

## MANHEIM BOROUGH AUTHORITY

January 21, 2010

### I. Call to Order

Mr. Snively convened the meeting with the Pledge of Allegiance at 7:05 P.M.

### II. Roll Call

Chairman Douglas Snively, Vice Chairman Marc Phillips, Secretary Lin Harley, Treasurer Barb Horst, Assistant Treasurer/Secretary Councilman Doug Shaub, and Members John Roads and Wade Baker.

### III. Staff

Office Staff: Authority Administrator Matthew E. Parido, Operations Manager David L. Fenicle, Recording Secretary/Utility Billing Administrator Candace L. Hoover

Engineering: Yves Pollart and Ryan Mastowski - Rettew Associates

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

### IV. Election of Officers

- Ø Mr. Snively entertained a Motion to open the floor for nominations for the election of officers; moved by Mr. Phillips, seconded by Mrs. Horst. Motion passed unanimously.

#### Chair

- Ø Mr. Shaub made a Motion to nominate Mr. Snively to the office of Chair, seconded by Mr. Roads. Motion passed unanimously.

#### Vice Chair

- Ø Mr. Harley made a Motion to nominate Mr. Phillips to the office of Vice Chair, seconded by Mr. Shaub. Motion passed unanimously.

#### Secretary

- Ø Mr. Phillips made a Motion to nominate Mr. Harley to the office of Secretary, seconded by Mr. Baker. Motion passed unanimously.

#### Treasurer

- Ø Mr. Harley made a Motion to nominate Mrs. Horst to the office of Treasurer, seconded by Mr. Phillips. Motion passed unanimously.

#### Assistant Secretary/Treasurer

- Ø Mr. Shaub made a Motion to nominate Mr. Baker to the office of Assistant Secretary/Treasurer, seconded by Mrs. Horst. Motion passed unanimously.

- Ø Mr. Phillips made a Motion to close nominations and elect the slate of officers, seconded by Mr. Shaub. Motion passed unanimously.

#### Solicitor

- Ø Mr. Snively entertained a Motion to appoint and Kathleen A. Gray of Barley Snyder as the Authority Solicitor, moved by Mr. Roads, seconded by Mr. Baker. Motion passed unanimously.

#### Engineer

- Ø Mr. Snively entertained a Motion to appoint Yves Pollart of Rettew Associates as the Authority Engineer, with no rate increases to take affect for the 2010 year, moved by Mr. Shaub, seconded by Mr. Harley. Motion passed unanimously.

#### Bank

- Ø Mr. Snively entertained a Motion to appoint Susquehanna Bank as the Authority's banking institution, moved by Mr. Roads, seconded by Mr. Baker. Motion passed unanimously.

## V. Approval of Minutes

### A. December 17, 2009

1. Mr. Snavelly and Mr. Fenicle concurred that the first sentence under the fourth bullet of the section titled, "Engineer's Report" should read, "Discussion was held on the amount being spent on flow monitoring and whether or not there would be funds to make any corrections to deficiencies that are found."
2. Mr. Snavelly requested that the first sentence under the sub-section titled "Camera Equipment" under the section titled "Operations Manager's Report" read, "Mr. Fenicle reported on the information that he found while researching various types of camera trucks."
3. Mr. Snavelly also noted that the section titled "PA Warn" under the section titled, "Operations Manager's Report" should actually be titled "PA Warn."
4. Mr. Harley and Mr. Fenicle agreed that the Motion for PA Warn should be clarified by being written as follows; "Mr. Snavelly entertained a Motion to notify PA Warn that the board would remain members should PA Warn decide to charge a nominal fee for membership."
5. Mr. Snavelly and Mrs. Horst agreed that the sub-section titled "Draft Lease Agreement" under the section titled, "Administrator's Report" should read, "Public Works Building Draft Lease Agreement."

Ø Mr. Snavelly entertained a Motion to approve the Minutes as amended, moved by Mr. Roads, seconded by Mr. Baker. Motion passed unanimously.

## VI. Visitors

A. Rhonda Morales - 230 West Colebrook Street Penalty Waiver Request: Ms. Morales had to work this evening and could not attend. The board reviewed her account history.

Ø Mr. Snavelly entertained a Motion to approve the penalty waiver request in the amount of \$53.99, moved by Mr. Roads \$53.99, seconded by Mr. Shaub. Motion passed unanimously.

B. Mayor Eric B. Phillips: Mayor Phillips made a presentation on behalf of Mr. Jack Bubernack of Jack's Games (115 Railroad Avenue). The board will address their position with Mr. Bubernack in writing. The board will also initiate a standard operating procedure to notify residents, in writing, when the residents have undergone a mid-quarter meter change out that affects how their quarterly statement will appear.

## VII. Reports:

### A. Engineers Report - Updates and Inquiries

1. Wastewater Treatment Plant (WWTP) Upgrade: Mr. Pollart reported that the construction is progressing well. The biosolids building is essentially completed, and the excavation for the oxidation ditch is completed. The contractor has reported that the new sludge building will be ready to receive sludge by February.
2. Change Order: Mr. Pollart reported that an additional structure was encountered during the excavation and its removal cost \$36,516.00. To date, approximately \$100,000 of the \$750,000.00 contingency funds have been spent.
3. WWTP Upgrade Draw Request #10: Rettew recommends payment of draw request number 10 in the amount of \$338,984.16. The draw includes \$315,817.00 to Wickersham Construction, \$4,140.00 to Gettle Electric, and \$19,027.16 to Rettew Associates.

Ø Mr. Snavelly entertained a Motion to approve draw request number 10 as presented in the amount of \$338,984.16, moved by Mr. Shaub, seconded by Mr. Roads. Motion passed unanimously.

4. Water Meter Replacement Project: Rettew recommends payment of draw request number 3 for the water meters in the amount of \$94,918.50 to Delta Engineering.

Ø Mr. Snavelly entertained a Motion to approve draw request number 3 as presented in the amount of \$94,918.50, moved by Mrs. Horst, seconded by Mr. Roads. Motion passed unanimously.

5. Additional Sampling at the WWTP: Random sampling results have illustrated that MEI's sampling

techniques are sound. The plant's biochemical oxygen demand is less than 100, which indicates the presence of Inflow & Infiltration (I&I) in the system. Rettew has taken samples throughout the system in order to isolate the sources of I&I. Sample results are pending.

6. I&I Flow Monitoring: Mr. Pollart reported that seven flow monitoring meters have been placed throughout the service area, and are being inspected and read on a weekly basis.
7. Engineering Appointment: Mr. Pollart thanked the board for re-appointing Rettew Associates as the board's engineering firm.

**B. Operator's Report**

1. Reimbursements: Mr. Dragas reported that Miller Environmental Inc. has submitted a reimbursement check to the Authority in the amount of \$4,233.31 for overpayment of the 2009 Maintenance Agreement. He also anticipates a check being cut to the Authority for 2009's flow and loading.
2. WWTP Repairs: Mr. Dragas indicated that the PS-1 pump has been received and repairs will be scheduled.

**C. Operations Manager's Report**

1. New Water Meter Insurance: Mr. Fenicle reported that the bank has notified him that they will release the board from their obligation to insure the new meters once the meters have all been installed.

**D. Administrator's Report**

1. CFA Grant: Mr. Parido reported that the draw down request forms are in place and ready to be submitted for reimbursement of funds spent toward the WWTP Upgrade. Sixty percent of each invoice can be submitted for reimbursement.

**VIII. Financials**

**A. Authorization to Pay Vouchers**

- Ø Mr. Snavely entertained a Motion to approve the 2009 vouchers in the amount of \$12,203.06, moved by Mr. Shaub, seconded by Mr. Roads. Motion passed unanimously.
  
- Ø Mr. Snavely entertained a Motion to approve the 2010 vouchers in the amount of \$94,014.21 moved by Mr. Shaub, seconded by Mr. Roads. Motion passed unanimously.

**IX. Old Business**

No items were presented.

**X. New Business**

No items were presented.

**XI. Adjournment**

- Ø Mr. Snavely entertained a Motion to adjourn at 8:25 P.M., moved by Mr. Phillips, seconded by Mr. Roads. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover  
Recording Secretary

## MANHEIM BOROUGH AUTHORITY

February 18, 2010 *as amended and approved at the March 25, 2010 meeting*

### I. Call to Order

Mr. Phillips convened the meeting at 7:00 P.M.

### II. Roll Call

Vice Chairman Marc Phillips, Secretary Lin Harley, Treasurer Barb Horst, and Member John Roads.

**Absent:** Chairman Douglas Snavelly, Assistant Secretary/Treasurer Wade Baker, Member Councilman Douglas Shaub, and Authority Administrator Matthew E. Parido.

### Staff

Office Staff: Operations Manager David L. Fenicle, Recording Secretary/Utility Billing Administrator Candace L. Hoover

Engineering: Yves Pollart and Ryan Mastowski – Rettew Associates

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

### III. Approval of Minutes

A. January 21, 2010

Ø Mr. Phillips entertained a Motion to approve the Minutes as presented, moved by Mr. Harley, seconded by Mr. Roads. Motion passed unanimously.

