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

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

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

II. Appointments and Committee Reassignments
- Mr. Fenicle entertained a Motion to open the floor for nominations for officers and committee appointments; moved by Mrs. Horst, second by Mrs. Phillips. Motion passed unanimously.
  a. Appointments
     i. Discussion was had on whether not the members present would like to change any of the officers.

- Mr. Fenicle entertained a Motion for nominations to the office of Chair. Mr. Baker moved to nominate Mr. Snavely to the office of Chair, second by Mr. Phillips. Motion passed unanimously.

- Mr. Snavely entertained a motion to re-elect the slate of officers (Vice Chair – Marc Phillips, Secretary – Wade Baker, Treasurer – Barb Horst, Assistant Secretary/Treasurer – Robert Sowers); moved by Mr. Phillips, second by Mrs. Horst. Motion passed unanimously.

- Mr. Snavely re-appointed Mrs. Horst, Mr. Phillips, and Mr. Sowers to the Finance Committee.

- Mr. Snavely appointed Mr. Phillips, Mr. Baker, and Mr. Miller to the Employment/Personnel Committee Mark Wade Bob Miller -

- Mr. Snavely appointed Mr. Baker, Mr. Miller, and Mr. P. Shaffer to the Property Committee.
  i. Discussion was held on the two remaining committees and the Authority’s future needs in both committee governances. The board agreed to combine the Strategic Planning/Projects/Technology Committee with the Bio-Solids Committee.
    • Mr. Snavely appointed Mr. Sowers, Mr. Snavely, and Mrs. Horst to the combined Strategic Planning/Projects/Technology and Bio-Solids Committee.

- Mr. Snavely entertained a Motion to approve the committee appointments; moved by Mrs. Horst, second by Mr. Phillips. Motion passed unanimously.

III. Visitors: Registered Visitor Comment Period
a. David Christian – Storm Water Project
   i. Mr. David Christian, of David Christian and Associates Inc., presented a plan for storm water on behalf of the Borough of Manheim and their Police Department
and Emergency Services campus. Due to lack of soluble land, they are experiencing difficulty in designing a storm water management area at the building site.

ii. Page one of the handout (see attached) shows the original design proposal. The dark lines on the page show proposed storm water volume reduction points consisting of 4’ boulder walls. The tan areas are pervious pavement.

iii. Page three illustrates an attempt to design underground storm water piping through the building site. This would require three times more 18” to 24” piping, and the cost analysis of each of these proposals was very high.

iv. Page four illustrates an attempt to design smaller volume reduction areas, fewer retention walls, and no pervious asphalt.

v. The Borough is hopeful that the Authority would consider the proposal of allowing the safety campus to pipe storm water to a final volume reduction area onto the corner of the Authority’s property to the north of Penn Street. (See last page.) This area is estimated to be three times larger than what would be needed for storm water retention, and assists them in dealing with the limiting zone found in the top third of the project area’s geology.

vi. Mr. Baker feels that the project, and others, should seriously consider designing underground storm water systems so that developable land is not lost to an infiltration basin. Discussion was had on the location of the 100-year flood plain to the proximity of the proposed basin. It was noted that Tropical Storm Lee had little effect on the proposed basin. Mr. Miller feels that in order to make a decision the Authority would need to know if the proposed basin would ever be needed to be developed by the Authority for future upgrades, or if the nearby flood plain prevents future development. Mrs. Horst expressed concern that if the Authority did need the property in the future, would the Authority lose its storm water management capabilities. She would prefer to make a decision after the Authority Engineer had time to research the Authority’s needs and weigh in on the proposal.

vii. Mrs. Braas inquired how much money the Borough would save if the Authority gave up the land. There was no solid figure available at this time.

viii. Discussion was held on whether or not the Authority’s nearby service lines would be affected by the proposed basin. Mr. Fenicle indicated that the Borough owns property above the Authority’s land. If the Authority could obtain that piece of land for any future projects, the Authority could give the Borough the land they are requesting without being concerned about holding developable property.

ix. The Authority concurred that it would save shared constituents money in the long run. Mr. Christian will speak with the Borough Manager about the Authority’s discussions and concerns.

IV. Approval of Minutes – December 11, 2014
  ➢ Mr. Snavely entertained a Motion to approve the Minutes as presented; moved by Mr. Phillips, second by Mr. P. Shaffer. Motion passed unanimously.

V. Reports
  a. Engineering
     i. The open development projects are undergoing plan reviews.
     ii. The bio-solids land application permit is due in July. Discussion was had on trying to obtain Class A sludge status permitting during this application process.
  b. Director’s Report
     i. Mr. Fenicle reviewed his report. He indicated that a truck hit part of the wastewater plant. The accident has been submitted to our insurance. The Authority will have to pay the $1K deductible. The truck company’s insurance has not contacted us recently, but they have submitted a claim number from their insurance company. The Authority’s insurance company will pursue the claim.
     ii. Board Member Bonding & Liabilities: Mr. Fenicle and Mrs. Tobias, the Authority Financial Comptroller, met with the Authority’s insurance agent. The members are all well covered under the existing policy.
Mr. Snavely entertained a Motion to accept Secretary Baker’s recommendation to amend the bylaws to change the Authority name to Manheim Area Water & Sewer Authority, update the public meeting to the second Thursday of each month, update the mailing address to 18 East High Street, Manheim, PA 17545, and to remove the requirement for a period of time to pass before allowing changes to be made to the bylaws; moved by Mrs. Horst, second by Mr. Miller. Motion passed unanimously.

iii. Mr. T. Shaffer reported that the report shows slightly less revenue than projected for 2014; however, some of the billed amounts are still due and collected in 2015. Mr. Fenicle indicated that the haulers express an appreciation of Mr. T. Shaffer’s customer service efforts.

Mr. Phillips excused himself from the meeting at 9:00PM

Mr. Snavely entertained a Motion to approve the vouchers for $59,579.90 (water $29,790.09, wastewater $29,789.81), ratify payments made prior to the meeting for $48,861.15 (water $25,024.23, wastewater $23,836.92), and approve payment of water invoices received after the reports were run for $1,620.97, moved by Mr. Miller, second by Mr. P. Shaffer. Motion passed unanimously.

VI. Financials
   a. Mrs. Horst reviewed the year-end water and wastewater balances for 2014, and commended staff on their diligence monitoring expenses and collections.
      i. The auditors were in for a preliminary review, and are pleased with the record keeping so far.
      ii. The Authority still has funds in the wastewater owed to the water. There is a plan in place to zero out that balance sheet over the years. For 2014, the wastewater was able to pay back the water and not increase that year-end balance sheet debt. This is an indication that the processes the Authority implemented are working.
   b. The board reviewed the accounts receivable and collections reports. Staff has been working to bring accounts current.

VII. New Business
   a. Advertisement Policy and Application
      Mr. Snavely entertained a Motion to approve the policy and application as presented; moved by Mrs. Horst, second by Mr. Miller. Motion passed unanimously.

VIII. Old Business
   a. Resolution 3-2015: Amendment to the Articles of Incorporation
      Mr. Snavely entertained a Motion to approve Resolution 3-2015; moved by Mr. Miller, second by Mr. P. Shaffer. Motion passed unanimously.

IX. Visitors: Unregistered Visitor Comment Period – There were no additional visitors present.

X. Announcements: There were no announcements.

XI. Adjournment
    Mr. Snavely entertained a Motion to adjourn at 9:36PM; 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
Mr. 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 member Paul Shaffer.

Absent: Assistant Sec./Treas. Robert Sowers, Member Robert Miller

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

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

III. Approval of Minutes: January 8, 2015
 Mr. Snavely entertained a Motion to approve the Minutes as presented; moved by Mr. Phillips, second by Mrs. Horst. Motion passed unanimously.

IV. Reports
a. Engineering:
   1. Mr. Fenicle reported that there has been progress on the open development projects. Most notable are the Sunhill Road bus facility and the Penn Towne Center.
      i. Escrow funds have been received for the Penn Towne Center development, and agreements are pending. They would like to break ground this summer.

Mr. Baker arrived at 07:13PM

2. Biosolids: The engineer is working on a bid for biosolid removal.

b. Operations & Executive Director’s Report
   1. An Elizabethtown College senior will be assisting staff with increasing the Authority’s social media presence.
   2. WWTP\(^1\) Discharges: The EPA is impressed with the Authority’s discharge levels.
   3. Rapho Township: A draft amendment was reviewed by the Authority’s auditor and solicitor to see if it meets the necessary requirements. The Township Manager will be sending it to their solicitor and Township Supervisors for review as well.

