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

Roll Call
Chairman Douglas Snavely, Vice Chairman Marc Phillips, Secretary Paul Shaffer, and Member Wade Baker.

Absent
Treasurer Barb Horst, and Assistant Secretary/Treasurer Rob Sowers

Staff
Office Staff: Executive Director David L. Fenicle, Executive Assistant Terry Shaffer, Recording Secretary/U.B. Admin Candace Hoover
Engineering: Michele Braas – Rettew Associates
Solicitor: Ron Pollock – Barley Snyder

II. Recognition of Service
Mr. Snavely and the board recognized Mr. Phil Enterline and Mr. Wes Geib with a small token.

III. Welcome of New Board Member
The board welcomed Mr. Paul Shaffer to the board. Mr. P. Shaffer shared a bit about himself.

IV. Election of Officers
a. Mr. Fenicle entertained a Motion to open the floor for nominations for the office of Chair; moved by Mr. Phillips, second by Mr. Baker. Motion passed unanimously.
b. Mr. Phillips moved to nominate Mr. Snavely for the office of Chair, second by Mr. Baker. Motion passed unanimously.

 Mr. Fenicle entertained a Motion to close nominations for the office of Chair and elect Mr. Snavely to the office of Chair; moved by Mr. Phillips, second by Mr. P. Shaffer. Motion passed unanimously.
c. Mr. Snavely opened the floor for nominations for the remaining slate officers.

 Mr. Baker moved to nominate Mr. Phillips to the office of Vice Chair, second by Mr. Snavely. Motion passed unanimously.

 Mr. Phillips moved to nominate Mrs. Horst to the office of Treasurer, second by Mr. Baker. Motion passed unanimously.

 Mr. Phillips moved to nominate Mr. Sowers to the office of Assistant Secretary/Treasurer, second by Mr. Baker. Motion passed unanimously.

 Mr. P. Shaffer moved to nominate Mr. Baker to the office of Secretary, second by Mr. Phillips. Motion passed unanimously.
Mr. Snavely entertained a Motion to close nominations for officers; moved by Mr. Phillips, second by Mr. Baker. Motion passed unanimously.

Mr. Snavely requested a statement of approval to close nominations and elect the slate of officers as follows; Chairman – Doug Snavely, Vice Chairman Marc Phillips, Secretary Wade Baker, Treasurer Barbara Horst, and Assistant Secretary/Treasurer Robert Sowers – all in favor signified by saying aye. The statement was unanimous.

V. Visitors
a. Christ Edie - Waggoneers Gap Road, LLC: 148 East Stiegel Street is a KOZ\textsuperscript{1} Property. The parcel is the only one in the old Raybestos site that has not had any improvements in the past 10-years. The Borough of Manheim has agreed to waive taxes for the next five years under LERTA\textsuperscript{2} (approximately $3K per year). Mr. Edie reviewed how the leases will work for the property and the work that has been accomplished to renovate the blighted property. Waggoneers is requesting a waiver to tapping fees to assist in bringing in tenants.
   i. Mr. Phillips commended the work that has been done at the property. He inquired as to whether or not any other KOZ companies have had tapping fees waived. Mr. Fenicle reviewed the division of existing taps when the KOZ area was sub-divided. None had taps waived.
   ii. The County, Borough, and School tax waivers would amount to between $17K and $20K. The property is assessed at about $750K.
   iii. Mr. Edie and his company would like consideration for the three tapping fees that were with the property before they were relinquished. They would pay any that arise due to continued improvements.
   iv. The board would like to discuss this matter next month when more members are present. Staff will loan them a meter for use until a decision is made.

b. Mr. Loercher – Manheim Tennis Club: Mr. Loercher is the Secretary/Treasurer of the Manheim Tennis Club. He shared some of the club’s history.
   i. The current playing surface must be moist at all times. In the past, only the clubhouse was charged for water. Presently, there is an irrigation system is also being metered.
   ii. Calcium Chloride has been utilized as an irrigation option, but it is still not cost efficient. The club is very conservative and recycles often, and do not think that drinkable water should be used to irrigate. (Irrigation of the courts utilizes approximately 1,400 GPD\textsuperscript{3}.) They are proposing to install a well, which would be tested annually, for the purpose of watering lawns and conserving drinking water.
   iii. Staff will check the Rules and Regulations to see if wells are allowed. The Borough of Manheim will also be approached to see if it is allowed in their Code of Ordinances. Mrs. Braas recommended starting with the Rules and Regulations of the Authority.
   iv. Mr. Snavely feels the idea is economically and ecologically sound. He is concerned as to whether or not there would be liability to the Club or Authority if the well water became contaminated. Mr. Loercher stated that the well would be directly connected to the irrigation system.

\textsuperscript{1} Keystone Opportunity Zone
\textsuperscript{2} LERTA: Local Economic Revitalization Tax Abatement
\textsuperscript{3} GPD: Gallons per day
v. Mr. Fenicle stated that if the well would be permissible, he would like the engineers to confirm that any chemicals used on the courts be safe, so that they could not pollute surrounding surface or ground water, and that the system be sealed to prevent cross contamination of potable water. Mr. Loercher indicated that only moss and weed killer are used periodically.

VI. Minutes of December 12, 2013
a. Mr. Horst was present at the December meeting.

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

VII. Executive Session
➢ Mr. Snavely entertained a Motion to recess to Executive Session at 8:00PM to discuss legal matters; moved by Mr. Baker, second by Mr. Phillips. Motion passed unanimously.

➢ Mr. Snavely entertained a Motion to return to the public meeting at 8:45PM; moved by Mr. Baker, second by Mr. Phillips. Motion passed unanimously.

VIII. Operations & Executive Directors Report (see attached)
a. Hauled Waste: Mr. T. Shaffer reported that two of the large accounts have open balances for year-end, which is not reported. The revenues still ended well.

b. SRBC: Mr. Fenicle met with some community members, the SRBC, FEMA, PEMA, DEP, Penn DOT, and the Army Corps of Engineers, and others to discuss a flood mitigation grant for Manheim through the National Fish and Wildlife Federation. The Chiques Creek Watershed Alliance and the Authority will be giving a letter of support to the Borough of Manheim for this grant.

➢ Mr. Snavely entertained a Motion to authorize the Authority’s submission of a letter of support; moved by Mr. Baker, second by Mr. P. Shaffer. Motion passed unanimously.

c. Accounting: The new auditor would like to restate the Authority’s net position to better suit GASB reporting.

➢ Mr. Snavely entertained a Motion to authorize the new auditor to remit the restatement request letter to the prior auditor; moved by Mr. Baker, second by Mr. Phillips. Motion passed unanimously.

d. Water Loss: Discussion was had on the decrease in water loss from 2008 to present. Staff’s will be setting a goal to decrease water loss by, approximately, 125 gallons per minute in 2014.

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4 SRBC: Susquehanna River Basin Commission
5 FEMA: Federal Emergency Management Agency
6 PEMA: Pennsylvania Emergency Management Agency
7 DEP: Department of Environmental Protection
8 Penn DOT: Pennsylvania Department of Transportation
9 GASB: Government Accounting Standards Board
IX. **Engineer’s Report**
   a. **Fluoride**: The Fluoride permit was submitted to DEP.
   b. **215 S Charlotte St.**: The Cat’s Meow restaurant has undergone a grease trap inspection. Documentation was requested of the restaurant owners such as maintenance records and SOPs\(^\text{10}\) in order to complete the evaluation.

X. **Financials**
   - Mr. Snively entertained a Motion to approve payment of vouchers for $44,909.28, ratify payments made prior to the meeting for $51,815.34, and vouchers received after the reports were run for $11,340.26 for a total of $108,064.88; moved by Mr. Baker, second by Mr. Phillips. Motion passed unanimously.

XI. **Revenue & Expense Reports**
   a. Both the water and sewer budgets closed in the positive again.

XII. **New Business**
   a. No items were presented.

XIII. **Old Business**
   a. No items were presented.

XIV. **Announcements**

XV. **Adjournment**
   - Mr. Snively entertained a Motion to adjourn at 9:50PM; moved by Mr. Phillips, second by Mr. Baker. Motion passed unanimously.

