I. Call to Order/ Pledge of Allegiance: Mr. Snavely convened the meeting with the Pledge of Allegiance at 7:01PM
   a. Roll Call: Chairman Douglas Snavely, Vice Chairman Marc Phillips, Secretary Wade Baker, Assistant Secretary/Treasurer Robert Miller, Joe Ardini, Paul Shaffer, and Jeffrey Sweater
   b. Office Staff: Executive Assistant Terry Shaffer, Financial Comptroller Deb Tobias, Facilities Manager Sam Getz, Lab Technician Nicole Rohrer, and Billing Admin./Recording Secretary Candace Hoover
   c. Engineering: Michele Braas, PE – Rettew Associates
   d. Solicitor: Dan Desmond, Esq. – Barley Snyder

II. Welcome New Board Member
   a. Mr. Snavely welcomed Mr. Sweater to the board. Mr. Sweater shared experience details with the board. The board expressed their gratitude for his volunteering to serve.

III. Appointments
   a. Election of Officers
      ſ Mr. Snavely entertained a Motion to open the floor for nominations for the election of officers for 2016; moved by Mr. Phillips, second by Mr. Baker. Motion passed unanimously.

      ſ Mr. T. Shaffer opened the floor for nominations for the office of Chair; Mr. Baker moved to nominate Mr. Snavely to the office of Chairman, second by Mr. Philips. Motion passed unanimously.

      ſ Mr. Snavely opened the floor for nominations for the office of Vice Chair; Mr. Phillips moved to nominate Mr. Miller to the office of Vice Chairman, second by Baker. Motion passed unanimously.

      ſ Mr. Snavely opened the floor for nominations for the office of Secretary; Mr. Phillips moved to nominate Mr. Baker to the office of Secretary, second by Mr. Miller. Motion passed unanimously.

      ſ Mr. Snavely opened the floor for nominations for the office of Treasurer; Mr. Miller moved to nominate Mr. Phillips to the office of Treasurer, second by Mr. Baker. Motion passed unanimously.

      ſ Mr. Snavely opened the floor for nominations for the office of Assistant Secretary/Treasurer; Mr. Baker moved to nominate Mr. Ardini to the office of Assistant Secretary/Treasurer, second by Mr. Phillips. Motion passed unanimously.

      ſ Mr. Snavely entertained a Motion to close nominations and elect the slate of officers as follows;
         Chair – Douglas Snavely
         Vice Chair – Robert Miller
         Secretary – Wade Baker
         Treasurer – Marc Phillips
         Assistant Secretary/Treasurer Joe Ardini;
      moved by Mr. Phillips, second by Mr. Ardini. Motion passed unanimously.
b. Committee Assignments: Per the discussion and concurrence of all members present, the 2016 Authority Committee appointments are as follows:

- Employment/Personnel Committee
  - Wade Baker
  - Marc Phillips
  - Paul Shaffer

- Finance Committee
  - Robert Miller
  - Marc Phillips
  - Jeffrey Sweater

- Property Committee
  - Wade Baker
  - Robert Miller
  - Paul Shaffer

- Strategic Planning Committee
  - Joe Ardini
  - Barb Horst (Resident Volunteer)
  - Doug Snavely
  - Jeffrey Sweater

IV. Visitors

a. Recognition of Service: Mrs. Horst resigned from the Authority, and was present to turn her position over to Mr. Sweater. On behalf of the board, Mr. Snavely thanked Mrs. Horst for her 12 years of service to the Authority, and presented her with a token of appreciation. Mrs. Horst thanked the board for the gift, and indicated that she had mixed feelings about leaving. She shared some of the experiences she has had with the board, and feels that she was able to accomplish her goals. Mrs. Horst has volunteered to remain on the Strategic Planning Committee so that the board may utilize her skills and past knowledge.

b. Dan Desmond, Esq. – Barley Snyder: Mr. Desmond indicated that the Penn Towne Center (Blackford Development) Developer’s agreement is fairly standard except for parts 6 and 8. The agreement is non-standard in its inclusion of an authority extension and developer’s extension.

1. Taps acquired through the authority extension will be kept by authority, as well as any connections made outside of the development. Connections arising from the development will be reimbursed to the developer, up to 50%, and capped at 10-years – whichever of the two comes first.

2. The developer has waived its right to taps that occur outside of the development. Mr. Sweater indicated that his experience is that developers are typically only reimbursed for expansions to extensions required by authorities. Mr. Desmond explained that the previous authority director was interested in providing for future expansion and included up to a 50% reimbursement, because the original developer requested line size was a 4” line, and the director requested it be an 8” line.

3. Mr. Miller stated that the agreement seems mutually beneficial.

4. 42 taps are anticipated to be received as a result of this development.

5. Mrs. Braas clarified that the 10-year period begins after the lines are dedicated.
Mr. Snavely entertained a Motion to approve the agreement as presented; moved by Mr. Baker, second by Mr. Miller. Motion passed unanimously.

c. Giuseppe Conigliaro – 345 S. Main St. – Frozen Meter Dispute: Mr. Conigliaro was not in attendance to present his case. The board concurred that they will uphold the denial of waiver.

V. Approval of Minutes - December 10, 2015

Mr. Snavely entertained a Motion to approve the Minutes of December 10, 2015 as presented; moved by Mr. Miller, second by Mr. Baker. Motion passed unanimously.

VI. Reports

a. Engineering

1. Water Treatment Plant: Ms. Braas reported that the Forward Flow Pumps have been repaired as many times as they should. In discussing the pump replacement, Mr. Desmond stated that he wanted to be sure that the pump in question is patented, and whether or not another pump could fit into that specific configuration of piping and confined space before determining if the replacement must be bid.

2. SRBC\(^1\): The annual data collection is complete. A separate report needs to be submitted in March, which will be started shortly.

   i. An additional report on water loss will be required next year as well.

3. Source Water Protection: The project is on a temporary hold.

4. High Service Pump: The memo for the project is completed and going through final quality control prior to presentation. Mr. Getz recommended that the pumps be installed by the manufacturer due to their size, and warranties.

5. Wastewater Evaluation: The biosolids study is progressing.

6. Digester Cleanout: Bids will be advertised Monday and due February 9, 2016 so that recommendations can be made at the February meeting.

7. Holly Tree Development: Ms. Braas reported that a dedication punch list is being drafted. Mr. Desmond is working on the deed of dedication.

b. Executive & Operations Report

1. Office Relocation & Security Reconfiguration: Mr. T. Shaffer indicated that the property owner has given a verbal 5-year lease extension agreement. Based on the board’s recommendation, he will move forward a written notification.

2. DE\(^2\): DEP\(^3\) requested a different grade of DE for the water plant filter, which has a finer grade to it.

   i. There is no way to determine how the requested DE will affect the filter change-out time until we begin to utilize it.

   ii. The pilot DE was pre-approved by DEP. If we want to go with a different kind, we will have to seek approval of it first.

3. Water Loss: The decrease in unaccountable water shows that the leak detection and repair programs were positive investments.

4. Safety Campus: The Borough and EMS\(^4\) developers are looking to be completed by year-end.

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1 SRBC: Susquehanna River Basin Commission
2 DE: Diatomaceous Earth
3 DEP: Department of Environmental Protection
4 EMS: Emergency Medical Services
5. **HACH SC 200**: The instruments have been installed to have a continual digital backup of all turbidity data.

6. Mr. Shaffer reviewed the WWTP performance, open wastewater projects, and hauled waste receiving for December and to date in January.

**VII. Financials**

a. **Vouchers**
   1. The payment that was held for Nancy Hess was re-reviewed by the Personnel Committee, and determined releasable.

   ÿ Mr. Snavely entertained a Motion to approve payment of vouchers totaling $106,020.14 ($45,285.68 water and $60,734.46 wastewater), ratify payments made prior to the meeting totaling $61,837.97 ($25,447.83 water and $36,390.14 wastewater); and authorize payment of vouchers received after the meeting reports were run totaling $4,449.52 ($1,832.89 water and $2,616.63 wastewater); moved by Mr. Baker, second by Mr. Phillips. Motion passed unanimously.

b. **December 2015 Water Revenue & Expense Report**
   1. Total Income: $130,024.61
   2. Total Expenses: $80,691.42
   3. Net Ordinary Income: $49,333.19

c. **December 2015 Wastewater Revenue & Expense Report**
   1. Total Income $273,720.60
   2. Total Expense: $115,914.77

d. **December 2015 General Revenue & Expense Report Discussion**
   1. Water and wastewater should both end in the positive. The auditor will depreciate assets and provide final report later in the year.
   2. Final numbers include monies received from the MEI settlement (see under New Business), and a pump project that was rescheduled from 2015 to 2016.
   3. Mr. Baker reported that a $50 transitional bonus was given to the part-time employees in December as part of rewarding staff for their efforts during the transition of the Authority’s structure.

   ÿ Mr. Snavely entertained a Motion to ratify the issuance of the 2015 part-timers’ bonus; moved by Mr. Baker, second by Mr. P. Shaffer. Motion passed unanimously.

**VIII. New Business**

a. **Miller Environmental, Inc. v. Manheim Borough Authority Settlement Release**: The settlement release was signed and included for historical reference.

**IX. Old Business - No items were presented.**
X. Executive Session
   ⊘ Mr. Snavely entertained a Motion to recess to Executive Session at 8:31PM to discuss personnel matters; moved by Mr. Phillips, second by Mr. Baker. Motion passed unanimously.
   ⊘ Mr. Snavely entertained a Motion to return from Executive Session at 9:15PM from discussing personnel matters; moved by Mr. Phillips, second by Mr. Ardini. Motion passed unanimously.
   ⊘ Mr. Snavely entertained a Motion to appoint Mr. Terry Shaffer as the Authority Manager; moved by Mr. P. Shaffer, second by Mr. Sweater. Motion passed unanimously.
   ⊘ Mr. Snavely entertained a Motion to adjourn at 9:17PM; moved by Mr. Miller, second by Mr. P. Shaffer. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover, Recording Secretary
MANHEIM AREA WATER & SEWER AUTHORITY: FEBRUARY 11, 2016

I. Call to Order/ Pledge of Allegiance: Mr. Snavely convened the meeting at 7:00PM.
   a. Roll Call: Chairman Douglas Snavely, Vice Chairman Robert Miller, Treasurer Marc Phillips, Assistant Secretary/Treasurer Joe Ardini, and Member Jeffrey Sweater.
   b. Absent: Secretary Wade Baker, and Member Paul Shaffer
   c. Executive Team: Authority Manager Terry Shaffer, Financial Comptroller Deb Tobias, Facilities Manager Sam Getz,

II. Visitors
   a. Gail Billips – 115 S. Grant St. – Credit Request: Mrs. Billips indicated that she called the Authority office regarding the increase of water use on the December billing statement. After calling about the use, she had a toilet repaired. The staff member she spoke to indicated that a flag would be put on the account to notify her if the high use continued. Mrs. Billips’ January statement showed more water use than the December statement, but she did not receive a notification about it. Staff did issue a work order and send technicians out to survey the property for leaks. An additional toilet was found to be deficient. It is her belief that this was negligence on the Authority’s part and is requesting a credit of the difference of the January bill amount and her average bill amount.
      i. Mr. Snavely explained how a meter is read, and what steps she could take to determine what amount of water is being used. Staff will be directed to pull Mrs. Billips’ records to see what the water use was and when it occurred, as well as what her account indicator is and when it was adjusted.
   b. Jonas Beiler – 19/21 New Charlotte St. – Tapping Fee Waiver Request: Mr. Beiler will be in attendance at the March meeting.
      ➢ Mr. Snavely entertained a Motion to grant a waiver of the full tapping fee for Mr. Beiler for both 19 and 21 New Charlotte Street due to the catastrophic storm flooding event as defined by FEMA, and authorize the reinstatement of taps to for payment of the amounts owed and the revenue that would have been obtained from disconnect to present so that Mr. Beiler may revitalize the blighted properties; moved by Mr. Phillips, second by Mr. Sweater. Motion passed unanimously.
   c. Giuseppe Conigliaro – 345 S. Main St. – Frozen Meter Dispute: Mr. Conigliaro was not present. The board concurred to uphold the denial of his request.

