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
I. Call to Order/ Pledge of Allegiance: Mr. Miller convened the meeting at 7:04 PM with the Pledge of Allegiance
   a. Rapho Township representative nominee, John Haldeman, introduced himself. All introductions of the board took place to welcome Mr. Haldeman.
   b. Roll Call: Chairman Robert Miller, Vice Chairman Wade Baker, Secretary Paul Shaffer, Treasurer Barbara Horst, Member Andrew Nelson, Rapho Rep John Haldeman
   c. Authority Staff: Manager Terry Shaffer, Assistant Manager Susan Roche, Financial Comptroller Deb Tobias
   d. Engineering: Carl. D. Kline, Jr. – Spotts, Stevens, and McCoy (SSM)

II. Visitors
   a. Chairman Miller invited unregistered guest, Gabe Clark of Catalyst Commercial Development, LLC, to speak. Mr. Clark is the Manheim Commons developer; his property is under agreement and he has the final land development from Penn Township (project has proposed 190 apartments and 5 commercial units are to be built). Mr. Clark stated that his company submitted the development’s capacity request two (2) months after the new tap fees were increased. Mr. Clark inquired to see if MAWSA would possibly consider reducing the water tapping fees for the project as the current, higher tapping fee would be an unexpected financial burden. The only time Mr. Clark met with MAWSA to discuss any concerns was in fall of 2018. Mr. Clark stated he met with Authority Manager Terry Shaffer about the project to discuss the metering plan for the property, however Terry was not told at that time, that Catalyst Commercial was considering requesting a tapping fee reduction for the project. Chairman Miller asked to table the discussion until staff can provide the Board with additional details. In the meantime, Mr. Clark was instructed to submit a written request to Terry for further discussion. Mr. Kline gave a brief education on what an EDU is and why they are established. Mr. Miller reinforced how we arrived at our fees and why we must uphold them.

   Mr. Charles Heisey arrived at 7:12PM.
   Mr. Clark excused himself at 7:45 PM

III. Approval of Minutes January 10, 2019
   ➢ Mr. Miller entertained a Motion to approve the Minutes of January 10, 2019 as presented; moved by Mr. Nelson; second by Ms. Horst. Motion passed unanimously.

IV. Visitors (Revisited discussion)
   a. Mr. Miller opened the floor for further discussion on the process of developers purchasing property, going through the zoning process, then possibly finding that permit fees have changed since they were in the property exploration phase of the project. Discussion was had on the specific components that are included in the tapping fee calculation. The current time range to re-calculate tapping fees for municipal authorities is once every 3-5 years unless an authority has a major capital improvement to their
system. Conclusion was that until we recalculate our current tapping fees, we are to uphold our current fees.

V. New Business
   a. Check signing/revision of current Bylaws: Mr. Shaffer announced that at next month’s meeting we will be proposing a revision to the current Bylaws. The proposed, revised Bylaws are to be emailed to the entire board prior to the March meeting.

VI. Reports
    a. Engineering
       i. Source Water Protection grant opportunities are available and will be discussed at the next Source Water meeting with the possibility of MAWSA applying
       ii. SSM assisted with addressing three separate regulatory issues with water plant
          a. Filtration and our current permit
          b. Chlorine residual at 0.20 mg/L
          c. Analysis of chlorine residual at WTP and WWTP
       iii. Hydraulic model found that flows were similar to the last completed model. SSM is still troubleshooting some areas of town to be sure all valves are open 100%; this project is near completion. The hydraulic model is to ensure that any new developments that come along will have sufficient supply. SSM is looking into the flow at Molly’s to ensure that their hydrant is sufficient for that area.
       iv. Charlotte and Cherry St. booster stations needing upgraded by Sept 2020 and SSM is assisting us with design and plan of action for these projects.
    b. Management & Operations Report
       i. Mr. Getz will be presenting the operations report to the board from next month, moving forward
       ii. Water break on S. Main St. on 2/1-2/2 was challenging and contributed to our recent water loss reports; we are still searching for two smaller leaks
       iii. PennDOT is looking to meet mid-March and start work on April 1, 2019 on Route 772. The project includes new manholes, frames, and valve risers.
       iv. LED security lights are installed at the reservoirs
       v. Staff, along with SSM, is beginning to discuss membrane filtration at the water plant
       vi. MAWSA received the DEP report from the annual WWTP inspection. MAWSA needs to make some minor adjustments to the outfall as per recommendation
       vii. The 2018 EPA report has been filed
       viii. Phosphorus and Total Nitrogen numbers look good; we had a great hauled waste month in January with the new hauled waste program in place
       ix. Interceptor inflow & infiltration lining to start in the near future. Manager is requesting 350 ft extension to the current agreement with Mr. Rehab to go from the headworks at PS 1 to manhole 6 for an additional $63,000.00
       x. Old Line Rd. pump station’s new generator to be installed on 2/18/19 on an elevated pad for flood prevention
       xi. Open laborer position is nearing to be filled with interviews being held next week
       xii. Our new Maintenance Technician, Scott Mackison, is doing great job
       xiii. DEP was onsite for the two most recent water breaks and had issue with the chlorinated water that ran off to the creek from the breaks. A DEP Clean Water Act representative was onsite during the water breaks and was instructing Mr. Shaffer to hold a burlap bag with de-chlor tabs to catch water going into the creek. Mr. Kline from SSM is submitting a letter asking DEP if they need to be on site during the actual water break. De-chlor mats and tabs have been ordered for water breaks the future
    c. Committee Reports
i. Personnel Committee
   1. Ms. Roche’s office is moving from 18 E. High St. to the WWTP to administer the hauled waste program and to aid operations and perform administrative tasks.
   2. Leadership training for staff to be promoted through PMAA via webinars
   3. Operations are running smoothly, and a few minor changes now will ensure we move forward

ii. Finance
   1. Cash Balances: There is roughly $600K more in the accounts than last year
   2. Water total net income for January: $31,999.71
   3. Wastewater total net income for January: $192,294.00
   4. Budget vs. Actual should be 8.33% through January
   5. Expenses for both Water and Wastewater:
      a. Minor equipment high due to pallet jacks/portable generator for breaks purchased early in the year
      b. Computer training had a one-time, annual fee paid out for Whitebirch
   6. Previous year comparison in Water difference is due to tapping fees
   7. All other financial reports reviewed
   8. New DEP (Commonwealth of PA) annual fee of $10,000 fee showing on Water as a voucher as per Chapter 109 requirements
   9. PNC debt payment of interest only is shown on both Water (20%) and Wastewater (80%) vouchers
   10. Vouchers
       a. Water amount: $76,960.32
       b. Wastewater amount: $117,196.83
       c. Payments made prior to the meeting: Water; $15,190.64, Wastewater; $8,603.2 with a total of $23,793.84
       d. Vouchers to pay after reports were run: Water; $1,020.24, Wastewater; $621.91 with a total of $1,642.15

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

➢ Mr. Miller entertained a Motion to approve payment of all vouchers totaling $219,593.14 ($76,960.32+$117,196.83+$23,793.84+$1,642.15), as presented; moved by Mr. Baker, second by Mr. P. Shaffer. Motion passed unanimously.

iii. Capital Budget vs Actual reports were reviewed; noting a new % complete column

iv. 2018 Capital Fund Rollover Report
   1. The review of our cash flows throughout 2018 reveal that, in agreement with our current cash reserves policy, we are due to rollover from O&M to Capital the following amounts:
      a. Water: $585,100.00 and Wastewater: $363,600.00

v. Interceptor pipe lining project revisited: With mobilization already on site, we got a reduction on price/ft so we need to take advantage of the contractor being there for approximately 1,500 feet depending on grouting costs.
   1. Mr. Baker proposed the idea to do even more lining than to manhole 6 due to the amount of Capital funds that are being rolled over and to possibly get more aggressive with the I & I Project. Mr. Kline spoke to the reasons as to why we have chosen to only go to manhole 6. It provides us a chance to analyze how much I & I change occurs with the
agreed amount of lining footage. Ms. Horst spoke to the fact as to why we have capital reserve policies and how we can use that to our advantage. Discussion also revolved around not knowing what regulations may be in the future, and what costs would be incurred without much warning. With a strategic plan and a cash reserve policy in place, MAWSA can be in a position to make systematic decisions.

2. Mr. Kline gave the example of our DE filtration at the Water Plant and how that may need to be upgraded to meet future regulations. We know that we will need to be put on a corrective action plan and that would need significant funding.

3. Mr. Miller stated that unless there is a formal Motion to open the current cash reserve policy, we will uphold the current policy.

- Mr. Miller entertained a Motion to increase the Interceptor pipe lining from $200,000 to $263,000; moved by Mr. Baker, second by Mr. Nelson. Motion passed unanimously.

- Mr. Miller entertained a Motion to release the Letter of Credit and all escrow monies to Landmark/Holly Tree Development; moved by Ms. Horst, second by Mr. P. Shaffer. Motion passed unanimously.

- Mr. Miller entertained a Motion to move O&M Funds to Capital Funds as per the report presented; moved by Mr. Baker, second by Mr. Nelson. Motion passed unanimously.

  d. Utility Billing: Year to year comparison now showing on report; newsletter is in progress
  e. Property Committee- To meet after Strategic Planning Committee meets this spring
  f. Source Water Protection – Next meeting will be on February 25, 2019 at the Penn Township Municipal Building.
  g. Strategic Planning Committee – To meet in next 30-45 days

VII. New Business

a. Rapho Township Board Member appointment – John Haldeman
b. Employee Ms. Susan Roche, Assistant Manager: Manager request for permanent employment status. Mr. T. Shaffer noted that staff respects Ms. Roche and she is a very hard worker and doing a great job with hauled waste.

c. Sasha McComsey received her class E in both Water and Wastewater
d. Keary Smith earned his general water license.

VIII. Old Business

a. No new items to present.

IX. Announcements

a. PMAA Board Member Training to be held on Tuesday, March 26 in Camp Hill
b. State Ethics Forms due by May 1, 2019

- Mr. Miller entertained a Motion to adjourn at 9:05PM; moved by Mr. Miller, second by Mr. Nelson. Motion passed unanimously.

Respectfully Submitted,
I. Call to Order/ Pledge of Allegiance: Mr. Miller convened the meeting at 7:05PM with the Pledge of Allegiance
   a. Roll Call: Robert Miller, Chair; Wade Baker, Vice Chair; Paul Shaffer, Secretary; Barbara Horst, Treasurer; Charles Heisey, Assistant Secretary/Treasurer; and Members John Haldeman and Andrew Nelson
      i. Mr. Miller welcomed Mr. Haldeman to the Board as the Rapho Township Representative

II. Visitors
   a. Mr. Clark – Catalyst Commercial Development: Mr. Miller thanked Mr. Clark for his letter and opened the floor for any additional comments to the February discussion and correspondence.
      i. Penn Township has accepted the development’s plans.
      ii. Mr. Miller indicated that additional discussion was held during the February meeting, and an investigation was conducted by engineering.
         1. The tapping fee is calculated based on a state formula, and as a result the tapping fee study will not be redone. Mr. Clark inquired about EDUs per apartment unit. Mr. Kline shared that the requested review would require a new tapping fee study.
         2. The board is to uphold the existing tapping fees. Mr. Clark was disappointed as it will affect the project’s ability to move forward.

III. Minutes of February 14, 2019

   ➢ Mr. Miller entertained a Motion to approve the Minutes as presented; moved by Mr. Heisey, second by Mr. P. Shaffer. Motion passed unanimously.

IV. Reports
   a. Operations
      i. Water: Leak suspected. 2 are known and will be scheduled. Method 334.0\(^1\) testing began at the water plant and will span 2 weeks.
      ii. CL2\(^2\): The residual for Kendig is being monitored, and a flushing plan has been developed.
      iii. NOV\(^3\): MAWSA receive an NOV on 3/26/19 for the water break at the 72 bridge. The water main runs under the Fruitville Pike Bridge, over the creek, and is exposed, so the break did cause water to leak into the creek.

\(^{1}\) Method 344.0: “a quality control protocol for chlorine residual monitoring, published by EPA in 2009” ~DEP
\(^{2}\) CL2: The element Chlorine (in various states)
\(^{3}\) NOV: DEP Notice of Violation
1. DEP\textsuperscript{4} did not find a fish kill, and requested several items such as a five-day report, which have been completed, or are in progress.

2. Mr. Kline indicated that this sort of NOV is standard.

iv. Water Main Break: Another break took place further north of the bridge, also on 72, where dechlorinating tablets were used.

1. In 2025 Penn DOT\textsuperscript{5} is planning to redo the bridge. Mr. Getz recommends we replace the line prior to that as the line is exposed, uninsulated, and is not heat traced.

v. Wastewater Clarifier 3 is scheduled to be serviced on March 16.

vi. Compliance: Mr. Getz reported that a preventative maintenance log is in progress. Scott Mackison, the new maintenance technician, is working on it.

1. DEP has suggested an endwall be installed, and a quote is being sought.

vii. Transfer Switch: If the switch fails the entire wastewater plant will not have power. The power will transfer from grid power to generator power, but is having difficulty transferring back to the grid.

1. Mr. Getz had foresight during the testing phase and had people on standby in case anything went awry. What he has found is that the current transfer switch status poses an emergency.
   a. Repair/replacement of the switch will happen in multiple phases. Once the emergency is squared away, Phase Two will be in relation to the existing generators, followed by a final phase of additional generators so that a full, long-term power load can be generator supported.

2. Alarms: Mr. Getz would like the alarm wires traced and have additional ports installed to better regulate alarm points. The quote is about $10K to trace all wires and provide a quote for updating the system. The exiting system was put on a smaller package to cut costs, but it can increase response time.

b. Management
   i. NOV: Mr. T. Shaffer added that a letter will be submitted to DEP regarding the NOV Mr. Getz spoke of, which will indicate the steps MAWSA has taken to help prevent future creek chlorination.

   ii. Water Loss: February saw a major reduction in water loss after the two main break repairs.

   iii. Hydraulic Model: The project has been completed, and reviews are underway.

   iv. Biosolids: The reports have been completed and submitted. The Nitrogen and Phosphorus levels are very good, even with the exceptionally wet year.

   v. Interceptor: The contractor underwent surgery and is planning to begin in a few weeks, weather permitting.

   vi. Switch Gear: The switch gear and temporary generator are over $38K, not including labor. It is anticipated that labor costs would at least be equal to the cost of the parts.

\textsuperscript{4} DEP: Pennsylvania Department of Environmental Protection
\textsuperscript{5} PA DOT: Pennsylvania Department of Transportation

PG. 2: MAWSA Minutes of March 14, 2019
1. Mrs. Horst indicated that the project fits into the Capital Budget, but it is a needed item and an emergency.
2. Mr. Getz added that a backup system is required by DEP.
3. Mr. Baker commended Mr. Getz’s report.

