

MANHEIM AREA WATER & SEWER AUTHORITY

Minutes for January 12, 2023 as approved February 9, 2023

Manheim Borough Council Chambers: 15 E. High St., Manheim; 19:00, EST

I. Call to Order and Pledge of Allegiance

a) Board:

i) Officers: Robert Miller, Chair; Board Member "Vacant", Vice Chair; John Haldeman, Secretary (Rapho Twp. Rep.); Barbara Horst, Treasurer (Penn Twp. Rep.); Robert Swayne, Jr., Assistant Secretary/ Treasurer

ii) Members: Michael Connelly, Bryan Pastor

b) Administrative and Operational Personnel: Charles Heisey, Authority Manager; David Schreffler, Operations Manager; Deb Tobias, Financial Comptroller/Recording Secretary

c) Professional Services

i) Engineering: Dan Standish, SSM Group

ii) Consultant: Carl Kline, Kline Water Solutions, LLC

d) Meeting Commencement

i) 18:57: Pledge of Allegiance

II. Election of Officers

➤ The floor was opened for nominations for officers.

○ Ms. Horst nominated Mr. Miller for the office of Chair.

○ Second by Mr. Swayne; no other nominations. Mr. Miller accepted.

○ Mr. Miller nominated Mr. Swayne for the office of Vice Chair

○ Second by Mr. Pastor; no other nominations. Mr. Swayne accepted.

○ Mr. Swayne nominated Ms. Horst for the office of Treasurer.

○ Second by Mr. Pastor; no other nominations. Ms. Horst accepted.

○ Ms. Horst nominated Mr. Haldeman for the office of Secretary.

○ Second by Mr. Swayne; no other nominations. Mr. Haldeman accepted.

○ Ms. Horst nominated Mr. Pastor for the office of Assistant Secretary/Treasurer

○ Second by Mr. Haldeman; no other nominations. Mr. Pastor accepted.

➤ Mr. Miller entertained a Motion to close the floor for nominations and to approve the full slate of officers as presented.

○ Mr. Swayne moved.

○ Mr. Haldeman second

○ Motion passed unanimously.

III. Committee Appointments

a) Finance: *Ms. Horst, Mr. Pastor, Mr. Swayne

b) Personnel: *Mr. Pastor, Mr. Haldeman, Mr. Miller

c) Property: *Mr. Haldeman, Mr. Swayne, Mr. Connelly

d) Route 72 Corridor: *Mr. Carl Kline, Mr. Miller, Vacant

e) Source Water Protection: *Mr. Carl Kline, Mr. Mark Tyson, Mr. Connelly

f) Strategic Planning: *Mr. Connelly, Vacant, Mr. Miller

**Denotes Committee Chair*

IV. Registered Visitors

- a) Mr. Mike Parmer, owner 107-109 S. Main Street
 - i) Concern over the property's current EDU's and about high monthly bills
 - ii) Purchased the property September 2015
 - iii) April 2022, he saw on his statement that he had more EDU's than what his deed showed (he brought copies of his March and April invoices showing the change)
 - iv) Mr. Parmer was told that he can reduce his EDUs with a relinquishing letter, which he will do.
 - v) Feels he overpaid by \$6000 over the course of owning the property and would like a refund and not a credit on his account.
 - vi) Mr. Miller explained the water and sewer system is owned by our town and each property owner has a share(s) through their EDU's. Explained about the wastewater plant upgrade and the debt was incurred due to that and that the town is constrained by lack of growth for sewer usage. Ms. Horst explained that any new developments in Penn Township, that are coming into MAWSA's service area, require water service only. Tapping fees are kept separate in capital funds vs. ongoing operating costs.
 - vii) Mr. Parmer said he has the tap relinquish letter with him to submit tonight.
 - viii) Mr. Heisey confirmed that our systems have shown 5 EDUs for years, but that Mr. Parmer bought it as a 4 unit property and the Borough has it listed as a 4 unit property.
 - ix) Mr. Heisey will follow up with the Solicitor and double back with the Borough to try to determine when the property would have changed to pinpoint the discrepancy and follow-up with Mr. Parmer next week with a status update.
 - x) Mr. Miller invited Mr. Parmer to serve on the board and Mr. Heisey will provide him with some information regarding board membership.
 - xi) Mr. Parmer signed the relinquishment authorization and departed the meeting.

