I. **Call to order/pledge of Allegiance**  
Chairman Snavely convened the meeting with the Pledge of Allegiance at 7:03PM.

**Roll Call**  
Doug Snavely, Marc Phillips, Lin Harley, Barb Horst, Wade Baker, and Philip Enterline

**Absent:** Mr. Wes Geib

**Staff**  
**Office Staff:** Executive Director David L. Fenicle, Executive Assistant Terry Shaffer, and Recording Secretary Candace L. Hoover  
**Engineering:** Michelle Braas – Rettew Associates

II. **Reorganization**  
**a.** Mrs. Horst and Mr. Baker were re-appointed to 5-Year terms at Borough Council’s 1/9/13 meeting.  
**b.** Mr. Snavely opened the floor for nominations for the office of Chair.  
   i. **Chair**  
   ➢ Mr. Baker moved to nominate Mr. Snavely to the office of Chair; second by Mr. Phillips. Mr. Harley moved to close nominations and elect Mr. Snavely to the office of Chair; second by Mrs. Horst, Motion passed unanimously.  
   ii. **Vice Chair**  
   ➢ Chairman Snavely opened the floor for nominations for the office of Vice Chair. Mr. Snavely nominated Mr. Baker; second by Mrs. Horst. Mr. Harley nominated Mr. Phillips, second by Mr. Enterline. Mr. Snavely moved to close nominations and elect Mr. Baker to the office of Vice Chair. Motion did not carry. Mrs. Horst moved to close nominations and elect Mr. Phillips to the office of Vice Chair; second by Mr. Harley. Motion passed unanimously.  
   iii. **Secretary**  
   ➢ Chairman Snavely opened the floor for nominations for the office of Secretary. Mr. Phillips moved to nominate Mr. Harley to the office of Secretary; second by Mr. Enterline. Mr. Enterline moved to close nominations and elect Mr. Harley to the office of Secretary; second by Mr. Phillips. Motion passed unanimously.  
   iv. **Treasurer**  
   ➢ Chairman Snavely opened the floor for nominations for the office of Treasurer. Mr. Harley moved to nominate Mrs. Horst to the office of Treasurer; second by Mr. Phillips. Mr. Phillips moved to close nominations and elect Mrs. Horst to the office of Treasurer; second by Mr. Enterline. Motion passed unanimously.  
   v. **Assistant Secretary/Treasurer**  
   ➢ Chairman Snavely opened the floor for nominations for the office of Assistant Secretary/Treasurer. Mr. Phillips moved to nominate Mr. Baker to the office of Assistant Secretary/Treasurer; second by Mrs. Horst. Mr. Snavely moved to nominate Mr. Geib to the office of Assistant Secretary/Treasurer second by
Mr. Harley. Mr. Snavely moved to close nominations and elect Mr. Geib for the office of Assistant Secretary/Treasurer; moved by Mr. Harley. Motion passed unanimously.

vi. Solicitor
➢ Chairman Snavely entertained a Motion to appoint Barley Snyder as the Authority Solicitor; moved by Mr. Enterline, second by Mr. Phillips. Motion passed unanimously.

vii. Engineer
➢ Chairman Snavely entertained a Motion to appoint Rettew Associates as the Authority Engineer; moved by Mrs. Horst, seconded by Mr. Harley. Motion passed unanimously.

viii. Financial Institutions
➢ Chairman Snavely entertained a Motion appoint Vist, Susquehanna, Fulton, PNC, and Pennvest, and Susquehanna Banks as the Authority financial institutions; moved by Mrs. Horst, seconded by Mr. Enterline. Motion passed unanimously.

ix. Auditor
➢ Chairman Snavely entertained a Motion to defer formally retaining BSSF for 2013 until requests for proposals are obtained and reviewed for 2013; moved by Mrs. Horst, second by Mr. Phillips. Motion passed unanimously.

III. Approval of Minutes
a. December 20, 2012
➢ Chairman Snavely entertained a Motion to approve the Minutes as presented; moved by Mr. Phillips, seconded by Mr. Enterline. Motion passed unanimously.

IV. Visitors
i. Mrs. Emily Ditzler (425 West Ferdinand Street) was present to observe.

V. Reports
a. Operator’s Report
i. Reports: Discussion was had on the delivery timing of the monthly packets. The order of the meeting will be restructured as the engineering reports are more in support now than in lead.
ii. Leaks: Mr. Fenicle reviewed the progress made in finding and repairing leaks.
iii. Variable Frequency Drives: Mr. Fenicle reviewed the savings payback period for their installation.
iv. DMR Reports: DEP indicated misinformation reported by MEI for October through December 2012. Staff has preliminarily re-run the reporting and are currently coming up over 4,000 pounds short on Nitrogen credits. TKN (Total Kjeldahl Nitrogen) was not recorded by MEI on the documents obtained by staff, so the figuring is not complete. Staff has until January 31st to resubmit the reporting, and will document any findings. Preliminary research seems to show that MEI was accepting septage during high flow periods and mis-logging flow reading dates. Additional research is required.

b. Executive Director
i. Fluoride Upgrade
➢ Chairman Snavely entertained a Motion to authorize staff to proceed with Option 4 for the repurposing of the Kendig Garage (see attached) for the Fluoride upgrade; moved by Mr. Enterline, second by Mr. Baker. Motion passed unanimously.

ii. Wastewater Treatment Plant (WWTP) Bridge Grouting:
Chairman Snavely entertained a Motion to approve the change order from Abel Construction for the Rettew Lane Bridge re-grouting for $70K; moved by Mr. Baker, second by Mr. Enterline. Motion passed unanimously.

iii. Getz/English:
Mr. Snavely entertained a Motion to authorize the hiring of Sam Getz and Travis English as full time permanent employees, as they have already served a one-year probationary period working for RFI; moved by Mr. Harley, second by Mr. Phillips. Motion passed unanimously.

iv. NWLCA Cooperative Efforts: A meeting will be scheduled for the Chairs, Vice Chairs, and Managers of both Authorities.

v. Sun Hill Commons Development: The developer is looking to start 1/28/13. Rettew will be doing construction inspections through an escrow account. Discussion was had on the developer’s request to purchase bulk water to service the apartment complex(es) that will be built. Mrs. Braas stated that it is a common industry practice.

vi. Constellation Energy: Mr. Fenicle reviewed the preliminary power savings. (See attached.) Calculations are being run by staff, and DEP would have to be notified if we were to participate.
1. Discussion was had on other cost savings opportunities such as methane digestion.
2. Solar was re-discussed. The Authority is still not a good candidate for solar.
3. Other options are being reviewed. The board expressed interest in any venture that could lower expenses to help hold or lower rates.

c. Engineer's Report
i. Water Treatment Plant: Backwashing options are going to be tested.
ii. WWTP Influent Screening: Polymer information is being inputted into the permit application for submission to DEP.

VI. Financials
a. Authorization to Pay Vouchers
i. Mr. Harley reviewed the vouchers.

Chairman Snavely entertained a Motion to authorize payment of the water, wastewater, and construction vouchers for $82,104.41; moved by Mrs. Horst, seconded by Mr. Phillips. Motion passed unanimously.

Chairman Snavely entertained a Motion to ratify payment of the water, wastewater, and construction vouchers paid prior to the meeting for $33,980.61; moved by Mr. Enterline, second by Mrs. Horst. Motion passed unanimously.

b. Financial Report Inquiries
i. Cash Balance: Mr. Harley reviewed tabulations for the past year. In comparison to last December, the reserve fund has improved.
ii. Revenue & Expense Reports: December closed in the black for both water and sewer. The 2012 year closed with wastewater in the black by approximately $340K, and water in the red approximately $196K. Combined, the year ended in the black by approximately $145K.

1. A 3-month minimum of funds should be in reserve. The reserve fund is barely over that line. The board should aim for at least $1.5M to have 3-months in reserve.

VII. New Business
a. **Water Plant Lease Property – Jerry Stehman**: Mr. Stehman will submit a letter regarding whom he would like to sublet to.

b. **Costars**
   - Mr. Snively entertained a Motion to authorize participation in the CoStars program; moved by Mr. Harley, second by Mr. Enterline. Motion passed unanimously.

c. **Lancaster County Cooperative**
   - Mr. Snively entertained a Motion to authorize participation in the Lancaster County Co-Op; moved by Mrs. Horst, second by Mr. Enterline. Motion passed unanimously.

d. **Projector**: Discussion was had about saving paper during the creation of packets by possibly utilizing a projector.

VIII. **Old Business**

a. **Rapho Township Agreement**: Mr. Fenicle met with Township Manager Sara Gibson, but no finalizations were made.

b. **Hauled Waste**: Several days of septage receiving were lost with the holidays and high flow days.

c. **Transmitters**: Letters are going to be issued for properties failing to provide access.

d. **Collections**: The phone call notification system is being utilized to assist in the collections process.

e. **Billing**: Staff is anticipating a new billing form proof to review any day now.

f. **2013 Budget**: The board would like a final copy.

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

a. No additional visitors were present.

X. **Announcements**

a. No announcements were made.

XI. **Executive Session**

a. No Executive Session was called.

XII. **Adjournment**

- Mr. Snively entertained a Motion to adjourn the meeting at 9:08PM; moved by Mr. Baker, second by Mr. Enterline. 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 7:02PM.

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

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

II. Approval of Minutes
a. January 10, 2013

- Chairman Snavely entertained a Motion to approve the Minutes as presented; moved by Mr. Phillips, second by Mr. Harley. Motion passed unanimously. (Mr. Baker arrived at 7:04PM, after the approval of the Minutes.)

III. Visitors
i. Mr. Brad Roth (106 Frederick Street)
ii. Mr. Lyle Cunningham was not present. Mr. Fenicle presented on his behalf for the American Legion.
   1. The water/sewer consumption was reviewed. The account has two EDUs (estimated daily use) attached to the property. The Authority would like for the Legion to fully understand the potential of the additional EDU and let them determine if they would like to relinquish it or not.
   2. Mr. Harley would be interested in finding a method of billing that is easier to understand than EDUs.
   3. Restructuring the billing for 2014 does include an evaluation of methods of determining billing structures and amounts.
iii. Discussion was had on the new billing form. WGAL interviewed Mr. Fenicle. The story was incorrectly aired as a double billing from the Borough of Manheim (not the water/sewer authority), and that the issue would not be fixed. The news station was called, and the story was re-aired the following morning with almost all of the data corrected.
   1. Other utility bills were discussed. Typically, the bill is due within 14 days of the bill’s issue date.
   2. A press release was generated to give to the Lancaster Newspaper that tries to address the concerns of the calls received by staff.
   3. Mr. Brad Roth requested that the payment extension for the January bills be at least through February 28th, because it was the anticipated due date. Staff clarified that there will be no penalty charges for the billing cycle, so residents can pay the bill with their February statement which will be due March 17th.

IV. Reports
a. Cooperative Efforts MBA & NWLCA: Mr. Phillips reported that the group agreed that the interconnect agreement needs to be re-written.
i. Discussion was had on potentially servicing part of State Route 72 South and on obtaining a cooperative grant.

b. Operator’s Report
   i. **Main Repairs:** Mr. Fenicle reviewed the report. (See attached.)

c. Executive Director
   i. **Retrew Lane Bridge Construction:** The bridge will be 2-lanes at 20 feet.
      1. **Tree Removal:** There are several large trees that will have roots undermined with the bridge work. Mr. Fenicle is recommending that they be removed due to the way they are leaning towards the building on site. There are funds available to remove the trees.

   ➢ Mr. Snavely entertained a Motion to proceed with the sycamore tree removals if a tree is planted for each removed; moved by Mr. Baker, second by Mr. Geib. Motion passed unanimously.

   ii. **Wastewater Processing:** Adjustments to controls are being made to lower Nitrogen and Phosphorus levels. Mr. Pollart indicated that lower temperatures create difficulties with managing Nitrogen due to the types of bacteria present.

   iii. **Water Year Report:** Mr. Fenicle reviewed the report. Leak repairs have allowed for savings in processing and electricity.

   iv. **Open House/Bridge Dedication:** Staff is gearing for a June date.

   v. **Sun Hill Commons:** Penn Township is extending sewer to Green Ridge Drive. The Authority would have the opportunity to extend past Green Ridge Drive for a cost of $30,780.00, which would pick up a few additional water customers. The developer obtained this quote and will be paying the cost of the extension. The developer is reimbursed from the tapping fees paid by the connecting new customers.