III. Approval of Minutes – January 14, 2016
   ➢ Mr. Snavely entertained a Motion to approve the Minutes as presented; moved by Mr. Sweater, second by Mr. Phillips. Motion passed unanimously.

IV. Reports
   a. Engineering
      i. Ms. Braas met with staff regarding their needs for a GIS system and had a drafted proposal to issue in the near future.
      ii. High Service Pumps: Waiting to hear back from manufacturer.
      iii. SRBC: Ms. Brass will confirm the due date for clarification.
   b. Management & Operations
      i. DEP Performance Review: The report was very positive. The recommendations received were not scored against the Authority, but mentioned for the Authority’s benefit.
   c. Safety Campus Water Main Leak & Repair: (See attached packet.) Under consideration is the scope of the project area, the details of what equipment was driven over the Authority’s assets, what was lost due to the break, and the assistance the Authority provided during the snow storm, which was compiled at

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1 SRBC: Susquehanna River Basin Commission
the request of the Borough Manager. The board directed Mr. T. Shaffer to negotiate the main break invoice.

d. Snow Plowing: Discussion was had on providing the Borough with assistance during emergency snow events, what the liability would be, costs, etc.

e. Lead & Copper: Staff is preparing an informational section of the web site in case news events in Flint, Michigan spark interest in local customers.

f. Digester Cleanout Bids
   - Mr. Snavely entertained a Motion to award Kline’s Services, LLC with the contract to clean out Digester Tank T7A for $107,360.50; moved by Mr. Sweater, second by Mr. Ardini. Motion passed unanimously.

V. Financials
   a. Vouchers
      - Mr. Snavely entertained a Motion to authorize payment of $110,161.62 ($34,336.08 water and $75,825.54 wastewater), ratify payments made prior to the meeting of $27,230.90 ($15,041.24 water and $12,189.66 wastewater), and authorize payment of vouchers received after the meeting reports were run for $4,763.13 ($1,326.70 water and $3,436.43 wastewater); moved by Mr. Phillips, second by Mr. Miller. Motion passed unanimously.
      - Mr. Snavely entertained a Motion to authorize the release of the credit balance request of $2,500 to The Salem United Methodist Church as indicated in their request letter; moved by Mr. Phillips, second by Mr. Ardini. Motion passed unanimously.

b. Financial Reports
   i. January 2016 Water Revenue & Expense Reports
   ii. Total Income: $115,255.12
   iii. Total Expenses: $82,407.18
   iv. Net Ordinary Income: $33,207.94

c. January 2016 Sewer Revenue & Expense Reports
   i. Total Income: $197,159.14
   ii. Total Expenses: $112,139.56
   iii. Net Ordinary Income: $85,019.58

VI. New Business:
   a. Daryl Myer – Myer’s Furniture – Bucknoll Road/ New Service Connection: The information included was drafted on the idea that the service main would be run from Lancaster Road to Park Hill Drive. Another connection method was discussed by staff, which should be more cost effective for the customer and the Authority, which will be presented by staff to Mr. Myer.

      - Mr. Snavely entertained a Motion to adjourn at 8:52PM; moved by Mr. Miller, second by Mr. Ardini. Motion passed unanimously.

Respectfully Submitted,
Candace L. Hoover, Recording Secretary

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2 I&I: Infl w and Infiltr tio – Clear water that enters the wastewater system through various means.
MANHEIM AREA WATER & SEWER AUTHORITY: MARCH 10, 2016

I. Call to Order/ Pledge of Allegiance: Mr. Snavely convened the meeting at 7:00PM
a. Roll Call: Chairman Douglas Snavely, Vice Chairman Robert Miller, Secretary Wade Baker, Treasurer Marc Phillips
b. Absent: Assistant Secretary/Treasurer Joe Ardini, and Member Paul Shaffer
c. Staff: Authority Manager Terry Shaffer, Financial Comptroller Deb Tobias, Facilities Manager Sam Getz, Operator of Record Tim Horne, and Laboratory Technician Nicole Bushong

II. Visitors – There were no scheduled visitors.

III. Approval of Minutes of February 11, 2016
a. Spelling corrections were provided to the owner of Myer’s Furniture. The appropriate spelling is Daryl Myer.

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

IV. Reports
a. Engineering
1. WTP1: Discussion was had on DEP’s request for MAWSA to run a finer filter media at the plant. Staff’s experience has been that there is increased strain on the pumps with added head pressure in order to maintain reservoir levels with the requested media. Staff met with Ms. Braas and DEP to understand DEP’s requirements, what their recommendations are based on the staff’s difficulties, and what suggestions they had for staff to meet the requirements.
2. Source Water Protection: Penn Township has agreed to take the lead on the project. The committee for it will consist of a staff member from their Authority and MAWSA’s, each of the Authority’s engineers, a member from each board, and Mr. Sweater.
   i. Mr. Phillips will serve for the remainder of his term.
3. High Service Pumps: (See attached.) The Solicitor has confirmed that the project will have to be bid. Mr. Horne felt that Option 1 is a better fit for the plant.

➢ Mr. Snavely entertained a Motion to authorize going to bid for the High Service Pumps based on Option 1; moved by Mr. Baker, second by Mr. Sweater. Motion passed unanimously.

4. WWTP2: Digester cleanout is in progress.
5. Developments: Discussion was held on the capacity request for the South Oak Street Development.

b. Operations and Manager’s Report
1. FPPE3: A draft response to DEP’s report has been generated, and will be submitted.
2. Fluoride: Engineering and permitting to assure the system meets all regulatory compliance requirements will cost approximately $20K. Ms. Braas made calls to manufacturers for equipment costs, but she has not received any calls back yet.

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1 WTP: Water Treatment Plant
2 WWTP: Waste Water Treatment Plant
3 FPPE: Filter Plant Performance Evaluation
i. Discussion was had on surveying the customer base. During the last Fluoride discussion, a lot of visitors present were not customers.

ii. Discussion was had on the number of Authorities moving away from general Fluoride application to no application or other means.

Mr. Snavely entertained a Motion to discontinue the use of Fluoride. Staff will proceed with contacting the Solicitor to begin the proper protocols; moved by Mr. Baker, second by Mr. Sweater. Motion passed unanimously.

c. Myers Furniture: Mr. T. Shaffer is recommending the installation of an extension for Mr. Myer for his store and home. The extension will require Manheim Tire to connect as well. An additional connection may be required due to the extension. Staff will confirm whether or not the extension will be within the connection requirement distance of the municipality where the properties are.

d. SCADA: A system for the WTP is being considered to increase the functionality and efficiency of the plant. A proper system may cost between $10K and $25K.

e. Service Valves: Staff is recommending the installation of two water valves to isolate the main service lines for the town so that in an emergency situation with the service tanks, it would not involve cutting off service to the town route, the Authority’s largest service area.

Mr. Snavely entertained a Motion to authorize the installation of two valves for $10,200 as recommended by staff; moved by Mr. Sweater, second by Mr. Miller. Motion passed unanimously.

f. I&I: The trunk line to the wastewater plant is showing signs of deterioration. The 24-inch line is from the 1960’s and is approximately 450 feet long. At $250 per linear foot, it would cost $4.5 million to replace. Discussion was had on having a comprehensive repair plan for the line.

g. Belt Filter Press: Mr. Shaffer reminded the board that the belt filter press is worn, and that the rebuild estimate came in at $142K.

h. Digester Cleanout: The project is underway and should be completed in the very near future.

i. Hauled Waste: Revenue is up, even with having to turn away trucks during the heavy rainfall.

V. Financials

Mr. Snavely entertained a Motion to authorize payment of vouchers for $155,787.67 ($60,471.77 water and $95,15.90 wastewater); ratify payments made prior the meeting for $254,923.72 ($60,750.80 water and $194,172.92 wastewater), and approve payment of vouchers received after the reports were run for $31638.29 ($2,259.47 water and $29,378.82 wastewater); moved by Mr. Phillips, second by Mr. Miller. Motion passed unanimously.

a. Financial Reports

1. February 2016 Water Revenue & Expense Reports
   i. Total Income: $139,036.03
   ii. Total Expenses: $114,233.68
   iii. Net Ordinary Income: $24,802.35

2. February 2016 Sewer Revenue & Expense Reports
   i. Total Income: $215,989.52
   ii. Total Expenses: $294,478.92
   iii. Net Ordinary Income: $-78,489.40

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4 SCADA: Supervisory Control Data Acquisition
5 I&I: Inflow & Infiltration – Clear water that enters the wastewater system through various means.
VI. New Business
   a. GIS: Rettew compiled a needs assessment proposal at the request of the staff. Due to the issues that have arisen since the start of the GIS project, staff is recommending the project be tabled temporarily. The proposal would help staff layout the attributes the software will ultimately have. The layout is the groundwork for the design, which would then move to development and implementation.

   - Mr. Snively entertained a Motion to authorize the proposal from Rettew for the GIS plan; moved by Mr. Miller, second by Mr. Baker. Motion passed unanimously.

   b. Employment Status – Brock Miller: Mr. Shaffer is recommending that Mr. B. Miller be moved to permanent employment status.

   - Mr. Snively entertained a Motion to authorize the shift of Mr. Brock Miller from his probationary employment status to a permanent employment status; moved by Mr. Baker, second by Mr. Phillips. Motion passed unanimously.

VII. Old Business
   a. Mr. Giuseppe Conigliaro submitted another letter to review his frozen meter waiver denial. Staff will uphold the board’s decision.

VIII. Announcements
   a. McFee Fundraiser has additional tickets available.

IX. Adjournment
   - Mr. Snively entertained a Motion to adjourn at 9:27PM, moved by Mr. Miller, second by Mr. Sweater. Motion passed unanimously.

Respectfully Submitted,
Candace L. Hoover, Recording Secretary
I. Call to Order/ Pledge of Allegiance: Mr. Snavely convened the meeting with the Pledge of Allegiance at 7:02PM
   a. Roll Call: Chairman Douglas Snavely, Secretary Wade Baker, Treasurer Marc Phillips, Assistant Secretary/Treasurer Joe Ardini, and Member Jeffrey Sweater
   b. Absent: Vice Chairman Robert Miller and Member Paul Shaffer
   c. Staff: Authority Manager Terry Shaffer, Financial Comptroller Deb Tobias, Facilities Manager Sam Getz, Laboratory Technician Nicole Bushong, Billing Administrator/Recording Secretary Candace Hoover

II. Visitors
   a. Mr. Mark Morrison and Mr. Giuseppe Conigliaro
      1. Mr. Mark Morrison – Caddy Shack: Water Tower Fencing Signage Proposal
         i. Mr. Morrison would like to have a sign installed on the water tower fencing to allow out of town visitors to locate his business.
         ii. His proposal included a 5 square foot professionally made sign for which he would pay the Authority $250 per year for the 6 months the business is open.
         iii. The sign will meet all of the necessary Codes and provisions of Penn Township where the tower is located.
         iv. Mr. Ardini would like to see a written agreement that exonerates the Authority from any liability. It was also discussed that the signage include language that states that the sign was approved by MAWSA.
         v. Mr. Morrison offered to have the sign insured.
         vi. Mr. T. Shaffer feels that it is a business friendly decision.

   b. Giuseppe Conigliaro – 345 S. Main St.: Frozen Meter Waiver: Mr. Conigliaro stated that several meters were replaced at the end of 2014. Several months later, he received a call that there was an issue reading the meter. According to his tenant’s report, the meter battery was bad. He is disputing the frozen meter claim as it was not replaced at the same time as the others, nor was it leaking.
      1. Mr. T. Shaffer explained that the frozen meter event where the several meters frozen, the current one would have frozen at the same time.
      2. Mr. Baker explained that the meter gasket is still pushed out. It is most likely that this occurred during the original freeze, but that it did not completely fail which is why it would have been replaced later than the other meters.
      3. Mr. Ardini explained how pressure could be relieved on a manifold based on several meters extending from a single service line.
      4. Ms. Braas indicated that increased water consumption by one meter over another could also have been a cause for some to freeze while others did not.