V. Approval of Minutes

- Mr. Miller entertained a Motion to approve the Minutes of December 8, 2022, as presented.
 - Mr. Pastor moved.
 - Mr. Swayne second.
 - Motion passed unanimously.

VI. Reports

- a) Operations
 - i) Water – Filter A is back online; all three filters are now back in service.
 - ii) The Team is now utilizing the new data logger leak detection system and it has shown some areas of potential leaks.
 - iii) Wastewater – Ops staff are currently working on the 2022 Chapter 94 report.
 - iv) A plug valve located at PS1 was replaced.
 - v) C&D activities included a water break and a curb stop repair in December along with working with the contractors on the Manheim Commons project.
 - vi) Mr. Miller then raised additional questions on the Parmer request as to the scope of the claim and asked what the overcharges were for Parmer's property:
 - (1) Totaling up base charges for water and sewer since the time that Mr. Parmer purchased the lot nets \$5,405.18.
 - (2) Total EDUs at the time of the purchase was approximately \$8,100.
 - (3) Mr. Swayne noted that this should be a routine part of a real estate transaction and noted that he always confirms EDU's and trash units when listing a property to avoid surprises.
 - (4) Mr. Heisey added that he ran this past Mr. Desmond; his opinion was that should not provide a refund since this is not due to any MAWSA error and we are dependent on notifications of changes in property use from the owner and it would be a dangerous precedent.
 - (5) Dan Desmond recommends that we have a standard way of answering questions and explain EDU's when customers question their bills

- (6) Mr. Pastor asked if we have a policy for statute of limitations for a complaint.
- b) Manager
- i) Water
- (1) Reviewed that all regulatory compliance was met in December.
 - (2) We are approximately ¼ of way through the systemwide meter install project.
 - (3) We are still experiencing supply chain issues with meters and transmitters.
 - (4) The administrative portion of the meter changeout and billing is done by one person, therefore it took more time to get the December bills to the customers.
 - (5) We are predicting that the water pumped vs. the water billed gap will close when the meter project is complete. We are already finding that this is the trend.
- ii) Wastewater
- (a) Hauled waste had a strong 4th quarter.
 - (b) Update on the sewer lining project; Mr. Heisey received a call from Rep. Mindy Fee yesterday that the grant decision meeting was postponed from today to a future time
- iii) Miscellaneous
- (a) Staff are receiving calls about ‘catch-up bills’ for usage that can be calculated due to the customer’s meter still being able to be read.
 - (b) We are working with customers on these issues.
 - (c) We are LIVE with the Elements software and have closed out the implementation stage.
 - (d) Mr. Heisey has communicated with both Rep. Mindy Fee and Sen. Ryan Aument offices; both offices had positive communication about the grant applications that we have submitted.
 - (e) Staff are reviewing the current customer payment experience. We are weighing options on what the most positive approach is for both MAWSA and the customer. The end goal is to reward customers for paying in the most efficient manner vs. our time spent accepting the payment.
- c) Engineer
- i) LSA grant award meeting is now scheduled for March 16, 2023
 - ii) WTP Feasibility study: there is a planned meeting on January 19, 2023, with DEP to review our option.
 - iii) WWTP Electrical Upgrade report was reviewed with the Strategic Planning Committee; the Committee agreed with SSM’s recommendations, and we plan to proceed with a design bid and construction plan. Work is due to begin in Fall of 2023.
- d) Consultant
- i) Source Water Protection Committee met on January 10, 2023
 - ii) The 2023 Water Expo is being held the first week of June at the Manheim Farm Show Building and they are currently looking for exhibitors as well as possible stream clean up areas.
- e) Comptroller & Finance Committee
- i) Financial Reports & Approval
 - Mr. Miller entertained a Motion to approve the Financial Reports as presented.
 - Ms. Horst moved.
 - Mr. Swayne second.
 - Motion passed unanimously.
 - ii) Vouchers & Approval
 - Mr. Miller entertained a Motion to approve the Vouchers and Capital Projects as presented.
 - Ms. Horst moved.
 - Mr. Swayne second.
 - Motion passed unanimously.
 - Mr. Miller entertained a Motion to approve the Sewer Bond Requisition #15 for \$ 22,885.00 and the Water Bond Requisition #16 for \$45,341.24.