 Mr. Snavely entertained a Motion to approve the Rapho Township agreement amendment subject to the approval of Rapho Township’s solicitor and board of supervisors; moved by Mr. Phillips, second by Mr. Baker. Motion passed unanimously.

4. Bylaws: Mr. Baker submitted a letter requesting amendments to the bylaws to change Article II, Section 8 to read, “All board members of the Authority shall be covered by a Government Crime Policy for the minimum amount of $100,000.00 or in such larger amount as the Board of the Authority, by resolution, may require, which such

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\(^1\) WWTP: Wastewater Treatment Plant
policy shall be approve by the Board of the Authority and the premiums for which shall be paid by the Authority.”

5. Chiques Creek Alternative TMDL: DEP would like to change the Phosphorus loading levels for the creek. This would alter the number of pounds of Phosphorus that may be discharged to the creek.

V. Financials
   a. Vouchers
      ➢ Mr. Snavely entertained a Motion to authorize payment of the vouchers needing approval for $249,021.97 ($81,322.94 water; $167,699.03 wastewater) and for invoices received after the reports were run for $5,650.22 ($925.00 water; $4,725.22 wastewater), and to ratify payments made prior to the meeting $83,250.53 ($39,112.82 water; $44,137.71 wastewater); moved by Mr. Baker, second by Mr. Shaffer. Motion passed unanimously.

   b. Revenue & Expense Reports
      1. Budget vs. Actual: The board was reminded that the capital projects are coming from savings set aside for capital projects. The budget cannot show existing savings as revenue earned in the budget year, so expenses paid come out of the budget and leave a negative number in the reports.
         i. Discussion was had on the solicitor’s recommendation for an authority of this size to have $1 million of reserves for each company, water and wastewater.

VI. New Business
   a. Resolution 4-2015: Corporate Authorization (Signatures)
      ➢ Mr. Snavely entertained a Motion to approve Resolution 4-2015 for the Authority name change for signing authority; moved by Mr. Phillips, second by Mr. Shaffer. Motion passed unanimously.

   b. Resolution 5-2015: Amendment to Master Equipment Lease/Purchase Agreement (Meters)
      ➢ Mr. Snavely entertained a Motion to approve Resolution 5-2015 for the Authority name change on Susquehanna Bank’s Amendment to Master Equipment Lease/Purchase Agreement; moved by Mr. Phillips, second by Mr. Shaffer. Motion passed unanimously.

   c. Resolution 6-2015: Amendment to Master Equipment Lease/Purchase Agreement (Truck)
      ➢ Mr. Snavely entertained a Motion to approve Resolution 6-2015 for the Authority name change on Susquehanna Bank’s Amendment to Master Equipment Lease/Purchase Agreement; moved by Mr. Phillips, second by Mr. Shaffer. Motion passed unanimously.

   d. Resolution 7-2015: Rate Schedule Correction and Updates
      ➢ Mr. Snavely entertained a Motion to approve Resolution 7-2015 for the updated fee schedule; moved by Mr. Phillips, second by Mrs. Horst. Motion passed unanimously.

   f. Rapho Agreement: See Section IV-b-3.

2 TMDL: Total Maximum Daily Load
VII. Old Business
   a. Safety Campus Stormwater Retention: The Borough will handle the stormwater on their campus.

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

IX. Announcements – There were no additional announcements.

X. Executive Session – No session was required.

XI. Adjournment
   ❯ Mr. Snavely entertained a Motion to adjourn at 8:38PM; moved by Mrs. Horst, second by Mr. Baker. Motion passed unanimously.

Respectfully Submitted,
Candace L. Hoover, Recording Secretary
I. Call to Order/Pledge of Allegiance
Mr. Phillips convened the meeting at 7:04PM with the Pledge of Allegiance.

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

Absent
Assistant Treas. /Sec. Rob Sowers

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

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

IV. Reports
a. Engineering
   i. Mrs. Braas confirmed that the hydraulic model was submitted. The module confirmed that there is an issue with the Charlotte Street Booster Station service area, which is where staff has been investigating potential leaks. The module has been useful in determining the effects of the pending developments.

b. Operations and Director’s Report
   i. Mr. Fenicle reviewed his report. (See attached.) There was an increase in frozen water meters with the severe cold weather in February.
   ii. Biosolids: Mr. Fenicle received an agreement from Synagro to operate on a month-to-month basis at a 0.4% increase, effective April 1, 2015, until the bid package has been completed, of which they plan to take part.

➢ Mr. Phillips entertained a Motion to extend the residual solids management agreement with Synagro on a month-to-month basis; moved by Mr. Baker, second by Mrs. Horst. Motion passed unanimously.

V. Financials
a. Vouchers
➢ Mr. Phillips entertained a Motion to pay the vouchers needing approval for $139,300.92 ($80,265.09 water and $59,035.83 wastewater); ratify payments made prior to the meeting for $136,307.84 ($15,406.17 water and $120,901.67 wastewater); and to approve payment of invoices to be approved that were run after reports were run $18,857.43 ($125.49 water and $18,731.94 wastewater); moved by Mr. Miller, second by Mr. P. Shaffer. Motion passed unanimously.

b. Revenue & Expense Reports: Mrs. Horst indicated that there is a good balance remaining after the debt service has been paid.

VI. New Business
a. The Brick House – Sewer Meter Request: The board is not in favor of a sewer meter. Mrs. Horst volunteered to speak with Mr. Hetrich as he was unable to attend, and he does not own the restaurant and apartment at the property in question.

b. Letter of Credit Reduction: Mr. Fenicle reported that a certain percentage of the work has been completed, and Holly Tree Farms is seeking a reduction of their letter of credit to match.

- Mr. Phillips entertained a Motion to approve the reduction of the letter of credit for Holly Tree Farms for $248,344.44; moved by Mr. Miller, second by Mrs. Horst. Motion passed unanimously.

c. PENNVEST Intercreditor Agreement: Mr. Fenicle reported that PENNVEST needs signatures for the Authority’s name change.

VII. Old Business
   a. Bylaws
      - Mr. Phillips entertained a Motion to approve the amended bylaws, subject to the inclusion of the pagination correction; moved by Mr. Baker, second by Mr. Miller. Motion passed unanimously.

   b. Property Committee Meeting: The Property Committee reviewed the options available to the Authority for when the lease has expired at 18 East High Street. It has been determined that the most streamlined and cost efficient option is to relocate the administrative staff to the wastewater treatment plant with the rest of the staff. Mr. Fenicle fielded questions from Mr. Snavely regarding the timing of the project and its various phases. Based on the plan, no structures will be changing size, so no stormwater management will be required. Discussion was held on obtaining the old school building, and other properties in the area. With the proposed project, it is anticipated that the Authority will earn its payback in three to four years. The benefits of having all of the staff in one place had a value as well. Mr. Baker cited that it would be a positive step to handle customers on an appointment basis so that staff has time to prepare for the customers’ needs, rather than having staff improv when a customer walks in unannounced. Mr. Fenicle will work on a timeline and select an architect for professional services.

- Mr. Phillips entertained a Motion to move forward with the project as presented by the property committee; moved by Mrs. Horst, second by Mr. Miller. Motion passed unanimously.

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

IX. Announcements
   a. PMAA Training Sessions (See attached.)

X. Adjournment
   - Mr. Phillips entertained a Motion to adjourn at 8:10PM; moved by Mr. Baker, second by Mrs. Horst. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover, Recording Secretary
I. **Call to Order/Pledge Allegiance**

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

Staff
Office Staff: Executive Director 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. **Election/Appointment of Assistant Secretary/Treasurer**
   a. Mr. Miller volunteered to serve as the Assistant Secretary/Treasurer and attend the finance committee meetings.

   ➢ Mr. Snavely moved to nominate Mr. Miller as the Assistant Secretary/Treasurer, and to serve on the Finance Committee; second by Mr. P. Shaffer. Motion passed unanimously.

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

IV. **Approval of Minutes of March 12, 2015**

   ➢ Mr. Snavely entertained a Motion to approve the Minutes of March 12, 2015 as presented; moved by Mr. Phillips, second by Mrs. Horst. Motion passed unanimously.

