.
   c. Managers Report: PA DOT intends to overlay on North Main and West Colebrook Street.
   d. Resolution #2-2008: Cost Sharing/Materials with PA DOT:
A Motion was made by Mr. Phillips to approve Resolution #2 and authorize PA DOT’s cost sharing and back up material request. The Motion was seconded by Mr. Fenicle and passed unanimously.

VII. **New Business:**
   a. **PaWARN:** Mr. Stoner and Mr. Snavely reviewed the details. (See attached.)

      ➢ A Motion was made by Mr. Phillips to authorize joining PaWARN. The Motion was seconded by Mr. Harley and passed unanimously.

VIII. **Action/Discussion Items:** No items were presented.

IX. **New Business:**
   a. **Resignation:** Mr. Brown announced his resignation.

X. **Old Business:**

      ➢ A Motion was made by Mr. Harley to authorize the digitization of the system’s records and to repair the Rettew Lane WWTP Bridge. The Motion was seconded by Mr. Phillips and passed unanimously.

XI. **Adjournment:**

      ➢ A Motion was made by Mr. Fenicle to adjourn at 9:45 p.m. The Motion was seconded by Mr. Harley and passed unanimously.

Respectfully Submitted,

Sandi Mitchell
Fiscal Assistant/Recording Secretary
MANHEIM BOROUGH AUTHORITY MINUTES OF MAY 15, 2008
As amended June 19, 2008

I. Call to Order

II. Pledge of Allegiance: Mr. Snavely convened the meeting at 7:03 p.m. with the Pledge of Allegiance.

III. Roll Call: Chairman Douglas Snavely, Vice Chairman Pat McGeehan, Treasurer Barb Horst, Members; Dave Fenicle, and Lin Harley.

Staff: Authority Administrator Robert D. Stoner, Fiscal Assistant Sandra Mitchell, and Recording Secretary/Utility Billing Administrator Candace L. Hoover.

Engineer: Yves Pollart
Operations Staff: Facility Manager Dennis Dragas, Miller Environmental Inc. (MEI)

Absent: Assistant Treasurer/Assistant Secretary Marc Phillips

IV. Approval of Minutes of April 17, 2008:
   a. Mr. Harley requested that Section V, §b read, “Authority Solicitor Kathleen Gray presented and requested approval of Resolution #1: Bank of Lancaster County Bond Note.”
   b. Mrs. Horst requested that Section VI, add §d to read, “Resolution #2: Cost Sharing/Materials with PA DOT.”

      ➢ A Motion was made by Mr. Harley to approve the Minutes as amended. The Motion was seconded by Mr. Fenicle and passed unanimously.

V. Election of Secretary:
   a. Mr. Snavely opened the floor for nominations for the office of secretary.

      ➢ A Motion was made by Mr. Fenicle to nominate Marc Phillips to the office of Secretary. The Motion was seconded by Mr. Harley and passed unanimously.

      ➢ A Motion was made by Mr. McGeehan to close nominations for the office of Secretary. The Motion was seconded by Mrs. Horst and passed unanimously.

      ➢ A Motion was made by Mr. Fenicle to nominate Lin Harley for the office of Assistant Treasurer/Secretary. The Motion was seconded by Mr. McGeehan and passed unanimously.

      ➢ A Motion was made by Mr. McGeehan to close nominations for the office of Assistant Treasurer/Secretary.

VI. Treasurer:
   a. Authorization to Pay Current Vouchers: A voucher list was run today including the bond closure figure to Fulton Financial Advisors for $79,800.00 and an additional $205,200.00. (See attached.)

1. Mr. Stoner recommended that the payment for Brown, Schultz, Sheridan & Fritz is to be held until the final audit is received.

      ➢ A Motion was made by Mr. McGeehan to authorize payment of the current vouchers in the amount of $407,005.03; with the checks to Fulton Financial Advisors to be held until the
settlement of the bond on June 3, 2008 and the checks for Brown, Schultz, Sheridan, and Fritz to be held until the audit presentation.

b. **Revenue & Expense Reports:** Mrs. Horst reviewed the water and sewer reports.
   1. The solicitor line item is over budget, because the Authority agreed to make their donation to Harrisburg for the Chesapeake Bay Initiative petition from that line item.
   2. Inquiries were raised on the purchase of water meters. The purchases were made to replenish stock for the replacement of meters and for the installation of new meters. Mr. Stoner spoke with L. B. Water. They will assist the Authority in seeking a discount from Sensus for meters which stopped operating short of their life expectancy.
   3. Mrs. Horst has requested that she be given a copy of the bank reconciliation summary signed by the Authority Administrator.

VII. **Visitors:** David Mager of the Bion Dairy Corporation
   a. Mr. Mager was present to review the Chesapeake Bay Initiative compliance options available to the Authority. Bion dairy will be working with Kreider Farms for processing the manure of diary cows. This process will earn them Nitrogen credits while creating a return of the necessary Nitrogen for application on the farm. This process has already been approved by DEP.
   1. DEP has issued a letter stating that they will honor long term contracts for the contract’s term.
      i. The plant built by Kreider farms would allow the Authority to purchase credits, which would allow them to meet the current standards without upgrading the Wastewater Treatment Plant (WWTP).
      ii. If the regulations were to get stricter the Authority would still need to upgrade the WWTP.
   2. The facility would be owned by Bion Dairy. It is only being built for Kreider Farms, and should be operational this fall.
      i. Permitting has not been received, but the needed approvals have been obtained. There are not many permitting requirements with their design.
   3. There is a nutrient trading web site where individuals can track the value of nutrient trading costs.
   4. The smell emitted from the plant is extremely well maintained.
   5. The credits would still be over $1 million a year.

b. Mr. Mager also discussed a regional processing plant which carried a different value for nutrient credits which interested the Authority more than the single processing plant at Kreider Farms.
   1. Mr. Fenicle wondered if the State would be more generous with funding if authorities paired with farmers in projects such as this. Mr. Pollart believes that they would.
   2. Mr. Snavely would like to know how the State feels about the Authority spending the $10 million estimate on supporting this regional plant facility rather than spending that figure on upgrading the WWTP. (Purchasing credits would allow the Authority to operate their current WWTP without any additional upgrades.)
      i. Mr. Fenicle noted that it would take time to generate enough use of this plant in order to make enough credits to leave the idea of upgrading the WWTP.
   3. The Authority has agreed to investigate this route farther. Mr. Pollart will work with Mr. Stoner obtaining the data that the Authority will need to make an informed decision.

VIII. **Reports:**
   a. **Administrator’s Report:** See attached.
      1. Interconnect: Acquisitions and property transfers are to occur by September.
   b. **Engineer’s Report:**
      1. Keystone Custom Home will be approached for payment of $17,000 for an escrow account in order for the Authority to maintain the water tower.
      2. **WWTP:** The Authority will review the plans as needed.
c. **Operations Report**: Mr. Dragas reported that there are two meters at the Water Treatment Plant. The strip chart will cost $1,136.00 to change. There are also two meters needed.
   1. The maintenance budget is in good standing.

IX. **Action Discussion Items**
   a. **Forino – Holly Tree Farms – optional water service concept**: Mr. Forino is having difficulty obtaining right-of-ways.
   b. **Kratz – Invoice for WTP Property**: Mr. Larry Kratz did a survey which leads him to believe that the pump station is partially in the neighbor’s property. Mr. Stoner contacted Arro to rectify the situation as they were the overseeing engineering firm.
   c. **Utility Services, Inc.**: The proposal for the maintenance of the Sun Hill Water Tower was tabled until the next meeting so that the Authority can review the contract. Mr. Fenicle recommended rearranging the payment schedule.
   d. **Update – PaWARN**: Mr. Stoner will work on the paperwork required.
   e. **Temporary Line at Rettew**: Based on erroneous drawings the wrong information was given to the developer and they invested funds in setting up for a connection that cannot be made.
      1. **Model**: The correction will be noted the next time the model is updated.

➢ A Motion was made by Mr. McGeehan to authorize MEI to install the $800.00 temporary water line at Rettew’s Catering. The Motion was seconded by Mrs. Horst and passed unanimously.

X. **New Business**
   a. **Electronic Packets**: The Authority would like all items sent in one PDF file. Mrs. Hoover will see if the current software can do that.
   b. **Sludge Hauling**: Mr. McGeehan has been comparing data and still cannot create an “apples to apples” comparison.
   c. **Kline**: Discussion was had on how to handle the violations existing at 65 South Pitt Street. The Authority discussed making a meter pit for us to connect to from the main line so that we may proceed with discontinuance of service as needed. Mr. Dragas will provide estimates next month.
      1. In the interim, Mr. Kline will be given ten days to comply and connect.

XI. **Adjournment**

➢ A Motion was made by Mr. Fenicle to adjourn at 10:10 p.m. The Motion was seconded by Mr. McGeehan and passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Recording Secretary
MANHEIM BOROUGH AUTHORITY MINUTES OF JUNE 19, 2008  
As amended at the July 17, 2008 meeting

I. Call to Order

II. Pledge of Allegiance: Mr. Snively convened the meeting at 7:02p.m. with the Pledge of Allegiance.

III. Roll Call: Chairman Douglas Snively, Treasurer Barb Horst, Assistant Secretary/Treasurer Lin Harley, and Member: David Fenicle.


Operations Staff: Facility Manager Dennis Dragas – Miller Environmental Inc. (MEI)

Absent: Vice Chairman Pat McGeehan, and Secretary Marc Phillips.

IV. Approval of Minutes of May 15, 2008:

a. Mrs. Horst noted that Section VIII-c, sentence one should read, “Mr. Dragas reported that there are two meters at the Water Treatment Plant.”

b. Mr. Snively recommended that an insert be made between Section VII-a-5 and 6 stating that Mr. Mager also discussed a regional processing plant which carried a different value for nutrient credits which interested the Authority more than the single processing plant at Kreider Farms.

c. Mr. Snively and Mr. Stoner concurred that the Motion following Section IX-e-1, sentence 1 should read, “A Motion was made by Mr. McGeehan to authorize MEI to install the $800.00 temporary water line at Rettew’s Catering.”

A Motion was made by Mr. Harley to approve the Minutes as amended. The Motion was seconded by Mr. Fenicle and passed unanimously.

V. Treasurer

a. Authorization to Pay Current Vouchers:

   i. The last audit payment is present on the vouchers.

   ii. Mr. Snively inquired on behalf of Mr. McGeehan about the Cut-N-Trim invoices. The Authority had directed the contractor to mow when the grass was 5” tall, no more than every other week. Staff will follow up to assure their requests are met.

   iii. Mr. Snively inquired about the Utility Services invoice. Mr. Stoner explained that the developer will reimburse the Authority from their escrow account. Mrs. Mitchell will recode the line item to the escrow account.

   iv. Mr. Snively inquired about the leaks that were repaired on High and Main Streets. Mr. Dragas reported that some of the invoices pertaining to those repairs are on this voucher list; others are part of the maintenance agreement. Some may appear next month as well.

   v. Mr. Dragas explained for Mr. Fenicle that the Kline’s invoice was for some issues MEI had with a tank which required Kline’s services.

A Motion was moved by Mr. Harley to approve payment of the vouchers in the amount of $111,642.87. The Motion was seconded by Mrs. Horst and passed unanimously.

b. Water Revenue Report: Mrs. Horst feels that the report is in line for this time of the year.
c. **Water Expense Report**: The report appears to be in the negative, because it is thrown off by the debt service payments and the payments needed for the refinancing.
   i. Mrs. Horst reviewed the Maintenance plan line item (06.448.373). They will be over budget on the report due to carry over payments from 2007.

d. **Sewer Expense Report**: The Authority’s payment for the Chesapeake Bay Initiative joint suit permit appeal is reflected in the legal services line item (08.429.314).

e. **BR&I**: The fund will run out soon. The board will need to move those funds.

f. **Expense Line Item Reports**: Mrs. Mitchell offered to run mid year reports on those items that are of concern; for example any line items that are at 100% at the half year mark. The Authority agreed to receive those reports which Mrs. Mitchell feels should be reviewed.

g. **PLGIT**: The rates offered are currently better than at the bank. Mrs. Mitchell would like the board to consider joining PLGIT to take advantage of the better rates. The board would be interested in hearing a presentation from the PLGIT representative.

