MANHEIM BOROUGH AUTHORITY
January 19, 2012

I. Call to Order/Pledge of Allegiance

Roll Call
Chairman Douglas Snavely, Vice Chairman Marc Phillips, Secretary Lin Harley, Treasurer Barb Horst, Assistant Treasurer/Secretary Wade Baker, and Member Terry Shaffer.

Staff
Office Staff: Administrator David L. Fenicle, Fiscal Comptroller Deb Tobias, Recording Secretary/Utility Billing Administrator Candace L. Hoover
Engineering: Greg Gromicko and Ryan Mastowski – Rettew Associates

II. Election of Officers
  a. Chair
     ➢ Mr. Snavely opened the floor for nominations for the office of Chair; moved by Mr. Phillips, seconded by Mrs. Horst. Motion passed unanimously.
     ➢ Mr. Harley moved to nominate Mr. Snavely, seconded by Mr. Phillips.
     ➢ Mr. Phillips moved to close nominations for the office of Chair, seconded by Mrs. Horst.

     Votes for the appointment of Mr. Snavely to the office of Chair:
     Mr. Snavely: Abstained
     Mr. Phillips: Aye
     Mr. Harley: Aye
     Mrs. Horst: Aye
     Mr. Baker: Not yet present
     Mr. Shaffer: Aye

     ➢ Motion to appoint Mr. Snavely to the office of Chair passed unanimously.

  b. Vice Chair
     ➢ Mr. Snavely opened the floor for nominations for the office of Vice Chair; moved by Mr. Phillips, seconded by Mrs. Horst. Motion passed unanimously.
     ➢ Mrs. Horst moved to nominate Mr. Phillips, seconded by Mr. Harley.
     ➢ Mr. Snavely moved to nominate Mr. Harley. Motion did not carry to vote.
     ➢ Mrs. Horst moved to close nominations for the office of Vice Chair, seconded by Mr. Phillips.

     Vote for the appointment of Mr. Phillips to the office of Vice Chair:
     Mr. Snavely: Aye
     Mr. Phillips: Abstained
     Mr. Harley: Aye
     Mrs. Horst: Aye
     Mr. Baker: Not yet present
Mr. Shaffer: Aye

- Motion to appoint Mr. Phillips to the office of Vice Chair passed unanimously.

c. Secretary
- Mr. Snavely opened the floor for nominations for the office of Secretary; moved by Mrs. Horst, seconded by Mr. Phillips. Motion passed unanimously.

- Mr. Phillips moved to nominate Mr. Harley, seconded by Mrs. Horst.

- Mrs. Horst moved to close nominations for the office of Secretary, seconded by Mr. Phillips.

- Mr. Baker arrived at 7:10PM and was briefed on the Motions and nominations made thus far.

Vote for the appointment of Mr. Harley to the office of Secretary:
  Mr. Snavely: Aye
  Mr. Phillips: Aye
  Mr. Harley: Abstained
  Mrs. Horst: Aye
  Mr. Baker: Aye
  Mr. Shaffer: Aye

- Motion to appoint Mr. Harley to the office of Secretary passed unanimously.

d. Treasurer
- Mr. Snavely opened the floor for nominations for the office of Treasurer; moved by Mr. Shaffer, seconded by Mr. Phillips. Motion passed unanimously.

- Mr. Harley moved to nominate Mrs. Horst, seconded by Mr. Phillips.

- Mr. Phillips moved to close nominations for the office of Treasurer, seconded by Mr. Harley.

Vote for the appointment of Mrs. Horst to the office of Treasurer:
  Mr. Snavely: Aye
  Mr. Phillips: Aye
  Mr. Harley: Aye
  Mrs. Horst: Abstained
  Mr. Baker: Aye
  Mr. Shaffer: Aye

- Motion to appoint Mrs. Horst to the office of Treasurer passed unanimously.

e. Assistant Secretary/Treasurer
- Mr. Snavely opened the floor for nominations for the office of Assistant Secretary/Treasurer; moved by Mrs. Horst, seconded by Mr. Phillips. Motion passed unanimously.

- Mr. Shaffer moved to nominate Mr. Baker, seconded by Mr. Phillips.
Mr. Phillips moved to close nominations for the office of Assistant Secretary/Treasurer, seconded by Mrs. Horst.

Vote for the appointment of Mr. Baker to the office of Assistant Secretary/Treasurer:
Mr. Snavely: Aye
Mr. Phillips: Aye
Mr. Harley: Aye
Mrs. Horst: Aye
Mr. Baker: Abstained
Mr. Shaffer: Aye

Motion to appoint Mr. Baker to the office of Assistant Secretary/Treasurer passed unanimously.

Mr. Snavely entertained a Motion to close the election of officers and elect the slate of officers; moved by Mr. Shaffer, seconded by Mr. Baker. Motion passed unanimously.

Mr. Snavely: Aye
Mr. Phillips: Aye
Mr. Harley: Aye
Mrs. Horst: Aye
Mr. Baker: Aye
Mr. Shaffer: Aye

III. Appointment of Professional Services
   a. Engineer
      1. Mr. Gromicko stated that the 2011 rates would remain in effect for 2012.

Mr. Snavely entertained a Motion to appoint Rettew Associates as the authority’s 2012 engineering firm; moved by Mrs. Horst, seconded by Mr. Baker. Motion passed unanimously.

      2. Solicitor
         Mr. Snavely entertained a Motion to appoint Barley Snyder as the authority’s 2012 solicitor; moved by Mr. Harley, seconded by Mr. Phillips. Motion passed unanimously.

      3. Bank
         Mr. Snavely entertained a Motion to appoint Susquehanna Bank and Fulton Bank as the Authority’s 2012 banks; moved by Mr. Phillips, seconded by Mrs. Horst.

IV. Approval of Minutes
   a. December 15, 2011
      1. Mr. Shaub denied his reappointment to the Authority and should be edited from the agenda.
         i. No Council members have volunteered to serve on the Authority board.
         • The Authority members were asked to recommend anyone they thought would be interested in serving.
      2. Section VIII: It was requested that Section VIII have a segment added that reads, “During the Executive Session, personnel matters and year-end evaluations were discussed. 2012 salary rates were agreed upon.”
Mr. Snavely entertained a Motion to approve the Minutes as amended; moved by Mr. Harley, seconded by Mr. Shaffer. Motion passed unanimously.

V. Visitors
a. Sun Hill Commons Development: Mr. Nathan Pipitone was present to discuss potential water service to the Sun Hill Commons development. The developer is working on obtaining final approval of sewer service from the Northwest Lancaster County Authority. Mr. Pipitone’s water service proposal included a tap reimbursement arrangement with the Authority.
   1. The customers along the laid water mains would be required to pay the tapping fee to the Authority and their contractor to run the line from the main to the home.
   2. The board agreed to authorize the drafting of an agreement that will be reviewed by the engineer and solicitor prior to board approval.

VI. Reports
a. Engineer’s Report (See attached.)
   1. WWTP BNR Upgrade: Warranties are already in effect. Some of the warranties run out at the end of February. Warranty issues were discovered upon the takeover of operations. A warranty list was given to Krüger to handle.
   2. DEP Effluent Discharge Violation: A meeting was held in December with DEP with an agreement to pay a fine of approximately $25K. A cost sharing split for the shared responsibility held by Miller Environmental, Inc. (MEI) has been provided totaling approximately $17K. The Authority will pay the remainder, because they own the facility. A breakdown will be provided to Mr. Fenicle, and it will be added to the list being compiled to review with MEI.
      i. It was requested that staff document conversation dates, etc. pertaining to the violation to have record that MEI was given opportunity to address the violation.
   3. Short-Term Sludge Disposal: MEI was responsible for the removal of all sludge present from sludge accepted during MEI’s operation of the plant. Upon their exit, none of the sludge or pressed sludge had been removed. Staff was sure to measure levels, etc. so that an accurate record of what was left would be obtainable. A letter listing the findings of the walk through done with MEI will be issued to them.
      i. The operators can tell that plant was being mismanaged due to the amount of solid sludge in the tanks and the state of the bugs therein. Mr. Fenicle is not sure this particular failure is intentional. Depending on the sludge and haulers, it could run up to $100 per ton for removal. The tanks are not designed for, and do not have agitators to move the solvents that have been added to the sludge to try to liquefy the tank contents.
   4. Fenner Drives: Rettew is assisting with the Industrial Pretreatment Permitting.

b. Operations Report (See attached)
   1. Operations Summary: MEI did not submit a December report; however, they are required to minimally submit their DMR reports. They will be requested to submit these documents by month end.

c. Administrator’s Report (See attached)
   1. Truck Purchases: The Authority is saving approximately $2K per year on anticipated truck purchase expenses.

Mr. Snavely entertained a Motion to approve Resolution 2-2012 to purchase two trucks with all necessary equipment, lights, gears, etc., with a lease through Susquehanna Bank for $55K over a
term of approximately 4 years, with an approximate monthly payment of $12K per month; moved by Mr. Harley, seconded by Mrs. Horst. Motion passed unanimously.

VII. Financials
a. Authorization to Ratify December 2011 Vouchers: The vouchers dated December 29, 2011 are the remaining invoices for December that have already been paid.

   ➢ Mr. Snavely entertained a Motion to ratify the December vouchers for $51,665.90 with the notation that the $10,000 line for Fulton Bank is not an expense, it is a transfer; moved by Mr. Harley, seconded by Mr. Phillips. Motion passed unanimously.

b. Authorization to pay January 2012 Vouchers: QuickBooks is now the Authority’s accounting software. The vouchers will now be broken into approvals by account. Payroll will not be illustrated on these reports.
   1. Discussion was had on other potential reports that could be used that would illustrate all expenses such as payroll, which is not listed on the payables.

   ➢ Mr. Snavely entertained a Motion to authorize payment of the vouchers for $131,193.22; moved by Mr. Phillips, seconded by Mr. Harley. Motion passed unanimously.

c. Financial Report Inquiries: Discussion was had on the escrow accounts that were maintained by the Borough. Reconciliation for the escrow accounts will need to be provided, because the amount being requested for payment by the Borough does not correlate to the escrow account balances on record.
   1. The Solicitor recommends approval of the escrow upon receipt of the funds’ accountability.
   2. Mrs. Horst stated that the escrow funds should have been audited upon the separation of the Borough and Authority accounts.
   3. The Fulton Bank account will be used as the escrow account once the balanced and documentation has been secured.

d. Preauthorization for Discount Period Statement Payments:

   ➢ Mr. Snavely entertained a Motion to authorize the payment of any approved budgeted invoice where the Authority might benefit from discount periods and avoid delinquent payments; moved by Mr. Shaffer, seconded by Mrs. Horst. Motion passed unanimously.

VIII. New Business
a. Employee Data: Mr. Harley has requested a list indicating actual salary figures for all employees with indicators for salaried versus hourly employees.

b. New Employees: Mr. M. Alan Shaffer has been employed by the Authority for Collection & Distribution. The limitations and ethics of the hire have been reviewed by the auditor and solicitor.

IX. Old Business
a. Open House: Staff has requested to move the open house to the summer, potentially the beginning of June. The board agreed.

b. Office Tour: Discussion was had on having the board and their families out to the office for refreshments to introduce them to the new facility.
c. **Meeting Location:** Discussion was had on the quality of the meeting facilities and other potential meeting areas.

X. **Announcements**
   a. **State Ethics Forms:** Forms were distributed for completion.

XI. **Adjournment**
   ➢ Mr. Snavely entertained a Motion to adjourn at 10:16PM; moved by Mr. Baker, seconded by Mrs. Horst. Motion passed unanimously.

Respectfully Submitted: Candace L. Hoover, Recording Secretary
MANHEIM BOROUGH AUTHORITY
February 16, 2012

I. Call to Order/Pledge of Allegiance
   a. Mr. Snavely convened the meeting with the Pledge of Allegiance at 7:06PM.

Roll Call
Chairman Douglas Snavely, Vice Chairman Marc Phillips, Secretary Lin Harley, Treasurer Barb Horst, Assistant Treasurer/Secretary Wade Baker, and Members Terry Shaffer, and Phil Enterline.