➢ Mr. Snavely entertained a Motion to approve Mr. Morrison’s signage proposal base on the terms discussed and the provision of a written release of liability; moved by Mr. Baker, second by Mr. Ardini. Motion passed unanimously.
III. Approval of Minutes – March 10, 2016
   a. Mr. Baker shared that his vote for discontinuing the injection of Fluoride at the March meeting was based on the Operator of Record’s report on the corrosive nature the fluoride additive. He submitted the following correction to Section IV-b-2-ii’s of the March Minute’s Motion:
      ➢ Mr. Snavely entertained a Motion to discontinue the use of Fluoride. Staff will proceed with contacting the Solicitor to begin the proper protocols; moved by Mr. Baker, second by Mr. Sweater. Motion passed unanimously.

   ➢ Mr. Snavely entertained a Motion to approve the Minutes of March 10, 2016 as amended; moved by Mr. Sweater, second by Mr. Baker. Motion passed unanimously.

IV. Reports
   a. Engineering
      1. Fluoride: The Fluoride permit amendment has been drafted. With the Operator of Record, Mr. Horne’s, departure, there needs to be a fully licensed operator in responsible charge. Rettew’s provision is designed to provide a layer of coverage until the Operators on staff can obtain their remaining subclass(es).
      2. Source Water Protection: A meeting will be coming up in the near future.
      3. Digester Cleanout: Digester T7A has been completed. T7B will be cleaned out via change order, but included as part of the same cost as the original bid.
      4. Biosolids Study: A presentation is almost completed to bring before the board.
      5. Hauled Waste Guidelines & Recommendations: Staff has requested standardization for testing and acceptance of hauled waste, including forms for the program to streamline overall processing.
      6. Developments: There are a number of projects that have been lingering on the projects list. Rettew is following up with the developers to obtain final drawings, dedications, etc.
      7. Blackford Development: Final drawings addressing Rettew’s comments have not been submitted from the developer. One of the items to be addressed is a hydrant installation in either Phase One or Two, another is the addition of the new line for Myers Furniture.
   b. Management & Operations Report
      1. Water: Mr. T. Shaffer reported that on the Tier 2 submitted with the March billing statement. This customer notification is being resubmitted in the April statements based on a revision request staff received from DEP.
      2. Leak Detection: Fluid Pinpointing has been in the service area surveying the system for leaks. Almost a dozen have been located so far.
      3. High Service Pumps: Ms. Braas reported that several items have to be addressed prior to releasing the bid. The review process should take approximately 1 month.
      4. Myers Furniture: With the revised line proposal, staff is anticipating less than a 5-year recapitalization term.
         i. Mr. Ardini advises that the Authority assure the enforceability of the connections by Penn Township.
ii. Ms. Braas would like the submitted proposal to state where the valve(s) are more specifically, and to have the proposal formally written into the agreement. She believes the lien cost seems inflated, but it could be including the costs of curb stops and other miscellaneous items that would be included in an installation. She would like the inclusion of the cost breakout on behalf of the Authority.

Mr. Snavely entertained a Motion to approve the proposed Myers Furniture connection by McMichael Builders contingent upon engineer’s review and approval with the final cost not to exceed $25,000; moved by Mr. Ardini, second by Mr. Sweater.

5. Wastewater: Nitrogen and Phosphorus effluent discharge levels are still extremely positive.

6. I&I: The Collection & Distribution team are continuing to televise and log sewer mains to determine deficient areas.
   i. Ms. Braas pulled together a rough cost estimate for repairing the trunk line going to the wastewater plant. At first draft, it looks like the cost would be between $2 million and $2.4 million to repair.
      • Easements show that the trunk line was installed in the 1960’s, and covers about 15 manholes.
      • Mr. Getz reported that 750’ of the line has already been televised, and those portions show deficient clay piping away from the manholes. One of the leaks was at a joint, but the others were within the piping.
      • Mr. Baker estimates that there have been no repairs to this pipe since its installation.
      • Staff will continue to investigate the status of the trunk line, and devise a repair plan.

7. Digester Cleanout Change Order

Mr. Snavely entertained a Motion to approve the digester cleanout change order to include the cleanout of Digester T7B; moved by Mr. Baker, second by Mr. Phillips. Motion passed unanimously.

8. Collections: The Authority is recognizing record lows in outstanding balances due.

V. Financials
   a. Myers Furniture: The project will be expended from the capital budget line item.
   b. Vouchers
      1. Discussion was had on several line items, including a line stop that is listed on the waterside for a main break repair where the valve in the street failed, and the additional costs incurred on the wastewater side due to a hauler bringing in waste that did not match its analytical reporting.
      i. Discussion was had on tabulating the additional costs incurred by the Authority and sending an invoice to the hauler, and generator, to recuperate the costs of the containment and extra laboratory testing that their disposal caused.
         • Mr. Baker recalled seeing research on an automatic sampling machine for hauled waste a number of years ago. Mr. T. Shaffer acknowledged that such machines do exist. From what he has researched, he has found that they range from $350K to $400K.
Mr. Snavely entertained a Motion to ratify payments made prior to the meeting for $50,073.64 (Water: $33,625.17 and Wastewater: $16,448.47), authorize payment of invoices received after reports were run for $29,238.25 (Water: $27,201.62 and Wastewater: $2,036.63), and approve payment of vouchers pending approval for $118,475.25 (Water: $34,842.25 and Wastewater $83,633.00); moved by Mr. Philips, second by Mr. Sweater. Motion passed unanimously.

c. Revenue & Expense Reports
   1. Water Financial Reports
      i. Total Income $139,479.01
      ii. Total Expenses $116,259.94
      iii. Net Ordinary Income $23,219.07
   2. Wastewater Financial Reports
      i. Total Income $256,895.83
      ii. Total Expenses $165,526.07
      iii. Net Ordinary Income $91,369.76
   3. First quarter percent of budget should be 25%. Tracking is going well, especially on the expense side.
   4. Quarterly Liens & Collections Report: Discussion was had on advancing collections on several of the long-term outstanding liens.

VI. New Business
   a. 2015 Audit: The pension company has new regulations for releasing the data needed to complete the audit, thereby extending our anticipated review date. The Auditor is now planning to present the audit for approval at the June meeting instead of the May meeting this year to allow for this delay. This will still allow for the submission of the audit to DCED1 by the June 30 deadline.
   b. Checking Account: Ms. Tobias reported on the functionality of the checking accounts and their various security levels. It is her recommendation that security be increased on the water account by creating a sweep account for it.

Mr. Snavely entertained a Motion to authorize the opening of an interest bearing sweep account for the water; moved by Mr. Baker, second by Mr. Phillips. Motion passed unanimously.

VII. Old Business
   a. Fluoride: Rettew has begun drafting the discontinuance permit application.
      1. A 30-day public notice to the public and medical professionals in service regarding the cessation of Fluoride will be required. Staff will run the legal ad and submit the letters to the medical professionals regarding the application.
      2. Ms. Bushong has been recording natural occurring, “raw”, Fluoride in ranges from 0.06mg/L2 to 0.20mg/L.
      3. Mr. Getz noted that when injecting chemical Fluoride it is recommended that the optimal level be between 0.5mg/L to 1.0mg/L for an optimal level of 0.7mg/L. The maximum allowed is 2.0mg/L.
      4. Mr. Phillips stated that he wants to be sure that the public is aware that it is the Authority’s intent to discontinue injecting Fluoride into the water supply

VIII. New Business – No new business was presented.

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1 DCED: Department of Community and Economic Development
2 mg/L: Micrograms per Liter
IX. Executive Session

- Mr. Snavely entertained a Motion to recess to Executive Session at 9:15PM to discuss personnel matters; moved by Mr. Baker, second by Mr. Phillips. Motion passed unanimously.

- Mr. Snavely entertained a Motion to return from Executive Session at 11:38PM from discussing personnel matters; moved by Mr. Baker, second by Mr. Ardini. Motion passed unanimously.

- Mr. Snavely entertained a Motion to authorize the hiring of the proposed laboratory technician and water/wastewater laborer; moved by Mr. Phillips, second by Mr. Ardini. Motion passed unanimously.

- Mr. Snavely entertained a Motion to authorize the proposed salary increase of the Authority Manager, retroactively to his promotion date in December; moved by Mr. Baker, second by Mr. Sweater. Motion passed unanimously.

- Mr. Snavely entertained a Motion to promote Nicole Bushong from Laboratory Technician to Water Operator; moved by Mr. Ardini, second by Mr. Phillips. Motion passed unanimously.

- Mr. Snavely entertained a Motion to adjourn at 11:43PM; moved by Mr. Ardini, second by Mr. Phillips. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover, Recording Secretary
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, Secretary Wade Baker, Treasurer Marc Phillips, Assistant Secretary/Treasurer Joe Ardini, and members Paul Shaffer and Jeffrey Sweater

Absent: Vice Chairman Robert Miller

Staff: Authority Manager Terry Shaffer, Financial Comptroller Deb Tobias, Facilities Manager Sam Getz, Water Operator & Laboratory Technician Nicole Bushong, Billing Administrator/Recording Secretary Candace Hoover

Engineering: Peggy Miller – Rettew Associates

II. Visitors
   a. Mr. & Mrs. Ditzler were present to observe the meeting.

III. Minutes of April 14, 2016
   a. Section I-c, under Staff: Ms. Bushong’s name is incorrectly listed.
   b. Section II-a-iv, the second sentence should read, “It was also discussed that the signage include language that states that the sign was approved by MAWSA.”
   c. Section V-c-2-i: the comma in $256,895.83 was in the wrong place.
   d. Section IX – Ms. Bushong’s name is misspelled.

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

IV. Reports
   a. Engineering
      1. Ms. Miller reviewed highlights of the engineering report.
      2. Nutrient Credits: Ms. Miller indicated that the Authority’s nutrient credits are being lowered by the I&I difficulties the Authority is having.
         i. Ms. Miller has recommended that staff hold MAWSA’s current nutrient credits until later in the year in case I&I causes the need for their use.
         ii. Hauled Waste Program: Ms. Miller explained that Rettew is creating written hauled waste guidelines with forms, recommended testing requirements for haulers, and draft agreements for haulers. Mr. T. Shaffer indicated that taking in hauled waste that others do not want makes Mr. Getz’s job difficult in making sure the plant functions properly, as well as jeopardizes the facilities. Mr. Ardini emphasized the importance of allowing the operator to make the decision on what waste is accepted. The operators are the ones whose license is on the line regardless of expected revenues.
iii. Ms. Miller confirmed for Mr. Sweater that the Authority’s current NPDES is operating as a draft permit, because of the work DEP is finalizing on TMDL requirements.

b. Operations & Management Report
   1. The annual leak detection survey was completed.
      i. Leaks were repaired, and the unrepaired leaks have been scheduled.
      ii. Water loss is presently logging under 5%. Mr. Ardini noted that the level of 5% meets the SRBC permitting requirements.
      iii. The invoice from Fluid Pinpointing Services Inc., is included in this month’s water payables.
   2. Fluoride: The 30-day comment period public notice regarding the application for the discontinuance of injected Fluoride was published in the April 24, 2016 Lancaster Newspaper. Letters to the medical professionals regarding the same were issued on April 22, 2016.
   3. Digester Cleanout: Mr. T. Shaffer reported that the product being produced is of a much higher quality now that both digesters are functioning simultaneously.

V. Finances
   a. Vouchers
      ➢ Mr. Snavely entertained a Motion to authorize payment of vouchers needing approval for $256,900.56 ($66,085.67 water, $190,814.89 wastewater); ratify payments made prior to the meeting for $23,515.52 ($13,181.97 water, $10,333.55 wastewater); and authorize payment of vouchers received after reports were run for $17,362.76 ($4,215.16 water, $13,147.60 wastewater); and to authorize payment of the Digester Cleanout Invoices to Kline’s Services for totaling $94,039.54; moved by Mr. Phillips, second by Mr. Sweater. Motion passed unanimously.