   ➢ Mr. Snavely entertained a Motion to authorize the extension of the water lines to Green Ridge Drive through a tap agreement; moved by Mr. Baker, second by Mrs. Horst. Motion passed unanimously.

   vi. **State Route 72 South:** Penn DOT is slated to repay 50% of costs pertaining to utility repairs conducted on their roadwork. Invoices are being compiled in order to send a billing statement to Penn DOT.

   vii. **Constellation:** Based on the kilowatts used, the Authority could save a large amount of money by signing up with Constellation. The Solicitor has to review the proposal.

   viii. **NPDES Permit:** Miller Environmental Inc. provided incorrect figures for October through December 2011. Staff has to resubmit the DMR with the correct figures. Mr. Fenicle and Mr. Shaffer met with DEP regarding the errant reporting provided by MEI. Due to their error, the Authority purchased less credits than needed to balance the year. DEP is considering whether or not they can provide nutrient credits to the Authority for their efforts with septage hauling.

   ix. **Hauled Waste:** Several hauling dates were lost with the old bridge repair, but weekly revenue is still on track to meet budget.

   d. **Engineer’s Report:** Mr. Pollart stated that he has heard a lot of positive feedback regarding Mr. Fenicle and his staff, bringing the Authority facilities from the state they were in to their current state in a year.

V. **Financials**
   a. Authorization to Pay Vouchers
      i. Mrs. Horst reviewed the vouchers.
Mr. Snavely entertained a Motion to pay vouchers in the amount of $361,531.28 for the vouchers needing approval, which includes a debt service payment, payments made prior to the meeting in the amount of $64,885.35, and $95,603.95 for invoices received after the reports were run; moved by Mr. Phillips, second by Mr. Harley. Motion passed unanimously.

b. Special Invoices Pending Approval
   i. The Susquehanna Bank invoice received is calculated based on numbers generated before the loan modification. The recalculation should be less than on the invoice received.

Mr. Snavely entertained a Motion to authorize payment of the corrected Susquehanna Bank invoice not to exceed $67,727.52; moved by Mr. Harley, second by Mr. Phillips. Motion passed unanimously.

c. Abel Construction Application Request #5: (See attached.)

Mr. Snavely entertained a Motion to authorize payment of $221,667.65 for Abel Construction per payment request number 5; moved Mr. Harley, second by Mr. Enterline. Motion passed unanimously.

d. Financial Report Inquiries
   i. The board was pleased with the updated cash available report and graphs.

VI. New Business
a. No new business was presented.

VII. Old Business
a. Water Plant Lease Property – Jerry Stehman: (See attached.) The Authority was in agreement to have Mr. Stehman pay the taxes according to the agreement. He may split the payments if he needs to.

Mr. Snavely entertained Motion to approve Mr. Stehman’s request to sublet the building; moved by Mr. Phillips, second by Mr. Enterline. Motion passed unanimously.

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

IX. Announcements
a. PMAA Board Member Training is in March. Information is available in the office.

X. Executive Session
   ➢ Mr. Snavely entertained a Motion to recess to Executive Session at 9:48PM; moved by Mr. Enterline, second by Mr. Geib. Motion passed unanimously.

   a. Paid Time Off (PTO)
      i. Discussion was had on whether or not to allow employees the ability to cash out unused PTO and what options could be used to help employees manage their time off. It was clarified that PTO is lump and not accrual.

      ➢ Mr. Snavely entertained a Motion to return from Executive Session at 10:14PM; moved by Mr. Enterline, second by Mr. Phillips. Motion passed unanimously.
XI. Adjournment

- Mr. Snavely entertained a Motion to adjourn the meeting at 10:15PM; moved by Mr. Baker, second by Mr. Enterline. Motion passed unanimously.

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

**Roll Call**
Chairman Doug Snavely, Secretary Lin Harley, Treasurer Barb Horst, and Assistant Sec./Treas. Wes Geib

**Absent:** Vice Chairman Marc Phillips, and Members Wade Baker and Phil Enterline

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

II. **Approval of Minutes**
 Mr. Snavely entertained a Motion to approve the Minutes as presented; moved by Mr. Harley, second by Mr. Geib. Motion passed unanimously.

III. **Visitors**
 a. Mr. David Hoglund and Mr. Jeff Case (Rettew Associates), Mr. David & Mrs. Cathy Pinkerton (45 N. Hazel St.), Mr. Eric Nohr (24 S. Penn St.), Monica Marquette (319 W. Sun Hill Road), Mr. David Olsen (295 W. Sun Hill Rd.), Mr. Len Bodner (15 & 17 N. Main St.), and Mr. James L. Kraybill (415 Orchard Ln.)
   i. Mr. Bodner expressed that he was unhappy with the rates of the Authority and has inquiries regarding his invoices. He spoke of having confusion on tapping and connection fees, and indicated that he was also speaking on behalf of other property owners in town.
   1. Discussion was had on the definition of equivalent dwelling units (EDUs). Staff has a link to the Municipal Authority’s Act on the web site so that customers can view the rules that regulate municipal authorities more easily.
   2. Discussion was had on owner occupied commercial entities. The board tried to explain the difference between tapping and connection fees. One analogy was that a tapping fee is more like a membership fee, while a connection fee was associated with physical connections.
   3. Mr. Bodner reiterated that his concerns are the same felt by many of the downtown businesses. Mr. Harley explained that when a water and wastewater facility is built, customers that connect pay a tapping fee to cover capital expenditures for construction and maintenance. Those customers then pay user fees thereafter to fund the facilities to supply water or treat wastewater. As the system continues, new users have to pay into the system with the same tapping fees and user fees to keep the facilities maintained and the regular expenses paid. As time progresses; however, those fee amounts can differ.
   ii. Mrs. Pinkerton expressed how upset she was with her fluctuating bill amounts. She also does not understand her previous balance, because it does not match her previous invoice amount. She also does not see one of her payments on her statement. She will come to the office to review her account.
1. It was explained that the delay in printing the February billing statements was not the fault of staff. An explanation letter was provided by Billtrust, and the company has assured the Authority greater speed. The penalties will not be collected for this cycle if payments are made by April 17, 2013. The delay and penalty waiver is listed on the web site and on the lower left hand portion of the billing statement. It was explained that the billing statement offers a snapshot of the account’s activity solely based on the dates printed on it. Mrs. Pinkerton’s February 22 payment will not be reflected on the print, because it was made outside of the bill dates on the statement.

iii. Mr. Nohr inquired why the bills are higher than the neighboring communities are. Reasons provided were; infrastructure age, the last two required upgrades, and the limited customer base.
   1. Discussion was had on the possibility of connecting facilities with other companies to divide costs. The cost effectiveness on connecting facilities was also discussed. Increasing other revenue sources such as septic hauling was discussed.
   2. Mr. Nohr feels that even with the potential revenue streams, due to the decisions of spreading past debt and regulations being handed down, residents really can expect the bills to stay higher than the neighboring towns.
   3. It was explained that in 2006 the actuary told the Authority that it would need to raise rates 100% by doing 20% increases every other year. The Authority refinanced loans, changed from a contract operator to its own staff, renegotiated loans, recaptured septic hauling revenue, and continues to look for ways to keep rates from the recommended 100% increase.

iv. Mr. Snively stated that he would like more people to come and be educated about how the Authority operates, because it is the voice of the people that affect what legislature chooses to impose upon authorities. It was the petitioning of residents that helped the Authority obtain a grant for part of the costs for the WWTP upgrade, also helping to keep rates from going up 100%.

v. Mrs. Marquette expressed concern about the water lines being laid near her home. The developer will be running the main and receiving a portion of the collected tapping fees as reimbursement. The Township will also be receiving reimbursement for water tower capacity. The Township requires properties within 150 feet of public water to connect. It is estimated that connecting will cost each connectee approximately $3,000. It was recommended that Mrs. Marquette contact Penn Township regarding well use for irrigation/gardening.

vi. Mr. Olsen said that he contacted the Township, and that whomever he spoke with directed him to the Authority. It was explained that the customers receiving water from the Authority would be subject to the rules and regulations off the Authority, but the regulations of the Township still govern their connections. Whether or not they can maintain a well for non-consumption purposes would be up to the Township.

Hearing no additional requests, the public comment period ended at 8:35PM

IV. Reports
   a. Operations Report
      i. Progress: Mr. Fenicle reviewed the operations report. (See attached.) Water leak repairs have lowered daily production and monthly electric costs.
      ii. WWTP Open House: The open house and bridge dedication is scheduled for June 21, 2013 at 1PM. A rain date is being determined. The public is welcome to participate and take tours.
iii. **Fluoride Building**: The original estimated project cost was between $75K and $100K. To date costs have been whittled down to under $40K.

b. **Director’s Report**
   
i. **Penn DOT**: Invoices were submitted to Penn DOT for reimbursement for shared project costs.
   
ii. **Sun Hill Commons**: According to the Solicitor, there is difficulty with providing payment plans for tapping fees due to the agreements signed with the developer. Samples of other municipal authority agreements have been provided to see how other municipalities have overcome this challenge.

- Mr. Snavely entertained a motion to authorize offering 5-year payment plans for the properties being required to connect due to the Sun Hill Commons development; moved by Mrs. Horst, second by Mr. Geib. Motion passed unanimously.

- Mr. Snavely entertained a Motion to give the properties being required to connect due to the Sun Hill Commons development one year from the time of the project’s completion to make their connection to the system; moved by Mr. Harley, second by Mr. Geib. Motion passed unanimously.

iii. Discussion was had on providing language requested by the Solicitor regarding the payment plan. It was requested that residents be notified of the payment plan option with the initial letters going out.

iv. In summary, the project will be completed this spring. Customers will have one year from its completion to connect. They can pay up front in full or sign on for a 5-year payment plan. The payment plan would call for approximately $900 up front with a $250 administration fee to file the appropriate liens for the payment plan. The remaining balance would be split into 60 monthly payments.


c. **Engineer’s Report**
   
i. **Rettew Lane Bridge Replacement**: Mr. Case recommends an over-excavation method of providing support to the bridge structure, as there is a better means of controlling costs. Presently it is estimated to cost $95K. Mr. Case gives this option the most confidence and the most cost effectiveness.

d. **Sun Hill Commons Development**: The developer requested to pay for a limited number of EDUs from a master meter. It was agreed that the private system could be supplied on one meter, but there will be no discount on the number of EDUs based upon their setup. The whole development, services, hydrants, and backflow bypasses will be metered. Staff intends to provide a written set of required system maintenance such as hydrant flushing for safety flow testing.

e. **Susquehanna River Basin Commission**: The SRBC 30-year permit is coming due. The SRBC is requesting well level documentation, but there are limited documents available. They are looking to limit the amount of water the Authority can pull from the wells.

f. **Billing**: Billtrust submitted a letter explaining the delay on the mailing of the billing statements.
   
i. Ideas were provided to staff to have incorporated onto the bill to help customers understand their statements.
   1. The board would like to see a detailed bill explanation on the web site as well. It was recommended that someone outside of the office review the example before it be issued.
g. Name Change: When the Authority renews in 50 years, the articles of incorporation can be amended with another operational name. This opportunity would present itself in the next 5 to 10 years.

V. Financials
a. Vouchers
   - Mr. Snavely entertained a motion to authorize payment of vouchers for; water for $81,139.25, wastewater for $92,385.67, and construction for $2,411.63, a total of $175,936.55; moved by Mr. Harley, second by Mr. Geib. Motion passed unanimously.
   - Mr. Snavely entertained a motion to ratify payment of vouchers paid prior to the meeting for; water for $7,938.03, and wastewater for $32,582.53, for a total of $40,520.56; moved by Mr. Harley, second by Mr. Geib. Motion passed unanimously.
   - Mr. Snavely entertained a motion to authorize payment of wastewater vouchers received after the reports were run for $4,381.26; moved by Mr. Harley, second by Mr. Geib. Motion passed unanimously.

b. Revenue & Expense Reports: The board was appreciative of the new graph.
   i. Revenues are improving compared to prior years.