V. **Reports**
   a. **Engineer’s Report**
      1. See attached.
      2. Discussion was had on water loss and accountability. The Authority is making substantial strides toward accountability and water loss. Mr. Fenicle reported the best accountability rate since 1998. It is a priority of staff to maintain and improve upon this advancement.
   b. **Executive Director’s Report**
      1. **Sewer Connects:** Two properties within the Borough limits were discovered to have no sewer connections. This is against Borough Ordinance. Research has shown that the properties were told not to connect by previous Borough Managers, even when the residents approached the Borough to make the connection. The properties will have to incur the cost of grinder pumps, as they are below grade. Both properties have requested a reduction in the tapping fee to the amount it was when the original connection should have been made. Discussion was had on the pending high costs the residents will incur.

      ➢ Mr. Snavely entertained a Motion to authorize a reduced tapping fee of $600 for 436 and 438 Orchard Road; moved by Mr. Baker, second by Mr. Miller. Motion passed unanimously.
   c. **Nutrient Credits:** The Authority has nutrient credits available for sale/auction.
d. **Inflow & Infiltration**: There was a significant drop in wastewater flows after the water main repairs were completed. This is an indication that sewer repairs will take on a higher priority.

e. **NPDES Permit**: DEP is working on creating a new permit for the Authority.

f. **Office Relocation**: Mr. Fenicle reviewed the quotes received from Mula Architects and Althouse, Martin & Associates. Althouse’s quote is lower, and they have a working relationship with staff.

- Mr. Snively entertained a Motion to authorize staff to move forward with the office design by hiring Althouse Martin for architectural professional services; moved by Mrs. Horst, second by Mr. Miller. Motion passed with Mr. Snively abstaining from the vote. Vote: 5-0

VI. **Financials**

a. **Vouchers**

- Mr. Snively entertained a Motion to approve payment of the Vouchers Needing Approval for $158,639.95 ($96,648.72 water and $61,991.23 wastewater); to ratify payments made prior to the meeting for $54,234.52 ($16,323.38 water and $37,911.14 wastewater); and to approve payment of invoices received after reports were run for $16,957.88 ($3,760.69 water and $13,197.19 wastewater); moved by Mr. P. Shaffer, second by Mr. Phillips. Motion passed unanimously.

b. **Financial Reports**: The reports all look healthy.

VII. **New Business**

a. **Metzler Bus Depot Developer’s Agreement**

- Mr. Snively entertained a Motion to approve the agreement as presented; moved by Mr. Phillips, second by Mrs. Horst. Motion passed unanimously.

b. **Employee Medical Benefit Eligibility Continuation During a Leave of Absence**

- Mr. Snively entertained a Motion to approve the policy update as presented; moved by Mr. Miller, second by Mr. Phillips. Motion passed unanimously.

VIII. **Old Business**

a. **Rapho Agreement**

- Mr. Snively entertained a Motion to approve the agreement as approved by Rapho Township; moved by Mr. Baker, second by Mrs. Horst. Motion passed unanimously.

b. **Source Water Protection**: DEP provided MAWSA and NWLCA with a certificate of approval for their development and implementation of a source water protection program.

IX. **Visitors: Unregistered Visitors Comment Period**: No visitors were present.

X. **Adjournment**

- Mr. Snively entertained a Motion to adjourn at 9:03PM; moved by Mr. Baker, second by Mrs. Horst. Motion passed unanimously.

Respectfully Submitted,
Candace L. Hoover, Recording Secretary

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1 The National Pollutant Discharge Elimination System Permit
I. Call to Order/ Pledge of Allegiance
Chairman Snavely convened the meeting at 7:04PM with the Pledge of Allegiance.

Roll Call
Chairman Doug Snavely, Vice Chairman Marc Phillips, Secretary Wade Baker, Assistant Treasurer/Secretary Robert Miller, and Paul Shaffer

Absent
Treasurer Barb Horst, and Joe Ardini

Staff
Executive Assistant Terry Shaffer, Recording Secretary/Billing Admin. Candace Hoover

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

III. Approval of April 9, 2015 Minutes
➢ Chairman Snavely entertained a Motion to approve the Minutes as presented; moved by Mr. Phillips, second by Mr. Miller. Motion passed unanimously.

IV. Reports
a. Engineer’s Report
   Mr. Baker arrived at 7:07PM
   i. Mr. T. Shaffer reviewed the biosolids bid. (See attached.)

➢ Chairman Snavely entertained a Motion to, conditionally, approve the apparent low bid for land application of $32.00/ton by Amerigreen, Inc., and apparent low bid for landfill disposal for $75.25/ton by Advanced Disposal Services, contingent upon approval by the Engineer, Solicitor, and Executive Director; moved by Mr. Miller, second by Mr. Baker. Motion passed unanimously.

b. Executive Director’s Report
   i. Mr. T. Shaffer touched on the water loss recovery program’s success. Water loss has dropped from 45% to under 10%.
   ii. Discussion was had on the water that the system has proven it can pump versus what it is now pumping now that so many leaks have been found and repaired.

c. Operations: Lower average daily flows are indicative of the decrease in precipitation.

d. Flood Mitigation: The control system is undergoing additional flood mitigation.

e. Hauled Waste: Septage revenue has picked up with the warmer weather. Discussion was had on how hauled waste/sludge is pre-screened and spot tested.

f. Administration: Mr. T. Shaffer has been logging the Authority’s easements.

g. Hydrants: Several residents have expressed a desire to participate in the Adopt-a-Hydrant program.
V. Financials
   a. Vouchers
      ➢ Mr. Snavely entertained a Motion to authorize payment of the vouchers as presented for $179,322.75 ($87,109.62 water and $92,213.13 wastewater), and approve payment of invoices received after reports were run for $414.60 ($309.60 water and $105.00 wastewater); moved by Mr. Phillips, second by Mr. Baker. Motion passed unanimously.

      ➢ Mr. Snavely entertained a Motion to ratify payments made prior to the meeting for $66,809.86 ($38,541.26 water and $28,268.60 wastewater); moved by Mr. Phillips, second by Mr. P. Shaffer.

   b. Financial Reports
      i. The bank balances are edging towards the Solicitor’s recommended goal of having $1M in reserves for each water and wastewater accounts. The next large debt service payment is in September.

VI. New Business: No new business was presented.

VII. Old Business

VIII. Visitors: Unregistered Visitor Comment Period

IX. Announcements
   a. PMAA’s conference will be in Lancaster in August, Mr. Snavely stated that he would like to see participation from the board/staff as it is close to our location.
   b. Rettew Invitation: The board and staff received an email invitation to an event from Rettew.

X. Executive Session
   ➢ Chairman Snavely entertained a Motion to recess to Executive Session at 8:28PM to discuss a personnel matter; moved by Mr. Phillips, second by Mr. Baker. Motion passed unanimously.

   ➢ Chairman Snavely entertained Motion to return from Executive Session at 9:06PM; moved by Mr. Baker, second by Mr. Phillips. Motion passed unanimously.

   ➢ Chairman Snavely entertained a Motion to accept the recommendation of the Personnel Committee regarding the salary of the Executive Director; moved by Mr. Baker, second by Mr. Phillips. Motion passed unanimously.

XI. Adjournment
   ➢ Chairman Snavely entertained a Motion to adjourn at 9:12PM; moved by Mr. P. Shaffer, second by Mr. Phillips.

Respectfully Submitted,
Candace L. Hoover, Recording Secretary
MANHEIM BOROUGH AUTHORITY
June 11, 2015

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

II. Roll Call
Chairman Doug Snavely, Vice Chairman Marc Phillips, Secretary Wade Baker, Treasurer Barbara Horst, Assist. Sec/Treas Robert Miller, and Members Joe Ardini, and Paul Shaffer.

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

Engineering: Michele Braas

III. Welcome New Board Member
Chairman Snavely welcomed Mr. Ardini to the board. Mr. Ardini shared a little about himself.

IV. 2014 Annual Audit – Sager, Swisher & Co. LLP
a. Mr. Michael Reiner and Tina Guyer were present to present the 2014 audit. Mr. Reiner reviewed several details of the audit.
b. The opinion is found on page two of the audit. The audit is clean and unmodified.
c. Page three and four show cash and cash equivalent.
d. Total cash increased over the year as indicated on pages 13 and 14. There was no monthly billing rate increase. Liabilities were down approximately $1K. The total debt has decreased.
e. The operation schedule is on page five of the audit. Septic processing was lowered by design. The total operating revenue increased by approximately $1K. Tapping fee revenues increased. Operating expenses increased. There were increases in repairs and maintenance as well. Depreciation increased.
f. Pages six and seven show the cash flow schedule.
g. Mr. Reiner and Mrs. Horst fielded questions regarding how the Authority manages its monthly reports on a cash basis, while the audit and reports are done on an accrual basis.