- Ms. Horst moved.
- Mr. Swayne second.
- Motion passed unanimously.

iii) Vouchers

- Mr. Miller entertained a Motion to approve the Payment of Vouchers presented in the amount of \$85,070.68, payments made prior in the amount of \$50,146.32, along with the invoices received after reports run in the amount of \$4,011.30
 - Ms. Horst moved.
 - Mr. Swayne second.
 - Motion passed unanimously.

f) Utility Billing

- i) There was one property that had their water shut off today for non-payment.
- ii) The billing amount was higher this month than the previous month.

g) Route 72 Corridor Committee

- i) Mr. Kline met with Rapho Township's Manager, Randall Wenger
- ii) Rapho Township supports both water and sewer lines.
- iii) The first phase would be to connect the northern portion of MAWSA's service area, in the vicinity of Red Rose Dr.
- iv) The PA Lancaster/Lebanon Turnpike interchange area; one development project is currently in process and once public utilities are installed, a second party is interested as well.
- v) There is also interest from Mr. Martin, who owns land north of turnpike.
- vi) There could be the potential for grant opportunities with this extension of services.

h) Source Water Protection Committee- see Consultant report section above.

i) Personnel Committee – did not meet.

j) Property Committee – did not meet.

k) Strategic Planning Committee- see Engineer report section above.

VII. New Business

VIII. Old Business

IX. Unregistered Visitor Comment Period

X. Announcements

- a) Need: Board Member from the Borough

XI. Adjournment

- Mr. Miller entertained a Motion to adjourn at 20:45.
 - Mr. Pastor moved.
 - Mr. Connelly second.
 - Motion passed unanimously.

Respectfully submitted,

Deborah A. Tobias, Recording Secretary

Attestation of Secretary/Assistant Secretary

MANHEIM AREA WATER & SEWER AUTHORITY

Draft Minutes for February 9, 2023 *as approved March 9, 2023*

Manheim Borough Council Chambers: 15 E. High St., Manheim; 19:00, EST

- I. Call to Order and Pledge of Allegiance
 - a) Board:
 - i. Officers: Robert Miller, Chair; Board Member Bob Swayne, Vice Chair; John Haldeman, Secretary (Rapho Twp. Rep.); Barbara Horst, Treasurer (Penn Twp. Rep.); Bryan Pastor, Assistant Secretary/ Treasurer
 - ii. Members: Michael Connelly (absent), *Vacant*
 - b) Administrative and Operational Personnel: Charles Heisey, Authority Manager; David Schreffler, Operations Manager; Deb Tobias, Financial Comptroller/Recording Secretary
 - c) Professional Services
 - i. Engineering: Dan Standish, SSM Group
 - ii. Consultant: Carl Kline, Kline Water Solutions, LLC
 - d) Meeting Commencement
 - i. 18:58: Pledge of Allegiance
- II. Registered Visitors
 - a) Sharry Theal; prospective Board Member – Manheim Borough
 - i. Sharry introduced herself and her past experience with water/sewer at her personal residence and stated how she appreciates the value of public water/sewer.
 - ii. She desires to help her community and expressed her interest in sitting on the board.
 - b) Mike Parmer, 107-109 S Main Street EDU appeal (follow-up from the January meeting)
 - i. EDU Appeal
 - (1) Staff reviewed Mr. Parmer’s request and Mr. Heisey gave an update.
 - (2) Mr. Heisey restated Mr. Parmer’s request for reducing his account from 5 to 4 EDU’s and a refund for the years he has paid for 5 EDU’s since he bought the property; MAWSA has billed this property for 5 EDUs since 2009. Mr. Desmond recommended we do not refund the difference due to a precedence being set.
 - (3) We are now billing him for 4 EDU’s since he relinquished his tap last month.
 - (4) If the board chooses, Mr. Desmond could draft an agreement to refund the money, but it would be considered a ‘settlement’.
 - (5) Mr. Parmer shared that he bought the property ‘as-is’ at a public sale.
 - (6) Mr. Miller expressed concern when Mr. Parmer called MAWSA twice in the last 6 years to ask about his high bill and it was not explained to him clearly that he had 5 EDU’s.
 - (7) Discussion was had about educating the customers via an EDU calculator on our website and/or training employees in how to communicate this information to customers when they call about high bills.
 - (8) Mr. Miller asked Mr. Heisey to get Mr. Desmond to draft a settlement agreement and we will bring it to the board at the March meeting for a vote.
 - (9) Mr. Parmer expressed his appreciation for the workings of MAWSA and the consideration of his situation.
 - (10) There was discussion on the difference between the Borough’s records vs MAWSA’s records and if/how we share information.