VI. Executive Session
- Mr. Snavely entertained a motion to recess to Executive Session to discuss current litigation and changes made to personnel/staffing responsibilities at 10:16pm, moved by Mrs. Horst, second by Mr. Harley. Motion passed unanimously.
- Mr. Snavely entertained a motion to return from Executive Session from discussing current litigation and changes made to personnel/staffing responsibilities at 10:39pm; moved by Mrs. Horst, second by Mr. Geib. Motion passed unanimously.

VII. Adjournment
a. Having no further items to discuss:
   - Mr. Snavely entertained a motion to adjourn at 10:40pm; moved by Mrs. Horst, second by Mr. Geib. Motion passed unanimously.

Respectfully Submitted,
Candace L. Hoover, Recording Secretary
I. Call to Order/Pledge of Allegiance
Chairman Snavely convened the meeting at 7:02pm with the Pledge of Allegiance

Roll Call:
Chairman Douglas Snavely, Vice Chairman Marc Phillips, Assistant Secretary/Treasurer Wes Geib, and members Wade Baker and Phil Enterline.

Absent: Treasurer Barb Horst, Secretary Lin Harley

Staff: Executive Director David L. Fenicle, Executive Assistant Terry Shaffer, Recording Secretary Candace L. Hoover.

II. Minutes of March 14, 2013
a. In the visitor attendance, Kristy Pinkerton should be listed as Cathy Pinkerton

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

III. Visitors

b. Sun Hill Mandatory Connect: Mrs. Marquette inquired about the amounts due for the mandatory connects.

i. The mandatory connect residents are anticipated to pay $2,983.50 as indicated in correspondence issued by MBA on March 27, 2013. According to the letter, portions of the permitting/tapping fees are due when the permit application is submitted. The reimbursement component to Penn Township ($89.05) and the developer reimbursement ($800) would have to be paid in full at the time the permit is issued for approval. The remaining $2,094.45 would be eligible for financing. The language for the financing is still being drafted by the solicitors, because there will be lien and administrative fees associated with the agreements. It is anticipated that the total finance amount, after administrative and lien fees, would be approximately $2,344. (Approximately $40/per month for 60 months.)

c. Mr. Sheppard inquired about the timing of the mandatory connect. Mr. Fenicle clarified that the developer is installing taps next week. The stakes were provided so that the corporation stops are in the location the customers will connect to in the future. Once all of the lines that the developer is installing are done and tested, the Authority will issue a notice giving the customers 1-year to connect.

i. The Authority waited until the developer actually began work before issuing the connection advisory notice, because in many instances projects are cancelled. Waiting until the project actually starts provides a bit of a guarantee that the project will move forward.

Mr. Baker arrived at 7:17pm.
ii. The Sun Hill residents expressed that the mandatory connection was not well advertised.

iii. Mrs. Sheppard inquired about the water rates the new customers would be paying. The residents would pay the same rates as current customers, which are, at present, a base fee of $14.60 per month, and a per gallon rate of $0.00535. The residents were encouraged to visit the web site to review rate information and learn about the reading dates, etc.

IV. Reports
   a. Operator’s Report
      i. **Wastewater Treatment Plant (WWTP):** Mr. Fenicle reviewed some of the repairs and preparations that are underway.
      ii. **Discharge Monitoring Report (DMR):** The March DMR is not completed, because not all of the lab results have been received.
      iii. **Water Treatment Plant (WTP):** Mr. Fenicle reviewed the water year operations report. Some of the water included in the report is unaccounted for, such as hydrant flushing and fire department use.
           o When Miller Environmental Inc. (MEI) operated the facilities, the water loss was at 50% to 51%. With new operators and variable frequency drives (VFDs), water loss is down to about 30%. Telemetry is being installed which will help with data collection and water management.
               • To clarify, the fire department does remit reports of water use. The pumps have certain flow rates that run for limited amounts of time. Reporting is coming in more frequently than in the past.
      iv. **Susquehanna River Basin Commission (SRBC):** The Commission monitors water use. They have separate regulations governing how much water the Authority can pull from its wells.

Mrs. Marquette and Mr. & Mrs. Sheppard excused themselves at 7:42pm.

v. **Septage Hauling:** Receiving will be halted for the Rettew Lane Bridge installation. During that time, staff will utilize the relief from traffic to repair the belt filter press. The parts are already on site.

b. Executive Director’s Report
   i. **WWTP Open House & Bridge Dedication:** Congressman Pitts and Senator Brubaker are slated to speak. Jere Gish of WGAL will MC the event. The public is invited.
   ii. **Rettew Lane Bridge Replacement:** The footer and soil issue is anticipated to cost approximately $60K. This is less than originally estimated. The old bridge might still be in place during the open house, but the new bridge will be ready for use for the event.
   iii. **Forino Development:** The developer has requested that their presentation be tabled, as they would like to meet with Mr. Fenicle and the Solicitor prior to making their presentation.
      o Discussion was had on Forino’s request from March. It was stated that some municipalities consider one kitchen and one sink equates to one equivalent dwelling unit (EDU). Some have criteria for elderly homes based on meals served, because the units therein do not have kitchens. Mr. Fenicle and the Solicitor will meet with the developer and allow them to present at May’s meeting.
   iv. **Smart Meter Fires:** Mrs. Ditzler inquired about smart meters catching fire to homes. The Elster Smart Meter does not catch fire. Some brands of electrical smart meters have allegedly started fires.
   v. **WWTP Clarifier:** There was an error with the clarifier that caused a spill. DEP has been notified, the spill cleaned, and staff is awaiting a fine amount from DEP. This will be rolled in
with the fine being delivered from MEI’s failure to properly remit 2011’s DMR reports. The incident brought to light that additional staff will be needed to run the belt filter press as often that is needed. Mr. Fenicle is recommending two part-time employees for approximately $30K/year. He has two individuals in mind that are very experienced and currently work for Lancaster City. The additional septage that could be received would cover the salary offset and possible generate additional revenue.

- Mr. Snavely entertained Motion to authorize the hiring of two part time employees with proper certification and experience; moved by Mr. Baker, second by Mr. Enterline. Motion passed unanimously.

vi. **Pennvest:** (See attached.) Staff will report to Pennvest that actions have already been taken to lower the debt to income ratio. It was decided that the documentation will include the 2012 audit with statements as follows; the 2012 rate increase on water and the reduction of an 8,000 gallon minimum per quarter to 2,000 gallons per month sewer, the transition from quarterly to monthly billing, the increase of hauled waste revenue from approximately $70K to $400 of late, the addition of a $3 per month for five year service fee to pay for half of the water transmitter debt, and the refinancing of the loans to a lower interest rates and lower semi-annual payment amounts.

vii. Mr. Snavely recommended that the letter include flood damage and repair costs paid in 2012, and to indicate that over the years, the reserves that were decreasing are now climbing each year.

viii. **Property Sales:** From 2004 to 2013, property sales in Manheim are proportionally the same as those across Lancaster County. Sales in total have dropped proportionally with the economy in Manheim and countywide.

ix. Mrs. Ditzler stated that she has pulled statistics of same sized towns nationwide to compare water, taxes, crime, unemployment, etc. and noted that Manheim is comparatively good.

x. **Property Inspection:** Mr. Fenicle reported that he did complete the inspection Mr. Nohr requested. He was able to point out areas of water loss for Mr. Nohr.

xi. **Sun Hill Commons:** The developer is making an improvement to the Authority’s line for the project. (See attached.)

- Mr. Snavely entertained a Motion to authorize the amendment to the Sun Hill Commons agreement as presented; moved by Mr. Enterline, second by Mr. Geib. Motion passed unanimously.

c. **Engineer’s Report**
d. **Chapter 94 Report:** The report regarding the wastewater operation performance is completed.

V. **Financials**

a. **Revenue & Expense Reports:** Mr. Phillips reviewed the attached reports.

b. **Vouchers:** (See attached.)

- Mr. Snavely entertained a Motion to approve the vouchers paid prior to the meeting, current vouchers, and payables received after the reports were run as presented for a grand total of $155,992.31; moved by Mr. Phillips; second by Mr. Geib. Motion passed unanimously.
Mr. Snavely entertained a Motion to approve payment of the Penn DOT invoice for $34,275.75; moved by Mr. Phillips, second by Mr. Enterline. Motion passed unanimously.

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

VII. Old Business
   a. **Billing Insert:** The CCR Report, which generally costs several thousand to print and mail will only cost approximately $320.
   b. **Duplicate Billing:** The board would like to re-evaluate the duplicate billing charge for property owners willing to go paperless, while having tenants receive the paper copies.
   c. **MTUs:** There are 15 properties remaining of the 800. Staff cannot gain access to any of them.

VIII. Adjournment
   - Mr. Snavely entertained a Motion to adjourn at 9:10pm; moved by Mr. Enterline, second by Mr. Phillips. Motion passed unanimously.

Respectfully Submitted,
Candace L. Hoover, Recording Secretary
I. Call to Order/Pledge of Allegiance  
Chairman Snively convened the meeting with the Pledge of Allegiance at 7:03pm.

Roll Call: Chairman Douglas Snively, Vice Chairman Marc Phillips, Secretary Lin Harley, Treasurer Barb Horst, Assistant Secretary/Treasurer Wes Geib, and members Wade Baker and Phil Enterline.

Staff: Executive Director David L. Fenicle, Executive Assistant Terry Shaffer, Recording Secretary Candace L. Hoover

II. Minutes of April 11, 2013  
Chairman Snively entertained a Motion to approve the Minutes as presented; moved by Mr. Phillips, second by Mr. Enterline. Motion passed unanimously.

III. Visitors  
Attendance: Mr. Len Bodner of 17 N. Main St., and Authority Solicitor Kathleen A. Gray, Esq.

IV. Reports  
a. Operator’s Report  
i. See attached report. The board did not see a need for multiple reports each month.

b. Executive Director’s Report  
i. Fluoride: See attached report. The Fluoride system failed. A temporary setup was set up to keep the old system running while the new system undergoes finalization.

ii. Nutrient Levels: The wastewater treatment levels are down to 514 pounds of Nitrogen and 3 pounds of Phosphorus.

iii. Hauled Waste: To generate the budgeted revenue, the hauled waste revenue should be approximately $42,333 per month.

iv. Sludge Press: The press is not quite adequate for operations. The technology is outdated by about 20 years. Various scenarios are being reviewed to see if a more efficient setup can be arranged. Currently staff is pressing more frequently, but that puts additional stress on already dated machinery.

v. Clarifiers: Some of the unused equipment on site is under review to see if it can be utilized with the current system in order to produce a better and more cost efficient product.

vi. Rettew Lane Bridge: The deck is being poured on the 16th and 20th with a 14-day cure time for each.

c. Engineer’s Report  
i. Susquehanna River Basin Commission: The 30-year permit has come due. SRBC did not issue any type of reminder, and there were no records of the permit coming due transferred to the Authority from the contract operator. Mr. Fenicle has registered the Authority online and is working with Rettew to acquire all of the data required to renew the well permit.

ii. Well #6: The Department of Environmental Protection (DEP) is requesting a testing plan by July.

d. Solicitor’s Report  
Solicitor Gray arrived at approximately 7:15pm.
i. Holly Tree Farms: They developer has changed from 77 residential units to 180 apartment units. According to the rates, each residential unit is considered an estimated daily use (EDU). The developer is requesting to purchase a lesser amount of EDUs based on the theory that the units will use less than one EDU. Case law has been found supporting the Authority’s decision to uphold billing per unit. The developer was hoping that improvements they had made in the past would encourage the Authority to consider their tapping fee waiver request. It is not recommended that the Authority charge the developer any less than they would anyone else. The gallons per day are derived from a Municipal Authorities Act regulated formula that accounts for gallons versus county census data.

ii. Rules & Regulations: Ms. Gray stated that the Authority needs to include a definition of dwelling unit in their rules and regulations. There are other areas of the document that are quite dated. There is a local municipality going through a rules and regulations update that is interested and willing to work with this Authority to update.

iii. Sun Hill Commons: Laterals are being installed.

e. Resolution 2-2013: Clarifications were made on the rate resolution. Chairman Snavely entertained a Motion to approve Resolution 2-2013; moved by Mr. Baker, second by Mr. Phillips. Motion passed unanimously.