Respectfully Submitted,
Candace L. Hoover, Recording Secretary

\(^\text{10}\) SOPs: Standard Operating Procedures
The February 13, 2014, 7PM meeting was cancelled due to inclement weather, and rescheduled by advertisement to Tuesday, February 18, 2014 at 7:00PM.

I. Call to Order/Pledge of Allegiance
Chairman Snavely convened the meeting at 7:00PM with the Pledge of Allegiance.

Roll Call
Chairman Doug Snavely, Vice Chairman Marc Phillips, Treasurer Barb Horst and Mr. Paul Shaffer.

Absent
Secretary Wade Baker, and Assistant Secretary/Treasurer Rob Sowers

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

II. Executive Session:
   a. Mr. Fenicle and Mr. Pollack are meeting with Judge Cullen regarding the MEI case tomorrow.

   - Chairman Snavely entertained a Motion to recess to Executive Session at 7:01PM to discuss personnel matters; moved by Mrs. Horst, second by Mr. Phillips. Motion passed unanimously.

   - Chairman Snavely entertained a Motion to return from Executive Session from discussing personnel matters at 7:22PM; moved Mr. Phillips, second by Mrs. Horst. Motion passed unanimously.

   - Chairman Snavely entertained a Motion to approve the personnel matters discussed during the Executive Session; moved by Mr. Philips, second by Mr. P. Shaffer. Motion passed unanimously.

III. Financials
   - Chairman Snavely entertained a Motion to approve the vouchers for $216,082.60 (Water: $70310.21; Wastewater: $145,772.39); moved by Mr. Phillips, second by Mrs. Horst. Motion passed unanimously.

   - Chairman Snavely entertained a Motion to ratify payments made prior to the meeting for $77,743.07 (Water: $24,548.32; Wastewater: $47,246.75; Construction: $5,948.00); moved by Mr. Phillips, second by Mrs. Horst. Motion passed unanimously.

   - Chairman Snavely entertained a Motion to approve the special invoice for VIST Bank for the biannual debt payment of $75,328.13 (see attached regarding fluctuation of amount based on interest calculation); moved by Mr. Phillips, second by Mrs. Horst. Motion passed unanimously.

   - Chairman Snavely entertained a Motion to approve the vouchers for invoices received after the meeting reports were run for $99,329.62 (Water: $25,402.25; Wastewater: $73,927.37); moved by Mr. Phillips, second by P. Shaffer. Motion passed unanimously.
a. **2014 Budget**: There was a line item that had a figure counted twice, and a few other line items that need to be more clearly listed. The board agreed not to amend the budget as it is utilized as a guideline for the year.

IV. **Minutes**

> Chairman Snavely entertained a Motion to approve the Minutes as presented; moved by Mr. Phillips, second by Mr. P. Shaffer. Motion passed unanimously.

V. **Old Business**

a. **148 E. Stiegel St. Tap Waiver Request**: The board discussed the three options available for Waggoneers Gap Road, LLC/Christ Edie.

1. **Option 1**: Uphold the current rules and regulations to have Waggoneers pay the connection fees per the rate schedule, with no forgiveness for the relinquished EDUs¹.

2. **Option 2**: Create a new rule setting a precedent/new policy that allows Waggoneers to pay back the fees lost by relinquishment for the property’s previously allocated connections, and any additional connection would be purchased at the current value. There would be an interest provision for the lost revenue.
   i. It was suggested that the interest rate be 3.5%, because that is the amount of interest the Authority pays on the 2008 improvements note.
   ii. The applicant would be responsible for meter rental, installation, inspection, and administration fees.
   iii. If a planning Module is required for New Connections than the cost is the responsibility of the applicant

3. **Option 3**: Amend the Rules and Regulations, and rate schedule, to accommodate the request.

- Chairman entertained a Motion to authorize staff to proceed with Option 2, with the stipulation that definition of a “blighted property” be specifically defined, that the new rule be confined to the Keystone Opportunity Zone, a sunset clause be set for January 1, 2014 so that others cannot claim right to this new ruling from any past rulings, and that the ruling is only available if the system has the capacity to allow the re-allocation of the connections; moved by Mr. P. Shaffer, second by Mrs. Horst. Motion passed unanimously.

b. **Mr. Loercher/Tennis Club Lawns**

- Chairman Snavely entertained a Motion to uphold the Rules & Regulations, which state that a well cannot be drilled; moved by Mrs. Horst, second by Mr. Phillips. Motion passed unanimously.

c. **Refund of Overpayment – Larry Harman**: Mr. Harman submitted a request for a refund of an overpayment. Current policy states that refunds will be issued if a customer has paid their billing statement twice.

1. The board agreed to authorize a refund to Mr. Harman, and to allow staff to review and approve refund requests moving forward.

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¹ EDU: Estimated Daily Use
Mr. P. Shaffer excused himself from the meeting at 7:42PM

VI. Reports
   a. Director’s Report
      1. Collection & Distribution: A main break was repaired during the snowstorm.
      2. Water Loss: The project will commence in April/May due to valve box accessibility.
      3. DEP\(^2\): Staff is working with Penn Township on a joint grant for source water protection.
      4. SRBC\(^3\) Well #4 Application: The application underwent its hearing a week or so ago. As far as we know, there were no comments, and flow metering will be required.
         i. Reportedly, the Authority was notified in 2006 to begin monitoring, and it was not done.
         ii. It is anticipated that approval will come in March.
      5. Operations: The updated graphs were reviewed. (See attached.) Numbers have improved immensely from last year. The wastewater product has not had to go to the landfill in about two years.
      6. Projects: Water tanks are going to be recoated this year.
         i. The polymer system came in and will be installed when the weather breaks.
      7. Trend Report: There is a slight increase, because there have not been any shut offs since October, because of the weather.
         i. Staff will add a quarterly lien balance column to the aged receivables report to illustrate how much of the outstanding balance is tied up in liens.
         ii. The Solicitor feels that, currently, other methods of pursuit are more costly than they are worth.
      8. 2013 Audit: The Auditor is coming this week.
      9. Snow Plowing: The Authority staff assisted the Borough of Manheim with snow removal.
     10. Grants: There is an opportunity to apply for federal funding through specialized engineering firms. Mr. Fenicle recommends doing a joint advertisement with the Borough to work with one of these firms.
     11. Appointment: Council has not found a member available to serve on the Authority board. Mr. Snavely will attend the next Council meeting to see if a Council Member would like to serve, in order to provide them a first opportunity to do so.
     12. Awards: The Lancaster County Planning Commission has an upcoming meeting to discuss excellent projects within the County. The Authority has been nominated for the wastewater treatment plant on February 25.

   b. Engineer’s Report
      1. 215 S. Charlotte St.: Mr. Fenicle reported that the Engineer has requested data from the restaurant regarding its grease traps.

VII. Adjournment
   ➢ Chairman Snavely entertained a Motion to adjourn at 8:32PM; moved by Mr. Phillips, second by Mrs. Horst. Motion passed unanimously.

Respectfully Submitted,
Candace L. Hoover, Recording Secretary

\(^2\) DEP: Department of Environmental Protection
\(^3\) SRBC: Susquehanna River Basin Commission
I. Call to Order/Pledge of Allegiance
Chairman Snavely convened the meeting at 7:00PM with the Pledge of Allegiance.

Roll Call
Chairman Doug Snavely, Secretary Wade Baker, Treasurer Barb Horst, Assistant Secretary/Treasurer Rob Sowers, and Member Paul Shaffer.

Absent
Vice Chairman Marc Phillips

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

Engineering: Michele Braas – Rettew Associates

II. Minutes – February 18, 2014
Mr. Snavely entertained a Motion to approve the Minutes as presented; moved by Mrs. Horst, second by Mr. P. Shaffer. Motion passed unanimously.

III. Reports
a. Executive Director/Operations Report (see attached)
   1. Water Loss: A water leak was discovered at the Stiegel Manor apartments on the property owner’s side. It is being fixed now.
   2. Leak Repair: The Park Hill leak repair started to sink, because it was snowing during the repair, trapping water, ice, and snow in the repair area. Staff has been out adding cold patch to the repair area.