Staff
Office Staff: Administrator David L Fenicle, Recording Secretary/U.B. Admin. Candace L Hoover
Engineering: Greg Gromicko – Rettew Associate
Solicitor: Kathy A. Gray, Esquire – Barley Snyder
Operations: Operations Manager Ray Bowman

II. Approval of Minutes

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

III. Visitors
      i. Mr. Good expressed his concern with having minimum charges that include a gallonage amount. He and his direct neighbors consistently use below the minimum gallonage each quarter. Mr. Good was adamant that the board create a rate schedule that charges for what constituents use rather than what they could use with a base minimum.
         1. Mr. Fenicle explained that DCED requires that a certain portion of the debt be guaranteed, which cannot be done by allocating expected revenue on usage as opposed to minimum charges.
         2. Mr. Baker explained that it is difficult to manage rates with a constituency of fewer than 3,000 customers.
      ii. Mr. Phillips commended the volunteers of the board and the staff for the work done to field customers’ concerns and petitioning for grant funds to assist with the payment of the wastewater treatment plant bio-nutrient reduction plan upgrade (WWTP BNR Upgrade).
      iii. The initial plant upgrade in 1993 had its debt extended instead of paid off within a window, which compounded the current debt with the 2011 upgrade. The current board did not want to extend more debt out into the future and took a 20-year loan. There are approximately 17 ½ years left.
         1. There was discussion on the current debt load of $22 million. (See attached.)
      iv. There was discussion on expanding the customer base to spread the debt amounts to more constituents.
      v. Discussion was had on the costs of drain fields and septic systems.
      vi. Mr. Philips indicated that the Stiegel Glassworks is having a ribbon cutting tomorrow. He welcomed residents concerned with their rising rates to address the government officials that will be attending.
vii. Mr. Fenicle fielded billing inquires for Ms. Henry. Mr. Baker and other members fielded additional questions from Ms. Henry, Mr. Good, and Mr. Bubernack.

viii. Discussion was had on maintenance of the system.

ix. Discussion was had on contacting government officials in meaningful ways for assistance with the Chesapeake Bay Initiative.

x. Mr. Bubernack inquired about the rate increase on the fire protection system line item. Mr. Fenicle reviewed the data and the effect of fire suppression systems on the facilities. There are costs associated with testing, storage, etc. for the fire suppression system and having water prepared and ready for those systems.

xi. Discussion was had on the billing error that was discovered on two of the three billings. The bills have been rescinded, and will be reissued with a letter. The press release that was issued was made available to the visitors. (See attached.)

xii. Mr. Fenicle noted that going to monthly billing was announced to the public through the news media. He did an interview with the local news network, and articles were written in the local newspaper about it.

1. Discussion was had on doing an additional newsletter.

b. Council Pro-Tem Pore, Philip Enterline, was welcomed as the newest appointed Authority board member.

IV. Reports

a. Engineer’s Report

i. Sun Hill Commons: The design has been reviewed. Comments have been provided to the developers. Solicitor Gray has spoken with the developer, who is requesting a waiver of a portion of the tapping fee. The Authority’s Act does allow for his request. She is waiting for the developer to submit a reservation of tap capacity waiver request.

ii. Short-Term Sludge Disposal: A low bid price was accepted at under $60/ton.

1. Discussion was had on septic hauling and anticipated flows and revenue.

iii. Long-Term Sludge Disposal: Rettew recommends a combination bid for land application and landfill application. The best combination was for a 9 month land application and 3 month and landfill application with Synegrow and Interstate.

➢ Mr. Snavely entertained a Motion to accept Rettew’s recommendation to accept the bids and negotiate contracts with Synagro Central, LLC, and Interstate Waste/Ches-Mont Disposal for long-term biosolids transportation and disposal; moved by Mrs. Horst, seconded by Mr. Harley. Motion passed unanimously.

iv. Rettew Lane Bridge Replacement Project: The plan specifications were successfully posted on PennBid and are expected to go live this week.

b. Operation’s Report

i. General Plant Operations: Mr. Bowman reported that there are many little projects still open, but the major issues discovered during the take-back are mostly taken care of.

ii. Collection & Distribution: Two main breaks were located and repaired so far.

c. Administrator’s Report:

i. Biosolids Processing: The contract operator did not leave the facilities in proper condition, creating some setbacks in the program. DEP is requesting additional testing time to prove that the finished product will meet the higher class criteria before allowing the classification upgrade of the biosolids from “Class B” to “Class A.” The product is a soil maintenance tool that helps to balance soil pH as opposed to being more of a fertilizer tool.
ii. **Escrow Accounts**: New policies are being put into place to prevent overdrawn escrow accounts.
   1. It was determined that the escrow accounts had approvals made by Borough Council, but the checks were cut out of the Authority's accounts. The account audit seems to be balanced. The Borough is cutting a check to the Authority to finalize the balancing.

iii. **Fluoride**: The building required approximately $18K in repairs and the cost of annual Fluoride product. The research staff has compared shows more entities against Fluorine than for it. Some systems with naturally occurring Fluoride are paying a lot of money to remove it.

  - Mr. Snavely entertained a Motion to pursue the removal of Fluoride; moved by Mr. Phillips, seconded by Mr. Baker. Motion passed unanimously.

V. **Financials**
   a. **Financial Report Review**: Mrs. Horst reviewed the new reports.

VI. **Authorization to Pay Vouchers**
   - Mr. Snavely entertained a Motion to ratify the payments made prior to the meeting in the amount of $26,258.78; moved by Mr. Baker, seconded by Mr. Harley. Motion passed unanimously.

   - Mr. Snavely entertained a Motion to authorize payment of the vouchers in the amount of $291,328.65; moved by Mr. Phillips, seconded by Mr. Harley. Motion passed unanimously.

VII. **New Business**
   a. **Small Development Contract Services: Quail Creek**: Mr. Snavely was approached by the Quail Creek Development to contract operate their small on-site wastewater treatment facility.
      i. Mr. Fenicle is slated to meet with the solicitor and engineer to discuss legalities, liabilities, and staffing and revenue viability.

VIII. **Old Business**
   a. **VFD’s**: The project is still being tabled for more pressing issued.
   b. **Meeting Location**: The Downtown Development Group would be willing to hold the meetings. A change in location would have to be advertised. Ms. Gray indicated that the building door locks at 8:00PM. This cannot happen with a public meeting. Staff will speak with the building supervisor regarding public access during the meetings.
      i. Discussion was had on possibly moving meeting location. The board was pleased with the recent updates to the facility, and will table the discussion.

IX. **Executive Session**
   - Mr. Snavely entertained a Motion to recess to Executive Session at 9:58PM to discuss legal matters; moved by Mr. Enterline, seconded by Mr. Shaffer. Motion passed unanimously.

   - Mr. Snavely entertained a Motion to return from Executive Session at 10:29PM, from discussing strategy of litigation legal matter for a letter received from Miller Environmental, Inc.; moved by, seconded by. Motion passed unanimously.
X. Announcements
   a. State Ethic Forms: A reminder was stated.
   b. PMAA Meeting: Mr. Fenicle announced a learning opportunity on March 8, 2012.
   c. Labor Law: A free seminar is being offered on March 1, 2012. Additional information will be in the office.

XI. Adjournment
   ➢ Mr. Snavely entertained a Motion to adjourn at 10:33PM; moved by Mr. Enterline, seconded by Mr. Baker. Motion passed unanimously.

Respectfully Submitted: Candace L. Hoover, Recording Secretary/U.B. Administrator
MANHEIM BOROUGH AUTHORITY
March 15, 2012 as approved at the April 19, 2012 meeting.

I. Call to Order/Pledge of Allegiance
   a. Mr. Snavely convened the meeting with the Pledge of Allegiance at 7:10PM.

Roll Call
Chairman Douglas Snavely, Secretary Lin Harley, Treasurer Barb Horst, Assistant Treasurer/Secretary Wade Baker, and Members Philip Enterline and Terry Shaffer.

Staff
Office Staff: Administrator David L. Fenicle, U.B. Administrator Candace L. Hoover
Engineering: Greg Gromicko – Retthew Associates
Operations: Operations Manager Ray Bowman

Absent: Vice Chairman Marc Phillips

II. Approval of Minutes
   a. February 16, 2012

   ➢ Mr. Snavely entertained a Motion to approve the Minutes as presented; moved by Mr. Harley, seconded by Mr. Baker. Motion passed unanimously.

III. Visitors
Emily Ditzler, Wes Geib, Jeff Enck, Chad Enck, Gerry Hershey, and Craig Hershey

   a. Rate Increases: Mr. Snavely explained that the board cannot project a rate hike ceiling, but assured that the board seeks and takes every opportunity it can viably take to cut costs. He reviewed the timeline of rate increases provided. (See attached.)
   b. H2O PA Grant: Mr. Harley confirmed for Mr. Chad Enck that the entire H2O grant went towards the Wastewater Treatment Plant Bio-Nutrient Reduction Project (WWTP BNR). The funds had to be spent from a loan, and then reimbursed from the grant upon the remittance of paid receipts.
   c. Frugality: Mr. Snavely noted that staff, contracted and Authority employed, continually look for cost saving and/or grant opportunities. Grant availability is drying up with the waning economy.
   d. Proactive Ventures: Mr. Jeff Enck stated that there is no way to tell where the next problem will come from. Mrs. Horst indicated that areas that are older are higher on the priority list.
      i. Mrs. Horst stated that the board has been steadily working towards regular maintenance programs, which prior boards did not have in place.
      ii. Mr. Fenicle added that new technology has been researched, and utilized, to make repairs to save money. Equipment was also purchased for employees to use rather than expending funds for contractors to come in. The board has saved additional monies with these proactive measures.
   e. Total Debt: The significant amount of debt was discussed utilizing the timeline handout. The board would like to pay for some of that debt with the sludge program to lessen the burden on the residents. Cost saving opportunities with sludge disposal is being pursued.
      i. Mrs. Horst added that the Authority will not be loaned funds unless the debt can be shown to be self-liquidating. The Authority’s ability to borrow stands as proof that the debt is not
insurmountable. The total debt should be entirely paid off by 2029. That bottom line; however, is adjusted whenever new capital projects are presented.

ii. There are no foreseeable debt services pending for next year, such as the WWTP BNR Upgrade, that will affect the debt, and therefore the rates.

iii. Mr. Jeff Enck stated that it is hard to attract young families to town with the current rates. Discussion was had on whether or not the customer base could be increased.
   1. Expanding water service areas throughout the new development in Penn Township will provide the board with a larger customer base with which to disperse water costs.
   2. Ms. Ditzler inquired about a new development going in in Rapho Township. The development is too far out of the service area for the developer to economically run lines to our facilities.

f. Resident Participation: Mr. Geib inquired if residents could help the Authority. Mr. Fenicle stated that the board could use help getting politicians to pursue the other industries that have a negative impact on the Chesapeake Bay, so that the burden is not solely on the municipal authorities.

i. Mr. Baker added that keeping the authorities in the forefront of the politicians’ minds is always helpful.
   1. Ms. Ditzler shared that in her conversation with Representative Creighton; she learned that the state has difficulty regulating the farmers without losing them to other states.

IV. Reports

   a. Engineer’s Report (See attached.)
   
   i. **Rettew Lane Bridge Replacement:** Mr. Harley requested that the notice to proceed, and expenses be held until the completion of the archeological study, so that we do not have costs out there if the archeologist and geomorphologist say we cannot locate the bridge where planned.

   ➢ Mr. Snavely entertained a Motion to award the contract to Able Construction Company, Inc. withholding notice to proceed as discussed; moved by Mrs. Horst, seconded by Mr. Baker. Motion passed unanimously.

   b. Operations Report
      
      i. **Septage Receiving:** A little over 1.1 million gallons of septage has been received over January and February.

         1. Discussion was had on the differences between the receiving programs from the previous contract operator and the one being used now.
         2. Haulers have complimented the improvements they have seen since January.

      ii. **Maintenance:** New equipment for effluent record keeping has been installed.

         1. The garage cleanup has been completed.
         2. Painting is underway.
         3. Tile replacement is slated to begin.
         4. An inspection from DEP is anticipated to occur within a month.

   c. Administrator’s Report (See attached.)
      
      i. **Nutrient Credits:** The Engineer and Solicitor are working closely with staff to assure everything goes smoothly with a municipal-to-municipal purchase.

      ii. **Rotomat (Septage Receiving Station):** In 2009 the equipment was found to need repairs. It has been determined that the previous contractor never had the repairs done. It will cost $79K plus labor to install. Its status is critical. The manufacturer has offered to allow us to utilize their demonstration unit until the replacement arrives.
Mr. Snavely entertained a Motion to authorize the Rotomat replacement; moved by Mr. Harley, seconded by Mr. Baker. Motion passed unanimously.

d. **Capital Projects Meeting:** Mrs. Horst recommended a separate meeting to review the projects listed on the Fund 31 Construction Project Completion List. She wants to assure that the board properly reviews and assesses their financial state prior to committing to any of the projects. (See attached.)
i. The board decided to put the list onto next month’s agenda since the bridge and Miller Environmental Repair Costs are both already underway. With the Rotomat approval, there will be less to review in April.
e. **Chiques Creek Watershed Alliance:** Mr. Fenicle has told the alliance that the Authority’s contribution will be the relocation of the Rettew Lane Bridge. The project costs include widening the flow of the stream and some stream bank repairs. Mr. Harley stated that he may need convincing that the board’s rate payers should burden additional cost beyond the bridge replacement.
i. The board is interested in the alliance’s request, and wanted to know if there would be a like-kind match to the bridge replacement.
   1. Mr. Baker agreed, stating that the project would be hard to justify to the rate payers.

V. **Financials**

a. Vouchers
   i. The majority of the payments made prior to the meeting are for the debt service.

b. Revenue & Expense Reports
   i. Discussion was had on the water and sewer revenue lines.
   ii. The board inquired as to whether or not vouchers and revenue and expense reports could be received prior to the meeting.