Solicitor Gray was excused at 8:00pm.

V. Financials

a. Vouchers
Chairman Snavely entertained a Motion to approve the vouchers for $211,918.91 (water for $16,506.44, sewer for $37,822.72, and construction $157,589.75) which includes Payment Applications 6 & 7 to Abel Construction, to ratify payments made prior to the meeting for $42,250.41 (water for $10,497.03 and sewer for $31,753.48), and invoices received after the reports were run for $161,006.48; moved by Mr. Harley, second by Mr. Phillips. Motion passed unanimously.

VI. Financial Reports

a. Monthly billing has shown an improvement in the stream of cash flow.
   i. There are several large ticket items pending such as a few change orders, bridge roadwork, and headworks pre-screening that should be able to be covered with the balance in the construction fund.
   ii. Inter-board Meeting: On April 24, Chairman Snavely and Vice Chairman Phillips met with Council President Bonnie Martin and Council Vice President Chris Simon regarding two invoices sent from the Borough to the Authority for a total of approximately $2,901 for calls received and traffic in the office for Authority business. An additional invoice was received from the Borough for Fiscal Assistant Sandi Mitchell’s time after the transition. The invoices were challenged and the Council members agreed to investigate them.
      1. The Authority also requested records to help reconcile the escrow accounts. According to the records received, it appears that Authority funds were used for escrow payments without prior approval from the Authority.
      2. Another item discussed was the insurance refund. For 2011, the Borough received a refund of about $60K. The Authority paid 17% of the premium, and is requesting 17% of the refund. In 2012, the Borough received almost $55K, of which the Authority paid 28.7% of the premiums. The Authority is requesting 28.7% of that refund.
      3. Additionally, Mr. Fenicle’s retirement funds were paid to the Borough by the Authority. It was requested that the Borough have the plan reviewed to see if they monies paid
towards Mr. Fenicle’s retirement should be moved back to the Authority’s retirement fund for Mr. Fenicle, since it was put in by the Authority, and he has continued in his employment to the Authority.

VII. New Business
   a. No new items were presented.

VIII. Old Business
   a. Open House: Discussion was had on event planning.
   b. Concord Financial: Jamie Schlesinger has changed companies. He has offered to assist with any needs the Authority might have. He will meet with the Authority to discuss his new company’s qualifications. The board will need to determine if they would like to stay with Concord Financial or stay with Mr. Schlesinger. He has offered his services to the Authority regardless of which company is chosen.

IX. Resignation
   a. Mr. Harley announced that he will no longer be living in Rapho Township, and this would most likely be his last meeting.

X. Adjournment
   Mr. Snavely entertained a Motion to adjourn at 9:55PM; moved by Mr. Phillips, second by Mrs. Horst. Motion passed unanimously.

Respectfully Submitted,
Candace L. Hoover, Recording Secretary
I. Call to Order
Vice Chairman Phillips convened the meeting at 7:02PM with the Pledge of Allegiance.

Silent Roll Call
Vice Chairman Marc Phillips, Treasurer Barb Horst, Assistant Secretary/Treasurer Wes Geib, and Member Wade Baker.

Absent
Chairman Doug Snavely and Council Pro Tempore Phil Enterline

Staff
Executive Director David L. Fenicle, Executive Assistant Terry Shaffer, Comptroller Deb Tobias, and Recording Secretary Candace Hoover

II. Approval of Minutes
Mr. Phillips entertained a Motion to approve the Minutes as presented; moved by Mr. Geib, second by Mr. Baker. Motion passed unanimously.

III. Visitors: Registered Visitor Comment Period
State Representative Mindy Fee, Auditor Jim Koontz, and Emily Ditzler (425 W. Ferdinand St.), and Borough of Manheim Manager, Mr. Mark Stivers.

a. Representative Fee thanked the board for the invitation to the Authority meeting. Budget passed the House yesterday. Liquor and transportation bills both passed the Senate and have moved to the House for review next week. Representative Fee shared some of the progress made in the House. She has an open door policy if the board would ever have any concerns with pending legislation.

b. Jim Koontz – BSSF: 2012 Audit Review: The Authority received a clean opinion, the highest make attainable.
   i. The total debt decreased substantially in the Authority’s first year.
   ii. The total unrestricted funds moved forward are at approximately $1.3 million. This equates to about 4 ½ months of expenditures. There should be 2 to 6 months of expenditures worth of funds in the reserve fund.
   iii. The operational revenue ran at approximately $1.6 million. The debt stands at about $1.8 million. Refinancing helped tremendously. Mr. Koontz recommended that the notes be reviewed carefully, paying special attention to Note 3.
   iv. The key schedule is on page 28, which illustrates the payout schedule of the debt service. Mr. Koontz indicated that the refinance saved around $75K this year, which will amount to almost $3.56 million over the full course of all of the debt.

   1. Mrs. Horst stated that Mr. Koontz offered praise on the audit. She appreciated his comments regarding the efforts and work done on the financials, and she commended Ms. Tobias on her work.

   c. Edward Reichenbach – 166 Hershey Dr.: Mr. Reichenbach was not present. Discussion ensued on the current policy for providing sewer credits for pool and spa fills. The review indicated that the cases are for, approximately, $13.62. The board concurred to take no action at this time.
IV. Reports
   a. Operations and Executive Director’s Report: Mr. Fenicle shared some of the challenges of maintaining the existing bridge, built in the 1940’s. The new bridge is almost complete.
      i. Bionutrient Reduction Nitrogen and Phosphorus Removal Chart: (See attached.) The values graphed are to monitor treatment, and illustrate our levels compare to the Department of Environmental Protection’s requirement levels.
      ii. Hauled Waste: The plant took in 1.7 million gallons. It was determined that it would be more manageable to process 1.2 to 1.3 million gallons as taking in 1.7 requires pressing 24 hours a day, putting staff on a full rotation with 10 staff members. Taking in more would require more like 13 staff members, but to keep budgets low and maintain the equipment longer, less waste is the current goal. The belt press started operating around 1993.
      1. Mr. Fenicle reviewed new permitting restrictions implemented by DEP. The regulations are going to hamper the Authority’s ability to process septic and other municipal sludge brought in, which is actually beneficial to the Chesapeake Bay Initiative – the whole reason for the upgrade made.
      iii. Susquehanna River Basin Commission: (See Engineer’s Report, attached.) Permitting for Well 6 is in progress.
         1. Staff is looking to find better ways to monitor produced water versus used water. Meters for the water used in the wastewater treatment process are under consideration. There is unmetered, accounted for water, such as fire department practice and emergency use.
         2. Currently water loss is approximately 32%. The goal is 16% or less. With over 40 miles of water line, and over 30 in sewer, and limited capital it becomes challenging.
      iv. Construction Fund: Mr. Fenicle and Mrs. Tobias completed an audit of pending projects funded by the construction fund. Projects should come in at-budget.

Mr. Stivers arrived at 8:18PM

v. Sun Hill Commons
   ➢ Mr. Phillips entertained a Motion to approve the developer’s request for reduction of letter of credit, pending the review and approval of the Engineer, for $206,549.40; moved by Mr. Baker, second by Mrs. Horst. Motion passed unanimously. Motion passed unanimously.

   b. Engineer’s Report
      i. Nutrient Reduction: Mr. Pollart commended the Authority for the limits met in the nutrient reduction process.

V. Financials
   ➢ Mr. Philips entertained a Motion to approve the vouchers for $403,127.35, moved by Mrs. Horst, second by Mr. Geib. Motion passed unanimously.

   ➢ Mr. Philips entertained a Motion to ratify payments made prior to the meeting for $73,792.17; moved by Mrs. Horst, second by Mr. Geib. Motion passed unanimously.
Mr. Philips entertained a Motion to authorize payment of invoices received after reports ran for $15,006.61; moved by Mrs. Horst, second by Mr. Geib. Motion passed unanimously.

VI. New Business
   a. Special Exception Waiver: 168 South Main Street (see attached): The board concurred that precedence would be set by providing a waiver.

   Mr. Philips entertained a Motion to deny the request to waive penalties for $730.95, miscellaneous charges for $1,212.92, and charges through 10/12/12, based on the setting of a negative precedence; moved by Mr. Baker, second by Mrs. Horst. Motion passed unanimously.

   b. Mr. Stivers: Mr. Fenicle introduced Mr. Mark Stivers, the new manager for the Borough of Manheim. Mr. Stivers stated that he appreciates the work the board does, and looks forward to working together as a team.

   c. Finance Committee Appointment: The board will wait until there is a full board of appointees to elect a new secretary.

VII. Old Business

VIII. Visitors: Unregistered Visitor Comment Period
   a. Draft CCR Report: Mrs. Ditzler stated that several of her neighbors inquired why the contaminant levels are the highest allowed. The Lead and Copper levels should both read zero of eight sites in 2011 and 2012. The total Coliform Bacteria had 1 positive sample in November with no violations as the repeat tests (3) all came back negative. The corrected reports are the Authority web site. A notice is going out on the June billing statement to assure notification.

   b. SRBC: A letter was issued regarding the permitting of Well Number 4 to all residents in a certain mile radius of the well. It is a standard procedure that does not affect the Authority’s customers or anyone surrounding with a well.

IX. Announcements
   a. Open House 6/21/13 at 1PM: Discussion took place on tapping youth and other community organizations for cleanup projects for the Authority.

X. Executive Session
   ➢ Mr. Phillips entertained a Motion to recess to Executive Session to discuss personnel matters at 8:44PM; moved by Mrs. Horst, second by Mr. Geib. Motion passed unanimously.

   ➢ Mr. Phillips entertained a Motion to reconvene the meeting at 9:10PM; moved by Mr. Baker, second by Mrs. Horst. Motion passed unanimously.

XI. Adjournment
   ➢ Mr. Phillips entertained a Motion to adjourn at 9:11PM; moved by Mr. Baker, second by Mrs. Horst. Motion passed unanimously.

Respectfully Submitted,
Candace L. Hoover, Recording Secretary
I. Call to Order
Chairman Snavely convened the meeting at 7:01 PM with the Pledge of Allegiance.

Silent Roll Call
Chairman Doug Snavely, Vice Chairman Marc Phillips, Treasurer Barb Horst, Assistant Secretary/Treasurer Wes Geib, Members Wade Baker, Council Pro Tempore Phil Enterline, and Robert Sowers.

Staff
Executive Director David L. Fenicle, Executive Assistant Terry Shaffer, Recording Secretary Candace L. Hoover

II. Welcome
a. Mr. Snavely welcomed Mr. Sowers to the board. He shared a few details about himself. He will be serving as the Rapho Township Representative.

III. Approval of Minutes: June 13, 2013
- Mr. Snavely entertained a Motion to approve the Minutes as presented; moved by Mr. Phillips, second by Mr. Geib. Motion passed unanimously.

IV. Visitors: Registered Visitor Comment Period
a. There were no visitors on the agenda.

V. Reports
a. Operator’s Report
   i. Wastewater Treatment Plant (WWTP) Open House: The 6/21/13 open house was a success.
   ii. WWTP: On 6/24/13, the oxidation ditch was struck by lightning.
   iii. Holly Tree Farms: The developers’ prints are under review.

b. Executive Director’s Report
   i. WWTP: Nitrogen levels are up due to rain events.
      1. NPDES draft permit has been received, and will be appealed.
   ii. Water Treatment Plant (WTP): The Variable Frequency Drives (VFDs) are continuing to produce an electric use savings.

c. Engineer’s Report
   i. DEP Meeting: A meeting was held with DEP to discuss testing requirements.
   ii. Water Permitting: Public water supply permit amendment is being made, because the Fluoride application system is being moved to another location.
   iii. Susquehanna River Basin Commission (SRBC): No timeframe has been given for a response on the permit application.

VI. Financials
a. Authorization to Pay Vouchers
Mr. Snavely entertained a Motion to approve the vouchers needing approval for a total of $201,522.26; moved by Mr. Phillips, second by Mr. Enterline. Motion passed unanimously.

Mr. Snavely entertained a Motion to ratify the vouchers paid prior to the meeting for $39,121.80, and payment of the invoices received after the reports were run for $644.91; moved by Mr. Phillips, second by Mr. Geib. Motion passed unanimously.

b. Financial Report Inquiries
   i. Mrs. Horst reviewed the water and wastewater accounts.
      1. The board was happy to note an increase in reserves, which will be used to pay the September debt service payment of close to $1 million.