➢ Chairman Snavely entertained a Motion to accept the 2014 Audit; moved by Mrs. Horst, second by Mr. Phillips. Motion passed unanimously.

V. Visitors
a. Mr. Scott Kingsboro, and Mr. Dale Ressler – Northwest EMS: Mr. Kingsboro and Mr. Ressler were present to discuss a “like-kind” donation of the tapping fees for the emergency services campus. Staff was directed to research for a precedence, or policy, for the board to review at the July meeting and make a decision at that point. Mr. Ardini recommended consulting with the Solicitor about making the possible donation of the tapping fees to the association.
b. Mr. Rita was not present. Discussion was held on encouraging customers to utilize the ACH online payment option. Per Mr. Fenicle and Mr. Baker’s recommendation, staff will
run a more in depth analysis of actual cost, and possible liability, should the board want to absorb the convenience fee for ACH payments.

VI. Minutes of May 14, 2015
➢ Mr. Snavely entertained a Motion to approve the May 14, 2015 Minutes as presented; moved by Mr. Phillips, second by Mr. Miller. Motion passed unanimously.

VII. Reports
   a. Engineer’s Report
      1. Adele Avenue: There is a storm sewer project on Adele Avenue that conflicts with existing lines. Mrs. Brass is awaiting plans to review.
      2. Charlotte Street: The Charlotte Street Water Line Replacement Project will now be done in house.
   b. Operations & Executive Assistant Report
      1. Water: Mr. T. Shaffer reported that there has been a cost savings in electric due to all of the leak repairs. There will not be any significant savings elsewhere; however, there is an increase in reserved capacity and availability of water to sell. Mr. Fenicle clarified that the convenience store/hotel development is anticipating using over 40K gallons per day.
      2. Wastewater: Mr. T. Shaffer reported that the Phosphorus output has returned to low levels.
      3. Hauled Waste: Mr. T. Shaffer noted that processing takes priority over revenue.
      4. Employment: The Authority is presently hiring for a licensed water/wastewater technician.
      5. Rules and Regulations: The rules and regulations are up for revision. Engineering is to provide a cost proposal for review.
      6. Office Location: Staff is prepared to take action on whatever the board decides; however, would prefer a period of stasis on project movement until a new director is found.
      7. WTP\(^1\): Discussion was had on the flow pumps at the water plant, and how best to utilize the third pump now that the facility is producing less water. The pumps there are old, but functioning. A redundancy option was discussed, as well as using a two-stage pumping process.

VIII. Financials
   a. Vouchers
      ➢ Mr. Snavely entertained a Motion to authorize payment of the vouchers pending approval for $80,146.28 (water $36,806.33 and wastewater $43,339.93); ratify payments made prior to the meeting for $28,987.36 (water $15,568.74 and wastewater $13,418.62), and approve payment of vouchers received after the reports were run for $5,392.43 (water $3,156.91 and wastewater $2,235.52); moved by Mr. Phillips, second by Mr. Baker. Motion passed unanimously.
   b. Financial Reports
      1. The Authority has received over $200K of the settlement due from MEI\(^2\).

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\(^1\) Water Treatment Plan
\(^2\) Miller Environmental, Inc.
2. Mrs. Horst indicated that monthly balances are up. She thanked staff for their efforts on the audit.

IX. New Business: No items presented.

X. Old Business: No items presented.

XI. Announcements
   a. Mr. Snavely expressed his gratitude to Mr. Fenicle for his years of services. A summer gathering is being planned for June 19th, which will also be Mr. Fenicle’s farewell party.

XII. Executive Session
    ➢ Mr. Snavely entertained a Motion to recess to Executive Session to discuss personnel matters at 9:25PM; moved by Mr. Baker, second by Mr. P. Shaffer. Motion passed unanimously.
    
    ➢ Mr. Snavely entertained a Motion to return from Executive Session from discussing personnel matters at 10:15PM; moved by Mrs. Horst, second by Mr. Baker. Motion passed unanimously.
    
    ➢ Mr. Snavely entertained a Motion to adjourn at 10:16PM; moved by Mr. Baker, second by Mr. Ardini. Motion passed unanimously.

Respectfully Submitted,
Candace L. Hoover, Recording Secretary
I. Call to Order
Chairman Douglas Snavely, Vice Chairman Marc Phillips, Secretary Wade Baker, Treasurer Barb Horst, and Member Joe Ardini

Absent: Assistant Secretary/Treasurer Robert Miller, and Member Paul Shaffer

Staff
Office Staff: Executive Assistant Terry Shaffer, Comptroller Deb Tobias, Facilities Manager Sam Getz, and Recording Secretary Candace Hoover
Engineer: Michele Braas – Rettew Associates

II. Visitors
a. Tara Hiepler of Landmark
   ➢ Mr. Snavely entertained a Motion to conditionally approve the Westside Re Holdings, LLC Water Line Extension Agreement pending the correction of language in section 4, and the approval of both parties’ solicitors; moved by Mr. Baker, second by Mr. Phillips. Motion passed unanimously.

III. Minutes
a. June 11, 2015
   ➢ Mr. Snavely entertained Motion to approve the June 11, 2015 Minutes as presented; moved by Mr. Phillips, second by Mr. Ardini. Motion passed unanimously.

b. April 9, 2015: The board recalled acknowledging Mr. Sowers’ resignation, and concurred to amend the Minutes to reflect that.
   ➢ Mr. Snavely entertained a Motion at formally acknowledge Mr. Sowers’ resignation in the April 9, 2015 Minutes; moved by Mrs. Horst, second by Mr. Baker. Motion passed unanimously.

IV. Report
a. Engineer: A proposal will be submitted regarding updating the Authority’s rules and regulation, to incorporate the cost into the 2016 budget.

b. Safety Campus: Revised plans and opinions have been received for review.

c. Forino Letter of Credit
   ➢ Mr. Snavely entertained a Motion to approve the recommendation from Rettew to authorize the reduction of letter of credit for Forino for $200,368.55; moved by Mr. Phillips, second by Mr. Baker. Motion passed unanimously.

d. Executive Assistant’s Report
   1. Water: No compliance issues, no main breaks.
   3. Water Loss: Water loss tracking is at 2.48% water loss.
   4. Well controls will be installed later this year.
   5. Charlotte Street: 250’ of water line will be replaced in August. Mr. Getz added that there is over 600’ of the 3” line with a host of band-aid repairs. The entire line will be replaced
with a larger line over the course of 3 years, which will increase water pressure for that service area.


7. Billing: Mrs. Hoover reported that outstanding lien balances are down, as well as the DSO. A correction will be made to the collection summary and resubmitted at the August meeting.

8. Facilities Employment Opportunity: A candidate was interviewed recently.

9. NWEMS: The board concurred that the policy will be upheld for the purchase of tapping fees.

   - Mr. Snavely entertained a Motion to deny NWEMS a like-kind donation of tapping fees; moved by Mr. Ardini, second by Mrs. Horst. Motion passed unanimously.

V. Financials

a. Authorization to Pay Vouchers

   - Mr. Snavely entertained a Motion to approve vouchers for $105,534.05 (water $15,658.93 and wastewater $89,875.12); ratify payments made prior to the meeting for $22,830.50 (water $8,108.57 and wastewater $14,721.78), and to authorize payment of invoices received after the meeting for $744.00 (water $257.41 and wastewater $487.41); moved by Mr. Phillips, second by Mr. Ardini. Motion passed unanimously.

b. Financial Reports

   1. Mrs. Horst reported that balances and expenses are both in good standing.

VI. New Business

a. Mrs. Horst also reviewed several housekeeping items that will need to be completed pertaining to Mr. Fenicle’s resignation. The Finance Committee has recommended that Mr. Shaffer be the second signer.

   - Mr. Snavely entertained a Motion remove Mr. David Fenicle as the Authority’s signer, and add Mr. Terry Shaffer; moved by Mr. Baker, second by Mr. Phillips. Motion passed unanimously.

VII. Old Business

a. EMS Tap Donation: See Section IV-d-9.

b. PMAA Conference Registration: Board members were advised of the availability for attendance.

c. Nutrient Trading: Mr. T. Shaffer led a discussion on nutrient credit trading.

d. Operations & Administration: Mr. Snavely and Mr. Phillips discussed service operations and administration options.

VIII. Visitors: No unregistered visitors were present.

IX. Announcements: No announcements were made.

X. Executive Session:

   - Mr. Snavely entertained a Motion to recess to Executive Session to discuss personnel matters at 8:23pm; moved by Mr. Phillips, second by Mr. Baker. Motion passed unanimously.