Mr. Miller entertained a Motion to approve the obtainment of a new switch gear for the preliminary cost of $38,310; moved by Mr. P. Shaffer, second by Mr. Baker. Motion passed unanimously.

c. Engineering:
   i. The large invoice is indicative of the amount of work that was completed.
      1. Mr. Kline is looking to reduce the time he is on site but shall remain available as needed.
   ii. Hydraulic Model: Mr. Kline passed around a laminated copy of the mapping. The maps show static pressure, fire flow, and other things, such as demand condition with pipes’ open or closed status.
   iii. Chapter 109: Report compilation is in progress. Some requirements are for upgrades to the Cherry Street Booster Station, which will be getting an emergency generator, flood wall, and fencing. The Charlotte Street Booster Station will be getting an emergency generator and VFDs.
   iv. Mr. Miller indicated that Mr. T. Shaffer is working on a possible WTP Upgrade for 2023. The plant is currently run with diatomaceous earth, frequently used in swimming pools. Including ours, there are under five of this style facility in Pennsylvania.
   v. 2018 Audit: The auditors were in and are planning to complete the audit for the May meeting.

d. Financials
   i. Cash: Increased total bank balance from February 2018.
   ii. Water Capital: The rollover was completed.
   iv. PNC is not a monthly invoice and was paid in February.
   v. Wastewater Total showing a negative this month including the debt service payment.
   vi. Water Budget versus Actual: Total net income of $72,542.16 so far.
   vii. Wastewater Budget versus Actual: Tapping fee received due to EDU audit.
      1. Total net income of $123,114.81.
   viii. Water Previous Year Comparison: Revenue is showing a 1% difference.
   ix. Wastewater Previous Year Comparison: Revenue is showing a more dramatic difference due to the hauled waste. Some of it has to do with the Auditor’s move of January receipts. Expenses are up from last year due to Biosolids hauling but is having a better start overall than last year.
   x. Checks issued prior to meeting water $13,897.52 wastewater $117,687.46.
   xi. A/P: Water shows Brooklawn paving for water breaks on Route 72. Mountainside excavated for those breaks.

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6 VFDs: Variable Frequency Drives
7 WTP: Water Treatment Plant
8 A/P: Accounts Payable
1. Utility Services Company is a semi-annual payment for our tank maintenance program.

xii. A/P: Wastewater shows DynaTech, who finished the generator repair that was damaged during last year’s flood.

- Mr. Miller entertained a Motion to approve the Financial Reports as presented and approved by the Finance Committee; moved by Mr. P. Shaffer, second by Mr. Heisey. Motion passed unanimously.

xiii. Vouchers & Invoices

- Mr. Miller entertained a Motion to authorize payment of vouchers received after the reports were run totaling $16,821.58 (water $5,756.04; wastewater $11,065.54) to ratify payments made prior to the meeting for $131,584.98 (water $13897.52; wastewater $117,687.46) and to approve payment of vouchers totaling $145,204.13 (water $72,730.07; wastewater $72,474.06); moved by Mr. Baker, second by Mr. P. Shaffer. Motion passed unanimously.

xiv. Capital Budget

1. Water: There are no items to approve this month. The updated balance is $906,551.58.
2. Wastewater: Penn DOT and the generator have been paid for so far. Rollover has been completed and the balance is $735,490.89.

e. Utility Billing

i. Collections revision is in progress. During the lapse in collections delinquencies increased sharply. A phone call was issued to encourage accounts be brought current, which dropped delinquencies by about $20K.

f. Personnel

i. Mr. Baker would like to have a personnel committee meeting after the public meeting.

g. Property Committee:

i. There were no items to report.

h. Source Water Protection

i. Meetings have been scheduled.
   ii. The group is looking at signage and spoke about stream cleaning as well as increasing consumer education.
      1. The advisory board suggested that Mr. Kline be appointed to the committee.

- Mr. Miller entertained a Motion to appoint Mr. Kline to the Source Water Protection Committee; moved by Mr. Baker, second by Mrs. Horst. Motion passed unanimously.

i. Strategic Planning

i. Mr. T. Shaffer would like to schedule a meeting for April with Mr. Nelson, Mr. P. Shaffer, and Mr. Heisey. He will send an email. Wednesday may work better for the committee members.
V. New Business
   a. Mr. Miller asked Mr. Haldeman if he would serve on the Finance Committee.
      i. Mr. Haldeman accepted.

VI. Old Business
   a. Bylaws Update: Revision to Signatures
      ➢ Mr. Miller entertained a Motion to approve the revision of the Bylaws to update the
        Authority Signers as presented; moved by Mr. Heisey, second by Mr. Baker. Motion
        passed unanimously.
      
      b. Manheim Commons: Mrs. Horst reported that Mr. Clark had attended the Penn
         Township public meeting. Their board gave a similar response to MAWSA’s.
         i. Mrs. Horst recommends that a written policy be made regarding the re-
            evaluation of tapping fees to assist with future review request. Mr. T.
            Shaffer will draft that policy. Mr. Miller feels the board followed their due
            diligence.

VII. Announcements
   a. Board Member Education: Opportunities were presented in the packets.
   b. State Ethics Forms: A reminder will be issued for any that have not been
      submitted.

VIII. Adjournment
     ➢ Mr. Miller entertained a Motion to adjourn at 8:26PM; moved by Mr. Baker, second by
       Mrs. Horst. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover, Recording Secretary
I. Call to Order/ Pledge of Allegiance: Mr. Miller convened the meeting at 7:05PM with the Pledge of Allegiance
a. Roll Call: Robert Miller, Chair; Wade Baker, Vice Chair; Paul Shaffer, Secretary; Charles Heisey, Assistant Secretary/Treasurer; and Member Andrew Nelson
b. Absent: Barbara Horst, Treasurer; and Member John Haldeman
c. Staff: Terry Shaffer, Manager; Susan Roche, Assistant Manager; Deb Tobias, Comptroller; Sam Getz, Operations Supervisor; Candace Hoover, Billing Admin./Recording Sec.
d. Engineering: Carl D. Kline, Jr., LO - SSM

II. Visitors
a. No visitors were present.

III. Minutes of March 14, 2019
a. Mr. Nelson requested revision of the Motion pertaining to Section IV-b-vi and its subsections be revised from “Mr. Miller entertained a Motion to approve the obtainment of a new gear switch for the preliminary cost of $38,310; moved by Mr. P. Shaffer, second by Mr. Baker. Motion passed unanimously” to “Mr. Miller entertained a Motion to approve the obtainment of a new switch gear for the preliminary cost of $38,310; moved by Mr. P. Shaffer, second by Mr. Baker. Motion passed unanimously.”

➢ Mr. Miller entertained a Motion to approve the Minutes as amended; moved by Mr. Heisey, second by Mr. Baker. Motion passed as amended.

IV. Reports
a. Water & Wastewater Operations Report: Mr. Getz provided an overview of operations for water and wastewater.
   i. WTP\(^1\): Filter C has been taken out of service in order to repair its broken rock. Replacements are is on-hand.
   ii. The WTP combined filter turbidimeter is online
   iii. 334 Method training completed. Backup meter purchased and will be installed soon.
   iv. Market Square: Plan set to move services due to the main break caused by Miller Pipeline. Move services from 4” to 10” water main.
   v. Water Operator: Nicole Bushong submitted her resignation. She has completed the upcoming compliance reporting.

   1. Mr. Baker indicated that the Personnel Committee will meet after the meeting to speak about the position and what attributes they

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\(^1\) WTP: Water Treatment Plant
would like to see in the hired candidate.

vi. Wastewater: Mr. Rehab is scheduled to complete the Interceptor lining project this month.

vii. ABS Pump: Mr. Gets is working on obtaining a 6-month trial of a new pump style. The current pumps are pulled every few months for clogs.

viii. Pug Mill: The mill needs new augers. The augers are usually replaced every other year; thought, the current auger type has lasted a few additional months over the older style auger and should last the remaining two months it will take before the new ones will be received.
   1. Mr. T. Shaffer added that it is a wear type replacement.
   2. Mr. Nelson noted that some augers can be coated with a titanium nitrate solution to prolong its life, but it may not work with the size of the pug mill augers.

b. Authority Manager’s Report

i. Market Square: Mr. T. Shaffer recapped the Market Square water main break.

ii. Filter: Raw water production has decreased as a result of leak repairs.

iii. PA DOT\(^2\): Route 72/Route772 project resumes this week. It is anticipated to be completed by September of this year.

iv. Chapter 109: Bid preparations are underway for the upcoming compliance measures.

v. WWTP\(^3\): SSM helped to complete the Chapter 94 report. Mr. Kline added that MAWSA did a fantastic job with plant performance considering the amount of Inflow & Infiltration\(^4\) in 2018.

vi. Interceptor: Mr. Rehab is scheduled to start on 4/22 and should complete work within 1 week pending the weather.

vii. Switch Gear: There are parts in the current configuration that are not made anymore.
   1. There will need to be oil testing for the transformer and the existing GFI unit (safety device) does not meet the current code, which costs more, and has affected the original quote provided, as it should have been included in the original quote.
   2. The project will be discussed at next week’s Strategic Planning Committee meeting.
   3. Discussion was held on how a switch gear operates and the additional cost involved. The special invoice is for the 50% down payment of the increased price.
   4. Mr. Nelson announced that he will recuse himself from the permit process as it will go through Commonwealth Codes.

- Mr. Miller entertained a Motion to authorize the down-payment of 50% of the $50,492 including the GFCI breaker; moved by Mr. Nelson, second by Mr. Heisey. Motion passed unanimously.

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\(^2\) PA DOT: Pennsylvania Department of Transportation

\(^3\) WWTP: Wastewater Treatment Plant

\(^4\) Inflow & Infiltration: Surface runoff entering sanitary sewers (i.e. via sump pump) and groundwater entering sanitary sewers (i.e. foundation drain) respectively
viii. Education: Ms. Roche and Mr. T. Shaffer attended an active storage tank mixing webinar.

ix. New Employee: Mr. Larry Minnich started in the new Water & Wastewater Laborer position. Mr. Getz reported that he is doing well so far.

x. 105 E. High St.: The old school building was approved by the Borough Zoning Hearing Board for 36 units residential units. The developer is planning to utilize 12 taps at a time.
   1. There are existing taps on the parcel (water, 5; sewer, 4); however, additional taps will be necessary.
   2. Manheim Commons: It is believed to have been sold, or up for sale to another developer. There are open escrows due to SSM which are to be submitted to Ms. Tobias.
   3. Announcements: There is a PMAA Conference in the Poconos.
   4. Market Square: Miller Pipeline will be invoiced for the water loss and repairs.
   5. Strategic Planning: The draft agenda includes the future water plant upgrade.

c. Engineering
   1. Dan Standish: Mr. Kline indicated that Mr. Standish assisted with water leak and has been shadowing Ms. Bushong. The goal is to have Mr. Standish on site a few hours a day, a few times a week, keeping engineering cost budget relevant.
   2. Permit Fees: Per a legal update, permitting fees affecting MAWSA are slated to increase. Serena DiMagno will be providing comments during the 45-day comment period.
   3. Chesapeake Bay: 190 wastewater plants are represented by PMAA. The wastewater sector is the only one of four to meet their goals for nutrient reduction so far.

d. Finance Committee
   i. Financial & Capital Budget Reports & Approvals
      1. Cash: Balances are higher than last year.
      2. Water O&M R&E: $2,658.89 net income includes the bi-annual payment for the water tank plan and a dividend from the insurance policy.
      3. Wastewater O&M R&E: The net income of $180,468.25 also includes a dividend from insurance.
      4. Water & Wastewater O&M R&E Budget vs Actual: Revenue and expenses should be at 25% for the year.
      5. Water O&M Profit & Loss Previous Year Comparison: 1.3% under in income and 30.6% over in expenses due to higher utilities, increased membership fees and additional engineering
      6. Wastewater O&M Profit & Loss Previous Year Comparison: Income is better due to tapping fees.

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5 PMAA: Pennsylvania Municipal Authorities Association
6 O&M: Operations & Maintenance
7 R&E: Revenue & Expense
a. Expenses are higher. There has been more Biosolids hauling and waste processing than end of first quarter last year. Mr. Getz indicated that new augers will help manage that expense.

ii. Voucher Reports and Approvals

Mr. Miller entertained a Motion to approve the vouchers for $90,817.69 (Water $34,795.23; Wastewater $56,022.46); to ratify payments made prior to the meeting for $25,690.45 (Water only); and to approve the payment of payables for $25,447.84 (Water $9,390.93; Wastewater $10,556.91); moved by Mr. P. Shaffer, second by Mr. Nelson. Motion passed unanimously.

1. Mr. Miller noted that the Finance Committee reviewed the Financial reports and vouchers prior to the meeting.

Mr. Miller entertained a Motion to accept the Financial Reports as presented; moved by Mr. P. Shaffer; second by Mr. Heisey. Motion passed unanimously.

iii. Water Capital Budget

1. There were no items pending approval.

iv. Wastewater Capital Budget

1. The Switch Gear, previously discussed, is only capital budget item.

e. Utility Billing

i. Collections: There are two tapping fee agreements in default. Mrs. Hoover has opted to reach out to the delinquent customers in order to attempt compliance in lieu of enforcement. Both customers have until April 15 to bring their accounts current, or an enforcement letter will be issued. Per the Agreement, the customers have the right to appeal to the Board at the May meeting.

1. Positive progress has been made on revising the collections process. The Solicitor is to call to discuss remaining questions on implementation tomorrow.

ii. Administration

1. The Work Order module is almost completed.
2. Pool registrations are already being received.

f. Personnel Committee

i. Mr. Baker will be calling an Executive Session to go over the Water Operator position and a Personnel Committee meeting after the conclusion of the public meeting.

g. Property Committee

i. Mr. T. Shaffer stated that the Committee may meet in the future regarding WTP upgrade plans.

h. Source Water Protection Committee

i. SRBC: Annual reporting was submitted.

i. Strategic Planning Committee
i. The Committee is meeting next week.

V. New Business
   a. Resolution 2-2019: Disposition of Records

➢ Mr. Miller entertained a Motion to approve Resolution 2-2019 for the disposition of
to records as presented; moved by Mr. P Shaffer; second by Mr. Nelson. Motion passed
   unanimously.

VI. Old Business
   a. MCSD\(^8\): The school ran a fire pump test last week, which required water spillage
   onto Gramby Street. A question was raised as to whether the water use was billed.
   i. It is on an unmetered line and was not billed. It’s a once and done test
      covered by the per sprinkler head fee charged each month.
   ii. A question was raised on whether the school is required to use mats and
      dechlorination tablets to prevent chlorinated water from entering storm
      drains or the creek as MAWSA is required to do during emergency water
      main break repairs. There was no immediate answer.

VII. Unregistered Visitor Comment Period
   a. No visitors were present.

VIII. Executive Session

➢ Mr. Miller entertained a Motion to recess into Executive Session at 8:23PM; moved by
   Mr. P. Shaffer; second by Mr. Baker. Motion passed unanimously.

➢ Mr. Miller entertained a Motion to return to regular session from the discussion of
   Personnel Matters at 8:46PM; moved by Mr. Heisey; second by Mr. Nelson. Motion
   passed unanimously.

IX. Adjournment

➢ Mr. Miller entertained a Motion to adjourn at 8:46PM; moved by Mr. Heisey, second by
   Mr. Nelson. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover, Recording Secretary

\(^8\) MCSD: Manheim Central School District
I. Call to Order/ Pledge of Allegiance: Mr. Baker convened the meeting at 7:05PM with the Pledge of Allegiance.
   a. Roll Call: Wade Baker, Vice Chair; Paul Shaffer, Secretary; Barbara Horst, Treasurer; Assistant Secretary/Treasurer Charles Heisey, and Member John Haldeman
   b. Absent: Robert Miller, Chair; Member Andy Nelson
   c. Staff: Terry Shaffer, Manager; Assistant Manager, Susan Roche; Deb Tobias, Financial Comptroller; Candace Hoover, Recording Secretary/ Billing Administrator
   d. Engineering: Carl D. Kline, Jr., LO – Spotts, Stevens & McCoy
   e. Auditor: Mike Reiner, CPA – Sager, Swisher and Company, LLP

II. Minutes of April 11, 2019
   a. Mr. Baker requested his name be corrected from Mr. Banker to Mr. Baker.

   ➢ Mr. Baker entertained a Motion to approve the Minutes as presented; moved by Mr. P. Shaffer; second by Mr. Heisey. Motion passed unanimously.