### IV. Visitors

A. Mr. Jacob Harnish of 92 Miller Drive

1. Mr. Harnish was present to discuss the water quality on Miller Drive. Mr. Harnish stated that since the Authority began flushing the hydrants more frequently, he has been getting sediment in his filters and has issues with his pump. Mr. Harnish is near the end of the service line and had spoken with Mr. Snavelly about the possible cost of looping the service lines in the area. He would like for the board to pursue additional quotes on possible solutions as people looking for work may provide for greater cost efficiency.
2. Mr. Fenicle reviewed some of the history and solutions the Authority researched for Mr. Harnish.
3. Mrs. Horst inquired as to whether or not Mr. Harnish had participated in the survey that was administered by the Authority when researching solutions for Mr. Kline (of 32 Miller Drive) a few years back. Mr. Harnish stated that he hadn't had any issues until the increase in hydrant flushes.
4. Mr. Fenicle stated that he and Mr. Dragas have been continuing to look at possible solutions for the Miller Drive service area, more specifically on a product provided by 3M. The sequestering agent that is going to be added to the system may rectify the sediment issue Mr. Harnish is having; however, it may take 6 to 9 months for the agent to work well enough to make a determination.
5. Staff will work to keep Mr. Harnish apprised of the Miller Drive project progress.

## V. Reports

### A. Engineer's Report – Updates & Inquiries

1. Water Meter Replacement Project: Staff is awaiting the arrival of the final installment of metering equipment.
2. Payment Request Requisitions:
  - i. Wickersham Construction in the amount of \$1,253,503.00
  - ii. Gettle Electric in the amount of \$15,750.00.
  - iii. Rettew recommends payment.

#### Change Orders

- iv. 4 essential pumps for the amount of \$53,104.00. (3 are being purchased and 4 are being installed.)
  - v. New roof change order for the digester building in the amount of \$18,985.00
  - vi. \$5,000 credit for not having to take down an additional building. (Rettew reviewed and agrees with the suggested credit amount.)
- Ø Mr. Phillips entertained a Motion to approve the presented change orders for the Wastewater Treatment Plant, moved by Mr. Roads, seconded by Mrs. Horst. Motion passed unanimously.
3. Water Meter Installations: Mr. Fenicle explained some of the intricacies that had to be worked through with the installations.
  4. Draw Request #11: \$15,750.00 to Gettle Electric, \$32,984.69 to Rettew Associates, and \$57,500.00 to Susquehanna Bank.
- Ø Mr. Phillips entertained a Motion to approve Draw Request #11 in the amount of \$1,359,737.69, moved by Mr. Harley, seconded by Mr. Roads. Motion passed unanimously.
5. Draw #4: National Metering Services has submitted an invoice in the amount of \$58,735.80. Rettew recommends payment.
- Ø Mr. Philips entertained a Motion to approve Draw Request #4 in the amount of \$58,735.80, moved by Mr. Harley, seconded by Mr. Roads. Motion passed unanimously.

### B. Operator's Report

1. Job Trailer Purchase: Mr. Dragas petitioned the Authority to purchase an enclosed trailer for all of the job site equipment needed for repairs. Having all of the items together would help cut repair response time. Mr. Fenicle verified that it takes crews approximately an hour to load the equipment for a job and the same to unload. He indicated that all of the quotes were similar and preferred the Keystone Trailer quote. Mr. Roads shared some of his trailer knowledge and requested that research be done on used trailers.
  - i. The board agreed to have staff do additional research and present the data for approval in March.

### C. Operations Manager's Report

1. Sea Quest: Equipment installations are almost complete.
  2. CCTV: Mr. Fenicle reviewed the difference between his two truck picks. Mr. Fenicle believes that the more expensive truck is actually a better dollar for dollar buy. It has more equipment and less mileage on it. Additional tractors cost approximately \$19K. It is the equivalent of purchasing the truck with two tractors. The more expensive truck comes with a wash station and other nice features, but it does not mean that the crews could not live with the less expensive unit. The more expensive truck can be put on a 3 year lease with a \$1 buyout. The less expensive truck would have to be purchased outright.
    - i. DEP will be requiring TV-ing the entire system which would cost \$135K.
    - ii. Mr. Roads stated that if the Authority takes the three year lease option it would save the board \$13K for this year and they could budget to pay the remainder in one or two more years. The Authority's crews could use the truck as a revenue source by providing line camera-ing to other municipalities.
- Ø Mr. Phillips entertained a Motion to approve entering into a 3-year leasing agreement with Golden Equipment for \$19,114,14 per year with no penalty buyout if the board so chooses, upon inspection and approval by Mr. Fenicle, moved by Mr. Roads, seconded by Mr. Harley. Motion passed unanimously.
3. Rel-Tek: Mr. Fenicle reviewed the invoice.
- Ø Mr. Phillips entertained a Motion to authorize payment of \$20 per year in accordance with their original agreement and no additional fees upon receipt of an invoice, moved by Mr. Harley, seconded by Mr. Roads. Motion passed unanimously.

### VI. **Vouchers**

- Ø Mr. Phillips entertained a Motion to approve the vouchers in the amount of \$167,361.05 and an additional \$8K to Kocman Insurance for the general liability insurance for a total of \$175,361.05, moved by Mr. Harley, seconded by Mr. Roads. Motion passed unanimously.

### VII. **Old Business**

- A. PMAA: Mr. Roads recommended that Mr. Baker attend the conference.

### VIII. **New Business**

- A. Mr. Roads commended the plowing crew for their efforts through the storms.

### IX. **Adjournment**

- Ø Mr. Phillips entertained a Motion to adjourn at 8:30P.M., moved by Mr. Harley, seconded by Mrs. Horst. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover, Recording Secretary

## MANHEIM BOROUGH AUTHORITY

March 25, 2010

### I. Call to Order

Mr. Snavelly convened the meeting at 7:00 P.M.

### II. Roll Call

Chairman Doug Snavelly, Secretary Lin Harley, Treasurer Barb Horst, Assistant Treas. /Sec. Wade Baker, and Member John Roads.

### Absent

Vice Chairman Marc Phillips and member Councilman Doug Shaub

### Staff

Office Staff: Authority Administrator Matthew E. Parido, Operations Manager David L. Fenicle, Recording Secretary/Utility Billing Administrator Candace L. Hoover

Engineering: Chris Foreman and Ryan Mastowski - Rettew Associates

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

### III. Approval of Minutes

February 18, 2010

- a. Mr. Snavelly noted that on page 2, Section V-A-5's Motion should read, "Mr. Phillips entertained a Motion to approve Draw Request #4 in the amount of \$58,735.80, moved by Mr. Harley, seconded by Mr. Roads. Motion passed unanimously."
  - b. Mr. Fenicle and Mr. Foreman concurred that Section V-A-2, i through vi should not all be listed as change orders. i through iii should be listed as "Payment Request Requisitions" and iv through vi should be listed as "Change Orders".
  - c. Mr. Snavelly noted that Section V-C-2-ii's Motion read, "Mr. Phillips entertained a Motion to approve entering into a 3-year leasing agreement with Golden Equipment for \$19,114.14 per year with no penalty buyout if the board so chooses, upon inspection and approval by Mr. Fenicle, moved by Mr. Roads, seconded by Mr. Harley. Motion passed unanimously."
- Ø Mr. Snavelly entertained a Motion to approve the Minutes as amended, moved by Mr. Roads, seconded by Mr. Harley. Motion passed unanimously.

### IV. Visitors

Dwight Brubaker (315 South Cherry Street), Bernard Dunham and Patricia Funk (Delta Engineering), John Bubernack (115 Railroad Avenue)

- a. Mr. Brubaker - 315 South Cherry Street: Minimum Charges Dispute
  1. Mr. Brubaker purchased the property as a remodeling project. The water was and has been off, and the property has been without a meter.
  2. Mr. Fenicle explained the minimum charges due, the charges on the account, and the options available to Mr. Brubaker as far as paying quarterly charges or relinquishing the service tap.
  3. Mr. Brubaker requested a waiver of penalties if he were to bring in payment immediately. Mr. Parido indicated that the balance would be \$427.98 without penalties.
  4. Discussion was had by the board, and they agreed to waive the penalties if payment is received by April 1<sup>st</sup>. Mr. Fenicle added that the office will schedule to have a meter installed upon payment.
- b. Bernard Dunham - Delta Engineering: Meter Server
  1. Mr. Dunham presented a request to the board to receive payment for the meter software server detailing the history of conversations he had with office and engineering staff. He agreed that staff was asked if the office had a server with SQL, but that the type of SQL software was not inquired upon. He would like for the board to review his documentation and provide a response at a later time.
  2. Mr. Foreman reviewed Rettew's February 11, 2010 letter which highlighted the specifications that required a "turnkey" system. Mr. Harley indicated that Delta Engineering provided the specifications to the Authority and that the assumption was made by Delta that the existing SQL would be adequate.



3. Mr. Fenicle inquired about the computer that was purchased in the contract, because it was removed upon the installation of the server.
  4. Mr. Dunham stated that the existing server is capable of handling the full SQL version and the metering software.
  5. The board feels that it was the oversight of Delta Engineering not to inquire about the nature of the existing software. Staff was directed to negotiate with Mr. Dunham.
- c. Mr. John Bubernack - 115 Railroad Avenue
1. Mr. Bubernack contests that his December billing was wrong. He believes that the 29K from the old meter was registered within a 2 week period.
  2. Mr. Bubernack is offering to pay ½ of the total outstanding bill without penalties.
  3. The board agreed that due to the engagement of attorneys, Mr. Parido will have to work with the attorneys in order to provide Mr. Bubernack with a response.