VI. **Visitors**: Mr. Jim Koontz – Brown, Schultz, Sheridan, & Fritz; Mr. Ed Davis – Holly Tree Farms Development; Mr. Scott Sweigert – Holly Tree Farms Development; Mr. Warren Kline, Sr. – 32 Miller Drive; Mr. Warren Kline, Jr. – 32 Miller Drive; and Mr. Richard Eyman – 40 North Main Street.

a. **2007 Audit Report**: Mr. Koontz indicated that the audit appears clean.
   i. Pages three and four of the report are for comparing 2006 and 2007. He reviewed the slight increase in revenue created by the rate increases and the additional expenses that the Authority incurred to both the Borough and MEI.
   ii. The Authority carries approximately one month of expenses in its reserves. The Government Finance Officer’s Association always recommends four months in reserve.
   iii. Mr. Koontz reviewed the newly created policy for bills that are inaccurate. The Authority requested a copy be attached to the audit report.

➢ A Motion was made by Mr. Fenicle to accept the Auditor’s comments and financial data. The Motion was seconded by Mr. Harley and passed unanimously.

b. **Forino – Holly Tree Farms Development**: Mr. Davis reviewed the plans for the Holly Tree Farms development, which will neighbor the Cedar Hollow development in Penn Township. The developers are seeking a solution to connecting to the pumping station and water and sewer systems. Mr. Stoner reviewed the existing situation with the pending utilities and the Township.
   i. The Authority is considering assisting the developers obtaining the necessary right-of-ways, etc. with the developer reimbursing the Authority for incurred fees during the process. The engineer does not see any looming issues with the proposal. The Authority gives its blessing to the development’s proposal.
   ii. The process would include a credit to the developers through a reduced tapping fee with the Authority incurring cost only for materials.

➢ A Motion was moved by Mr. Fenicle to accept the proposed West Sun Hill water line installation project providing a reimbursement agreement with reduced tapping fees. The Motion was seconded by Mrs. Horst and passed unanimously.

c. **32 Miller Drive**: Mr. Kline reviewed his sedimented water issue and a sample for the Authority to look at. Mr. Pollart reviewed his report on the status of the main that services those properties. The engineers believe that the sediment is caused by tuberculation in the line between High Street and Lorraine Avenue. The low usage and pressure keep the sediment within the pipe rather than the sediment flushing itself clean.
i. He provided several possibilities of solutions (pigging, an automatic flushing device, and individual residential filters). The Authority reviewed the effectiveness of each solution. To effectively flush that line an additional hydrant and valves would be needed; although flushing the hydrant is not an end all solution. Discussion was had on abandoning a portion of the existing 8” line for a smaller line as a more permanent solution than filters or flushing systems.

ii. Mr. Pollart will run the model to see what impact changing the line 8” line to a 6” line from Lorraine Avenue to High Street for the other residents serviced by the loop. The Authority discussed providing sediment/iron filters for the three residents affected by the tinted water while a permanent solution is researched.

iii. Mr. Dragas stated that the water line on Chestnut is the oldest in that loop, but no customers on High Street that pull from that Chestnut line have submitted complaints of sediment in their water. He also noted that he does not get any dark water from the main hydrants in that area. MEI has run long flushes only to provide a little over a week of relief.

iv. Mr. Pollart will run the model and submit its results to Mr. Stoner tomorrow. He and Mr. Stoner will obtain quotes from water conditioning companies to provide their recommended filter. The filters are to be provided until a permanent solution is implemented. Mr. Eyeman recommended inquiring with all of the residents within the loop to determine if there are other premises with the same or similar issues so that the permanent solution is indeed permanent. Mr. Harley and Mr. Stoner agreed.

VII. Reports:

a. Operator’s Report:
   
i. **Maintenance Budget**: There was an error in April for the sewer line installation on Meadow Lane. Payment was made to Andy Baker, and its credit was applied in May.

ii. **WWTP**: Mr. Dragas reported that there are three belts that need to be replaced, because they are stretching out. This is causing a decrease in filtering capacity. He presented three quotes and recommended the purchase of the belts from Ashbrook Press for $1,994.00. The Authority authorized Mr. Dragas to make the purchase from Ashbrook from expense line 08.429.370.
   
   1. Mr. Dragas verified that the WWTP sludge lines run plant solids by gravity to a pit before it is pumped into the digesters.
   
   2. Mr. Harley noted that the Phosphorus levels are higher this year than last. Mr. Dragas will review the numbers to assure they are not reversed into the wrong columns.

iii. **Flow & Loading**: DEP issued the Authority a notice of violation for loading. A draft letter has been created to submit to DEP as they have requested. DEP is recommending that septage not be accepted into the plant during high rainfalls. The letter will include a schedule for smoke testing. (See attached hand out.)

iv. The Authority would like for the manholes used in the smoke testing process to be inspected while they are being used for the smoke testing portion of the I/I reduction plan. The draft date outline provided by Mr. Pollart was approved to be attached to the draft letter to DEP.

b. Engineer’s Report:
   
i. **BION**: They have been in contact with them over the past month. BION is interested in getting the Kreider Farm pilot processing plant operational. They are not currently open to discussing a regional (“central”) plant until it is operational and they have presented their results to DEP.
   
   1. Mr. Pollart and Mr. Stoner were given the impression that BION would not be willing to work with the Authority on the regional plant unless the Authority took part in the Kreider Farms pilot plant. Mr. Fenicle did some research since the last meeting and suspects that their reservations may be viable.
ii. **Hess Subdivision**: Mr. Stoner received a report today that the plans are ready.

iii. **WWTP Upgrade**: American Water would like to submit a proposal to build, operate, and maintain the WWTP. Severn & Trent would be interested in submitting a proposal for the same.

c. **Administrator’s Report**:
   i. **PMAA**: Ballot has been issued. Mr. Stoner will make a submission on behalf of the Authority.
   ii. **PMAA Conference**: Mr. Fenicle would like to attend the Hershey seminars.
   iii. **Strategic Planning**: Mr. Stoner will recommend dates to the committee tomorrow.
   iv. **Utility Services**: The Authority will be spending $39K and getting $17K of it back. The lock to be installed on the roof of the tank will be installed by Utility Services. Mr. Snavely does not agree with the clause for the increase in labor rates beyond the annual 5% provision in the contract.
   v. **ARRO**: (See attached.) The firm has confirmed that Mr. Kratz’s findings were correct; the pumping station is partially within PA DOT’s right-of-way. All costs involved with rectifying the infringement will be at ARRO’s expense.

VIII. **Action/Discussion Items**:
   a. **2009 CDBG Projects**: Council has approved application for South Main Street in conjunction with PA DOT predicated on PA DOT’s schedule; an alternate project is Hazel Street and/or East Gramby Street (Neighborhood Improvement Project). Elwyn Terrace was discussed as an alternate.

IX. **New Business**:
   a. **PA Fair Share**: Mr. Stoner is signing the Authority as supporters.
   b. **Police Department Shooting Range**: Residents submitted a letter stating that stray bullets are being found off of the range.

     ➢ A Motion was moved by Mr. Fenicle to ask Borough Council to eliminate all fire arm activity at the shooting range. The Motion was seconded by Mrs. Horst and passed unanimously.

c. Mr. George Smith, President of MEI would like to be on the agenda for next meeting to discuss items such as participating in the bridge repair.

X. **Old Business**:
   a. **North Main Street**: Mr. Stoner believes it was bid for July to have sewer and water lines replaced this year with paving to take place in the spring of 2009. The Authority’s cost is estimated between $30K to $40K.

XI. **Adjournment**:

     ➢ A Motion was moved by Mr. Fenicle to adjourn at 10:58 p.m. The Motion was seconded by Mrs. Horst and passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Recording Secretary
I. Call to Order

II. Pledge of Allegiance:
Mr. Snavely convened the meeting at 7:05 p.m. with the Pledge of Allegiance.

III. Roll Call:
Chairman Douglas Snavely, Secretary Marc Phillips, Treasurer Barbara Horst, and Member David Fenicle.

Staff:
Engineer: Authority Engineer Yves Pollart – Rettew
Operations: Facility Manager Dennis Dragas – Miller Environmental, Inc.

Absent: Vice Chairman Pat McGeehan and Assistant Treasurer/Secretary Linford Harley.

IV. Approval of Minutes:
   a. Mr. Snavely requested that VII-b-iii-sentence two to read, “Severn & Trent would be interested in submitting a proposal for the same.”

➤ A Motion was made by Mr. Fenicle to approve the Minutes as amended. The Motion was second by Mrs. Horst and passed unanimously.

V. Treasurer:
   a. Vouchers:
      1. Discussion was had on Cut-N-Trim’s services. They will be notified in writing of the Authority’s wishes pertaining to less frequent mowing.
      2. Mr. Dragas verified that a lot of meters were replaced. He will look at the meters that were replaced and see if any of the purchased meters should have come from the meter project line item.
      3. Mr. Stoner would still like the L.B. Water representative to review why so many meters are going bad.
      4. Mr. Dragas verified that the engine oil line item is for all-purpose oil to have on hand for the trucks and generators.
      5. Mr. Stoner verified that the PPL line item for the Cherry Street line extension is part of the three phase booster station project.

➤ A Motion was made by Mr. Phillips to approve the vouchers in the amount of $120,658.02. The Motion was seconded by Mrs. Horst and passed unanimously.

   b. Water Revenue & Expenses:
      1. Mrs. Horst re-reviewed the meter purchasing line item.

   c. Annual Maintenance Expenses Contract Report:
1. Mr. Snavely recommended paying the overage amount before the year end so that the figure does not carry into next year. Mr. Smith recommends waiting another two months.

2. Mr. Stoner requested that Mr. Dragas provide a projection for known projects in order to help the Authority prepare for the future.

d. Sewer Revenue & Expenses:
   1. The legal expense line item went over budget for the preparation and execution of the bond refinancing.
   2. Vehicle repairs also went over budget due to many repairs, including a clutch replacement.

c. Capital Account Report: Mrs. Horst reviewed the report.

d. BR&I: Mrs. Horst reviewed the BR&I report.

g. Investments Report: Mrs. Horst reviewed the investment report. Mrs. Mitchell confirmed that the decrease in June was for the payment made for the bond refinance.

h. Mid-Year Line Item Reports: Mrs. Horst thanked Mrs. Mitchell for providing the line item breakout reports. She recommended that such reports be provided quarterly.

VI. Visitors

a. Pennsylvania Local Government Investment Trust (PLGIT) – Jessica Seiders: Mrs. Seiders gave a background on PLGIT and provided the Authority with handouts. (See attached.) She also reviewed some of the accounts that are offered and what the benefits of each are.
   1. Rates are updated on a daily basis.
   2. Banking analyses are provided at no cost to members and non-members alike.
   3. The Authority would not have to close any of their bank accounts if they wanted to open a (or many) PLGIT account(s).
   4. Authorities can join via Resolution. The application process is simple.
   5. There are no fees for ACH transfers (via phone or internet) or checks, only for CDs. PLGIT provides free checks for almost any format (business, payroll, etc.).
   6. The Authority agreed to review PLGIT as an option, to maximize revenue and minimize expenses, by having PLGIT provide their free banking analysis. Mrs. Seiders will see that Mr. Stoner and Mrs. Mitchell receive a recommendation for the next meeting.
      i. The Strategic Planning Committee will review the options available in the time being.

b. Miller Environmental Inc. (MEI) – George Smith: Mr. Smith allowed the Authority time to review the 2007 Flow and Loading Calculations report.
   1. Mr. Pollart provided a letter to MEI expressing concerns regarding the methods used to calculate the flows/loading. (See attached.)
   2. Discussion was had on the affects Inflow/Infiltration had on the flow and loading calculations, the decant levels, and heavy rains. Mr. Smith feels that septage is not a high factor in the figures.
   3. Mr. Fenicle shared that he believes DEP feels that we cannot handle the septage processing and gaining new customers; and it is more important for the Authority to be able to service customers than process septage for other companies.
   4. Mr. Smith said that he is willing to review any calculation process that the Authority would request, because he wants it to be equitable for the Authority as well as MEI.
   5. Mr. Pollart stated that DEP submitted a letter stating that under Section 94.22 of Chapter 94, the Authority is over its organic BOD loading by approximately 5.1%. Also, effective immediately, there is a ban on any new sewer connections until a plan for rectification is submitted and approved by DEP. DEP’s calculations do not factor in rain water dilution.
i. Mr. Fenicle feels that the septage program may need to be cut back in order to remain in compliance with DEP’s requests even though revenue would be lost. Mr. Snavely agreed, asking Mr. Pollart to calculate a reduction percentage and present it to DEP. Mr. Pollart stated that he would then negotiate that figure with them. Mr. Smith stated that Berks County came across the same issue and did have to cut back their septage program. Mr. Fenicle stated that the Authority should also consider that cutting the program too far back would make accepting any septage inequitable.

ii. Mr. Fenicle stated that he is not against the septage program. He just wants to make sure that the program is equitable for the Authority as well as MEI. The Authority has to consider what they are getting in septage program revenue versus what they have to pay back to MEI for flow and loading and the repair costs incurred in keeping the roadway for the septage hauling trucks in good repair.