III. 2018 Audit Presentation
   a. Mr. Reiner reviewed the 2018 audit. It is an unmodified clean audit.
      i. The adverse opinion on the pension had to be stated as such, because PMRS\(^1\) did not have the 2018 data ready for inclusion. The audit must be submitted to DCED\(^2\) on time. Old data could have been used, but it was decided to utilize the adverse language as the current information was not available. The reports will be provided to MAWSA from PMRS when completed.
         1. Mr. Reiner confirmed for Mrs. Horst that the adverse opinion will not negatively affect MAWSA if loans or bonds were sought.
         2. Other municipalities are facing the same delay.
      ii. The water and wastewater combined Statements of Net Position have increased due to timing of accounts receivable.
      iii. Significant additions were made to Capital Assets.
      iv. The pension fund is overfunded due to employees leaving before they are vested. The account represents employee funds.
      v. Liabilities show that accounts payable are down, developer reimbursements are down, long term debt is down, and over $1 million in long term debt was retired without any rate increase.
      vi. There was significant increase in net position, which is good from an operational perspective. Operating revenue and expenses are relatively consistent without a rate increase.

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\(^1\) PMRS: Pennsylvania Municipal Retirement System
\(^2\) DCED: Pennsylvania Department of Community and Economic Development
vii. Rapho Township paid off their loan and meter reading fees are no longer being charged and the consistency remains.

viii. Tapping fees for water were increased in September 2017 via rate revision and 2018 revenue increased.

ix. Sewer tapping fees were decreased in September 2017 via rate revision and 2018 revenue decreased.

x. Repair and maintenance expenses were down, and personnel expenses increased. Insurance and depreciation were consistent.

xi. Cash flow increased for both water and wastewater.

xii. The notes show any changes in accounting procedures. The statement of adopted procedure is not presently applicable to MAWSA but has been adopted.

xiii. The commitment note pertains to funds from 2018 pledged to 2019.

xiv. The supplemental schedules are required information under GASB 68 and will build to a 10-year schedule.

xv. Discussion was held on the inclusion of a managerial report section of the audit.

xvi. Ms. Tobias was commended for her efforts in assuring years of clean audits.

1. Mr. Baker noted that he would like to work with Ms. Tobias and Mr. T. Shaffer to review contributions to the pension plan to see if MAWSA can do better.

➢ Mr. Baker entertained a Motion to approve the 2018 Audit as presented; moved by Mrs. Horst, second by Mr. P. Shaffer. Motion passed unanimously.

IV. Visitors

a. Thomas Krall of Inframark was present to observe the meeting.

V. Reports

a. Water & Wastewater Operations

i. Mr. Getz was not in attendance. Mr. T. Shaffer presented his report.

ii. Switch Gear: The evaluation of the project is continuing to reveal additional issues, for example the transformer is suspected to be using more electricity than it should, and the tie in of critical load pumps on the primary generators need to be tested for adequacy.

1. Mr. T. Shaffer has challenged all parties to remain on COSTARS.

iii. Interceptor Lining: The approved section has been completed and now looks like a brand-new pipe.

1. Mr. T. Shaffer projects a 10% reduction overall.

2. Mr. Rehab is recommending that an additional 15” extension line be repaired as well. It would cost approximately $70-$75K and may decrease an additional 100K gallons of flow.

b. Authority Manager
i. Mark Tyson has accepted the Water Operator position and will begin on May 20.

ii. Rapho Township: The Township is reviewing its 537 Plan.
   1. It is not known if a sewer connection to the Pennsylvania Renaissance Faire area is still progressing.

iii. Vouchers: An HR\textsuperscript{3} assessment is included in the vouchers.

c. Engineer
   i. Licensure: With Mr. Getz’s departure, Mr. Dan Standish of SSM will be the Operator in Responsible Charge in conjunction with Mr. Kline in order to provide the necessary licensure overlap for MAWSA’s facilities. Mr. Kline does not feel either of them will need to be on site daily.
      1. A plan is being put in place for daily operations review.
      2. Sasha McComsey and Robert Eichelberger have already tested for additional subclasses.
      3. Mr. Tyson is slated for testing for required subclasses.

   ii. SSM is finalizing booster station upgrades for the Chapter 109\textsuperscript{4} provisions.

d. Finance Committee
   i. Financial & Capital Budget Reports
      1. Cash Funds: Continuing to show positive increases.
      2. Water O&M\textsuperscript{5} Revenue & Expense Report: Positive net income.
      4. Water O&M Revenue & Expense Budget vs. Actual: Should be at 33\% by the end of April. Income is close, expenses are down.
      5. Wastewater O&M Revenue & Expense Budget vs. Actual: Should be at 33\% by the end of April. The debt services will be a large chunk.
      6. Water O&M Profit & Loss Prev. Year Comparison: Discussion was held on the shortage to projected revenue. There are no concerns considering the regulatory expenses and tapping fees that came in after the close of April.
      7. Wastewater O&M Profit & Loss Prev. Year Comparison: Hauled waste was reviewed.
      8. Water Capital Budget: No approvals pending.
      9. Wastewater Capital Budget: No approvals pending.
      10. Payables: The bulk of the payables are due to the break on Market Square. Staff will be submitting a report to the PUC that includes the photographs that MAWSA clearly marked the work area and plans to bill Miller Pipeline/UGI for the damages caused.

\textsuperscript{3} HR: Human Resources
\textsuperscript{4} Chapter 109: Portion of Pennsylvania Administrative Code amended under the PA Safe Drinking Water Act
\textsuperscript{5} O&M: Operations & Maintenance
ii. Vouchers

1. Invoices to be approved that were received after reports were run;
   a. Water O&M: $2,131.87
   b. Wastewater O&M: $1,739.81
2. Vouchers needing approval
   a. Water O&M: $76,465.01
   b. Wastewater O&M: $36,692.11
3. Payments made prior the meeting in need of ratification
   a. Water O&M: $15,057.49
   b. Wastewater O&M: $12,089.54
4. Bank Account Balances – All Accounts Total: $4,194,791.69

➢ Mr. Baker entertained a Motion to approve and ratify the vouchers as presented; moved by Mr. P. Shaffer, second by Mr. Heisey. Motion passed unanimously.

➢ Mr. Baker entertained a Motion to approve the financial reports as presented; moved by Mr. Heisey, second by Mr. P. Shaffer. Motion passed unanimously.

iii. Discussion: The Finance Committee shared with the Board that a discussion was held regarding the amount of funds the Authority holds. The Interceptor and Switch Gear projects will be considered for possible expansion if there are excess funds to do so. Mrs. Horst recommends a review of funds at the end of the second quarter alongside upcoming and anticipated projects.

e. Utility Billing

i. Windstream Bankruptcy: A claim has been submitted on behalf of MAWSA.
   1. The Court has protected Windstream from any discontinuance of utilities.
   2. Utilities are slated for payment.

ii. Shut off revision: The letters have been finalized. There are additional provisions MAWSA must meet to remain in compliance that need to be worked out logistically.

f. Personnel

i. Mr. Baker indicated that the Committee has been busy.

ii. The Water Operator position has been filled. Mr. Tyson comes with a high level of education and experience, and there is good faith he will pass his DE Filtration subclass.

iii. Mr. Getz’s last day will be May 17.

iv. Mr. T. Shaffer has spoken with a wastewater operator candidate who wished to review the position details with his family prior to responding to MAWSA. The candidate has a lot of background in environmental fields and has the necessary licensure.
1. An offer has been presented. The goal is overlap of licensure and bringing staff up with proper training.

g. Property Committee: No report was given.

h. Source Water Protection: The meeting has been rescheduled.

i. Strategic Planning: Mr. P. Shaffer noted that the notes provided are mostly related to pre-approved projects.
   1. A significant update would be the repair and replacement of multiple hydrants per year.
   2. The water capital budget and wastewater capital budgets have yellow highlights for line items that have changed.

VI. Adjournment

➢ Mr. Baker entertained a Motion to adjourn at 8:50PM; moved by Mrs. Horst, second by Mr. P. Shaffer. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover, Recording Secretary
I. Call to Order/ Pledge of Allegiance: Mr. Miller convened the meeting at 7:03PM with the Pledge of Allegiance.
   a. Roll Call: Robert Miller, Chair Wade Baker, Vice Chair; Paul Shaffer, Secretary; Barbara Horst, Treasurer; Assistant Secretary/Treasurer Charles Heisey, and Members John Haldeman and Andy Nelson
   b. Staff: Terry Shaffer, Manager; Deb Tobias, Financial Comptroller; David Schreffler, Operations Manager; Candace Hoover, Recording Secretary/ Billing Administrator; Paul Bell, Lead C&D Technician; Amy Bell, Administrative Assistant
   c. Engineering: Carl D. Kline, Jr. – SSM

II. Minutes of May 9, 2019
   ➢ Mr. Miller entertained a Motion to approve the Minutes of May 9, 2019 as presented; moved by Mrs. Horst, second by Mr. Heisey. Motion passed unanimously.

III. Visitors
   a. No visitors were present. Mrs. Bell was present to thank the board for their revisions to the health care program and for providing the incentives that motivated her to make life changes. Baker and the board appreciated the feedback.

IV. Reports
   a. Operations Report
      i. Mr. Schreffler was welcomed to the team.
         1. Mr. Schreffler reported that the staff has been instrumental in transitioning him into his position.
      ii. Water
         1. A new body feed mixer was ordered.
         2. The VFD\(^1\) has been updated and new pumps installed at the Booster Station
         3. Filter & Total coliform Change procedures have been reviewed with staff
      iii. Wastewater
         1. Staff is researching a torque limiting device while waiting on Clarifier 3 and a gear box.
         2. The new press booster pumps are working more efficiently.
         3. The ferric pumps need to be replaced, because the existing pumps are oversized. One was ordered today.
         4. Maintenance Program: Mr. Mackison working on developing a comprehensive maintenance program. Ms. McComsey researching

\(^1\) VFD: Variable Frequency Drive

MANHEIM AREA WATER & SEWER AUTHORITY
Minutes of June 13, 2019
Borough Hall: 15 East High Street, Manheim, PA 17545

MAWSA: Minutes of June 13, 2019
a digital maintenance program. Mr. Baker would like to see the maintenance schedule moving forward.

5. I&I: Ms. McComsey reported drastically lower post-rain event flows since the completion of the lining project.

6. Mr. T. Shaffer spoke about lining the 15” line coming from West Ferdinand.
   a. Discussion was held on monetizing the savings and sale potential of the decreased I&I flows in relation to the first phase of the Interceptor relining project.
      i. Mr. Kline noted that a few months would be needed to make a good comparison.
      ii. Mr. Baker added that reduced flows will allow for the plant to able to accept additional customers and hauled waste.
      iii. Mr. Schreffler stated that it all relies on rain events. The real effects will be when the plant experiences a deluge because it affects treatment times.

7. Mr. Miller stated that the Authority has come a long way since 2008. A lot has been reversed, and it wasn’t until about a year or two ago that it has been capable of being pro-active instead of reactive. He feels that MAWSA finally has the staff that will pull the Authority forward over the next few years.

b. Manager’s Report
   i. Water: DEP issued a Notice of Violation for one-hour reporting, for not calling in to report a TC result within the allotted time.
      1. Mr. T. Shaffer feels it was due to training and protocols have been reviewed. He added that Mr. Tyson is a value to the team, and that he is sitting for additional licensure next week.
      2. Miller Pipeline hit live abandoned lines in the ground on South Hazel Street, which were not mapped. Mr. T. Shaffer would like to remove the abandoned, charged, lines.
         a. Mrs. Horst remembered a similar situation at Park Hill when the water tower was being installed. The plan is to turn the curb stops off and disassemble the abandoned lines before the street work is completed.
      3. Mr. T. Shaffer would like to put railing on the concrete pad to safer access to the Old Line Road generator and is obtaining quotes.
         a. Mr. Nelson noted that a railing is not required since it is only accessed by qualified personnel under limited access. He suggested prefabricated aluminum stairs that can be put up against the pad. They are made with railings.
      4. Mr. T. Shaffer is recommending that an additional 745’ of the 15” Interceptor line stemming from West Ferdinand Street be relined for a cost of about $67K. When the line was being rerouted for

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2 I&I: Inflow & Infiltration: The method by which ground water and stormwater enter the sanitary sewer system
3 TC: Total Coliform
Phase One, approximately 150K to 200K gallons per day were being pumped through the bypass line.

a. The line is about 18’ deep and is heavily hydraulically charged. The contractors stated the water was all clear.
b. The funds set aside to pursue a grant and the cost savings from the first lining will offset the cost of this additional section and would still be budget relevant overall. Doing the section now would save re-mobilization costs and restoration costs.
c. Mrs. Horst believes the additional lining should be in conjunction with the pre-slated projects rather than postponing any previously planned projects.
d. Mr. Baker is in favor of not turning a blind eye to repairs. He believes that the collections system is not as readily addressed as other areas, and this would be a good opportunity. He would like for staff to dig into historical flow reports and knock out any of those small repair projects as well.
e. Mr. Nelson agrees with Mrs. Horst.

Mr. Miller entertained a Motion to approve the additional lining project as presented; moved by Mr. Nelson, second by Mr. Baker. Motion passed unanimously.

5. The WWTP\(^4\) generator switch gear is the most important item in need of replacement. Mr. T. Shaffer would like to install this item and pear down Phase One of the project.

c. Engineering
   i. Mr. Kline expressed a positive impression of working with Mr. Schreffler so far and is looking forward to working with him more in the future.
   ii. A procedural training and SOP\(^5\) creation have been completed for water sampling. Mr. Standish has been working with Mr. Tyson to tighten up the program. Mr. Kline believes that the low residuals that have been recorded have been in homes with water softeners. Mr. Schreffler noted that the residual difference between a softened and un-softened home are very different.
   iii. The contractor sited issues with the removal of Clarifier #3’s main gearbox and reducer drive unit and are working to correct it.
   iv. Mr. Standish will be attending the August meeting in Mr. Kline’s place. Overall, Mr. Standish is spending less time on site as he has developed a comfort level with the staff.
   v. Additional regulations are in place for the Lead & Copper testing. Mr. Standish will assist with the packet creation requirements with the assistance of Mr. Schreffler and Mr. Tyson.

\(^4\) WWTP: Wastewater Treatment Plant  
\(^5\) SOP: Standard Operating Procedure
vi. DEP\textsuperscript{6} will be requiring an uninterrupted system service plan next year.

- Mr. Miller entertained a Motion to include the water proofing of 2 manholes in the West Ferdinand Street 15” line relining project; moved by Mr. Baker, second by Mr. P. Shaffer. Motion passed unanimously.

d. Finance Committee
i. Financial & Capital Budget Reports & Approvals
1. Ms. Tobias reported that the cash graph shows more than previous years and the availability to pay for pending projects.
2. The water expenses show an increase in the Maintenance Repair Lines line item. A large chunk of this is represented by costs in relation to damages caused by Miller Pipeline, who is being invoiced for the incurred costs.
3. Wastewater revenue shows strong positive activity in hauled waste and tapping fees.
4. The water Maintenance Repair Plant line is over 42% (May marker) as Mr. Mackison has been aggressive with facility repairs; however, these needs will level out.
5. Ms. Tobias indicated a revenue shortfall due to pending tapping fees from customers who are out of compliance as indicated in the 2017 EDU\textsuperscript{7} Audit which still owe the Authority taps as well as the non-connection of customers who fall within the Township’s Mandatory Connect Ordinance.
   a. Mr. Miller requested a list of the properties that fall within the mandatory connect ordinance be presented at the July meeting. Mr. Baker stated that the ball has been dropped and would like to see the ship tightened up.
   b. Ms. Tobias also noted that the tapping fees coming from Manheim Commons may not come online this year with the sale of the property. No one is aware of any new developers coming in.
   c. The Wastewater Budget versus Actual shows that income is over, and expenses below, the 42% marker.
      i. Biosolids expenses are higher than anticipated, but the revenue for hauled is also higher. There are significant debt payments coming in the fall.
      ii. The Water Previous Year Comparisons report illustrates the difference in tapping fees.
      iii. Engineering expenses are up due to staffing turnover.
   d. The Wastewater Previous Year Comparison report illustrates that the budget is overall better than last year.