## V. Reports

- a. Engineer's Report
1. Sweetbriar Creek: The developers have to update their agreements in order to move forward with any new phases, because the original agreements have expired.
  2. Water Meter Replacements – Contracts 1 & 2: All meters have been received. Rettew is recommending approval of Contract #1 in the amount of \$136,512.00 to Delta Engineering Sales. Rettew is also recommending approval of Contract #2 in the amount of \$38,770.20 to National Meeting Service Inc., and the release of 5% of the retainage in the amount of \$31, 509.06 to Delta Engineering Sales.
- Ø Mr. Snavelly entertained a Motion to approve the draws as presented, moved by Mrs. Horst seconded by Mr. Shaub. Motion passed unanimously.
3. Wastewater Treatment Plant – Payment Application #12: Rettew recommends approval of Payment Application #12.
- Ø Mr. Snavelly entertained a Motion to approve Payment Application #12 to Wickersham Construction in the amount of \$513,001.00, Gettle in the amount of \$9,000.00, and Rettew Associates in the amount of \$32,977.23, moved by Mrs. Horst, seconded by Mr. Harley.
4. Rettew recommends payment of Change Order W4 for the relocation of existing water line and demolition of existing duct bank, Change Order W5 for additional compensation for prevailing wage required by the Commonwealth and backed by Labor and Industry for the testing of the concrete and the soils, and Change Order G1 for the relocation of conduit.
    - i. Discussion was had on approaching L&I about grandfathering projects that have already been bid when there is a change of prevailing wage. Staff was directed to coordinate the generation of a letter to be submitted by those these changes would affect.
- Ø Mr. Snavelly entertained a Motion to approve Change Order W4 in the amount of \$11,149.00, Change Order W5 in the amount of \$3,276.00, and Change Order G1 in the amount of \$4,355.00, moved by Mrs. Horst, seconded by Mr. Harley. Motion passed unanimously.
5. Wastewater Treatment Plant Upgrade: The project appears to be on schedule for completion in February of 2011.
  6. Sun Hill: Discussion was had on the newspaper article provided this evening. (See attached.)
- b. Operator's Report
1. Flow & Loading test results are now in and will be sent to the board.
- c. Operations Mangers Report
1. Rel-Tek: The Solicitor recommends payment.
- Ø Mr. Snavelly entertained a Motion to pay Rel-Tek according to the Solicitor's recommendation, moved by Mr. Roads, seconded by Mr. Shaub. Mr. Harley stated that a new agreement should be negotiated

and until such time the old agreement should be honored at \$20.00 per year. Motion passed by a vote of 5 - 1.

2. CCTV Truck: Bid #1 was cancelled and a second bid was held. Bid #2's lowest bidder had the highest point value (see attached). Mr. Fenicle recommends the purchase of the 2002 GMC truck from Golden Equipment with the 3-year lease payment option for a total of \$53,000.00.

- i. The board agreed to add a cost for providing use of the CCTV truck, by Authority staff, for other municipalities to the rate schedule.

Ø Mr. Snavely entertained a Motion to rescind last month's bid approval due to the bid cancellation, moved by Mr. Roads, seconded by Mr. Baker. Motion passed unanimously.

Ø Mr. Snavely entertained a Motion to authorize the purchase of the 2002 GMC truck from Golden Equipment with the 3-year lease payment option for a total of \$53,000.00, moved by Mr. Roads, seconded by Mr. Baker.

3. Trailer:

Ø Mr. Snavely entertained a Motion to approve the purchase of a trailer from the MEI Maintenance Budget, moved by Mr. Roads, seconded by Mr. Harley. Motion passed unanimously.

4. DEP Phone Call Notification Requirements: The customer response has been impressive.

- d. Administrator's Report

1. No additional updates.

## VI. Financials

- a. Authorization to Pay Vouchers

Ø Mr. Snavely entertained a Motion to pay the vouchers in the amount of \$336,670.20, moved by Mr. Shaub, seconded by Mr. Roads. Motion passed unanimously.

- b. Financial Report Inquiries

Ø Mr. Snavely requested that the WWTP draw down report illustrate the amount left in the Fund 31 account for draws. It was recommended that the report show both loans and the grant, and remain a 1 page report.

- c. Billing & Newsletter Postage for 2010

Ø Mr. Snavely entertained a Motion to approve payment of postage for billing and newsletter postage for 2010, moved by Mr. Shaub, seconded by Mr. Roads. Motion passed unanimously.

## VII. New Business

- a. Lease for Public Works Facility: Mr. Parido reviewed the draft lease agreement. He would like for the Appendix A to be drawn to scale and attached.

- b. Cooperative Ventures: Mr. Shaub indicated that the news reported on a water problem in Penn Township. He recommended attending their public meeting to offer to provide services to the customers that may need it. Mr. Parido recommended that Rettew be authorized to see how many customers the Authority could assist.

## VIII. Old Business

- a. None presented.

## IX. Adjournment

Ø Mr. Snavely entertained a Motion to adjourn at 9:38 P.M., moved by Mr. Shaub, seconded by Mr. Roads. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover, Recording Secretary

## MANHEIM BOROUGH AUTHORITY

April 15, 2010

### I. Call to Order

Mr. Snavelly convened the meeting at 6:59 p.m. with the pledge of allegiance.

### II. Roll Call

Chairman Douglas Snavelly, Vice Chairman Marc Phillips, Treasurer Barb Horst, Assistant Treas. /Sec. Wade Baker, and Member John Roads.

### Absent

Secretary Lin Harley and Member Councilman Doug Shaub

### Staff

Office Staff: Authority Administrator Matthew E. Parido, Operations Manager David L. Fenicle, Recording Secretary/Utility Billing Administrator Candace L. Hoover

Engineering: Yves Pollart and Ryan Mastowski - Rettew Associates

Operations: Facility Manager Dennis Dragas and President George Smith - Miller Environmental, Inc.

### III. Approval of Minutes

#### A. March 25, 2010

- Ø Mr. Snavelly entertained a Motion to approve the Minutes as presented, moved by Mr. Phillips, seconded by Mr. Roads. Motion passed unanimously.

### IV. Visitors

#### A. David Dorman of 331 Dover Street

1. Mr. Dorman was present to discuss a waiver of penalties on his account. He would like to pay \$154 and have the \$194 in penalties waived to bring his account current. He has had unsteady employment.
2. The board will review the account's details and provide a response to Mr. Dorman. Mr. Roads would consider holding penalties from this point out for Mr. Dorman.

### V. Reports

#### A. Engineer's Report

1. Water Meter Purchase: The total cost of the water meter server was \$3,450. Rettew recommends payment of the \$99,291.06 including retainage to Delta Engineering Services. Mr. Pollart stated that the payment is for the equipment and is covered by warranty and bonds.
  - Ø Mr. Snavelly entertained a Motion to approve payment to Delta Engineering as recommended, moved by Mr. Roads, seconded by Mr. Phillips. Motion passed unanimously.
2. Water Meter Installations: Rettew recommends payment of \$103,778.10 to National Metering Services, Inc. for meters installed thus far.
  - Ø Mr. Snavelly entertained a Motion to approve payment to National Metering as recommended, moved by Mr. Roads, seconded by Mr. Baker. Motion passed unanimously.
3. WWTP: Rettew recommends payment of Draw #13 in the amount of \$862,288.00 to Wickersham Construction, \$5,539.50 to Gettle Electric, and of \$37,934.77 to Rettew Associates.
  - Ø Mr. Snavelly entertained a Motion to approve payment of Draw #13 in the amount of \$905,762.27, moved by Mr. Roads, seconded by Mrs. Horst. Motion passed unanimously.
4. WWTP Upgrade Status Update: The project is approximately one month behind schedule, but the contractors are working extra during the good weather and should be back on track soon.
5. Sun Hill Water Tower: The tank manufacturer has been contacted to inspect the tower, because there is another issue with the altitude valve.
6. Customer Conservation: Mrs. Horst inquired as to whether or not there is a potential to cut operational costs if all of the customers begin to conserve water due to the increased accuracy of the new water meters. Mr. Pollart does not believe that the impact would be significant.

B. Operator's Report

1. See attached.

C. Operations Manager's Report

1. Flow Monitoring: Flow Assessment discovered a high flow during a rain period. It is under investigation. The final numbers have been received by Rettew today and will be reviewed and reported on next month.
2. Northwest Lancaster County Authority: The Township and Authority are going to work together to update existing agreements and possibly generate an additional agreement for sewer service in the Sun Hill area. Mr. Pollart, Mr. Parido, and Mr. Fenicle agreed that the meeting seemed to support regionalization.
3. Fire Hydrants: Community service workers are refinishing the town's hydrants.
4. SeaQuest: Customers are noticing the softening of the water.
5. Sludge Processing: The project is moving forward.

D. Administrator's Report

1. Public Works Building Lease: Mr. Parido would like to provide the lease to the Solicitor for comments. He will need the board's comments in order to submit that to her.
  - i. The building's bids are expected at the end of this month.

VI. **Financials**

A. Authorization to Pay Vouchers

- Ø Mr. Snavely entertained a Motion to approve the vouchers in the amount of \$151,338.83, moved by Mrs. Horst, seconded by Mr. Roads. Motion passed unanimously.

B. Financial Report Inquiries

1. Financial reports will be provided at the May meeting.

VII. **New Business**

- A. No items were presented.

VIII. **Old Business**

- A. John Bubernack - 115 Railroad Avenue: The board reviewed their email discussions on whether or not to accept Mr. Bubernack's offer from last month. Typically the board has waived the penalties on the account and offered the customers payment plans.
1. The board concurred that they are willing to waive the account's penalties in full, provided that Mr. Bubernack pays the account in full by a staff specified date. Should he fail to do so, all of the penalties will apply.
- B. Account Disputes: The board would like for staff to handle account disputes and save appeals for the board.