- Mr. Stoner inquired as to whether or not MEI would work with the Authority to repair Rettew Lane and its bridge. Mr. Smith would like to review the figures.

6. Mr. Dragas reviewed page five of the report pertaining to the 553 pounds of total suspended solids with the total volatile solids. Based on Rettew’s calculation request the recalculation against volatile solids produced a credit of approximately $380.

7. Mr. Pollart will work with MEI and provide a report on the flow and loading next month.

VII. Reports:

a. Engineer’s Report:
   1. Water/Wastewater Map: Mr. Pollart presented a draft system map to the Authority. The finished product will be more accurate than the County GIS records.
   2. Miller Drive Survey: Mr. Snavely requested that question four have, “If so, how often?” added. Mr. Stoner requested that the question, “Do you have a water softener/filtration system?” be added to the customer survey. Mr. Fenicle believes that once the solution is found, we formally turn over the filtration unit to the Klines for ownership/repairs. Mr. Snavely feels that once the solution is completed the unit should be removed unless the Klines would like to purchase it from the Authority at a pro-rated rate. Mrs. Horst and Mr. Phillips agreed.
   3. Revised I/I Schedule: Mr. Pollart provided an updated draft.
      i. Both Flow Assessment and Mr. Rehab use GPS positioning to mark the line locations as well as provide digital prints of manholes, etc.
      ii. The Authority will review their capital budget in order to determine how to finance the I/I project’s continuation.

b. Operations Report:
   1. Park Hill Drive: A shut off valve has been installed for the Sun Hill/Park Hill area.
   2. Cedar Hollow: Approximately 100K gallons were lost when someone stole three copper service lines this week. A new policy has been initiated where charged lines are shut off post inspection until the home is secured.
   3. Rettew’s Catering: The temporary water line has been installed.
   4. Dover Street: Two galvanized laterals were replaced with copper before the paving was done.
   5. Backhoe: Mr. Stoner reported that the time is being better divided.

c. Administrator’s Report:
   1. Penn Township Interconnect: The paperwork was filed with DEP this week.
2. **Upper Mill:** Mr. Stoner recommends a limited investment (up to $7,500) to move the project forward.

3. **Shooting Range:** Mr. Fenicle requested that Council and the Authority agree to address concerns/disagreements with one another at one another’s public meetings.

   ➢ A Motion was made by Mrs. Horst to approve up to $7,500.00 in additional funds to assist MAEDC in finalizing the purchase of the ground needed for the Interconnect from Phoenix. The Motion was seconded by Mr. Phillips and passed unanimously.

VIII. **Action/Discussion Items:**

a. **Strategic Planning:** The committee members will meet on the 23rd at 5:30 p.m.

b. **ReLTEK:** There is a 6” line that runs to Penn Township. Mr. Stoner will get pricing from ReLTEK for the future before agreeing to anything, pending the wording of the original agreement.

c. **98 S Snyder Credit Request:**

   ➢ A Motion was made by Mr. Phillips to deny Mr. & Mrs. Kelly’s sewer credit request. The Motion was seconded by Mr. Fenicle and passed unanimously.

d. **Miller Drive Survey:** Previously discussed in Section VII-a-2.

IX. **New Business:**

a. **New Open Records Act:** The Borough and Authority Solicitors are working to provide a training session to staff and the boards and commissions.

X. **Old Business**

a. No items were presented.

XI. **Adjournment**

   ➢ A Motion was made by Mrs. Horst to adjourn at 10:18p.m. The Motion was seconded by Mr. Fenicle and passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Recording Secretary
MANHEIM BOROUGH AUTHORITY MINUTES  
August 21, 2008 as approved at the September 18, 2008 meeting

I. Call to Order
II. Pledge of Allegiance
   a. Mr. Snavely convened the meeting at 7:04p.m. with the Pledge of Allegiance.

III. Roll Call: Chairman Douglas Snavely, Vice Chairman Patrick McGeehan, Secretary Marc Phillips, Treasurer Barbara Horst, Assistant Treasurer/Secretary Linford Harley, and Member David Fenicle.

Staff:
Office: Authority Administrator Robert D. Stoner, Fiscal Assistant Sandra Mitchell, Recording Secretary/Utility Billing Administrator Candace L. Hoover
Engineer: Authority Engineer Yves Pollart – Rettew
Operations: Facility Manager Dennis Dragas – Miller Environmental, Inc.
Solicitor: Kathleen A. Gray, Esquire – Barley Snyder

IV. Approval of Minutes
   a. Mr. Snavely noted that Section VII-a-3-i sentence one should read, “Both Flow Assessment and Mr. Rehab use GPS positioning to mark the line locations as well as provide digital prints of manholes, etc.”
   b. He also requested that the Motion following Section VII-c-3 read, “A Motion was made by Mrs. Horst to approve up to $7,500.00 in additional funds to assist MAEDC\textsuperscript{1} in finalizing the purchase of the ground needed for the Interconnect from Phoenix. The Motion was seconded by Mr. Phillips and passed unanimously.”
   c. Mrs. Horst indicated that Section V-c-1-sentence one would better read if it was written as follows; “Mr. Snavely recommended paying the overage amount before the year end so that the figure does not carry into next year.”
   d. She also stated that section VI-b-2-sentence one should read, “Discussion was had on the affects Inflow/Infiltration had on the flow and loading calculations, the decant levels, and heavy rains.”

➢ A Motion was made by Mr. Phillips to approve the Minutes of July 17, 2008 as amended. The Motion was seconded by Mr. McGeehan and passed unanimously.

V. Financial Reports
   a. Authorization to Pay Vouchers:
      1. Mr. Dragas confirmed that meters were sent back with L. B. Water for manufacturer defect testing.
      2. Mr. Dragas also verified that the Exeter Supply line items are mostly for the Sun Hill project.
      3. Mr. McGeehan recommended that the Authority consider doing a joint newsletter with the school and/or surrounding townships for cost saving purposes.

➢ A Motion was made by Mr. McGeehan to approve the vouchers in the amount of $170,171.18. The Motion was seconded by Mrs. Horst and passed unanimously.

\textsuperscript{1} Manheim Area Economic Development Corporation
b. **Revenue & Expense Report Inquiries:**
   1. Mrs. Mitchell explained that the revenue and expense reports are not 100% accurate, because of the software’s inability to process “due-to/due-from” under the Authority’s current requested finance tracking format. Software Systems has been working on Fundware, unsuccessfully, to correct the software.

c. **BR&I:** Discussion was had on transferring funds to the BR&I account from the Capitol Account.
   1. The checking account bears more interest, so the Authority directed Mrs. Mitchell to do a balance sheet transfer (also known as an asset transfer) of funds from the general fund to the BR&I account as needed; keeping a minimum balance of $5,000.

d. **Capitol Items List:** Mr. Stoner reported the following:
   1. North Main Street has been deferred until 2009, because PA DOT cannot do the project sooner.
   2. CDBG Phase III may have a slightly higher value.
   3. The Park Hill Booster Station may cost less than $12K, because a new structure is not needed. Mr. Dragas will attempt to provide an estimate by next month.
   4. Mr. Snavely requested that the Capital Items list illustrate a running total of funds that were spent on each thus far. Mr. Stoner also requested that the list include a percentage status of the project’s completion.

e. **Investments Report:** Mr. Snavely indicated that the increase of revenue from last month to this month is approximately $58K; he is concerned that revenue is not coming in fast enough to keep the reserves adequately supplied. A reserve balance below $1 million is a cause for concern; and the Authority has been under that mark for six months.
   1. Mrs. Mitchell will look into the Capitol Account’s interest for the end of June and pull the interest rates for each month.
   2. Mrs. Mitchell will also review the account covenants to see if they permit transferring funds between accounts.

VI. **Visitors**

a. **George Smith, President of MEI:**
   1. **Flow & Loading Calculations:** Mr. Smith reported that an agreement has been reached for calculating Flow & Loading based upon in-house data that is collected. The calculations based upon these figures comes to a credit of $959.17 for the Water Treatment Plant and a balance due of $10,787.79 for the Wastewater Treatment Plant (WWTP); for a new balance due total of $9,828.62. Mr. Pollart stated that Rettew agrees to the new calculation methodology for this year and those in the future. Mr. Smith made it clear that this calculation method is a concession to how the calculations are determined in the contract and he is willing to use them in the future, but not for previous years.
   2. **Rettew Lane:** The bridge report was received from Rettew. MEI is willing to pay for the expansion joints portion as it was exacerbated by truck traffic.
      i. Repair/reconstruction of the pavement section will be deferred until after the WWTP construction.

b. **Debts & Credits:** The Authority agreed to make the payment of $9,828.62 for the Flow & Loading and to accept $3,000.00 from MEI for the bridge expansion joints.

c. **Kathleen A. Gray, Esquire:**
   1. **Merger:** Ms. Gray explained the process for bringing the two Authorities together. The Municipal Authorities Act (the “Act”) does not authorize mergers between
Authorities. Thus, either a new joint Authority would need to be formed which would then require the assets of the two existing Authorities that were intended to be “merged”, to be acquired by the new Authority. Or, in the alternative, one of the existing Authorities could survive by acquiring the assets of the other Authority and by amending the Articles of Incorporation of the surviving Authority to include additional provisions applicable to regional, joint Authorities.

i. The Authority Board, after a brief discussion, is leaning towards forming a new Authority if discussions with Penn Township and its Authority are successful. The new joint Authority would have as its members both Manheim Borough and Penn Township, and possibly Rapho Township, depending on the discussions. Representation on the Authority Board would be required from each of the member municipalities. The amount of Board representation each municipality would have could vary depending on the negotiations.

2. Water Tower Dedication: There are issues outstanding that must be repaired before the tower can be dedicated. Glace/Caldwell will extend our agreement to do their final repairs so that the repairs are taking place during the summer months. Mr. Stoner will approach Utility Services Co. to do the re-inspection before the dedication as they are the company that did final inspection that discovered the pending repairs. After the warranty period expires the Authority would like to use them to maintain the water tower.

3. Connection Fee: The tapping fee in place does not include all of the labor and expenses incurred for making the connection for the customer’s lateral to connect to. The Authority has an opportunity to adopt a connection fee which would reimburse them for costs incurred during the customer connection process. The Authority could come up with an average cost and set it in a fee schedule or calculate total actual costs and bill the customer. During construction projects such as developments, these costs are paid for by the developer; but with single hook-ups the new customer should incur those costs. The connection fee would be adopted via a resolution that would amend the existing rules and regulations. Ms. Gray will draft a resolution imposing a connection fee based upon the actual costs incurred by the Authority during making a new customer connection.

4. Bylaws: As part of the loan closing a definitive set of bylaws needs to be adopted.

5. Open Records Act: A form must be developed for the public that the public could download and submit in person or via postal service when requesting records. Mrs. Hoover will act as the Authority’s Open Records Officer. The Authority can charge a reasonable copy fee for requested records and must submit a form of response within a certain time frame. If the request requires the Authority to seek legal counsel the Authority will have more time.

6. RelTek: The Authority agreed to have the Solicitor review their request.

7. Council/Authority Agreement: The agreement drafting will proceed once the management scenario has been worked out.

VII. Reports

a. Engineer’s Report:

1. Water Tower: Caldwell must be paid by Glace. Rettew will determine a reimbursement component to be added to the Authority tapping fee which will be used to reimburse Penn Township for their incurred debt during the construction of the water tower. The reimbursement component would be in place for ten years or
until the initial debt incurred by the township is repaid; whichever of the two comes first.