VII. New Business
 a. Finance Committee: Mr. Sowers accepted the invitation to join the Finance Committee. Mr. Snavely believes his financial experience will be an asset.

VIII. Old Business
 a. Borough Meeting: Mr. Snavely, Mr. Phillips, Council President Bonnie Martin, Council Vice President Chris Simon, and Borough Fiscal Assistant Sandra Mitchell met on Monday, July 8 to discuss the remaining accounting items that are open. There were inquiries regarding escrow accounts, pension, and healthcare refunds.
   i. The escrow account inquiries were cleared up.
   ii. The insurance premium refund is being reviewed by, Benecon, the provider.
   iii. The pension inquiry is awaiting response from the plan administrator. Mr. Snavely will follow up on the pension inquiry.
   iv. There was an inquiry regarding an invoice issued to the Authority from the Borough at the end of 2011. Some of the items on the invoice were in dispute, and can now be worked on now that the Borough has a manager.
   v. Mr. Baker would like to have everything reviewed and accounted for and done with so that both parties can move on.

b. Secretary
   ➢ Mr. Snavely entertained a Motion to open the floor for nominations for the office of Secretary; moved by Mrs. Horst, second by Mr. Phillips. Motion passed unanimously.

   ➢ Mrs. Horst moved to nominate Mr. Geib to the office of Secretary, second by Mr. Baker. Motion passed unanimously.

   ➢ Mr. Snavely entertained a Motion to close nominations for the office of Secretary; moved by Mr. Phillips, second by Mrs. Horst. Motion passed unanimously.

   ➢ Mr. Snavely entertained a Motion to elect Mr. Geib to the office of Secretary; moved by Mr. Phillips, second by Mrs. Horst. Motion passed unanimously.

   ➢ Mr. Snavely entertained a Motion to open the floor for nominations for the office of Assistant Secretary/Treasurer; moved by Mrs. Horst, second by Mr. Baker. Motion passed unanimously.
Mr. Geib moved to nominate Mr. Baker to the office of Assistant Secretary/Treasurer. The Motion did not carry. Mr. Baker moved to nominate Mr. Sowers to the office of Assistant Secretary/Treasurer, second by Mr. Phillips. Motion passed unanimously.

Mr. Snively entertained a Motion to close nominations for the office of Assistant Secretary/Treasurer; moved by Mr. Phillips, second by Mr. Geib. Motion passed unanimously.

Mr. Snively entertained a Motion to elect Mr. Sowers to the office of Assistant Secretary/Treasurer; moved by Mr. Phillips, second by Mr. Sowers. Motion passed unanimously.

c. Personnel Committee
   i. Mr. Geib volunteered to serve with Mr. Baker and Mr. Phillips.

d. Quarterly Reports: Lien balances are decreasing.

e. Hauled Waste: Hauled waste was lighter the past month due to shut downs with the Open House, and bridge and roadwork.
   i. The old bridge is down and the new bridge is in use.

IX. Visitors: Unregistered Visitor Comment Period

a. Mr. Len Bodner (17 N. Main St.), Councilwoman Rebekah Bowers, Mrs. Emily Ditzler (425 W. Ferdinand St.), Mrs. Laurie Fenicle, Mr. Scott Funk (157 N. Main St.), Mr. Jeff Grube, Ms. Lahl Hammer, Mr. Phil Huber (139 Julia Lane), Mr. & Mrs. Charles & Thelma Miller (131 W. High St.), Mrs. Delores Miller, Mr. Brian Ober (142 S. Pitt St.), Mr. Dennis Ober (173 North Charlotte Street), Mr. Richard Pavlik (15 W. Stiegel St.), Mr. Dale Peters (15 S. Main St.), Mr. Ron Shank, and Mr. Doug Shaub (125 W. High St.).

b. Mr. Miller inquired about storm sewers and the high rates. Storm sewers are managed by the Borough.

c. Rates: There was a general question regarding the amount of the rates. It was explained that the rates are high due to the debt load and the monies spent on the most recent WWTP upgrade, which was required by the State as part of the Chesapeake Bay Initiative. Some municipalities that did not do their upgrades yet will probably be raising their rates soon to finance their upgrades.
   i. Additionally, Tropical Storm Lee damaged the bridge, mandating its replacement.
   ii. Mr. Snively shared how the actuary told the board that a 20% increase to rates would have to be done yearly for a five-year period to pay for the upgrades.
      1. He shared some of the steps being taken to keep rates as low as possible, as the majority of the board are rate-payers as well. (See attached.) They do not want to pay more either.
   iii. Some of the infrastructure is from the late 30’s and the 40’s. Aging lines need to be replaced and material costs, such as metals, are going up, as well as those of the chemicals needed to provide the service.
   iv. Mrs. Horst indicated that one of the major costs is the debt service. The board has refinanced the loans so that there would be a savings of $3.5 million over the life of the loan (2029).
      1. Mr. Baker noted that the $18 million upgrade from 1993 is still being paid on. That debt is from a prior board. He agrees that there should have been funds set aside for future upgrades, but in his service he has witnessed more fires being put out, such as main breaks than toward
upgrades being required. He believes that the proactive steps being taken have helped keep the rate increases to three instead of the projected five.

2. Mr. Snavely reviewed the timeline of the Authority’s debt. Over the years, as interest rates improve, the debt has been refinanced.

v. The board has staffed its own employees instead of paying for a contract operator.

vi. Mr. Brian Ober inquired as to how the hauled waste revenue does not wipe out the debt payment for the upgrade.

1. Mrs. Horst stated that the hauled waste has expense that is not being calculated. The calculation also does not include interest.
2. Mr. Fenicle offered for Mr. Ober to stop by the office so that he can see the budget.

vii. Mr. Ober inquired about the contract operator and the allegations that work was not completed by them that should have been.

1. There is open litigation between the Authority and the previous contract operator. There was an article in the newspaper about the litigation being for over $850K.

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d. Mr. Shaub stated that he knows what it costs to run the Authority and has supported rate increases, but he is very upset about the pending usage allotment increases.

i. He reports that the increase will cut his profits in half. The usage allotments affect the small businesses. He is not getting any additional service for the additional cost, and feels it is a privilege surcharge.

1. It is extremely hard for him to speak positively to potential businesses/residents with these pending charges.
2. He could possibly move to Penn Township and save hundreds per month.

ii. Mr. Pavlik inquired as to whether or not residents are affected by the usage allotment audits.

iii. The Municipal Authorities Act allots one for each residence. Only commercial, industrial and other assessments are affected by the daily use/capacity minimum charge.

e. Mr. Shaub feels that there is no one in the office that is customer friendly and staff is unprofessional.

i. No changes implemented for the customers have been presented in a clean, smooth fashion, and it would help the customers immensely if things were handled better in the presentation stage.

f. Len Bodner inquired if the customers’ comments are recorded as part of the permanent record.

i. As long as the resident states their name and address, their comments will be included.

g. Mr. Pavlik inquired if the agenda and handouts can be made a PDF.

i. The Minutes are loaded onto the web site in PDF format after approval.

h. Mrs. Horst requested that the budget be put online.

i. Scott Funk inquired how about how much the Authority is saving per year from the contract operator.

i. Mr. Fenicle stated that, off the top of his head, there were requests for proposals received for contract operators. One was for $1.2million and
would require 14 employees, and was for labor only. The other was for $500K, would require four employees, and took 86% of the hauled waste revenue. Four employees would not be adequate to operate both the water and wastewater facilities. The estimation of cost with having the Authority’s own employees was for $750K and included 10 employees. (See attached MBA Progress Notes.)

j. Mr. Funk also inquired on how much the Authority spends on engineering excluding projects. Mr. Fenicle stated that Rettew is the Authority engineer on retainer. Sometimes other engineering firms are utilized.

k. Mrs. Ditzler stated that she was in meetings since 2011 and indicated that many of the questions being asked have been answered repeatedly, and if more residents would come to the meetings, they would better understand.

Several residents excused themselves from the meeting.

l. Mr. Peters would also like to see the budget online.
   i. He would like to see a copy of the monthly expenses at each meeting as well.

m. Mr. Peters thanked the board for their work. He inquired about his four unit commercial building and passing bills to the tenants.
   i. Mr. Fenicle reviewed how multi-units are billed. If there is a conversion of a property from one use to another, the Borough and the Authority try to share information.

n. Part of moving the Authority forward was by installing new meters. 35% of the meters on the system were running slow. (Showing less than what was actually being used.) Instead of raising rates across the board, the meters were installed to assure everyone was paying their fair share. In the same air is the usage allotment audit. This is being completed to assure everyone is paying his or her fair share of minimum charges as well.
   i. The board is looking to hook up additional customers.
   ii. Mr. Peters reiterated that the market can only bear so much, and it is hard to keep and gain new tenants with the rates as high as they are.

o. Mrs. Horst stated that the more voice made by us the constituents, to legislature, the more help the Authority can get in keeping rates from going up. It has been disheartening that the response has historically been coming after the fact.

p. Mr. Phil Huber lives in Rapho Township, but is serviced by Authority water/sewer.
   i. The Township did some massive roadwork and ruined a large area of his yard with repairs from Tropical Storm Lee. He had to water about 3,000 square feet of his yard for 10-days to have the grass grow. The watering has caused his bill to triple. The Township has directed him to the Authority for relief.
   ii. The board will have Mr. Fenicle review the account and make recommendation to the board at the August meeting.

q. Mr. Dennis Ober stated he learned a lot from attending this meeting.
   i. He inquired if the apartments going into Penn Township will be required to pay the same rates/fees current customers would. They pay the same rates. The developers are requesting a waiver, and the board has denied that request.
      1. Discussion was had on why the new development in Penn Township is not being provided sewer when it is directly across a gravity feed path to the WWTP. Mr. Snavely stated that board desires to be a regional authority more than it already is. The developer approached the
Authority for sewer service, but was assigned service to Penn Township by Penn Township.

2. Mr. Ober inquired as to whether or not the Authority has mandated water service based upon giving sewer as well. There is an agreement in place between Penn and the Authority that would not allow such a mandate.

3. Mr. Geib indicated that we have to develop a harmony in the Borough so that we can spread it to Penn and Rapho. Harmony would make cooperative ventures easier to bring to fruition.

r. Mr. Funk inquired about the plant’s rate of flow.
   i. The plant is at about 50% capacity. Some of the incoming waste is Inflow & Infiltration. These are the ways groundwater enters the processing system, which is costly.
   ii. The water plant has the capacity and permitting to match what can be added to the wastewater system.

s. Mr. Snavely shared that the SRBC can limit how much water can be pulled from the source wells. If they limit our pending permit, we could be left with a large amount of capacity and not be able to pull enough from the well to support it, so the support of the residents is imperative.

t. **Fluoride:** The $100K price tag has been whittled down by staff redesigning and innovative construction efforts to under $40K.

X. **Adjournment**
   - Mr. Snavely entertained a Motion to adjourn at 10:12PM; moved by Mr. Baker, second by Mrs. Horst. Motion passed unanimously.

Respectfully Submitted,
Candace L. Hoover, Recording Secretary
MANHEIM BOROUGH AUTHORITY
August 8, 2013 as approved at the September 12, 2013 meeting

I. Call to Order
Secretary Wes Geib convened the meeting at 7:02 PM with the Pledge of Allegiance.

Silent Roll Call
Secretary Wes Geib, Treasurer Barb Horst, Assistant Secretary/Treasurer Rob Sowers, and Council Pro Tempore Phil Enterline.

Absent
Chairman Doug Snavely, Vice Chairman Marc Philips, and Wade Baker.

Staff
Executive Director David L. Fenicle, Executive Assistant Terry Shaffer, Recording Secretary Candace L. Hoover

II. Approval of Minutes of July 11, 2013
Mr. Geib entertained a Motion to approve the Minutes as presented; moved by Mr. Enterline, second by Mr. Sowers. Motion passed unanimously.