Mr. Parmer and Guest excused themselves from the meeting at this time.

III. Approval of Minutes of January 12, 2023

- Mr. Miller entertained a Motion to approve the Minutes of January 12, 2023, as presented.

Ms. Horst stated she had one addition under Section IV. Registered Visitors a), vi). Ms. Horst wanted to clarify the sentence with her quoted explanation to read: *“Ms. Horst explained that any new developments in Penn Township, that are coming into MAWSA’s service area, require water service only.”*

- Mr. Pastor moved.
- Mr. Swayne second.
- Motion passed unanimously.

IV. Reports

a) Operations

i. Water

- (1) There were two water breaks: One on Elwyn Terrace and one on Circle Dr; both breaks went smoothly and were fixed quickly.
- (2) Avery Square Development construction work has picked up.
- (3) C&D Crew was installing meter pit meters/transmitters throughout town.

ii. Wastewater

- (1) Nothing to highlight.

b) Authority Manager

i. Water

- (1) MAWSA had Tier-3 water violation on January 30 due to a change in our water sampling locations. This was a paperwork error only, not a water quality issue. SSM is working with DEP to remove the NOV.
- (2) Since the end of 2022, we have been losing water out of the Sun Hill Zone, as per the data loggers. The data logger system notifies staff of immediate areas of concern so we can respond quickly.
- (3) Mr. Schreffler passed out a printed example of the data logger system that shows a map of potential water leak areas. He explained how the system works and gave examples of the times it has helped since the system was installed.
- (4) Mr. Heisey explained that we have a plan of action from Utility Service for the repairs needed at the 2 million reservoir tank. We were advised, as per Mr. Desmond, to uphold our maintenance agreement and pay out the 2022 invoices that we were holding.
- (5) Avery Square contractor has presented some field difficulties with the development plans regarding our existing water line. We are requesting that they rework their drawings and give us other options.
- (6) Our transmitter supply is depleted, and we have heard from our vendor that the entire industry is unable to secure new equipment. We are about 1/3 through our meter replacement project; most of the replacements have been in Penn Township.
- (7) Out of the 1/3 replaced, 36% had meters with no reads; the other 64% we have been underbilling.

ii. Wastewater

- (1) Hauled waste had a strong start to the year.

iii. Miscellaneous

- (1) Billing was handled efficiently in January with the meter adjustments, etc.
- (2) Mr. Heisey explained the different payment options for our customers. We are reviewing how customers like to pay vs. costs for each type of payment method.
 - (a) We are exploring how to encourage customers to pay in the least expensive way for MAWSA to process along with possible education opportunities.
- (3) The fluoride letter included in the packet is a form letter that was sent out to many Authorities in the state of PA. The letter’s attempt is to try and mirror the CDC guidelines; DEP knew nothing about this letter going out. Staff will keep the board updated on this topic as changes occur. Mr. Miller explained that we had

fluoride at one time, but it was brought to the board to either continue or discontinue due to major repairs needing to be made to the dosing system, as well as the chemical caustic factor. In PA, there are over 2000 public water systems, of which only 193 provide fluoride. Only 2 in Lancaster County add fluoride.