2. **WWTP Right-of-Way**: MAEDC will not receive payment until the right-of-way is obtained.
   
   i. DEP has not yet approved the permitting for the WWTP upgrade.

3. **Sweetbriar Creek/Cedar Hollow**: The engineer is awaiting the as-builts in order to release held funds.
   
   i. DEP has not yet approved the permitting for the WWTP upgrade.

4. **Smoke Testing**: A list of smoke testing areas is submitted daily along with a daily testing complete list; which is forwarded to emergency personnel, board, and engineer. So far the smoke testing has revealed:
   
   i. 12 missing clean out caps,
   
   ii. 2 roof drains, and
   
   iii. 2 storm water catch basin cross connections

5. **DEP Notice of Violation**: Mr. Pollart will submit the draft letter on behalf of the Authority.

6. **Document/Map Preservation**: The Authority will discuss capitol fund designation for record preservation in the near future.

b. **Operator’s Report**:
   
   1. A sludge pipe was repaired recently and DEP inspected and passed the repair.
   
   2. **Utility Cuts**: Mr. Dragas is obtaining quotes for milling and paving work for repairing areas that had to be opened in order to conduct repairs.

c. **Administrator’s Report**: No additional items were presented.

VIII. **Action/Discussion Items**

a. **Miller Drive Service Area Survey**: 16 of the 71 surveys were responded to. The results were discussed and will be forwarded to the engineer.

b. **Manager Search Process**: Mr. Phillips handed out a compilation of applicants. The candidates’ qualifications and salary requests were discussed. Interviews are tentatively scheduled for Monday and Tuesday of next week.

   1. Divisions of duties and staff responsibilities were discussed.
   
   2. Discussion was had on purchasing consulting services from Mr. Stoner after he has resigned his position and whether a reimbursement will be in order for contract services. $50.00 an hour was agreed upon for consulting services between the Authority and Mr. Stoner beginning September 1, 2008.

c. **Council/Authority Agreement**: See Section VI-c-7.

IX. **New Business**: 

X. **Old Business**: 

XI. **Adjournment**:

   ➢ A Motion was made by Mrs. Horst to adjourn at 10:47p.m. The Motion was seconded by Mr. Fenicle and passed unanimously.

Respectfully Submitted,
Candace L. Hoover
Recording Secretary
Manheim Borough Authority Minutes  
September 18, 2008 as approved at the October 16, 2008 meeting

I. Call to Order  
II. Pledge of Allegiance  
   a. Mr. Snively convened the meeting at 7:05p.m. with the Pledge of Allegiance.  

III. Roll Call: Chairman Douglas Snively, Vice Chairman Patrick McGeehan, Secretary Marc Phillips, Treasurer Barbara Horst, Assistant Treasurer/Secretary Linford Harley, and member David Fenicle.  

Staff:  
Office: Authority Administrator William “Bill” Kelso, Recording Secretary/Utility Billing Administrator Candace L. Hoover  
Engineer: Yves Pollart - Rettew Associates  
Operations: Facility Manager Dennis Dragas – Miller Environmental, Inc. (MEI)  
Solicitor: Kathleen A. Gray, Esq. – Barley Snyder  

IV. Approval of Minutes of August 21, 2008  
   a. Solicitor Gray stated that Section VI-c-1 in relation to the merger is not accurate. She will update the language and submit it to staff via e-mail.  
   b. Mr. Harley requested that Section V-e-2 read, “Mrs. Mitchell will also review the account covenants to see if they permit transferring funds between accounts.”  
   c. He also noted that Section VI-a-1-sentence one should read, “Mr. Smith reported that an agreement has been reached for calculating Flow & Loading based upon in-house data that is collected,” and that the last sentence of the same section read, “Mr. Smith made it clear that this calculation method is a concession to how the calculations are determined in the contract and he is willing to use them in the future, but not for previous years.  
   d. Mr. Harley also requested at Section VI-a-2 sentence 2 be edited to read as follows; “MEI is willing to pay for the expansion joints portion as it was exacerbated by truck traffic.”  
   e. VI-a-2-i is to read, “Repair/Reconstruction of the pavement section will be deferred until after the WWTP construction.”  
   f. Mr. Harley stated that Section VI-c-2-sentence 4 should read, “After the warranty period expires the Authority would like to use them to maintain the water tower.”  
   g. Mrs. Horst recommended that Section V-3 be revised to read, “Mr. McGeehan recommended that he Authority consider doing a joint newsletter with the school and/or surrounding townships for cost saving purposes.”  
   h. She also requested that Section VI-e-3 sentence two read, “The Authority has an opportunity to adopt a connection fee which would reimburse them for costs incurred during the customer connection process.”  
   i. The Authority discussed the variables that would need to be considered in developing a connection fee. The general consensus was to charge the actual cost incurred by the Authority to the connecting customer. A deposit should be collected with the remaining balance to be invoiced; payable within thirty days.  
   ➢ A Motion was moved by Mr. Harley to approve the Minutes as amended, including Solicitor Gray’s amendment to the merger segment. The Motion was seconded by Mr. McGeehan and passed unanimously.  

V. Financial Reports  
   a. Authorization to Pay Vouchers:  
      i. Mrs. Horst reported that the $3K check for the Rettew Lane expansion joints was received from MEI and is to be deposited into the capital account.  
      ii. Mr. McGeehan requested that staff look into the charges listed for the Authority in relation to the postage.  

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1 Wastewater Treatment Plant
iii. Staff will follow up with PNC Bank to see why a statement received on the 29\textsuperscript{th} of August (postmarked August 27\textsuperscript{th}) was due on September 1\textsuperscript{st}. Staff will also inquire about the $1K principal payment that was due, which was not a part of the invoice.

iv. $14,700 is to be paid to Rettew from the BR&I account. Money will need to be moved into the BR&I account to maintain a balance of at least $5K.

- A Motion was moved by Mr. McGeehan to pay vouchers in the amount of $273,858.61; and an additional $1K should it be necessary for the PNC Bank loan. The Motion was seconded by Mr. Phillips and passed unanimously.

b. Revenue & Expense Report Inquiries:

i. Mrs. Hoover stated that the software assistance technicians, Software Systems, have been unable to adapt Fundware to present the Authority books the way they would like to view them. Mrs. Horst stated that excuses are not acceptable and that the issue needs to be resolved. She volunteered to follow up with Software Systems.

ii. Mr. McGeehan would like for Mr. Kelso to follow up with Cut N’ Trim Lawn Services in order to verify why the Authority has spent $7K for mowing. He would like to know if they are honoring the Authority’s request to only mow when the grass is greater or equal to 5” in length.

iii. The 2009 budget committee will consist of Mrs. Horst, Mr. McGeehan, Mr. Phillips, Mr. Kelso, Mr. Dragas, and Mrs. Mitchell. Mrs. Mitchell will provide worksheets for the committee to work from.

VI. Visitors

a. Jeff Gunselman: Mr. Robert Gunselman of Ephrata was present on behalf of his son Jeff, who owns a 4 unit apartment at 181 & 185 South Main Street. After reviewing the presented data, the Board directed staff to pull additional data for them to review.

b. Ed Davis: Forino Development: Previous Authority Administrator Robert Stoner sent in a report for the board to review. (See attached.) Solicitor Gray reported that Mr. Stoner had spoken with Bob Weaver of Keystone Custom Homes who wanted to charge $250K to grant Forino a right-of-way to run water/sewer lines through the Sweetbriar Creek Development to the Holly Tree Farms Development.

i. If a reasonable price cannot be reached between Keystone Custom Homes and Forino, the Authority has the right to condemn land that a developer wants to run lines through; if the lines are to be dedicated to the Authority. If they go through with a condemnation the difference between the value of the whole track before versus the value of the whole track after the condemnation yields a figure called damages; which would be at a minimal cost – around the $14K that was originally offered by Forino to Keystone.

ii. A reimbursement tapping fee scenario could be used by the Authority to reimburse Forino for a certain dollar amount of the costs incurred in laying water/sewer lines to Holly Tree Farms. Mr. Pollart was directed to review the values Forino would incur. Without calculations, he feels that the tapping fee reimbursement scenario would present a win/win situation between Forino and the Authority, because the new customers would be additional revenue after the reimbursements were completed.

iii. Mr. Snavely pointed out that Forino could service Holly Tree Farms by running lines around Sweetbriar Creek instead of through it.

iv. Forino still has to gain approval from Penn Township to run the proposed water and sewer lines.

v. Discussion was had on the flagging hours/rates listed on the report provided by Mr. Stoner. The Authority requested that Mr. Kelso review the materials and rates listed for value accuracy.

vi. Solicitor Gray recommended that agreements be completed before development construction/other work begins done with agreements in the future so that issues such as this do not arise. Mr. Pollart recalls that paving was not added as part of the original costs and that the Authority had agreed to do a reimbursement of up to $30K.

vii. Discussion was had on whether or not it would be easier to close the road rather than hiring flagmen.
VII. Reports:

a. Engineer’s Report:

i. Rettew is in position to submit the construction portion of the WWTP B&R Upgrade Redesign to DEP in three weeks. It will take them a few months to review it. The timing would put the Authority in position to go out for bids in January of 2009.

ii. Last month there was discussion about Rettew Lane’s condition. The Authority had decided to undertake the road’s reconstruction upon completion of the plant. DEP will require a permit for the work to be done on the Rettew Lane Bridge. The application process will cost $5,900.00; however, the expansion joints must be repaired as soon as possible, before plant finished.

1. Mr. Harley inquired as to whether or not it could be arranged to have day traffic stopped in order to conduct repairs during the day rather than doing the project over weekends.

A Motion was made by Mr. McGeehan to authorize the engineers to proceed with the plans and permits for $5,900.00 for the replacement of the expansion joints on the Rettew Lane Bridge. The Motion was seconded by Mr. Phillips and passed unanimously.

iii. Mr. Pollart reported that the process engineers are about through with their portion of the WWTP design, so the structural engineers are beginning their segment. The Geo-technical engineers’ soil samples proved that the ground would not support the weight of the oxidation ditches and have recommended geopiers which act like caissons and costs approximately 30% less. Geopiers would add an additional $500K to the total WWTP upgrade cost estimate.

1. Mr. Pollart verified that the location of the oxidation ditches is kind of nailed down, because the property is in the floodplain and that the geo-technical engineers have had positive experiences with the geopiers.

iv. Hess: The Hess Subdivision’s engineer has submitted documentation to Rettew which will be reviewed.

v. Smoke Testing: Testing is about completed and manhole inspections are about 1/3 completed.

vi. Miller Drive: The surveys did not yield very much useful information. Rettew would recommend pigging to keep the existing size diameter main. The problem with that is that the pigging system requires ongoing maintenance. Installing a smaller diameter main would probably be best to lessen repetitive maintenance, but it would not yield high results in quality service. A flushing connection could be installed, but there is no place to put the water that is flushed. The nearest discharge place is some distance away from the hydrant, because the hydrant used to flush that area is below grade – so the water must be carried via laying a new line. A new line could erode away through turbidity just as this line has and pigging could weaken the existing lines. Mr. Harley requested that the engineers provide a tabulation of various solutions for the board to review.