III. Visitors – Registered Visitor Comment Period (There were not visitors on the agenda.)

IV. Reports
a. Executive Director’s Report (See attached.)
   1. Wastewater Treatment Plant (WWTP) Operations: Staff is still awaiting one lab test; however, it is anticipated that the Authority will need to purchase 4,000 pounds of nutrient credits.
   2. Oxidation Ditch: It has taken several weeks to recover from the lighting strike. The event has taken its toll on treatment ability.
   3. Ressler: Water was shut off to one of Mr. Ron Ressler’s accounts for non-payment. The technicians turned the curb stop on shut off day. The following day, payment was received and water service was reinstated. Investigation shows that the line was illegally connected and the line connected to the curb stop that was turned was incorrectly disconnected and not capped. The technicians then ran a short line to connect the property properly. The basement was pumped by the Authority and drying was left to the property owner.
   4. Hydrants: two hydrants were repaired, and a third needs to be replaced on South Penn Street. The Authority must coordinate with several businesses in order to make the replacement.
   5. Staffing: The plant is short at least one person.

b. Engineer’s Report
1. **Permitting Restrictions**: DEP is intending to limit the Authority’s permitting. Some of the mandates are not in accordance with EPA regulations. The engineers have generated a 10-page letter of incongruences in DEP’s requests.
   i. One of the major concerns is the limit pending on hauled waste. DEP would like to place restrictions on the amount of waste received, and require additional costly testing, even though the plant continues to meet or exceed current guidelines.
   - Some of the impositions are valid, because of the number of violations left to the Authority by Miller Environmental, Inc. Others seem to be over-reaching.

V. **Financials**
   a. **Authorization to Pay Vouchers**: There are approximately $60K in invoicing that will be reimbursed by insurance for the lightning strike.
      1. **Debt Service Payment**: The debt service payment will be paid prior to the next meeting and will need to be ratified. The amount is just under $1.2 million. There is currently $1.7 million in the account.
      ➢ Mr. Geib entertained a Motion to approve the vouchers for $150,284.14, ratify payments made prior to the meeting for $34,073.92, and invoices received after reports were run for $138,711.31; moved by Mr. Sowers, second by Mr. Enterline. Motion passed unanimously.

VI. **New Business**
   a. **Auditor**: Mrs. Horst reported that the board had decided several months ago to gather information on auditors, because it had not been done in a long time.
      1. Several firms were contacted and interviewed.
      2. The current auditor called Mr. Fenicle regarding the search and offered to lower his firm’s cost.
      3. The Finance Committee is recommending Sager, Swisher & Co. Their pricing is almost identical, and their firm is offering a different working relationship with staff.
      ➢ Mr. Geib entertained a Motion to authorize the pursuit of the Finance Committee’s recommended auditor, Sager, Swisher & Co.; moved by Mr. Enterline, second by Mr. Sowers. Motion passed unanimously.

VII. **Old Business**
   a. **Water Loss**: Staff has been working to determine the difference between metered versus produced water more efficiently. Mr. Fenicle would like to be even more aggressive in the coming future. He will see that staff budgets more funds for this project in 2014. Water is coming through the wastewater plant in some area, and it needs to be found, as it greatly affects production.
      1. Staff has been using listening equipment and looking for leaks. Many have been found and repaired, but an extra effort will be put forth to close the final gap. Checking off these items isolates the problem further, which helps to pinpoint the issue.
b. **Meter Replacement:** Seminars have been done on the Authority, and there are places envious of this Authority’s progress and success in updating new meters.

c. **Public Relations:** Mrs. Horst stated that our customers should know about the pro-active things that are being done, such as doing training seminars, etc. Discussion was had on putting information on the bills, generating a newsletter, and determining how to communicate activity to constituents effectively.

d. **Phil Huber (139 Julia Lane):** Mr. Fenicle spoke with Rapho Township about the storm water outfall repair. The Township mandated that the grass to grow quickly to avoid washout in upcoming storms. Mr. Fenicle recommends granting a credit waiver.

➢ Mr. Geib entertained a Motion to make an exception for Mr. Huber’s extenuating circumstance credit; moved by Mr. Enterline, second by Mr. Sowers. Motion passed unanimously.

VIII. **Visitors – Unregistered Visitor Comment Period** (No visitors were present.)

IX. **Announcements**

a. **Hauled Waste:** Mr. Shaffer reported revenue of about $50K.

b. **Public Involvement:** Mr. Geib recommended that the public be given something to do during the meeting such as pass around pictures of projects.

1. Mr. Fenicle stated that he would like to do an annual or semi-annual open house. The event does not have to cost money, but it would motivate staff and increase morale to have staff show what they do. Many attendees stated that they did not know what took place at the plant, and did not realize how extensive processing was. Many were very surprised about the process. It takes a lot of effort, but constituents would see what they are paying for as well.

X. **Executive Session**

➢ Mr. Geib entertained a Motion to recess to Executive Session to discuss personnel matters at 8:30PM; moved by Mrs. Horst, second by Mr. Enterline. Motion passed unanimously.

➢ Mr. Geib entertained a Motion to return from Executive Session from discussing personnel matters at 8:47PM; moved by Mrs. Horst, second by Mr. Enterline. Motion passed unanimously.

XI. **Adjournment**

➢ Mr. Geib entertained a Motion to adjourn at 8:47PM; moved by Mrs. Horst, second by Mr. Enterline. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover, Recording Secretary
MANHEIM BOROUGH AUTHORITY
September 12, 2013

I. Call to Order
Chairman Snavely convened the meeting at 7:02PM with the Pledge of Allegiance.

Silent Roll Call
Chairman Douglas Snavely, Vice Chairman Marc Phillips, Secretary Wes Geib, and Members Wade Baker and Council Pro Tempore Phil Enterline.

Absent
Treasurer Barb Horst and Assistant Secretary/ Treasurer Robert Sowers

Staff
Executive Director David L. Fenicle, Executive Assistant Terry Shaffer, Engineer Michele Braas – Rettew Associates, and Recording Secretary/Billing Administrator Candace L. Hoover.

II. Minutes
Mr. Snavely entertained a Motion to approve the Minutes of August 8, 2013 as presented; moved by Mr. Geib, second by Mr. Enterline. Motion passed unanimously.

III. Visitors – Registered Visitor Comment Period (There were no visitors on the agenda.)

IV. Reports
a. Operations and Executive Director’s Report (See attached.)
   i. Wastewater Treatment Plant (WWTP): Mr. Fenicle reviewed the Ammonia, Nitrate, and Phosphate average levels.
   ii. Employees: An ad for an operator ran. Many good applications came in.
   iii. Calcium Chloride: The calcium substance, which was destroying the old Sensus meters, has lessened in the water storage tanks since the injection of Seaquest began. Staff is looking at options to maximize this reduction.
   iv. WWTP Permitting & Regulations: The Authority may lose limit offsets previously granted for providing service to certain customers, thus putting the Authority in a position to need to purchase nutrient credits.
   v. Collections: The current water shut off timeline is under review to better accommodate tenant rights.
      1. Mr. Snavely stated that one option could be that the property owner is given a copy of the collections policy and that water/sewer utility be built into the property’s rent.
   vi. 18 East High Street, Manheim: Mr. Jim Gibble is selling the building. In no specific order;
      1. Office Option 1: Extend the current lease to bind the new owner to the rental rate.
      2. Office Option 2: Purchase the property. The attached property is of a concern.
      3. Office Option 3: The WTP garage/office storage area was designed to transfer from Mr. Jerry Stehman to the Authority in a blank slate state for easy upgrade.
      4. Office Option 4: The WWTP office building could be extended to accommodate the administrative staff. There is a safe area where public meetings could be held.
      5. Office Option 5: There is an uninhabitable property at the end of W. High that is no longer for sale. The asking price was also well above the value of the home and land.
6. **Financing the Office:** A standalone loan could be obtained, or current loans could be refinanced without adding too much to monthly payments.

vii. **Property Committee:** Mr. Snavely and Mr. Sowers will serve on the property committee.

viii. **Water Production:** The gap of water sold versus produced is dropping. Staff is getting more aggressive on closing the gap in light of the gaps reported by the previous contract operator.

b. **Engineer’s Report (See attached.)**
   i. **Forino:** The plans are still under review.
   ii. **Bus Facility:** The project is moving very slowly.
   iii. **SRBC:** Data is slated for submission next week. SRBC may not respond to the submission until next summer.
   iv. **Public Water Supply Permit:** Progress is being made regarding the Seaquest injection site.
   v. **NPDES Permit:** The digester permit will be a part of this application.

V. **Financials**
a. **Authorization to Pay Vouchers**
   i. **Large Invoices:** Hall and Associates for permitting.

   - Mr. Snavely entertained a Motion to authorize payment of vouchers for $263,001.28 ($64,481.93 water, $86,123.09 wastewater); moved by Mr. Geib, second by Mr. Enterline. Motion passed unanimously.

   - Mr. Snavely entertained a Motion to authorize payment of vouchers received after the reports were run for $8,662.95; moved by Mr. Enterline, second by Mr. Geib. Motion passed unanimously.

   - Mr. Snavely entertained a Motion to ratify payments made prior to the meeting for $1,211,998.35 ($268,181.07 water, and $943,817.28 wastewater); moved by Mr. Enterline, second by Mr. Geib. Motion passed unanimously.

b. **Revenue & Expense Reports (See attached graphs.):** The numbers illustrated are in the detailed pages of the revenue and expense reports, the graphs are a visual tool.
   i. Discussion was held on the wastewater deficit. Several items account for it; bad numbers given to the board for budgeting for the refinance of about $80K, the lightning strike repairs, and pump failures, to name a few.

VI. **New Business**
a. **Property Committee:** Previously discussed.

b. **Collections:** Previously discussed.

c. **Pool/Spa Fills:** The policy was reviewed. The honor system for smaller amount fills is harder to audit. No changes will be made to the policy.

VII. **Old Business**
a. **DDP Developer’s Agreement 2013 Revision**

   - Mr. Snavely entertained a Motion to authorize the signature of the revised agreement; moved by Mr. Phillips, second by Mr. Enterline. Motion passed unanimously.

b. **Public Relations Ideas:** The floor was opened for public relations ideas.
VIII. Visitor Comments  
   a. No visitors were present.

IX. Announcements  
   a. McFee Fundraiser Breakfast – Tickets are $7 for the fundraiser from 7A to 10:30 on 9/28/13.

X. Adjournment

➢ Mr. Snavely entertained a Motion at 9:41PM; moved by Mr. Enterline, second by Mr. Geib. Motion passed unanimously.

Respectfully Submitted,  
Candace L. Hoover, Recording Secretary
I. Call to Order/Pledge of Allegiance

Roll Call
Chairman Douglas Snavely, Treasurer Barb Horst, Secretary Wes Geib, Member Wade Baker

Absent
Vice Chairman Marc Phillips, Assistant Secretary/Treasurer Rob Sowers, and Council Pro Tempore Phil Enterline

II. Approval of Minutes
a. September 12, 2013: Mr. Snavely indicated that Mrs. Braas is not indicated as being in attendance.

Mr. Snavely entertained a Motion to approve the Minutes as amended; moved by Mr. Geib, second by Mr. Baker. Motion passed unanimously.

III. Visitors: Registered Visitor Comment Period
a. Mr. Doug Shaub of (125 W High St.) and Mr. Lin Harley (prior board member)
b. EDUs\(^1\): Mr. Shaub inquired about doing a “pay as you go” system for his EDUs as he is researching and instituting efficiency systems, which will decrease his usage and EDUs. He would like to look at a new average based upon what his usage will be. He is anticipating a loss of business, because he had to increase prices to cover the cost of the more efficient equipment.
   1. Staff will monitor the account’s usage to review what its updated EDUs will be.
   2. Discussion was had on frequency of use audits and why the audits were not implemented earlier in the year, as well as why any extensions were granted. The use audits were calculated as part of the 2013 budget; however, it is a difficult to explain and implement project when placing additional charges on a customer. The board opted to allow anyone who requested an extension to ease the transition.
c. Mr. Lin Harley: Mr. Harley was recognized for his years of service to the Authority from July of 2007 to May of 2013.