   - Mr. Snavely entertained a Motion to return from Executive Session at 9:20PM; moved by Mrs. Horst, second by Mr. Phillips.
a. The board agreed to hire a full time employee for the water and wastewater technician that resigned, and two part time employees as recommended by the executive team, while they review performance and determine the direction the board will take with the resignation of the executive director.

> Mr. Snavely entertained a Motion to adjourn at 9:50PM; moved by Mr. Baker, second by Mr. Ardini. Motion passed unanimously.

Respectfully Submitted
Candace L. Hoover, Recording Secretary
I. Call to Order/Pledge of Allegiance
   a. Chairman Snavely convened the meeting with the Pledge of Allegiance at 7:00PM.
   b. Roll Call: Chairman Douglas Snavely, Treasurer Barb Horst, Assistant Secretary/Treasurer Robert Miller, and Members Joe Ardini and Paul Shaffer
   c. Staff:
      i. Office Staff: Executive Assistant Terry Shaffer, Financial Comptroller Deb Tobias, Facilities Manager Sam Getz, Recording Secretary/Billing Admin. Candace Hoover

II. Visitors
   a. Benjamin Craddock – Lancaster Civil Engineering Company (Safety Campus):
      i. Mr. Craddock reviewed several project details regarding the police department and emergency medical services buildings. There is an estimation of $350K for securities, approximately, $64K for the buildings, and about $2.5M for the performance bond to cover the water line relocation.

   ➢ Mr. Snavely entertained a Motion to, conditionally, approve the developer’s agreement between MAWSA and the Borough of Manheim, and MAWSA and NWEMS pending the review and approval of all of the parties’ engineers and solicitors; moved by Mr. Miller, second by Mr. Ardini. Motion passed unanimously.

   ➢ Mr. Snavely entertained a Motion to, conditionally, approve the right-of-way agreements between MAWSA and the Borough of Manheim, and MAWSA and NWEMS pending the review and approval of all of the parties’ engineers and solicitors; moved by Mr. P. Shaffer, second by Mrs. Horst. Motion passed unanimously.

   ➢ Mr. Snavely entertained a Motion to, conditionally, approve the Performance Bond pending the review and approval of all of the parties’ engineers and solicitors; moved by Mr. Ardini, second by Mr. P. Shaffer. Motion passed unanimously.

   b. Caroline Hoffer – Barley Snyder (Blackford Development)
      i. Ms. Hoffer was in attendance to field any questions pertaining to the Blackford Development. She indicated that the final plan does include a Sheetz convenience store and gas station. Being considered are; a bank, two retail centers, and a hotel. The development will include the extension of the Bucknoll Road water line from Bucknoll Road to Lancaster Road, and to the development site. A portion of the project will be reimbursed to the developer for extending the lines. Another portion would be placed by the developer at the Authority’s expense, though not to exceed 50% of the total cost. All lines will be run in the public right-of-way. A cost opinion was received, and will be reviewed by staff. The project will be completed in two parts, the first for the development’s services, and the second for the Authority’s extension. For the first phase the developer will complete all water line construction with a tap reimbursement for up to 50% of services that connect within an allotted time frame. The second phase would be installed at the Authority’s cost. The developer has another solicitor that does not work at Barley, to review their portions of this agreement. The highway permits have been procured.

III. Minutes
   ➢ Mr. Snavely entertained a Motion to approve the July 9, 2015 Minutes as presented; moved by Mr. Ardini, second by Mrs. Horst. Motion passed unanimously.
IV. Engineer’s Report
   a. Discussion was had on what direction to take with updating the Rules and Regulations. Mr. Ardini noted that Mount Joy’s rules and regulations were recently updated and could be an assistance tool in the updating process.
   b. The polymer system project was a success, which can been seen with the excellent blanket levels the WWTP while running on one digester.
   c. The belt filter press is being evaluated. Three different presses were demonstrated so far. An additional demo is being scheduled for 2016. The press under consideration would require electrical work and a higher flow rate to the press.

V. Operations & Executive Assistant’s Report
   a. Budget: Staff is evaluating designating capital expenditures to maintain the water tanks and tower.
   b. Mag Meter: The mag meter was damaged by lightning. The cost to replace the meter was $1,200, and the insurance deductible was $1K. No claim was submitted.
   c. Transmitters: The transmitter system’s antenna was struck as well. The invoice was $5500, and the insurance deductible was $1K. The antenna was 6-years old with a 5-year life span.
   d. TMDL: Mr. T. Shaffer attended a meeting regarding alternative ways being considered for calculating TMDLs for the Chiques Creek to reduce loadings, which will include restrictions, hopefully not tied to permits.
   e. Nutrient Credits: MAWSA will have approximately 1,300 pounds of Nitrogen to sell, and 1,500 to 1,800 pounds of Phosphorus credits to sell. The last few trading auctions were cancelled. Staff is researching how to best market and sell the anticipated credits.
   f. WWTP Hydrant: A delivery truck hit a hydrant.
   g. Amerigreen: The new bio-solids hauler is working out well.
   h. Hauled Waste Revenue: The actual hauled waste revenue number to date is currently 13% lower than the budgeted amount for several reasons; 1.) The Authority is currently receiving less sludge which lowers the overall blended average per gallon, 2.) The agreement with Kline’s (Penn Twp.), and 3.) The plant staff is trying to maintain the most proficient level of treatment possible, which will generate more saleable nutrient credits and create less bio-solid mass to be hauled away.

VI. Financials
   a. Vouchers: Mrs. Horst reported that the PNC debt service interest payment is on the vouchers. The principal payment will be on September’s vouchers, along with the other debt service payments. The auditor’s invoice is for the 2014 final audit.

   ➢ Mr. Snavely entertained a Motion to authorize payment of vouchers for $238,642.37 (water $79,018.63, wastewater $159,623.74), ratify payments made prior to the meeting for $37,103.23 (water $29,347.59, wastewater $7,755.64), and to authorize payment for invoices received after the reports were run for $19,918.17 (water $6,150, wastewater $13,768.17); moved by Mr. P. Shaffer, second by Mr. Ardini. Motion passed unanimously.

VII. Reports
   a. Budget to Actual Water: The line item for main breaks is over budget (448.420).
   b. Projects: The Authority received some incorrect parts for the PS2 roofing project. The additional parts were then utilized to include an additional roof over PS1 to make the best of the supplementary resources received.
   c. Total Funds: The year-over-year cash flow has improved.
   d. Budget versus actual numbers are doing well overall.
e. Bank Accounts: Wells Fargo reported a fraudulent check attempting to be processed against one of the Authority’s accounts. Staff took the required steps to report the check and protect the Authority’s accounts.

➢ Mr. Snavely entertained a Motion to formally approve the transactions necessary to terminate the subject account and the creation of a new account where the funds from the old account are to be transferred; moved by Mrs. Horst, second by Mr. P. Shaffer. Motion passed unanimously.

f. E-Adoption: The focus of e-adoption is cost savings on bill delivery.

VIII. New Business
a. Right-To-Know Officer Appointment
➢ Mr. Snavely entertained a Motion to appoint Candace Hoover as the Right-to-Know Officer; moved by Mrs. Horst, second by Mr. P. Shaffer. Motion passed unanimously.

b. PMAA Delegate & Alternate
i. There were no volunteers for 2015.
ii. Pool Filling Protocol Update: The pool filling policy will be updated to allow fills with a minimum of 500 gallons to apply for a sewer credit. Applicants will be instructed to utilize the exact meter readings for fills and be considered per incident.

➢ Mr. Snavely entertained a Motion to approve the update of the pool filling policy to allow applicants to apply for sewer credit for exact gallons with a minimum fill of 500 gallons; moved by Mrs. Horst, second by Mr. P. Shaffer. Motion passed unanimously.

IX. Old Business
a. South Charlotte Street: The water line replacement project to replace the service line, from Eby Street going south to the creek, begins Monday, August 17. Supplies are ready and cataloged, and no parking have been posted.