\textsuperscript{6} DEP: Pennsylvania Department of Environmental Protection

\textsuperscript{7} EDU: Estimated Daily Use (1 EDU = 238 gallons per day)
e. There are no pending invoices against the Water Capital Budget this meeting; however, there is a proposal SSM submitted to management for review that may soon affect the budget. It is anticipated that projects will pick up as the year progresses.

f. The Wastewater Capital Budget has invoices pending approval for Phase One of the Interceptor Relining project.

ii. Voucher Report and Approval
   1. Payments made prior to the meeting in need of ratification: $38,267.72 ($17,217.13 water; $21,050.59 wastewater).
   2. Vouchers needing to be approved for payment: $377,611.48 ($51,696.62 water; $325,914.86 wastewater).
      a. Water includes an invoice for Brooklawn Paving which is the last of the Market Square repair costs for the Miller Pipeline damage.
      b. Wastewater includes invoices from; Kershner Environmental for the chem scan unit’s repair, LB Water for manhole repair parts, Mr. Rehab for Phase One of the Interceptor Relining Project, and Mountainside for excavation work.
      c. Additional non-recurring invoices are those listed for the Orchard Pump and Vibracon for the Pug Mill augers
   3. Invoices received after packets were issued are represented on a tan voucher sheet for $19,557.13 ($3,666.90 water; $15,890.23 wastewater).
      a. Illustrates the second press room pump for Orchard.
   4. The Finance Committee has reviewed the financial reports and recommends their approval.

Mr. Miller entertained a Motion to approve the financials as presented; moved by Mrs. Horst, second by Mr. P. Shaffer. Motion passed unanimously.

Mr. Miller entertained a Motion to approve and ratify the vouchers as presented; moved by Mr. P. Shaffer, second by Mr. Baker. Motion passed unanimously.

e. Utility Billing
   i. Mrs. Hoover noted the revision to the monthly billing report that was made to illustrate revenue goals. The amounts billed graphs will better illustrate the budget expectations listed in the financial reports. She is also working toward a better collection matrix.
      1. Mr. Miller suggested that trending be included for balances owed prior to bill run.
   ii. Mrs. Hoover reported challenges with the revised shut off plan.
      1. Mr. Nelson questioned what methods other municipalities employ that face similar challenges. Mrs. Hoover will reach out to them to see what method they are using.
iii. Mrs. Hoover proposed dropping the duplicate billing fee. Ms. Tobias noted that it is an average of $64 per month in revenue.
   1. To cover the shortfall and save overall costs Mrs. Hoover also proposed discontinuing the issuance of bill copies to accounts with a zero or credit balance. The board concurred with both proposals.

f. Personnel Committee
   i. Mr. Baker reported that the Committee has had a busy month and announced the next Committee Meeting after the close of the public meeting.
   ii. Mr. Baker is selling his properties and will be exiting the board after the July meeting. Mr. Miller reported that Mr. Baker will be available to advise as needed.

h. Source Water Protection Committee
   i. The committee meeting was delayed.
   ii. Mr. T. Shaffer would like for Mr. Kline and Mr. Tyson to attend future scheduled meetings.

i. Strategic Planning
   i. No items to report. Mr. Miller would like for new projects to be relayed to the committees prior to the public meetings, for example the additional lining project for West Ferdinand.

V. New Business
   a. No new business presented.

VI. Old Business
   a. No old business presented.

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

VIII. Announcements
   a. The Personnel Committee will be meeting at the close of the public meeting.

IX. Adjournment
   ➢ Mr. Miller entertained a Motion to adjourn at 8:48PM; moved by Mr. Heisey, second by Mr. Nelson. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover, Recording Secretary
MANHEIM AREA WATER & SEWER AUTHORITY
Minutes of July 11, 2019
Borough Hall: 15 East High Street, Manheim, PA 17545

I. Call to Order/Pledge of Allegiance: Mr. Miller convened the meeting at 7:00PM with the Pledge of Allegiance.
   a. Roll Call: Robert Miller, Chair; Paul Shaffer, Secretary; Barb Horst, Treasurer; Charles Heisey, Assistant Secretary/Treasurer; John Haldeman, Member
      i. Absent: Wade Baker, Vice Chair; Andrew Nelson, Member
   b. Staff: Terry Shaffer, Manager; Deb Tobias, Financial Comptroller; David Schreffler, Operations Manager; Mark Tyson, Water Operator, and Candace Hoover, Billing Administrator/Recording Secretary.
   c. Professional Services – Carl D. Kline, Jr., LO & Dan Standish, Sr. Ops. Specialist - SSM

II. Minutes of June 13, 2019

   ➢ Mr. Miller entertained a Motion to approve the Minutes of June 13, 2019 as presented; moved by Mrs. Horst, second by Mr. P. Shaffer. Motion passed unanimously.

III. Visitors
   a. Mr. Mark Tyson, MAWSA Water Operator, introduced himself and Mr. Bob May introduced himself.
      i. Mr. May’s company, Advanced GeoServices is available for PFAS¹ & PFOS² systems assistance.

IV. Reports
   a. Water & Wastewater Operations Report
      i. Mr. Tyson reviewed the water operations.
      ii. The pressure tubes were flushed.
      iii. On June 26 a filter switch and well generator work were completed simultaneously.
      iv. The Filter C dome was removed, and staff is working with Stiegel Construction to safely remove the interior stones for repair/replacement.
      v. Mr. Tyson has passed all operator DEP subclasses for MAWSA’s current water operations and possible strategic planning water plant upgrade subclasses as well.
         1. Mr. Schreffler commended Mr. Tyson for his work and noted that Mr. Standish has been on hand to help.
      vi. Mr. Schreffler reviewed the wastewater operations report, highlighting the clarifier #3 gear box and reconfiguration of various pumps to slow speeds and extend life expectancy.
         1. Also highlighted was the “Utility Water” service line, which is utilized for various on-site, non-potable, purposes. The system utilizes a strainer system from 1993 which are being rotated out for

¹ PFAS: Per- and polyfluoroalkyl substances (a group of manmade chemicals)
² PFOAS: Perfluorooctanoic acid (i.e. Non-stick coating) and subcategory of PFAS
cleaning. Cleaning should take place regularly, but the strainers are located in the middle of a building and are not easily accessible due to their weight. One strainer has been cleaned so far, which showed immediate efficiency results.
   a. Clean strainers will also positively affect the belt filter press and energy costs. The second strainer is scheduled for cleaning soon. Maintenance items such as these are being logged so that they are assimilated into an ongoing preventative maintenance program (PMP).
   b. Mr. Schreffler believes the strainers should be cleaned annually and recommends a new style straining system in the future. The new system is not expensive.

vii. The Ferric pumps are oversized for the plant and are going to be reduced in size.
   1. The treatment process does not require Ferric to be used daily and it has not been used in about 1-month.
   2. Phosphorus concentrations and clarifier blankets will be monitored to determine when Ferric may be added in the future.

viii. Mr. Schreffler has reviewed Mr. Mackison’s (maintenance technician) work log. Mr. Mackison has been recording all maintenance efforts which will help create the PMP.

ix. Inflow & Infiltration has decreased due to the first interceptor lining project. Mr. Schreffler reported that flows have spiked with the recent heavy rains, but nothing requiring the transfer of the ditch into storm mode.
   1. Mr. Kline noted that the results are encouraging and indicative of flow coming from manholes or improperly connected sump pumps and floor drains.
   2. Mr. Kline commended Mr. Schreffler on his management of solids in the plant. Not managing the solids this well would require additional wasting post storm mode and cause additional operational costs.

b. Manager’s Report
   i. Mr. T. Shaffer reported that a forensic review will need to be completed before a Deed of Dedication can be accepted for the Sweetbriar Creek Development. Mr. Kline indicated that a punch list of items such as hydrant testing and valve exercising will be compiled as part of that process.
   ii. 275 GPM\(^3\) are being pumped and water loss is less than 7%.
   iii. PA DOT’s\(^4\) Route 772/ Route 72 project is progressing. Manhole derbies have been purchased.

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\(^3\) GPM: Gallons per minute
\(^4\) PA DOT: Pennsylvania Department of Transportation
iv. WTP\textsuperscript{5} has new turbidity meters that need to be installed. The screens may be able to be repurposed to the WWTP\textsuperscript{6}.

v. Mrs. Horst inquired if MAWSA and Penn Township still meet to review projects. Mr. T. Shaffer noted that the meetings used to take place as a result of the Source Water Protection meetings. Those meetings have been rescheduled of late because the SWP\textsuperscript{7} organizer left.

1. Mrs. Horst would like to assure that meetings occur regarding upcoming projects.

vi. WWTP is performing extremely well. Mr. T. Shaffer commended Mr. Schreffler on managing effluent levels.

vii. The West Ferdinand Street sewer lining project is scheduled for mid-August; however, it will be weather dependent.

viii. The Old Line Pump Station fencing is almost completed.

ix. ATS\textsuperscript{8} Switch Gear: Strategic Planning is to meet this month to discuss the project. The contractor is now a COSTARS supplier and bidding will not be required.

x. Mr. T. Shaffer and Mr. Schreffler are working with Mr. Robert Eichelberger, MAWSA’s laboratory technician, on his general license.

1. He has already passed his subclass testing.

xi. Ms. Sasha McComsey has been elevated to Lead Wastewater Operator; handling process control ERP\textsuperscript{9} and IPP\textsuperscript{10} and spearheading PMP. Mr. Miller inquired how the field personnel are embracing the new leadership. Mr. Schreffler is proud to be working with the crew that he has. He feels that his team is the strength to his weaknesses.

xii. Hauled Waste revenue is tracking well even with shutdowns for the relining project.

xiii. WTP process has been improving overall.

xiv. Mr. T. Shaffer, Mr. Kline, and Ms. Tobias have been reviewing the data to finalize the cost to treat each gallon of wastewater.

\textbf{c. Engineering}

i. Mr. Kline reported that the staff has been very proactive.

ii. The Chapter 109 booster station contract has been signed.

iii. The Lead & Copper Plan will be completed by Mr. Standish and Mr. Tyson for DEP\textsuperscript{11} review.

1. They will also be working on the comprehensive monitoring plan due by August 19, and updating annual plans with Ms. McComsey.

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\textsuperscript{5} WTP: Water Treatment Plant

\textsuperscript{6} WWTP: Wastewater Treatment Plant

\textsuperscript{7} SWP: Source Water Protection

\textsuperscript{8} ATS: Automatic Transfer Switch

\textsuperscript{9} ERP: Emergency Response Plan

\textsuperscript{10} IPP: Industrial Pretreatment Program

\textsuperscript{11} DEP: Pennsylvania Department of Environmental Protection
iv. A PFAS and PFOAs fact sheet was provided. EPA\textsuperscript{12} is working on establishing a threshold for monitoring and action levels. Mr. Kline recommends that if anyone asks about PFAS or PFOAs, the inquirer be directed to EPA or DEP’s web sites.
   1. Mr. Miller noted that sampling could be done as part of the water treatment plant project.
   2. Mr. Standish indicated that there aren’t enough answers on safe quantities and what to do with the removed materials, which are not allowed to be dumped in landfills or burned. Regulatory guidance is recommended to guide sampling.

v. Mr. Standish reported that Mr. Tyson is very astute and a go-getter. As a result, he will be transitioning to a more advisory role.

d. Financials
i. Cash available has increased from last year.
ii. Wastewater Capital has gone down due to payment for the Inflow & Infiltration lining project.
iii. Water Revenue & Expense shows a large line item for engineering in relation to SSM’s operational assistance. Additional line items of significance are due to; maintenance and repairs and the Market Square water main break.
   1. Although all of these are significant, there is still a net positive for June.

iv. Wastewater Revenue & Expense: There a significant positive net income irrespective of the large amounts being spent for maintenance and repairs.

v. Water Budget versus Actual is halfway through year. The target at this juncture is 50% for the year.
   1. Tapping fees anticipated from the Stiegel School project could fill in for loss of the Manheim Commons tapping fees.
   2. Income is looking strong and is only off by a few percentage points.
   3. Engineering costs will come down as in-house operations ramp up.
   4. The overall net income could use work, but is expected to pull in as the year progresses.
   5. Membership Fees (429.420) for DEP’s Chapter 109 have increased significantly.
   6. Market Square repairs have been reported to the PUC\textsuperscript{13}. Contact is consistent, but reimbursement will take time.

vi. Wastewater Budget versus Actual shows a strong revenue number due to the success of the hauled waste program and the receipt of unexpected tapping fees.
   1. The debt payment will be for over $1 million in August, which will balance out the anticipated expenses.

vii. Previous Year Comparison for Wastewater illustrates the robust hauled waste and aggressive maintenance programs.

\textsuperscript{12} EPA: Environmental Protection Agency
\textsuperscript{13} PUC: Pennsylvania Public Utility Commission
viii. Ms. Tobias reviewed the voucher reports, highlighting the following non-regular monthly items; 3T Security for enhanced well security, Garden Spot Electric for the VFD\textsuperscript{14} and high service pump repairs.
   1. Penn Township has hung all the signs for source water protection. They purchased and installed the signs.
   2. The RP Adams invoices and costs associated with the Body Feed Mixer were also highlighted.

ix. Ms. Tobias highlighted non-regular wastewater vouchers, which included; Garden Spot for a host of repairs, and maintenance repairs done by Mr. Mackison.
   1. Ms. Tobias noted that Mr. Mackison maintains great communication regarding purchases.
   2. RECO LLC had a large sewer credit due to a leak waiver. They have sold the property and do not own another in the service area to which the credit could be transferred to. The credit is being released per policy.
   3. There is a capital expense going to Garden Spot for $1,344.

x. The Trimble unit was replaced. Insurance partially paid for unit and staff is seeking the difference from the driver that ran the unit over.

xi. MJ Reider is MAWSA’s regular lab for testing. They have been utilized to run the grit dumpster analysis, which is needed in order to dump its contents. This analysis must be completed every few years.

- Mr. Miller entertained a Motion to approve the Financials having noted that the Finance Committee has reviewed the reports and found all matters in good order; moved by Mr. P. Shaffer, second by Mr. Heisey. Motion passed unanimously.

- Mr. Miller entertained a Motion to approve payment of the vouchers as presented; moved by Mr. P. Shaffer, second by Mr. Heisey. Motion passed unanimously.

xii. There are no payables against the Water Capital Budget this month.

xiii. The Wastewater Capital Budget reflects the invoice approved for Garden Spot for $1,344.

e. Utility Billing
   i. The Open Balance is ahead this month over last, even though lien balances are up slightly.
   ii. The 2018 EDU Audit review has been completed. This year and next year are non-adjustment years.
   iii. Coding has been completed for suppressing paper copies to accounts with a $0 or negative balance due bill.
   iv. The drawing for a customer who is completely paperless to win a $25 statement credit or $25 amazon gift card, both from donors, takes place next week.
   v. Newsletter topics are being sought; one topic will be to explain infrastructure.

\textsuperscript{14} VFD: Variable Frequency Drive
vi. The annual water quality report was completed, issued on time, and noted that August is Water Quality Month.

vii. Mrs. Hoover is looking for additional news on pending legislation on rate study requests for customers with multiple units being served by one meter.

f. Personnel Committee
   i. This meeting is Mr. Baker’s last. The committee needs a new chair. (The property he owns in the service area has been sold and closes this month.)
   ii. Ms. Tobias commended Mr. T. Shaffer for his efforts to transition staff and managing alarms all day, every day, while bringing on and training a new staff. Mr. Schreffler concurred.
      1. Ms. Tobias is awaiting a final job description to advertise the new operator position.
      2. Roles are adjusting. Mr. T. Shaffer and Mr. Schreffler are utilizing that restructuring to curate this new position.

g. Property Committee
   i. There are no items to report.

h. Source Water Protection Committee
   i. Mr. T. Shaffer will have pictures of the new signs next month.

i. Strategic Planning Committee
   i. The Committee is meeting this month.