1. Staff will complete a quality assurance survey with the Kline’s.

2. Rapho may have a development going in behind the Miller Drive area on Hossler Road, but the developer is only in the engineering phase, although the Authority’s agreement with Rapho may not call for a mandatory connect as Penn Township’s does.

vii. Rapho Agreement: The agreement is supposed to be reviewed every five years. Mr. McGeehan recommends keeping service areas identical (equal number of water to sewer customers for new developments). Discussion was had on items that should be discussed in the agreement review process. Mr. McGeehan stated that the Regional Comprehensive Plan is under discussion now with Rapho, so it is a good time to review the agreement simultaneously.

viii. Geothermal Wells: With an open loop geothermal system, Freon comes into contact with the ground water and this could affect ground water sources. Closed systems are looped internally. The open system proposed by the Zieglers of 700 West High Street uses a non-toxic coolant.
1. Mr. Fenicle reminded the board that if they say disapprove the Zeiglers’ request it is taking away a “green” option that works well and would save their constituents money. Solicitor Gray stated that the Borough would ultimately have to approve/disapprove the system. The Borough would need to be notified that certain systems could negatively affect the Authority’s supply aquifers. Borough Solicitor Mike Davis will review the data for the Borough. If the Borough does approve the system, the Authority will have to request that the legislation include language that protects the aquifer. Solicitor Gray will e-mail Solicitor Davis and Mr. Kelso about the systems.

b. Operations Report
   i. Inflow/Infiltration: Inspections are nearing an end. The inspector, Gary Bauder, is following up on properties that haven’t complied yet.
      1. Solicitor Gray noted that the language for enforcement must be within the Borough’s Code of Ordinances. Staff will follow up to assure that the language is present before proceeding.
   ii. Maintenance Budget: Mr. Dragas reported that the maintenance budget is projecting that it will be up a little by the end of the year.
      1. About $7K will be needed to mill and resurface this year’s street cuts.
   iii. Hart Street Project: Mr. Kelso will follow up to make sure that the Authority has not incurred any costs with the Hart Street project.
      1. Staff will ask the insurance agent what happens (in writing) when you allow an independent third party use your equipment. The Authority has agreed to no longer allow third party use of the Authority’s equipment.
   iv. 2008 Flows: The report was reviewed. (See attached.) 2007 had several leak repairs and the flows for this year are noticeably lower due to repairing those leaks.
   v. Monthly Maintenance Report: Thomas Erb & Sons cleaned up a spill. DEP is satisfied with the job.

VIII. Action/Discussion Items:
   a. Bylaws: Mr. Harley inquired about the number of board members and how they are appointed in the bylaws. The data inquired about is covered in the municipal authorities act and it would be duplicative to include it in the bylaws. Solicitor Gray verified that the removal of officers is only for their service to the board as officers; the Authority cannot revoke the seat on the board, only the office position.

      > A Motion was moved by Mr. Harley to approve Resolution 3-2008 ratifying and confirming the authority bylaws The Motion was seconded by Mr. Fenicle and passed unanimously.

   b. Wastewater Treatment Plant Upgrade: Financing will need to be sorted before the WWTP can go for bid.
      i. This Authority is considered “joint” because it services more than one municipality which increases chances for funding.
      ii. Mr. Pollart reported that a majority of the funding allegedly available for upgrading authorities is actually earmarked for cities such as Philadelphia.
      iii. Solicitor Gray recommended that the Authority work closely with Rettew’s Rebecca Denlinger to research funding opportunities now, because the Authority may qualify for more than just what the state has recently made available.
         1. Mr. Kelso reported that he worked with Mrs. Delinger in the past at Downingtown and he will meet with her to work out a solution for the Authority.
      iv. The Authority would like to begin construction as early as possible. Mr. Pollart stated that early year bids are usually very good, because the available contractors have not yet filled their plates.
      v. The state is seemingly going with the same criteria as Pennvest which would prevent the Authority from refinancing, so they could not do a bond issue and then apply for the grant. It may be possible to do a bridge loan through a bank while looking for grant funding and do a bond issue afterwards. A letter of no
credit (or no prejudice letter) could also be issued from Pennvest, but this has to be applied for in order to gain a bridge loan. The bridge loan is used to pay the contractor until the Pennvest application is approved and the funds are released. (Program guidelines have not been released yet, but it is suspected that these requirements will be in place.)

vi. The guidelines for the grant funding should be available the first week or so of December. Some Authorities are using the Pennvest application as a guideline and filling out the form in an electronic format so that it can be continually updated as new guideline information becomes available, so that they can be among the first to make submissions for funding.

1. Solicitor Gray recommends meeting with Representatives and Senators to let them know of the Authority’s situation and how the legislators’ constituents will be affected. Mr. Snavely noted that low to moderate income survey results should be available for the area.

c. Water House Property: Solicitor Gray confirmed that the property is taxable, because it is not currently being used by the Authority.

d. Rates: An inquiry was raised on whether the current 18% penalty rate being charged to the customers is illegal. Solicitor Gray indicated that it is not illegal. The budget committee will review the rate at their meeting.

e. Manager Search: Discussions are still on the table with Borough Council for the Authority to have their own manager, but that may change. The Authority will re-evaluate their stance and approach Council in January. Joining efforts with Penn Township; the board may need someone solely dedicated to the Authorities, because the board isn’t sure that the township constituents would want the borough manager managing the joint authority.

f. Borough/Authority Agreement: The Council & Authority committees will meet on September 23rd to further review/revise their agreement; which will be submitted to both the Borough and Authority solicitors after its completion.

g. PMAA: Mr. Fenicle shared that a referendum is coming up on November 4th about an additional $4 million in grants/loans for WWTP upgrades. The Farm Show Business Expo may be a good place to inform the public. He also shared that he learned about various processing options for additional revenue sources, i.e. UV treating water for manufacturing companies.

i. Total Maximum Daily Loads are the next phase of regulations.

IX. New Business

a. Miscellaneous: The board discussed the staff’s use of e-mail under the new open records act. Mr. Kelso will follow up with staff.

b. Cooperative Ventures: New Holland’s sludge processing turtle is coming up for sale. Mount Joy has a process that should require less manpower and funds with a safer work environment. They requested that the Authority look at working with them first before looking to purchase a turtle from New Holland.

i. They also expressed an interest in making a joint venture with the Authority. They currently work with other municipalities for items such as a regional digester and invited the Authority to join those sessions.

c. Sensus Meters: There are some questions as to how the Authority’s meters are returned to L.B. Water and whether or not there was discrepancy in the meter replacements that have been occurring and whether or not L.B. was taking apart the meters to see the real cause of the issue; and if L.B. Water could have seen the issue earlier and saved the Authority a lot of money.

i. Sediment: A sediment type material was discovered as the cause of some of the meter failures. Mr. Pollart is having the sediment tested in order to determine what it is and how to prevent it.

d. Open Sewer Pipe: Mr. Kelso reported that he discovered an open sewer pipe at a low elevation and had brought it to the property owner’s attention. He will follow up to see that the necessary repairs have been made.

X. Old Business:
a. **Flow & Loading Calculations:** Mr. Harley pointed out that Mr. Smith (President of MEI) agreed to make a reduction worth thousands of dollars based on Rettew’s findings for calculating 2007’s flow and loading. The calculations were affected by the amount of septage acceptance, which was removed by the revised calculations. Future calculations will now be determined by using a controlled set of figures to ensure that the Authority isn’t surcharged for accepted septage. Although Mr. Smith stated that he would not reconsider prior years’ calculations, Mr. Harley noted that the $80K bill was harmful to the Authority’s budgeted expenses.

   i. The Authority would like to update the MEI contract by mutual consent to reflect the agreed upon, updated flow and loading calculation methodology.

   ii. Mr. Dragas will try to find the date that DEP had MEI move the sample site as this could also have affected the flow and loading calculation data.

   iii. Mr. Pollart will provide the formula information and the contract will be reviewed and language amendments will be provided by Solicitor Gray.

**XI. Adjournment**

- A Motion was moved by Mr. Fenicle to adjourn at 11:30p.m. The Motion was seconded by Mr. Harley and passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Recording Secretary
I. **Call to Order**

II. **Pledge of Allegiance**  
a. Chairman Snavely convened the meeting at 7:05pm with the Pledge of Allegiance.

III. **Roll Call:** Chairman Douglas Snavely, Vice Chairman Patrick McGeehan, Secretary Marc Phillips, Treasurer Barbara Horst, Assistant Secretary/Treasurer Linford Harley, and Members David Fenicle and new appointee, Council Vice President Douglas Shaub.

Staff  
Office: Authority Administrator William “Bill” Kelso, Recording Secretary/Utility Billing Administrator Candace L. Hoover  
Engineer: Yves Pollart – Rettew Associates

Absent: Operations Staff; Facility Manager Dennis Dragas – Miller Environmental, Inc. (MEI)

IV. **Approval of Minutes of September 18, 2008**  
a. Mr. Harley requested that Section VII-a-I sentence one read, “Rettew is in position to submit the construction portion of the WWTP B&R Upgrade Redesign to DEP in three weeks.”  
b. He also recommended that Section VIII-d read, “An inquiry was raised on whether the current 18% penalty rate being charged to the customers is illegal. Solicitor Gray indicated that it is not illegal. The budget committee will review the rate at their meeting.”  
c. Mr. Harley indicated that Section X-a should read, “Mr. Harley pointed out that Mr. Smith (President of MEI) agreed to make a reduction worth thousands of dollars based on Rettew’s findings for calculating 2007’s flow and loading. The calculations were affected by the amount of septage acceptance, which was removed by the revised calculations. Future calculations will now be determined by using a controlled set of figures to ensure that the Authority isn’t surcharged for accepted septage. Although Mr. Smith stated that he would not reconsider prior years’ calculations, Mr. Harley noted that the $80K bill was harmful to the Authority’s budgeted expenses.”  
d. Mrs. Horst stated that Section VII-b-iii-1 sentence one should read, “Staff will ask the insurance agent what happens (in writing) when you allow an independent third party use your equipment.”  
e. Mr. McGeehan requested that Section VII-a-vii sentence four to read, “Mr. McGeehan stated that the Regional Comprehensive Plan is under discussion now with Rapho, so it is a good time to review the agreement simultaneously.”  
f. Mr. McGeehan also requested that Section IV-d read, “Mr. Harley also requested at Section VI-a-2 sentence 2 be edited to read as follows; ‘MEI is willing to pay for the expansion joints portion as it was exacerbated by truck traffic’.”  
g. Mr. Snavely noted that Section V-a-ii should read, “Mr. McGeehan requested that staff look into the charges listed for the Authority in relation to the postage.”
A Motion was made by Mr. McGeehan to approve the Minutes as amended. The Motion was seconded by Mr. Harley and passed unanimously.

V. Financial Reports

a. Authorization to Pay Vouchers
   i. 1st Vouchers dated 10/01/08: The board approved the $1K item at September’s meeting. The additional $231.11 needs to be approved.
   ii. 2nd Vouchers dated 10/10/08:

A Motion was made by Mr. McGeehan to approve the 10/01/08 vouchers in the amount of $231.11. The Motion was seconded by Mrs. Horst and passed unanimously.

A Motion was made by Mr. McGeehan to approve the 10/10/08 vouchers in the amount of $98,443.64. The Motion was seconded by Mrs. Horst and passed unanimously.

b. Revenue and Expense Report: Interest is lower on the revenue and expense reports due to the decreased balance in the account and the lowered bank rates.
   i. Rapho Township: Rapho will be invoiced for their share of the debt service.
   ii. Balance: The book balance on the investment report should equal the trial balance which is based on the actual cash received. Mrs. Horst said that she will come in and meet with Fiscal Assistant Mitchell to review what method she is using to determine the Authority’s book balance.


d. Borough/Authority Agreement: Mr. Kelso handed out a revised draft version of the agreement which included an updated expense list. (See attached.) Mr. Snavely pointed out that on the contract proposal page, the difference between the 2008 and 2009 columns illustrates the biggest differences. One of the largest differences is the purple line – street department services will be paid for at an hourly rate. The board will review and submit their comments, in the mean time; Council will be given draft copies so that they may do the same.

VI. Visitors: Mayor Randall Kreiser and Council President Bonnie Martin were present.

a. Jeff Gunschelman: According to the account history Mr. Gunschelman’s tenants are using less water than the previous owners. No adjustments were approved.