VI. **Executive Session**

- Mr. Snavely entertained a Motion to adjourn to Executive Session at 9:57PM to discuss personnel matters; moved by Mr. Enterline, seconded by Mrs. Horst. Motion passed unanimously.

- Mr. Snavely entertained a Motion to return from Executive Session at 10:32PM from discussing personnel matters; moved by Mr. Enterline, seconded by Mrs. Horst. Motion passed unanimously.

- Mr. Snavely entertained a Motion to adjourn at PM; moved by Mr. Baker, seconded by Mr. Harley. Motion passed unanimously.
MANHEIM BOROUGH AUTHORITY
April 19, 2012 as approved at the May 17, 2012 meeting

I. Call to Order/Pledge of Allegiance
   a. Mr. Snavely convened the meeting with the Pledge of Allegiance at 7:07PM.

Roll Call
Chairman Douglas Snavely, Vice Chairman Marc Phillips, Secretary Lin Harley, Treasurer Barb Horst, and Member Terry Shaffer.

Absent
Assistant Treasurer/Secretary Wade Baker and Council Pro Tempore Phil Enterline

Staff
Office Staff: Administrator David L. Fenicle, U.B. Administrator Candace L. Hoover
Engineering: Greg Gromicko – Rettew Associates

II. Approval of Minutes
   a. March 15, 2012: Mr. Snavely indicated that section III-f-I be revised to read, “Mr. Baker added that keeping the authorities in the forefront of the politicians’ minds is always helpful.”

   ➢ Mr. Snavely entertained a Motion to approve the Minutes as amended; moved by Mrs. Horst, seconded by Mr. Shaffer. Motion passed unanimously.

III. Visitors
   a. Mr. Hetrick, of Market Square, indicated that he was unhappy with the overlap of the February due date on the March invoice. The overlap was caused by the provision of an extension on the payment period, not a common practice. It should not occur again.
   b. Mr. Bubernack, of Kendig Drive, inquired about the billing error in January and the confusion of the extended February due date. Mr. Snavely reviewed the issues and noted that no penalties have been charged in 2012.

IV. Reports
   a. Engineer’s Report
      i. Sun Hill Commons: The developer has addressed all of the Engineer’s plan comments.
      ii. Wastewater Treatment Plant BioNutrient Reduction (WWTP BNR) Upgrade: The final retainage for Gettle for $40,016.50 is slated for release.

   ➢ Mr. Snavely entertained a Motion to authorize payment of the final retainage of $40,016.50 to Gettle; moved by Mrs. Horst, seconded by Mr. Phillips. Motion passed unanimously.

   iii. DEP Permit Modifications: Mr. Fenicle explained that PA DEP required the Authority to shut down the blowers in 1994 due to nearby residents about noise pollution. When Miller Environmental, Inc. (MEI) began running the plant in 1999 they operated the plant at a
much higher capacity, which should have required the use of the blowers. DEP is now requiring that the Authority resume use of the blowers. The old blowers are irreparable. New, quieter, and more efficient blowers are being researched.

1. The blowers are part of the permitting with the Pug Mill.

iv. **Rettew Lane Bridge Replacement**: DEP has submitted a letter requesting additional documents. Rettew Associates has been in contact with DEP’s offices, because the items requested were with the permit application.

b. **Operation’s Report**

i. **Nutrient Credits**: Draft agreements are being developed for the purchase of nutrient credits.

ii. **FEMA/PEMA**: FEMA/PEMS found items that will be covered under flood relief for Tropical Storm Lee that staff was unaware would be covered.

c. **Administrators Report**

- Mr. Snavely entertained a Motion to authorize the change of Mr. Ray Bowman’s status from probationary employee to full time permanent employee; moved by Mr. Harley, seconded by Mrs. Horst. Motion passed unanimously.

i. **Septage Receiving**: Mr. Mic Ruffner is no longer with the Authority. Mr. Shaffer has been filling in, working with staff, and has upped septage receipt.

ii. **MEI**: The board would like a presentation from the solicitor at the May meeting.

iii. **2011 Audit**: Mr. Fenicle has a copy of the draft audit. He has a letter to include to finalize it with the Auditor.

iv. **Belt Filter Press**: Mr. Fenicle would like to see if the project could be prolonged until the meter lease is complete to free up debt. Parts have been purchased to make repairs.

v. **Construction Projects Review**: Headwork’s Pre-screening is currently listed as a number 2 priority. Discussion was had on the costs involved with not having a pre-screen in place. Pumps currently have to be removed and flushed, if they have not been already jammed or damaged from large floating objects. Fewer objects are found now, but it could potentially be a cost savings to make the addition now as opposed to later.

1. Mr. Fenicle reviewed several line items on the budget that are being cut further to fund a portion of some of the projects. Funds are also anticipated from FEMA/PEMA.

- Mr. Snavely entertained a Motion to approve proceeding with implementing pre-screening for the WWTP headworks, and the digester aeration, and the belt filter press, and to defer the other listed projects as can be managed on a time and as-needed basis; moved by Mr. Harley, seconded by Mrs. Horst. Motion passed unanimously.

V. **Financials**

a. **Authorization to Pay Vouchers**

- Mr. Snavely entertained a Motion to ratify the vouchers paid prior to the meeting totaling $25,663.90, moved by Mr. Harley, seconded by Mr. Phillips. Motion passed unanimously.
Mr. Snavely entertained a Motion to authorize payment of the vouchers for the water for $40,157.33 and wastewater for $123,531.02; moved by Mr. Harley, seconded by Mrs. Horst. Motion passed unanimously.

Mr. Snavely entertained a Motion to authorize payment of the vouchers for construction for $153,671.86; moved by Mrs. Horst, seconded by Mr. Phillips. Motion passed unanimously.

b. **Financials**
   i. *2012 Borough Services Invoice:* An invoice was presented to the Authority for service rendered by Borough Staff. The board would like to know that Council has reviewed the invoice prior to its submission for payment review.
      1. The board has requested invoices for the specific charges. Payment will be made for items that are quantitative. The remainder will be addressed in a letter to the Borough as no agreement for services was ever signed for the 2012 year.
   ii. *2011 Services Audit:* A copy of the invoice has been presented. Staff and the board will review the items therein.

VI. **New Business**
   a. **Penalty Rate & Shut off Timing**
      ➢ Mr. Snavely entertained a Motion to approve Resolution 2-2012 to change the penalty to $10.00 or 1%, whichever is greater, moved by Mr. Harley, seconded by Mr. Shaffer. Motion passed unanimously.

   b. **ACH:** The board has recommended that the request for Automatic Clearing House debits be tabled until there is more demand for the service. The board would like a periodic tally of customer requests.

   c. **Auditor:** The board inquired about whether or not there would be due diligence in sending out requests for proposals for an auditor.

VII. **Old Business**
   a. **Variable Frequency Drives:** Item to be tabled to a later date.
   b. **Web Site:** 4th Quarter testing was not completed by MEI. A notice is on the web site.

VIII. **Adjournment**
     ➢ Mr. Snavely entertained a Motion to adjourn at 9:49PM; moved by Mr. Shaffer, seconded by Mr. Phillips. Motion passed unanimously.

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

**Roll Call**
Chairman Douglas Snavely, Vice Chairman Marc Phillips, Secretary Lin Harley, Treasurer Barb Horst, Assistant Secretary/Treasurer Wade Baker, and Phil Enterline.

Absent
Member Terry Shaffer and Executive Director David L. Fenicle

**Staff**
- **Office Staff**: U.B. Administrator Candace L. Hoover
- **Operations**: Operations Manager Ray Bowman
- **Engineering**: Greg Gromicko – Rettew Associates

II. **Approval of Minutes**
   a. **April 19, 2012**: Mr. Harley indicated that the first Motion under the Administrator’s report should read, “Mr. Snavely entertained a Motion to authorize the change of Mr. Ray Bowman’s status from probationary employee to full time permanent employee; moved by Mr. Harley, seconded by Mrs. Horst. Motion passed unanimously.”

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

III. **Visitors**
   a. None present.

IV. **Reports**
   a. **Engineer’s Report**
      i. **Sun Hill Commons**: A final draft of the agreement should be available by the June meeting.
      ii. **Fluoride Removal**: Permit modification has been submitted to see if DEP will allow the Authority to discontinue the addition of Fluoride to the drinking water. If approved, a public notification process will be initiated.
      iii. **Modifications to Digesters**: The lowest overall and long term operations costs are being considered with minimization of noise pollution, as the blowers and motors are anticipated to be run on a continual basis. A secondary building is under consideration to house the equipment to provide additional soundproofing.
         1. Even with the blowers, the board should budget to drain and clean the tanks regularly.
         2. Question was raised on whether or not the Authority could continue to run under the old permit, without blowers, if the Authority intends to regularly clean out the tanks.
      iv. **Rettew Lane Bridge Replacement**: An invoice was submitted by Windstream for pole relocation for $1,011.00.
Mr. Snavely entertained a Motion to authorize payment of $1,011.00 to Windstream for the relocation of the pole at the Wastewater Treatment Plant (WWTP) for the bridge replacement.

b. Operation’s Report
i. Meter Transmitter Replacements: Mr. Bowman reported that replacements are picking up.
ii. Leaks: Two large leaks were discovered and repaired.
iii. Uniforms: Some of the operational staff have inquired regarding uniform shorts. The board is okay with uniformed shorts as long as it meets regulatory standards.

c. Administrators Report
d. FEMA/PEMA: (See attached.) Mr. Bowman reviewed the items submitted for reimbursement.
e. Rotomat: Lakeside’s demo unit is in place.
f. Sun Hill: This project is on hold until the variable frequency drives (VFDs) are in at the Water Treatment Plant (WTP).
g. Billing: Discussion was held on alternative bill due dates in order to have payments post within the payment month on the invoices.
h. Collection & Distribution: Staff is moving forward with inflow and infiltration follow up. The board would like a reminder of what steps were recommended to handle the smoke testing deficiencies that were found during the smoke testing project. The board also requested a reminder of the flow testing results and remediation plan.
i. VFDs and Telemetry: The WTP does not have a good means of monitoring the produced versus used flows. The equipment will minimize overproduction. The Sun Hill Water Tank needs the same equipment, but it is not as much of a priority as the WTP.

V. Financials
a. Authorization to Pay Vouchers
Mr. Snavely entertained a Motion to ratify and approve payment of vouchers in the amounts of $22,841.53 (Water), $53,076.22 (Wastewater), $35,001.70 (Construction), $57,025.51 (Payments made prior to meeting), and $22,722.28 (Invoices to be approved that were received after reports were run); moved by Mr. Phillips, seconded by Mr. Harley. Motion passed unanimously.

b. Financials
i. Bank Reconciliations: The bank reconciliations are completed. The board would like Mr. Fenicle to review and sign the monthly reconciliations.
ii. Fixed Assets: The developer’s line (162.500) is new, because lines were recently dedicated to the Authority.
iii. Bonds: There are no longer any bonds. The names will be updated.

VI. New Business
Mr. Snavely entertained a Motion to authorize the change in Mrs. Tobias’ employment status from probationary to full time permanent; moved by Mr. Baker, seconded by Mrs. Horst. Motion passed unanimously.

a. Executive Session: An Executive Session will be held on June 5, 2012 at 7PM.
VII.  Old Business  
a. No items were presented.

VIII. Executive Session

- Mr. Snavely entertained a Motion to recess to Executive Session at 8:53PM to discuss personnel matters; moved by Mr. Enterline, seconded by Mr. Phillips.
- Mr. Snavely entertained a Motion to return from Executive Session at 9:12PM, from discussing personnel matters; moved by Mr. Enterline, seconded by Mr. Phillips.
- Mr. Snavely entertained a Motion to adjourn at 9:12PM; moved by Mr. Enterline, seconded by Mr. Phillips.

Respectfully Submitted,
Candace L. Hoover, Recording Secretary
MANHEIM BOROUGH AUTHORITY
June 21, 2012 as approved at the July 19, 2012 public meeting

I. Call to Order/Pledge of Allegiance
   a. Mr. Phillips convened the meeting with the Pledge of Allegiance at 7:12PM

Roll Call
Vice Chairman Marc Phillips, Secretary Lin Harley, Treasurer Barb Horst, Assistant Secretary/Treasurer Wade Baker, and Phil Enterline.

Absent: Chairman Douglas Snavely and Barbara Horst

Staff
Office Staff: Executive Director David Fenicle, Executive Assistant Terry Shaffer, Comptroller Deb Tobias, and U.B. Administrator Candace L. Hoover

II. Welcome
   a. Mr. Phillips welcomed Mr. Wes Geib to the board.

III. Executive Session
   a. Mr. Phillips announced that an executive session was held on June 5, 2012 to discuss legal matters.

IV. Approval of Minutes
   ➢ Mr. Phillips entertained a Motion to approve the Minutes of May 17, 2012 as presented, moved by Mr. Harley, seconded by Mr. Enterline. Motion passed unanimously.