X. Visitors: Unregistered Visitor Comment Period
a. There were no additional visitors.

XI. Announcements
a. Emergency Response Plan Workshop: A workshop for board members is available.

XII. Adjournment
➢ Mr. Snavely entertained a Motion to adjourn at 9:00PM; moved by Mrs. Horst, second by Mr. Ardini. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover, Recording Secretary
I. Call to Order/Pledge of Allegiance
   a. Chairman Snavely convened the meeting with the Pledge of Allegiance at 7:05PM
   b. Roll Call: Chairman Douglas Snavely, Secretary Wade Baker, Treasurer Barb Horst, Assistant Secretary/Treasurer Robert Miller, and Members Joe Ardini and Paul Shaffer.
   c. Office Staff: Executive Assistant Terry Shaffer, Facilities Manager Sam Getz, Recording Secretary/Billing Administrator Candace Hoover
   d. Professional Services: Chris Foreman – Rettew Associates
   e. Absent: Vice Chairman Marc Phillips

II. Visitors – there were no registered visitors present.

III. Approval of Minutes: August 13, 2015
   a. Section VIII-c and the correlating Motion should read as follows:
      Pool Filling Protocol Update: The pool filling policy will be updated to allow fills with a minimum of 500 gallons to apply for a sewer credit. Applicants will be instructed to utilize the exact meter readings for fills and be considered per incident.
      Mr. Snavely entertained a Motion to approve the update of the pool filling policy to allow applicants to apply for sewer credit for exact gallons with a minimum fill of 500 gallons; moved by Mrs. Horst, second by Mr. P. Shaffer. Motion passed unanimously.

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

IV. Reports
   a. Engineer’s Report
      1. Chapter 94: Mr. Foreman reported that Rettew has responded to DEP regarding inquiries pertaining to pump flow rates. Draw down tests will be conducted to satiate and finalize their requests.
      2. Source Water Protection: A task list has been created and provided to Mr. T. Shaffer.
      3. Penn Towne Center: Mr. Foreman reported that he, Mr. T. Shaffer, and Mr. Getz have met with Penn Township regarding the Blackford Development to discuss the best way to provide water service to the project. It was discovered that the Township received a final set of drawings that had less updates than the Authority’s preliminary drawings. They are planning to meet with Ms. Hoover regarding the project in the next week.
      4. Sweetbriar Creek: Rettew is waiting on drawings.
      5. Oak Street Development: A capacity request has been approved.
   b. Executive Assistant & Operations Report
      1. Nutrient Credits: There has been an interest in the credits available for sale.
      2. South Charlotte Street Project: The Elwyn Terrace Project has been moved to 2017 to offset the cost of the project and emergency main breaks. A leak was repaired on Elwyn in 2014. There is 6” ductile iron line run there, so a hydrant, sample port, and possibly blow off are still needed.
      3. System Model: Staff will be receiving the latest copy of the model to review. It was recommended that it be updated once a year unless the year is extremely active, then it should be update quarterly.
4. WTP: Additional work will need to be done to complete the well controls. There are high service pumps that need to be replaced in the near future.

5. WWTP: A proposal was generated by Rettew to evaluate the entire system, its influent, and how to best process it to see if further enhancements such as an additional pre-screener would affect the total process. Further studies will be done by staff to phase in the proposal with pending projects.

V. Financials
   a. Vouchers
      1. Mrs. Horst reported that some of the South Charlotte Street Project invoices are present on the vouchers.
      2. The debt service payment (principal and interest) payment is in the vouchers as well.

      Mrs. Horst entertained a Motion to approve payment of the vouchers for $143,103.36 (water $73,874.88 and wastewater $69,228.48), ratify payments made prior to the meeting for $1,003,967.57 (water $240,616.46 and wastewater $763,351.11), and approve payment of vouchers received after the meeting reports were run for $25,200.50 (water $25,142.26 and wastewater $58.24); moved by Mr. Baker, second by Mr. Miller. Motion passed unanimously.

   b. Reports
      1. Bank balances are in good shape, even after the debt service payment.
      2. 2016 Budget – A preliminary budget will be presented to the Finance Committee mid-October. The board will receive the first draft in November.
      3. Annual PMRS Minimum Municipal Obligation (MMO)

      Mr. Snavely entertained a Motion to approve the 2016 Annual PMRS Minimum Municipal Obligation for $16,020.00; moved by Mr. Baker, second by Mr. P. Shaffer. Motion passed unanimously.

VI. New Business
   a. Sun Hill Bus Depot/Metzler Bus Depot Letter of Credit Reduction Request

      Mr. Snavley entertained a Motion to approve the reduction of letter of credit for the Sun Hill/Metzler Bud Depot for $166,497.00; moved by Mrs. Horst, second by Mr. Miller. Motion passed unanimously.

   b. Westside RE Holdings Release of Escrow Funds (Holly Tree Farms): The developer is requesting release of escrow funds for $40,000.00. The Solicitor has recommended that the Authority release 75% of the funds ($30,000.00) and retain the remaining 25% ($10,000.00) until the project is completed in six months.

      Mr. Snavely entertained a Motion to authorize the release of 75% of the requested funds for $30,000.00 to Westside RE Holdings; moved by Mr. P. Shaffer, second by Mr. Ardini. Motion passed unanimously.

VII. Old Business
a. Blackford Development: Discussion was had on the possible third phase of the project where the Authority was considering requesting of the developer to install additional water mains extending up Bucknoll Road.

VIII. Visitors: There were no un-registered visitors present.

IX. Announcements: There were no announcements.

X. Executive Session
   ➢ Mr. Snayley entertained a Motion to recess to Executive Session to discuss personnel matters at 8:44PM; moved by Mr. Baker, second by Mrs. Horst. Motion passed unanimously.
   ➢ Mr. Snayley entertained a Motion to return from Executive Session from discussing personnel matters at 9:56PM; moved by Mr. Ardini, second by Mr. P. Shaffer. Motion passed unanimously.
   ➢ Mr. Snayley entertained a Motion to authorize a retroactive salary increase for Mr. Getz as of June 27, 2015, per the discussion held in Executive Session; moved by Mr. Ardini, second by Mr. Miller. Motion passed unanimously.

XI. Adjournment
    ➢ Mr. Snayley entertained a Motion to adjourn the meeting at 9:57PM; moved by Mr. P. Shaffer, second by Mr. Ardini. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover, Recording Secretary
Manheim Area Water & Sewer Authority
Minutes of October 8, 2015

I. Call to Order/ Pledge of Allegiance
a. Chairman Snavely convened the meeting with the Pledge of Allegiance at 7:03 PM
b. Roll Call: Chairman Douglas Snavely, Vice Chairman Marc Phillips, Secretary Wade Baker, Treasurer Barb Horst, Members Joe Ardini and Paul Shaffer
c. Office Staff: Executive Assistant Terry Shaffer, Financial Comptroller Deb Tobias, Facilities Manager Sam Getz, Billing Administrator/ Recording Secretary Candace Hoover
d. Absent: Assistant Secretary/Treasurer Robert Miler

II. Visitors: Registered Visitor Comment Period
a. NWEMS – Dr. Lew Jury & Mr. Mike Williams: Dr. Jury and Mr. Williams were present on behalf of the NWEMS. The emergency services team is looking to raise $900K to construct their new building. Mr. Williams and Dr. Jury shared points regarding the volunteer campaign which has raised funds from businesses and residents. The regional emergency services contributed $300K as seed money, and they are requesting the Authority to partake as well. Mrs. Horst highlighted a section of the Municipal Authority’s Act that limits donations to $1,000. Mrs. Horst would like the Solicitor to review the possibilities of making a donation and whether or not the Authority can ask its employees to consider the same.
b. 138 South Main Street, Manheim – Richard Broderick: Mr. Broderick was not present. His letter was reviewed by the board. Based on the information provided, the board concurred to uphold the staff’s decision to deny the request for waiver of the meter and frozen meter charge.

III. Approval of Minutes
a. September 10, 2015:
   - Mr. Snavely entertained a Motion to approve the Minutes as presented; moved by Mrs. Horst, second by Mr. Phillips. Motion passed unanimously.