   Mr. Baker arrived at 7:09PM

   3. Filter Press: The Authority should budget to have the press replaced in the next few years. Due to the age of the equipment, excessive repair is not as highly recommended as a replacement.
   4. New Connections: There is a convenience store potentially going in, on State Route 72 South, which may request water service of the Authority.
      i. The board reviewed the Authority service area within Penn Township.
      ii. Discussion was held on the interconnect project and the source water protection grant.
   5. Hauled Waste: Revenues were good last month, but staff wants to pull back on accepting hauled waste in order to maintain the excellent processing levels being achieved in processing. Mr. T. Shaffer will be keeping an eye on the amount of hauled waste being accepted, while trying to meet the anticipated annual revenue.
      i. The winter has been tough, but helpful for revenue, as some haulers have been utilizing our plant with other plants facing closures with the freezing winter temperatures.
      ii. Staff reviews the lab work for potential loads and has had to turn away some loads based on content, because it could potentially upset the wastewater plant’s processes.

b. Engineering Report
   1. 215 South Charlotte Street: Rettew is still waiting for the documents requested of the restaurant.
IV. Executive Session
- Mr. Snavely entertained a Motion to recess to Executive Session to discuss legal matters at 7:57PM; moved by Mr. Baker, second by Mrs. Horst. Motion passed unanimously.
- Mr. Snavely entertained a Motion to return from Executive Session from discussing legal matters at 8:19PM; moved by Mrs. Horst, second by Mr. P. Shaffer. Motion passed unanimously.

V. Financials
a. Vouchers
- Mr. Snavely entertained a Motion to approve the vouchers for $123,787.05 ($79,011.24 water; $44,775.81 wastewater); moved by Mr. Sowers, second by Mr. P. Shaffer. Motion passed unanimously.
- Mr. Snavely entertained a Motion to ratify payments made prior to meeting for $15,267.76 ($1,169.36 water; $14,098.40 wastewater); moved by Mr. Sowers, second by Mr. P. Shaffer. Motion passed unanimously.
- Mr. Snavely entertained a Motion to approve the vouchers for invoices received after the meeting reports ran for $14,737.23 ($1,519.95 water; $13,217.28 wastewater); moved by Mr. Sowers, second by Mr. P. Shaffer. Motion passed unanimously.

b. Financial Reports
1. The auditors have submitted an invoice for additional work in reviewing and stating the asset and financial reports from prior years. (See attached.)
- Mr. Snavely entertained a Motion to approve payment of the additional auditing fees for $3K to $4K; moved by Mr. Sowers, second by Mr. P. Shaffer. Motion passed 4-1 with a nay vote by Mr. Baker.

VI. New Business
a. Tennis Club – Sewer Waiver Request: The board agreed to uphold the Rules and Regulations, which do not accommodate this request.

VII. Old Business
a. Use Allotment Review – 125 W. High St.: Mr. Fenicle reviewed the draft letter for Mr. Shaub. The recommended edits will be made before it is issued.

b. Board Vacancy: Borough Council does not have anyone available to sit on the Authority Board. The board will notify staff if they think of anyone who might want to serve on the board.

VIII. Adjournment
- Mr. Snavely entertained a Motion to adjourn at 9:15PM; moved by Mr. Baker, second by Mrs. Horst. Motion passed unanimously.

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

Roll Call
Chairman Doug Snavely, Vice Chairman Marc Phillips, Secretary Wade Baker, Treasurer Barb Horst, and Members Paul Shaffer and Rob Miller.

Absent: Assistant Secretary/Treasurer Rob Sowers

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

Engineering: Michele Braas – Rettew Associates; Solicitor: Ron Pollack – Barley Snyder

II. Announcement
a. Robert Miller: Mr. Miller was welcomed by the board and provided a brief introduction of his experiences. The board members shared, in turn, their involvement with the board.

III. Minutes – February 18, 2014
➢ Mr. Snavely entertained a Motion to approve the Minutes as presented; moved by Mrs. Horst; second by Mr. P. Shaffer. Motion passed unanimously.

IV. Reports
a. Executive Director/Operations (see attached reports)
   1. Water Loss Chart: The per gallon rate is $0.00535 per gallon, so the column will need to be recalculated and resubmitted.
   2. Water Leaks: There were two sizable leaks found during the leak survey, and two found on a customers’ laterals.
   3. Sewer Leak: A sewer line was repaired on Market Square. A manhole was found 6” under the blacktop. It had been on the maps, but staff had been unable to locate it.
   4. WWTP Software\[^1\]: The software is being updated to help manage the oxidation ditch.
   5. BioNutrient Reduction: If the ditch’s outputs keep carrying the current nutrient levels, the Authority will be in a position to sell nutrient credits. Ms. Brass is working on having the credits certified.
   6. Forino Development: The developer is selling the development to Landmark. A developer’s agreement needs to be drafted.
   7. 16 N. Pitt. St.: The property owner’s plumber has been in contact with Mr. Fenicle regarding digging up and repairing the service lateral.

V. Executive Session
➢ Mr. Snavely entertained a Motion to recess to Executive Session to discuss legal matters at 7:35PM; moved by Mr. Baker, second by Mr. P. Shaffer. Motion passed unanimously.

\[^1\] WWTP: Wastewater Treatment Plant
Mr. Snavely entertained a Motion to return from Executive Session at 7:54PM; moved by Mrs. Horst, second by Mr. Phillips. Motion passed unanimously.

Mr. Snavely entertained a Motion to approve the proposed stipulation and settlement agreement between the Manheim Borough Authority and Miller Environmental, Inc. as provided by Mr. Pollack; moved by Mr. Phillips, second by Mrs. Horst; Roll Call Vote:
  o Mrs. Horst: Aye
  o Mr. Phillips: Aye
  o Mr. Snavely: Aye
  o Mr. Baker: Nay
  o Mr. P. Shaffer: Aye
  o Mr. Miller: Aye

Vote passed 5-1

Mr. Pollack excused himself at 7:57PM.

a. Engineer
   1. Grants: There is a PA Small Water and Sewer grant with a 15% match available through the Commonwealth Financing Authority. Staff is working on replacing some galvanized lines that have been found, and another for the water loss recover project.
      i. Mr. Baker stated that he wants the board to always budget to react to survey projects. For example, the water loss recover project, leaks

Mr. Snavely entertained a Motion to proceed with pursuit of grant opportunities; moved by Mr. Baker, second by Mr. P. Shaffer. Motion passed unanimously.

   2. Equipment Demonstration Invitation: Ms. Braas invited the board to the dewatering press demonstration on Thursday, April 24.
   3. Convenience Store: Flow testing for the proposed convenience store was conducted in March.

VI. Financials
a. Financials: The only out of the ordinary charge is for the Wonderware software for the Oxidation Ditch at the WWTP.

b. Vouchers
   ➢ Mr. Snavely entertained a Motion to approve the vouchers for $114,882.39 ($22,166.31 water and $92,716.08 wastewater); moved by Mr. Phillips, second by Mrs. Horst. Motion passed unanimously.

   ➢ Mr. Snavely entertained a Motion to ratify payments made prior to the meeting for $55,367.69 ($19,823.85 water and $35,543.84 wastewater); moved by Mr. Phillips, second by Mr. P. Shaffer. Motion passed unanimously.

   ➢ Mr. Snavely entertained a Motion to approve the vouchers received after the meeting reports ran for $16,143.90 ($5,000 water and $11,143.90 wastewater); moved by Mr. Phillips, second by Mrs. Horst. Motion passed unanimously.
c. Revenue & Expense Reports
   1. Cash Available Spreadsheet: Mr. Snavely expressed that he feels this report is the most important trend report. It shows if there is enough in reserves for unexpected expenses, and if funds are being managed properly. The Solicitor feels that an Authority this size should have a reserve of $1 million in water and $1 million in wastewater.
   i. Settlement: Mr. Fenicle would like for the board to consider putting reimbursements from the approved settlement back into the reserve funds.
      - Mr. Baker would like to see some of the funds allocated to water leak repairs.
      - Mr. Fenicle indicated that a majority of the funds coming back would be to reimburse the wastewater budget.

d. Aged Receivables
   1. The mid-month numbers of April have been inputted to show progress prior to the posting of new invoices, which will occur before the close of the month.

e. Liens
   1. Clarification was provided that the medical exception lien (Dull) must provide an updated form from their medical provider each month to maintain the exception.