IV. Reports
a. Executive Director’s Report
   1. State Route 72 South Leak: The repaired leak is estimated to be a loss of about 100K per day. The magnitude was hidden because the soil was coming over compacted shale into a hillside.
   2. CDBG\(^2\): Triage is being done on the water lines so that staff can assess when to participate in a borough grant projects or when to make repairs in other areas, because the matching funding is not always available for the area being worked on. The ability to obtain funds is easier when it is a joint project, so staff has to be mindful of where to put funds.

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\(^1\) Estimated Daily Use: 171.6 gallons per day (water) and 238 gallons per day (sewer)

\(^2\) Community Development Block Grant
3. **WWTP**³: The oxidation ditch is being prepared for the colder weather
4. **Employees**: Two excellent candidates have been found. Mr. Fenicle would like to hire both if possible, but the budget may only allow for one.
5. **Fire Hydrants**: Hydrants are being audited. The Authority and the municipality gets an ISO rating and insurance breaks for having hydrants. The Authority charges for the hydrants and other fire protection systems are to cover maintenance costs. The fire company does not get charged for practice water or for firefighting water.
6. **Nutrient Trading**: The Authority will need to purchase nutrient credits. They may do so through PennVest’s market or from another municipality. Mr. Fenicle has to be prepared to enter the market, but has an offer from Penn Township that is very reasonable. (See 2013 WWTP Lab Results graph.)
   i. The first high blip is from a lab error, before Mr. Fenicle reorganized and relocated his office to the plant to more closely oversee operations.
   ii. The second blip is from the lightning strike
   iii. The third blip is from Ph. imbalance.
   iv. Pending rain flows, the Authority will not need to purchase credit next year.
   v. **Nutrient Credit Purchase (Resolution 3-2013)**: The maximum amount that will be spent at the auction will need to be submitted via cashier’s check. $15K will be submitted via cashier’s check and any change from the purchase will be credited back within two weeks.
      a. It is anticipated that the purchase will be made with Penn Township instead of at the auction, but Mr. Fenicle wants to be prepared for either scenario.

Mr. Snavely entertained a Motion to approve Resolution 3-2013 for participating in the Pennvest Nutrient Credit Auction; moved by Mr. Baker, second by Mr. Geib. Motion passed unanimously.

b. **Engineer’s Report**
   1. **NPDES Permit**⁴: DEP⁵ submitted a new draft to the Authority on September 19th for September 26th’s meeting between DEP and the Authority. There are some violations present, but no direction has been given on how the Authority can become compliant.
   2. **MEI⁶ Lawsuit**: There is tentative court date of March 17, 2014.
      i. **Depositions**: Mr. Fenicle and Mrs. Hoover are slated to be deposed by MEI in November.

V. **Authorization to Pay Vouchers**
   a. **Vouchers Needing Approval**

Mr. Snively entertained a Motion to authorize payment of the vouchers for $82,228.84 ($23,421.33 water, $49,954.08 wastewater, and $8,853.43 construction); moved by Mr. Geib, second by Mr. Baker. Motion passed unanimously.

b. **Payments made prior to the meeting**

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³ Wastewater Treatment Plant
⁴ National Pollutant Discharge Elimination System
⁵ Department of Environmental Protection
⁶ Miller Environmental Inc.: Previous contract operator.
Mr. Snavely entertained a Motion to ratify payments made prior to the meeting for $40,154.62 ($8087.48 water and $32,067.14 wastewater); moved by Mr. Geib, second by Mr. Baker. Motion passed unanimously.

C. Invoices received after reports were run

Mr. Snavely entertained a Motion to authorize payment of the vouchers received after the reports were run for $16,519.95 ($5,345.21 water, $1,608.74 wastewater, and $9,566.00 construction); moved by Mr. Geib, second by Mrs. Horst. Motion passed unanimously.

d. Special Voucher Pending Approval

Mr. Snavely entertained a Motion to authorize the generation of a $15,000 cashier’s check for participation in the PennVest nutrient credit auction program; moved by Mr. Baker, second by Mr. Geib. Motion passed unanimously.

VI. New Business

a. Pension MMO

Mr. Snavely entertained a Motion to approve the attached MMO for PMRS; moved by Mr. Geib, second by Mr. Baker. Motion passed unanimously.

VII. Old Business

a. Collections: The letter for landlords (attached) was reviewed and approved.

b. Property Committee Meeting: Mr. Fenicle will speak with Mr. Jerry Stehman about leasing back the Authority building he is leasing from the Authority. The option would decrease the total project by about 30%.

VIII. Adjournment

Mr. Snavely entertained a Motion to adjourn the meeting at 9:09pm; moved by Mrs. Horst, seconded by Mr. Geib. Motion passed unanimously.

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7 Minimum Municipal Obligation
8 Pennsylvania Municipal Retirement System
I. Call to Order/Pledge of Allegiance

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

Staff
Executive Director David L. Fenicle, Executive Assistant Terry Shaffer, Financial Comptroller Deb Tobias, Engineer Michele Braas, Billing Administrator Candace L. Hoover

III. Visitors: Registered Visitor Comment Period
a. Mrs. Emily Ditzler (425 W. Ferdinand St.)
b. Mrs. Ditzler was present to observe.

IV. Approval of Minutes
a. October 10, 2013
   ➢ Mr. Snavely entertained a Motion to approve the Minutes as presented; moved by Mr. Baker Mrs. Horst. Motion passed unanimously.

V. Reports
a. 2014 Budget: Mr. Baker indicated that the budget bottom lines are leaner than last year. He inquired as to how realistic the numbers are.
   i. Mr. Fenicle stated that this budget is tighter than he would like, but the foresight is better this year than last. There were many unexpected projects this year that will not need to be done next year
   ii. The wish of the board to hold on rate increases was honored. There is also better anticipation on what permitting and maintenance projects will need to be completed.

Mr. Geib arrived at 7:14PM.

iii. Mr. Snvaly inquired about the anticipated tap revenue. Taps are paid when the homes are ready to lay water (or sewer) lines to the sites. Taps are for infrastructure, not to balance operational costs.
iv. Mr. Fenicle stated that it has been a goal of the Authority to balance the water and sewer budgets independently and discontinue the use of due-to/due-from between the water and wastewater budgets to balance the bottom line of the combined budgets. Staff has successfully done this.
v. Mrs. Horst stated that the Authority has to get extremely aggressive on water loss¹, and inflow² and infiltration³. Mr. Fenicle pointed out a few lines items increased from the 2012 water budget designated to help the water loss reduction project in 2013; leak detection (448.421) has been increased from $4K to $15K, maintenance/repair lines (448.365) has

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¹ Water Loss: Unaccounted for water from the difference between water metered and water produced
² Inflow: Surface runoff entering the sanitary sewer system through basement sump pumps, floor drains, etc.
³ Infiltration: Groundwater entering the sanitary sewer system through failing infrastructure.
been increased from $8K to $25K, and water breaks has been increased from $25K to $55K. Staff is anticipating fixing more breaks with the attack on water loss.

vi. Mr. Fenicle confirmed for Mr. Baker that not all projects would commence at the beginning of the year to monitor cash flow.

vii. Mr. Fenicle clarified for Mr. Snavely that the engineering line (448.130) has been increased from $25K to $52K in anticipation of 2013’s projects, such as; the Fluoride project, SRBC\(^4\) Permitting and LT2 testing\(^5\). The SRBC permitting and LT2 testing will cost $32K alone.

viii. Mr. Shaffer clarified for Mr. Geib that the hauled waste is income (364.200) is increased from $508K to $540K. This is a conservative figure that includes a small rate increase to the haulers, which staff is recommending. There is no recommendation to raise rates for connected water/sewer customers.

1. There has to be a balance in hauled waste accepted, because nutrient levels must still be met. Pushing the plant too far increases liability beyond profitability.

ix. NPDES Permit\(^6\): Discussion had on whether or not progress has been made with DEP\(^7\) permitting. The current draft permit does not allow for nutrient offsets for the acceptance of hauled waste. The second draft is in progress. It is anticipated that there will be a third draft.

1. The digesters are low, and the blowers will be tested. DEP may allow the Authority to run the digesters in a facultative state.

2. Mrs. Braas reported that DEP has a pending violation from this spring caused by a plug in the system. Staff did everything they were supposed to as far as reporting and cleanup, but DEP has not responded with what specific violation will be dealt, or what fines may be assessed.

3. The pre-screening has been effective. Staff has pulled 10 55gallon drums of debris (wipes, napkins, etc.) from the incoming waste.

x. Mr. Geib indicated how essential the hauled waste income is to the budget.

- Mr. Snavely entertained a Motion to approve the budget as presented; moved by Mr. Sowers, second by Mr. Phillips.
  - Mr. Baker feels it would be prudent to discuss personnel matters in executive session first. Mr. Geib agreed. Mr. Snavely feels that the budget is the plan, and it can be deviated from even if approved as presented.
  - Motion passed 5-2 with nay votes by Mr. Baker and Mr. Geib.

xi. Mrs. Horst thanked the staff for their hard work on the budgets.

VI. Reports

a. Executive Director’s Report

i. Hydrant Audit: An audit of the hydrants for Penn and Rapho Townships have been completed. The hydrants have been logged with GPS locations, age, and manufacturer. The Townships will receive a letter regarding our findings.

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\(^4\) SRBC: Susquehanna River Basin Commission  
\(^5\) LT2 Testing: EPA’s Long Term 2 Enhanced Surface Water Treatment Rule  
\(^6\) NPDES Permit: National Pollutant Discharge Elimination System Permit  
\(^7\) DEP: Department of Environmental Protection
ii. **DE Filters**: Mr. Fenicle reviewed the DE Filter Project Plan (See attached.) Discussion was had on how the poros stones and the filters work. All of the filters are the same age.

- Mr. Snavely entertained a Motion to authorize the 2014 to 2016 DE Filter replacement project as presented; moved by Mr. Enterline, second by Mr. Sowers. Motion passed unanimously.

iii. **WWTP**: October’s storm yielded about 72” of rain. The creek was 8” below the bottom of the bridge. The plant pushed around 6 million gallons through the plant as a result. Preparations, repairs, and labor put the Authority at a total cost of about $20K for the event.

iv. **Community Meeting**: Mr. Bruce Rettew and Mr. Pete Hondru invited Mr. Fenicle and Borough Manager Marc Stivers to attend a meeting regarding flood mitigation, and what it costs the municipal entities and the business owners. The Army Corps of Engineers attended via conference call, and several others had a good conversation about mitigation.

1. Mr. Baker shared how the Army Corps of Engineers helped Elkland (Tioga County, Pennsylvania) build a dike after Hurricane Agnes.
2. Mr. Geib stated that Land Studies and Bond Caster have been involved in the process as well. Some of the businesses involved have pledged a significant amount of money, and know of other sources where funds could be obtained to help Manheim avoid being such a flood zone.
3. Mrs. Ditzler commended Mr. Stivers on his ability to pull people together and get them involved.

v. **Nutrient Credits**: Mr. Fenicle reviewed the pounds of nutrients remaining. The Authority purchased pounds from Penn Township to balance the end of the water year. Mrs. Horst stated that the Township was please to find a cooperative opportunity.

1. Mr. Snavely inquired as to why the Authority fiscal year does not match the water year. It would not be that much additional work to change, but the first year switching over would be awkward.

vi. **Employees**: Blake Teaman was hired, and will start on December 2.

1. Staff evaluations have been completed and reviewed by the employment committee.

vii. **Chesapeake Bay Initiative**: (See attached Executive Director’s Report.)

viii. **MEI**: Mr. Fenicle and Mrs. Hoover are slated to be deposed next week regarding the suit.

ix. **Sunhill Commons**: One home has connected so far, another is preparing to.

x. **WTP**: Mr. Fenicle and Mr. Robin Sholly, Operator of Record, met with DEP and the engineer regarding comments made by one of their inspectors. Some inappropriate comments were made by the inspector, which demeaned the staff and the system. They did apologize, make suggestions for improvement, and complimented staff on the areas they have overcome.

1. One of the more offensive comments was one that the Authority should connect to another local municipality. This comment was unfair as staff does not get involved in local politics, and the Authority does seek cooperative ventures. DEP reiterated that there were no violations. The inspector also directly apologized to Mr. Sholly.

b. **Engineer’s Report** (See attached.)