VII. Reports

a. Engineer’s Report:
   i. Mr. Pollart had a report available regarding Miller Drive (see attached). The Authority would like for MEI to increase the number of flushes as a continued stop-gap solution. They will budget for a permanent solution in their capital budget at a future date.
   ii. WWTP: Mr. Pollart responded to the board’s inquiries regarding the design of the upgrades.
   iii. Approval to submit Part II of WWTP permit to DEP:
A Motion was moved by Mr. Harley to approve the submittal of the second part of the WWTP Upgrade. The Motion was seconded by Mrs. Horst and passed unanimously.

iv. **Moratorium:** The Authority is not under a moratorium. Mr. Pollart explained that planning module exemptions cannot be approved due to the projected organic overloads, but that does not suspend new connections. Both septage and I/I are causing issues so he cannot say for sure if stopping the acceptance of septage would be a total solution.

v. **5-Points:** PA DOT is looking to repair the Fruitville Pike Bridge in 2009 into 2010. The Authority will plan its connections for Rettew’s Catering, the hydrant nearby the catering facility, Elwyn Terrace, and the mobile home park at the south end of Elwyn Terrace. Mr. Shaub reported that Elwyn Terrace has a 2” line that the Township would like to see replaced. Staff will review the Penn Township agreement to see if a line is supposed to be run and the customers are supposed to connect or whether or not the line does not have to be run until the property owners request it.

vi. **Water Hardness:** Mr. Pollart stated that chemical treatment is the most cost effective solution. Mr. Snavely noted that when the Water Treatment Plant was upgraded the members of the Authority decided against a softening system, because the added calcium protects small leaks in the system. Mr. Fenicle indicated that water table heights could affect water hardness. Mr. Pollart concurred, adding that the earth quake of two years ago also affected the water source.

1. Staff will try to pull a map of the areas affected by meter sediment.
2. Discussion was had on whether or not Fluoride should continue to be added to the treated water. Mr. Shaub recommended that the customers be surveyed before making the decision. Mrs. Horst requested that Mr. Pollart do a survey of any other water treatment plants that have or have not continued to add Fluoride to their water.

vii. **Interconnect:** Spring is the estimated start date for making the interconnection with Penn Township. The Interconnect is to take priority over pursuing additional new water sources.

viii. **New Water Source:** The State would look better upon a regional water source. Discussion was had on several well locations.

ix. **Inflow/Infiltration:** The reports are still being compiled by Flow Assessment. Mr. Pollart will see if he can find out the storm drain data first so that the Borough/Authority can make any necessary repairs before getting the details on the home connections.

b. **Operator’s Report:** (See attached.)

i. Mrs. Horst requested that MEI change the Authority Administrator name on their reports.

ii. Mr. Snavely requested that staff follow up and obtain a response as to the date that DEP required MEI to change their sample site.

VIII. **New Business**

a. **Approval to submit Part II of WWTP permit to DEP:** Approved; see Section VII-a-iii.

b. **MEI Draft Letter Handout:** (See attached.) Mr. Shaub believes that Mr. Smith (MEI President) should receive a copy of the letter. Mr. Kelso stated that he and Mr. Fenicle toured the WWTP and the WTP and took photos at the WWTP to document their findings. The purpose of the letter is to get MEI to respond as to how/when they will rectify these noted issues. Mrs. Horst indicated that the Creek be specifically named. Mr. Phillips made a
grammatical correction in the second paragraph, second sentence. He also noted two additional corrections, which Mr. Kelso made note of. Mrs. Horst also pointed out two grammatical errors.

i. Mr. Fenicle did not take photographs at the WTP, but volunteered to go back and take photos. He would like for the Authority to inspect the interior of the plant as well as the exterior.

ii. Mr. Kelso stated that he reviewed the MEI contract and it specifically states that MEI is responsible for the maintenance of the WWTP and the WTP. The tours of the plants illustrated obvious deterioration due to neglect. The Board agreed that MEI should incur the costs of the repairs/maintenance, because the need for these repairs is due to serious neglect. Mr. Kelso would like for MEI to bring the plants up to current DEP/EPA specifications. Mr. Fenicle believes that there are maintenance protocols that are not in place. Had these protocols been in place, these repairs may not have been needed.

iii. Mr. Harley recommends addressing the issue person to person first before sending the letter. Mr. Kelso recommends sending the letter and giving them the opportunity to respond and allow them to rectify the situation.

- A Motion was made by Mr. McGeehan to approve the amended draft letter to be hand delivered to Dennis Dragas and copied via mail to George Smith. The Motion was seconded by Mr. Phillips and passed with a nay vote by Mr. Harley. The Motion carried by a vote of 6-1.

c. FYI – CHAR Report: Discussion was had on how to make constituents aware of the need to vote yes on the ballot. Staff will generate postcards to mail to the property owners.

- A Motion was made by Mrs. Horst to authorize staff to generate postcards to the property owners and have extra copies made to leave at the polling place to encourage them to vote yes on the pending referendum. The Motion was seconded by Mr. Fenicle and passed unanimously.

d. Utility Cuts: Mr. Dragas had two quotes for paving which Mr. Kelso presented on his behalf.

- A Motion was made by Mr. Phillips to approve the bid from Brooklawn Paving to repair the utility cuts at a cost of $6,239.00 pending that the bids require the paving to meet State specifications. The Motion was seconded by Mr. McGeehan and passed unanimously.

e. Additional Staff: Mr. Kelso reported that he believes the Authority should have an additional staff person that will be responsible for overseeing the contracted operators. He has drafted a job description to use for dialog and recommends moving forward with hiring this person after the budget is reviewed – either now or by the beginning of 2009.

i. Mr. Shaub stated that he would be in favor of such a position, if it fits in the Authority’s budget without a rate increase. Mayor Kreiser reminded the Authority that Council has to respond to the rate payers’ needs for stable rates as they are the ones that would be voted out of office.
ii. Mr. Harley would like for Council to hire a person for the Authority and requested that the board have a say in the hiring process.

iii. Mr. Fenicle indicated that the hired person would not be solely responsible for “baby sitting” our contractor. This person should be used to bring the Authority into the future as well. They will assist with bringing together the Borough and Townships.

iv. Mr. Kelso believes the hired person can review daily received septage.

v. The Borough/Authority agreement will have to be amended to include the new employee.

- A Motion was made by Mr. Harley to advise Borough Council to hire a “Water and Wastewater Operations Manager” according to Mr. Kelso’s recommendation to start January 1, 2009 at the Authority’s expense. The Motion was seconded by Mr. Phillips and passed unanimously.

f. Rate Resolutions: Resolution 3-2007 does not clearly state the current rates. The schedule needs to be updated to reflect the current charges and rate districts.

IX. Old Business:

a. RelTek: Correspondence was received from Solicitor Gray (see attached).

- A Motion was made by Mr. Harley to approve payment of $220 ($200 for the past 10 years and $20 for 2009. The Motion was seconded by Mr. Phillips and passed unanimously.

b. PMAA Conference: Mr. Harley, Mr. Fenicle, and Mr. Phillips plan to attend.

X. Adjournment:

- A Motion was moved by Mr. Phillips to adjourn at 10:47pm. The Motion was seconded by Mr. Fenicle and passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Recording Secretary
I. **Call to Order**  
   a. Mr. Snavely convened the meeting at 7:00 PM with the Pledge of Allegiance.

II. **Roll Call:**  
   a. **Board:** Chairman Douglas Snavely, Vice Chairman Pat McGeehan, Secretary Marc Phillips, Treasurer Barb Horst, Assistant Secretary/Treasurer Linford Harley, and Members David Fenicle and Council Vice President Douglas Shaub.  
   b. **Staff:**  
      1. **Office:** Authority Administrator Bill Kelso, Recording Secretary/Utility Billing Administrator Candace L. Hoover, Fiscal Assistant Sandra Mitchell.  
      2. **Engineer:** Yves Pollart – Rettew Associates  
      3. **Operations:** Dennis Dragas – Miller Environmental, Inc. (MEI)

III. **Approval of Minutes:**  
   a. **October 16, 2008:**  
      1. Mrs. Horst requested that VII-a-i-sentence 3 read, “They will budget for a permanent solution in their capital budget at a future date.”  
      2. Mr. Harley noted that the Minutes should reflect Mr. Shaub’s appointment in the roll call.  
      3. Mr. Harley also noted that Mayor Randall Kreiser and Council President Bonnie Martin should be listed under the visitors section.  
      4. Mr. Snavely requested that Section VII-a-vi-sentence 2 read, “Mr. Snavely noted that when the Water Treatment Plant was upgraded the members of the Authority decided against a softening system, because the added calcium protects small leaks in the system.”

        ➢ A Motion was moved by Mr. Harley to approve the Minutes as amended. The Motion was seconded by Mr. McGeehan and passed unanimously.

   a. **Financial Presentation:** Mr. Schlesinger and Mr. Gibbons discussed financing in the new market. Mr. Schlesinger reviewed the current market situation.  
      1. The first page of the packet (see attached) lists variables that affect the Authority’s current financial state. He explained that lending is still available, but funds are harder to get.  
      2. The second page is a breakdown of the Authority’s total debt service. Page three gives a list of a few options available for financing.  
      3. **2009 Budget:** The budget committee decided to pay $50K to $60K towards the Rapho Balloon Note in 2009 to avoid a balloon payment at the end of the 2010 loan term.  
      4. Mr. Schlesinger stated that banks are looking for deposits. He suggested that if the Authority is intending to move their money, they may want to wait until they are
ready to apply for a loan, because the pending deposits would help entice banks to lend to the Authority.

- His current recommendation is that the Authority looks into both a bond and a bank loan.

5. Mr. Gibbons and Mr. Schlesinger recommend getting “seed” money so that the Authority has funds available to begin construction while waiting for other funding sources to come in.

- Mr. Pollart pointed out that with the cost of the plant the Authority may be looking at $1 million a month in bills.
- Secondly the H2O grant funds are not guaranteed to be in a lump sum. The State may want the Authority to spend out the total amount first and then get reimbursed.
- Also, he noted that contractors will want money up front, so waiting on grants/loans may not be an option closer to the beginning of construction.

6. Jamie reviewed the steps involved with getting a new bond/loan. It could take roughly two months to gather and issue the Authority’s data and get responses from banks.

7. Mr. Pollart recommends waiting until after December 8, 2008 before moving forward with going to bid, since all of the permitting has not been received. He also recommended giving Concord about a one month head-start on obtaining funding before advertising the bids.

- Mr. Pollart noted that Pennvest is a financing opportunity to obtain financing.

8. It was decided that some of the financing options and permitting, etc. will be happening simultaneously.

V. Financials:

a. Vouchers:

1. There was discussion on the amount due in the line for Barley Snyder. Mrs. Mitchell reported that in Mr. Stoner’s absence there were a lot of contacts/inquiries made with the Solicitor. Mr. Snavely requested that all solicitor inquiries be filtered through Mr. Kelso.

- A Motion was moved by Mr. Phillips to pay the vouchers in the amount of $147,784.20. The Motion was seconded by Mr. Harley and passed unanimously.

b. Water Revenue & Expense Reports:

1. Mr. Snavely inquired about the agreement with Rapho Township. Mr. McGeehan verified that the Township does not pay the Authority for water capacity.

c. Sewer Revenue & Expense Reports:

1. Mrs. Mitchell confirmed that Rapho Township made their capacity payment in November.

2. Mrs. Mitchell noted that MEI has reimbursed the Authority for paid Wo-Go invoices. (Line 08.395.531)

d. General Revenue & Expense Items:

1. Interest has not been entered over the past few months due to the issues with the Fundware software.
2. Mrs. Horst explained that she took off of work to take part in a conference call to Auditor Jim Koontz with Mrs. Mitchell and former administrator Rob Stoner about how the Authority’s books were recorded and what the options were.

