



Manheim Area Water & Sewer Authority
Minutes of January 10, 2019
Borough Hall: 15 East High Street, Manheim, PA 17545

- I. Call to Order/ Pledge of Allegiance: Mr. Miller convened the meeting at 7:06 PM with the Pledge of Allegiance
 - a. Roll Call: Chairman Robert Miller, Vice Chairman Wade Baker, Secretary Paul Shaffer, Treasurer Andrew Nelson, and Members Charles Heisey and Barbara Horst
 - b. Executive Team: Manager Terry Shaffer, Assistant Manager Susan Roche, Financial Comptroller Deborah Tobias, Recording Secretary/Billing Administrator Candace Hoover
 - c. Engineering: Carl D. Kline, Jr. – Spotts, Stevens, McCoy (SSM)
- II. Reorganization
 - a. Nominations and Elections
 - i. Chair
 - Mr. Baker moved to nominate and elect Mr. Miller to the office of Chair; second by Mr. P. Shaffer. Mr. Miller accepted the position. Motion passed unanimously.
 - ii. Vice Chair
 - Mr. Heisey moved to nominate and elect Mr. Baker to the office of Vice Chair; second by Mr. Nelson. Mr. Baker accepted the position. Motion passed unanimously.
 - iii. Secretary
 - Mr. Nelson moved to nominate and elect Mr. P. Shaffer to the office of Secretary; second by Mr. Baker. Mr. P. Shaffer accepted the position. Motion passed unanimously.
 - iv. Treasurer
 - Mr. Baker moved to nominate and elect Mrs. Horst to the office of Treasurer; second by Mr. Nelson. Mrs. Horst accepted the position. Motion passed unanimously.
 - v. Assistant Secretary/Treasurer

- Mr. Baker moved to nominate and elect Mr. Heisey to the office of Assistant Secretary/Treasurer; second by Mr. P. Shaffer. Mr. Heisey accepted the position. Motion passed unanimously.

b. Committee Appointments

i. Personnel Committee

- Mr. Miller appointed Mr. Baker as Chair of the Personnel Committee. He and Mr. Heisey will serve with him.

ii. Finance Committee

- Mr. Miller appointed Mrs. Horst as Chair of the Finance Committee. He and Mr. P. Shaffer will serve on the committee with her.

iii. Strategic Planning Committee

- Mr. Miller appointed Mr. Nelson Chair of the Strategic Planning Committee. Mr. Heisey and Mr. P. Shaffer will serve on the committee with him.

iv. Source Water Protection Committee

- Ms. Bushong will continue to represent MAWSA on the Source Water Protection committee, and the board member representative will remain open until there is a full board.

v. Property Committee

- Mr. Miller will remain Chair of the Property Committee. Mr. Baker and Mr. Nelson will serve on the committee with him.

- c. All appointments were accepted by the respective board members. Mr. Miller noted their volunteer status, and thanked them for their time.

III. Visitors

- a. No visitors were present.

IV. Approval of Minutes of December 13, 2018

- Mr. Miller entertained a Motion to approve the Minutes of December 13, 2018 as presented; moved by Mr. Heisey; second by Mr. Baker. Motion passed unanimously.

V. Reports

a. Engineering

- i. Ms. Roche and Mr. Getz met with JG Environmental regarding their intended waste stream in participation with the hauled waste program.

Documentation of the waste stream contents has been requested, and has not yet been supplied.

- ii. Manheim Commons: Mr. Kline, Mr. Connelly, and Mr. T. Shaffer met with the developer months ago, and have received plans within the past week or so. The plans have comments that are not completely congruent with prior discussions, and will be responded to.
- iii. Hydraulic Model: The report was difficult to pull together with the discovery of a number of flow discrepancies. There were also a number of low flow hydrants in the prior reports. Mr. Kline is continuing to verify and accumulate accurate data.
- iv. Fenner Drives: Discussion was held on whether the rate payers should pay the Authority Engineer to help a customer chase down potential leaks, versus being neighborly. Mr. Kline was instructed to provide Fenner Drives with his recommendations.
- v. New SSM Teammate: Mr. Kline will be involving a new member of SSM, Dan Standish, with MAWSA. Mr. Standish has over 30 years of water experience, which Mr. Kline trusts will be an asset.