V. New Business

a. Employee Robert Eichelberger, Lab Technician, has passed numerous subclasses and is testing for general licensure. Mr. Schreffler is working toward bringing him up as a Wastewater operator and hauled waste contact. Mr. T. Shaffer recommends updating Mr. Eichelberger’s employment status to Full-time Permanent.

   ▶ Mr. Miller entertained a Motion to update Mr. Eichelberger’s employment status to Full-time Permanent; moved by Mr. Heisey, second by Mrs. Horst. Motion passed unanimously.

VI. Old Business

▶ Mr. Miller entertained a Motion to authorize the request of Penn Township regarding enforcement of mandatory connections per Sections 13 and 14 of the inter-authority agreement for; 19 Bucknoll Road, 48 Bucknoll Road, 931 Buchdale Drive, 1013 Lancaster Road, 1038 Lancaster Road, 1050 Lancaster Road, and 1072 Lancaster Road; moved by Mr. P. Shaffer, second by Mr. Heisey. Motion passed unanimously.

▶ Post Meeting: Penn Township notified staff on July 15, 2019 via email that the Township bills sewer for the following addresses as indicated hereafter; 19 Bucknoll Road is 1018 Lancaster Road, 931 Buchdale Drive is 935 Lancaster Road, and 1050 Lancaster Road is 1056 Lancaster Road. Staff responded in agreement to utilize the addresses as designated by the Township moving forward.
VII. Unregistered Visitors
   a. There were no additional unregistered visitors. Mr. Bob May was allowed to speak during the Registered Visitors (Section III).

VIII. Adjournment

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

Respectfully Submitted,

Candace L. Hoover, Recording Secretary
I. Call to Order/Pledge of Allegiance: Mr. Miller convened the meeting at 7:00PM with the Pledge of Allegiance.
   a. Roll Call: Robert Miller, Chair; Paul Shaffer, Secretary; Barb Horst, Treasurer; Charles Heisey, Assistant Secretary/Treasurer; Andrew Nelson, Member
      i. Absent: John Haldeman, Member
   b. Staff: Terry Shaffer, Manager; Deb Tobias, Financial Comptroller; and Candace Hoover, Billing Administrator/Recording Secretary.
      i. Absent: David Schreffler, Operations Manager
   c. Professional Services – Dan Standish, Sr. Ops. Specialist - SSM

II. Minutes of July 11, 2019
   ➢ Mr. Miller entertained a Motion to approve the Minutes of July 11, 2019 as presented; moved by Mrs. Horst, second by Mr. Heisey. Mr. Nelson abstained. Motion passed. Vote: 4-0.

III. Visitors
   a. Mr. T. Shaffer introduced Mr. Bernard Reiley, owner of Staudt McGovern Holdings, LLC. Mr. Reiley was present to learn about the Authority.

IV. Reports
   a. Water & Wastewater Operations Report
      i. Mr. T. Shaffer reviewed Mr. Schreffler’s report.
         1. Wastewater
            a. MAWSA experienced a Notice of Violation from DEP regarding high fecal effluent, which was caused by a combination of; extreme heat, low flow, and a Chlorine injector equipment failure.
               i. The injector is flow paced and did not inject appropriately due to the low flows. Staff has reconfigured the injector to run manually to control it during low flow situations.
            b. The Ferric pumps died.
               i. The lines were replaced, and a flushing system was installed to help maintain it.
      2. Water
         a. The filter lift design is in progress.
   b. Manager’s Report
      i. Mr. T. Shaffer reviewed his report.
         1. Phosphorus was higher with the Ferric decrease.
         2. A photo of the Source Water Protection sign was shown.

1 DEP: Department of Environmental Protection
3. Mr. T. Shaffer and Mr. Schreffler met with PMAA\(^2\) regarding the Emergency Response Plan update.
4. A photo of the post flood and post repair for the Old Line pump station was shown.
5. Hauled Waste is tracking well.
6. Electric consumption is tracking well.
7. There were big rain events and comparably low plant flows since the Interceptor lining took place.
   a. The 745’ re-lining of the 15” line coming off Ferdinand is scheduled for this month.

c. Engineering
   i. Mr. Dan Standish reviewed Mr. Kline’s report.
   ii. Water
      a. An amendment is being submitted with the Combined Filter Permit package for DEP.
      b. The Comprehensive Monitoring Plan is comprised of several monitoring plans and the draft is completed.
         i. Mr. Standish has a few items to review with Mr. Tyson. They should be ready to submit it to DEP tomorrow.
   c. Mr. Miller inquired about the future WTP\(^3\) upgrade. SSM is preparing a timeline for the process of designing a new WTP for the next board meeting.
      i. Mr. T. Shaffer clarified that it is currently a 2023/2024 project.
   d. Mr. T. Shaffer provided the measurements from the main for the 7 Penn Township properties due to connect to MAWSA water.
   e. Wastewater
      i. Mr. Miller noted that the local newspaper had an article regarding the sewer line extension from the Turnpike area to MAWSA. The Township is pursuing having the Hampton Inn put in its own wastewater treatment.

d. Financials
   i. Cash Available
      1. Revenues are positive.
   ii. Water Revenue & Expense
      1. Net income $27,062.58
   iii. Wastewater Revenue & Expense
      1. Healthy hauled waste month
      2. Net income $147,546.97
   iv. Water Budget versus Actual

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\(^2\) PMAA: Pennsylvania Municipal Authorities Association
\(^3\) WTP: Water Treatment Plant
1. There is an approximate 4-5% drop in expected revenue due to the outstanding tapping fees. There are 7 coming in from the mandatory connects in Penn Township, several from the 2017 EDU audit, and several from Phase One of the Stiegel School conversion to apartments.
   a. If payment plans are authorized for the fees, the revenue will not be lump sum for the year.

2. Expenses 448.365 (Maintenance/Repair Lines) and 448.420 (Water Breaks) are high due to the Market Square break and are due to be reimbursed this year.

v. Wastewater Budget versus Actual
    1. There was an excess of sewer tapping fees this year.
    2. 429.368 (Hauled Biosolids) is up in correlation with a more robust hauled waste program.
    3. There is a large debt service payment to be made later this year, which the expenses are in a good position to handle.

vi. Previous Year Comparison for Water
    1. Engineering is a result of our investment in educating our new staff.

vii. Previous Year Comparison for Wastewater
    1. Hauled waste is doing better than last year.

viii. Water Capital
    1. Two payments are pending.

ix. Wastewater Capital
    1. Two payments are pending.

x. Vouchers
    1. The Finance Committee reported that the financials have been reviewed and found to be in good order.

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

ër Mr. Miller entertained a motion to authorize payment of the Payables for $137,588.22, ratify payments for checks issued prior to the meeting for $34,283.50, and authorize payment of the vouchers received after the meeting reports were run for $3,117.27; moved by Mr. Heisey, second by Mr. Nelson. Motion passed unanimously.

e. Utility Billing
    i. We have experienced our lowest open balance in recorded history.
    1. There has been a sharp rise in payment plans. Staff will need to review the current collections regulations against how customers are paying to revise the regulations. This will allow for better management of the influx.

f. Personnel Committee
    i. Mr. Baker will need to be removed as a bank signer now that he is no longer on the board.
g. Property Committee
   i. Mr. Miller would like to organize a walk-through of each facility.

h. Source Water Protection Committee
   i. There is a meeting scheduled for this month.

i. Strategic Planning Committee
   i. Mr. Nelson reviewed the Committee’s meeting notes. The Committee is recommending Option B.
      1. The remaining board members did not have any questions regarding the recommendation.
      2. The billing arrangement with the contractors will spread out payments, which will allow the budget to maintain its policy minimum balance.

   ➢ Mr. Miller entertained a Motion to approve Option B for the ATS, Switch Gear, and Transformer; moved by Mr. Nelson, second by Mr. P. Shaffer. Motion passed unanimously.

V. New Business
   a. Mr. T. Shaffer recommended Mr. Scott Mackison for permanent status. He has made a positive impact on MAWSA.
      i. Mr. Mackison plans to attend the September meeting.

   ➢ Mr. Miller entertained a Motion to approve Mr. Mackison for full-time permanent status; moved by Mr. Nelson, second by Mr. Heisey. Motion passed unanimously.

VI. Old Business
   a. Mr. Baker’s position was already discussed.

VII. Unregistered Visitors
   a.

VIII. Adjournment
   ➢ Mr. Miller entertained a Motion to adjourn at 7:46PM; moved by Mr. Nelson, second by Mrs. Horst. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover, Recording Secretary
I. Call to Order/Pledge of Allegiance: Mr. Miller convened the meeting at 7:00 PM with the Pledge of Allegiance.
   a. Roll Call: Robert Miller, Chair; Paul Shaffer, Secretary; Barb Horst, Treasurer; John Haldeman, Member
      i. Absent: Charles Heisey, Assistant Secretary/Treasurer; Andrew Nelson, Member
   b. Staff: Terry Shaffer, Manager; Deb Tobias, Financial Comptroller; David Schreffler, Operations Manager; Scott Mackison, Maintenance Technician; and Candace Hoover, Billing Administrator/Recording Secretary.
   c. Professional Services – Carl Kline, Jr., L.O. - SSM

II. Minutes of August 8, 2019

   Mr. Miller entertained a Motion to approve the Minutes of August 8, 2019 as presented; moved by Mrs. Horst, second by Mr. P. Shaffer. Motion passed unanimously.

III. Visitors

   a. Bernard Reiley – Staudt McGovern Holdings
      i. Mr. Reiley has been nominated to serve on the Board. Council will vote on his nomination on September 24.
         1. Mr. Reiley is an Army Veteran who has studied Civil Engineering and Accounting. He has experience in construction, demolition, laying water and sewer lines, waste plant operation, running environmental projects, strategic planning, budgets, audits, and capital projects.
         2. Mr. Miller believes he will be a valuable asset to the board. Mr. Kline has known Mr. Reiley for a number of years and concurs.

IV. Reports

   a. Water & Wastewater Operations Report
      i. Water
         1. Filter C: The filter at the WTP\textsuperscript{1} has been disassembled and is awaiting parts for reinstallation. There is a hold on the project while staff awaits a response from DEP\textsuperscript{2} regarding the request for repair permit.
         2. Lead & Copper Testing: Discussion was held on the process for selecting homes to test.
            a. A list of test sites were issued to DEP for approval before those customers are contacted to request their participation in the testing.

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\textsuperscript{1} WTP: Water Treatment Plant
\textsuperscript{2} DEP: The Pennsylvania Department of Environmental Protection
ii. Wastewater

1. Clarifier 3: The WWTP\(^3\) unit is still out of service.
2. Sludge Transfer Pumps: The Maintenance Team has been working on the pumps and were able to get them back online quickly.
4. Ferric System: Part of the system’s line clogged. The Ferric has solidification properties which provided some difficulties in the repair. The line will be revitalized and flushed to prevent future clogs.
5. West Ferdinand Street: The relining of the section, near Logan Park, that runs to the Interceptor, took place on August 12.
   a. There was a sewer main break at the end of the street, toward South Charlotte Street, just before the Labor Day holiday. Two breaks were repaired and will require some of the main to be relined.
   i. Mr. Rehab is preparing to complete that task.
6. WWTP Flows: Mr. Schreffler provided a flow chart showing influent during a recent post rain event. The chart illustrates that the peak flow is managed quickly, within a matter of hours. Before the relining of the Logan Park section of the Interceptor, the flows would take a number of days to make the same recovery.
7. Manhole Repairs: There are manholes without derbies that can allow water entry into the sanitary sewer. These manholes are odd sized, and each derby must be custom made and fitted.

b. Manager’s Report

i. Water

1. Assistant Water/Wastewater Operator: Mr. Robert Eichelberger, our current lab technician, has accepted the position, and is excited to get started. Mr. Kline noted that he has been impressed with Mr. Eichelberger’s work.
2. Chapter 109\(^4\): Mr. T. Shaffer and Mr. Schreffler have been working together on a plan for the booster stations that need to be updated per the new regulations.

ii. Wastewater

1. Mr. T. Shaffer noted the improvement in Phosphorus removal. He indicated that Mr. Schreffler has been maintaining better levels of solids. Overall there is a higher level of nutrient reduction.
2. Mr. T. Shaffer commended Mr. Mackison and Mr. Larry Minnich’s efforts to bring the plant up to a better maintained facility status.
3. Rain Garden: The area needs to be revitalized.
4. Nutrient Credit Trading: All available Nitrogen and Phosphorus credits have been slated for sale.

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\(^3\) WWTP: Wastewater Treatment Plant
\(^4\) Chapter 109: DEP Safe Drinking Water Regulations
5. Relining Project Results: A timeline has been included with the packet to show funds invested and maps to show which lines were affected. The electric bill has dropped approximately 30%, which is believed to be due to decreased pump run times.

6. Scott Mackison: Mr. Miller shared that Mr. Mackison makes it evident that he cares about the facilities. Mr. Mackison is an Air Force Veteran with an extensive electrical and plumbing background.
   a. Mr. Mackison expressed his happiness with being a part of our team.
   b. Mr. Kline noted that he too has been impressed with Mr. Mackison’s work over the past several months.
   c. Mrs. Horst noted that she first started on the board about 15 years ago. Back then the maintenance program was very inefficient. She is sincerely happy with the staff currently running the facilities, because making a difference is why she serves on the board. She shared her appreciation and how proud she is to see the authority come so far. Mr. Miller concurred, adding that it has been a progression from just doing what we can, to getting over the hump, and now we are ready to take it to the next step to set the Authority up for the future.

c. Engineering
   i. WTP Upgrade: Mr. Kline reviewed the draft timeline included with his report. The current plant would need to remain fully operational during the construction and testing of the new facility.
      1. All scenarios would need to be vetted during this process, including pilot testing and a cost effectiveness evaluation.
      2. Strategic Planning is to meet to review and delve into the report and work with the Finance Committee through January 1. Mr. Kline will prepare a cost analysis for Phase One to give to the Strategic Planning and Finance Committees as they work toward meeting that goal.
         a. Mr. Ardini, Mount Joy Borough Authority Manager, and previous board member, has offered to allow a tour of their upgraded facilities as it may be an optional configuration concept for MAWSA.

d. Financials
   i. Cash Available
      1. Approximately $1.1 million was paid toward the debt service.
   ii. Water Operation & Maintenance Revenue & Expense
      1. Negative net income due to debt payment.
   iii. Wastewater Operation & Maintenance Revenue & Expense
      1. Negative net income due to debt payment.
      2. Hauled waste had a healthy month.
   iv. Water Budget versus Actual
1. Water Revenue Current: Billing revenue (06.378.010) is on track.
2. Overall revenue is slightly less than predicted due to a lag in tapping fees.
3. Maintenance repair lines is over budget due to the Market Square break caused by a contractor working on site earlier this year. Ms. Tobias has received notification that $50K will be coming in toward those expenses, and MAWSA’s insurance is working on obtaining additional funds.

v. Wastewater Budget versus Actual
1. Hauled waste is having a good year.
2. Maintenance at the plant has been ongoing.
3. A healthy rollover is anticipated.

vi. Previous Year Comparison for Water
1. No particular items were in need of review.

vii. Previous Year Comparison for Wastewater
1. No items needed review.

viii. Water Capital
1. Invoices are slated for approval.

ix. Wastewater Capital
1. Invoices are slated for approval.
2. The inflow/infiltration line has been increased to reflect the quote received by Mr. Rehab for the relining on West Ferdinand Street by South Charlotte Street.
3. Some of the projects slated for 2019 completion may be deferred due to timing.

x. Vouchers
1. Meter & Transmitter Replacements: Meters and transmitters were purchased to remain aggressive with ongoing replacements.
2. South Hazel Street repair invoices are present on the vouchers. There is a Borough resurfacing project underway that caused several utility breaks. The Borough has asked MAWSA to bill the contractor for those repairs.
3. Sludge Pump: ET2’s pump was replaced.