VII. New Business
   a. 18 East High Street Lease Extension: The board is exercising their right to extend the lease on the building for a 3-year period. The lease will increase monthly payments from $800 to $850.

      ➢ Mr. Snavely entertained a Motion to authorize staff to extend the lease as discussed; moved by Mr. Baker, second by Mr. Phillips. Motion passed unanimously.

   b. Resolution 2-2014: The updated resolution would provide a clause to charge a delinquent fee to unpaid hauled waste invoices. It has not been an issue, but the language provides the necessary means to legally charge the fee if need be.

      ➢ Mr. Snavely entertained a Motion to approve Resolution 2-2014; moved by Mr. Baker, second by Mrs. Horst. Motion passed unanimously.

   c. Summer Picnic: Discussion was had on a possible activity for July.

VIII. Old Business
   a. Reservoir Tanks: The service contracts have been reviewed. The pedi-sphere tower by Sun Hill Road has a 10 to 15 year coating, which would cost approximately $200K to redo.

IX. Adjournment
    ➢ Mr. Snavely entertained a Motion to adjourn at 9:17PM; moved by Mrs. Horst, second by Mr. P. Shaffer. Motion passed unanimously.

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

Roll Call
Chairman Doug Snavely, Vice Chairman Marc Phillips, Treasurer Barb Horst, Assistant Secretary/Treasurer Rob Sowers, and Member Rob Miller.

Absent: Secretary Wade Baker, and Paul Shaffer

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


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

2013 Audit Review
A. Mr. Reiner reviewed the attached audit, noting that pages 1 and 2 are most important. The audit received a clean opinion.
B. The summary of significant accounting policies begins on page 14. Significant audit findings, were there any, would be disclosed here. There were no significant deficiencies found. Some accounting suggestions were made, and they have been implemented; such as a matching jargon for line items between accounting and billing, as well as the review and development of a capitalization policy.
C. There was discussion on the due-to/due-from the water and wastewater accounts. Several years ago, the water/wastewater accounts would borrow from one another to create a balanced budget. A few years ago, this practice was discontinued. Over the next few years, the board will need to determine how the accounts will pay one another back. It could be as simple as a capital asset transfer, but Mr. Reiner indicated it is probably going to be a lengthy process. An in-depth review will be done.
D. The board members present decided to accept the audit at the June meeting, in the hopes that the remainder of the board members would attend. The audit will be issued to the absent members for review. Any questions that arise are to be submitted to staff for response. If staff cannot answer the question, it will be forwarded to the auditors.

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

Reports
A. Executive Director’s Report (see attached)
   1. Press Demonstration: The event was successful.
i. **Sludge Press:** 71% of the WWTP’s\(^1\) pressed material comes from the hauled waste program. The press is approximately 22 years old and runs almost daily. Staff is evaluating the replacement cost of the press versus the amount of hauled waste received, versus its revenue capability and its impact on processing and maintaining required processing levels. Presently it is estimated that the hauled waste program nets 53% of its revenue.

2. **Refinancing Opportunity:** Jamie Schlesinger, of Public Financial Management, has been in contact with Mr. Fenicle regarding a possible refinancing opportunity for one of the $5 million notes. Additional information is pending.

3. **Forino Development:** The new agreement with Landmark revises the developer’s tap reimbursement.

- Mr. Snavely entertained a Motion to approve the developer’s agreement and indemnity agreement for Landmark waiving the complete tapping fee until the reimbursement is covered, adjusting the number of taps purchased, the name of the developer, and pending the approval of the engineer and attorney; moved by Mr. Miller, second by Mr. Phillips. Motion passed unanimously.

**B. Engineer’s Report (see attached)**

1. **S. Charlotte Restaurant:** Rettew has received proof that the grease trap is being pumped out. They are now awaiting dishwasher flow rates.

Mrs. Horst arrived at approximately 8:30PM.

**Financials**

A. Authorization to Pay Vouchers

- Mr. Snavely entertained a Motion to approve vouchers for $73,183.62 (water: $24,283.08 and wastewater: $48,900.54); moved by Mr. Phillips, second by Mr. Sowers. Motion passed unanimously.

- Mr. Snavely entertained a Motion to ratify vouchers paid prior to the meeting for $28,763.40 (water: $7,648.33 and wastewater: $21,115.07); moved by Mr. Phillips, second by Mr. Sowers. Motion passed unanimously.

- Mr. Snavely entertained a Motion to approve vouchers for invoices received after the meeting reports were run for $12,777.86 (water: $1,546.36, wastewater: $7,393.17, and construction: $3,838.33); moved by Mr. Phillips, second by Mrs. Horst. Motion passed unanimously.

B. Financial Report Inquiries

i. Mr. Phillips provided a brief review of the attached revenue and expense reports.

ii. Special Payment Approval:

- Mr. Snavely entertained a Motion to approve the special payment approval voucher to pay out the developer escrow account for Covey Run development for $4,614.26; moved by Mr. Phillips, second by Mr. Miller. Motion passed unanimously.

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\(^1\) Wastewater Treatment Plant
New Business
A. Resolution 3-2014: Shimp & W. High St. Grant Application: A resolution was presented for a grant through the Commonwealth Financing Authority with a 15% Authority match for the replacement of two water lines, one in Shimp Street, and one in West High Street.

Mr. Snavely entertained a Motion to approve Resolution 3-2014 for the Shimp Street and West High Street grant application; moved by Mr. Miller, second by Mr. Phillips. Motion passed unanimously.

B. Resolution 4-2014: Fruitville Pike Grant Application: A resolution was presented for a grant through the Commonwealth Financing Authority with a 15% Authority match for a water line replacement in Fruitville Pike.

Mr. Snavely entertained a Motion to approve Resolution 4-2014 for the Fruitville Pike grant application; moved by Mr. Miller, second by Mr. Phillips. Motion passed unanimously.

Old Business
A. Miller Environmental Inc., v. Manheim Borough Authority: The Authority received a release of all claims regarding the Court of Common Pleas of Lancaster County, PA, Civil Action Case Number: CI-12-09069. This release does not release MEI of liability, and it does not include a suppression order. (See attached.)

Visitors: Unregistered Visitor Comment Period
A. J. P. Perrone –The Booking House: Mr. Perrone was present to observe. His business is working on a building on South Penn Street under renovation. He is planning several open houses, and welcomed everyone to a tour.

Adjournment
Mr. Snavely entertained a Motion to adjourn at 8:53PM; moved by Mrs. Horst, second by Mr. Sowers. Motion passed unanimously.

Respectfully Submitted,
Candace L. Hoover, Recording Secretary
I. Roll Call
Chairman Doug Snavely, Secretary Wade Baker, Assistant Sec. Tres. Rob Sowers, and Member Rob Miller

Absent
Vice Chairman Marc Philips, Treasurer Barb Horst, and Member Paul Shaffer

Office Staff
Executive Director David Fenicle, Recording Secretary Candace Hoover

Engineering
Michelle Braas PE – Rettew Associates

Finance
Jamie Schlesinger – Public Finance Management, Inc.

II. Approval of Minutes of May 8, 2014
Mr. Snavely entertained a Motion to approve the Minutes as presented; moved by Mr. Sowers, second by Mr. Miller. Motion passed unanimously.

III. Registered Visitor Comment Period
a. Financing Opportunity: Mr. Schlesinger presented a proposal to refinance the VIST and Susquehanna Bank loans used to finance the WWTP BNR Upgrade. The Authority does not have the opportunity to refinance its 2008 loan yet, due to the way its agreement was written. Researching the opportunities that may be out there is recommended, because banks are beginning to make better offers on interest, and it would be a good savings opportunity. A recent customer of his had secured a significantly lower variable rate cap. If the Authority were able to secure the same cap as the other customer, the Authority could save as much as $525K over the life of the loans.
b. The soft costs involved with securing the refinancing would be rolled into the refinance, so that the Authority would not have to front any legal or finance management fees.
c. The length of the loans would still end in 2028.
d. The board agreed to allow staff to move forward with procuring proposals.