V. Visitors
   David Reist of North Main Street, Cindy Eitner of High Street, Krista Heisey of Kendig Drive, Donna Quinn of South Charlotte Street, Larry I. McFarland of Penn Township, Jenn Rounds of Manheim Borough, Emily Ditzler of Ferdinand Street, Anthony Greiner of Clay Street, Edna Sanko of Pitt Street, Vicki Barto of High Street, David Thompson (not listed), D. R. Kreider of Ferdinand Street, Joe Galascione of Penn Street, Terra Singer of Penn Street, William Bonanno of Kendig Drive, Len Bodnar of Main Street, Rod Geib of Hazel Street, Carol Heisey of Linden Street, Susan Heater-Ruth of Charlotte Street, Frank Gantz of Veteran’s Alley, Robert Garris of South Charlotte Street, Sharon Garris of Magnolia Street, Dale Boyer of Magnolia Street, Laurie Fenicle of Frederick Street, and Jim Koontz, Authority Auditor of Brown, Schultz, Sheridan, & Fritz.
   a. Mr. Koontz reviewed the 2011 final audit. He indicated that fixed assets and debt are increasing with the Wastewater Treatment Plant Bio-nutrient Reduction project.
      i. Depreciation is growing as well as the interest on the debt service.
      ii. The value of contributed assets has increased to $1.7 million. Assets are not cash. Mr. Koontz explained that developers take on the cost of laying new lines, etc. to service properties and then the lines are dedicated to the Authority as non-cash assets.
      iii. At year-end there were about 6 months of expenses in reserves, which he recommended be the minimum standard. The statement of cash flow shows that 2011’s revenues were
enough to cover the debt service; however, the debt payments will be increasing each following year. The current debt service is about 1.8 million, and 2011’s revenues were about $1.4 million.)

b. Mr. Bonanno inquired whether tapping fees are included in the revenue reported. The $1.4 million reported does not include tapping fees.

c. Ms. Quinn inquired about the debt for the WWTP Upgrade.

d. Mr. Fenicle indicated that in 2001 the authority changed from an advisory board to a self-operating authority when it became an inter-municipal entity servicing Penn & Rapho Townships. Prior to that, Borough Council managed the finances and decisions.

e. Mr. McFarland inquired as to how the rates are so different between Penn & Rapho Twps. He indicated that Penn Township is able to operate with fewer employees.

i. Some discussion was had on facility size and the type of facility versus staff needed to staff the operations. Mr. Fenicle stated that the plant size has not changed due to the most recent upgrade, and is permitted for its current size based on demand for services. It could be verified with the Township, but it is believed that Penn Township has fewer sewer connections and a lower flow facility.

f. Mr. McFarland inquired about alternative energy solutions. Staff has and continues to seek out alternative energy solutions and energy efficient methods of operation.

g. Mr. Phillips indicated that the budget could be put online or obtained in the office and other records under the Pennsylvania Right-to-Know Act.

h. Ms. Krista Heisey and Mr. Bubernack would like to know how it is more cost effective to be monthly. Mr. Fenicle stated that monthly billing has helped lower delinquencies. Ms. Heisey and Mr. Bubernack also indicated that each monthly bill they have received has been wrong.

i. Ms. Wubbolt (not listed on sign-in form) inquired about the application that was made to discontinue adding Fluoride to the system. Mr. Fenicle indicated that there are major upgrades to be made to the fluoride addition system. The application was made to open a public review so that a decision could be made on whether or not to make the upgrade or discontinue its use.

j. Mr. Bonanno indicated that Rapho Township applied for a grant with the Lancaster County Redevelopment Authority, the Borough, and the Authority, and is requiring the homeowners of the 41 homes on the lines laid to those homes and are now requiring those homeowners to repay loans pertaining to that grant. Mr. Bonanno stated that if this goes to a higher court, Mr. Bonanno would like to be notified.

k. Ms. Barto reported an inadequate drainage on Miller Drive. She was directed to the Codes Officer at the Borough office for storm water control.

l. Ms. Eitner noted that her quarterly average was $199/quarter now her bill is $136/month.

m. An unnamed couple indicated that their monthly bills are running approximately $40 over what it would have been had the billing remained quarterly. Mr. Phillips instructed them to have their account reviewed in the office to see if their consumption has increased.

n. Mr. Gantz inquired about shutting part of the plant down. He is under the belief that ceasing sludge hauling could be halted. It was explained that the sludge received is charged at a higher rate to the haulers, thereby subsidizing some of the cost away from the residents. In addition, the sludge helps to maintain the bacteria needed to process the wastewater.
o. Mr. Gantz expressed discontent with the planned replacement of the Rettew Lane Bridge. Mr. Fenicle explained that the bridge was shifted downstream during Tropical Storm Lee.

p. Mrs. Heisey would like her meter read manually.

q. Mr. Reist states that he spends $40 to $50 per day on water and sewer, and that it is extremely bad for business. He inquired if the board could do a second party evaluation on whether or not the authority is operating efficiently. He feels that the growth extending from Lititz, etc. stop at Manheim because of the water/sewer rates. Many of his customers tell him that what stops them from moving into Manheim are the water/sewer rates.

r. Ms. Rounds would like to see the budget and revenue and expense reports. She is a single parent with two children and a home and has to work two jobs, and still cannot afford the water/sewer rates.

s. Mr. Greiner reported an attitude problem with the explanation of the billing error that occurred in January. He believes it would have been better stated that the numbers were not properly tested before issuing the bills; it shows that the staff is taking more of a responsibility for what is going on. Mr. Baker stated that the billing error was a public relations nightmare, and that the overlapping billing must be taken care of next. He suggested possibly lowing the payment remittance period to negate the overlap.

t. Mr. Reist inquired about municipal bonds. Mr. Fenicle reported that the most recent loan taken actually had a lower interest rate than the municipal bonds at the time the funds were requested. Concord Financial is the Authority’s financial advisor, and they scan the market on loans and bonds. They notify the board of potential cost savings and shop for the best rates.

u. Mr. Phillips summarized that the visitors were most concerned with the availability of information, and the high rates. Documents can be obtained via Right-to-Know law, and a review will be made for documents to be posted on the web site. Customers with specific account issues such as billing or pressure should bring their concern to the office. Any response given there can be appealed to the board.

v. No visitors stayed upon the closure of the comment period at approximately 9:05PM.

VI. Reports

a. Engineer’s Report: July 19, 2012 will be the public hearing for the Fluoride removal application.
   i. NPDES Permit: The application would allow the Authority to receive 3 pounds of Nitrogen credits for each 1,000 gallons of septage received.
   ii. Rettew Lane Bridge: The contract was awarded to Able Construction.
   ➢ Mr. Phillips entertained a Motion to authorize the notice to proceed upon the receipt of the required permits and contingent upon engineer’s approval, moved by Mr. Harley, seconded by Mr. Enterline. Motion passed unanimously.

 iii. Sun Hill Commons: The tapping fee reimbursement is designed to come from a portion of the received tapping fees to the developer.
        1. Penn Township will require any of their residents within a certain radius of public water lines to connect.
Mr. Phillips entertained a Motion to approve Resolution 4-2012 for Sun Hill Commons as presented upon approval by the Solicitor; moved by Mr. Enterline, seconded by Mr. Geib. Motion passed unanimously.

iv. **Blowers:** What is being presented to DEP is a middle ground solution for aerobic and facultive operation, which will not be as costly for the Authority and will still meet DEP’s needs. This solution would still leave methane co-generation as a possible alternative energy source.

**b. Executive Director’s Report:**

i. **Updated Rate Study:** Discussion was had on compiling an updated rate study that illustrates the system differences so that the customers have a simple, reliable source of information.

ii. **Hauled Waste:** A milestone was met in Nitrogen and Phosphorus, which will put operations in a better position for next year. It is the hope to meet and exceed these levels to put the authority in a position of being able to sell nutrient credits, which would provide an additional revenue source.

1. MEI used 12K pounds of the authority’s credits before their contract closed, so for this year, some nutrient credits will need to be purchased. (Nutrient loads are not calculated on a calendar year.)

iii. **Efficiency:** Electric usage is down, showing efficiencies in utilization. Chemical costs are down showing frugality in purchasing.

iv. **Collections:** Mr. Fenicle recapped that delinquencies are down. Aged accounts are being worked through to try to clean up outstanding accounts. A majority of the collection efforts began in June with the first shut off of the year occurring on the 19th & 20th. The trend report was re-run to show the drastic decrease in outstanding due since January.

v. **Military Deployment Waiver:** Discussion was had on whether or not to waive all of the minimum charges for the military active duty homes that will be vacant during deployment.

Mr. Phillips entertained a Motion to waive 100% of the minimum charges for active duty military that are deployed, if they follow the guidelines provided on the draft form. (See attached.); moved by Mr. Baker, seconded by Mr. Harley. Mr. Enterline abstained. Motion passed unanimously 4-0.

vi. **Flood Relief:** Flood relief of over $25K was given through the month of May for victims of Tropical Storm Lee.

vii. **Leak Detection:** Mr. Baker would like to know if a compilation could be made of in-home leaks and what they are costing our customers.

**VII. Financials**

a. **Vouchers:** The vouchers were reviewed. (See attached.)

Mr. Phillips entertained a Motion to ratify the vouchers paid prior to the meeting in the amount of $123,879.85; moved by Mr. Enterline, seconded by Mr. Harley. Motion passed unanimously.

Mr. Phillips entertained a Motion to pay the vouchers as follows; water in the amount of $21,992.87, wastewater in the amount of $47,414.02, and construction in the amount of...
$10,469.75 for a total of $79,876.64; moved by Mr. Baker, seconded by Mr. Enterline. Motion passed unanimously.

b. Penn DOT 5-Points Project: There is a special invoice for the Authority’s portion of the Penn DOT 5-Points project that the finance committee recommends be paid mostly from the capital account and the remainder from the water account. The plan is to replenish the capital account at year-end.

- Mr. Phillips entertained a Motion to authorize payment of $174,008.53 as recommended by the finance committee; moved by Mr. Enterline, seconded by Mr. Baker. Motion passed unanimously.

c. Revenue & Expense Reports: Various line items were highlighted for discussion. The May water revenue is exceeding anticipated marks.

i. $150K or more in flood damage was paid from expenses that were not budgeted for. Staff has re-evaluated pending projects to see which can be moved to another year to offset the loss. The authority is also bracing for the fall debt service payment of about $1,167,443.61.

- Mr. Phillips entertained a Motion to pay $798.55 for the vouchers received after the reports for the meeting handouts were printed; moved by Mr. Baker, seconded by Mr. Enterline. Motion passed unanimously.

d. Public Relations: Discussion was had on how to provide better information to the customers. Discussion was had on utilization of the web site and coming up with a solution to processing payments so that customers can see their previous payments on their statements. The current issue is that the rules and regulations allot a 30-day payment period, which overlaps the due date of the 1st of the following month. To remove this issue, at a minimum, the 30-day payment period will have to be shortened by amending the rules and regulations.

e. Contract Services: A historical review was provided regarding contract services. The board recalled that 10 packages were issued by the engineers to solicit for contract services. Severn Trent and Miller Environmental (the existing contractor) were the only two to respond. Severn Trent wanted to have 14 employees in operations at the facilities, and MEI wanted to have 4 people in operations. (These numbers did not include administrative staff or field staff.) At present, the authority has 4 administrative staff, 3 in operations, 2 contracted employees for operations, and 1 field person.

VIII. Adjournment

- Mr. Phillips entertained a Motion to adjourn at 11:05PM; moved by Mr. Enterline, seconded by Mr. Baker. Motion passed unanimously.

Respectfully Submitted,
Candace L. Hoover, Recording Secretary
MANHEIM BOROUGH AUTHORITY  
July 19, 2012

I. Call to Order/Pledge of Allegiance  
Mr. Snavely convened the meeting at 7:05PM with the Pledge of Allegiance.

II. Roll Call  
Chairman Douglas Snavely, Vice Chairman Marc Phillips, Secretary Lin Harley, Treasurer Barb Horst, Assistant Secretary/Treasurer Wade Baker, and Members Philip Enterline, and Wesley Geib.

Staff  
Office Staff: Executive Director David L. Fenicle, Executive Assistant Terry Shaffer, Recording Secretary/U.B. Administrator Candace L. Hoover  
Engineering: Greg Gromicko and Serena DiMagno – Rettew Associates  
Operations: Operations Manager Ray D. Bowman  
Solicitor: Ron Pollock – Barley Snyder

III. Minutes of June 21, 2012  
a. Mr. Harley indicated that under the visitor’s section, the last comment indicated that the visitors excused themselves from the meeting. He believes it should be on record that they did so at approximately 9:05PM.

➢ Mr. Snavely entertained a Motion to approve the Minutes as amended; moved by Mr. Phillips, seconded by Mr. Geib. Motion passed unanimously.