- Mrs. Horst stated that, in the past, the Authority had requested to receive a list of what cash they had on hand and which accounts funds were located in, because while the revenue was in the Authority’s own account, expenses were being cut out of the Borough’s general fund and then reimbursed by the Authority to the Borough on a quarterly basis. The Authority wanted a more frequent transfer in order to better see what cash was actually available. The result of the meeting was to have the software company create two cash accounts even though there was only one bank account.
- Accounting software, when it was purchased and set up, typically has a 13th month so that you can post previous year items and close out your year after all entries are made. For example, if items were received for 2007 in early 2008 the accountant could use the 13th month to post the 2007 items in 2007. Without the 13th month the items would show up in the 2008 year.
- Mrs. Horst explained that the software is not operating as expected and as such is not giving the board accurate figures. Mrs. Mitchell reported that the 13th month issue has been address and is working. She believes that the Authority, now that it has its checks, should have created a situation where the board could see cash on hand and where it is available. Mrs. Mitchell explained that while the 13th month is working, the cash account is not. In order to illustrate items hitting the cash account within the software, a dummy account was created. The objective was to get to the software to recognize two cash accounts from one bank account.
- Mr. Snavely recommended setting up Water and Sewer General Fund in a singular account so that the bank reconciliations can be completed.
- The board agreed to have Mrs. Mitchell go back to April and set the software back to where it was operating properly and then moving forward to reconcile up to the current month.
- Mrs. Mitchell was directed to use the due-to/due-from feature to keep track of the Capital Account.

e. Investment Report:

1. The investment report illustrates the book balance, not the bank balance. The book balance is more like a check book, what the check book says before it is reconciled by the bank statement, which would not have checks and transactions that have not cleared the account.
- Mr. Harley noted that on the investment report it is clear that if the board had not refinanced their bond the board would be below their $1/2 million buffer.
- Mr. Snively noted that if the budget has a surplus, it should be earmarked for the WWTP upgrade.
- Mrs. Horst indicated that the pro stone replacement will be added to the capital item list as needed per the recommendation of Mr. Dragas. Mr. Dragas stated that some of the stone may need to be replaced in 2009.

f. 2009 Budget: (See attached.)
1. The columns for each year are the budgeted figures. Mr. Snavely would like to see the actual expenses for 2007 and 2008 on the budget to compare with each year’s budgeted figures.
2. The Operations Manager position is not included in the budget, because at the time benefits figures were not available.
   • Reimbursement for mileage will be added to the water/sewer expenses until a vehicle can be procured for the new employee.
3. Mr. Harley wanted to know why the capital budget could not have line items like the other revenue and expense reports, separate from the operations budget. Mrs. Mitchell will provide samples of a report for the board to review.
4. Discussion was had on the Borough/Authority contract proposal spreadsheet. Mr. Snavely and Mr. McGeehan concurred that the Authority should not incur costs for the Borough’s street lighting costs. Mrs. Horst stated that if the Authority had a separate office just as any other business in the Borough, they would not have to pay for a lot of the newly listed services. Councilman Phillips and the board reviewed the new shared services. (See attached.)
   • Mr. Phillips suggested that the boards keep the Volunteer Appreciation (Mayor) and the Ordinance Update lines in the agreement figure and remove the “street lighting,” “fire department,” “police department,” “ambulance,” and “emergency management” lines. The Authority agreed that the new figure, after these items are removed, would round to approximately $190K. ($188,443.00/$15,703 a month.) The figures on this form will be adjusted once the amounts for the Operations Manager have been generated.
5. Mrs. Mitchell will adjust the above noted fees and submit a revised budget to the Authority. Any inquiries in the interim will be e-mailed amongst the board for resolution.

VI. Communications:
   a. Mr. Snavely noted that he and Council President Martin spoke and would like to set forth a policy for both boards to bring any issues that may arise to one another’s meetings or to Mr. Kelso.

VII. Resolution 4-2008:
   a. Jessica Seiders of PLGIT had indicated to Mrs. Mitchell that the bank rates are not as good as PLGIT’s. The resolution presented is only to join. The Authority does not actually have to utilize PLGIT, but joining would be a positive capability to have available.

     ➢ A Motion was moved by Mr. Fenicle to approve Resolution 4-2008 to join PLGIT. The Motion was seconded by Mr. Shaub and passed unanimously.

VIII. Engineer’s Report:
   a. Sun Hill Water Tower Dedication: Mr. Pollart has been working with Solicitor Gray to arrange a dedication date. He believes that the dedication may take place in January/February.
1. Councilman Phillips recommended creating a ribbon cutting ceremony. He volunteered to speak with Mrs. Doreen Ober, the Main Street Manager.
2. The weir will be repaired by June of 2010 at the expense of the installer, Caldwell Tanks. (The guarantee is a three year warranty.) Upon these final repairs, Utility Services is to do an inspection and begin their maintenance contract.
3. Mr. Pollart will follow up on whether or not funds were retained for the water tower.
4. **Chart Recorder:** There was a power surge in April of this year that disrupted the chart recorder. It needs to be replaced and is not covered by warranty. Mr. Pollart noted that lightning protection was installed, but not surge protection. The board would like to have quotes obtained that include surge protection. Staff will follow up with the insurance company to see if the recorder is covered.

- A Motion was moved by Mr. Harley to approve the obtainment of a surge protected chart recorder for the Sun Hill Water Tower. The Motion was seconded by Mr. Shaub and passed unanimously.

b. **Fahnestock:** The Authority needs to provide a letter of sufficient capacity for water and then another for sewer. This does not need to be done by resolution; therefore there will not be a resolution 5-2008 this month.

- A Motion was moved by Mr. Fenicle to authorize Mr. Kelso to sign the Fahnestock planning modules. The Motion was seconded by Mr. Shaub and passed unanimously.

c. **Grant Proposal:** Mr. Pollart and Mr. Kelso met with Rettew’s grant writer, Rebecca Denlinger, to move forward with certain grant opportunities. Mrs. Denlinger will work to submit grants on the Authority’s behalf should they choose to authorize her to do so.

1. Rettew would charge a $20K retainer for their services. The Authority would be billed on a time and expense basis, but the figure could be more or less the $20K. (The figure includes any fees associated with all of Rettew’s employees, not just Mrs. Denlinger’s services.)

- A Motion was moved by Mr. Shaub to authorize Rettew to move forward with the obtainment of grants through their services under the $20K retainer. The Motion was seconded by Mr. Fenicle and passed unanimously.

d. **DEP:** Mr. Pollart reported that a meeting was held with DEP in which the Authority was asked to respond to their report within thirty days. Rettew’s Chris Foreman is generating a report with photographs based upon his inspections of the Water Treatment Plant (WTP) and the Wastewater Treatment Plant (WWTP) in order to report back to the Authority and respond to DEP. Mr. Kelso will forward the information he receives from Rettew to the board. Rettew will have a draft letter available next week for Mr. Kelso’s review. The letter must be submitted by December 7, 2008.

1. DEP is recommending taking apart the water filters. Mr. Pollart stated that it was Rettew’s belief that the filters are not the cause of the debris in the clear well, because DEP’s retest of the water beyond the filters did not show any issues. If the Authority
can provide other potential sources of debris in the clear well, they will not require the Authority to take apart the filters.

- The clear well hatch could be a source of debris. A cover could be placed over the hatch as a solution.
- Mr. Smith stated that DEP wants to see additional tests. He stated that DEP wants to see that the plant’s finished water turbidity is always lower than raw water. Mr. Pollart recommended a new turbidity meter.
- MEI will begin using “body feed” on a regular basis in order to address some of DEP’s concerns. This will catch any particles that may pass through the diatomaceous earth (DE). Mr. Dragas stated that he had spoken with the body feed manufacturer and this is what they recommended based on the plant’s biosolids. (The raw water turbidity is so low that this option was not considered in the original design of the WTP.) The operators will have to be careful not to put too much DE in which would bind the body feed.

e. **I/I:** Smoke testing results are still being compiled. The storm water inlet is under review, as it may not actually be from storm water. The final reports are due in December.

f. **Stolen Copper:** The board’s insurance company was informed of the theft. A bill was generated for the estimated water loss. The bill went to the builder (Lancaster Home Builders) and the builder has told the developer (Cedar Hollow Developers) that he will not pay for the invoice. The developer submitted the bill to his insurance and has confirmed that the builder is responsible.

1. Mr. Snavely would like to know what recourse the Authority has available to them. Mrs. Mitchell will try to obtain the liability insurance of the builder and submit the claim directly to them.

IX. **Operations Report:**

a. Mr. Smith reported that he and Mr. Dragas provided a response to the Authority’s correspondence in relation to the items in need of repair at the WTP and WWTP. (See attached.) He noted two deficiencies, which he has authorized Mr. Dragas to repair at MEI’s expense.

1. There are a few road cracks which he would like to hold off on repairing until spring to compensate for the freeze/thaw of the winter.
2. Mr. Smith has also authorized the purchase of a professional cleaning crew. The floors will be stripped and buffed and rebuffed monthly.
3. Interior painting is in progress
4. The replacement valve has been ordered per DEP’s report.
5. Mr. Smith would like to hold off on exterior painting until the spring. The board would like for MEI to hold off on exterior painting until spring as well.
6. Mr. Snavely noted that, according to the MEI response letter, the fluoride powder residue would be cleaned from the floors.
   - MEI has scraped and cleaned the walls and floor.
7. A flat full of alum from the old water plant is still being stored at the WTP. Mr. Fenicle noted that funding could be obtained for the removal.
8. Mr. Dragas shared that DEP would have to approve whether or not the Authority will continue or discontinue the use of fluoride treatments to the water.
Staff will follow up with DEP to determine their position on whether or not the Authority should maintain its use.

The Authority will wait for DEP’s response before moving forward. If DEP would like for it to remain, a system will be researched so that Fluoride can be added from an enclosed container through a pump.

9. The Police Department shooting range on the Authority’s property might be able to take some of the excess dirt from the pile located at the WWTP. Staff and MEI will coordinate the dirt’s removal.

b. Maintenance/Expense Report: November’s charges for utility repairs, etc. may put the year-end figures over by approximately $7K. An update will be provided at December’s meeting which will try to include all figures to keep the payments within the 2008 budget.

c. Wastewater/Water Plant Flows: There have not been soaking rains lately, which can be seen in the wastewater/water plant flows.

X. New Business:

a. Park Hill Booster Station: The project’s materials have been ordered and will be available next week. J.G. Baker will begin the project December 1st and should be completed with it by the 3rd. (The roof will be completely removed and replaced with a manhole access to the valve boxes.)

b. Brooklawn Paving: The contractor was out today beginning the list of repairs.

c. Regional Partners Meeting: An invitation was opened by Mr. Kelso to have the board forward any discussion items to him to give to Penn Township Manager, Dave Kratzer, so that they may be added to the agenda for discussion. The meeting is open to the public and everyone is welcome to attend.

d. Cooperative Partnership Opportunities: Mr. Fenicle shared that Mount Joy would like the Authority to join their regional area meeting with Elizabethtown, Salunga, etc.

e. Draft Account Services Agreement: An updated draft will be provided to the board.

1. The figures in the draft agreement will need to be adjusted when the figures for the Operations Manager have been determined.

f. Additional Visitor: Tom Krall – Severn Trent Services present to observe and learn more about the Authority.

1. Mr. Snavely stated that the board would like to know what their options are when it comes time to renegotiate with MEI in about a year or so.

2. Mr. Krall invited the board to tour any of their facilities, such as the one in Lititz.

g. Operations Manager: Mr. Fenicle stated that he has submitted a résumé for the Operations Manager and requested that he remain secluded from anything pertaining to the position. He asked not to be included on any e-mails involving the new hire.

1. Mr. Kelso will narrow down the résumés to a handful and possibly pre-interview the individuals. When the candidates have been narrowed to about two they will be brought before an interviewing committee of the board for their final interview.

- The committee will consist of Mr. Harley and Mr. Phillips.
- Résumés must be submitted by the 29th of November.

h. ReLTEK: Mr. Harley would like for staff to follow up on the $200.00 payment to be made; and Mr. McGeehan would like to see the updated invoice.
i. **Street Department**: The Borough Street Department will need new garage facilities when the WWTP upgrade begins. They are working on acquiring property to do so.

j. **WWTP Upgrade**: Staff will follow up to see if Council still has funds earmarked to assist with the bridge repair.
   1. **Bridge Repair**: DEP has not approved working in the stream yet.

k. **North Main Street**: $250K is earmarked for 2009. Mr. Pollart stated that PA DOT intends to be done in 2009, but will contact PA DOT to see if the project is still on the table.

l. **South Main Street**: Mr. Fenicle suggested that South Main Street be discussed in January/February, so that the Authority is prepared to work with PA DOT.
   1. Various methods of sewer main repair were discussed.
      - The Board requested to receive an update on both North and South Main Street in their December and January meetings.

m. **Reappointment**: Mr. McGeehan is requesting reappointment to serve on the Authority board by Council.

n. Mr. Harley noted that the board should take a tour of the facilities once every year, or every other year.

o. Mr. Harley requested that staff generate a means of tracking important contracts and expiration dates including indebtedness, bond dates, agreements, letters of credit, etc. Agreements/contracts that do not expire should also be included.

**XI. Old Business:**

a. The rate scheduled being prepared by Solicitor Gray will be reviewed next month with the budget.