IV. Reports
a. Executive Assistant and Operations Report:
   i. Water Loss: The metering project has allowed the Authority the data it needed to dial down where water was being lost and repair it. Water loss has been reduced by over 40%. Daily monitoring is in place that allows staff to tell in a day if there is a leak and what side of town it is on.
   ii. Blackford Development: Comments were provided by Rettew to Light-Heigel for correction or response on the plans they submitted for the Penn Towne Center development.
   iii. Electric Use: Discussion was had on whether or not the WWTP could be converted to a methane plant. The conversion process would require a several million dollar upgrade.
   iv. Notice of Violation: Staff was informed of an omission on sub-classification on one of its operator's licenses. An interim licensee was obtained until the new hire starts, who has all of the required licenses and sub-classifications. The policy has been updated to have all employees provide all documentation of any classes and continuing education to HR so that there is a backup copy available in each person's personnel file. Staff is to generate a list of employees that would benefit the Authority to carry a water/wastewater license and CDL.
   v. Nutrient Credits: The market is saturated with nutrient credits. At best it seems the Authority can get $1 per pound. It is anticipated that next year the credits will be flow
rate based. If that is true, the Authority is in a good position to have credits in a better market.

vi. Septage Revenue: The hauled waste program has picked up.

vii. Projects List: Mr. Shaffer shared the goals the executive team has compiled. The team shared that the list is very organic. As projects arise or are found, they are added. The list is updated by employees every week, and the team meets monthly to review the status and add any additional projects.

viii. 131 South Charlotte Street – Bagnato: The request will be sent to the solicitor to clarify the requirements and its enforcement.

b. Engineer’s Report
   i. SRBC Annual Monitoring: Mr. Shaffer reported that the quarterly draw down occurred and was approved in October.

V. Financials
   a. Authorization to Pay Vouchers
      ➢ Mr. Snavely entertained a Motion to authorize payment of vouchers needing approval for $100,933.82 ($23,971.69 water and $76,962.13 wastewater) and to ratify payments made prior to the meeting for $44,034.46 ($32,164.37 water and $11,870.09 wastewater); moved by Mr. Baker, second by Mr. Phillips. Motion passed unanimously.

VI. Financial Reports
   a. Cash Balance: The bank balances are in good standing.
   b. Settlement: The closeout is in April of 2016.
   c. Revised MMO: Due to the timing of the resignation of the director, that contribution must still be accounted for in the MMO accountability. The adjustment is an additional $20.
      ➢ Mr. Snavely entertained a Motion to approve the updated MMO; moved by Mr. Baker, second by Mr. Shaffer. Motion passed unanimously.
   
d. Wastewater Payback Schedule: In the past, the wastewater borrowed money from the water. The payback proposal was presented to the auditor. The Authority will not be held to the amounts as long as an effort is made to reconcile the accounts. The board concurred that as long as the dollar amounts are budgeted, the Financial Comptroller may determine when the funds will be moved.

VII. New Business
   a. Personnel Research: A proposal from NJ Hess Associates was presented regarding the conduction of a salary and benefits study to see where the Authority’s package stands in comparison to similar authorities. The Personnel Committee recommends accepting the proposal.
      
      ➢ Mr. Snavely entertained a Motion to approve the proposal from NJ Hess Associates for a salary and benefits comparison; moved by Mr. Baker, second by Mr. Phillips. Motion passed unanimously.

VIII. Executive Session
    ➢ Mr. Snavely entertained a Motion to recess to Executive Session to discuss personnel matters at 9:31PM; moved by Mr. Baker, second by Mr. Phillips. Motion passed unanimously.
Mr. Snavely entertained a Motion to return to regular session from discussing personnel matters at 10:26PM; moved by Mr. Baker, second by Mr. Phillips. Motion passed unanimously.

Mr. Snavely entertained a Motion to adjourn at 10:34PM; moved by Mr. Ardini, second by Mrs. Horst. Motion passed unanimously.

Respectfully Submitted,
Candace L. Hoover, Recording Secretary
I. Call to Order/Pledge of Allegiance
   a. Chairman Snively convened the meeting at 7:10PM with the Pledge of Allegiance.
   b. Roll Call: Chairman Douglas Snively, Vice Chairman Marc Phillips, Secretary Wade Baker, and Members Joe Ardini and Paul Shaffer
   c. Absent: Treasurer Barb Horst, Assistant Secretary/Treasurer Robert Miller
   d. Office Staff: Executive Assistant Terry Shaffer, Financial Comptroller Deb Tobias, Facilities Manager Sam Getz, Billing Administrator/Recording Secretary Candace Hoover

II. Visitors: Registered Visitors Comment Period
   a. James & Teresa Cowhey – 111 South Main Street – Connection Appeal: Mr. Cowhey reviewed the history of the property’s construction.
      1. Mr. T. Shaffer presented the staff recommendation to allow the waiver on behalf of Mr. Getz. The board agreed to uphold staff’s recommendation to waive the requirement for this property.

III. Approval of Minutes of October 8, 2015
    ➢ Mr. Snively entertained a Motion to approve the October 8, 2015 Minutes as presented; moved by Mr. Phillips; second by Mr. P. Shaffer. Motion passed unanimously.

IV. September 10, 2015 (See attached Memo)
    ➢ Mr. Snively entertained a Motion to approve the amended September 10, 2015 Minutes; moved by Mr. Phillips, second by Mr. Baker. Motion passed unanimously.

V. Reports
   a. Engineer’s Report
      1. Chapter 94 Report: The Draw-Down Test was completed, and will be available for DEP’s questions on the 2014 Chapter 94 Report and for 2015.
      2. Landmark: Ms. Tobias reported that two of the apartment buildings for the Holly Tree Development are constructed. They are still working through their agreement’s tap reimbursements.
      3. Blackford Development: Mr. T. Shaffer and Ms. Brass concurred that Rettew’s comments have been submitted to the developer’s engineers.
   b. Operations & Executive Assistant Report
      1. Meeting Packets: Mr. T. Shaffer thanked the board for giving the Executive Team the opportunity to run the Authority. In respect of the Board’s time, staff would like to present a more streamlined packet. The Board will think about what reports they want to continue to see versus some that would be good to have along for reference, but not necessarily part of the monthly packet.
      2. High Service Pump: Ms. Braas will evaluate the type of pump being sought and whether or not one should be replaced or two of the three.
      3. Digester Cleanout: Digester 7A needs to be cleaned out as soon as possible due to its negative impact on our treatment process. Verbal estimates are high, ranging between $75K and $100K, so the project will need to be bid. The Executive Team recommends that Rettew be authorized to bid the project.
         i. The Finance Committee requested a surplus review from our auditor and a benchmark of reserve funds the Authority should hold in order to assist in making the decision of how to pay for the digester cleanout.
Chairman Snavely entertained a Motion to authorize Rettew to bid the digester cleanout project; moved by Mr. Phillips, second by Mr. Baker. Motion passed unanimously.

4. Biosolids Enhancement Feasibility Study: The study proposed by Rettew will provide the board and staff with the data it needs to determine how to maximize the current plant, and make decisions on potential upgrades to enhance its function while reviewing the biosolids system. The original proposal was put together in 2013. Rettew has offered to hold the price, and will include an economic analysis. The team would like to see it completed by May 1, 2016. Mr. Baker challenged staff to make sure that the plan be followed through with if the study is authorized. The Solicitor has provided edits to the document, which has been provided to Ms. Brass to review with Rettew.

Chairman Snavely entertained a Motion to proceed with the Biosolids Feasibility Study; moved by Mr. Ardini, second by Mr. Phillips. Motion passed unanimously.

5. Staff Licensing: The Executive Team has provided a recommendation to uphold the education policy in the employee handbook pertaining to educational assistance. This will support staff’s recommendation to maintain a dual layer of certifications and licenses. Additional layers will be encouraged.
   i. There is only one vehicle that requires a commercial driver’s license, and three employees have their CDLs.
   ii. Discussion was had on the subclass of the licensees and DEP’s requirements for those licensees. The Executive Team is strongly recommending that the Collection & Distribution Team be encouraged to pass the Class E Certification. Staff that better’s value through education enhances professionalism and opens more doors to them.

VI. Financials
   a. Vouchers
      Chairman Snavely entertained a Motion to approve payment of vouchers for $93,286.34 (Water $15,803.37; Wastewater $77,482.97); and to authorize payment of invoices received after reports were run for $22,770.75 (Water $20,706.42; Wastewater $2,064.33); moved by Mr. Phillips, second by Mr. Baker. Motion passed unanimously.

      Chairman Snavely entertained a Motion to ratify payments made prior to the meeting for $43,533.32 (Water $32,212.04; Wastewater $11,312.28); moved by Mr. Phillips, second by Mr. Ardini. Motion passed unanimously.

   b. 2016 Draft Water Budget
      1. Ms. Tobias reviewed the proposed operational and non-operational revenue lines. Most notable is the tapping fee line. This line reflects 75% of the taps quoted by the developers.
      2. The transmitter service fee will be billed for the last time in October 2016. This falloff honors the commitment made for the fee covering a portion of the meter reading system.
c. 2017 Draft Wastewater Budget

1. Ms. Tobias reviewed the operational and non-operational revenue lines.
2. Discussion was had on several expense lines such as legal services and capital expenditures.