VI. Revenue & Expense Report
   a. Water Financial Reports
      1. Total Income $112,152.01
      2. Total Expenses $96,062.39
      3. Net Ordinary Income $16,089.62
   b. Wastewater Financial Reports
      1. Total Income $191,026.82
      2. Total Expenses $126,420.06
      3. Net Ordinary Income $64,606.76
   c. Escrow Accounts: The Authority’s previous auditor did not review the escrow accounts.
      1. The current Auditor reviewed the accounts, and isolated those funds. There was a lingering balance in the general fund belonging to the escrow account, where developers pay in to cover their invoices. The amount lingering has been consistent, so the Auditor has recommended that be moved from the general fund to the escrow accounts. The Auditor will provide a breakout to make the final reconciliation.

      ➢ Mr. Snavely entertained a Motion to authorize the shift of general account funds to the escrow account per the recommendation and direction of the Auditor; moved by Mr. Baker, second by Mr. Phillips. Motion passed unanimously.

VII. New Business
   a. Employment: Sasha McComsey has started as a part-time laboratory technician, and will be full time starting next week.
VIII. Old Business  

a. Mr. Sweater and Mr. Phillips met with the Source Water Protection Advisory Board this week. The main gist of the meeting was to layout the founding blocks for success such as determining officers and schedules.  
   1. The next source water protection meeting is scheduled for June 20. The task force intends to meet quarterly. The draft Minutes have been included.  

b. Sign Lease Agreement: Mr. Morrison of the Caddy Shack has indicated that he is in favor of the agreement drafted by MAWSA’s Solicitor.  

c. Manheim Chamber/Rotary: Mr. Snively and Mr. T. Shaffer were invited to speak at a lunch the Chamber held. The lunch included a presentation and a question and answer session that they both feel was a positive opportunity to share what the Authority accomplishing.  

d. Fluoride: Mr. Snively reviewed the origination of the 2016 Fluoride discussion.  
   1. The Authority reduced its water production by approximately 50%. The current dosing system is not adequate to maintain this consistent low level.  
   2. At the March meeting the board approved to remove Fluoride. The 30-day comment period was publicized on April 24.  
   3. Ms. Ditzler recalled that when the discussion was held a few years ago, most of the attendees present to fight to keep injecting Fluoride were not residents of the Authority.  
      i. Mr. Baker stated that his Motion to discontinue injecting Fluoride was not financially motivated.  
      ii. Mr. Sweater shared that after additional research on the socioeconomic impact discontinuing the injection of Fluoride could have on lower income constituents, he no longer feels as strongly regarding its discontinuance.  
         • Mr. Phillips reported that there was an article in the newspaper for Manheim Central regarding subsidized lunches. Based on that information approximately 27% of the students would fall into the low income bracket.  
         • Ms. Ditzler indicated that organizations that provide free dental services such as Brush, Brush, Smile could help those students.  
      iii. Discussion was had on studies that support and do not support the injection of Fluoride.  
      iv. Mr. Baker indicated that a majority of the school district’s children drink well water. Hearing about the fluoride additive’s corrosive value to concrete and the hazard it poses to staff helped him to make his Motion.  
      v. Mr. Ardini stated that there are a host of regulatory requirements, and injecting Fluoride is not required. He does not want to be in the business of parenting children.  

Mr. Snively entertained a Motion to reconsider the cessation of injecting Fluoride into the water; moved by Mr. Phillips, second by Mr. Sweater.  
   o Mr. Snively requested a breakdown of those in favor of reconsidering the cessation of injecting Fluoride versus moving forward with the discontinuance of injecting Fluoride.  
   o Vote in favor of reconsidering the cessation of injecting Fluoride – Mr. Phillips and Mr. Sweater.  
   o Vote in favor of moving forward with the discontinuance of injecting Fluoride – Mr. Snively, Mr. Ardini, Mr. P. Shaffer, and Mr. Baker.  
   o Vote 4-2 to move forward with the discontinuance of injecting Fluoride.
e. Authority Manager PTO

- Mr. Snavely entertained a Motion to increase Mr. T. Shaffer’s PTO time to 20 days per year; moved by Mr. Sweater, second by Mr. Baker. Motion passed unanimously.

f. Salary & Benefits Study: Mr. Baker reported that the Personnel Committee has reviewed the municipal authority salary and benefits survey results. He would like for the board to review the files sent by Mr. T. Shaffer regarding the package being offered to existing and new employees.

1. Mr. Snavely feels that the data in the salary and benefits study would be more useful if it included the value of the benefits packages. He believes that if the total values of the salaries and benefits are viewed as a total, MAWSA would compare well to the other municipalities.

2. Discussion was had about the existing staff’s success accomplishing goals and projects. Mr. Baker thanked Ms. Bushong for her efforts stepping in to the water plant operator position.

IX. Adjournment

- Mr. Snavely entertained a Motion to adjourn at 8:36PM; moved by Mr. Ardini, second by Mr. Baker. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover

Candace L. Hoover, Billing Administrator
MANHEIM AREA WATER & SEWER AUTHORITY: Minutes of June 9, 2016

I. Call to Order/Pledge of Allegiance: Mr. Snavely convened the meeting at 7:04PM with the Pledge of Allegiance.

Roll Call: Chairman Douglas Snavely, Treasurer Marc Phillips, Assistant Secretary/Treasurer Joe Ardini, and members Paul Shaffer and Jeffrey Sweater.

Absent: Vice Chairman Robert Miller, and Secretary Wade Baker

Staff: Authority Manager Terry Shaffer, Operations Supervisor Sam Getz, Water Operator & Laboratory Technician Nicole Bushong, Maintenance Technician Alan Shaffer, Billing Administrator/Recording Secretary Candace Hoover

Engineering: Peggy Miller – Rettew Associates

II. Visitors
   a. Michael Reiner and Tina Geyer – Sager Swisher & Co. LP: Mr. Reiner noted that Page 1 of the attached report contains the Auditor’s Opinion, which is a clean opinion.
      i. The omitted management analysis is not required for small businesses.
      ii. Page 3 and 4 show MAWSA’s net position. The cash position has improved, and depreciation has been applied.
      iii. Page 5 The final payment of the law suit with Miller Environmental, Inc. was collected in 2015.
      iv. There was a significant decrease in total debt outstanding with the retirement of a substantial amount of debt. This was realized without a rate increase.
      v. There was a loss through depreciation with the removal of the sludge beds at the WWTP¹.
      vi. Page 6 and 7 are the cash flow schedules. The first section is a cash flow from operations. Capital activities are listed therein, and do not show anything unusual. $1.1 million in debt and $400K in interest were retired.
      vii. Page 8 and 9 show the pension funds. GASB² 68 has changed the way the report is illustrated. There are significant disclosure requirements, so the notes regarding this information extends through to page 19. The accounting for the pension fund, provided through PMRS³, is one year behind, so the information provided for this audit was for the 2014 year. The Authority’s fund is small, so there is not a large impact, and it is almost 99% funded. This report will be compacted as the long term responsibility is to report 10 years at once. This is the first year of implementation, so only this year is on this audit.
      viii. There are two separate correspondences regarding the recommendation to revisit the capital asset policy to better suit MAWSA’s activity, and a letter to the board of governance indicating that there were no significant findings.

➤ Mr. Snavely entertained a Motion to accept the 2015 Audit as presented; moved by Mr. Philips, second by Mr. Ardini. Motion passed unanimously.

¹ WWTP: Wastewater Treatment Plant
² GASB: Governmental Accounting Standards Board
³ PMRS: Pennsylvania Municipal Retirement Services
III. Approval of Minutes: May 12, 2016
Mr. Snavely entertained a Motion to approve the May 12, 2016 Minutes as presented; moved by Mr. Sweater, second by Mr. P. Shaffer. Motion passed unanimously.

IV. Reports
a. Engineering: Ms. Miller reported that the Fluoride Permit Application was received by DEP on June 2.

b. High Service Pumps: The bid for the pumps was advertised on June 6. The pre-bid meeting is scheduled on June 15. Bids are due on July 1.

c. I&I: A compilation of archived historical data was compiled and submitted to staff to assist with the assembling of an I&I Plan.

d. Biosolids Study: Part of the study is to include equipment costs. Vendors have not returned calls to Rettew, which is delaying the submission of the report.

e. Hauled Waste Program: Ms. Miller explained that MAWSA has what is described as a robust program. It can create situations that the Authority must be sensitive to, especially in regard to the NPDES Permit.
   i. Mr. T. Shaffer has called for a temporary halt in the program to spend time conditioning the digesters and putting the program into a more streamlined, and fine-tuned program. As part of that process, the program will be shut down next week, and opened half days the following week. Maintenance and repairs will take place during that time.
   ii. Mr. Ardini expressed a concern about the BOD levels that have been reported this year.
      1. Ms. Miller stated that it should be a matter of finding the right mix of what is accepted. Mr. Sweater stated that we could take in less and still generate revenue. Mr. T. Shaffer stated that if we better limit what is coming in, and structure the rates accordingly, it should be possible.
      2. Mr. Getz reported that BOD is tested 8 or 9 times per month based on how the weeks fall. The testing point at the influent is assigned by DEP to represent everything coming into the plant including decant. He cautioned that both flow and BOD have to be considered.
      3. Mr. Snavely inquired about the significance of the influent if our effluent is doing so well. Ms. Miller clarified that DEP’s concern is that if the BOD is higher, it has the potential of affecting the effluent — it is viewed almost like a risk assessment figure.
      4. The increased I&I could be lowering the BOD by diluting the flow into the influent.
      5. Mr. Sweater noted that the stream TMDL is based off of the effluent. Mr. Ardini added that the Authority’s poundage is multiplied by a measured, designed, number for loadings for WWTPs. Mr. Sweater added that higher flows do not allow for as much retention time, and lower processing quality of BOD.
      6. Mr. Ardini stated that the Authority could apply for a paper rewrite. The historical data must show that the plant can handle the total organic loading. Ms. Miller concurred, adding that if the data is presented to

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4 I&I: Infl w & Infiltr tio – the means by which water enters the sanitary sewer system.
5 NPDES: Nati al Pollutant Discharge Eliminati n System
6 BOD5: Biochemical Oxygen Demand – measurement of e uent strength in terms of dissolved Oxygen uti ized by microorganisms
7 TMDL: Total Maximum Daily Load
DEP in a complete presentation that includes historical, current, and potential flow and loading, it is possible they would approve it. Ms. Miller indicated that it may be best to figure a specific allotment for each program, municipal influent, and hauled waste influent.

7. Mr. Getz noted that the new stipulations have to pay more attention to the concentration over the gallons. Mr. A. Shaffer concurred. Ms. Miller added that the Authority may be able to trend their COD to BOD.

f. Developer Projects - Holly Tree Development: Penn Township is doing a signal, revitalization, and sewer installation, which will provide the Authority with the opportunity to install a water line extension. Rettew is working on a cost to benefit analysis.

V. Management & Operations
a. Mr. T. Shaffer reported that several valves were unearthed while digging to install the new reservoir control valves that are not on any of the Authority’s drawings. Old lines running in various directions were also discovered.

b. Billing and Collections: Collections are supporting positive revenues.

c. Employment: Both of our C&D members have left for other positions, one for a fire department, and one for a Borough. Staff has been filling as best they can. Mr. T. Shaffer is recommending a full time wastewater operator to assist Sam and continue looking for a C&D team.
   i. The remaining team is continuing to work towards building licensee layers. There are only three facilities staff members without a license. One has passed their testing and is accumulating the necessary contact hours to obtain their license, another is testing for their first license in July, and the other is new, but is interested in working towards licensing.