IX. **Adjournment**

- Ø Mr. Snavely entertained a Motion to adjourn the meeting at 8:02p.m., moved by Mr. Phillips, seconded by Mr. Roads. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover  
Recording Secretary

**MANHEIM BOROUGH AUTHORITY**

May 20, 2010

**I. Call to Order/Pledge of Allegiance**

**II. Roll Call:** Chairman Douglas Snavelly, Treasurer Barb Horst, Assistant Secretary/Treasurer Wade Baker, and Members Councilman Douglas Shaub and John Roads.

**Absent**

Vice Chairman Marc Phillips and Secretary Lin Harley

**Staff**

Office Staff: Authority Administrator Matthew E. Parido, Operations Manager David L. Fenicle, Recording Secretary/Utility Billing Administrator Candace L. Hoover

Engineering: Yves Pollart and Ryan Mastowski - Rettew Associates

Operations: Facility Manager Dennis Dragas and Operations Manager Robert Corn - Miller Environmental, Inc.

**III. Approval of Minutes**

A. April 15, 2010

- Ø Mr. Snavelly entertained a Motion to approve the Minutes as presented; moved by Mr. Roads, seconded by Mr. Shaub. Motion passed unanimously.

**IV. Visitors:**

A. No visitors were present.

**V. Reports**

A. Engineer's Report

1. Sweetbriar Creek - Phase II: Rettew recommends a reduction in the letter of credit in the amount of \$15,605.00.
  - Ø Mr. Snavelly entertained a Motion to approve the reduction in the letter of credit in the amount of \$15,605.00; moved by Mr. Roads, seconded by Mr. Baker. Motion passed unanimously.
2. Water Meter Replacement Project: Rettew recommends payment to National Metering Services in the amount of \$56,156.40 for meter installations via draw #10 and a reduction in retainage to 5% in the amount of \$14,302.25 via draw #11.
  - Ø Mr. Snavelly entertained a Motion to approve Draw Request #10 to National Metering Services in the amount of \$56,156.40 and Draw Request #11 in the amount of \$14,302.25; moved by Mr. Roads, seconded by Mr. Shaub. Motion passed unanimously.
3. Wastewater Treatment Plant (WWTP) BNR Upgrade: The oxidation ditch is almost completed. Rettew recommends payment of Draws #14 and #15 in the amount of \$934,532.43.
  - Ø Mr. Snavelly entertained a Motion to approve Draw Request #14 from VIST Bank in the amount of \$611,128.00 and Draw Request #15 to be reimbursed through the PA H2O Grant in the amount of \$323,404.43 for distribution to Wickersham in the amount of, \$874,289.00, Rettew in the amount of, \$31,781.83, and Gettle in the amount of \$28,461.60; moved by Mr. Roads, seconded by Mrs. Horst. Motion passed unanimously.
4. Change Order: Rettew recommends payment of the Labor and Industry prevailing wage change order to Wickersham in the amount of \$5,689.00.

B. Operator's Report

1. 2009 Flow & Loading: MEI will be submitting a credit to the Authority in the amount of \$20,544.61.
2. Water Treatment Plant (WTP) Production: Production is up. It is more likely attributed to increased consumption than a leak as there are no other leak indicators in the system.

- C. Operations Manager's Report
  - 1. Water Meter Replacement Project: National Metering Services has extended installations through June 18th. 100 appointments have been made since the issuance of the final notice on May 18th.
  - 2. WTP Status: DEP will schedule to test the WTP for Exemplary Status at the end of 2010 or early 2011.
  - 3. 5-Points: Part of the Fruitville Pike Bridge is up. Water line work will resume soon. The anticipated completion date is October 22, 2010.
  - 4. Sun Hill Commons: The developer's subdivision application was denied by Penn Township.
    - i. The developers have approached the Authority for service capacity.
- D. Administrator's Report
  - 1. Grant Draw #2:
    - Ø Mr. Snavelly entertained a Motion to approve Draw Request #2 for reimbursement from the PA H2O Grant in the amount of \$2,395,272.93; moved by Mr. Roads, seconded by Mr. Shaub. Motion passed unanimously.
  - 2. Public Works Building: A preconstruction meeting was held and contracts are expected back by June 28th.

## VI. Financials

- A. Authorization to Pay Vouchers
  - Ø Mr. Snavelly entertained a Motion to approve the vouchers in the amount of \$150,327.93; moved by Mr. Shaub, seconded by Mr. Roads. Motion passed unanimously.
- B. Financial Reports
  - 1. Accounts Receivable Report: The board does not see an immediate need to have this report issued monthly.

## VII. New Business

- A. No new items were presented.

## VIII. Old Business

- A. Contract Operations: Mr. Snavelly reported that he will be meeting with President George Smith of MEI to review the existing contract and the future of the board's contractual relationship.
  - 1. Discussion was had on some of the items the board would like to see operationally.
  - 2. The board would like for staff to provide them with a draft of criteria for contract operations by next month's meeting.

## IX. Adjournment

- Ø Mr. Snavelly entertained a Motion to adjourn the meeting at 8:28p.m.; moved by Mr. Shaub, seconded by Mrs. Horst. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover  
Recording Secretary

## MANHEIM BOROUGH AUTHORITY

June 17, 2010 as approved July 15, 2010

### I. Call to Order/Pledge of Allegiance

Mr. Phillips convened the meeting at 7:00PM with the Pledge of Allegiance.

- II. **Roll Call:** Vice Chairman Marc Phillips, Secretary Lin Harley, Assistant Secretary/Treasurer Wade Baker, and Members Councilman Doug Shaub and John Roads.

#### **Absent**

Chairman Douglas Snavelly, and Treasurer Barb Horst.

#### **Staff**

Office Staff: Authority Administrator Matthew E. Parido, Operations Manager David L. Fenicle, Recording Secretary/Utility Billing Administrator Candace L. Hoover

Engineering: Yves Pollart and Ryan Mastowski – Rettew Associates

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

### III. Approval of Minutes

May 20, 2010

- Ø Mr. Phillips entertained a Motion to approve the Minutes as presented; moved by Mr. Shaub, seconded by Mr. Roads. Motion passed unanimously.

### IV. Visitors

Mrs. Michelle Baker was present to observe.

### V. Reports

#### a. Engineer's Report

1. Letter of Credit Reduction Request: Sweetbriar Creek – Phase I: Authority received a request to fully release their letter of credit. Rettew recommends a full release of the completed phase in the amount of \$246,511.04.

Ø Mr. Phillips entertained a Motion to approve the full release of the letter of credit for Sweetbriar Creek Phase I in the amount of \$246,511.04; moved by Mr. Roads, seconded by Mr. Shaub. Motion passed unanimously.

2. Meter Replacement Project: Mr. Pollart reported a typo on the report. There are approximately 100 meters that remain to be installed.
3. National Metering Services: NMS submitted 3 invoices totaling \$19,506.35. Rettew recommends payment.

Ø Mr. Phillips entertained a Motion to approve payment of the invoices in the amount of \$19,506.35; moved by Mr. Roads, seconded by Mr. Shaub. Motion passed unanimously.

4. Wastewater Treatment Plant (WWTP) BNR Upgrade - Payment Application #9: Rettew recommends payment of payment application #9 for Wickersham Construction and Engineering, Inc. in the amount of \$348,189.00, Gettle, Inc. in the amount of \$165,272.40, and Rettew Associates in the amount of \$9,446.75 for a total of \$522,908.15.
- Ø Mr. Phillips entertained a Motion to approve payment of payment application #9 in the amount of \$522,908.15; moved by Mr. Harley, seconded by Mr. Roads. Motion passed unanimously.
- b. Operator's Report
    1. 5-Points: The contractor hit 2 water lines during the Fruitville Pike Bridge construction project. The lines were unmapped, but will be recorded now that they have been located.
    2. Leaks: A large leak was repaired on Parkview Drive, and another leak was repaired on High Street.
    3. Maintenance Projects: MEI is moving forward with painting and other maintenance projects while assisting National Metering Services with the finalization of the meter replacement project.
  - c. Operations Manager's Report
    1. Dump Truck Purchase Offer: An employee of E&S Construction has approached the board to purchase the plow from the old Chevy dump truck that was used to haul sludge. Staff will review the legal procedures for sales of unwanted equipment and respond to Wickersham.
    2. Inflow & Infiltration: Mr. Fenicle reported a decrease in flows, which he believes is due to maintenance and repairs. Camera work has begun in order to locate any other areas of concern. Necessary repairs have already been located and repaired.
    3. Flow Assessment: Mr. Fenicle received the flow monitoring reports. The report will assist in generating a plan of attack for repairing Inflow and Infiltration.
    4. Delta Engineering: During the meter replacement project additional meters were discovered. An invoice has been submitted for the purchased meters and equipment needed to complete the project.
      - The project is still slated to come in under budget.
  - Ø Mr. Phillips entertained a Motion to approve payment of the Delta Engineering invoice in the amount of \$3,378.80; moved by Mr. Shaub, seconded by Mr. Baker. Motion passed unanimously.
  - d. Administrator's Report
    1. Meter Replacement Project: Mr. Parido commended staff on their efforts in completing the meter replacement project.



2. Shared Staff: Mr. Parido commended the shared staff of the streets department on their repairs of the leaks that were found.
3. Salt Shed: The salt shed should be erected and utilized in time for the winter salt deliveries.

## **VI. Financials**

### a. Authorization to Pay Vouchers

Ø Mr. Phillips entertained a Motion to authorize payment of the vouchers in the amount of \$118,892.28; moved by Mr. Shaub, seconded by Mr. Roads. Motion passed unanimously.

b. Financial Report Inquiries: Mr. Parido indicated that the revenues for the close of May are lower than expected, because the April bills went out late. The due date was extended from May 31<sup>st</sup> to June 10<sup>th</sup>, so the revenues will be carried over onto the June revenue and expense reports.

c. Investments Report: There was a large increase in the total amount of cash available, but it is due to the grant money received that will be utilized to may payments on the WWTP construction project.