张先生：

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

- Mr. Miller entertained a motion to authorize payment of the Payables for $274,223.43, ratify payments for checks issued prior to the meeting for $1,201,909.50, and authorize payment of the vouchers received after the meeting reports were run for $16,742.84; moved by Mrs. Horst, second by Mr. P. Shaffer. Motion passed unanimously.

  e. Utility Billing

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5 ET2: Extra Tank 2 of 3: Holds digester sludge and pulls sludge to the press.
i. DSO\textsuperscript{6}: The Hackett Group released a report on industry standards that indicated average DSOs; Energy: 42 days; Healthcare: 68 days; World Class: 46 days. MAWSA is currently at 38 days.

ii. Open EDU\textsuperscript{7} Cases: The Solicitor has suggested that after a notice of tapping delinquency is issued, the parcel is to be billed. Typically, these fees are tracked on the monthly financials. Billing the accounts will cause the tapping fees to be reflected in the balances owed and paid on the billing side as well; therefore, this report will be provided to reflect those collections.

f. Personnel Committee
   i. Mr. Miller has a draft personnel procedures schedule to keep the Committee on track.

g. Property Committee
   i. The Committee walked almost all of the Wastewater Treatment Facility. A list of action items has been created as a result. Another walkthrough is scheduled for later this month.

h. Source Water Protection Committee
   i. Sharon Young was spearheading the Committee in her working with Penn Township. She is no longer with them.

i. Strategic Planning Committee
   i. The Committee will be increasingly active moving forward.

Mr. Miller entertained a Motion to open the floor for nominations for board officers; moved by Mrs. Horst, second by Mr. P. Shaffer; Mrs. Horst nominated Mr. P. Shaffer for the office of Vice Chair, Mr. Heisey for the office of Secretary, and Mr. Haldeman for the office of Assistant Secretary/Treasurer; having no additional nominations, Mr. P. Shaffer moved to close nominations; second by Mrs. Horst. Motions passed unanimously.

Mr. Miller entertained a Motion to elect the slate of officers as nominated; moved by Mr. P. Shaffer, second by Mrs. Horst. Motion passed unanimously.

V. New Business
   a. Healthcare: The Personnel Committee has been presented with a case for a request to opt out of the healthcare program. In order to proceed staff needs permission to engage the Solicitor for their assistance in rolling out an Opt-Out plan for the New Year.
      i. Mr. P. Shaffer expressed concern about promising a monetary amount at this time, though a monetary benefit will be the goal.

Mr. Miller entertained a Motion to approve the engagement of the Solicitor to draft the Opt-Out program with the benefit to be monetary in nature, without indicating a specific dollar amount; moved by Mr. P. Shaffer, second by Mr. Haldeman. Motion passed unanimously.

\textsuperscript{6} DSO: Days of Sales Outstanding

\textsuperscript{7} EDU: Estimated Daily Use, sometimes called an Equivalent Dwelling Unit, used to measure billing units
VI. Old Business
   a. No new items were presented.

VII. Unregistered Visitors
   a. No additional visitors were present.

VIII. Announcements
   a. Mrs. Hoover has reached her 15-year milestone.
   b. MAWSA will be hosting an Open House at the Wastewater Treatment Plant as part of our 80th Anniversary Celebration on October 29 from 1PM to 3PM. Customers as well as the Junior and Senior High students will be invited to learn about their system through tours and about the viability of a career in the water and wastewater industries.

IX. Adjournment

   ➢ Mr. Miller entertained a Motion to adjourn at 8:34PM; moved by Mr. Haldeman, second by Mrs. Horst. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover, Recording Secretary
I. Call to Order/Pledge of Allegiance: Mr. Miller convened the meeting at 7:07PM with the Pledge of Allegiance.
   a. Roll Call: Robert Miller, Chair; Paul Shaffer, Vice Chair; Charie Heisey, Secretary; Barbara Horst, Treasurer; John Haldeman, Assistant Secretary/Treasurer; and Member and Bernard Reiley
   b. Absent: Member Andrew Nelson

II. Visitors
   a. Wade Baker, former board member, was recognized for his years of service. Mr. Miller noted Mr. Baker’s help in assisting him and others board members with learning the history of the Authority. Mr. T. Shaffer thanked Mr. Baker for his service and presented him with a token of the Board and team’s appreciation. Mr. Baker stated that serving on the Authority was his first experience with being on a Board, and that he enjoyed his time, adding that there had been a lot to turn around, but it was fun to work with staff and the other board members.
   b. Mr. T. Shaffer introduced MAWSA’s new Maintenance Technician, Larry Minnich. He noted Mr. Minnich’s teaching ability, level headedness, and experience, which has been a large help in bringing the facilities around. Mr. Schreffler added that Mr. Minnich has been a key component in his ability to step in as the new Operations Manager. Mr. Miller added that he has heard a lot about Mr. Minnich while serving on the Personnel Committee. Mr. Minnich shared that he enjoys working with MAWSA and that the challenges pique his interest.

III. Mr. Miller entertained a Motion to promote Mr. Minnich to Full-Time Permanent Status; moved by Mr. Heisey, second by Mr. P. Shaffer Motion passed unanimously.
   c. John Ralston, “Jay,” owner of 36 Market Square spoke about his property, which has a 1st floor business and 2nd floor residential use. For the past 20 years he has worked in the salon industry. For the past 7 years the property had a full-service salon and spa with a full staff and business partner. He is now a sole-proprietor and continuing to occupy the second-floor residence. Mr. Ralston is looking to rebrand in the near future, recognizing that the salon industry is more about empowering others. He will expand the portion of his business as a corporate trainer, coaching industry professionals. It gives him a new purpose to be a stronger part of the business community. As part of this, he would like to provide short term rental space to his clients to work with him on-site to accommodate clients coming in from out of town, or to offer bridal parties a place to stay for his services as well. The building is classified with an “owner occupied commercial” revenue class. He would like the Board’s support in his rebranding which would allow people to stay at his residence. Mr. Miller believes that the Board could support the concept. Mrs. Hoover stated that the Solicitor is drafting a summary regarding owner occupied commercial, as the initial interpretation is that owner occupied commercial units should be two taps with two meters. The Solicitor is
looking into whether or not it is a billing decision for the Board. Mr. Ralston stated that it really comes down to the allowance of the use. It is an essential part of his rebranding in order to take his business to the next level. Mr. Ralston is concerned that adding one element to his business would cause him to accrue another tap and wants to avoid being considered a bed and breakfast as it is not for a regular attendance of renters or having to serve food. Mr. Ralston purchased this particular property, because Owner Occupied Commercials were considered one unit and not two. Short-term rentals are new to the board, so they will wait for the Solicitor’s response on whether, or not, they can continue to bill Owner Occupied Commercial properties as one unit, or if they will have to bill them as two.

III. Minutes of September 12, 2019

➢ Mr. Miller entertained a Motion to approve the Minutes as P. Shaffer; second by Mr. Haldeman. Motion passed unanimously.

IV. Reports

a. Operations

i. Mr. Schreffler noted that the packet report has been revised to cover the events that have taken place since its remittance.

ii. Filter C, at the Water Treatment Plant, is still offline and awaiting parts. The parts have been ordered parts and some are expected to arrive in November. DEP has issued its permit to authorize the repair.

1. Filter A has been deconstructed to begin repairs. An outer edge stone had dropped and staff replaced the fallen stone and two others in need of repair. As of today, the filter is reassembled and back in place. Staff is hoping to pre-coat it tomorrow and get it back into service.

iii. The Cherry & Charlotte Booster stations both require repair.

iv. Well #4 was causing issues, requiring increased hertz to pump adequately. Well #6 was activated so that Well #4 could be evaluated for its draw rate issue. Garden Spot Electric found no power supply issues with it; however, they were able to determine that a new pump is needed. A permit is needed to install a temporary loaner pump and to install the permanent pump. Mr. Kline indicated that the emergency permit was nearly finished and will be hand delivered tomorrow. The replacement pump permitting will be generated and submitted as well.

v. A 60 gallon per minute leak is being sought for repair. Our regular leak detection service person was injured so teams were created to survey both sides of town. Two leak detection service companies and our Lead C&D Technician, Paul, divided the town to use listening equipment to find the leak. Mr. Schreffler does not believe there is a main break, but several small leaks, a few of which are several fire hydrants in need of repair. Unfortunately, the leaking hydrants are ones that were installed without

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1 C&D: Collections & Distribution
shut off valves on them. Insert-a-valves will need to be installed on them in order to service them. The leaks are lowering the reservoirs which will not allow for a full hydrant flushing. The filter repair delay and water loss are preventing a system-wide hydrant flushing. Now that permits have been received, the filters can be put back online to fill the reservoirs. Customers will be notified if the hydrant flushing schedule needs to be shifted.

vi. The Belt Filter Press at the Wastewater Treatment Plant was shut down for a few days to replace the auger. Mr. Schreffler noted Mr. Minnich and Mr. Mackison’s efforts in completing that job.

vii. Mr. Schreffler is working on the Ditch Mixer and Railing Plan. No other local facility has a railing system like MAWSA’s. He is working with the designer on options and whether or not the ditch will need to be completely drained. Doing so would heavily affect the processing capabilities of the plant.
   1. Mr. Miller noted that the pumps (mixers) would be a large problem for processing if they were to malfunction or fail.

viii. Utility pumps are now back in operation and the transfer pumps are now in house and a backup is on hand.

ix. The Witmer Group completed concrete wall repairs.

x. Mr. Rehab completed the emergency relining on Ferdinand Street from Charlotte to Main.

xi. Inflow & Infiltration: Mr. Schreffler reported on the custom derbies being made for the manholes on the outer portion of the service area. The derbies have to be fitted and tested individually and sent back for resizing for a proper fit.

b. Management
   i. The DEP\(^2\) water year runs from October 1 through September 30, so the DEP 2018-2019 water year has been completed.
   ii. The water plant filter emergency permit cost was $100 and the new operational permit is $750.
      1. The water sales report has been affected by the tapping fees that have been billed.
   iii. Nutrient Credits have been sold to a sewer authority and a food company. DEP has to certify the credits before the sale is final.
   iv. DEP approved the annual Chapter 94 report. The results are positive.
   v. There are interviews set up for the Laboratory Technician position.
   vi. Flows have been lower and the weather drier making processing at its premium for hauled waste receiving. The hauled waste had a positive month, but less traffic to accommodate the pug mill work.
      1. Mr. Miller inquired about the Ammonia levels. Mr. Kline explained that in the winter, it is not as easy to nitrify. Mr. Schreffler added there is additional treatment time in the warmer

\(^2\) DEP: Pennsylvania Department of Environmental Protection
weather. Old bugs take longer to eat Nitrogen, but overall Mr. Schreffler has better control of the plant than in the past.

2. Phosphorus is up as a result of using less Ferric Chloride. The loss of the Ferric Chloride pump has been resolved and less of the product itself is being used, which yields a cost savings.

vii. There were 47 Pennsylvania One Call ticket responses. The Pennsylvania One Call Agency has called MAWSA for its outstanding response rate.

viii. Mr. T. Shaffer is very pleased to work with Mr. Schreffler. They meet every morning to strategize and it is working out well for the team.

ix. Hauled Waste is tracking over budget; however, loads taper off as the year draws to a close.

x. Tapping Fee Policy: It was advised that the Authority write a formal policy so that they are not accused of revising a fee due to oncoming developments. The policy is public knowledge and protects both oncoming customers and the Authority. The Board has a 30-day review and it will be presented for approval in November. Mr. Heisey believes it is good to be as transparent to the public as possible.

c. Engineering
i. Mr. Kline reported on the well permit delivery, the filter maintenance permit. It has been a major concern that reservoir levels were dropping and we were not being allowed to repair the filter.

ii. Mr. T. Shaffer has asked him to review and update a grease trap program.

iii. Mr. Kline has provided a proposal to Mr. T. Shaffer regarding the Cherry Street Booster Station. The idea is to raise the building with a new foundation, easement boundaries, and DEP permitting assistance. SSM will be helping at the proposed rate for time and materials.

iv. Mr. Kline is looking into grants for additional pipe lining.

v. Mr. Miller welcomed Mr. Reiley to his first meeting.

d. Financials
i. Cash is at $3.3 million, which is making a slow recovery from the debt service payment.

ii. Water Revenue & Expense Report: Tapping fees are coming in due to EDU³ audit payments.
   1. Insurance reimbursement for the Market Square water line has been received.
   2. Wastewater Revenue & Expense Report: A tap was received as a result of the EDU audit.
   3. Water O&M⁴ Revenue and Expense Budget versus Actual: Water Revenue Current is on track and tapping fees are behind. This will affect the year end rollover to capital; however, water capital is healthy. There will be a positive net, but not what was anticipated.

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³ EDU: Estimated Daily Use calculation use to evaluate tapping fees
⁴ O&M: Operations & Maintenance
4. Wastewater O&M Revenue and Expense Budget versus Actual: Revenues are tracking well. A healthy rollover to wastewater capital is anticipated.

5. Water Previous Year Comparison: Water is slightly under in revenue and over in expenses in 2019.

6. Wastewater Previous Year Comparison: Revenue and expenses are up.

7. Water Capital Budget: Some projects will be deferred due to timing.

8. Wastewater Capital Budget: Some projects will be deferred due to timing. There was a small dip into the reserve funds; however, a rollover is still expected.

9. Checks Issued Prior: All present invoices are for typical monthly expenses.

10. Water Payables: One large ticket item is for RP Adams for DE\(^5\) and filter parts is a large order being received in shifts. The end of spending for those parts is near.

11. Wastewater Payables: Large invoices are for the PLC\(^6\) replacement, forward flow pump, Modern Pump’s invoice for the utility pump repair, and Mr. Rehab for the emergency sewer relining.

12. Invoices received after the meeting reports were run are standard invoices.

13. Mr. Miller would like to see a year or two ahead for capital projects on the capital budgets reports if it is possible.

➢ Mr. Miller entertained a Motion to approve the financial and capital budget reports as presented; moved by Mr. P. Shaffer, second by Mr. Heisey. Motion passed unanimously.

iii. Vouchers

➢ Mr. Miller entertained a Motion to approve payment of the vouchers, ratify payments made prior to the meeting, and authorize payment of the invoices as presented for $156,349.60, $25,284.82, and $4,484.95 respectively; moved by Mr. P. Shaffer, second by Mr. Heisey. Motion passed unanimously.

iv. 2020 MMO\(^7\)

➢ Mr. Miller entertained a Motion to approve the MMO for the annual projection employee pension as presented on the 2020 MMO Worksheet; moved by Mr. P. Shaffer, second by Mr. Heisey. Motion passed unanimously.

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\(^5\) DE: Diatomaceous Earth

\(^6\) PLC: A touch screen control panel.

\(^7\) MMO: Minimum Municipal Obligation for the Employee Pension Plan
e. Utility Billing
   i. Mrs. Hoover presented a proposal to revise the collections schedule to
      conduct quarterly shut offs instead of monthly.
   ii. The quarterly collections report includes a new section and is in good
       standing in relation to outstanding revenue owed versus money secured by
       lien.

f. Personnel Committee: The members will be meeting in the near future.

g. Property Committee: The Water Plant tour was completed. The air stripping tower
   is in need of expensive repairs. (Walkthrough notes were provided.) Some of the
   projects need to be on the Capital Budget Project List or on a service plan.
   Another walkthrough is scheduled for the week after next to finish the
   Wastewater Treatment Plan, pump stations, and wells.

h. Source Water Protection Committee: No items to report.
i. Strategic Planning Committee: The Committee will meet in late October or early
   November.