IV. Public Hearing: Fluoride Removal Application  
a. An application was submitted to DEP to discontinue the application of Fluoride to the drinking supply.

b. Emily Ditzler (425 W Ferdinand St.) brought toxicology reports from her research regarding manufactured Fluoride, and highlighted negative effects of it in her argument for discontinuing the application of Fluoride to the water. She expressed concerns about the ingestion of Fluoride as opposed to its proper use, which is being applied topically. She indicated that Fluoride is in anti-depressants for its calming ability.

c. Dr. Allen Peterson, MD and certified geriatrist spoke as a representative of The Partnership for Public Health as well as for several Manheim residents; Mary Wubbolt, and Mr. & Mrs. Barshinger. Dr. Peterson highlighted the names of agencies that support the application of Fluoride to the public water supply. Fluoride is a natural mineral, but not in high enough levels, which is why they support continuing application.

d. Mr. Tom Gates (46 S Grant St.) commended the most recent newsletter. He noted that he was a Council member in the 70’s, and recalled the strides it took to get the Fluoride station built. He would like to see its application continue. Mrs. Gates (46 S. Grant St.) added that she grew up in Manheim as well. She stated that they have spent thousands of dollars in dental work. Their children had monumentally less dental issues due to the addition of Fluoride.

e. Wayne Olsen (126 W Ferdinand St.) grew up on spring water had many fillings over the years. They were told to give their children Fluoride tablets.

f. Jason Phillips works with St. Joseph’s in partnership with the Lancaster County Dental Society, with patients in the Manheim Central School District, representing over 200 member dentists who support the application of Fluoride.
g. Bill Bonanno (520 Kendig Dr.) would like the board to consider the number of people on wells that do not otherwise have access to Fluoridated water when they make their final decision.

h. Elaine Olsen (126 W. Ferdinand St.) inquired about the cost of the equipment’s repair, and how long the system would be without Fluoride during that activity. She believes Fluoridating the water should continue, but that the decision needs to be all-inclusive.

1. Mr. Fenicle stated that the equipment has been under review for two years. The Fluoride has eaten through the concrete walls. Estimated repairs are currently estimated at $76K. Once the equipment is taken apart, and the structure deconstructed a bit, a better cost assessment could be made. It was confirmed that the Fluoride does eat through the piping in the equipment, but it is in such a dilution that it is not as corrosive in the service lines.

i. Mary Wubbolt, RDH, PHDHP (23 W. High St.) submitted over 100 signatures in support of her letter for the continuation of Fluoride application. (See attached.) Fluoride, in her research, has been found to be a positive long-term benefit, and recent recommendations are for increasing added amounts. She also noted that impoverished children are already at risk for lower health, and Fluoride will be one of the few benefits they receive.

j. Sean Reynolds, a representative of St. Josephs Health Ministries and Brush, Brush, Smile, representing patients in the Manheim Central School District, also stated support of the continuation of Fluoride.

1. Mrs. Horst inquired whether any studies have been done on their patients comparing customers who have fluoridated water versus those who do not. No such study has been done.

k. Lee Barshinger (259 Rapho St.) stated that WebMD.com supports fluoridation. He stated that if you register to the web site there is more information is available than if you are an unregistered visitor.

l. Mr. Gates stated that the Authority has spent millions to satisfy the State, they can certainly shoulder this minimal cost to continue the use of Fluoride.

m. Jackie Johns of Willow Street was present to speak on behalf of her friends, whom are residents of the Borough. She indicated that $76K would break out to about $0.31 per week. The money spent would benefit those who are less fortunate, such as those on Medicaid, who are treated by programs such as Brush, Brush, and Smile.

1. Ms. Wubbolt concurred, stating that the children who are impoverished benefit most from the continuation of Fluoride.

n. Carol Phillips (216 W Gramby St.) stated that she knows well that the Authority diligently seeks ways to save money. She cited historically that she remembers waiting in line to be re-immunized for polio, because many communities such as the Amish did not immunize. She cautioned the board not to be penny wise and pound foolish in their consideration of fluoridation, and supports that it continues to be added.

o. Mr. Harley had clarified that Dr. Peterson’s organization is a County public/private partnership addressing public health priority and resources.

p. Ms. Susan Eckert, also of The Partnership for Public Health, stated that they do grant searches.

1. Mr. Snavely stated that help finding a grant would be helpful.

q. Mrs. Phillips stated that any upgrade amortized over 20-years would be a minimal cost to the residents.

r. Mr. Snavely anticipates that the board will make a decision within the next two meetings. The board may wait for DEP’s finalization of the application request to make a decision.

s. Mrs. Olsen (126 W. Ferdinand St.) inquired how long the system would be without Fluoride if repairs were made.
1. Mr. Gromicko stated that a design analysis has not been completed. The old system would be operated until the new system was in place.

t. Mr. Gates stated that if the building had been maintained since its installed, it would cost less to repair now. Mrs. Barshinger inquired how it got to such deterioration so quickly.

1. Mr. Snavely indicated that the Authority had a contract operator until 12/31/2011. The administrator was also the Borough Manager, the board themselves did not have any of their own employees. The administration was handled by the Borough Manager, and the facilities were under the management of the contract operator. The board, unfortunately, was reliant on the information received from the management. One of the later Borough Managers hired Mr. Fenicle upon realizing that the water/sewer facilities needed separate management after discovering deficiencies under the contract operator.

u. Mr. Bonnano suggested creating a project cap where if the board sees the project will exceed that amount, the decision be made not to continue applying Fluoride.

1. Mr. Gromicko and Ms. Serena DiMagno clarified that they cannot see the extent of the structural damage until further down the line.

v. Mr. Fenicle shared that Fluoride, as well as other chemicals and minerals are volatile, and are handled with care by the employees.

w. Mr. Peters stated he could not think of a better legacy than the continuation of Fluoride.

V. Visitors

a. Wayne & Elaine Olson (126 W Ferdinand St.), Emily Ditzler (425 W Ferdinand St.), Dr. Allen Peterson and Susan Eckert (Partnership for Public Health), Mr. & Mrs. Tom & Jean Gates (46 S Grant St.) Jason Phillips (St. Joseph’s Health Ministries), Ms. Mary Wubbolt (23 W. High St.), Mr. & Mrs. Barshinger (259 Rapho St.), Mr. William Bonanno (Kendig Dr.), Sean Reynolds (St. Josephs Health Ministries & Brush, Brush, Smile), Jackie Johns (Willow Street, PA), Carol Phillips (216 W Gramby St.), Mr. Larry McFarland (1042 Cambridge Drive), Mr. David Reist (60 N. Main St.), David Thompson ( 11 S. Main St. and 406 Orchard Ln.).

b. Mr. McFarland indicated that the Authority has the highest water/sewer rates of the 18 water and sewer authorities that he interviewed. (See attached.)

1. Mr. Snavely reviewed some of the history of the Authority and indicated that the board has only been operating on their own, with their own employees, for what will be 7 months. He believes it would be fair to give the board time to rectify some of the issues discovered from taking operations back from the contract operator to going on their own.

2. Mr. Snavely noted that the rates are based on the debt and current costs and opened the floor for suggestions on cost savings.

3. Mr. McFarland suggested that the Authority contact the state community service department to handle the mowing. He also inquired about whether or not the board considered solar energy or burning the waste as chicken farms do in order to cut electrical costs.

- Mr. Snavely indicated that there are separate rules for disposal of animal waste as opposed to human waste.

- Mrs. Horst shared that many of the inherited issues, including not having a regular maintenance program, need to be handled before some of the suggestions may be pursued. Mr. Baker concurred, adding that the focus now is getting the facilities up and running. Regarding electric, consideration is co-generation with methane is a higher priority than solar due the acreage solar would require.
• Mr. McFarland wants the board to list specific things they are doing to lower the rates for the residents. He stated that it is hard to fault a volunteer, but the people want to know what the board is doing to lower the rates.
• Mr. Snavely spoke on behalf of the septage-receiving program that is an additional revenue stream.

4. Mr. Geib indicated that the school board pays more for mowing than the Authority. He added that he appreciates Mr. McFarland is getting involved.

c. A majority of the attendees excused themselves at approximately 8:40PM.

d. Mr. Bonanno wanted to know if the Authority has a statute book similar to the Code of Ordinances. He would like a copy of the rules and regulations.
   1. The Municipal Authorities Act is available online.
   2. Mr. Bonanno recommends that the meeting material be done first and then the people be given a turn in an attempt to help participation, citing that the County Commissioners give 3 minutes for visitors.

e. Mr. Reist (60 N. Main St.) inquired about whether or not the Authority is in legal pursuit of the previous contract operator for all of the discovered deficiencies.
   1. Mr. Snavely stated that there would be an executive session to discuss that.

f. Mr. Snavely is confident that the Authority operating its own facilities will ultimately be cheaper than the other alternatives. As of now, the board cannot promise that rates will be lowered.

g. David Thompson (11 S. Main St. and 406 Orchard Ln.) is on a payment plan for the additional tapping fee needed to create the second unit over his business. He inquired about the hierarchy of the management from the past to now.
   1. Mr. Snavely recapped how the Authority was first owned and operated by the Borough. It became a self-operating Authority with shared services with the Borough and a contract operator, to present day.
   2. Mr. Thompson stated that anything the board could do to lower the rates in Manheim he is in favor of pursuing. The board needs to do an even better job than what they are doing now, and faster.

h. Mr. Geib thanked Mr. Thompson for his comments

i. Mr. Snavely thanked Ms. Ditzler for her “grass-roots” meetings that are attempting to get more community involvement with the Authority.

VI. Reports

   a. Engineer’s Report

   1. **Water Treatment Plant (WTP):** Mr. Gromicko indicated that DEP observed operations on July 13 and is scheduled to revisit on July 26.

   2. **Wastewater Treatment Plant (WWTP):** A permit amendment was submitted to DEP and was neglected by their department. The Authority is being subjected to additional limitations that it would not have been subject to had the application been handled in a timely fashion. Mr. Fenicle will schedule an appointment with Representative Creighton to discuss the application and whether or not his office could be of any assistance.

   • Mr. Gromicko is waiting on additional data to finalize the NPDES Permit renewal for the Wastewater Treatment Plant (WWTP).
   • The equipment is slated to be reconfigured for better sludge management to be able to accept additional hauled waste; however, in order to do so, the current permit needs to be approved.

   3. **Rettew Lane Bridge:** A construction meeting took place last week with the awarded contractor. Discussion was had on whether or not there is a cost saving opportunity for
accelerating the construction portion of the project with the delays in the permitting process.

b. Mr. Snavely stated that the permitting process though DEP can be frustrating. On occasion, they have submitted a request for a change to an application and then submitted additional changes after their original request had been accommodated.
   1. Representative Creighton offered his office’s services.

c. Operations Report
   1. Influent/Effluent Report: The June numbers of 49 for Total Nitrogen and the 9 for Total Phosphorus are as pounds and must be converted to mg/L.

d. Executive Director’s Report
   1. FEMA/PEMA: Mr. Fenicle and the Comptroller, Ms. Tobias, will be scheduling an appointment to review reimbursement schedules.
   2. Water Repair: An unmapped, stubbed lateral service near Fulton Bank broke and was repaired. Penn DOT will not be penalizing the Authority for the emergency repair.
   3. Sweetbriar Creek: Phase II is slated to begin. Mr. Fenicle expressed concern with the developer’s plan to put in additional homes.
   4. Fluoride: The board agreed to make a decision on the Fluoride application upon receipt of the application.
      • Ms. DiMagno stated that Fluoride is the only chemical fed into potable water systems that is not expressly utilized for the purification of water. She recommended that the board visit the EPA’s web site and research the new documentation available, which still backs the use of Fluoride for topical treatment, not ingestion.
      • Rep. Creighton shared that he would prefer that the government not force pharmaceuticals.
      • Ms. Ditzler stated that a lot of her research is backed by information found on the EPA website.
      • The option of a referendum was discussed.
   5. Customer Claim Reviews: Mr. Reist’s account was investigated. It was confirmed that he is paying much less than $40 to $50/day.
      • Mr. Eitner’s account was also reviewed. She has been remitting payments for 2 months at a time.
   6. Billing: Mr. Shaffer indicated that staff is working on data comparisons for billing options on an 8 ½” x 11” bill, while maintaining or reducing billing costs to present a cleaner and easier to understand bill to the customer. He also indicated that e billing is an option.
      • Staff will be ready to make a final presentation on billing options in August.
      • The bulk-mailing acceptance for Manheim’s post office has been closed. The post office issued correspondence listing; Lancaster, Lititz, Ephrata, Harrisburg, Lebanon as bulk mailing center options. Staff selected Lititz due to proximity.
      • Mr. McFarland recommended that the Authority put a copy of a bill online with a line-by-line breakdown of how to calculate and read it.
   7. FEMA/PEMA: Discussion rekindled on reimbursement funds that are still sitting in a holding account. Mr. Fenicle and Ms. Tobias will be meeting with FEMA/PEMA to work out questions and details on getting those funds into the Authority’s accounts to start reimbursing for funds spent on fixing flood damage.