IV. Reports
a. Engineer
   1. Well #6: Metering is going on schedule.
   2. Water Loss: The Authority staff has made a significant dent in water loss recovery.
   3. Rte. 72 Convenience Store: Mr. Fenicle and Mrs. Braas met with the developers regarding potential service connections.
   4. Restaurant: Flow rates from the restaurant are still pending.

1 Wastewater Treatment Plant Bio-Nutrient Reduction Upgrade
5. **Holly Tree**: The engineers have met with the developer regarding its sale to another developer and how the water service line should be laid.

6. **Manheim Mobile Home Park**: Mr. Fenicle was approached about potentially providing service.

7. **Service Area Growth**: It is recommended that the modeling system for water service be updated as planning and service management. The convenience store is progressing well enough to plan for providing water service to it.
   i. Discussion was had on whether or not the hydraulic module update could be postponed. The board agreed to review a copy of the proposal before deciding.

b. **Executive Director**

   1. **WWTP**: The operations have reached a monumental accomplishment breaching from a BNR to an ENR, which further refines the BNR process.² (See attached.)

   2. **Sewer Connections**: Staff has discovered properties that are not connected to the sewer system. According to the rules and regulations, they must connect. Staff will be proceeding with assuring that everyone is compliance.

   3. **Water Connections**: There are properties in Penn Township eligible to connect under the Township’s Mandatory Connect Ordinance, which is the result of a State requirement. Staff will be requesting the Township’s enforcement.

   4. **Water Plant Equipment**: There are two wells that we are only allowed to pull 650 gallons per minute from.

V. **Executive Session**

   - Mr. Snavely entertained a Motion to recess to Executive Session at 8:34PM to discuss personnel matters; moved by Mr. Baker, second by Mr. Miller. Motion passed unanimously.

   - Mr. Snavely entertained a Motion to return from Executive Session at 9:36; moved by Mr. Baker, second by Mr. Miller. Motion passed unanimously.

VI. **Financials**

   a. **Acceptance of 2013 Audit**: Mr. Miller spoke with Mr. P. Shaffer regarding the audit. Mr. Shaffer expressed at that time that he was okay with the audit and staff pursuing the auditor recommendations.

   - Mr. Snavely entertained a Motion to accept the audit and continue pursuit of the auditor’s recommendations; moved by Mr. Sowers, second by Mr. Miller. Motion passed unanimously.

VII. **Vouchers**

   - Mr. Snavely entertained a Motion to authorize payment of the vouchers for $128,834.01 ($45,395.77 Water/Capital and $83,438.24 Wastewater/Construction), and to authorize payments made prior to the meeting for $63,343.93 ($21,555.14 Water and $41,788.79 Wastewater); moved by Mr. Sowers, second by Mr. Baker. Motion passed unanimously.

   - Mr. Snavely entertained a Motion to authorize payment of the vouchers received after the reports were run for $36,507.69 ($10,981.45 Water and $25,526.24 Wastewater); moved by Mr. Sowers, second by Mr. Baker. Motion passed unanimously.

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² Enhanced Nutrient Reduction
VIII. Financial Reports
   a. Mr. Sowers noted that an adjustment was requested by the auditor to illustrate the judgment awarded from the case with Miller Environmental, Inc.

   - Mr. Snavely entertained a Motion to accept the financials; moved by Mr. Sowers, second by Mr. Miller. Motion passed unanimously.

IX. New Business

   - Mr. Snavely entertained a Motion to confirm the permanent status of Mr. Jason Barclay and Mr. Blake Teaman, and approve raises as recommended by Mr. Fenicle; moved by Mr. Baker, second by Mr. Sowers. Motion passed unanimously.

   a. 1984 Ford Truck

   - Mr. Snavely entertained a Motion to authorize Mr. Fenicle to sign the title as Executive Director of the Authority; moved by Mr. Sowers, second by Mr. Baker. Motion passed unanimously.

X. Adjournment

   - Mr. Snavely entertained a Motion to adjourn at 9:48PM, moved by Mr. Miller, second by Mr. Baker. Motion passed unanimously.

Respectfully Submitted,
Candace L. Hoover, Recording Secretary
I. Roll Call: Chairman Doug Snavely, Vice Chairman Marc Phillips, Secretary Wade Baker, and Members Rob Miller and Paul Shaffer.

Absent
Treasurer Barb Horst and Assistant Secretary/Treasurer Rob Sowers.

II. Minutes
 Mr. Snavely entertained a Motion to approve the Minutes as presented; moved by Mr. Miller, second by Mr. Phillips. Motion passed unanimously.

III. Reports
a. Engineer
1. Holly Tree Farms: Mrs. Braas reported that she had reviewed the developer’s agreement, and had the opportunity to discuss the extension of water service lines to the end of the proposed property per Penn Township’s code.
2. Forino: Lee Bothell of Landmark was present regarding the development being purchased from Forino. Landmark is continuing the project to install 9 apartment buildings with 180 units, to be serviced by 1 meter that will sell water by volume to Landmark’s private lines that run into the development. There is an approval from the Authority on record which is pending the Engineers’ and Solicitors’ approvals.

Mr. Baker arrived at 7:06PM
3. Mrs. Braas reported that the Fruitville Pike and Shimp Alley grant reviews have been pushed back to September. A reason for the move has not been published.
4. Consent Assessment of Civil Penalty: Mrs. Braas reviewed the report. Under section J (see attached) it states that Manheim did not to contact the department in time regarding a discharge; however, the department arrived as the discharge was discovered. She would like to see the section revised to better document the event, as the findings section disallows future action after the agreement is signed.

 Mr. Snavely entertained a Motion to pay DEP the requested $2,991 and submit a letter requesting the deletion of the delete last sentence in Section J, and requesting the submission of a letter regarding the blowers; moved by Mr. Baker, second by Mr. Phillips. Motion unanimously.

 Mr. Snavely entertained a Motion to authorize Mr. David Fenicle to sign the consent assessment of civil penalty; moved by Mr. Baker, second by Mr. P. Shaffer. Motion passed unanimously.

b. Executive Director
1. Leak: 4K of gallons of water was lost from toilet running for two days at the director’s house. The record will show that Mr. Fenicle stands by the policy that water which is processed and metered will be billed without adjustment.
2. **Water Treatment Plant:** The plant is working on one filter. Staff is still trying to find a balance to single filter operation.

3. **Tank Analysis:** Mr. Fenicle reviewed the offers by Utility Services. The board agreed on continuing with Utility Services, and painting the tanks a shade of blue.
   i. Water transfer from one tank to the other, for the purpose of inspection and maintenance, went smoothly. Staff has been able to more efficiently transfer water than in previous years.
   ii. Discussion was held on the steps being taken to monitor water use and loss.

4. **Hauled Waste:** One hauler has extended their delinquency to the point of requiring the filing of a judgment. No other accounts have had any collection issues.

5. **Well Source Protection:** The steering committee met today to begin scoring potential risk areas.

6. **Financing Option:** Mr. Schlesinger is reviewing renegotiating loans with the current banks and refinancing with other banks. So far numbers are looking positive for the Authority.

IV. **Financials**

   a. **Vouchers**
      - Mr. Snavely entertained a Motion to authorize payment of the vouchers for $68,025.64 (water/capital: $35,485.33, and wastewater/construction: $32,540.31); moved by Mr. Phillips, second by Mr. Miller. Motion passed unanimously.
      - Mr. Snavely entertained a Motion to ratify payments made prior to meeting for $29,228.59 (water: $7,468.18, and wastewater: $21,760.41); moved by Mr. Phillips, second by Mr. Miller. Motion passed unanimously.
      - Mr. Snavely entertained a Motion to authorize payment of vouchers received after the meeting reports were run for $11,910.79 (water: $5,983.15; wastewater $5,927.64); moved by Mr. Phillips, second by Mr. Baker. Motion passed unanimously.

   b. **Financials**
      1. After this week’s deposits, the Authority accounts have in excess of $2M.
      2. The board agreed that they would like the reports to reflect payments from Miller Environmental, Inc. to show as cash received, as they are accustomed to seeing. The auditors are coming in on July 23rd to assist in the adjustment.