VI. Financials
a. Financial Reports
   i. Water Financial Reports
      1. Total Income: $153,143.26
      2. Total Expenses: $105,553.16
      3. Net Ordinary Income: $47,590.10
   ii. Wastewater Financial Reports
      1. Total Income: $248,910.58
      2. Total Expenses: $228,630.07
      3. Net Ordinary Income: $20,280.51

VII. Vouchers
a. W. High St. Hydrant Replacement: There is a large credit card expense this month. It was for Flagger Force in relation to the fire hydrant that was hit by a car on West High Street. The Authority had not utilized their services in over a year, so the account was shut down, and the emergency warranted immediate payment.

➢ Mr. Snavely entertained a Motion to approve payment of the invoices that were received after reports were run for $2,727.32 ($1,239.25 water; $1,488.07 wastewater), authorize payment of vouchers needing approval for $80,285.88 ($37,487.39 water; $42,798.49 wastewater), and ratify payments made prior to the meeting for $25,055.06 ($14,813.67 water; $10,241.39 wastewater); moved by Mr. Phillips, second by Mr. Sweater. Motion passed unanimously.
VIII. New Business
   a. Meeting Room: Council is contemplating utilizing the old Council Chambers upstairs when the Police Department moves. The Authority is receptive to that idea. Mr. Phillips will relay the message to the Council President.
   b. Contract Services: Mr. Snavely noted that he received a letter from Severn Trent offering to provide the Authority water/wastewater services. The board was not interested at this time.

IX. Old Business: No items were presented.

X. Unregistered Visitor Comment Period: No additional visitors were present.

XI. Adjournment
   ▶ Mr. Snavely entertained a Motion to adjourn at 8:42PM; moved by Mr. Sweater, second by Mr. Ardini. Motion passed unanimously.

Respectfully Submitted,
Candace L. Hoover, Recording Secretary
MANHEIM AREA WATER & SEWER AUTHORITY: Minutes of July 14, 2016

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

Roll Call: Chairman Douglas Snavely, Vice Chairman Robert Miller, Secretary Wade Baker, Treasurer Marc Phillips, Assistant Secretary/Treasurer Joe Ardini, and members Paul Shaffer, and Jeffrey Sweater.

Staff: Authority Manager Terry Shaffer, Operations Supervisor Sam Getz, Financial Comptroller Deb Tobias, and Billing Administrator/Recording Secretary Candace Hoover

Engineering: Michele Braas – Rettew Associates

II. Visitors
   a. Jason Hondru – 416 Lebanon Road: Mr. Hondru was present to discuss the potential sewer connection of 418 Lebanon Road. Attached to that property is approximately 13 acres (for a total of 5 lots) that could be developed with the availability of public water and sewer. The current sewer line stops on Hamaker Road. A main would need to be run approximately 280 feet. Ms. Braas indicated that the first step would be obtaining the permission of Rapho Township to authorize the connection under their 537 Plan. The second would be determining how the connection would be made, and the third would be designating who would be assuming the cost of making the connection. Mr. Ardini noted that a main extension for service would typically be covered by the developer. Ms. Braas noted that a developer scenario could include a tapping fee reimbursement. Mr. Hondru noted that his primary concern is connecting 418 Lebanon Road to public sewer, while assuring that the main installed could service additional properties in the future. The board concurred to pursue the approval of Rapho Township to provide service to the requested lot, and have Rettew and Staff determine the best method to make the approved connection.

III. Approval of Minutes: June 9, 2016

➢ Mr. Snavely entertained a Motion to approve the Minutes of June 9, 2016 as presented; moved by Mr. Phillips, second by Mr. Sweater. Motion passed unanimously.

IV. Reports
   a. Engineering
      i. Bond Caster & Wheel: A long service line was discovered running underneath a building for an extended length to an accessory building. Due to the length and lack of visibility, a meter would be recommended. Research is underway to determine why the service line is tapped off an unmetered fire line. The line is approximately 750 feet in length without a curb stop. Typically, in these scenarios a meter pit is required. Mr. Getz’s concern is that a leak could be in the line and go unnoticed. Additionally, if the line would ever need to be shut down, the building would lose its fire service.
iii. SCADA Modifications: Staff is visiting other authorities to determine what features would benefit MAWSA’s system.

iv. High Service Pump: The low bidder has submitted a letter of withdrawal for their bid citing an oversight of actual costs. Rettew is recommending MAWSA award the contract to the second lowest bidder.

➤ Mr. Snavely entertained a Motion to accept the withdrawal of bid from Derstine Company LLC; moved by Mr. Ardini, second by Mr. Sweater. Motion passed unanimously.

➤ Mr. Snavely entertained a Motion to award the high service pump replacement bid to A. C. Schultes, Inc. for a base bid of $64,135.00; moved by Mr. Sweater, second by Mr. Miller. Motion passed unanimously.

v. NPDES1 Permit: MAWSA is currently operating under a permit from 2009, which contains vague language. In discussing the update to the hauled waste program Staff and Rettew will look at what actions will be taken to update the program to the new permit language in anticipation of what will exist when the permit is updated. In conjunction with that, they will make the case for a re-write for the plant’s capacity and the facultative digesters. The digesters are recognized as non-existent by DEP, even though they have issued a permit for them. Discussion was had on processing, testing, requirements, and the changes that have been made to the hauled waste program.

vi. Developer Projects: There are a number of inactive projects that were never dedicated to the Authority, which Ms. Braas is working with the Solicitor to finalize.

b. Management & Operations

i. Water Loss: Water loss is presently at or below 5%.

ii. Reservoir Valves: An exploratory dig had unearthed a usable valve.

iii. Penn Towne Center: The connection for Myer’s Furniture has not been made yet. Mr. Getz stated that the contractor is looking to start the service laterals in 2 weeks.

iv. S. Charlotte St.: Staff is trying to find CoStars options for the water line replacement project. There will be a replacement of the 3” main and 19 service laterals.

v. Trunk Line: Staff has received a quote to stop flow and televise the trunk line to evaluate the status so that a repair plan can be put into place.

vi. Forward Flow Pump: One of the pumps at the WWTP broke. A new pump and a standby pump have been rush ordered.

V. Financials

a. Financial Reports

i. Cash Available: Finances are trending in the right direction.

ii. Water Financial Reports

1. Total Income: $145,539.26
2. Total Expenses: $74,333.38
3. Net Ordinary Income: $71,205.88
4. The reimbursement for the hydrant that was hit by a car on West High Street is included in June’s net income.

1 NPDES: National Pollutant Discharge Elimination System
iii. Wastewater Financial Reports
   1. Total Income: $216,574.85
   2. Total Expenses: $89,295.32
   3. Net Ordinary Income: $127,279.53

b. Vouchers: Mr. Phillips highlighted several large ticket items including; Blue Water Construction Services, L. B. Water Service, and 2 months of Rettew’s services.

c. Financial Institutions: Staff is reviewing bank proposals and will make a presentation to the Finance Committee so that the Committee may make a recommendation to the board in August.

➢ Mr. Snavely entertained a Motion to approve payment of the invoices that were received after reports were run for $19,054.76 ($4,955.94 water; $14,098.82 wastewater), authorize payment of vouchers needing approval for $176,394.42 ($87,752.91 water; $88,641.51 wastewater), and ratify payments made prior to the meeting for $53,884.79 ($34,187.39 water; $19,697.40 wastewater); moved by Mr. Phillips, second by Mr. Ardini. Motion passed unanimously.

VI. New Business
   a. Personnel: Mr. Baker indicated that he has seen some interesting developments with health insurance while serving on the Personnel Committee. He is hearing from his contacts that the health insurance market is becoming volatile. Discussion was held on how the Cooperative MAWSA presently participates with works. Mr. Ardini reported that the Authority where he works has had stable rates. Mr. Sweater indicated that his company searches for new policies frequently, and still experiences heavy increases at times. The board will review the information the Personnel Committee has received.

VII. Old Business
   a. No old business was presented.

VIII. Unregistered Visitor Comment Period
   a. No unregistered visitors were present.

IX. Announcements
   a. The PMAA Conference is in Pittsburgh from August 28 through 31.

X. Adjournment

➢ Mr. Snavely entertained a Motion to adjourn at 8:46PM; moved by Mr. Ardini, second by Mr. Shaffer. Motion passed unanimously.

Respectfully Submitted,
Candace L. Hoover, Recording Secretary
MANHEIM AREA WATER & SEWER AUTHORITY: Minutes of August 11, 2016

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

Roll Call: Chairman Douglas Snavely, Vice Chairman Robert Miller, Treasurer Marc Phillips, Secretary Wade Baker, and member Paul Shaffer.

Absent: Assistant Secretary/Treasurer Joe Ardini and Jeffrey Sweater.

Staff: Authority Manager Terry Shaffer, Financial Comptroller Deb Tobias, Operations Supervisor Sam Getz, Water Operator Nicole Bushong, Billing Administrator/Recording Secretary Candace Hoover.

Engineering: Michele Braas – Rettew Associates

II. Visitors
   a. Bruce Carver – 78 S. Hazel St: Mr. Carver was not present at the meeting, and no correspondence was received by staff.

III. Approval of Minutes: July 14, 2016
    ➢ Mr. Snavely entertained a Motion to approve the Minutes as presented; moved by Mr. Miller, second by Mr. Phillips. Motion passed unanimously.

IV. Reports
   a. Engineering
      i. Hondru: Ms. Braas confirmed the service area with Rapho Township and the connection of 416/418 Lebanon Road. Mr. Hondru is evaluating his options.
      ii. Fluoride Permit: DEP has issued a permit for MAWSA to discontinue injecting Fluoride. A Tier 2 Notification will be issued to the residents in the August billing statement.
      iii. SCADA: Ms. Bushong has a list of items desired for the Water Treatment Plant’s SCADA system. She, Mr. Getz, and Rettew will be meeting soon to discuss the next steps to be taken for design and implementation.
      iv. Permits: Engineering has reviewed MAWSA’s water and wastewater permits, and met with staff for various items that intermingle with them. Additional influent samples are being considered as part of the hauled waste program revision. Rettew and Material Matters are collaborating to assist MAWSA in the revamping.
         1. Discussion was held on digging deeper into the cost and profit of the hauled waste program to separate out the town revenue and expense from the hauled waste revenue and expense that gives more consideration to concentrations. Certain waste streams need to be brought in so that the plant’s biological nutrient process functions properly. Mr. Getz explained how he is using additional retention time to decrease the need for lime now that second digester is back online.
v. Holly Tree Apartments: The developer would like to include an additional building. Rettew is researching how the new connection will affect the system.

vi. Metzler Bus Facility: Rettew is working with the developer to close out the project.

vii. Penn Towne Center: Rettew and the Solicitor are preparing the final deed of dedication.

   1. Authority Extension: Mr. Getz has approved the completion of the Authority’s Extension, and finds the work satisfactory.

Mr. Snavely entertained a Motion to pay Penn Towne Center, LLC for the services rendered per the Authority Extension Agreement for $89,350.00; moved by Mr. Phillips, second by Mr. Miler. Motion passed unanimously.

viii. Irving Mobile Home Park: A draft agreement will be presented to Mr. Irving to run the water module to determine how the capacity may be serviced.

b. Management & Operations

   i. Myers Furniture: The service laterals have not been laid for the new customers to connect.

   ii. Water Treatment Plant: The lab has been painted. Ms. Bushong has been working diligently to make the facility more professional.

   iii. Grants: The Authority intends to submit applications for inflow and infiltration as well as galvanized line replacements.

   iv. Biosolids Study: Staff is brainstorming efficiencies and future processing ideas alongside the review being completed by the engineers, so that a full evaluation of processing wastewater from start to finish can be developed into a strategic plan for making the plant more proficient and profitable.

   v. Inspection: DEP did a pop up inspection on the wastewater plant that went extremely well. The inspector spoke highly of the facilities.