VII. Financials
   a. Vouchers
VIII. New Business

   a. Meetings: Mr. Snavely stated that a procedure should be established for visitors. He suggested that individual comment periods be limited to 3 minutes.

      1. The board discussed moving the visitors’ comment period to a different portion of the meeting.
      2. The board would like staff to research how other meetings are conducted. Mr. Ron Pollock of Barley Snyder noted that Barley has a template policy for meetings that he could send in. It was requested that visitors who have requested to be added to the agenda be given first chance to speak over visitors who have not.
         • Ms. Ditzler urged the board to consider educating the public before having the comment period to provide facts to the customers.
      3. Mr. Geib stated that there was a real lack of communication with the monthly billing, which is one of the root causes of the complaints.
         • Mrs. Horst indicated that if the board does move to a larger invoice, it could be used to disburse information to customers.

IX. Old Business

   a. Customer Claim Reviews: See Section VI-d-6 under the Executive Director’s Report

X. Announcements

   a. An announcement was made that the PMAA Conference is in Hershey from August 26-29.

XI. Executive Session

   a. Mr. Snavely entertained a Motion to recess to Executive Session to discuss legal matters at 10:31PM; moved by Mr. Enterline, seconded by Mr. Geib. Motion passed unanimously.
Mr. Snavely entertained a Motion to return from Executive Session from discussing legal matters at 10:54PM; moved by Mr. Baker, seconded by Mr. Enterline. Motion passed unanimously.

Mr. Snavely entertained a Motion to sign the documents provided by the attorney for a legal contract; moved by Mr. Phillips, seconded by Mr. Enterline. Motion passed unanimously.

XII. Adjournment

Mr. Snavely entertained a Motion to adjourn at 10:56PM; moved by Mrs. Horst, seconded by Mr. Phillips. Motion passed unanimously.

Respectfully Submitted,
Candace L. Hoover
Recording Secretary/Utility Billing Administrator
I. Call to Order/Pledge of Allegiance
Mr. Snavely convened the meeting at 7:05PM with the Pledge of Allegiance.

Roll Call
Chairman Douglas Snavely, Vice Chairman Marc Phillips, Secretary Lin Harley, Treasurer Barb Horst, and Member Wes Geib.

Absent: Assistant Secretary/Treasurer Wade Baker, and Council Pro Tempore Phil Enterline.

Office Staff: Executive Director David L. Fenicle, Executive Assistant Terry Shaffer, Recording Secretary/U.B. Admin. Candace L. Hoover
Engineering: Greg Gromicko – Rettew Associates

II. Minutes
➢ Mr. Snavely entertained a Motion to approve the Minutes as presented; moved by Mr. Phillips, seconded by Mr. Harley. Motion passed unanimously.

III. Visitors
a. Rev. Russell Stahley (527 Rambler Road), Mr. Dick Cunningham (453 Zachary Drive), Mr. Craig Hershey (360 Lakeview Drive), Mrs. Laurie Fenicle (118 Frederick Street).
   i. Mr. Stahley inquired about whether there was an increase in water/sewer for 2012. Mr. Fenicle reported that there was a 20% water rate increase. The sewer did not have a percentage increase; however, the minimum charge’s inclusion of 8K gallons of consumption was lowered to 6K gallons over a 3 month period. The current total water rate increases are at 35% of the 2006 projection of a 100% increase between 2006 to 2011. An additional rate increase for 2013 is not anticipated.
   ii. Mr. Cunningham inquired about how long the transmitters have been in service. Mr. Fenicle stated there are approximately 2,900 transmitters in service and there are a number from the flood that are still slated for repair. So far the Authority has only paid for flood damaged transmitters the remainder have been replaced under warranty.
      1. Mr. Cunningham stated that he is not requesting to be moved to a priority position on the replacement list, he wants better management of the replacements.
   iii. Mr. Strayley inquired about the number of accounts in arrears.
   iv. Mr. Craig Hershey was present to observe.

IV. Reports
a. Engineer’s Report (See attached.)
   i. Sun Hill Commons Developer’s Agreement: The agreement has been completed and all signatures have been received.
   ii. Fluoride: The official notification from DEP for whether or not the permit to discontinue adding Fluoride to the public drinking water supply has not been received.
   iii. Water Treatment Plant (WTP): Satisfactory rating received. (See Executive Director’s Report.)
iv. **Wastewater Treatment Plant (WWTP):** The permit application is under review and will be ready for a complete review after third and fourth quarter wet tests are conducted and submitted.

b. **Executive Director’s Report (See attached.)**
   
i. **Sweetbriar Creek:** Phase 2-C has extended service lines for approximately 6 homes.
   
ii. **FEMA/PEMA:** The program is requiring the Authority to purchase additional insurance before releasing additional funds.
   
iii. **DEP Issues Meeting with Senator Brubaker & Representative Creighton:** Mr. Fenicle shared that he and staff had a productive meeting with Senator Brubaker and Representative Creighton focusing on hauled waste and credit offsets. DEP wants to limit the acceptance of hauled waste, even though discharge levels are continuing to be met. Removing the hauled waste program would take away 19% of the Authority’s revenue. Both public servants seemed eager to assist.
   1. Hall Associates is looking to obtain $2,500 from municipalities suffering from the same infringement to bring a suit to DEP.
   
iv. **Nutrient Credit Purchase:** (See attached.) Penn Township hauls their sludge for final treatment. They are looking for an equal exchange of services of sludge processing for nutrient credits at fair market value.

- Mr. Snavely entertained a Motion to pursue a written agreement for the proposed exchange; moved by Mr. Phillips, seconded by Mr. Harley. Motion passed unanimously.

c. **Operator’s Report**
   
i. **Flows:** Mr. Fenicle reported positive flow rates. (See attached.)
   
ii. **WTP:** Treatment levels continue to exceed DEP’s requirements.

V. **Financials**

a. **Vouchers**

- Mr. Snavely entertained a Motion to approve the vouchers for $66,476.65; moved by Mr. Phillips, seconded by Mr. Harley. Motion passed unanimously.

b. **Payments Made Prior to Meeting**

- Mr. Snavely entertained a Motion to approve the payments made prior to the meeting for $37,048.21; moved by Mr. Harley, seconded by Mr. Geib. Motion passed unanimously.

c. **Invoices Received After Reports Were Run**

- Mr. Snavely entertained a Motion to approve payment of the invoices received after the reports were run for $1,199,922.52, which includes the debt service payments of $830,221.25, $134,460.61, and $197,221.99; moved by Mr. Harley, seconded by Mr. Phillips. Motion passed unanimously.

d. **Special Invoice Pending Approval (See attached.)**

- Mr. Snavely entertained a Motion to approve the special approval invoice for Abel Construction for the WWTP Rettew Lane Bridge Project for $79,521.70; moved by Mr. Phillips, seconded by Mr. Harley. Motion passed unanimously.

VI. **Financial Report Inquiries**

a. **Water/Sewer Revenue & Expense:** A balance sheet graph was reviewed. (See attached.)
i. Discussion was had on replenishing reserve funds.
ii. Discussion was had on payments coming in for the remainder of the month, funds anticipated from FEMA/PEMA, unanticipated expenses with the flood and from deficiencies discovered from the contract operator, and the lower debt service payment coming in the spring.

1. Class A sludge is an arduous process, which will take longer than the remainder of 2012 to complete.

VII. New Business

- Mr. Snavely entertained a Motion to authorize the change in Nicole Rohrer’s employment status from probationary to full time permanent; moved by Mrs. Horst, seconded by Mr. Geib. Motion passed unanimously.

VIII. Old Business

a. Billing Options: (See attached.) Mr. Shaffer reported that staff took a full evaluation of the change from quarterly to monthly billing, and included pros and cons for changing the monthly billing cycle. Discussion was had on rolling out a new billing cycle with a new invoice paper in January.

b. Shut off Frequency: Discussion was had on upping the quarterly shut off frequency to monthly.

c. Phone Call Notification System: The system is required by DEP for boil water advisories. Staff tries to reserve it for emergencies.

- Mr. Snavely entertained a Motion to proceed with billing cycle change option to match the billing dates to the meter reading dates of the 20\(^{th}\) of the month effective January 1, 2013; moved by Mr. Harley, seconded by Mrs. Horst. Motion passed unanimously.

d. ACH

- Mr. Snavely entertained a Motion to proceed with implementing ACH payments; moved by Mr. Harley, seconded by Mr. Phillips. Motion passed unanimously.

e. Resolution 5-2012: Policy and Rules Governing Public Participation at Public Meetings of Manheim Borough Authority (See attached.)

- Mr. Snavely entertained a Motion to adopt Resolution 5-2012 including Exhibit A; moved by Mr. Harley, seconded by Mr. Phillips. Motion passed unanimously.

f. Billing Restructuring


- Mr. Snavely entertained a Motion to adopt the Water Rules & Regulations Amendment of August 16, 2012; moved by Mr. Philips, seconded by Mr. Geib. Motion passed unanimously.

ii. Resolution 7-2012: Sewer Rules & Regulations Amendment of August 16, 2012

- Mr. Snavely entertained a Motion to adopt the Sewer Rules & Regulations Amendment of August 16, 2012; moved by Mrs. Horst, seconded by Mr. Geib. Motion passed unanimously.

g. Rettew Lane Bridge

- Mr. Snavely entertained a Motion to authorize the issuance of the Notice to Proceed for Abel Construction; moved by Mr. Harley, seconded by Mr. Phillips. Motion passed unanimously.
IX. Announcements
   a. **PMMA Conference:** The conference is the week of August 27th. Mr. Fenicle and Mr. Shaffer are planning to attend.

X. Adjournment
   ➢ Mr. Snavely entertained a Motion to adjourn at 9:44PM; moved by Mrs. Horst, seconded by Mr. Phillips. Motion passed unanimously.

Respectfully Submitted,
Candace L. Hoover, Recording Secretary
MANHEIM BOROUGH AUTHORITY  
September 20, 2012 as approved at the October 18, 2012 meeting

I. Call to Order/ Pledge of Allegiance  
Mr. Snavely convened the meeting at 7:03PM with the Pledge of Allegiance.

Roll Call  
Chairman Douglas Snavely, Vice Chairman Marc Phillips, Secretary Lin Harley, Treasurer Barb Horst, Assistant Secretary/Treasurer Wade Baker, and Members Philip Enterline and Wesley Geib.

Staff  
Office Staff: Executive Director David L. Fenicle, Executive Assistant Terry Shaffer, Recording Secretary Candace L. Hoover  
Engineering: Serena DiMagno – Rettew Associates

II. Approval of Minutes  
a. August 16, 2012  
1. Mr. Harley requested that we assure Abel Construction is spelled A-b-e-l throughout.  
2. Mr. Harley noted that under the visitor’s section, the last sentence of sub-section a-I should read, “An additional rate increase for 2013 is not anticipated.”  
3. Under Section VIII-e, it was requested by Mr. Snavely and Mr. Harley that Resolution 4-2012 is actually Resolution 5-2012. In addition, it was requested that the Resolution’s title be included.  
   ➢ Mr. Snavely entertained a Motion to approve the Minutes as amended; moved by Mr. Phillips, seconded by Mr. Harley. Motion passed unanimously.

III. Visitors  
Emily Ditzler (425 W Ferdinand St.: rate payer), and Mr. Sean Reynolds (St. Joseph’s Ministries and Brush, Brush, Smile: non-rate payer)  
a. Registered Visitor Comment Period: There were no registered visitors. Mr. Snavely opened the floor for comments for the unregistered visitors.  
1. Mrs. Ditzler noted that her dentist had a concern that all infant formulas carry Fluoride and are typically mixed with water containing Fluoride. She read a toothpaste box that said to contact poison control if ingested and to keep out of reach of children. A similar message was printed on an empty mouthwash container. Pediatric dentists recommend only using Fluoride toothpaste after the age of four. She stated that Fluoride is a natural occurring component in the Authority’s aquifers.  
2. St. Joseph’s Ministries and Brush, Brush, Smile indicated that the CDC called Fluoride one of the greatest medical assistances in history.

IV. Reports  
a. Engineer’s Report (See attached.)  
1. Rettew Lane Bridge Project: Due to permitting delays, the contractor may have difficulty meeting their contract deadline. Mr. Fenicle has not been presented with a project timeline. He reported that the contractor has been very workable.  
b. Operator’s Report  
1. Effluent Levels: Levels have been good. Mr. Fenicle has been working with Elizabethtown to purchase credits. The new water calendar year begins on October 1.
2. **Compliance Issues:** There were two non-compliance incidents that have been rectified and DEP was notified prior to them receiving the reports that would indicate a violation. One occurred because of a mechanical failure in the chlorine injector, which put the levels over the geometric mean.