V. **New Business**

   a. **Injury:** One of the employees had an off-duty injury, and is expected to be out for 8 weeks or more.

      - Mr. Snavely entertained a Motion to adjourn at 9:02PM; moved by Mr. Shaffer, second by Mr. Baker. Motion passed unanimously.

      - Mr. Snavely entertained a Motion to return at 9:02PM; moved by Mr. Shaffer, second by Mr. Baker. Motion passed unanimously.
VI. Old Business
   a. **Hydraulic Model:** The current model is 8 years old, and outdated. Discussion was held on the proposal to update the model.

   - Mr. Snively entertained a Motion to approve the full system modeling if it keeps within the proposed budget; moved by Mr. Miller, second by Mr. Baker. Motion passed unanimously.

VII. Adjournment
   - Mr. Snively entertained a Motion to adjourn at 9:18PM; moved by Mr. Shaffer, second by Mr. Baker. Motion passed unanimously.

Respectfully Submitted,
Candace L. Hoover, Recording Secretary
MANHEIM BOROUGH AUTHORITY
August 14, 2014

I. Roll Call
Vice Chairman Marc Phillips, Treasurer Barb Horst, Assistant Sec./Treas. Rob Sowers, and member Paul Shaffer.

Absent Chairman Doug Snavely, Secretary Wade Baker, and Member Bob Miller

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

Engineering: Michele Braas – Rettew Associates

II. Visitors: Registered Visitor Comment Period
A. Public Financial Management, Inc.: Melissa Hughes reviewed the debt restructure handout. (See attached.) Page one’s yellow highlighted area illustrates a better end payout overall with a lower interest rate up front. In this scenario the cap rate is 4%, which is lower than the historic average interest rate. Page 3 shows the Authority’s loan as it stands now. Page 4 shows the call amount for the note. Page 5 shows the savings as $676,392.18. It is anticipated that the Authority will realize $88K in savings in 2015. The remaining years are set at a lower run rate going forward. Page 6 is the outstanding 2009A loan’s original structure. Page 7 shows the call date balance, and page 8 shows the new note. There will be an overall savings of approximately $97K. Page 9 shows the fees associated with restructuring the debt with a lower interest rate. Column 12 of Page 10 shows the total debt service obligation. This shows how the remaining years have been structured at a lower run rate. (The previous structure, column 11, shows a spike later in the debt’s years.) Council approved the debt restructure on Tuesday, August 12, 2014. Moving funds also releases the Authority of its mandatory depository relationship with Susquehanna Bank. This will allow the Authority to shop for the best banking rates.


➢ Mr. Phillips entertained a Motion to approve the Resolution 5-2014 as presented; moved by Mr. Sowers, second by Mrs. Horst. Motion passed unanimously.

III. Approval of Minutes - July 10, 2014
➢ Mr. Phillips entertained a Motion to approve the Minutes as presented, moved by Mr. P. Shaffer, second by Mrs. Horst. Motion passed unanimously.

IV. Reports
A. Engineer’s Report: Mrs. Braas opened the floor for questions regarding her report.

1. Mrs. Brass provided clarification that DEP’s Consent Assessment of Civil Penalty was signed and submitted with payment. The requested change was made.

B. Director’s Report: Mr. Fenicle presented an addendum to his report.

1. Discussion was had on water loss accountability practices and the projects that are being planned/have been completed to continue managing the Authority’s water loss.
V. Financials
   A. Authorization to Pay Vouchers
      ➢ Mr. Phillips entertained a Motion to authorize payment of vouchers for $990,501.54
        (water/capital: $336,816.63 and wastewater/construction $653,684.91); moved by Mr. Sowers,
        second by Mr. P. Shaffer. Motion passed unanimously.
      ➢ Mr. Phillips entertained a Motion to ratify vouchers paid prior to the meeting for $69,912.05
        (water: $19,347.28 and wastewater: $50,564.77); moved by Mr. Sowers, second by Mr. P.
        Shaffer. Motion passed unanimously.
      ➢ Mr. Phillips entertained a Motion to authorize payment of vouchers received after the reports
        were run for $22,373.12 (water: $19,015.32, wastewater: $457.80, and construction:
        $2,900.00); moved by Mr. Sowers, second by Mr. P. Shaffer. Motion passed unanimously.

   B. Financial Reports: The auditor made the requested reporting updates regarding the payments
      received, versus payments anticipated, from the Miller Environmental Inc. settlement
      agreement.

VI. New Business
   A. Credit Requests
      1. Eli Smith: The board agreed to uphold the current policy, and deny the credit request.
      2. Conigliaro: The board agreed to uphold the current policy, and deny the credit request.
      3. 2015 Budget: A tentative schedule will be issued in the near future.

VII. Old Business
   A. Injured Employee: The employee is anticipated to be back toward year-end.

VIII. Visitors: Unregistered Visitor Comment Period – No unregistered visitors present.

IX. Announcements
   A. Press Demonstration: Huber will be conducting a sludge press demonstration next week. The
      board is invited to stop out and see.

X. Executive Session – No Executive Session held.

XI. Adjournment
   ➢ Mr. Phillips entertained a Motion to adjourn at 8:06 PM; moved by Mrs. Horst, second by Mr.
     Sowers. Motion passed unanimously.

Respectfully Submitted,
Candace L. Hoover, Recording Secretary
I. Roll Call
Chairman Doug Snavely, Vice Chairman Marc Phillips, Secretary Wade Baker, Treasurer Barb Horst, Assistant Sec./Treas. Rob Sowers, and members Bob Miller, and Paul Shaffer.

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

Vice Chairman convened the meeting at 7:02PM with the Pledge of Allegiance.

II. Visitors: Registered Visitor Comment Period: There were no registered visitors.

III. Approval of Minutes – August 14, 2014
➢ Mr. Phillips entertained a Motion to approve the Minutes as presented, moved by Mr. Sowers, Shaffer, second by Mrs. Horst. Motion passed unanimously.

IV. Reports
A. Engineer’s Report: There were no questions to forward to Mrs. Braas.
B. Executive Director’s Report
   1. Charlotte Street Booster Station: meter has been installed. Elec cert pending.
   2. New Customers: There is an existing small development on Franklin Drive in Penn Township.
   3. Rapho Township Agreement: The Auditor and Director concur that the agreement should be re-written.
   4. System Modeling: The engineers are doing hydrant flow testing tomorrow. Staff has tested flow rates throughout the system to provide data to the engineers.

Mr. Snavely arrived at 7:08PM, Mr. Baker arrived at 7:10PM

5. Nutrient Credits: Discussion was had on the availability of credits to sell.
6. Hauled Waste: Mr. T. Shaffer noted a lighter volume of septage coming in. The market is cyclical, but revenues are higher this year than last year during the same period.

V. Financials
A. Authorization to Pay Vouchers:
   1. Mrs. Horst indicated that items of note are payment of the debt service and monies for the water tanks.

➢ Mr. Phillips entertained a Motion to authorize payment of vouchers for $111,979.02 (water: $79,269.31 and wastewater: $32,709.71), and to ratify vouchers paid prior to the meeting for $352,009.79 (water: $7,330.63 and wastewater: $344,679.16), and to authorize payment of vouchers received after the reports were run for $25,503.50 (water: $12,967.72 and wastewater $12,535.78); moved by Mr. Sowers, second by Mr. Miller. Motion passed unanimously.

B. Financial Reports:
1. Year to Date Budget: There is a negative in August’s net income due to the debt service payment. Overall, there are more total funds in the bank account this year at the end of August than last year. After the debt service payment last year there was a balance of just over $600K. This year there is a balance of just over $1.4M.
   i. The Susquehanna River Basin Commission permitting was an unexpected expense that affected the engineering line item.

   - Mr. Phillips entertained a Motion to accept the Treasurer’s report; moved by Mr. Sowers, second by Mr. Miller. Motion passed unanimously.

VI. New Business
A. PMRS\(^1\): (See attached.)

   - Mr. Phillips entertained a Motion to approve the Minimum Municipal Obligation Worksheet as presented; moved by Mrs. Horst, second by Mr. P. Shaffer. Motion passed unanimously.