V. Financials

   a. Financial Reports

      i. Water Financial Reports

         1. Total Income: $180,739.74
         2. Total Expenses: $121,426.40
         3. Net Ordinary Income: $59,313.34

      ii. Wastewater Financial Reports

         1. Total Income: $231,691.10
         2. Total Expenses: $130,137.16
         3. Net Ordinary Income: $101,553.94

VI. Vouchers

   a. Mr. Phillips reviewed the revenue accounts and revenue/expense reports.

      i. The meter lease has two payments remaining.

Mr. Snavely entertained a Motion to approve payment of the invoices that were received after reports were run for $794,419.14 ($236,494.96 water; $557,924.18 wastewater), authorize payment of vouchers needing approval for $189,687.06 ($80,263.73 water; $109,423.33 wastewater), and ratify payments made prior to the
meeting for $26,126.21 ($15,573.18 water; $10,553.03 wastewater); moved by Mr. Phillips, second by Mr. Miller. Motion passed unanimously.

b. Financial Institution: Ms. Tobias reviewed the staff’s process in following through with the directive to do requests for proposals for an Authority financial institution. Five banks were approached and four responded. Staff narrowed down the four offers to two; Ephrata National Bank, and Fulton Bank.

- Mr. Snively entertained a Motion to authorize engaging Ephrata National Bank as the Authority’s Financial Institution; moved by Mr. Baker, second by Mr. Phillips. Motion passed unanimously.

c. Employment: A new laborer has been hired. Lindsey is an experienced and enthusiastic individual, and staff is looking forward to working with her.

VII. New Business
   a. Old Line Road: The estate of a property alongside one of the Authority’s tracks of land has been offered for purchase. Discussion was had on the value of the property and whether or not the Authority would benefit from owning it. The Board concurred that there is no interest in the property at this time.

VIII. Old Business:
   a. Employee Healthcare: Mr. Baker shared that the Employment Committee is looking into providing staff with coverage options such as an al la carte medical plan and medical savings plans. The Committee would like to reward healthy living to help benefit employees and health premiums.

   b. Imler Equipment – Settlement Request: The actual hard cost over and above the digester cleaning and hauling/land application was $13,892.95. The income from the waste coming in was $7,315.02. Imler was asked to reimburse the Authority the over-extended expenses caused by them providing waste that had a higher than reported concentration. Imler is offering $8,500.00. Discussion was had on the language in Imler’s offer, as well as whether or not the issue has fully been resolved. Discussion was held on Imler’s request for absolution from liability. The Board was not in favor of absolving them of liability should future information be found regarding the disposal of their waste. It has been reported to DEP and well documented as other facilities have reported a similar experience. The Solicitor will be involved as discussions proceed on how to settle this account.

   c. History to Present: Ms. T. Shaffer reviewed where the wastewater treatment plant upgrade started from its design to its completion. From its completion it experienced a major flood that nearly destroyed it in 2011. The Authority went on to move its staff from a shared office with the Borough of Manheim, while ending a contract with an outside operator for its facilities. From 2012 on the Authority pulled together a team that has made enormous strides. In 2015 the assigned director resigned. From that point on, staff restructured, hired new staff, and reached ahead to further enhance processing, lower expenses, increase revenue, retire debt, and maintain rates. Mr. T. Shaffer indicated that these successes are due to the Board’s support and guidance that uplift a dedicated and engaged staff.

IX. Unregistered Visitor Comment Period
   a. There were no visitors.
X. Announcements  
   a. There were no announcements.

XI. Adjournment  
    Mr. Snavely entertained a Motion to adjourn at 9:03PM, moved by Mr. Baker, second by Mr. P. Shaffer. Motion passed unanimously.

Respectfully Submitted,  
Candace L. Hoover, Recording Secretary
MANHEIM AREA WATER & SEWER AUTHORITY: Minutes of September 8, 2016

I. Call to Order/Pledge of Allegiance: Mr. Snavely convened the meeting at 7:04 PM with the Pledge of Allegiance.

Roll Call: Chairman Douglas Snavely, Vice Chairman Robert Miller, Secretary Wade Baker, Assistant Secretary/Treasurer Joe Ardini and member Paul Shaffer.

Staff: Authority Manager Terry Shaffer, Operations Supervisor Sam Getz, Water Operator Nicole Bushong, and Billing Administrator/Recording Secretary Candace Hoover.

Engineering: Michele Braas – Rettew Associates

Absent: Treasurer Marc Phillips, and Jeffrey Sweater.

II. Visitors
   a. No visitors were present.

III. Approval of Minutes: August 11, 2016
   ➢ Mr. Snavely entertained a Motion to approve the Minutes as presented; moved by Mr. Miller, second by Mr. P. Shaffer. Motion passed unanimously.

IV. Reports
   a. Engineering
      i. Fluoride: The Tier 2 Notification regarding the discontinuance of the injection of the chemical known as Fluoride reached customers on August 29, 2016. Disconnection of the injection system is scheduled for September 30.
      ii. Hydraulic Model: A meeting to review the project took place this month.
      iii. Water Operations: Mr. Getz has acquired an additional water license sub-classification, so Rettew will be pulling back its supplemental services to discontinue their added assistance. Ms. Bushong is sitting for a test for an additional sub-classification for her license this year.
      iv. Interceptor Line: Quotes were received for televising the trunk line. The project will be submitted for a grant this year.
      v. Biosolids: Mr. Getz is doing additional sampling for loading monitoring.
      vi. Developer Projects
         1. Holly Tree Apartments: Rettew is evaluating the additional building requesting services.
         2. Sun Hill: The final walkthrough was completed. Item completions are needed to remit the deed of dedication.
         3. Blackford Development: Hydrants and valve boxes need elevation for paving to complete the final walkthrough punch list. The deed of dedication has been drafted and is awaiting completion of paving.
         4. Irvin Mobile Home Park: A memorandum of understanding has been drafted for the Solicitor to review to present to Mr. Irvine. Mr. Getz will be conducting an exploratory dig to confirm the existing lines for the potential connection. The project concept is for Mr. Irvine to connect via meter pit.
b. Management & Operations
   i. Mr. Getz is evaluating a possible connection for the Cherry Street pumping station.
   ii. Lead & Copper: Ms. Bushong is compiling a new sampling plan that complies with the new testing regulations released at the end of July.
   iii. S. Charlotte St. Line Replacement: The project went very smoothly, and staff was commended by residents for a job well done.
   iv. WWTP: Nitrogen is down under 1.8mg/l.
   v. Belt Filter Press: Options are being evaluated.
   vi. Nutrient Credits: The Authority has 2 agreements to sell a total of 700 pounds of Phosphorus and a total of 9,550 pounds of Nitrogen, for a total sale of $31,100.00.
      1. Resolution 2-2016: The Solicitor drafted a resolution allowing the Authority Manager, and manage successors, authorization to manage and sell nutrient credits without board approval.

➢ Mr. Snively entertained a Motion to approve Resolution 2-2016 as presented; moved by Mr. Baker, second by Mr. Miller. Motion passed unanimously.

V. Financials
   a. Financial Reports
      i. Water Financial Reports
         1. Total Income: $138,640.55
         2. Total Expenses: $347,879.03
         3. Net Ordinary Income: $-209,238.48
         4. Anomaly Expense: Debt Service Payment
      ii. Wastewater Financial Reports
         1. Total Income: $198,444.61
         2. Total Expenses: $945,221.99
         3. Net Ordinary Income: $-746,777.38
         4. Anomaly Expense: Debt Service Payment

VI. Vouchers
   a. Water: Anomaly expenses include Exeter Supply invoices for the South Charlotte Street Phase 3 Project and the quarterly Utility Service Company payments.
      i. Checks Issued Prior to Meeting: Anomaly expense is to McMichael Builders, LLC for the new line installed on Bucknoll Road. The project is completed, and no additional charges are anticipated.
      ii. High Service Pump: The pumps are slated to cost approximately $60K.
   b. Wastewater: Anomaly expenses include invoices from Cummins-Wagner in relation to the forward flow pumps.

➢ Mr. Snively entertained a Motion to approve payment of the invoices that were received after reports were run for $15,813.36 ($2,922.90 water; $12,890.46 wastewater), authorize payment of vouchers needing approval for $130,172.03 ($67,033.25 water; $63,138.78 wastewater), and ratify payments made prior to the
meeting for $293,365.02 ($35,848.35 water; $257,516.67 wastewater); moved by Mr. Ardini, second by Mr. P. Shaffer. Motion passed unanimously.

VII. New Business
   a. Snow Plowing Agreement: The Borough of Manheim has approached the Authority for emergency winter plowing assistance. Discussion was held on providing voluntary employee participation for plowing after Authority business hours. Mr. T. Shaffer and Mr. Getz will work with the Solicitor on drafting a simple indemnity agreement.
   b. Telehandler: The estimated repair cost is over $20K. The trade in value is about $22K. Purchasing and leasing options were reviewed and paired against the monthly purchase cost and repair costs. A leased machine would be cheaper each month and include regular maintenance. At the end of the lease the option would be to purchase the machine or trade it into a new lease program. The board would like to see a comparison of a lease, purchase, or financing of a commercial unit.

VIII. Old Business:
   a. Health Insurance Options: Human Resources will be attending a presentation scheduled regarding staff health benefits.

IX. Unregistered Visitor Comment Period
   a. There were no visitors.

X. Announcements
   a. Mr. T. Shaffer extended an invitation from staff to the board for a surprise lunch at Noon at the end of the month.

XI. Executive Session
   ➢ Mr. Snively entertained a Motion to recess to Executive Session to discuss legal matters at 9:13PM; moved by Mr. Ardini, second by Mr. Baker. Motion passed unanimously.

   ➢ Mr. Snively entertained a Motion to return from Executive Session, called to discuss legal matters, at 9:29PM; moved by Mr. Baker, second by Mr. P. Shaffer. Motion passed unanimously.

   ➢ Mr. Snively entertained a Motion to move forward with the attorney’s prepared settlement release agreement to Reading Alloys; moved by Mr. Baker, second by Mr. P. Shaffer.

XII. Adjournment
   ➢ Mr. Snively entertained a Motion to adjourn at 9:31PM; moved by Mr. Ardini, second by Mr. P. Shaffer. Motion passed unanimously.

Respectfully Submitted,
Candace L. Hoover, Recording Secretary
MANHEIM AREA WATER & SEWER AUTHORITY: Minutes of October 13, 2016

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

Roll Call: Chairman Doug Snavely, Vice Chairman Robert Miller, Secretary Wade Baker, Treasurer Marc Phillips, and Member Paul Shaffer.

Staff: Authority Manager Terry Shaffer, Financial Comptroller Deb Tobias, Operations Supervisor Sam Getz, Water Operator Nicole Bushong, and Billing Administrator/Recording Secretary Candace Hoover

Engineering: Michele Braas – Rettew Associates

Absent: Assistant Secretary/Treasurer Joe Ardini, and Member Jeffrey Sweater.

II. Visitors
No visitors were present.

III. Minutes
➢ Mr. Snavely entertained a Motion to approve the Minutes of September 8, 2016 as presented; moved by Mr. Miller, second by Mr. P. Shaffer. Motion passed unanimously.