3. **Nutrient Purchase Agreement:** Elizabethtown: Solicitor Gray reviewed the agreement of sale. (See attached.) It is slated for approval at E-Town’s meeting this evening. Discussion was had on the nutrient trading program.
  - Mr. Snavely entertained a Motion to approve the agreement as presented (see attached); moved by Mr. Harley, seconded by Mrs. Horst. Motion passed unanimously.

**Mr. Geib arrived at 7:45PM**

**c. Executive Director’s Report**

1. **FEMA/PEMA Flood Assistance:** The well pumps were mitigated. Some funds are not being released by FEMA/PEMA until flood insurance for a few particular items are secured.
2. **Solitech Unit:** Preliminary costs for repairs are at $15K. The equipment is necessary and should be absorbable in the cost of all of the anticipated year’s projects for the Wastewater Treatment Plant.
   - There were no objections to proceeding with the repairs.
3. **Northwestern Lancaster County Authority:** Mr. Fenicle and Mrs. Horst met with Township Manager David Kratzer, and two Township Supervisors. They were interested to know if the MBA had any long term plans to extend water service lines toward the Township, within the MBA Service Area.
4. **Billing:** The board was not opposed to selling advertising space on the new bills if it is done properly.
5. **Aged Receivables:** Additional reporting was provided for September to illustrate staff’s diligence in pursuing delinquent accounts. (See attached.)
  - Mr. Snavely entertained a Motion to authorize the change in Mr. Robin Sholly’s employment status from probationary to full-time permanent at the conclusion of his 180-day probation period on September 26, 2012; moved by Mr. Phillips, seconded by Mr. Harley. Motion passed unanimously.
6. **Municipal Waste:** Septage receiving has been up. Mr. Shaffer is working on a cost analysis comparing revenue received versus expenses for the program to assure for the budget that the proper rates are being charged. Should DEP not allow the Authority to continue to accept, the rates will be forced up. It is a concern that higher rates would drive away potential customers.

**Mr. Baker arrived at 8:40PM**

**V. Financials**

a. **Authorization to Pay Vouchers**
  - Mr. Snavely entertained a Motion to authorize payment of pending vouchers for $251,448.19; moved by Mr. Enterline, seconded by Mr. Phillips. Motion passed unanimously.
  - Mr. Snavely entertained a Motion to ratify the vouchers paid prior to the meeting for $38,699.84; moved by Mr. Harley, seconded by Mr. Enterline. Motion passed unanimously.
Mr. Snavely entertained a Motion to authorize payment of the vouchers received after the reports were run for $9,088.84; moved by Mr. Phillips, seconded by Mr. Enterline. Motion passed unanimously.

b. **Financial Report Inquiries**
   1. Mrs. Horst, Ms. Tobias (Comptroller), Mr. Fenicle, Mr. Shaffer, and the Auditor, Mr. Koontz met and reviewed the setup of the Authority’s accounts. As a result, adjustments were made to clean up accounts between the Authority and the Borough of Manheim that existed when the two entities shared accounting systems and bank accounts.
   2. **2013 Budget**: The Finance Committee will begin meeting in October. Staff has completed the first round of preliminary budgets and is working on a second run.

VI. **New Business**
   a. **2009 & 2009A Lending Notes**: Mr. Schlesinger (Financial Advisor), Ms. Tobias, Mr. Fenicle, and Mr. Shaffer held a conference call. There is an opportunity for the Authority to renegotiate lending rates, or to shop for new lenders. Either option would have associated costs, but the savings would offset those rates and save monies over the length of the loan. Mr. Fenicle would like Mr. Schlesinger to present the board with options at October’s meeting.
      1. **2008 Loan**: This loan is locked and non-negotiable until 2018.
         i. Discussion was had on potential options.
         ii. Discussion was had on possible liabilities from working with Concord Financial. Solicitor Gray had told Mr. Fenicle there is none.
   b. **Meetings**: Mr. Fenicle would like the board to consider changing the board from the 3rd Thursday of the month to the 2nd Thursday of the Month. There are many companies switching to 15-day payment periods and it would reduce the number of vouchers received after the reports are printed.

VII. **Old Business**
   a. **Fluoride Removal Application**: DEP approved discontinuing the addition of Fluoride. Staff did research grant opportunities, and if found and awarded, would not be available until 2014.
      1. Mr. Reynolds stated that for every $1 spent to Fluoridate saves $38 in dental care.
      2. Mr. Fenicle states that this figure is only based on the actual Fluoride, but not the operations and management.
      3. Mrs. Ditzler indicated that constitutionally, it violates the rights of the 1st, 9th, and 14th Amendments.
      4. Information was passed around from the EPA and CDC questioning whether application to the drinking water of Fluoride is the best method of application.

Mr. Snavely entertained a Motion to discontinue Fluoride application; moved by Mr. Geib, seconded by Mr. Baker. Roll Call Vote
   - Mr. Snavely - yes
   - Mr. Phillips - no
   - Mr. Harley - no
   - Mrs. Horst - no
   - Mr. Baker - yes
   - Mr. Enterline - no
   - Mr. Geib - yes

b. **Nutrient Purchase Agreement: Elizabethtown**: (See Operator’s Report section.)
VIII. Visitors
No additional visitors arrived.

Unregistered Visitor Comment Period
a. Mrs. Ditzler wanted to know if the members voting to maintain Fluoride application are comfortable forcing pharmaceuticals on the unwilling, and deciding on the health of the individual’s constitutional right to be medicated. Mr. Phillips shared that the information he had received and reviewed showed that the benefits outweighed the risks. Mr. Harley indicated that there is a need for children of low-income families to receive Fluoride.

IX. Announcements
There were no announcements.

X. Executive Session
Mr. Snavely stepped out at 10:00PM.

➢ Mr. Phillips entertained a Motion to adjourn to Executive Session to discuss DEP and contract legal matters at 10:01PM to discuss legal matters; moved by Mr. Enterline, seconded by Mr. Geib, Motion passed unanimously.

Mr. Snavely returned at 10:02PM

➢ Mr. Snavely entertained a Motion to return from Executive Session after discussing DEP and contract legal matters at 10:44PM; moved by Mr. Enterline, seconded by Mr. Baker. Motion passed unanimously.

XI. Adjournment
➢ Mr. Snavely entertained a Motion to adjourn at 10:45PM; moved by Phillips, seconded by Mr. Harley. Motion passed unanimously.

Respectfully Submitted,
Candace L. Hoover, Recording Secretary
I. Call to Order/Pledge of Allegiance
Chairman Snavely convened the meeting with the Pledge of Allegiance at 7:07PM.

Roll Call
Chairman Doug Snavely, Vice Chairman Marc Phillips, Secretary Lin Harley, Treasurer Barb Horst, Assist. Sec./Treas. Wade Baker, and Members: Phil Enterline and Wes Geib.

Staff
Office Staff: Executive Director David L. Fenicle, Executive Assistant Terry Shaffer, Recording Secretary Candace L. Hoover
Engineering: Michelle Braas – Rettew Associates
Financial Advisor: Jamie Schlesinger – Concord Financial

II. Approval of Minutes
a. August 16, 2012
   1. Mrs. Horst indicated that Section IV-c-3 should be titled, “Northwestern Lancaster County Authority.” The last sentence of the section should read, “They were interested to know if the MBA had any long term plans to extend water service lines toward the Township, within the MBA Service Area.
   2. Mrs. Horst also requested that clarification be added to Section V-b-1. This sentence was added, “As a result adjustments were made to clean up the accounts between the Manheim Borough Authority and the Borough of Manheim that existed when the two entities shared accounting systems and bank accounts.

   ➢ Mr. Snavely entertained a Motion to approve the Minutes as amended; moved by Mr. Enterline, seconded by Mr. Geib. Motion passed unanimously.

III. Visitors
Emily Ditzler (425 W. Ferdinand-rate payer)
   a. Mr. Snavely welcomed Ms. Braas, and she briefly shared her background.
   b. Mr. Schlesinger reviewed the options available for the Authority to refinance or renegotiate their loans. (See attached.)
      1. In order to gain funds the best option seems to be option 2. It involves a restructuring of payments with a cash-out up front. So far, it appears that $100K could be cashed out at settlement and still provides approximately $50K in total savings at the end of the loan’s term.
      2. Mrs. Horst does not see that the cost involved in obtaining this savings is not fiscally sound; however, the costs involved are not unreasonable.
      3. Mr. Snavely requested that banks be approached about short-term loans that are or are not guaranteed. If the loan must be guaranteed, the Authority would need to Borough to guarantee the loan.
      4. Mrs. Horst stated that she is more in favor of option 1.

Mr. Baker arrived at 7:48PM
5. Mr. Fenicle reviewed the account balances and earmarked funds for each, including the funds anticipated from FEMA/PEMA. Discussion was had on options for financing the Fluoride continuation project.

c. Mrs. Ditzler wanted to speak about Fluoride accumulation in the body even though the vote was already cast. There is a conscience clause regarding ethical principles. She shared some of Pennsylvania’s laws regarding rights of conscience. She also reviewed the conscience clause of the Federal Constitution, citing that Fluoride is for infant to 8 years of age, thereby creating an abridgement of her liberties as it does not provide equal protection from over-Fluoridation of those over 8 years old, because the Authority cannot guarantee the cumulative nature of Fluoride in the body. She expressed her constitutional challenge, stating that the FDA has never approved Fluoride for ingestion or systemically. Sodium Fluoride was only approved for topical application.

1. She shared part of a book on Fluoride showing that it accumulates in the penal gland in the brain. She also indicated that the group present in favor of Fluoride used information from the 50’s through the 80’s, neglecting the new information from the 90’s through today.

2. Mr. Baker stated that if there was a documented correlation of Fluoride to Alzheimer’s, he would revisit the vote on Fluoride. Discussion was had on Fluoride research.

3. The board agreed to do independent research on Fluoride and will consider a re-vote if substantial documentation warrants it.

IV. Reports

a. Engineer

1. NPDES Permit: An extension on the permit renewal has been approved. Discussion was had on how the new pending regulations pose new challenges for the Authority. The plant has shown that it meets or exceeds the Nitrogen and Phosphorus levels being requested by DEP.

b. Operations (See Executive Director’s Report)

1. New Charlotte Street: There was a sewer backup in the southeast area of town. The line will be televisied. There was enough grease to warrant an investigation of area grease traps.

c. Executive Director

1. Hauled Waste: Mr. Shaffer provided an updated report. (See attached.)

2. Sun Hill Commons: Everything the developer needs is in place. There is not start date yet.

3. Rapho Agreement: Rapho is typically invoiced toward the end of the year. The finance committee has met on how to determine the calculation for the Township. They will meet again to assure a solid number is provided to Rapho due to some questions that arose from the language provided in the contract.

4. Billing & Collections: Mr. Shaffer gave a presentation on billing on a full 8 1/2” x 11” sheet. Staff is leaning towards outsourcing the print and mail portion of the billing process at a cost savings. The larger bill form will lessen confusion.

i. Aged Receivables: A lot of progress has been made in the 31-60 day outstanding column.

5. MMO: Mr. Fenicle stated that he must provide retirement figures to the board. 2011 was $9,040. With the additional employees, 2013 is expected to be $18,000.

V. Financials

a. Vouchers:

Mr. Snively excused himself from the meeting at 10:00pm.

➢ Mr. Phillips entertained a Motion to authorize and ratify payment of vouchers as follows; vouchers needing approval for $86,737.50; payments made prior to the meeting for $48,020.47 (includes payment to Elizabethtown for nutrient credits was approved by Motion at the
September 20, 2012 meeting; and additional vouchers received after the reports were run for $21,032.80; moved by Mr. Enterline, seconded by Mr. Geib. Motion passed unanimously.

VI. New Business
   a. No new business items were presented

VII. Old Business
   a. Meetings: The board will advertise that it will be changing their monthly meetings from the 3rd Thursday of the month to the 2nd Thursday of the month.
      
      Mr. Snavely returned at 10:08pm.
      
      Mr. Snavely entertained a Motion to move the public meeting from the 3rd Thursday of the month to the 2nd Thursday of the month beginning in January 2013; moved by Mr. Phillips, seconded by Mr. Harley. Motion passed unanimously.

   b. Billing: Discussion was had on using a third party for billing.
      
      Mr. Snavely entertained a Motion to authorize staff to move forward with the utilization of a 3rd party to print and mail monthly water/sewer invoices beginning in January 2013; moved by Mr. Geib, seconded by Mr. Enterline. Motion passed unanimously.

VIII. Visitors
   No additional visitors were present.

IX. Announcements
   a. McFee Breakfast, a fundraising event for education, is this Saturday.

X. Executive Session
   
   Mr. Snavely entertained a Motion to recess to Executive Session at 10:18pm to discuss litigation and employee matters; moved by Mr. Enterline, seconded by Mrs. Horst. Motion passed unanimously.

   Mr. Snavely entertained a Motion to return to the public meeting at 10:37pm; moved by Mr. Enterline, seconded by Mrs. Horst. Motion passed unanimously.