B. Resolution 6-2014 – Grinder Pumps: Mr. Fenicle highlighted some of the resolution’s details.

   - Mr. Phillips entertained a Motion to approve Resolution 6-2014 as presented; moved by Mr. Miller, second by Mr. P. Shaffer. Motion passed unanimously.

C. VIST Bank Refinance: Settlement is anticipated for September 22, 2014.

D. Account Closures: The Capital and Construction accounts must be formally closed when they have a zero balance.

   - Mr. Phillips entertained a Motion to authorize the formal closing of the capital and construction accounts per the auditor’s recommendation; moved by Mrs. Sowers, second by Mrs. Horst. Motion passed unanimously.

E. 2015 Budget: The Personnel Committee Meeting will be held at 7PM on October 6, 2014.

VII. Old Business

VIII. Visitors: Un-registered Visitor Comment Period – No un-registered visitors present.

IX. Announcements – No announcements were made.

X. Executive Session – No Executive Session held.

XI. Adjournment

   - Mr. Phillips entertained a Motion to adjourn at 7:42 PM; moved by Mrs. Horst, second by Mr. P. Shaffer. Motion passed unanimously.

Respectfully Submitted,
Candace L. Hoover, Recording Secretary

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\(^1\) PMRS: Pennsylvania Municipal Retirement System
MANHEIM BOROUGH AUTHORITY  
October 9, 2014  

I. Roll Call  
Chairman Doug Snavely, Secretary Wade Baker, Treasurer Barb Horst, and members Bob Miller, and Paul Shaffer.  

Staff  
Office Staff: Executive Director David L. Fenicle, Recording Secretary Candace Hoover.  

Absent: Vice Chairman Mark Phillips, Assistant Secretary/Treasurer Rob Sowers  

Chairman Snavely convened the meeting at 7:02PM with the Pledge of Allegiance.  
Mr. Baker and Mr. Miller arrived at 7:09PM  

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

III. Approval of Minutes – September 11, 2014  
   a. The Personnel Committee Meeting mentioned in Section VI-E should read, “2015 Budget: The Personnel Committee Meeting will be held at 7PM on October 6, 2014.”  
   b. Section IV-B-2 should read, “New Customers: There is an existing small development on Franklin Drive in Penn Township.”  

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

IV. Reports  
   a. Engineer’s Report  
      i. Holly Tree Farms: Mrs. Braas reported that the engineers are awaiting revised drawings.  
   b. Executive Director  
      i. Belt Filter Press: Mr. Fenicle fielded an inquiry about a used belt filter press from Mr. Baker.  
      ii. Records Storage Room: The board discussed the room’s location and construction progress.  
      iii. Administrative Office: The board discussed the sustainability of the current location.  
      iv. Authority Name: The board discussed changing its name and logo.  
      v. Nutrient Credits: See attached. Mr. Fenicle reviewed the draft sale agreement for $7,493.40.  

   ➢ Mr. Snavely entertained a Motion to authorize the nutrient sale agreement; moved by Mr. Baker, second by Mrs. Horst. Motion passed unanimously.  

V. Financials  
   a. Authorization to Pay Vouchers  

   ➢ Mrs. Horst entertained a Motion to authorize payment of vouchers for $79,702.82 (water: $33,861.28 and wastewater $45,841.54, ratify payments made prior to the meeting for $19,222.68 ($7,188.49 water and $12,034.19 wastewater), and vouchers received after the reports were run for $6,232.02 (water $5,405.13 and wastewater $826.89); moved by Mr. Miller, second by Mr. Shaffer. Motion passed unanimously.  


b. Revenue & Expense Reports: The end of September is approximately 75% of the year.

VI. New Business: No new business.

VII. Old Business: No old business.

VIII. Visitors: Unregistered Visitor Comment Period: No visitors present.

IX. Announcements: There were no announcements.

X. Executive Session

➢ Mr. Snavely entertained a Motion to recess to Executive Session at 8:24PM to discuss personnel matters; moved by Mr. Baker, second by Mr. Shaffer. Motion passed unanimously.

➢ Mr. Snavely entertained a Motion to return from Executive Session at 8:52PM; moved by Mrs. Horst, second by Mr. Baker. Motion passed unanimously.

XI. Adjournment

➢ Mr. Snavely entertained a Motion to adjourn at 8:54PM; moved by Mr. Baker, second by Mrs. Horst. Motion passed unanimously.

Respectfully Submitted,
Candace L. Hoover, Recording Secretary
I. **Roll Call**
Chairman Doug Snavely, Vice Chair Marc Phillips, Secretary Wade Baker, Assistant Secretary/Treasurer Rob Sowers, and Members Robert Miller and Paul Shaffer.

Absent
Treasurer Barb Horst

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

II. **Visitors: Registered Visitor Comment Period** – There were no visitors.

III. **Approval of Minutes: October 9, 2014**
Mr. Snavely entertained a Motion to approve the Minutes as presented; moved by Mr. Baker, second by Mr. Phillips. Motion passed unanimously.

IV. **Reports**
   a. **Engineering**
      i. Mrs. Braas reported on the increased activity in new developments.

   b. **Director/Operations**
      i. **Water Projects:** The dedicated line to the well controls has been installed.
      ii. **Name Change:** Discussion was had on the logo and changing the Authority’s name.

Mr. Snavely entertained a Motion to move forward with the rebranding of the Authority and name change to Manheim Area Water and Sewer Authority (MAWSA); moved by Mr. P. Shaffer, second by Mr. Phillips. Motion passed unanimously.

   iii. **Operations Report (2014-2015):** Mr. T. Shaffer reported that several tickets were not submitted when his report was generated. He has since received the tickets, and the Farm/Mines number under Bio-Solids Disposed (Tons) is actually 369.49.

   iv. **Water Loss & Recovery:** Discussion was had on the water treatment plant report. New meters have been installed at various system points to balance water billed, versus water produced, versus water preserved, and water lost. Staff is still working with the data to narrow down focus points with real-time numbers.

   v. **WWTP Digesters:** The top right and center right photos illustrate the digesters after being cleaned out in 2012. The lower right photo is from prior to that cleanout. The three photos on the left show the status of the digester.

V. **Revenue & Expense Reports**
   a. Mr. Phillips reviewed the revenue and expense reports. He noted the budget versus actual figures. The insurance premium refund from prior years’ expenses is applied against figure insurance premiums.
i. Ms. Tobias clarified for Mr. Snavely that the lawsuit income is divided into principal and interest in the respective water/wastewater revenue reports.

VI. Vouchers
➢ Mr. Snavely entertained a Motion to approve the vouchers for $107,170.56 ($34,203.60 waster and $72,966.96 wastewater), and invoices received after the reports were run for $32,090.56 ($11,795.46 water and $20,295.10 wastewater); moved by Mr. Phillips, second by Mr. P. Shaffer. Motion passed unanimously.

➢ Mr. Snavely entertained a Motion to ratify payments made prior to the meeting for $62,011.12 ($29,379.52 water and $32,631.60 wastewater); moved by Mr. Phillips, second by Mr. Sowers. Motion passed unanimously.

VII. New Business
a. 2015 Wastewater Budget: Mr. Fenicle reviewed the draft budget.

b. 2015 Water Budget: The $127,500 water plant project will be paid for out of capital funds that the Authority already has; however, it will show as a negative on the bottom line, because the budget cannot illustrate pre-earned monies as revenue earned. When the assets are transferred in 2016, the bottom line will be adjusted to show that the authority did not go over budget.

i. Questions regarding the budget will be forwarded to Mr. Fenicle. He will have responses for the board so that they can vote on the budget at the December meeting.

c. Auditor: The engagement letter from the auditors was received. The board will review the document and vote on it next month.

d. Bylaws: Mr. Baker presented a letter detailing the requested bylaw updates.

i. Bonds: Discussion was had on bonding board members.

e. Water Tower Signage: Mr. Edward Arnold of Penn Township emailed Chairman Snavely requesting that the Authority put Manheim Barons lettering on the water tower.

VIII. Old Business
a. Draft Capital Policy: The board will review the data and vote on it next month.

b. Wastewater to Water Asset Redistribution: The board reviewed the redistribution schedule. The $80K listed on the wastewater budget illustrates that the wastewater can afford the asset redistribution, which will be illustrated on the balance sheets.