## **VII. New Business**

- a. Credit Card Acceptance: The report has a typo. Only MasterCard, MasterCard debit, and Discover are currently accepted through the MunicPay program.
  1. Discussion was had on whether or not American Express and Visa would be accepted. MunicPay does not currently offer those credit card companies, but they are pursuing working relationships with them.
  2. The board okayed staff to move forward with MunicPay.

## **VIII. Old Business**

- a. Policies: Mr. Harley would like to see a formalized compilation of policies. Discussion was had on updating policies and rates.
  1. The board requested that staff provide the rules and regulations, fees, and policies to the board indicating areas that residents have flagged as areas of concern.

## **IX. Adjournment**

- Ø Mr. Phillips entertained a Motion to adjourn the meeting at 7:58PM; moved by, Mr. Shaub, seconded by Roads. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover  
Recording Secretary

**MANHEIM BOROUGH AUTHORITY**

July 15, 2010

**I. Call to Order**

Mr. Snavely convened the meeting at 7:00 p.m. with the pledge of allegiance.

**II. Roll Call**

Chairman Douglas Snavely, Vice Chairman Marc Phillips, Secretary Lin Harley, Treasurer Barb Horst, Assistant Treas. /Sec. Wade Baker, and Members Councilman Douglas Shaub, and John Roads.

**Staff**

Office Staff: Authority Administrator Matthew E. Parido, Public Works Director David L. Fenicle, Recording Secretary/Utility Billing Administrator Candace L. Hoover

Engineering: Yves Pollart - Rettew Associates

Operations: Facility Manager Dennis Dragas and Operations Manager Robert Corn - Miller Environmental, Inc.

**III. Approval of Minutes**

- a. June 17, 2010: Mr. Fenicle indicated that Section V-c-1, sentence one should read, "An employee of E&S Construction has approached the board to purchase the plow from the old Chevy dump truck that was used to haul sludge."
- Ø Mr. Snavely entertained a Motion to approve the Minutes as amended, moved by Mr. Roads, seconded by Mr. Shaub. Motion passed unanimously.

**IV. Visitors**

Mrs. Laurie Fenicle and Mr. Aaron Sparks were present to observe the meeting.

**V. Reports**

- a. Engineer's Report
  1. Water Meter Replacement Project: Rettew recommends payment of \$17,916.05 to National Metering Services. Mr. Roads requested that enforcement of non-installed properties begin immediately after the final week of installs.
    - Ø Mr. Snavely entertained a Motion to approve payment to National Metering as recommended, moved by Mr. Harley, seconded by Mr. Roads. Motion passed unanimously.
    - Ø Mr. Snavely entertained a Motion to notify the remaining customers that need meters to have their meters installed during the week of July 9, 2010 or their water will be shut off and they will be charged the reinstatement fee plus the cost of installation; moved by Mr. Roads, seconded by Mr. Shaub. Motion passed unanimously.
  2. Wastewater Treatment Plant (WWTP) BNR Upgrade: Rettew recommends payment to Wickersham Construction in the amount of \$1,266,125.00 and \$51,916.15 to Gettle Electric.
    - Ø Mr. Snavely entertained a Motion to approve payment of \$1,341,606.00 as recommended; moved by Mr. Harley, seconded by Mr. Roads. Motion passed unanimously.
  3. Reimbursement #3
    - Ø Mr. Snavely entertained a Motion to approve grant reimbursement request #3 in the amount of \$1,864,514.55; moved by Mr. Harley, seconded by Mrs. Horst.
- b. Operator's Report
  1. Emergency Interconnect: Mr. Dragas commended the Borough and Authority staff's ability to work well with Penn Township's staff. Mr. Fenicle also commended Mr. Dragas' work with the interconnect.

- c. Public Works Director's Report
  - 1. Leak Repair: Repairs were made on Parkview Drive, old West High Street, and Fruitville Pike.
  - 2. Emergency Interconnect: Mrs. Horst clarified that the water provided to the Township was on an emergency interconnect basis only.
    - Mr. Snavely inquired as to whether or not the original interconnect agreement is still a need now that the emergency interconnect is operational.
    - The board would like for Township Representative Horst to speak with the Township to let their supervisors and management know how important a working relationship is to the Authority, and that this Authority feels that it would be in the best interest to better serve all of the customers.
- d. Administrator's Report
  - 1. Emergency Interconnect Agreement:
    - Ø Mr. Snavely entertained Motion to approve the agreement as presented; moved by Mrs. Horst, seconded by Mr. Roads. Motion passed unanimously.
  - 2. Press Release: Mr. Parido provided a draft article to reconcile some discrepancies reported in a recent article in the local newspaper. Mr. Baker feels that publishing an article would admit fault, when no fault was committed.
  - 3. Water Meter Replacement Project:
    - Ø Mr. Snavely entertained a Motion to approve a payment request for Delta Engineering for MTUs in the amount of \$1,446.00; moved by Mr. Harley, seconded by Mr. Roads. Motion passed unanimously.

## **VI. Financials**

- a. Authorization to Pay Vouchers
  - Ø Mr. Snavely entertained a Motion to approve the vouchers in the amount of \$124,928.43, moved by Mr. Shaub, seconded by Mr. Roads. Motion passed unanimously.
- b. Financial Report Inquiries
  - 1. Water & Sewer Revenue: Staff explained that revenues may appear low for mid-year due to amounts owed to the board as well as the delay in full quarters for new meter install billing.

## **VII. New Business**

No new business was presented.

## **VIII. Old Business**

- a. Rules, Regulations, and Policies: It was recommended that the Authority review the documents presented, and provide comments and inquiries to staff for compilation.
- b. Contract Operations: Staff will provide a timeline for obtaining bids for contract operators to the board by next month's meeting.
- c. Split Costs: An auditing method will be utilized to determine shared employee time percentage splits for the Borough and Authority.

## **IX. Adjournment**

- Ø Mr. Snavely entertained a Motion to adjourn the meeting at 8:59 p.m., moved by Mr. Roads, seconded by Mrs. Horst. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover  
Utility Billing Administrator

## MANHEIM BOROUGH AUTHORITY

August 19, 2010 *as amended and approved at the September 16, 2010 meeting*

### I. Call to Order

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

### II. Roll Call

Chairman Douglas Snavelly, Vice Chairman Marc Phillips, Secretary Lin Harley, Assistant Treasurer/Secretary Wade Baker, and Member John Roads.

**Absent:** Treasurer Barb Horst, and member Councilman Douglas Shaub.

### Staff

Office Staff: Authority Administrator Matthew E. Parido, Public Works Director David L. Fenicle, Finance Director Sandra J. Mitchell, and Recording Secretary/Utility Billing Administrator Candace L. Hoover

Engineering: Yves Pollart and Ryan Mastowski – Rettew Associates

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

### III. Approval of Minutes – July 15, 2010

- Ø Mr. Snavelly entertained a Motion to approve the Minutes as presented; moved by Mr. Harley, seconded by Mr. Roads. Motion passed unanimously.

### IV. Visitors

#### a. Jim Koontz – BSSF: 2009 Audit

1. Mr. Koontz indicated that page 1 of the audit is the auditor opinion. The opinion is an unqualified, clean opinion – the highest mark the Authority can receive. He reviewed additional information provided in the attached audit documentation.
2. There were approximately 6 months of reserve funds available at the close of 2009. Mr. Koontz recommends at least 2 to 6 months of costs in reserves.
3. Mr. Koontz reported a total loss for the Authority of approximately \$132K across the board. This figure includes approximately \$600K in asset depreciation. (The Authority's accounting books are managed on a cash flow basis only; however, the depreciations must be shown for the audits.)
4. The meters and WWTP BNR Upgrade will remain in the current projects line until they are completed. Once completed, they will move to the depreciation line of the audit.
5. Mr. Snavelly inquired about the anticipated debt load indicated on page 6. The original anticipation was \$10 million, but that figure was offset by the awarding of a \$4.3 million grant. This is noted on page 5 as a footnote, because the funds were not received in 2009.
6. Mr. Parido commended Mrs. Mitchell's efforts in obtaining a clean audit.

#### b. Darrell L. Eberly – 65 South Pitt Street, #3; Tap Waiver Request

1. Mr. Eberly gave the Authority a background of his work ethic and prior achievements purchasing, repairing, and renting blighted properties. He also reviewed the history of his research pertaining to the properties he purchased within the Borough.
  2. Mr. Eberly inquired if the fees due to reinstate the relinquished taps could be waived.
  3. Discussion was had on how and why taps were charged. The tap for 65 South Pitt Street #3 was relinquished with the fire of 1994 and the refusal of the prior owner to pay minimum fees from that date forward.
    - i. Later on, the Zoning Hearing Board confirmed a decision that the unit was abandoned and had lost its use as a rental. In addition, according to the Authority Rules and Regulations, after a few years of non-payment the tap is automatically relinquished.
    - ii. The board was in favor of revisiting the topic next month, but felt that since the property was existing rather than new, they would have collected a tapping fee in the past for the right of service.
- Ø Mr. Snavley entertained a Motion to waive the water and sewer tapping fees based on the fact that the property was existing, and subject to the approval of the Zoning Hearing Board that the unit can be reinstated as existing; moved by Mr. Harley, seconded by Mr. Roads. Motion passed unanimously.
- c. David A. Thompson – 11 South Main Street; Tap Waiver Request
1. Mr. Thompson reviewed the background of his purchase of the property. There is a separate unit above his shop where the prior owner's daughter used to live. The unit has separate electric and cable, but not its own water and sewer.
  2. The board discussed generating a payment plan for the water/sewer taps. The payment plan would have to be approved by the property owner, Mrs. Smith, even though Mr. Thompson is an equitable owner. The board discussed a 4 year payment plan. Mr. Thompson requested a 5 year payment plan.
- Ø Mr. Snavley entertained a Motion to have staff draft a non-interest earning payment plan for Mr. Thompson to cover his tapping fee, not to exceed five years, with language that relinquishes the taps if the arrangement is not met, contingent upon the signature of the owner on record, Mrs. Barbara J. Smith, as the agreement will be lien-able upon the property; moved by Mr. Roads, seconded by Mr. Harley. Motion passed unanimously.