XI. Adjournment
   
   Mr. Snavely entertained a Motion to adjourn at 10:38pm; moved by Mr. Enterline, seconded by Mrs. Horst. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Recording Secretary
I. Call to order/pledge of Allegiance
Chairman Snavely convened the meeting with the Pledge of Allegiance at 7:04PM.

Roll Call
Chairman Doug Snavely, Vice Chairman Marc Phillips, Secretary Lin Harley, Assistant Secretary/Treasurer Wade Baker, and Member Mr. Wes Geib.

Absent: Treasurer Barb Horst, and Mr. Philip Enterline

Staff
Office Staff: Executive Director David L. Fenicle, Executive Assistant Terry Shaffer, and Comptroller Deb Tobias.
Engineering: Michelle Braas – Rettew Associates
Financial Advisor: Jamie Schlesinger – Concord Financial
Solicitor: Kathy Gray, Esq.

II. Approval of Minutes
a. October 18, 2012

Mr. Snavely entertained a Motion to approve the Minutes as presented; moved by Mr. Phillips, seconded by Mr. Geib. Motion passed unanimously.

III. Visitors
a. Jamie Schlesinger – Concord Financial: Mr. Schlesinger discussed options for refinancing or renegotiating the 2009 VIST Bank and 2009A Susquehanna Bank including $100K for the Fluoride upgrades. (See attached.)
   i. If the board signs the VIST renegotiation tonight, it can go into effect with 11/15/12 date. He referred to page one of the packet and pointed out the savings resulting from the lower interest rate. On page two, he indicated Susquehanna Bank’s 2.99% and explained the savings there. He indicated that he will go back to see if he can get a better rate than 2.99%.
   ii. The 2009A refinance would take until 2/2013, but a renegotiation could be done by next month.
   iii. Mr. Fenicle discussed fluoride options including maximizing savings, moving the fluoride containment out of the Water Treatment Plant (WTP), stabilizing the current fluoride room, possibly creating a saturation bed for the fluoridation process, and switching to a liquid form if fluoride application to create less maintenance. He showed an example of a detachable building that could work at WTP where the fluoride could be piped to the plant. The estimated cost for this type of project is $55,200. So far, the 2013 water budget has $11,000 built in for fluoride project repayment.
      1. The proposed project start would be in 2013 and finish is anticipated for 2014. There is a difference in a chemical shed versus an alternative type of detached storage building. If the cost comes in at $55,200 or less, the Authority could possibly complete the project without borrowing money.

b. Kathy Gray, Esq. – Barley Snyder: Ms. Gray reviewed her packet and explained the agreement between MBA and VIST. (See attached.)
Mr. Snavely entertained a Motion to authorize the renegotiation terms with VIST; moved by Mr. Harley, seconded by Mr. Phillips. Motion passed unanimously.

The meeting went into a 3-minute recess with Ms. Gray to have Mr. Snavely and Mr. Harley signed the renegotiation documents with Ms. Gray at 7:33PM.

The meeting resumed at 7:36 PM.

IV. Reports
a. Engineer
i. **Wastewater Treatment Plant (WWTP) NPDES Permit:** The Authority has 30 days after the PA Bulletin publication for the NPDES Permit to appeal the permit’s specifications. A letter has been drafted by Mr. Gary Cohen about the pending restrictions slated to be pressed upon the Authority by DEP through the NPDES permit renewal process. The letter is being submitted tomorrow by Hall and Associates on behalf of the Authority.
   1. Senator Brubaker was in contact to indicate that he was unsuccessful with DEP.
   2. Senator Brubaker and Representative Creighton were notified of the letter being submitted by Hall and Associates.
   3. All treatment plants come up for permit renewal at different times. What DEP is proposing seems to be the imposition of regulations that are not fair or legal. The Authority will be assigned a new permit with new regulations in January. Mr. Harley inquired as to how the regulations would affect septage-hauling income. Staff responded that it would not completely go away; however, it would be significantly decreased. A rate increase to the haulers would range from 50 to 75%, and additional costly testing would be required.

b. Operations
i. **Leak:** A possible water leak has been located on Chestnut Street behind West High Street, near the Wastewater Treatment Plant (WWTP).

c. Executive Director’s Report
i. **Facility Status Update:** Mr. Fenicle discussed how the generators and buckets are running fine, but they were flooded during Tropical Storm Lee. He is looking at replacing them with something of greater need.
   ii. **Employment Status: Terry Shaffer**

Mr. Snavely entertained a Motion to authorize the change in Mr. Terry Shaffer’s employment status from probationary to full time permanent; moved by Mr. Baker, seconded by Mr. Geib. Motion passed unanimously.

iii. **Hauled Waste:** Mr. Shaffer provided an updated report. (See attached.)

iv. **WWTP:** Insurance will be paying for claims for a power pole, and a fallen fence from damages caused by Hurricane Sandy.

v. **Staff Reports:** Transmitter replacements and aged receivables were reviewed and explained.
   1. Most revenue is being captured faster, as the >120 day accounts are mostly liens.

vi. **Possible Service Connection:** Discussion was had on the potential impact if the school plans to build in or outside of the borough in a joint elementary school and having adequate supply of water and sewer line capabilities.

vii. **Employee Status Report:** An update was provided on RFI employee, Sam Getz, and his family’s recent tragedy.
V. Financials
   a. Vouchers
      Mr. Snavely entertained a Motion to authorize payment of the vouchers for water, sewer, and the construction funds for $67,501.88 and for $27,178.63 for vouchers received after the reports were run; moved by Mr. Phillips, seconded by Mr. Baker. Motion passed unanimously.

      Mr. Snavely entertained a Motion to ratify payment of vouchers paid prior to the meeting for $36,602.51; moved by Mr. Philips, seconded by Mr. Geib. Motion passed unanimously.

   b. Reports
      i. Balances: There is more cash on hand this October than in 2011. It was noted that the water revenue current line is exceeding the budgeted amount.

   c. 2013 Draft Budget: Discussion was held on both the water and wastewater budgets on a projector. Staff is seeking final approval for the budget at the December meeting.

VI. New Business
   a. EDU Audit: Discussion on how DEP determines what our flows are based on EDUs (Estimated Daily Uses) or gallons.
      i. Discussion had on how the Authority could possibly not charge by EDUs, or how it could create rate categories for non-profit of commercial rates. Staff will check the rules and regulations to see what is spelled out for EDUs and billing to see how it should be enforced.
      ii. The current rules and regulations are to be enforced. Discussion was also had on enforcing the current rules and looking to make exception groups such as for; municipal, borough, pool, school, etc.
         1. Rules & Regulations: There will be a presentation on the rules and regulations for review and discussion at the December meeting.

VII. Old Business
   a. No items were presented.

VIII. Visitors: Unregistered Visitor Comment Period
   a. No additional visitors were present.

IX. Announcements
   a. No announcements were made.

X. Executive Session
   a. There were no Executive Session topics or session.

XI. Adjournment
      Mr. Snavely entertained a Motion to adjourn the meeting at 10:48PM; moved by Mr. Phillips, seconded by Mr. Geib. Motion passed unanimously.

Respectfully Submitted,

Deb Tobias, Comptroller
I. Call to order/pledge of Allegiance
Chairman Snavely convened the meeting with the Pledge of Allegiance at 7:01PM.

Roll Call
Chairman Doug Snavely, Vice Chairman Marc Phillips, Secretary Lin Harley, Treasurer Barb Horst, Assistant Secretary/Treasurer Wade Baker, and Member Mr. Wes Geib.

Absent: Mr. Philip Enterline

Staff
Office Staff: Executive Director David L. Fenicle, Executive Assistant Terry Shaffer, Comptroller Deb Tobias, and Recording Secretary Candace L. Hoover.
Engineering: Serena DiMagno – Rettew Associates
Financial Advisor: Chris Gibbons – Concord Financial

II. Approval of Minutes
a. November 15, 2012

➢ Mr. Snavely entertained a Motion to approve the Minutes as presented; moved by Mr. Harley, seconded by Mr. Phillips. Motion passed unanimously.

III. Visitors
Mr. Chris Gibbons, Financial Advisor (Concord Financial), and Mrs. Emily Ditzler (425 W Ferdinand Street)
a. Chris Gibbons – Concord Financial:
   i. Renegotiation of Susquehanna Bank loan to 2.8%: Mr. Gibbons reported that savings from the renegotiation is estimated at $200,000 over the life of the loan.

➢ Mr. Snavely entertained a Motion to approve Resolution 9-2012 for the renegotiation of the Susquehanna Bank Series A 2009 Revenue Note; moved by Mr. Baker, Mrs. Horst. Motion passed unanimously.

IV. Presentation
a. Mr. Shaffer was thanked for his term as a board member, and presented with a plaque.

V. Reports
a. Engineer
   i. Wastewater Treatment Plant (WWTP) Operations: Krüger was on site to assist with issues.
   ii. NPDES Permit: Comments were sent to DEP on November 16. DEP has requested time for internal review of the submissions.
   iii. Rettew Lane Bridge: Voids and a narrow encountered just off the stream that needs filling.
   iv. Fenner Drives Industrial Pretreatment Program: A meeting is being scheduled with the owners.

b. Operations
   i. Repairs: (See attached.) Mr. Fenicle discussed a disjointed sewer line slated for repair in 2013.
   ii. Reporting: Mr. Harley requested a report of production versus billed water/wastewater.
   iii. Model: Mr. Fenicle confirmed that the model is updated frequently.
c. Executive Director’s Report:
   i. Leaks: Two large leaks have been found and repaired. An additional leak has been found and after the obtainment of an easement, repairs are underway. Discussion was had about planning ahead for future breaks and issues, and the proactive nature of the current staff.
   ii. Rapho Township Agreement: Mr. Harley indicated that the documents (see attached) are in relation to the Township’s share of the WWTP’s costs. He believes the Township’s request is reasonable if the bridge improvements are not included as part of the upgrade costs and that going forward, if any Rapho residents hook up, the reservation of capacity they are paying annually be reduced by the amount of connecters. An agreement would be drafted to more clearly specify the arrangements between the two entities.

   ➢ Mr. Snavely entertained a Motion to authorize the return of last year’s payment from Rapho Township as indicated in their correspondence, and that moving forward, the Township’s reservation of capacity be reduced by the number of additional Township residents that connect; moved by Mr. Harley, seconded by Mrs. Horst. Discussion was had on the two entities’ solicitor reviews, and any appropriate amendments will be created. Motion passed unanimously.

VI. Financials
   a. Authorization to Pay Vouchers
      i. Meeting the second Thursday of the month next year should minimize the number of vouchers to be approved after the reports are run.

      ➢ Mr. Snavely entertained a Motion to authorize payment of the vouchers for $228,112.77, to ratify payment of vouchers paid prior to the meeting for $39,838.71, and to authorize payment of the vouchers received after the reports were run for $21,795.16; moved by Mr. Harley, seconded by Mr. Phillips. Motion passed unanimously.

   b. Financial Report Inquiries
      i. Financials: Mrs. Horst reviewed the net incomes on the water and wastewater budgets.
      ii. Cash Balances: Mr. Snavely requested that the report show a rolling 12-month history.
   c. 2013 Budget: (See attached.) Discussion was had on capital projects that will have to be completed within the next 5 to 15 years. Equipment such as presses only last for so long.

      ➢ Mr. Snavely entertained a Motion to approve the water and wastewater budgets as presented; moved by Mr. Phillips, seconded by Mr. Harley. Motion passed unanimously.

   d. Resolution 1-2013: It was noted that the fee per gallon on sewer should be $0.01362 per gallon in excess of 2,000 gallons. Mr. Shaffer reviewed the hauler rate portion of the resolution. (See attached.)

      ➢ Mr. Snavely entertained a Motion to approve Resolution 1-2013 as amended; moved by Mr. Baker, seconded by Mrs. Horst. Motion passed unanimously.

VII. New Business
   a. Rates: Discussion was had on meter size flow rates. The current structure is based on a years old sliding scale. Staff has already begun research on updating the rate schedule and rules and regulations.

VIII. Old Business
a. **Transmitters:** The list was below 30, but a few more failed this week, so there should currently be around 30 still out of operation. There are over a dozen vacant/abandoned properties that are off, but we do not have access to.

b. **Aged Receivables:** Numbers are improving.

c. **Rules & Regulations:** See Section VII-a.

d. **Litigation:** The Solicitors are not presently anticipating a status update, but will if one is needed.

**IX. Visitors: Unregistered Visitor Comment Period**

a. No additional visitors were present.

**X. Announcements**

a. **Public Meetings:** Meetings will be the 2\textsuperscript{nd} Thursday of each month from now on. January’s meeting is the reorganization meeting.

b. **Reappointments:** Mrs. Horst and Mr. Baker are due for reappointment January 8, 2013. The Township has recommended Mrs. Horst’s reappointment in writing to the Borough.

**XI. Executive Session**

a. There were no Executive Session topics or session.

**XII. Adjournment**

- Mr. Snavely entertained a Motion to adjourn the meeting at 8:54PM; moved by Mrs. Horst, seconded by Mr. Baker. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover, Recording Secretary