IX. Adjournment
➢ Mr. Snavely entertained a Motion to adjourn at 9:21PM; moved by Mr. Baker, second by Mr. Miller. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Recording Secretary
Chairman Snavely convened the meeting at 7:02PM with the Pledge of Allegiance.

I. Roll Call
Chairman Doug Snavely, Vice Chairman Marc Phillips, Assistant Secretary/Treasurer Rob Sowers, and Members Bob Miller and Paul Shaffer.

Absent
Secretary Wade Baker, Treasurer Barb Horst

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

II. Visitors: Registered Visitor Comment Periods – None Scheduled/None Present

III. Approval of Minutes
 Mr. Snavely entertained a Motion to approve the November 13, 2014 Minutes as presented; moved by Mr. Phillips, second by Mr. P. Shaffer. Motion passed unanimously.

IV. Reports
a. Engineer’s Report
1. Mrs. Braas reported that the Holly Tree Farms Development is about to begin construction. There is an addendum review in process.
2. The school bus development drawings are being reviewed.
3. The Blackford development drawings have been received and are being reviewed.
4. The Sweetbriar Creek development extension construction has begun.
5. Progress has been made on the hydraulic model.

b. Executive Director’s Report
1. Source Water Protection – Mr. Fenicle believes it would be beneficial to have Ms. Braas at the source water protection meetings, which includes protecting the wells that provide our source water. The authority’s municipality should have ordinances in place that regulate chemical runoff to the creek as that affects the source water of their constituents. Mr. Fenicle would like to work with the Borough to draft such ordinances.
2. Rapho Township Agreement: The Solicitor has come across several challenges with the agreement. A draft is anticipated for January.
3. Hauled Waste: Mr. Fenicle reported that Mr. T. Shaffer has managed the septic receiving program well, and has met this year’s budget.
4. Water Loss: Mr. Fenicle has generated a water loss and recover chart with staff. Meters have been installed throughout the system, and use is being monitored by zone to better monitor where water is being lost. A lot of the testing being done for the hydraulic model is assisting with triangulating where the leaks could be.
i. There are blending valves throughout the system, which are being shut down to isolate specific system areas. Staff is going to be focusing on the high side of town as it is serviced by a pump station. The low side is gravity fed, and will be secondary in focus unless it is determined that the high side is less of a priority.
   • One potential scenario is that the high side is leaking into the low side, and the low side is leaking into the ground. This possibility is hypothesized, because of the amount of water billed in that service area versus how much water is being pumped through the booster station.
   • A new meter was installed with more accurate calibrations to rule out metering. The water is either being lost through leaks, or stolen through illegal connections.

ii. The SRBC will be requiring the Authority to have water loss down to less than 20% by April 1, 2019.

5. Financial Bonding: Per the Solicitor, there is no specific bonding requirement, it is; however, recommended.
   i. Discussion was had on the invasive nature of the bonding application.
      • Mr. Sowers is concerned about the level of information being requested and the amount of exposure and coverage the board has with their present insurance policy. He would like the insurance company to explain what kind of exposure and liability each board member has.
      • Mr. Sowers is not against being bonded, but concerned about the information requested in the form. He has been bonded as the treasurer of the local school board, and they did not require this much sensitive data.
      • The board decided to have the insurance company forward an overview of coverages for the board meetings. After the board has had a chance to review the data, they would like to discuss it with the insurance agent.

V. Financials
   a. Vouchers
      ➢ Chairman Snively entertained a Motion to approve payment of the vouchers for $74,953.52 (water $26,550.73 and wastewater $48,402.79 wastewater); moved by Mr. Phillips, second by Mr. Sowers. Motion passed unanimously.

      ➢ Chairman Snively entertained a Motion to authorize payment of additional invoices received for $5,878.03 (water $1,822.82 and wastewater $4,055.21); moved by Mr. Phillips, second by Mr. Sowers. Motion passed unanimously.

      ➢ Chairman Snively entertained a Motion to ratify checks issued prior to the meeting for $27,776.97 (water $15,154.54 and wastewater $12,622.43); moved by Mr. Phillips, second by Mr. Sowers. Motion passed unanimously.

   b. Financials: The reserves are continuing to show consistent increase.

VI. New Business
a. Resolution 1-2015: Name Change
   - Mr. Snavely entertained a Motion to approve Resolution 1-2015 to change the Authority’s name to Manheim Area Water & Sewer Authority (MAWSA); moved by Mr. Sowers, second by Mr. Phillips. Motion passed unanimously.

b. Resolution 2-2015
   1. Mr. Fenicle reviewed the changes, which are highlighted in yellow.
      i. In section 1.4, the shut off notifications will increased from $15 per notice to $20 based on generation costs.
      ii. Section 4 - Advertisements on billing statements/newsletters will be $75 per run.
          • The policy for the advertisements was reviewed by the Solicitor and will be presented for approval in January.
          • Engineering is standard, but the language was absent
      iii. Section 5 - Hydrant contractors hook up to hydrants to do road work – put in a price in case there is a need for this type of work. It is discouraged, but now we have language to provide if the need arises.
      iv. Addendums – the meter schedule is based on our purchasing cost from Elster.
      v. Hauled Waste – Septage, holding tanks, and portable toilets are each increasing ¼ of a cent. Mr. Snavely requested that the hauled waste addendum clarify the total percent solids note.
      vi. Discussion was had on providing insurance for customers’ service laterals. The board will not pursue providing insurance for repairs.

   - Mr. Snavely entertained a Motion to approve Resolution 2-2015 (the 2015 rate schedule) as presented; moved by Mr. Sowers, second by Mr. P. Shaffer. Motion passed unanimously.

c. 2015 Engineering Services
   - Mr. Snavely entertained a Motion to engage and retain Rettew Associates as the Authority’s engineer for 2015; moved by Mr. Phillips, second by Mr. P. Shaffer. Motion passed unanimously.

d. 2015 Solicitor
   - Mr. Snavely entertained a Motion to engage and retain Barley Snyder as the Authority’s solicitor for 2015; moved by Mr. Sowers, second by Mr. Phillips. Motion passed unanimously.

e. 2015 CoStars/Department of General Services Procurement Participation
   - Mr. Snavely entertained a Motion to authorize participation in both CoStars and the General Services Procurement Program for 2015; moved by Mr. P. Shaffer, second by Mr. Sowers. Motion passed unanimously.

f. 2015 Lancaster County Co-Op Participation
   - Mr. Snavely entertained a Motion to authorize participation in the Lancaster County Co-Op for 2015; moved by Mr. Phillips, second by Mr. P. Shaffer. Motion passed unanimously.
g. 2015 Authorization to Pay Invoices Due Prior to Meeting
   > Mr. Snavely entertained a Motion to authorize payment of invoices due prior to board meetings in 2015; moved by Mr. Phillips, second by Mr. Sowers. Motion passed unanimously.

VII. Old Business
    a. Auditor Engagement
       > Mr. Snavely entertained a Motion to engage and retain Sager Swisher & Co., LLP as the Authority’s auditor for 2015; moved by Mr. Sowers, second by Mr. P. Shaffer.

    b. 2015 Water Budget
       > Mr. Snavely entertained a Motion to approve the 2015 Water Budget as presented; moved by Mr. Sowers, second by Mr. Phillips. Motion passed unanimously.

    c. 2015 Wastewater Budget
       > Mr. Snavely entertained a Motion to approve the 2015 Wastewater Budget as presented; moved by Mr. Sowers, second by Mr. Phillips. Motion passed unanimously.

    d. Capital Policy
       > Mr. Snavely entertained a Motion to approve the Capital Policy as presented; moved by Mr. Sowers, second by Mr. P. Shaffer. Motion passed unanimously.

VIII. Visitors: Unregistered Visitor Comment Period — None Present

IX. Announcements
    > January 9 – The Authority, Council, and Township Supervisors will all be invited to a winter gathering with staff. The event will be funded through funds received through scrap metal that was collected from main breaks and recycled.

X. Adjournment
    > Mr. Snavely entertained a Motion to adjourn at 8:26PM; moved by Mr. Phillips, second by Mr. Sowers. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover, Recording Secretary

[1] SRBC: Susquehanna River Basin Commission