## V. Reports

### a. Engineer's Report – Updates and Inquiries

1. Mr. Pollart reported that Rettew approved the release of the final retainage of \$16,271.85 to National Metering Services for the completion of the meter installation project. There are a few meters remaining to be upgraded, which will fall to staff to install.

- Ø A Motion was entertained by Mr. Snavely to approve the release of funds in the amount of \$16,271.85 to National Metering Services; moved by Mr. Roads, seconded by Mr. Phillips. Motion passed unanimously.
- 2. National Metering Services submitted an invoice in the amount of \$10,154.00 for completion of the final week of installs.
- Ø Mr. Snavely entertained a Motion to approve the National Metering Services invoice in the amount of \$10,154.00 for the final week of meter installations; moved by Mr. Roads, seconded by Mr. Harley. Motion passed unanimously.
- b. Contract Operator's Report – Updates and Inquiries**
  - 1. The cathodic protection was struck by lightening, and the repair costs have been submitted to the insurance company.
  - 2. Mr. Harley inquired about the large flows at the WWTP. Mr. Dragas reviewed variables which cause flow increases.
- c. Public Works Director's Report – Updates and Inquiries**
  - 1. Mr. Fenicle reported that the repeater and antenna for the metering signals were also damaged with the cathodic protection from the lightning strike at the water tower.
  - 2. Mr. Fenicle also indicated that the Caldwell Tank water tower inspection report had been received today.
  - 3. Contract Operations: Mr. Fenicle passed around a draft timetable for writing up a contract for water and sewer plant contract operations. On the draft, the date for the end of the MEI contract should be stated as 2011. The board agreed to notify MEI that they will not be renewing their contract, because they will be going to bid for services and would like for MEI to participate in the bidding process.
  - 4. Rules & Regulations: No board comments were provided for the regulation updates.
    - i. Mr. Harley will be meeting with Mr. Fenicle to review updates.
  - 5. Cooperative Ventures with Penn Township: The board feels that if they are to truly notify Penn Township and its residents that this board is interested in a cooperative venture, it will have to be done at a public meeting.
- d. Administrator's Report – Updates and Inquiries**
  - 1. Mr. Parido reported that the Borough borrowed \$750K in order to build the Public Works facility. The chart generated was based on a 40% Authority contribution (see attached). The Borough is requesting a 20% contribution to the total cost of the building. A land use agreement will still be developed for approval.
  - Ø Mr. Snavely entertained a Motion to authorize up to 20% of the total cost of the Public Works Building, as long as the land use is taken into consideration as part of the overall contribution; moved by Mr. Harley, seconded by Mr. Roads. Motion passed unanimously.

## **VI. Financials**

### **a. Authorization to Pay Vouchers**

- Ø Mr. Snavely entertained a Motion to approve payment of the vouchers in the amount of \$142,014.37; moved by Mr. Harley, seconded by Mr. Roads. Motion passed unanimously.
  
- Ø Mr. Snavely entertained a Motion to approve payment of the Debt Service to the lender PNC Bank for September in the amount of \$805,461.18; moved by Mr. Harley, seconded by Mr. Roads. Motion passed unanimously.

### **b. Financial Report Inquiries**

1. Discussion was had on whether or not the meters would generate the anticipated revenue gap prior to year end.
  2. Mr. Snavely entertained a Motion to approve the release of funds for the WWTP from Fund 31 (Construction Fund) in the amount of \$688,521.64; \$22,136.97 to Rettew Associates, \$19,639.17 to Rettew Associates, \$578,409.00 to Wickersham Construction, and \$68,336.50 to Gettle Electric.
- Ø Mr. Snavely entertained a Motion to approve the release of funds in the amount of \$688,521.64 as noted; moved by Mr. Harley, seconded by Mr. Roads. Motion passed unanimously.

## **VII. New Business**

- a. No new business was presented.

## **VIII. Old Business**

- a. No old business was presented.

## **IX. Adjournment**

- Ø Mr. Snavely entertained a Motion to adjourn at 9:37p.m.; moved by Mr. Roads, seconded by Mr. Harley. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover  
Recording Secretary

# MANHEIM BOROUGH AUTHORITY

September 16, 2010

## I. Call to Order

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

## II. Roll Call

Chairman Douglas Snavely, Vice Chairman Marc Phillips, Secretary Lin Harley, Treasurer Barbara Horst, Assistant Treasurer/Secretary Wade Banker, and Members John Roads and Councilman Douglas Shaub.

### Staff

Office Staff: Authority Administrator Robert M. Behling, Public Works Director David L. Fenicle, Utility Billing Administrator Candace L. Hoover

Engineering: Ryan Mastowski and Dennis Hamaker – Rettew Associates

Operations: Facility Manager Dennis Dragas, and Robert Corn – Miller Environmental, Inc.

## III. Approval of Minutes – August 19, 2010

- a. Mr. Harley indicated that on page 4, Section VI-a, the second Motion should read, “Mr. Snavely entertained a Motion to approve payment of the Debt Service to the lender PNC Bank for September in the amount of \$805,461.18; moved by Mr. Harley, seconded by Mr. Roads. Motion passed unanimously.”

Ø Mr. Snavely entertained a Motion to approve the Minutes as amended; moved by Mr. Harley, seconded by Mr. Roads. Motion passed unanimously.

## IV. Visitors

- a. Mr. Frank Dombrowski Property Owner of 82 North Charlotte Street
  1. Mr. Dombrowski submitted a penalty waiver request due to the lack of payments from his tenant and some extenuating circumstances.
  2. Mr. Shaub inquired if Mr. Dombrowski was prepared to settle the account should the penalties be waived.
  3. Mr. Roads stated that the bill is in the property owner’s name and should be ultimately responsible for all of the invoices. He feels for Mr. Dombrowski, but is not sure the penalties should be waived in full or in part.
- Ø Mr. Snavely entertained a Motion to waive \$491.76 of penalties bringing the account balance to \$918.35 should Mr. Dombrowski bring his account current as soon as possible thereafter; moved by Mr. Roads, seconded by Mr. Shaub. Motion passed 6-1 with nay vote by Mr. Harley.
4. Mr. Dombrowski presented a check in the amount of \$918.35 for payment of his account in full.
- b. Nathan Pepetone of Wellington Development Group



1. Mr. Pepetone was present to discuss the possibility of the Authority providing sewer service to the Sun Hill Commons building development.
2. The Authority is willing to provide service to the development should the Township approve the proposed plans.
  - i. The Township and Authority currently only have an agreement to provide water to a specific area of the Township.
  - ii. Also, the Authority could not provide the development with a special rate district now or in the future. Those customers would be subject to the rates of the Authority.
3. Mr. Pepetone reviewed how developers spend and receive reimbursement for constructing service lines in a new development. Currently developers pay capital outlay for laying lines, etc. The Authority would collect tapping fees and those funds would reimburse the developer.
  - i. He inquired as to whether or not the Authority would be interested in a scenario where the developer waived reimbursement of the capital outlay in order to waive the tapping fees that would be paid by the connecting customers.
4. Mr. Fenicle stated that the Solicitor has a copy of the Ordinance passed by the Township regarding the connection of the Sun Hill Commons development to public water/sewer. He stated that the board properly expressed their interest in possibly servicing the development; however, the decision is ultimately the Township's.
  - i. The board agreed, stating that they would not want to appear to be recommending to the Township how they should run their operation.

## V. Reports

### a. Engineer's Report

1. Wastewater Treatment Plant BNR Upgrade Pug Mill Addition: Mr. Mastowski reviewed the progress of the Pug Mill construction options. The two options were; 1. A lyme silo for \$466K, and 2. a lyme tanker trailer for \$413K to start, but it would require more on site modification. It is estimated that dosing would occur at 1 truck load per week to start to 1 truck load every 4 weeks. It will depend on how the lyme is affecting the biosolids. The design for the lyme silo would incorporate its construction within the Pug Mill.
    - i. Mr. Roads expressed concern on the size of the silo if it could only hold a certain number of days of lyme to apply, especially if there is a bad winter. Mr. Harley stated that he trusts the design of Rettew.
    - ii. The change order for the silo would fall within the change order budget. It may bring the project approximately \$250K over the total budget for the upgrade, but under the original \$11M upgrade estimate.
    - iii. The lyme being used could be hazardous, and more fail-safes will be instated with the silo as opposed to the tanker trailer.
- Ø Mr. Snavelly entertained a Motion to approve the change order for the construction of the silo; moved by Mr. Roads, seconded by Mr. Shaub. Motion passed unanimously.

Ø Mr. Snavelly entertained a Motion to approve Payment Application #12 in the amount of \$211,668.75 with \$152,707.00 for Wickersham Construction, and \$58,961.75 to Gettle, Inc.; moved by Mr. Roads, seconded by Mr. Shaub. Motion passed unanimously.