c) Engineer

- i. We are awaiting DCED to vote on the LSA grants.
- ii. Avery Square developers have laid a water line from S. Oak St to Sun Hill Rd.
- iii. WTP feasibility is pending as they are waiting on cost and more information from manufacturers.
- iv. WWTP electric upgrade; SSM needs to provide proposal.
- v. ARPA H2O Grants: a committee member reached out since last month with a couple of questions about our applications.
- vi. Chapter 94 report data is entered and SSM is in the process of compiling it.
- vii. Mr. Heisey reported that a few MAWSA Staff had a field trip to Mount Joy Borough Authority to tour their new water plant that has membrane filtration system

d) Consultant

- i. Source Water -Chiques Creek Watershed Alliance (CCWA) awarded a scholarship to Donegal High School and they are looking to do the same at Manheim Central High School
 - (1) CCWA is looking for vendors for the creek stomp event in August.
- ii. SRBC Lower Susquehanna Source Water Partnership: this partnership addresses spill response, stormwater, BNP in agriculture, assesses risks to drinking water, along with information sharing within the industry

e) Comptroller & Finance Committee

- i. Financial Reports & Approval
 - (1) There is a new report format presented to show our YTD/monthly revenue vs. expenses to make the highs/lows easier to understand.
- Mr. Miller entertained a Motion to approve the Financial Reports as presented.
 - Ms. Horst moved.
 - Mr. Pastor second.
 - Motion passed unanimously.
- ii. Vouchers & Approval
- Mr. Miller entertained a Motion to approve the Payment of Vouchers presented in the amount of \$99,843.10 for Water, \$195,627.52 for Wastewater, Payments made Prior for \$26,476.17 for Water, \$24,557.89 for Wastewater and Invoices Received after Reports Run for \$23,281.78.
 - Ms. Horst moved.
 - Mr. Pastor second.
 - Motion passed unanimously.
- Mr. Miller entertained a Motion to approve the Sewer Bond Requisition #17 for \$4,654.88
 - Ms. Horst moved.
 - Mr. Swayne second.
 - Motion passed unanimously.
- Mr. Miller entertained a Motion to approve the Water Bond Requisition #18 for \$76,723.66.
 - Ms. Horst moved.
 - Mr. Pastor second.
 - Motion passed unanimously.
- Mr. Miller entertained a Motion to move \$860,900.00 from Water O&M to Capital and \$74,573.00 from Wastewater O&M to Capital.
 - Ms. Horst moved.
 - Mr. Swayne second.
 - Motion passed unanimously.

- f) Utility Billing
 - i. The 12/20/22-1/20/23 billing was over the monthly budgeted projections.
 - g) Route 72 Corridor Committee: Did not meet.
 - h) Source Water Protection Committee: See above under Consultant.
 - i) Personnel Committee: Did not meet.
 - j) Property Committee: Did not meet.
 - k) Strategic Planning Committee: Did not meet.
- V. Announcements
- a) Board Members – please be sure to complete and submit the Statement of Financial Interests for 2022
 - b) Board Members – PMAA has Board Member training sessions scheduled for late March
- VI. Adjournment
- Mr. Miller entertained a Motion to adjourn at 20:45.
 - Mr. Swayne moved.
 - Mr. Pastor second.
 - Motion passed unanimously.

Respectfully submitted,

Deborah A. Tobias, Recording Secretary

Attestation of Secretary/Assistant Secretary

MANHEIM AREA WATER & SEWER AUTHORITY

Minutes of March 9, 2023 – *as approved April 13, 2023*

Manheim Borough Council Chambers - 15 E. High St., Manheim; 19:00, EST

I. Call to Order

a. Board

- i. Officers: Robert Miller, Chair (absent); Robert Swayne, Jr., Vice Chair; John Haldeman, Secretary (Rapho Twp. Rep.); Barbara Horst, Treasurer (Penn Twp. Rep. absent); Bryan Pastor, Assistant Secretary/Treasurer
- ii. Members: Michael Connelly, *Vacant*