**XII. Adjournment:**

➢ A Motion was moved by Mr. Fenicle to adjourn at 10:46p.m. The Motion was seconded by Mrs. Horst and passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Recording Secretary
MANHEIM BOROUGH AUTHORITY
Minutes of December 18, 2008 as approved at the January 15, 2009 meeting

I. Call to Order
   a. Mr. Snavely convened the meeting at 7:00pm with the Pledge of Allegiance.

II. Roll Call:
   a. Board: Chairman Douglas Snavely, Vice Chairman Pat McGeehan, Treasurer Barb Horst, Assistant Secretary/Treasurer Linford Harley, and Member David Fenicle.
   b. Staff:
      2. Engineer: Yves Pollart – Rettew Associates
      3. Operations: Dennis Dragas – Miller Environmental, Inc. (MEI)
   c. Absent: Secretary Marc Phillips, and Council Vice President Doug Shaub.

III. Approval of Minutes:
   a. November 20, 2008:
      1. Mrs. Horst indicated that Section IV-a-4-first bullet read, “His current recommendation is that the Authority looks into both a bond and a bank loan.”
      2. Mr. Snavely and Mr. Harley concurred that Section V-e-1-first bullet should read, “Mr. Harley noted that on the investment report it is clear that if the board had not refinanced their bond the board would be below their $1/2 million buffer.”
      3. Mr. Snavely noted that Section V-e-second bullet should read, “Mr. Snavely noted that if the budget has a surplus, it should be earmarked for the WWTP upgrade.”
      4. Mr. Pollart verified that Section VIII-a-2-sentence one should read, “The weir will be repaired by June of 2010 at the expense of the installer, Caldwell, Tanks.”
   b. Miscellaneous Discussions:
      1. Mr. Kelso shared that Rettew has submitted the Wastewater Treatment Plant construction project for consideration as part of President Elect Obama’s shovel ready stimulus package.
      2. Mrs. Mitchell noted that the investment report now lists accrued interest.
      3. Mr. Pollart noted that a surge protector has been ordered for the Water Tower’s chart recorder. It runs approximately $1,200 and will protect all of the tower’s equipment. It is larger than a household surge protector and handles higher voltage.
      4. Water Treatment Plant Turbidity Meter: Discussion was had on the necessity of having a turbidity meter at the WTP.
         ➢ A Motion was moved by Mr. Harley to purchase a Hach turbidity meter. The Motion was seconded by Mr. McGeehan and passed unanimously.
      5. Stolen Copper: The Cedar Hollow invoice was adjusted and issued to the builder’s insurance for $372.
         ➢ A Motion was moved by Mr. McGeehan to approve the Minutes as amended. The Motion was seconded by Mr. Harley and passed unanimously.
IV. Visitors: No visitors were present.

V. Financials:

a. Vouchers:
   1. Confirmation was received that the line representing Rettew invoice #72139 for $72,909.69 is to be paid from the Inflow/Infiltration budget line.
   2. MEI’s services invoice will be submitted to the board at the January meeting. There will be two voucher lists; one that goes up to the end of 2008, and the other for January of 2009.
   3. The Kay/Lin Associates, Inc. invoice on the vouchers is a separate invoice than for the one listed on the Maintenance Cost Records detail list from MEI.
   4. The American Leak Detection line is to be submitted to the developer with an invoice for MEI’s time. If they do not pay it, it is to be paid for out of the Cedar Hollow escrow account.
      - The board agreed that in the future, escrow accounts be treated equally across the board; keeping a $1,000.00 minimum balance.

   A Motion was moved by Mr. Fenicle to approve the vouchers in the amount of $147,527.18. The Motion was seconded by Mr. Harley and passed unanimously.

b. Water Revenue & Expense Report:
   1. Water revenue is illustrated as coming in under budget.

c. Sewer Revenue & Expense Report:
   1. Sewer revenue is illustrated as coming in under budget.

d. Investments Report:
   1. The net revenue year-to-date on the revenue and expense report and on the investment report is different, because the BR&I does not have a designated line for expenses. Mrs. Mitchell handed out an updated BR&I booking sheet. According to the auditor, the BR&I fund cannot be replenished from the General Fund. Mrs. Horst volunteered to work with Auditor Koontz to balance the book balance.
      - Beginning in 2009 the BR&I account and the capital account will have revenue and expense reports like the water/sewer revenue expense reports, illustrating project line items, etc.
   2. Going forward, Mrs. Horst would like a copy of the bank reconciliations with her monthly packet.

VI. Executive Session:

a. At 8:00pm the Authority adjourned to an executive session to review personnel items.

b. At 8:43p the Authority returned from the executive session.

VII. Financials Continued:

a. Personnel:
   1. Utility Billing Administrator:
A Motion was moved by Mrs. Horst to approve the recommendation of the Authority Administrator to increase the wages of the Utility Billing Administrator for 2009. The Motion was seconded by Mr. Fenicle and passed with opposition by Mr. McGeehan and Mr. Harley. Vote: 3-2.

2. Operations Manager: Mr. Fenicle abstained from the discussion and vote.

A Motion was moved by McGeehan to approve the employment of Mr. David Fenicle as the Operations Manager at the wage recommended by the Authority Administrator. The Motion was seconded by Mr. Harley passed unanimously with abstention of Mr. Fenicle.

- Mr. Fenicle will remain an acting Authority board member until his official hire date.
- The vacancy will be noted to Borough Council. Candidates will be forwarded to Mr. Kelso and Council will appoint one of his recommendations to the board.

b. 2009 Account Services:
1. Page two of the contract lists 180 days for contract termination, because of the time needed to acquire other administrators if the Authority wants to end services with the Borough, and to allow the Borough to budget for lost revenue.
2. The title of the agreement should be “Title to Agreement for Administrative Services for Water and Sewer Facilities.”

A Motion was moved by Mr. McGeehan to adopt the 2009 Account Services agreement with Borough Council with the discussed changes. The Motion was seconded by Mr. Fenicle and passed unanimously.

c. Utility Billing Software:

A Motion was moved by Mrs. Horst to approve purchase of utility billing software from CUSI for $15,295, upon approval of the 2009 budget. The Motion was seconded by Mr. McGeehan and passed unanimously.

d. 2009 Rate Schedule (Resolution 5-2008): Discussion was had on updating the resolution to include; a rate for Mr. Dragas including an additional 15% as well as a rate for lab fees including an additional 15%.
1. Discussion was had on adopting the resolution as presented and revisiting the rates in January.

A Motion was moved by Mr. Fenicle to approve Resolution 5-2008 as presented. The Motion was seconded by Mr. Harley and passed with opposition by Mr. McGeehan. Vote: 4-1.

e. 2009 Budget:
1. The Water Revenue Current line is budgeted conservatively at $750,000.00 due to the slowing of cash received, as the budget line relies on timely payments.
2. Mr. Harley inquired as to whether or not the Authority Administrator will devote less time towards the Authority with the hiring of an Operations Manager. Mr. Kelso believes he will still be devoting 50%/50% between the Authority and the Borough.

3. Discussion was had on the anticipated $600K construction costs bill involved with the Interconnect between the Authority and the Northwest Lancaster County Authority. The board was not aware that the Interconnect would be that expensive.
   - The project’s timing would begin construction in the spring of 2009.
   - Discussion was had on pursuing grant funding together with the NWLCA. Mr. Kelso reported that he is working very closely with Mr. David Kratzer, Penn Township Manager.

4. Mr. Fenicle stated that the Authority should work with the State on North and South Main Street, even if it means that the project has to be temporarily tabled as opposed to taking on the whole project alone.

5. Mr. Kelso shared that regional (cooperative) projects are looked upon more favorably by the State when it comes to funding.

6. Mrs. Mitchell will move the Penn Township Tapping Fee Reimbursement line from the sewer budget to the water budget and submit the updated figures.

7. Discussion was had on the cost/timing of the WWTP construction and the capital reserve fund, as well as the corrected rates for Rapho Township residents.

See Minutes of January 15, 2009 for the rescinding of the following two Motions.

- A Motion was moved by Mr. Harley to approve a 20% base rate increase for the sewer. The Motion was seconded by Mrs. Horst and passed with opposition by Mr. McGeehan. Vote: 4-1.

- A Motion was moved by Mrs. Horst to adopt Resolution 5-2008 with the revisions of the 20% sewer base rate increase. The Motion was seconded by Mr. Harley and passed with opposition by Mr. McGeehan. Vote: 4-1.

VIII. Reports
a. Engineer’s Report:
   1. Rettew Lane Bridge: The bridge repair permit has been received from DEP.
   2. Funding Opportunities:
      - The WWTP and the NCWLA Interconnect were submitted as shovel ready projects for President Elect Obama’s Stimulus Package.
      - CFA application for H2O PA is due by February 13, 2009.
   3. White Oak: The Water Quality Manager spoke with Mr. Pollart. The Authority must be in compliance by 2012, regardless of opportunities pursued. Details on the project are not yet available.
   4. WWTP Permits: Mr. Pollart stated that the board could accept bids in March and award at their April or May meeting. If the board aims to award in May, the process may align with when CFA meets to see where the board is with grants.
      - If CFA gives a 50% match the other 50% could be obtained through Pennvest.
5. **Miller Drive**: A resident reported that his pump shuts down whenever the lines in the area are flushed. The matter will be tabled until January as flushing cannot continue in the winter.

6. **Corrective Action Plan**: DEP approved the submitted corrective action plan. Part of Chapter 94 plan is that the Authority must submit an update on how the Authority is proceeding. Mr. Pollart noted the need for an additional sampler. MEI has an additional sampler; however, the Authority will have to pay for additional testing. Mr. Pollart is aware of an Authority that is getting nitrogen credits for accepting septage. He is working with DEP and Solicitor Gray to update the Authority’s permits to be allowed to do the same.

7. **Main Street Project**: PA DOT will be completing all of the work for North Main Street. Plans were submitted to PA DOT by Rettew, which included a reimbursement fee for them doing the work. (PA DOT does the bidding and the work.) Rettew will be privy to look at the pricing, but could decline to have the work done. The Authority has written into the contract to provide a hydrant for North Main.

b. **Operations**:

1. **Park Hill Booster Station**: The booster station has been removed, but it needs to be seeded this spring. The adjoining resident is very please with the project results, and has reported improved water pressure.

2. **Monthly maintenance Agreement**: The total cost will exceed the estimation, because paving repairs came in at over $8K. Two leaks were repaired this month which should total over $13K, so the line will be over budget by the end of December.
   - Mr. Dragas reviewed the details of the two leaks that were found and repaired.

3. **WWTP Lab**: Some of the lab’s floor tiles are losing their stickiness and are coming up off of the floor. Their corners are starting to break. Mr. Dragas would like to get pricing on replacing the floor.

4. **Miller Drive**: The line has been systematically flushed every other week; but MEI cannot continue to do that throughout the winter, because it will increase the risk of leaks. The schedule will be reduced to once a month, pending the weather. Mr. Kline’s filtration unit should prevent the need for repetitive flushing.

5. **WTP/WWTP**: MEI is moving forward with the repairs the Authority brought to their attention. Monies have been set aside for paving.
   - Painting is underway at the WTP.
   - The valve has arrived and will be installed sometime next week.
   - Insulation is being installed along with other repairs.

6. **Water Break**: Mr. Dragas explained that Sauder Excavating did the excavation, because J.G. Baker did not have equipment available. Mr. (Andy) Baker did the actual repairs in the ditch. Normally, MEI will use one contractor for a repair, but this particular break did not work out that way.

7. **Erh**: The Roto-mat Tank is cleaned out on an as-needed basis.
   - Mr. Fenicle believes that the tank cleaning would not be an issue if the plant did not receive septage. The invoice should be shared based upon the share of the profit, not just a flat Authority cost. Mr. Dragas will present the proposal to MEI.

c. **Manager’s Report**:

1. No additional items were discussed.
IX. New Business
   a. PMAA: Suggestions for the annually conference are to be submitted by January 26, 2009.
   b. Inflow/Infiltration & Water Inspection Repairs: Staff has received several requests for extensions on the repairs. The board has authorized extensions no further than March 31, 2009.

X. Old Business
   a. PMAA Conference: Staff will provide the next annual conference date.

XI. Adjournment

➢ A Motion was moved by Mr. McGeehan to adjourn at 11:01pm. The Motion was seconded by Mrs. Horst and passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Recording Secretary