**b. Contract Operator's Report**

1. Water Tank: Mr. Dragas reported an additional issue with the altitude valve. Concerns were expressed about possibly having additional issues with the valve after it is dedicated to the Authority.
  - i. Rettew is looking at having a new altitude valve installed.

**c. Public Works Director's Report**

1. MEI Contract Amendment #1

Ø Mr. Snavelly entertained Motion to approve Amendment #1 with updated dates for the agreement enter date and the effective date with a total reduction in monthly operating fees to MEI in the amount of \$510.88; moved by Mr. Roads, seconded by Mr. Harley. Motion passed unanimously.

2. Mowing

Ø Mr. Snavelly entertained a Motion to extend the current contract with Cut N' Trim for one year; moved by Mr. Roads, seconded by Mr. Snavelly. Motion passed unanimously.

3. New Services: A new water and sewer service is going in on West High Street, and another customer is getting ratification from Rapho Township in order to connect to water and sewer.
4. 65 South Pitt Street #3: Mr. Eberly was authorized by the Zoning Hearing Board to have the unit reinstated as existing, and will therefore be modified in order to be a rental unit once more.
5. New Construction Sprinkler Head Law Pending: The board requested that staff draft a letter to the Senate, Congress, etc. regarding the pending law that would require sprinkler systems to be installed in the construction of new residential homes for the web site. It was also recommended to include an article in the upcoming newsletter.

**d. Administrator's Report**

1. Mr. Behling introduced himself. He would like to work with staff on providing any amendments to the rules and regulations for billing prior to the completion of the full rewrite.
2. Mr. Behling stated that he would like to see an article in the newsletter on the Authority's rate stability.

**VI. Financials**

- a. Authorization to Pay Vouchers: Payment to Kline's from last month was voided.

Ø Mr. Snavely entertained a Motion to approve the vouchers in the amount of \$262,356.02; moved by Mr. Roads, seconded by Mr. Shaub. Motion passed unanimously.

**b. Financial Report Inquiries**

1. Mrs. Horst reminded the board that the books are maintained on a cash basis, which means that it is based upon monies received for payment. With budgeting, she would like for the members to keep in mind that payments are coming in slower.
  2. Mr. Snavely reminded the board that it must also be kept in mind that there is more being billed with the July 2009 rate increase and the monies being recouped from the replacement of stuck and/or slow meters.
- c. 2011 Budget: The finance committee will be meeting with staff regarding the budget in October.**
1. Mr. Roads would like for Mr. Fenicle to compile a list of tools and supplies

**VII. New Business**

- a. Cooperative Ventures: Mr. Snavely addressed a recent article in the newspaper. The newspaper published a story that the Township is unwilling to work with the Authority. He stated that the article was incorrect. The Township was receptive to discussing how the authorities could work together to better serve their communities.**
- b. January 2011 Newsletter: Staff will try to publish the first newsletter of the new year in February.**
- c. PA Infrastructure Report Card: Mr. Mastowski announced that Manheim was cited as an example of ways to improve infrastructures for water authorities in the Pennsylvania Infrastructure Report Card.**

**VIII. Old Business**

- a. Public Works Building: Mr. Fenicle explained that the Authority's portion was to be used upon the exhaustion of the financing funds received by the Borough.**
- b. Rules & Regulations Updates: Revisions will begin after the first week of October.**

**IX. Adjournment**

Ø Mr. Snavely entertained a Motion to adjourn at 9:14p.m.; moved by Mr. Shaub, seconded by Mr. Roads. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover  
Recording Secretary

# MANHEIM BOROUGH AUTHORITY

October 21, 2010

## I. Call to Order

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

## II. Roll Call

Chairman Douglas Snavelly, Secretary Lin Harley, Assistant Treasurer/Secretary Wade Baker, and Councilman Douglas Shaub.

### Staff

Office Staff: Authority Administrator Robert M. Behling, Public Works Director David L. Fenicle, Finance Director Sandra Mitchell

Engineering: Ryan Mastowski and Yves Pollart – Rettew Associates

Operations: George Smith – Miller Environmental, Inc.

## III. Approval of Minutes – September 16, 2010

- Ø Mr. Snavelly entertained a Motion to approve the Minutes; moved by Mr. Harley, seconded by Mr. Shaub. Motion passed unanimously.

## IV. Visitors - None

## V. Reports

### a. Engineer's Report

1. Mr. Pollart distributed his Engineer report and reviewed it with the authority.
  2. Mr. Pollart met with Mr. Behling to discuss PPL rebates. Mr. Behling asked to have a proposal done. (see attached) Discussion was made on the proposal and if it was worth pursuing. Agreed to table for next month.
  3. Mr. Harley asked if the tapping fee will increase on the fee schedule due to the new construction and asked Mr. Pollart to look into.
- Ø Mr. Snavelly entertained a Motion to approve additional administration construction engineering cost of \$36,500.00; moved by Mr. Harley, seconded by Mr. Shaub. Motion passed unanimously.
  - Ø Mr. Snavelly entertained a Motion to approve Payment Application #13 in the amount of \$255,442.75 with \$190,477.00 for Wickersham Construction, and \$64,965.75 to Gettle, Inc.; moved by Mr. Harley, seconded by Mr. Shaub. Motion passed unanimously.
  - Ø Mr. Snavelly entertained a Motion to approve the change order for the construction to add check valves in the amount of \$40,769.00; moved by Mr. Harley, seconded by Mr. Shaub.

### b. Contract Operator's Report

1. Mr. Snavelly asked Mr. Smith if we had any problems with all the major rain we received, and Mr. Smith replied no problems.
2. Mr. Smith would like to sit down with Mr. Fenicle and Mr. Pollart to review new electric bills that affect the contract.

### c. Public Works Director's Report

1. See attached report; Mr. Fenicle distributed his report and reviewed with the authority.

2. Mr. Fenicle mentioned that we will have a hook up on W High St and are currently working through the issues.

d. Administrator's Report

1. Mr. Behling stated that Candace is currently on maternity leave and Linda will be taking care of all authority billing.
2. Mr. Behling stated that the Borough received CDBG money to due Gramby St. Mr. Snavelly asked why the authority was not included in the grant process and would like all projects going forward to include the authority.

**VI. Financials**

a. Authorization to Pay Vouchers:

- Ø Mr. Snavelly entertained a Motion to approve the vouchers in the amount of \$117,106.77; moved by Mr. Harley, seconded by Mr. Shaub. Motion passed unanimously.
- Ø Mr. Snavelly entertained a Motion to approve the Fund 31 vouchers for the Construction Account in the amount of \$297,760.89; moved by Mr. Baker, seconded by Mr. Harley. Motion passed unanimously.
- Ø Mr. Snavelly entertained a Motion to approve Mr. Bob Behling as an authorized signer on all authority accounts; moved by Mr. Shaub, seconded by Mr. Harley. Motion passed unanimously.

b. Finance: The finance committee will be meeting with staff regarding the budget in November.

- Ø Mr. Snavelly entertained a Motion to approve the proposal from BSSF for audit services; moved by Mr. Baker, seconded by Mr. Shaub. Motion passed unanimously.

**VII. New Business**

- a. Property Taxes: Mr. Snavelly addressed that we paid the full property tax on the Jerry Stamen water works property. Mr. Behling agreed to make sure that the Borough portion would be waived and will discuss with Council.
- b. Rapho Township WWTP Payment Terms: Rapho will be reviewing the new numbers at their public meeting.
- c. EPA Concerns: Mr. Snavelly mentioned that he has concerns that EPA will change restriction on Authorities and suggested that we look into joining the Lancaster Clean Water group. Mr. Behling agreed to look into this membership.

**VIII. Adjournment**

- Ø Mr. Snavelly made a Motion to adjourn to Executive Session at 9:05 p.m. to discuss contract services; moved by Mr. Shaub, seconded by Mr. Harley. Motion passed unanimously.
- Ø Mr. Snavelly moved to end Executive Session at 9:40 p.m.; moved by Mr. Shaub, seconded by Mr. Baker
- Ø Mr. Snavelly entertained a Motion to adjourn meeting at 9:45 p.m.; moved by Mr. Shaub, seconded by Mr. Baker.

Respectfully Submitted,

Sandra Mitchell  
Recording Secretary

# MANHEIM BOROUGH AUTHORITY

November 18, 2010

*Revised*

## I. Call to Order

Mr. Snavelly convened the meeting at 7:00p.m. with the Pledge of Allegiance.

## II. Roll Call

Chairman Douglas Snavelly, Vice Chairman Marc Phillips, Secretary Lin Harley, Treasurer Barb Horst, Assistant Treasurer/Secretary Wade Baker, and Councilman Douglas Shaub.

## Staff

Office Staff: Authority Administrator Robert M. Behling, Public Works Director David L. Fenicle, Finance Director Sandra Mitchell

Engineering: Ryan Mastowski, Dennis Hammker – Rettew Engineering

Operations: Dennis Dragas, Robert Corn – Miller Environmental, Inc.

## III. Approval of Minutes – October 21, 2010

- Ø Mr. Snavelly entertained a Motion to approve the Minutes; moved by Mr. Shaub, seconded by Mr. Baker. Motion passed unanimously.

## IV. Visitors - None

## V. Reports

### a. Engineer's Report

1. Mr. Mastowski distributed his Engineer report and reviewed it with the authority.
2. Ms. Horst discussed the time frame we should have the dedication for the upgraded waste water treatment plant.
3. Mr. Mastowski said Mr. Pollart provided the tapping fee for the fee schedule to Mr. Fenicle.
4. Members were questioning where we stand with flow and loading for 2010 and at this point Mr. Mastowski believes we should cut even.
5. Mr. Mastowski revisited the discussion on PPL rebate program and he believes that it won't pay off at this time.