V. Old Business
   a. Tapping Fees: Discussion was held on charging tapping fees based on
      consumption. Mr. T. Shaffer will consider providing a policy.

VI. Announcement
   a. An Open House is being held for all MAWSA customers on October 29 from
      1PM to 3PM.

VII. Adjournment

➤ Mr. Miller entertained a Motion to adjourn at 9:12PM; moved by Mr. Heisey, second by
   Mr. P. Shaffer. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover, Recording Secretary
I. Call to Order/Pledge of Allegiance: Mr. Miller convened the meeting at 7:07 PM with the Pledge of Allegiance.
   a. Roll Call: Robert Miller, Chair; Paul Shaffer, Vice Chair; Charlie Heisey, Secretary; Barbara Horst, Treasurer; John Haldeman, Assistant Secretary/Treasurer; and Member and Bernard Reiley
   b. Absent: Member Andrew Nelson
   c. Staff: Terry Shaffer, Manager; Deb Tobias, Financial Comptroller; David Schreffler, Operations Manager; Paul Bell, Lead C&D Technician; Candace Hoover, Billing Administrator/Recording Secretary
   d. Engineering: Daniel Standish – Spots, Stevens, and McCoy (SSM)

II. Visitors
   a. Samuel King: 234 South Charlotte Street: Mr. King had an office space he could not get rented out. He wanted to shut off the tap to pay lower monthly billing fees. The building has been renovated to make the office space more attractive and he is hoping to have the tap back. Mr. T. Shaffer recommend that the Board uphold the Rules and Regulations and require payment of the tapping fee in order to receive the taps back. Mrs. Horst believes that the Solicitor should write a policy about reinstating taps. Mr. P. Shaffer noted that the document signed was clear on relinquishing taps and the reinstatement process. Mr. King was hoping to pay the base rates from the time of disconnect to present in lieu of paying the tapping fees. Mr. T. Shaffer noted that financing is available for the tapping fees. Mr. Miller indicated that the Board has an obligation to be equal to all of their customers regarding what shares each customer owns in the Authority. Mr. King feels the base rates and taps discourage small businesses in the town. He would like for the Board to rethink their policies and rates. Mr. Miller noted his understanding of Mr. King’s frustration and that the Board would uphold the agreement as signed in 2017.
   b. Mrs. Kim Hill: 128 South Main Street: Mr. Miller noted that Mr. Hill’s Counsel’s correspondence was forwarded to the Authority Solicitor and that MAWSA’s Solicitor has responded. It was his recommendation that legal continue to manage the case. Mrs. Hill was hoping to clear up discrepancies in the correspondence; however, it should be handled through legal at this time.
   c. Paul Bell: Mr. Bell was present to address any questions that may arise with the vac truck request for 2020.

III. Minutes of November 14, 2019

➢ Mr. Miller entertained a Motion to approve the November 14, 2019 Minutes as presented; moved by Mr. Heisey, second by Mrs. Horst. Motion passed unanimously.
IV. Reports

a. Operations

i. WTP: The 3rd Filter will be back online soon. 2 filters are still in need of full inspection and possible repairs, which is included in the 2020 budget numbers.

ii. Vac Truck: Mr. Paul Bell reported that Vermeer did a demonstration on 3 curb stops in need of repair. All three were repaired in around an hour. One of the curb stops was over 6’ deep. An all-day type dig was done in about 45 minutes in a safer and effortless manner, while disturbing less ground. The truck would also help staff to resolve grit removal from the sewers. Typically, the grit must be manually scooped out, which requires them to climb into a dangerous situation. The present flushing really moves grit from one place to another. Most municipalities have one in their fleet. The truck is also not CDL rated, which is important to the staff as well as the Finance Committee. Mr. Schreffler was very impressed with the truck’s performance as well. He has a video of it in action if anyone would care to see it.

iii. WWTP: Mr. Schreffler had hoped the project for the railing for the mixer would be moving faster; however, it is progressing.

b. Management

i. WTP: Mr. T. Shaffer reported that the construction permit for the well pump has not been received from DEP yet.

ii. NOV: The Operator did not record a Chlorine sample that was taken, so a minor NOV was issued. An update to the SOP has been made to incorporate a second file review.

iii. WWTP: Nitrogen and Phosphorus are being processed exceptionally. Mr. Schreffler commended Ms. Sasha McComsey on her management of flows coming into the plant. His focus is presently on wasting at the back end of the plant.

iv. Generator: The project has been moved back due to the transformer.

v. Rain Events: Mr. Schreffler reported that flows did go up during a heavy rain event that required staff to put the plant into storm mode. The flows came down very quickly as has been customary post Interceptor Relining Project.

vi. Hauled Waste: Mr. T. Shaffer was glad to report that the program met budget a month early. Mr. Robert Eichelberger has moved from the lab into the role of Hauled Waste Coordinator/ Assistant Operator.

c. Engineering

i. CFA Grant: Revisions have been made that will require action from the board to proceed. Resolution 4-2019 and its exhibits will need to be redacted so that the grant applications can be split into water and wastewater to increase the possibility of receiving one.
ii. Invoices: Mr. T. Shaffer is working with SSM on October and November’s invoices.

iii. Responsible Operator in Charge: Actions are being taken to move Mr. Mark Tyson into the lead position. Mr. Standish does not have any reservations regarding turning over the responsibility to Mr. Tyson.

➢ Mr. Miller entertained a Motion to redact Resolution 4-2019 and its exhibits, 2, and 4; moved by Mr. P. Shaffer, second by Mrs. Horst. Motion passed unanimously.

➢ Mr. Miller entertained a Motion to approve Resolution 5-2019 and its exhibits 2, and 4, and approve Resolution 6-2019 and its exhibits, 2 and 4; moved by Mr. Heisey, second by Mr. P. Shaffer. Motion passed unanimously.

d. Financials
i. Cash: No highlights.

ii. Water O&M \(^8\) R&E \(^9\) Report: A lot was accomplished, including the RP Adams WTP filter rebuild and the 2 hydrant replacements on North and South Penn Streets, resulting in a negative net revenue for November.

iii. Wastewater R&E Report: A lot of repairs were expended from the maintenance repair plant line.

iv. Water O&M RE Budget versus Actual: The percent of the budget at the end of November is 92%. Revenue is below at 83% and expenses are up due to the well and filter repairs. The budget will not hit its target of $306,860.00; however, it is anticipated that water will roll over approximately $100,000.

v. Wastewater O&M R&E Budget versus Actual: Income projection is about 1 month ahead. An unexpected expense was for a repair of a roof at the WWTP Office building. Net income is exceeding by almost $89,000. The anticipated February rollover is between $400,000 and $450,000.

vi. Water Previous Year Comparison: No highlights.

vii. Wastewater Previous Year Comparison: No highlights.

viii. Water Capital Budget: Pending payments are reflected.

ix. Wastewater Capital Budget: No highlights.

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

x. Vouchers
1. Checks Issued Prior: Several line items highlighted.

2. Water Payables: The final 2019 filter purchase for the WTP is included.

3. Wastewater Payables: Several repairs with Garden Spot Electric were done and cleanout projects were completed by Kline’s. The ditch inspection will be done annually, and it is the first time it has been evaluated.

4. Invoices received after the meeting reports were run: No highlights.

\(^8\) O&M: Operations and Maintenance

\(^9\) R&E: Revenue & Expense
Mr. Miller entertained a Motion to approve payment of the vouchers, ratify payments made prior to the meeting, and authorize payment of the invoices as presented for $138,039.33, $25,115.93, and $60,787.66, respectively; moved by Mrs. Horst, second by Mr. Haldeman. Motion passed unanimously.

e. 2020 Proactive Actions, Professional Services, and Participatory Authorizations:

Mr. Miller entertained a Motion to authorize payment of 2020 vouchers for ratification to accommodate due dates and discount periods, to continue services with; Barley Snyder as Solicitor, Sager Swisher as Auditor, Ephrata National Bank and Fulton Bank as Financial Institutions, SSM as Engineer, and participation with CoStars and the Lancaster County Cooperative in 2020; moved by Mrs. Horst, second by Mr. P. Shaffer. Motion passed unanimously.

f. Resolution 1-2020: 2020 Fee Schedule: Tier violations were made to tighten up the Hauled Waste Program. A few of the Program rates were adjusted as well, with the changes highlighted in green.

Mr. Miller entertained a Motion to approve Resolution 1-2020 for the 2020 rate schedule as presented; moved by Mr. P. Shaffer, second by Mrs. Horst. Motion passed unanimously.

g. Healthcare: Mr. Miller reported that the Personnel Committee worked on providing healthcare package options to the staff. Due to delays from the providers, the plans had to be approved prior to the meeting. The prior year budget had been approved for an anticipated healthcare cost increase, and then the increase did not come to fruition. The budget therefore shows a decrease in expenses. The overall increases were extremely low this year.

Mr. Miller entertained a Motion to approve the Healthcare Plan Revision for 2020; Mrs. Horst recuse herself from the vote; moved by Mr. Heisey, second by Mr. P. Shaffer. Motion passed unanimously excluding a vote from Mrs. Horst.

h. 2020 O&M Water Budget: There is a deficit of $65,339. The intent of a budget is not to start with a deficit; however, budgets can have overages and deficits year to year that balance one another. Mrs. Horst would have been more comfortable with a 2% deficit instead of the current value. The Finance Committee’s review included discussion on savings in engineering by elevating Mr. Tyson to Responsible Operator in Charge. It could save $15,000. Additionally, there were a lot of initiatives that have lowered utilities for another anticipated savings of approximately $8,000. One example is that the vac truck could be financed instead of purchased as a shared cost between water and wastewater. The lease may require a 12-month up-front investment. The water’s investment in the truck could be delayed or deferred to a subsequent water budget to reduce the deficit further by $10,000 for a revised net deficit of $32,000, which is more in her comfort level. Ms. Tobias reported that the healthcare program could also produce a refund for additional deficit reduction; however, Mrs. Horst does not feel that it is necessary to consider that due to the high probability of it not coming in. Mr. T. Shaffer noted that a new line item was added for the Well House which may not
be expended. Staff will continue to manage expenses diligently, which has had a heavy impact in 2019. It is anticipated that $100,000 will roll over from 2019 to 2020. A large number of tapping fees did not come in as expected. Mr. Miller would like for the discussed revisions implemented into a new document. He has concerns with the large increase in the Maintenance Repair Plant line items and supports the reduction of the engineering line. Mr. Miller inquired about the increase in computer fees. Mrs. Hoover noted that a large portion of the equipment is still on Windows 7, and are not capable of upgrading to Windows 10. Support and security patches for Windows 7 ends January 14, 2020. The fee increase also includes enhancements to cyber security, monitoring, and redundancy systems. Mr. Heisey would like staff to review the increase in office supplies as well. Mr. Miller would like for the board to have a fresh document illustrating the revised line items and for staff to look for additional savings.

Repairs were very heavy this year and money does need to be reserved for breaks. Mr. Reiley requested confirmation that the requested vac truck also had maintenance budgeted. Mr. T. Shaffer noted that it was included in the vehicle line item that covers inspections, etc. Mr. Reiley stated that vac trucks are fantastic pieces of equipment that are expensive to maintain. He has owned bigger models and suggested that staff reach out to the dealer regarding average operating costs. Mr. Schreffler indicated that the vac truck would be used a few times a week. Rentals of the machinery have been done in the past for emergencies and there are annual rentals as well. The Board and staff have wanted to put more time into the collections and distribution system and its staff. This equipment would pay itself back in multiples over renting it. Possible cost savings in the budget could also come from having the vac truck, for example, when staff needs to call in a sub-contractor to remove grit. The vac truck does need to be reviewed by the Strategic Planning Committee. Mr. Reiley inquired if the vac truck could be a revenue opportunity as well as the Borough uses a sub-contractor to vacuum storm drains. Perhaps our staff could have a rental fee for the equipment to take over that service. Mr. Miller stated that it sounds as if the equipment is something we should have, but it is the first time he is hearing of it for the budget. Mr. Schreffler added that removing grit can be unsafe when it needs to be done manually.

i. 2020 O&M Wastewater Budget: A net revenue is anticipated to roll into Capital. There are still some items that need to be vetted by the Strategic Planning Committee. It is believed that the savings from the vac truck will be exponential. Mr. T. Shaffer wants staff to remain vigilant in maintenance and repairs. There are vac services we use now that could be handled in house; however, the line item for it should remain, because the vac truck being requested is smaller and the annual vacuuming services may require a bigger truck.

i. Discussion was held on the increase in staffing and wages. Mr. T. Shaffer noted that this is the first time we are anticipating being full-staffed for a full year in quite some time.

ii. Mr. Miller did not feel any line items jumped out as strongly as with the water budget, but that the Maintenance Repair Plant line still seemed heavy. Mr. P. Shaffer added that not doing maintenance will cost more in the future. Mr. Miller concurred adding that repairs has seen the largest upswing. Mr. T. Shaffer would like to maintain an aggressive maintenance and repair program highlighting several repairs that were still needed. Mr. Miller stated that the increase in net operational costs was a key highlight.
Mr. Reiley inquired about additional revenue from the hauled waste program. Mr. T. Shaffer noted that the program did do well this year, and is projected to increase in 2020; however, with increased hauled waste come increased expenses such as the one seen in the Biosolids line.

iii. Mr. Schreffler added that an unquantified value relating to the vac truck would be in employee morale. The whole staff saw the value in the equipment and gave up equipment and needs from their departments to accommodate this need in their peer’s department. Mrs. Horst reminded the board that the equipment still needed to be vetted out by the Strategic Planning Committee. The budget will have to be approved in January.

iv. The Board concurred to authorize wages and workstation purchases due to pending deadlines.

j. 2020 Water Capital Budget: The Strategic Planning Committee has additional reviews to complete. Tabled until January.

k. 2020 Wastewater Capital Budget: The Strategic Planning Committee has additional reviews to complete. Tabled until January. Discussion was held on the minimum reserve policy and the replenishment of the 2019 reserve amount due to the Interceptor Relining Project.

l. Utility Billing
   i. Mapping Project: A mapping sample has been picked up by Laserfiche. The sample will be sent to engineering to develop a conversion cost from PDF\textsuperscript{10} to GIS\textsuperscript{11} file. The overall cost will be used to determine how many maps we can afford to convert in 2020.
   ii. 2018 EDU\textsuperscript{12} Audit: Penn Street has 1 open case outstanding. The property was found to have converted to additional units without permitting from the Borough or Authority. The owner may be converting back to avoid the tapping fees. Borough Codes will follow up and the results will determine MAWSA’s action.

m. Personnel Committee: The Committee met to review various personnel matters.

n. Property Committee: No items to report.

o. Source Water Protection Committee: No items to report.

p. Strategic Planning Committee: The Committee will meet soon.

V. New Business
   a. Employee Mark Tyson, Water Operator: permanent employee status: Mr. Miller noted that Mr. Tyson meets or exceeds expectations.

   ➢ Mr. Miller entertained a Motion to approve Mr. Mark Tyson to Full-time Permanent Employee Status; moved by Mrs. Horst, second by Mr. P. Shaffer. Motion passed unanimously.

   b. Employee David Schreffler, Operations Manager: permanent employee status: Mr. Schreffler has done a fantastic job thus far.
Mr. Miller entertained a Motion to approve Mr. David Schreffler to Full-time Permanent Employee Status; moved by Mr. Heisey, second by Mr. Haldeman. Motion passed unanimously.