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8 DE: Diatomaceous Earth
9 WWTP: Wastewater Treatment Plant
10 Water Year: October to September (The Authority’s Fiscal Year is the calendar year of January to December)
11 Miller Environmental, Inc.: previous contract operator
12 WTP: Water Treatment Plant
i. **SRBC:** The permit can take from 3 to 8 months to review.

ii. **NPDES Renewal:** Responses to the second draft permit have been submitted.

VII. **Financials**

   a. **Authorization to Pay Vouchers**

      æ Mr. Snavely entertained a Motion to authorize payment of the vouchers totaling $120,211.80 ($32,382.48 water and $87,829.32 wastewater); moved by Mr. Phillips, second by Mr. Enterline. Motion passed unanimously.

      æ Mr. Snavely entertained a Motion to ratify vouchers paid prior to the meeting totaling $54,941.89 ($18,139.32 water, and $36,802.57 wastewater); moved by Mr. Phillips, second by Mr. Enterline. Motion passed unanimously.

      æ Mr. Snavely entertained a Motion to authorize payment of vouchers received after the meeting reports ran, totaling $24,990.13 ($2,985.02 water, and $22,005.11 wastewater); moved by Mr. Geib, second by Mr. Phillips. Motion passed unanimously.

VIII. **New Business**

   a. **Maintenance Committee:** In the past, there was a maintenance committee to review infrastructure expenses and repairs, etc. Mr. Sowers feels the board should be quantitative in finding and solving problems, and the use of operating expenses. It would give the board a better means of saying, here is the problem, here is the cost, here is the return, and here is the payback. This could then be compared to the amount charged and collected.

      i. Water loss has dropped from 60% under the contract operator to 32% under the current staff. (120 to 135 gallons per minute.) Unaccounted for water versus water loss takes into account the unmetered water, which is monitored, such as; firefighting, bulk water purchase, back-flushing, etc.) Staff is anticipating that regulations will be coming that will required even less water loss. The maintenance committee would help create long term plans.

      ii. Mr. Snavely said there are other areas such as inflow and infiltration that will need to be looked at.

      iii. Mr. Sowers stated that the committee should set goals and a schedule to quantify the success of those goals.

      iv. Mrs. Horst feels that a strategic planning and goals committee could be helpful to work with staff to layout goals and timelines.

      v. Mr. Snavely stated that the committee could help clarify goals, etc. with the wastewater plant, and its collection and distribution system as well. He believes the board could tour the facilities every year, or twice a year as well. Mr. Fenicle feels that active committees would have seen the facilities under the contract operator and may not have been left with what was left behind.

IX. **Old Business**

   a. **Property Committee:** The committee met regarding an office. The rental lease expires in October 2014. There is a 3-year renewal option. No news has been provided on the sale of the building. Mr. Sowers feels that the committee should meet again, review numbers, and finalize a plan.

      i. The Authority owns a piece of land on Hudson Alley that needs review. Staff will follow up on it. This is part of staff’s inventory of assets.
b. **Staffing:** The budget for 2014 allows for a fully staffed collection and distribution system team.
   i. If it works in the budget, Mr. Fenicle would like for the person to be hired this year so that 2014 starts with a full staff. The particulars of the matter can be discussed in Executive Session. The board was in consensus that the manager hire as needed.

c. **CDBG 2015:** The Borough is pursuing an application in 2014 for Stiegel, Hazel, and Mill for a 2015 project.

X. **Visitors**
   a. There were no additional visitors.

XI. **Announcements**
   a. Mr. Geib is resigning as of December 31, and Mr. Enterline will be completing his term then as well.
      i. Mr. Snavely asked if an invitation will be extended to the Council to have a member sit on the authority.
      ii. The board was in consensus to have the invitation extended to Council to allow them to decide whether or not to have a member sit on the authority.
         1. A new member must live in the Borough, own property in the Borough, or own a business in the Borough.

XII. **Executive Session**
   - Mr. Snavely entertained a Motion to recess to Executive Session at 9:43PM, to discuss personnel matters; moved by Mr. Phillips, second by Mr. Enterline. Motion passed unanimously.
   - Mr. Snavely entertained a Motion to return from Executive Session at 10:55PM; moved by Mr. Phillips, second by Mr. Geib. Motion passed unanimously.
   a. The board concurred to hire the collection and distribution staff person in 2013.

XIII. **Adjournment**
   - Mr. Snavely entertained a Motion to adjourn at 11:08PM; moved by Mr. Baker, second by Mr. Geib. Motion passed unanimously.

Respectfully Submitted,
Candace L. Hoover, Billing Administrator
MANHEIM BOROUGH AUTHORITY
December 12, 2013 as approved at the January 9, 2014 meeting

I. Call to Order/Pledge of Allegiance

Roll Call
Chairman Douglas Snavely, Vice Chairman Marc Phillips, Secretary Wes Geib, Treasurer Barb Horst, Assistant Secretary/Treasurer Robert Sowers, and Members Wade Baker and Council Pro Tempore & Representative Philip Enterline.

Staff
Office Staff: Executive Director David L. Fenicle, Executive Assistant Terry Shaffer, Recording Secretary/Billing Administrator Candace Hoover
Engineering: Michele Braas – Rettew Associates

II. Visitors: Registered Visitor Comment Period
No visitors were present.

III. Approval of Minutes
a. November 14, 2013: Mrs. Horst was present at the November meeting.

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

IV. Reports
a. Executive Director
   1. Post Treatment Nutrient Levels: Mr. Fenicle indicated that the graph of nutrients on his report illustrates the positive impact staff is having on managing the wastewater system.
   2. Nutrient Credit Purchase: The Pennvest Auction results showed that credits were purchased at $2.50 per pound. The Authority purchased credits from Penn Township for $1.00 per pound. Both boards were happy to have a cooperative venture.
   3. WWTP\(^1\) Report: Mr. Shaffer reviewed the results of his report. There are about two months of waste illustrated therein.
      i. Mr. Fenicle provided a graph page illustrating truck waste, and pounds for Nitrogen and Phosphorus. (See attached. The Nitrogen and Phosphorus charts’ color keys are incorrect. An updated graph will be submitted at the January meeting.) He is anticipating December’s totals will be approximately 700 pounds of Nitrogen.
   5. Chesapeake Bay Initiative\(^2\): According to the data, more changes are pending regarding regulations for sources that affect the bay. The reports still show that agriculture and urban runoff (stormwater, etc.) have a higher impact on the Bay than municipal authorities.

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\(^1\) WWTP: Wastewater Treatment Plant
\(^2\) Chesapeake Bay Initiative: A targeted effort to reduce Nitrogen, Phosphorus, and sediment loads to the Chesapeake Bay
V. Engineer
   a. **SRBC**: SRBC has submitted two comments for Rettew to review. Additional comments are expected.
   b. **BNR**: Rettew’s BNR “expert” has indicated that the WWTP is probably within the top five plants with the lowest Nitrogen output. The engineers and staff are working on refining the process to maintain these low levels while maintaining lower costs in electric and chemical. The efficiency has its toll on the “bugs” utilized in the process, and can be easily upset. The refining process will lessen or limit processing upset periods.
   c. **Year End Summary**: The Authority and its staff have overcome a large number of challenges, summarized herein. (See attached.)

VI. Financials
   - Mr. Snavely entertained a Motion to authorize payment of the vouchers for $64,621.81 ($23,712.23 water; $40,909.58 wastewater); moved by Mr. Baker, second by Mr. Phillips. Motion passed unanimously.
   - Mr. Snavely entertained a Motion to ratify vouchers paid prior to the meeting for $36,749.65 ($5,933.63 water; $30,816.02 wastewater); moved by Mr. Phillips, second by Mr. Enterline. Motion passed unanimously.
   - Mr. Snavely entertained a Motion to authorize payment of the vouchers received after the reports ran for $15,767.47 ($15,060.16 wastewater); moved by Mr. Phillips, second by Mr. Enterline.
     a. The credits present are for workman’s compensation insurance premiums paid and reimbursed. Motion passed unanimously.

VII. New Business
   a. **Resolution 4-2013: Adherence to County Disposition of Records Procedures**
      - Mr. Snavely entertained a Motion to approve Resolution 4-2013; moved by Mr. Geib, second by Mr. Enterline. Motion passed unanimously.
   b. **Resolution 5-2013: Disposition of Records Shared with Borough of Manheim**
      - Mr. Snavely entertained a Motion to approve Resolution 5-2013; moved by Mr. Enterline, second by Mrs. Horst. Motion passed unanimously.
   c. **Credit Denial Appeal: 398 South Main Street**: Mrs. Decicco’s case was reviewed and discussed.
      - Mr. Snavely entertained a Motion to deny Mrs. Decicco’s credit waiver request; moved by Mr. Baker, second by Mr. Phillips. Motion passed unanimously.
   d. **Resolution 1-2014: 2014 Rate Resolution**: (See attached.) The yellow highlights on the resolution are the language updates. No fees were changed. There was a rate increase on the hauled waste, the addendum page of the resolution.
      1. The Industrial Sludge increased from $0.045 per gallon to $0.0475 per gallon.
      2. Non-municipal Wastewater Effluent increased from $0.032 per gallon to $0.035 per gallon.

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3 Susquehanna River Basin Commission
4 Bio-Nutrient Reduction
3. A portable toilet charge has been added at $0.0275 has been added.
4. The bridge weight restrictions from Penn DOT\(^5\) have not yet affected the hauled waste program.

- Mr. Snavely entertained a Motion to authorize Resolution 1-2014; moved by Mr. Phillips, second by Mr. Baker. Motion passed unanimously.

e. Rettew: Mr. Fenicle presented Rettew’s service proposal for 2014. The document does not include any major changes. He recommends maintaining their services through 2014.

- Mr. Snavely entertained a Motion to approve the service contract for Rettew for 2014; moved by Mr. Baker, second by Mr. Geib. Motion passed unanimously.

VIII. New Business
a. 2014 Purchasing
- Mr. Snavely entertained a Motion to authorize the use of Co-Stars for 2014; moved by Mr. Enterline, second by Mr. Phillips. Motion passed unanimously.

- Mr. Snavely entertained a Motion to authorize the use of the Lancaster County Co-Op for 2014; moved by Mrs. Horst, second by Mr. Enterline. Motion passed unanimously.

- Mr. Snavely entertained a Motion to maintain Barley Snyder as the Authority Solicitor for 2014; moved by Mrs. Horst, second by Mr. Baker. Motion passed unanimously.

b. 2014 Meeting Schedule: The Borough of Manheim will be advertising public meetings for 2014. The board agreed to maintain the second Thursday of each month at 7PM schedule.

IX. Old Business
a. Borough/Authority Reconciliation Proposal: The Borough and Authority came to an agreement to settle the prior contract disputes for $10,465.54.

- Mr. Snavely entertained a Motion to accept payment from the Borough for $10,465.54 to settle the prior contract disputes between the Borough and Authority; moved by Mr. Baker, second by Mr. Geib. Motion passed unanimously.

b. Personnel Committee: Discussion was had at their meeting regarding the sustainability of the PTO\(^6\) benefits. The committee is recommending that staff have 5-days of PTO the first year, 16-days for the next five years, and one additional day each additional year. PTO will be capped at 21 PTO days. Discussion was had on whether or not to allow employees to carry over 5 days for the first quarter of the following year. The board concurred to allow 5 days to roll over through the first quarter.

- Mr. Snavely entertained a Motion to amend the handbook to amend PTO to the discussed arrangement; moved by Mr. Phillips, second by Mr. Sowers. Motion passed unanimously.

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\(^5\) Department of Transportation
\(^6\) Paid Time Off: Sick, vacation, and personal time.
X. Executive Session
   a. Mr. Ron Pollock, of Barley Snyder, will be present at the January meeting.
      ➢ Mr. Snavely entertained a Motion to recess into Executive Session to discuss personnel matters at 8:40PM; moved by Mr. Phillips, second by Mr. Enterline. Motion passed unanimously.
      ➢ Mr. Snavely entertained a Motion to return from Executive Session at 9:45PM; moved by Mr. Enterline, second by Mr. Baker. Motion passed unanimously.

XI. Adjournment
   ➢ Mr. Snavely entertained a Motion to adjourn at 9:50PM; moved by Mr. Enterline, second by Mr. Baker. Motion passed unanimously.

Respectfully Submitted,
Candace L. Hoover, Recording Secretary