IV. Reports
a. Engineering
   1. Bond/Fenner: A recommendation for proper line installation has been prepared as a memorandum, which will be sent to the property owner.
   2. Fluoride: The injection unit is disconnected and will be flushed. There is no resale value to the equipment as there are not many municipalities that inject the chemical.
   3. Groundwater Monitoring: The recent drought conditions did not affect well levels.
   4. Grants: There are three resolutions, one for each of the grant application being submitted.
      i. Resolution 6-2016: Phase I Sewer Interceptor Grant Application:
         ➢ Mr. Snavely entertained a Motion to approve Resolution 6-2016; Mr. Miller, second by Mr. P. Shaffer. Motion passed unanimously.
      ii. Resolution 7-2016: Shimp Street and West High Street Grant Application:
         ➢ Mr. Snavely entertained a Motion to approve Resolution 7-2016; Mr. Phillips, second by Mr. P. Shaffer. Motion passed unanimously.
      iii. Resolution 8-2016: Fruitville Pike Grant Application:
         ➢ Mr. Snavely entertained a Motion to approve Resolution 8-2016; Mr. P. Shaffer, second by Mr. Baker. Motion passed unanimously.
      iv. Resolution 5-2016: Deed of Dedication – Metzler School Bus Depot:
         ➢ Mr. Snavely entertained a Motion to accept the Deed of Dedication, and approve Resolution 5-2016, contingent upon the notarized signature of the guarantor on the Deed of Dedication; moved by Mr. Miller, second by Mr. Phillips.
v. Construction Letter of Credit Reduction Request: Metzler Bus Depot

Mr. Snively entertained a Motion to authorize releasing the remainder of the letter of credit in the amount of $3,450.00 to zero it out; moved by Mr. Phillips, second by Mr. Miller. Motion passed unanimously.

vi. Construction of Letter of Credit Reduction Request: Penn Towne Center

Mr. Snively entertained a Motion to authorize releasing the remaining letter of credit in the amount of $372,486.55 to zero it out; moved by Mr. Miller, second by Mr. Baker. Motion passed unanimously.

vii. Resolution 4-2016: Deed of Dedication – Penn Towne Center, LLC (Phase I)

Mr. Snively entertained a Motion to accept the Deed of Dedication, and approve Resolution 4-2016; moved by Mr. Phillips, second by Mr. Miller. Motion passed unanimously.

viii. Resolution 9-2016: Deed of Dedication – Authority Extension at intersection of Lancaster/Bucknoll

Mr. Snively entertained a Motion to accept the Deed of Dedication, and approve Resolution 9-2016; moved by P. Shaffer, second by Phillips

5. Special Voucher

Mr. Snively entertained a Motion to approve payment of $89,350.00 to Penn Towne Center for the Authority Extension; moved by Mr. Phillips, second by Mr. Baker. Motion passed unanimously.

6. Source Water Protection: The next meeting will be in December. Staff will continue to budget funds for the ongoing project.

7. GIS: The final report was submitted to staff.

8. Hondru Extension: A memorandum of understanding has been drafted for Mr. Hondru to engage the Authority’s engineer for services. The draft is being reviewed by the Solicitor.

V. Manager’s & Operation’s Report

a. Elwyn Terrace: The emergency repair unearthed a maze of galvanized lines and missing curb stops. The repair has pushed water loss numbers down to about 5%.

b. Water: Lead and copper testing results are complete. Levels are well below regulatory action levels. Ms. Bushong reported that the finalization of customer notification will take place within the next week or so.

c. Reservoir Tanks: Staff has discussed self-managing the tank maintenance program with the Strategic Planning and Finance Committees, and has begun investigating current tank status, having inspections conducted, and earmarking capital funds for them.

d. Hauled Waste: Effluent nutrient levels are excellent.

e. Biosolids Wheel Loader: Mr. T. Shaffer reviewed the finance, lease, and purchase options available for the equipment that were test driven at the wastewater plant. Mr. Getz tested all of the machines. The haulers that have contracts to load their own trucks were polled as well. He and the haulers all prefer the CAT. Discussion was held on the use log contained in the CAT that requires individual passcodes to operate the machine, which would help with use accountability. The machine is designed to handle more weight, which would allow for the movement of additional materials.
Mr. Snavely entertained a Motion to authorize the acquisition of the Caterpillar 926M high lift wheel loader through Cleveland Brothers Equipment as recommended by staff; moved by Mr. Phillips, second by Mr. Miller. Motion passed unanimously.

VI. Financials

a. Financial Reports
   1. Water Financial Reports
      i. Total Income: $177,052.71
      ii. Total Expenses: $153,726.02
      iii. Net Ordinary Income: $23,326.69
      iv. Notable Expense: Final water lease payment. Expenses are down approximately 1%.
      v. Revenue: Water revenue current is trending ahead of budget. Gross profit is up about 16%.
   
   2. Wastewater Financial Reports
      i. Total Income: $195,753.70
      ii. Total Expenses: $125,525.69
      iii. Net Ordinary Income: $70,228.01
      iv. Revenue: Sewer revenue current is trending at budget.

Mr. Snavely entertained a Motion to authorize payment of vouchers for $119,745.66 ($51,164.25 water, $68,581.41 wastewater); moved by Mr. Phillips, second by Mr. Miller. Motion passed unanimously.

Mr. Snavely entertained a Motion to ratify payments made prior to the meeting for $53,862.41 ($35,862.95 water, $17,999.46 wastewater); moved by Mr. Phillips, second by Mr. Miller. Motion passed unanimously.

Mr. Snavely entertained a Motion to approve invoices received after reports were run for $56,340.93 ($47,797.99 water, $8,542.94 wastewater); moved by Mr. Phillips, second by Mr. Miller. Motion passed unanimously.

b. 2017 PMRS MMO: The 2017 Minimum Municipal Obligation

Mr. Snavely entertained a Motion to approve the 2017 MMO; moved by Mr. P. Shaffer, second by Mr. Baker. Motion passed unanimously.

VII. New Business

a. Resolution 3-2016: Disposition of Records
   
   Mr. Snavely entertained a Motion to approve Resolution 3-2016; moved by Mr. Baker, second by Mr. P. Shaffer. Motion passed unanimously.

b. Greenridge Drive: A resident is requesting public water due to a failing well. A line to this customer would put approximately 14 others within the Township’s mandatory connect ordinance. Discussion was had on contacting the Township to confirm the hardship to determine whether or not there is a public health emergency situation.

VIII. Old Business: Reading Alloys has signed a payment agreement.

IX. Announcements: The board congratulated Mr. Snavely on his first grandchild.
X. Adjournment

- Mr. Snavely entertained a Motion to adjourn at 9:08PM; moved by Mr. P. Shaffer, second by Mr. Phillips. Motion passed unanimously.

Respectfully Submitted,
Candace L. Hoover, Recording Secretary
MANHEIM AREA WATER & SEWER AUTHORITY: Minutes of November 10, 2016

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

Roll Call: Chairman Douglas Snively, Vice Chairman Robert Miller, Secretary Wade Baker, Assistant Secretary/Treasurer Joe Ardini, and Members Paul Shaffer and Jeffrey Sweater

Staff: Authority Manager Terry Shaffer, Financial Comptroller Deb Tobias, Operations Supervisor Sam Getz, and Billing Administrator/Recording Secretary Candace Hoover

Engineering: Michele Braas – Rettew Associates

Absent: Treasurer, Marc Phillips

II. Visitors:
Andrew Nelson of 46 North Pitt Street, Manheim, and Jon Glick of 639 Green Ridge Drive, Manheim
a. Andy Nelson, Building Code Official for the Borough of Manheim, has been in Manheim his whole life. He served on the Manheim Recreation Commission for six years, and sits on the Borough’s Historic Commission. Mr. Nelson has an interest in serving on the board.
b. John Glick: Mr. Glick is interested in obtaining water service for 639 Greenridge Drive. To the best of staff’s knowledge, the Township is interested in running sewer on that street as well, and could desire to work with the Authority on running lines at the same time. It is Mr. T. Shaffer’s understanding that the extension would be in conjunction with Phase II of Sun Hill Commons. Mr. Glick’s major inquiry is the timeframe of the availability of public water.
   i. Mr. Ardini inquired if Mr. Getz’s measurements for the potential line fell within the right-of-way. Mr. Getz indicated that the hydrant is in the right-of-way, and there is a “T,” off of the Authority’s line that could run straight to Mr. Glick’s property. Running the 600’ of water line is estimated to cost $33,909.18, which includes a 10% contingency.
   ii. There are 14 homes that would be within connection distance if the line was run.

III. Minutes of October 13, 2016
   ➢ Mr. Snively entertained a Motion to approve the Minutes of October, 13 2016 as presented; moved by Mr. Miller, second by Mr. Baker. Motion passed unanimously.

IV. Reports
a. Engineering Reports
   i. Fluoride: The project is completed.
   ii. SCADA¹: Ms. Brass is looking into whether or not the proposed project can be phased.
   iii. Grant Applications: A decision from the approving committee is anticipated by the end of March 2017
   iv. Rules & Regulations.: Ms. Braas met with staff regarding the finalization of a summary of procedures to be adopted prior to completing the rules and regulations.
   v. High Service Pumps: The pumps will be delivered in December. If the items are received by then, they could be installed by Christmas.
   vi. GIS²: Staff is to meet to determine how the data the Authority has will be imported into the system.

¹ SCADA: Supervisory Control and Data Acquisition
² GIS: Geographic Information System
vii. Hauled Waste Program: A draft program has been completed, and a meeting has been scheduled to review it with staff.

viii. Wastewater Assistance: Mr. Chris Foreman of Rettew has submitted a report regarding his activities at the wastewater plant.

ix. Sun Hill Bus Facility: The project is completed.

x. Penn Towne Center: Phase One of the project is completed, and Phase Two is on the agenda.

xi. Invoicing: Mr. Miller indicated that the Finance Committee reviewed the invoice template options, and were in agreement to utilize the template suggested to staff.

b. Management & Operation
   i. S. Charlotte St Phase III: Paving is completed.
   ii. Drought Watch: Governor Wolfe has placed Lancaster County on a drought watch, which is for a voluntary conservation of 5%. (Approximately 3-5 gallons per customer.)
   iii. WWTP\(^3\) Driveway: The drive is deteriorating. Staff has researched a new chipping method laid like asphalt, which was recently used by Warwick Township, as a potential solution to preserve the integrity of the drive. The process is a fraction of the resurfacing cost, and is anticipated to last up to 7 years. It is staff’s intent to do repairs next spring and the resurfacing next summer.

V. Financials

   Mr. Snavely entertained a Motion to approve the vouchers for $124,949.81 ($29,446.70 water; $95,503.11 wastewater), and to ratify payments made prior to the meeting for $37,791.26 ($27,942.17 water; $9,849.09 wastewater); moved by Mr. Sweater, second by Mr. Ardini. Motion passed unanimously.

   Mr. Snavely entertained a Motion to approve payment of the vouchers for invoices received after the meeting reports were run for $13,922.14 ($6,075.74 water; $7,846.40 wastewater); moved by Mr. Sweater, second by Mr. P. Shaffer. Motion passed unanimously.

   a. Revenue & Expense Report Water: October puts the Authority at 83% through the year. Revenue is exceeding by a few percentage points at just over 86%.
      i. Water Total Income $143,527.08
      ii. Total Expense: $120,480.50
      iii. Net Ordinary Income $23,046.58
      iv. Notable Expense: DE\(^4\) Filter Repair
   b. Revenue & Expense Report Wastewater: October puts the Authority at 83% through the year. The budget is approximately 3 tenths of a percent off of projected.
      i. Wastewater Total Income $196,298.15
      ii. Total Expenses $107,275.89
      iii. Net Ordinary Income: $89,022.26
      iv. Notable Expense: The WAS\(^5\) pit pump repair was over $2K, hauled waste receiving concrete pad over $15K
   c. 2017 Proposed Water Budget: Mr. Miller reviewed the revenue, expenses, and capital project proposals of the 2017 draft budget. The draft is for the board to review for presentation for approval in December.
      i. The board discussed the creation of a capital budget.
      ii. The Municipal Authorities Act disseminates the designation of tapping fees. Having a capital budget funded by year-end surplus will perpetuate future projects.
      iii. It is the intent to use some of the reserves to start the capital budget, and then support its funding through year-end surplus.