VI. Old Business
   a. Tapping Fee & Connection Waiver: See Section II-b.
   b. Finals & Inspections: Mr. T. Shaffer reported that input has been gathered from Mr. Reiley and local Realtors. The discussion will be tabled until January.
   c. Owner Occupied Commercial: The discussion will be tabled until January.

VII. Announcement
   a. Reorganization will occur at the January meeting.

VIII. Adjournment

   ➢ Mr. Miller entertained a Motion to adjourn at 9:12 PM; moved by Mr. P. Shaffer, second by Mrs. Horst. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover, Recording Secretary
MANHEIM AREA WATER & SEWER AUTHORITY
Minutes December 12, 2019
Borough Hall: 15 East High Street, Manheim, PA 17545

I. Call to Order/Pledge of Allegiance: Mr. Miller convened the meeting at 7:07PM with the Pledge of Allegiance.
   a. Roll Call: Robert Miller, Chair; Paul Shaffer, Vice Chair; Charlie Heisey, Secretary; Barbara Horst, Treasurer; John Haldeman, Assistant Secretary/Treasurer; and Member and Bernard Reiley
   b. Absent: Member Andrew Nelson
   c. Staff: Terry Shaffer, Manager; Deb Tobias, Financial Comptroller; David Schreffler, Operations Manager; Paul Bell, Lead C&D Technician; Candace Hoover, Billing Administrator/Recording Secretary
   d. Engineering: Daniel Standish – Spots, Stevens, and McCoy (SSM)

II. Visitors
   a. Samuel King: 234 South Charlotte Street: Mr. King had an office space he could not get rented out. He wanted to shut off the tap to pay lower monthly billing fees. The building has been renovated to make the office space more attractive and he is hoping to have the tap back. Mr. T. Shaffer recommend that the Board uphold the Rules and Regulations and require payment of the tapping fee in order to receive the taps back. Mrs. Horst believes that the Solicitor should write a policy about reinstating taps. Mr. P. Shaffer noted that the document signed was clear on relinquishing taps and the reinstatement process. Mr. King was hoping to pay the base rates from the time of disconnect to present in lieu of paying the tapping fees. Mr. T. Shaffer noted that financing is available for the tapping fees. Mr. Miller indicated that the Board has an obligation to be equal to all of their customers regarding what shares each customer owns in the Authority. Mr. King feels the base rates and taps discourage small businesses in the town. He would like for the Board to rethink their policies and rates. Mr. Miller noted his understanding of Mr. King’s frustration and that the Board would uphold the agreement as signed in 2017.
   b. Mrs. Kim Hill: 128 South Main Street: Mr. Miller noted that Mr. Hill’s Counsel’s correspondence was forwarded to the Authority Solicitor and that MAWSA’s Solicitor has responded. It was his recommendation that legal continue to manage the case. Mrs. Hill was hoping to clear up discrepancies in the correspondence; however, it should be handled through legal at this time.
   c. Paul Bell: Mr. Bell was present to address any questions that may arise with the vac truck request for 2020.

III. Minutes of November 14, 2019

   ➢ Mr. Miller entertained a Motion to approve the November 14, 2019 Minutes as presented; moved by Mr. Heisey, second by Mrs. Horst. Motion passed unanimously.
IV. Reports

a. Operations
i. WTP\(^1\): The 3\(^{rd}\) Filter will be back online soon. 2 filters are still in need of full inspection and possible repairs, which is included in the 2020 budget numbers.

ii. Vac Truck: Mr. Paul Bell reported that Vermeer did a demonstration on 3 curb stops in need of repair. All three were repaired in around an hour. One of the curb stops was over 6’ deep. An all-day type dig was done in about 45 minutes in a safer and effortless manner, while disturbing less ground. The truck would also help staff to resolve grit removal from the sewers. Typically, the grit must be manually scooped out, which requires them to climb into a dangerous situation. The present flushing really moves grit from one place to another. Most municipalities have one in their fleet. The truck is also not CDL\(^2\) rated, which is important to the staff as well as the Finance Committee. Mr. Schreffler was very impressed with the truck’s performance as well. He has a video of it in action if anyone would care to see it.

iii. WWTP\(^3\): Mr. Schreffler had hoped the project for the railing for the mixer would be moving faster; however, it is progressing.

b. Management
i. WTP: Mr. T. Shaffer reported that the construction permit for the well pump has not been received from DEP\(^4\) yet.

ii. NOV\(^5\): The Operator did not record a Chlorine sample that was taken, so a minor NOV was issued. An update to the SOP\(^6\) has been made to incorporate a second file review.

iii. WWTP: Nitrogen and Phosphorus are being processed exceptionally. Mr. Schreffler commended Ms. Sasha McComsey on her management of flows coming into the plant. His focus is presently on wasting at the back end of the plant.

iv. Generator: The project has been moved back due to the transformer.

v. Rain Events: Mr. Schreffler reported that flows did go up during a heavy rain event that required staff to put the plant into storm mode. The flows came down very quickly as has been customary post Interceptor Relining Project.

vi. Hauled Waste: Mr. T. Shaffer was glad to report that the program met budget a month early. Mr. Robert Eichelberger has moved from the lab into the role of Hauled Waste Coordinator/ Assistant Operator.

c. Engineering
i. CFA\(^7\) Grant: Revisions have been made that will require action from the board to proceed. Resolution 4-2019 and its exhibits will need to be redacted so that the grant applications can be split into water and wastewater to increase the possibility of receiving one.

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1 WTP: Water Treatment Plant  
2 CDL: Commercial Driver License  
3 WWTP: Wastewater Treatment Plant  
4 DEP: Pennsylvania Department of Environmental Protection  
5 NOV: Notice of Violation  
6 SOP: Standard Operating Procedure  
7 CFA: Commonwealth Financing Authority
ii. Invoices: Mr. T. Shaffer is working with SSM on October and November’s invoices.

iii. Responsible Operator in Charge: Actions are being taken to move Mr. Mark Tyson into the lead position. Mr. Standish does not have any reservations regarding turning over the responsibility to Mr. Tyson.

➢ Mr. Miller entertained a Motion to redact Resolution 4-2019 and its exhibits, 2, and 4; moved by Mr. P. Shaffer, second by Mrs. Horst. Motion passed unanimously.

➢ Mr. Miller entertained a Motion to approve Resolution 5-2019 and its exhibits 2, and 4, and approve Resolution 6-2019 and its exhibits, 2 and 4; moved by Mr. Heisey, second by Mr. P. Shaffer. Motion passed unanimously.

d. Financials

i. Cash: No highlights.

ii. Water O&M⁸ R&E⁹ Report: A lot was accomplished, including the RP Adams WTP filter rebuild and the 2 hydrant replacements on North and South Penn Streets, resulting in a negative net revenue for November.

iii. Wastewater R&E Report: A lot of repairs were expended from the maintenance repair plant line.

iv. Water O&M RE Budget versus Actual: The percent of the budget at the end of November is 92%. Revenue is below at 83% and expenses are up due to the well and filter repairs. The budget will not hit its target of $306,860.00; however, it is anticipated that water will roll over approximately $100,000.

v. Wastewater O&M R&E Budget versus Actual: Income projection is about 1 month ahead. An unexpected expense was for a repair of a roof at the WWTP Office building. Net income is exceeding by almost $89,000. The anticipated February rollover is between $400,000 and $450,000.

vi. Water Previous Year Comparison: No highlights.

vii. Wastewater Previous Year Comparison: No highlights.

viii. Water Capital Budget: Pending payments are reflected.

ix. Wastewater Capital Budget: No highlights.

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

x. Vouchers

1. Checks Issued Prior: Several line items highlighted.

2. Water Payables: The final 2019 filter purchase for the WTP is included.

3. Wastewater Payables: Several repairs with Garden Spot Electric were done and cleanout projects were completed by Kline’s. The ditch inspection will be done annually, and it is the first time it has been evaluated.

4. Invoices received after the meeting reports were run: No highlights.

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⁸ O&M: Operations and Maintenance
⁹ R&E: Revenue & Expense
Mr. Miller entertained a Motion to approve payment of the vouchers, ratify payments made prior to the meeting, and authorize payment of the invoices as presented for $138,039.33, $25,115.93, and $60,787.66, respectively; moved by Mrs. Horst, second by Mr. Haldeman. Motion passed unanimously.

e. 2020 Proactive Actions, Professional Services, and Participatory Authorizations:

Mr. Miller entertained a Motion to authorize payment of 2020 vouchers for ratification to accommodate due dates and discount periods, to continue services with; Barley Snyder as Solicitor, Sager Swisher as Auditor, Ephrata National Bank and Fulton Bank as Financial Institutions, SSM as Engineer, and participation with CoStars and the Lancaster County Cooperative in 2020; moved by Mrs. Horst, second by Mr. P. Shaffer. Motion passed unanimously.

f. Resolution 1-2020: 2020 Fee Schedule: Tier violations were made to tighten up the Hauled Waste Program. A few of the Program rates were adjusted as well, with the changes highlighted in green.

Mr. Miller entertained a Motion to approve Resolution 1-2020 for the 2020 rate schedule as presented; moved by Mr. P. Shaffer, second by Mrs. Horst. Motion passed unanimously.

g. Healthcare: Mr. Miller reported that the Personnel Committee worked on providing healthcare package options to the staff. Due to delays from the providers, the plans had to be approved prior to the meeting. The prior year budget had been approved for an anticipated healthcare cost increase, and then the increase did not come to fruition. The budget therefore shows a decrease in expenses. The overall increases were extremely low this year.

Mr. Miller entertained a Motion to approve the Healthcare Plan Revision for 2020; Mrs. Horst recuse herself from the vote; moved by Mr. Heisey, second by Mr. P. Shaffer. Motion passed unanimously excluding a vote from Mrs. Horst.

h. 2020 O&M Water Budget: There is a deficit of $65,339. The intent of a budget is not to start with a deficit; however, budgets can have overages and deficits year to year that balance one another. Mrs. Horst would have been more comfortable with a 2% deficit instead of the current value. The Finance Committee’s review included discussion on savings in engineering by elevating Mr. Tyson to Responsible Operator in Charge. It could save $15,000. Additionally, there were a lot of initiatives that have lowered utilities for another anticipated savings of approximately $8,000. One example is that the vac truck could be financed instead of purchased as a shared cost between water and wastewater. The lease may require a 12-month up-front investment. The water’s investment in the truck could be delayed or deferred to a subsequent water budget to reduce the deficit further by $10,000 for a revised net deficit of $32,000, which is more in her comfort level. Ms. Tobias reported that the healthcare program could also produce a refund for additional deficit reduction; however, Mrs. Horst does not feel that it is necessary to consider that due to the high probability of it not coming in. Mr. T. Shaffer noted that a new line item was added for the Well House which may not
be expended. Staff will continue to manage expenses diligently, which has had a heavy impact in 2019. It is anticipated that $100,000 will roll over from 2019 to 2020. A large number of tapping fees did not come in as expected. Mr. Miller would like for the discussed revisions implemented into a new document. He has concerns with the large increase in the Maintenance Repair Plant line items and supports the reduction of the engineering line. Mr. Miller inquired about the increase in computer fees. Mrs. Hoover noted that a large portion of the equipment is still on Windows 7, and are not capable of upgrading to Windows 10. Support and security patches for Windows 7 ends January 14, 2020. The fee increase also includes enhancements to cyber security, monitoring, and redundancy systems. Mr. Heisey would like staff to review the increase in office supplies as well. Mr. Miller would like for the board to have a fresh document illustrating the revised line items and for staff to look for additional savings. Repairs were very heavy this year and money does need to be reserved for breaks. Mr. Reiley requested confirmation that the requested vac truck also had maintenance budgeted. Mr. T. Shaffer noted that it was included in the vehicle line item that covers inspections, etc. Mr. Reiley stated that vac trucks are fantastic pieces of equipment that are expensive to maintain. He has owned bigger models and suggested that staff reach out to the dealer regarding average operating costs. Mr. Schreffler indicated that the vac truck would be used a few times a week. Rentals of the machinery have been done in the past for emergencies and there are annual rentals as well. The Board and staff have wanted to put more time into the collections and distribution system and its staff. This equipment would pay itself back in multiples over renting it. Possible cost savings in the budget could also come from having the vac truck, for example, when staff needs to call in a sub-contractor to remove grit. The vac truck does need to be reviewed by the Strategic Planning Committee. Mr. Reiley inquired if the vac truck could be a revenue opportunity as well as the Borough uses a sub-contractor to vacuum storm drains. Perhaps our staff could have a rental fee for the equipment to take over that service. Mr. Miller stated that it sounds as if the equipment is something we should have, but it is the first time he is hearing of it for the budget. Mr. Schreffler added that removing grit can be unsafe when it needs to be done manually.

i. 2020 O&M Wastewater Budget: A net revenue is anticipated to roll into Capital. There are still some items that need to be vetted by the Strategic Planning Committee. It is believed that the savings from the vac truck will be exponential. Mr. T. Shaffer wants staff to remain vigilant in maintenance and repairs. There are vac services we use now that could be handled in house; however, the line item for it should remain, because the vac truck being requested is smaller and the annual vacuuming services may require a bigger truck.

   i. Discussion was held on the increase in staffing and wages. Mr. T. Shaffer noted that this is the first time we are anticipating being full-staffed for a full year in quite some time.

   ii. Mr. Miller did not feel any line items jumped out as strongly as with the water budget, but that the Maintenance Repair Plant line still seemed heavy. Mr. P. Shaffer added that not doing maintenance will cost more in the future. Mr. Miller concurred adding that repairs has seen the largest upswing. Mr. T. Shaffer would like to maintain an aggressive maintenance and repair program highlighting several repairs that were still needed. Mr. Miller stated that the increase in net operational costs was a key highlight.
to him. Mr. Reiley inquired about additional revenue from the hauled waste program. Mr. T. Shaffer noted that the program did do well this year, and is projected to increase in 2020; however, with increased hauled waste come increased expenses such as the one seen in the Biosolids line.

iii. Mr. Schreffler added that an unquantified value relating to the vac truck would be in employee morale. The whole staff saw the value in the equipment and gave up equipment and needs from their departments to accommodate this need in their peer’s department. Mrs. Horst reminded the board that the equipment still needed to be vetted out by the Strategic Planning Committee. The budget will have to be approved in January.

iv. The Board concurred to authorize wages and workstation purchases due to pending deadlines.

j. 2020 Water Capital Budget: The Strategic Planning Committee has additional reviews to complete. Tabled until January.

k. 2020 Wastewater Capital Budget: The Strategic Planning Committee has additional reviews to complete. Tabled until January. Discussion was held on the minimum reserve policy and the replenishment of the 2019 reserve amount due to the Interceptor Relining Project.

l. Utility Billing
   i. Mapping Project: A mapping sample has been picked up by Laserfiche. The sample will be sent to engineering to develop a conversion cost from PDF\textsuperscript{10} to GIS\textsuperscript{11} file. The overall cost will be used to determine how many maps we can afford to convert in 2020.
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➢ Mr. Miller entertained a Motion to approve Mr. Mark Tyson to Full-time Permanent Employee Status; moved by Mrs. Horst, second by Mr. P. Shaffer. Motion passed unanimously.

   b. Employee David Schreffler, Operations Manager: permanent employee status: Mr. Schreffler has done a fantastic job thus far.

\textsuperscript{10} PDF: Portable Document File
\textsuperscript{11} GIS: Geographic Information System
\textsuperscript{12} EDU: Estimated Daily Use
Mr. Miller entertained a Motion to approve Mr. David Schreffler to Full-time Permanent Employee Status; moved by Mr. Heisey, second by Mr. Haldeman. Motion passed unanimously.

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   b. Finals & Inspections: Mr. T. Shaffer reported that input has been gathered from Mr. Reiley and local Realtors. The discussion will be tabled until January.
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