### b. Contract Operator's Report

1. Mr. Dragas said that there were 3 violations because of the operational changes like the new clarifier and pumping sequence. DEP was informed ahead of time about this. Last violation was over 1 ½ years ago.
2. Training is currently going on with new plant.

### c. Public Works Director's Report

1. See attached report; Mr. Fenicle distributed his report and reviewed with the authority.
2. Ms. Horst suggested that we put a thank you in the newsletter for the volunteer work done by BIC Church, Mr. Fenicle sent letter out.
3. Mr. Fenicle said he would e-mail the number of meters that aren't currently on line due to a bad batch of batteries. KP is currently calling and making appointments to replace.
4. Mr. Fenicle announced that there will be an open house at the new public works building on Dec. 4<sup>th</sup> from 2 pm – 4pm. Mr. Snavelly requested that an e-mail reminder go out.

### d. Administrator's Report

1. Mr. Behling reviewed his report with the authority; see attached.
2. Mr. Fenicle and Mr. Pollart are going to draft letter on behalf for the authority about cost sharing for S. Main St.
3. The Borough will allow a credit of their taxes on the account management fee audit the Stedmen property.

## **VI. Financials**

### a. Authorization to Pay Vouchers:

- Ø Mr. Snavelly entertained a Motion to approve the vouchers in the amount of \$121,514.64; moved by Mr. Shaub, seconded by Mr. Phillips. Motion passed unanimously.
- Ø Mr. Snavelly entertained a Motion to approve the Fund 31 vouchers for the Construction Account in the amount of \$320,348.61; moved by Mr. Harley, seconded by Mr. Shaub. Motion passed unanimously.

### b. Finance: Ms. Horst reviewed the revenue and expense report. Everyone received copy of the preliminary budget and fee schedule; there was discussion on late fees and penalties. The final budget and fee schedule will be voted on in December.

## **VII. New Business**

### a. Penn Township request to waive tap fee: see attached letter

- Ø Mr. Snavelly entertained a Motion to waive just the tapping fees for water service to the restrooms at the recreation areas in both the Cedar Hollow subdivision and Sweetbriar Creek subdivision; moved by Ms. Horst and seconded by Mr. Phillips. Motion passed unanimously.

### b. Sweetbriar letter of credit reduction: see attached letter

- Ø Mr. Snavelly entertained a Motion requesting a reduction of the letter of credit for the Sweetbriar Creek Phase 2 in the amount of \$122,335.00; moved by Mr. Shaub, seconded by Mr. Harley. Motion pass unanimously.

### c. Deed: Consolidation for watste water treatment plant

- Ø Mr. Snavelly entertained a Motion Ø consolidate 5 parcels to one at the waste water treatment plant; moved by Ms. Horst, seconded by Mr. Baker. Motion passed unanimously.

### d. Sunhill water tank booster pump:

- Ø Mr. Snavelly entertained a Motion to have Rettew approach Forino about funding the pump project and proceed with plans for a booster station at the Sunhill location; moved by Mr. Shaub, seconded by Ms. Horst. Motion passed unanimously.

### e. Contract Services:

- Ø Mr. Snavelly entertained a Motion Ø move forward on going out for RFP on contract services; moved by Mr. Harley, seconded by Mr. Shaub. Motion passed unanimously.

## **VIII. Adjournment**

- Ø Mr. Snavelly entertained a Motion to adjourn meeting at 10:20 p.m.; moved by Mr. Shaub, seconded by Mr. Baker.

Respectfully Submitted,

Sandra Mitchell  
Recording Secretary

# MANHEIM BOROUGH AUTHORITY

December 16, 2010

## I. Call to Order

Mr. Snavelly convened the meeting at 7:00p.m. with the Pledge of Allegiance.

## II. Roll Call

Chairman Douglas Snavelly, Vice Chairman Marc Phillips, Secretary Lin Harley, Treasurer Barb Horst, Assistant Treasurer/Secretary Wade Baker, John Roads and Councilman Douglas Shaub.

## Staff

Office Staff: Authority Administrator Robert M. Behling, Public Works Director David L. Fenicle, Finance Director Sandra Mitchell

Engineering: Ryan Mastowski and Yves Pollart– Rettew Engineering

Operations: Dennis Dragas – Miller Environmental, Inc.

## III. Approval of Minutes – November 18, 2010

1. corrections were made to the November 18<sup>th</sup> minutes.

Ø Mr. Snavelly entertained a Motion to approve the corrected Minutes; moved by Mr. Shaub, seconded by Mr. Harley. Mr. Roads abstained because he didn't attend, Motion passed.

## IV. Visitors - None

## V. Reports

### a. Engineer's Report

1. Mr. Pollart distributed his Engineer report and reviewed it with the authority.
2. Mr. Pollart will talk with Forino about paying for pump station in lieu of paying for tapping fees, total cost of project would be \$194,000, the tapping fee would come out to \$116,000 leaving \$80,000 left to fund. He mentioned under new building codes for a new built house, sprinklers system will have to be installed with a certain amount of pressure. They will report back next month.
3. There are two change orders that need approved. See below.
  - Ø Mr. Snavelly entertained a Motion to approve the change order for the automatic valve for \$38,000.00; moved by Mr. Roads, seconded by Mr. Harley. Motion passed unanimously.
  - Ø Mr. Snavelly entertained a Motion to approve the change order for the construction for control panels \$17,000.00 that Rettew will pay for; moved by Mr. Roads, seconded by Mr. Phillips. Motion passed unanimously.
  - Ø Mr. Snavelly entertained a Motion to approve Rettew to work on the S. Main St. Project for a fee of \$32,427.55; moved by Mr. Shaub, seconded by Mr. Roads. Motion passed unanimously.
  - Ø Mr. Snavelly entertained a Motion to approve Payment Application #15 in the amount of \$193,555.50 with \$185,414.00 for Wickersham Construction, and \$8,141.50 to Gettle, Inc.; moved by Mr. Baker, seconded by Mr. Shaub. Motion passed unanimously.

### b. Contract Operator's Report

1. see attached report; Mr. Dragas distributed his report and reviewed with the authority.



c. Public Works Director's Report

1. See attached report; Mr. Fenicle distributed his report and reviewed with the authority.
2. The Board has concerns with the transmitters replacement isn't moving quick enough and Mr. Fenicle agreed to keep an eye on it.
3. Mr. Fenicle provided a new certification of Consultant contract from Rettew.
  - Ø Mr. Snavelly entertained a Motion to approve Rettew to continue to be the authorities engineer; moved by Mr. Shaub, seconded by Mr. Roads. Motion passed, nah vote by Mr. Baker.
  - Ø Mr. Snavelly entertained a Motion to approve the Resolution that was presented to the authority to take acceptance of the water tower and lower the letter of credit; moved by Mr. Shaub, seconded by Ms. Horst

d. Administrator's Report

1. Mr. Behling reviewed his report with the authority; see attached.

**VI. Financials**

a. Authorization to Pay Vouchers:

- Ø Mr. Snavelly entertained a Motion to approve the vouchers in the amount of \$109,264.32; moved by Mr. Shaub, seconded by Mr. Harley. Motion passed unanimously.
- Ø Mr. Snavelly entertained a Motion to approve the Fund 31 vouchers for the Construction Account in the amount of \$120,818.39; moved by Mr. Harley, seconded by Mr. Shaub. Motion passed unanimously.

b. Finance: Ms. Horst reviewed the revenue and expense report. Everyone received copy of the final budget and Resolution 01-2011 fee schedule.

- Ø Mr. Snavelly entertained a Motion to approve the final budget; moved by Mr. Harley and seconded by Mr. Phillips. Motion passed, nah vote by Mr. Roads
- Ø Mr. Snavelly entertained a Motion to approve Resolution 01-2011 fee schedule; moved by Mr. Baker and seconded by Ms. Horst. Motion passed, nah vote by Mr. Roads
- Ø Mr. Snavelly entertained a Motion to continue our membership with Co Stars in 2011 and Lancaster County Co-op for group purchasing; moved by Mr. Shaub and seconded by Mr. Harley. Motion passed unanimously.

c. Mr. Harley mentioned that in your packet is a letter from Barley Snyder for everyone to review that pertains to the modification to the Rapho agreement. The numbers need to be finalized and will come at a later date.

**VII. New Business**

a. Mr. Phillips discussed the meeting with Penn Township, and they asked if our authority would be interesting in purchasing their water system.

- Ø Mr. Snavelly entertained a Motion to move forward to appraise the Penn Township water system not to exceed up to \$14,000.00; moved by Mr. Roads, seconded by Mr. Harley. Motion didn't pass, Mr. Roads only yes vote.
- Ø Mr. Snavelly entertained a Motion to move forward to appraise the Penn Township water system not to exceed up to \$10,000.00; moved by Ms. Horst and seconded by Mr. Shaub. Motion passed but Mr. Roads and Mr. Harley voted nah.

b. Mr. Roads announced that he is resigning from the board effective immediately and thanked everyone for there hard work as board members.

**VIII. Adjournment**

- Ø Mr. Snively made a Motion to adjourn to Executive Session at 9:15 p.m.to discuss personnel issue; moved by Ms. Horst, seconded by Mr. Baker. Motion passed unanimously.
- Ø Mr. Snively moved to end Executive Session at 10:00 p.m; moved by Mr. Shaub, seconded by Mr. Baker
- Ø Mr. Snively entertained a Motion to adjourn meeting at 10:01 p.m.; moved by Mr. Shaub, seconded by Mr. Baker.

Respectfully Submitted,

Sandra Mitchell  
Recording Secretary