VII. New Business

a. Capital Projects: The Strategic Planning Committee will review the capital projects list for wastewater and water, and comprise a recommendation of projects for the 2016 budget.

VIII. Old Business

a. NWEMS

Chairman Snively entertained a Motion to authorize payment of a donation of $1,000 to the Northwest Emergency Management Services; moved by Mr. Baker, second by Mr. P. Shaffer. Motion passed by a vote of 4-1 with a nay vote by Mr. Ardini.

b. Enforcement of Galvanized Lines: Discussion was had on the Solicitors’ memo and whether or not the interpretation of the rules and regulations should lean toward replacement of leaking galvanized lines or galvanized lines in general. The board was inclined to require replacement if the lines were compromised or leaking. The Executive Team will put together an updated policy to utilize until the rules and regulations are revised.

IX. Executive Session

Mr. Snively entertained a Motion to recess to Executive Session at 10:21PM to discuss personnel matters; moved by Mr. Baker, second by Mr. P. Shaffer. Motion passed unanimously.

Mr. Snively entertained a Motion to return from Executive Session from discussion of personnel matters at 10:50PM; moved by Mr. Baker, second by Mr. Snively. Motion passed unanimously.

Mr. Snively entertained a Motion to adjourn at 10:51PM; moved by Mr. Ardini, second by Mr. P. Shaffer. Motion passed unanimously.

Respectfully Submitted,
Candace L. Hoover, Recording Secretary
I. Call to Order Pledge of Allegiance
   a. Chairman Snavely convened the meeting at 7:03PM with the Pledge of Allegiance.
   Roll Call: Chairman Douglas Snavely, Vice Chairman Marc Phillips, Treasurer Barb Horst,
   Secretary Wade Baker, Assistant Secretary/Treasurer Robert Miller, and Member Paul Shaffer.

Absent: Joe Ardini

Office Staff: Executive Assistant Terry Shaffer, Financial Comptroller Deb Tobias, Facilities
Manager Sam Getz, and Billing Administrator/Recording Secretary Candace Hoover

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

III. Approval of Minutes of November 12, 2015
   ų Mr. Snavely entertained a Motion to approve the Minutes of November 12, 2015 as presented;
   moved by Mr. Phillips, second by Mr. Baker. Motion passed unanimously.

IV. Reports
   a. Executive Assistant & Operations Report
      1. Reporting: Mr. Shaffer reported that DEP is satisfied with the Chapter 110 data they
         requested.
      2. DEP WTP NOV: The Authority received a notice of violation for one of the two chart
         recorder pen that failed to record 10-days of turbidity. Fail safes in place indicate that
         no violations occurred during that 10-day period. A required notification will be included
         with the next billing statement to assure all customers are notified. The board
         recommended a list of facts to assist with calls they may receive.
      3. Leak Repair: There was a main break at the intersection of North Penn Street and East
         Gramby Street of approximately 60-70K gallons per day. The leak was fixed.
      4. Blackford Development: Documents were received by staff around 2PM this afternoon
         regarding the Authority extension portion of the project and agreement. Staff and Ms.
         Brass will review the documents and provide a recommendation to the board in
         January.
      5. WWTP Windows: Repairs will cost approximately $162 per window.
      6. DEP Licensing NOV

   ų Mr. Snavely entertained a Motion to approve payment of the Consent Assessment of Civil
   Penalty to DEP for $8,054; moved by Mr. Phillips, second by Mrs. Horst. Motion passed
   unanimously.

b. Engineer
   1. Ms. Brass indicated that the Biosolids feasibility study and digester projects were
      underway.

V. Financials
   a. Authorization to Pay Vouchers
Mr. Snavely entertained a Motion to authorize payment of vouchers for $72,507.47 ($19,330.72 water and $53,176.75 wastewater), ratify payments made prior to the meeting for $28,358.33 ($16,260.50 water and $12,097.83 wastewater), and to approve payment of vouchers received after reports were run for $30,482.26 ($26,366.29 water and $4,115.97 wastewater); moved by Mr. Miller, second by Mr. Baker. Motion passed unanimously.

b. Reports: Mrs. Horst reviewed the current financial reports for water and wastewater. Several projects designated for 2015 were postponed for 2016. They are present in the 2016 budgets.
   1. National Air Views Invoice: The Authority was presented with an aerial photograph of the updated wastewater treatment facility for $279.00.
   2. Nancy J. Hess Invoice: The professional services invoice for the pending compensation survey is approximately $4,000. This invoice does not include preliminary data. Staff was instructed to hold payment temporarily.

VI. Executive Session
   Ÿ Mr. Snavely entertained a Motion to recess to Executive Session at 7:39PM to discuss personnel matters; moved by Mr. Phillips, second by Mr. Baker. Motion passed unanimously.
   Ÿ Mr. Snavely entertained a Motion to return from Executive Session at 8:18PM from discussing personnel matters; moved by Mr. Baker, second by Mrs. Horst. Motion passed unanimously.
   Ÿ Mr. Snavely entertained a Motion to approve 2015 bonuses, and 2016 wages and salaries, as discussed in Executive Session; moved by Mrs. Horst, second by Mr. Miller. Motion passed unanimously.

a. 2016 Water Budget
   1. Water Revenue – Tapping Fees: Mr. Baker inquired about the tapping fee revenues. It was confirmed that those revenues are earmarked for capital projects. Discussion was held on the capital improvements being included, and how they are being funded. The concern Mr. Baker had was tied to the scenario of if the developers could not make good on their taps.
      i. 2016’s anticipated tapping fees were received directly from the developers.
      ii. The budget includes 75% of those reported.

b. 2016 Wastewater Budget
   Ÿ Mr. Snavely entertained a Motion to approve the 2016 Water and 2016 Wastewater budgets as presented; moved by Mr. Baker, second by Mr. P. Shaffer. Motion passed unanimously.

c. Resolution 1-2016: Fee Schedule: Several language clarifications were made in the Resolution. The updated schedule includes a ¼ penny increase in portable toilet waste taken in through the hauled waste program. It is the only slated increase for rates in 2016.

   Ÿ Mr. Snavely entertained a Motion to approve Resolution 1-2016 as presented; moved by Mr. Baker, second by Mr. Phillips. Motion passed unanimously.

VII. New Business
a. Conigliaro – Penalty Waiver Denial Appeal: The board concurred that the frozen meter fees must be paid, but agreed to waive the late fees for September.
b. 2016 Professional Services Engagements
   1. Auditor
      Ŷ Mr. Snavely entertained a Motion to continue the engagement of services with Sager, Swisher, and Company, LLP for auditing services for 2016; moved by Mrs. Horst, second by Mr. P. Shaffer. Motion passed unanimously.
   2. Engineer
      Ŷ Mr. Snavely entertained a Motion to continue the engagement of services with Rettew Associates for engineering services for 2016; moved by Mr. Phillips, second by Mr. Miller. Motion passed unanimously.
   3. Financial Institutions
      Ŷ Mr. Snavely entertained a Motion to continue the engagement of services with BB&T Bank and Fulton Bank for banking services for 2016; moved by Mrs. Horst, second by Mr. Baker. Motion passed unanimously.
   4. Solicitor
      Ŷ Mr. Snavely entertained a Motion to continue the engagement of services with Barley Snyder as the Authority Solicitor for 2016; moved by Mrs. Horst, second by Mr. P. Shaffer. Motion passed unanimously.
   5. 2016 Payments and Purchasing
      Ŷ Mr. Snavely entertained a Motion to authorize Staff to make payments to invoices that become due prior to the monthly meetings, participate in the Co-Stars and Lancaster County Cooperative programs; moved by Mr. Baker, second by Mr. Phillips. Motion passed unanimously.

VIII. Old Business
   a. Office Relocation & Security Reconfiguration: Mr. Gibble, the Authority's landlord for the administrative office, has indicated that he would be interested in a five-year lease extension with a minimal increase in rent while maintaining the Authority's option to cancel with a 180-day pre-notification of intent to discontinue the lease. The office relocation will be postponed until further notice.

IX. Visitors: Unregistered Visitor Comment Period – There were no visitors.

X. Announcements
   a. January’s meeting will be the reorganization meeting.
   b. The board was invited to the staff’s on site winter get together.

XI. Adjournment
    Ŷ Mr. Snavely entertained a Motion to adjourn at 9:20PM, moved by Mrs. Horst, second by Mr. Baker. Motion passed unanimously.

Respectfully Submitted,
Candace L. Hoover, Recording Secretary