b. Management

- i. Water Loss: Mr. T. Shaffer believes there is water loss, but no pressure zone is showing a significant amount loss, making him believe that it is related to multiple small, hard to find, leaks.
- ii. Act 109: The requested improvement completion deadline is August of 2020; however, staff is already evaluating needs and making preparations.
- iii. PA One Calls: There were less calls last month.
- iv. Free Chlorine: Levels are continuing to be increased to meet the new residual mandates.
- v. Reservoirs: Additional security measure installations are almost complete.
- vi. Kendig Drive: The area is a low consumption section of the system, so it will require additional flushing. Mr. Kline is looking into solutions such as a Chlorine booster station, or an automatic flushing system.
- vii. Wastewater: Precipitation was high again, causing high flows at the plant. The extended storm mode periods increases the Nitrogen and Phosphorus levels, though they are all still carrying great levels.
- viii. Hauled Waste: Even with high flow shutdowns, a large quantity of waste was still brought in.
- ix. Interceptor: The ground has been checked, but is too wet to bring in the lining equipment. The contractor is planning to come later this month to see if the ground is solid enough to begin the relining project.
- x. Old Line Pump Station: The old unit's removal has been scheduled.
- xi. Employment: A candidate has been found for the maintenance technician position, and the laborer position is still being advertised.

c. Finance

- i. Cash Balances: There is roughly \$540K more in the accounts than last year.

- ii. Water Operation & Maintenance Revenue & Expense: There were a lot of water break repairs, and maintenance at the plant.
- iii. Wastewater Operation & Maintenance Revenue & Expense: The largest expense was for the Ferdinand Street sewer main repair.
- iv. Water Operation & Maintenance Revenue & Expense Budget vs. Actual: The revenue closed 10% over this year. The tapping fees were the surprising factor, as had been discussed throughout the year.
- v. Ms. Tobias clarified for Mrs. Horst that Payroll was down due to staff turnover.
- vi. Wastewater Operation & Maintenance Revenue & Expense Budget vs. Actual: Revenue was lower than expected by 5.3%. Expenses were about 9% under with savings stemming from the belt filter press rebuild, making it a 2-year payback on investment.
- vii. Water Profit & Loss Previous Year Comparison: Staff was aggressive on break repairs in 2018.
- viii. Wastewater Profit & Loss Previous Year Comparison: Hauled waste lost 3 weeks of operation with the wet weather.
- ix. Water Capital Budget: The report shows projects approved for 2019, and projects for 2018 that have not been completed. There are 2 payments on the vouchers for approval from this budget water plant meter and reservoir security enhancement.
- x. The Finance Committee has reviewed and recommends approval of the Financial Reports.

➤ Mr. Miller entertained a Motion to accept the financial reports as presented; moved by Mr. P. Shaffer, second by Mr. Heisey. Motion passed unanimously.

xi. Vouchers

➤ Mr. Miller entertained a Motion to Mr. Baker moved to ratify payments made prior to the meeting for \$45,119.34; second by Mrs. Horst. Motion passed unanimously.

➤ Mr. Miller entertained a Motion to approve payment of the remaining vouchers of \$83,800.69 pending payment authorization, and \$12,570.64 received after the meeting reports were run, as presented; moved by Mr. Baker, second by Mr. P. Shaffer. Motion passed unanimously.

xii. Check Signing/ Review of Current Bylaws

- 1. Discussion was held on having 1 officer of the board and the manager necessary for check signing to streamline the accounts payable process. Discussion was held on naming Mrs. Horst, Mr. Baker, Mr. Miller, Mr. Heisey, and Mr. T. Shaffer as signers and backup signers.

d. Utility Billing

i. Mrs. Hoover would like to offset the shut off schedule for non-rentals to match the pattern of the rental shut off schedule, as the law creates an additional time and notification opportunity for rental properties. The move would allow customer more time to pay, and decrease the number of shut off notices, and related notification fees. The board was in support of the proposed schedule revision.

e. Personnel

i. No new items to present.

f. Property

i. No new items to present.

g. Source Water Protection

i. No new items to present.

h. Strategic Planning

i. The Committee typically meets after board approval of the annual rollover of excess Operation & Maintenance funds into Capital per the Authority's Capital Assets Policy.

VI. New Business

a. Audit Appointment: The Auditor is requesting to interview a board member as part of the annual audit process. Mr. Miller volunteered to serve in that capacity.

VII. Old Business

a. No new items to present.

Mr. Nelson excused himself at 8:18PM.

- Mr. Baker moved to recess to Executive Session to discuss personnel matters at 8:18PM; second by Mrs. Horst. Motion passed unanimously.
- Mr. Baker moved to return to regular session at 8:23PM after discussion indicated that the subject could be discussed by committee; second by Mr. P. Shaffer. Motion passed unanimously.
- Mrs. Horst moved to adjourn at 8:25PM; second by Mr. P. Shaffer. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover, Recording Secretary