\(^3\) WWTP: Wastewater Treatment Plant
\(^4\) DE: Diatomaceous Earth
\(^5\) WAS: Waste Activated Sludge
iv. Separating operations from capital will help prioritize deferred maintenance and other projects, from operations and regular maintenance. It will also help staff with monitoring the Authority’s financial health, and whether or not the Authority’s rates are capable of sustaining operations costs.

v. A capital assets policy will be finalized as the budget is finalized. The Finance Committee has reviewed the 2017 draft water budget, and supports it.

d. 2017 Proposed Wastewater Budget: Mr. T. Shaffer reviewed the Municipal Authority’s Act segment concerning how the capacity and distribution portion of the tapping fees are split.

   i. There are tapping fee regulations that will help finalize the creation and designation of the fees.
   
   ii. There is a special purpose portion that can be added to the tapping fee for project upgrades for service upgrades, as long as those specific projects are completed within the specified time frame. (If they are not, the tapping fee portion would need to be reimbursed.)
   
   iii. Ms. Tobias reviewed the year’s revenue to debt service against the 6-month recommended reserve, and explained how they were tabulated to begin the capital budget.
   
   iv. She will draft the proposal into a request for review by the Auditor for him to make a recommendation in support or against of what was discussed.

e. Water Capital Budget Draft: Mr. Miller reviewed the draft capital budget. The projects are ranked, and can be shifted based on income and whether or not the grants applied for are received.

f. Wastewater Capital Budget Draft: Mr. Snavely indicated that if the belt filter press will be replaced next year, and if it will be financed, the debt payment would need to be included in the operations budget.

   i. The board discussed refurbishing the existing press versus purchasing a new press, and how staff is weighing whether a side-by-side press operation would be best considering installation, and managing down time with the hauled waste program.
   
   ii. Discussion was had on looking at a rate study and maintaining rates for as long as responsible.
   
   iii. Comments and questions regarding all of the budgets are to be remitted to Ms. Tobias by December 1.

VI. New Business

a. Employee Status Update: Sasha McComsey has earned her wastewater license, and is up for permanent status.

   ➢ Mr. Snavely entertained a Motion to approve Sasha McComsey for permanent status; moved by Mr. Sweater, second by Mr. Ardini. Motion passed unanimously.

b. Penn Towne Center Phase II:

   ➢ Mr. Snavely entertained a Motion to approve the amendment agreement for Phase II of the Penn Towne Center project; moved by Mr. Baker, second by Mr. Miller. Motion passed unanimously.

c. 2017 Meeting Schedule: The 2017 board meetings will be held on the 2nd Thursday of each month.

d. 2017 Employee Health Benefits: Mr. Baker shared what the Personnel Committee has reviewed regarding benefits plans. The Committee is recommending that health insurance be brokered by Trilogy for a $0 Deductible, which will take the plan from a self-funded program to a fully insured program, with like benefits. The current program would be left in good standing, so if after a period, the market changes, the plan could be switched back. The premium prices are locked in for a year, but the participation is only locked in from month to month.
Mr. Snavely entertained a Motion to authorize the pursuit of a new health plan through Capital Blue Cross as discussed; moved by Mr. Baker, second by Mr. P. Shaffer. Motion passed unanimously.

VII. Adjournment

Mr. Snavely entertained a Motion to adjourn at 10:02PM; moved by Mr. Sweater, second by Mr. Ardini. Motion passed unanimously.

Respectfully Submitted,
Candace L. Hoover, Recording Secretary
MANHEIM AREA WATER & SEWER AUTHORITY: December 8, 2016

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

Roll Call: Chairman Douglas Snavely, Vice Chairman Robert Miller, Treasurer Marc Phillips, Assistant Secretary/ Treasurer, Joe Ardini, and Members Paul Shaffer and Jeffrey Sweater.

Staff: Authority Manager Terry Shaffer, Financial Comptroller Deb Tobias, Operations Supervisor Sam Getz, Water Operator Nicole Bushong, Laborer Paul Bell

Absent: Secretary Wade Baker

II. Visitors:
   a. Ami Bell and John Glick
      i. Mr. Paul Bell has been employed by MAWSA for the 180-day probationary period and Mr. Shaffer recommends Mr. Bell be moved to permanent employment status.

         ➢ Mr. Snavely entertained a Motion to approve Paul Bell to permanent employment status; moved by Mr. Sweater; second by Mr. Phillips. Motion passed unanimously.

         ii. Paul and Ami Bell expressed their thanks and exited the meeting.

III. Approval of Minutes: November 10, 2016
    ➢ Mr. Snavely entertained a Motion to approve the Minutes as presented; moved by Mr. Sweater, second by Mr. Miller. Motion passed unanimously.

IV. Reports
    a. Engineering
       i. Greenridge Drive: MAWSA Staff and Ms. Braas met with Penn Township Supervisors to go over the proposed water line extension on Greenridge Drive; MAWSA advised to go ahead with pursuing project; Penn Township is in the process of surveying the Greenridge Drive residents to see if they are interested in connecting their homes; there was no deadline on the survey; Penn Township is to make the final decision if this line will be extended.
       ii. In the same meeting with Penn Township, MAWSA was instructed to send a formal letter to Penn Township with a list of mandatory connections within the Township so that Penn Township can notify those residents.
       iii. Discussion was had on the intention for MAWSA and Penn Township to meet on a quarterly basis to keep in good communication with one another. All MAWSA board members will be notified of any upcoming quarterly meetings and are encouraged to attend, if possible.
iv. Source Water Protection: Zone 3 encompasses the Borough; there was discussion on where exactly the signs should be located; it appears that most signs should be located in either Penn Township or Rapho Township for Zone 3.

v. High Service Pumps: The two new pumps have not been shipped as of this week due to the pump curves not fitting our efficiency criteria; additionally the impellers need to be trimmed.

vi. Mr. Irvin is not proceeding to connect to our water service at this time.

vii. Lakeview Bible Church (LBC) Water Connection:
1. Per guidance from the PA DEP Public Water Supply Manual, the recommended water demand for churches is 3 gpd/seat. According to LBC, the seated capacity is 150 seats, therefore the calculated water demand required by the church is 450 gpd (3 gpd/seat X 150 seats = 450 gpd). The recommended total EDU’s for the project is 3 EDU’s (450 gpd/171.6 gpd/EDU = 2.62 EDU’s).
2. Mr. Shaffer interjected that we could possibly charge one (1) tap fee instead of three (3) upfront; look at the usage 90-180 days after connection, and charge the extra EDU’s if necessary.
3. Discussion of LBC financing only the tapping fee through MAWSA with LBC paying for the water line extension to the church.
4. The Board agreed that we will uphold our Rules and Regulations in regards to line extensions and LBC will be required finance and install the line extension; with MAWSA allowing the financing of one(1) tap fee with MAWSA; then reevaluate usage in 180 days.
5. Discussion on whether the church could possibly filter their own well water for better quality results as an alternative to connecting to our water line.

b. Management & Operations Report
i. Water:
   1. Our area is technically still in drought watch; the Governor has not lifted it yet, but we expect him to do so in the near future
   2. We have switched back to using Well#6 as of 12/8/16
   3. Discussion was had on the WTP report to clarify what these numbers can tell us
   4. Water loss numbers look very good

ii. Wastewater:
   1. Looking at the inner-loop repaving at the Wastewater Plant. It would cost approximately $140,000-$150,000 to replace the blacktop for the entire loop; Martin Paving has a new coating product/technique that is much less expensive. Approximate time to look at doing the project is Spring 2017; Ms. Braas noted that this new product is very popular, but does not repair well; it seems to be a great final product, but is not easy to patch.

iii. Administration:
   1. New office entry at 18 E. High St. is finished and staff/board are pleased with the result.
   2. Mr. Andy Nelson has accepted to become a MAWSA board member; Borough Council is to appoint him at their meeting next week on Tuesday, December 13.
   3. Borough Council may appoint a Council liaison to hold a member seat on MAWSA’s Board; discussion is ongoing

V. Financials
a. Financial Reports
   i. Water Financial Reports
      1. Total Income: $128,600.82
      2. Total Expense: $67,975.13
      3. Net Ordinary Income: $60,625.69

   ii. Wastewater Financial Reports
      1. Total Income: $284,966.31
      2. Total Expense: $163,125.90
3. Net Ordinary Income: $121,840.41
4. Reading Alloys settlement was paid for the molybdenum issue earlier in the year totaling $13,000.00

b. Vouchers
- Mr. Snavely entertained a Motion to approve payment of the invoices that were received after reports were run for $3,471.57 (-$304.44 water; $3,776.01 wastewater), authorize payment of vouchers needing approval for $126,604.31 ($64,316.21 water, $62,288.10 wastewater), and ratify payments made prior to the meeting for $24,025.36 ($14,304.34 water, $9,721.02 wastewater); moved by Mr. Phillips, second by Mr. Ardini. Motion passed unanimously.

VI. Executive Session
- Mr. Snavely entertained a Motion to recess to Executive Session at 8:10PM to discuss personnel matters; moved by Mr. P. Shaffer, second by Mr. Ardini. Motion passed unanimously.
- Mr. Snavely entertained a Motion to return from Executive Session at 8:25PM from discussing personnel matters; moved by Mr. Sweater, second by Mr. Ardini. Motion passed unanimously.
- Mr. Snavely entertained a Motion to increase salaries as per the personnel committee’s recommendation in Executive Session; moved by Mr. Sweater, second by Mr. Ardini. Motion passed unanimously.

VII. 2017 Water and Wastewater Budgets
a. Capital Budget: MAWSA will be utilizing services from Trout, Ebersole & Groff accounting firm to assist with a capital policy and budget for 2017 and future years; they will also be recommending an amount of monthly reserves we need maintain based on our debt service, operational expenses, etc. MAWSA will roll over any excess funds at end of our budget year to the capital budget to finance capital projects. A capital policy and budget will be refined and ready to present at the January board meeting.

b. Discussion was had on a possible rate study in the near future to ensure that rates are appropriate for our Authority.

- Mr. Snavely entertained a Motion to approve the 2017 budgets as presented, subject to the above Motion to increase salaries as per the personnel committee in Executive Session. Moved by Mr. Phillips, second by Mr. Miller. Motion passed unanimously.

VIII. New Business
a. Resolution 1-2017: Fee Schedule: Some minor miscellaneous fees have been added and/or changed; the $3.00 monthly Transmitter Service Fee was removed, along with a minor increase to hauled waste fees.

- Mr. Snavely entertained a Motion to approve Resolution 1-2017 as presented, effective 1/1/17; moved by Mr. Sweater; second by Mr. P. Shaffer. Motion passed unanimously.

b. Engagement of Services
   1. Auditor – Sager, Swisher, and Company, LLC
   2. Financial Institutions – Ephrata National Bank and Fulton Bank
   3. Solicitor – Barley Snyder
   4. Payments and Purchasing – Invoices prior to meetings, Costars, Lancaster County Cooperative

- Mr. Snavely entertained a Motion to continue the engagement of services from vendors named in items #1-3 of this section along with authorizing item #4 of this section for 2017; moved by Mr. Miller; second by Mr. Ardini. Motion passed unanimously.
5. Engineer – Rettew Associates/ Requests for Proposal

➢ Mr. Snavely entertained a Motion to continue the engagement of services with Rettew in 2017 until Requests for Proposals are received and a selection is made; moved by Mr. Ardini; second by Mr. P. Shaffer. Motion passed unanimously.

c. Kline’s Services, LLC is requesting a waiver of late charges due to the fact that they have been bought out by another company, Wind River, their accounts payable system is slower than before. They have exceeded the 30 day invoice term for hauled waste and have incurred three late charges over the past 3-4 months. The board denied the request.

d. Mr. T. Shaffer took time to recognize and thank Chairman Doug Snavely and Treasurer Marc Phillips for their many years of service to the Authority. Both Mr. Snavely and Mr. Phillips have collectively given well over 1,000 community service hours over the last years to help us get where we are today. Mr. Snavely has been on the board from March 1999-December 2016; Mr. Phillips has been on the board from February 2005-December 2016.

IX. Old Business-There was none.

X. Unregistered Visitor Comment Period-There was none.

XI. Announcements
   a. Reorganization Meeting (Election of Officers and Committee Appointments) – January 12, 2017

XII. Adjournment
   ➢ Mr. Snavely entertained a Motion to adjourn at 9:12PM, moved by Mr. Sweater, second by Mr. Ardini. Motion passed unanimously.

Respectfully Submitted,

Deborah A. Tobias, Recording Secretary