b. Administrative and Operational Staff

- i. Charles Heisey, Authority Manager; David Schreffler, Operations Manager; Deb Tobias, Financial Comptroller; Candace Hoover, Billing Administrator/Recording Secretary

c. Professional Services

- i. Engineering: Dan Standish, SSM Group
- ii. Consultant: Carl Kline, Kline Water Solutions, LLC

d. Meeting Commencement

- i. 19:00: Meeting convened the meeting with pledge of Allegiance

II. Registered Visitors

- a. Ron Harper, Jr., was present as a potential board member. He is a 9th generation Lancaster County resident, father of five, and owns a property in each Rapho Township and the Borough of Manheim. He is interested in seeing Manheim reach a renaissance and has been an active political observer and adviser.
- b. It was noted that Sherry Theal sat in on last month's meeting as well as Randy Lauver. Neither were present this month. Brief bios had been requested of all three. Ms. Theal has since withdrawn her submission; however, asked to be kept in mind. Mr. Lauver's bio was provided to the Board, which Mr. Heisey reviewed. Mr. Harper will submit his.

- Mr. Swayne entertained a Motion from Mr. Haldeman to table the board member discussion until all members are present.
- Second by Mr. Pastor.
- Motion passed unanimously.

III. Approval of Minutes

- Mr. Swayne entertained a Motion from Mr. Haldeman to approve the Minutes of February 9, 2023.
- Second by Mr. Pastor.
- Motion passed unanimously.

IV. Reports

a. Operations Report

- i. See attached.
- ii. The body feed DE¹ tank is back in its original position now that the surrounding work has been completed. Per the request of Mr. Kline, Mr. Schreffler provided details on the body feed tank's function.
- iii. The team assisted with the Elwyn Terrace water main tie-in.
- iv. Maintenance staff replaced the Chlorine tanks at the WWTP². The new tank is made of aluminum, a safer option than plastic.
- v. The wasting pits have had lighting installed for additional safety. It is believed that they are fluorescent. If they are, Mr. Haldeman recommends lighting be LED³ in the future.
- vi. The new pump hoists are being installed.
- vii. There were recent 2 water breaks, which occurred back-to-back. Only 1 of the 6 repaired leaks this year had water surface.
- viii. A homeowner line break was discovered and reported. The owner has since repaired it.
- ix. A sewer line collapse was repaired through relining. Approximately 200 feet of the remaining line will need attention. The team is working out the details.
- x. Curb stop repairs are underway.
- xi. Mr. Connelly noted that there is a valve that appears continually wet on the corner of Clay and Gramby. The data logger in that sector has not picked up any noise; however, the team will investigate. Mr. Schreffler noted the team's appreciation of customers reporting system findings.

b. Manager's Report

- i. See attached.
- ii. There has been an increase in customer consumption which is helping reconcile water production versus loss numbers. This will be further benefitted by the continued finding and repairing of leaks.
- iii. The first round of development tapping fees were received in February.
- iv. 35% of the water meter project is completed. About $\frac{3}{4}$ of the removed meters were being under-billed. This is taken at a loss and not billed to the customer. Blank meters are taken as a loss as well because there is no way to tell what the readings were before the meter battery failed. Over-billed customers are being credited with the difference.
 1. Post system-wide installation completion a steady inventory of meters and transmitter will be kept on-hand. The backend software for this new system "FlexNet" monitors readings on the hour. It also has alarms to trigger investigations and closely monitors the system's health.
 2. Remote shut off⁴ is not capable with the new system.
- v. Mr. Harper heard a rumor that the former owner was behind by several thousand dollars. Mr. Heisey will investigate.

¹ DE: diatomaceous earth

² WWTP: wastewater treatment plant facilities

³ LED: light emitting diode

⁴ Remote shut off is provided via Sensus Ally meters, not iPerl.

- 1. Liens and shut offs are leveraged as part of collections.
- vi. Facility compliance regulations were met.
- vii. Hauled waste is increasing as this month progresses.
 - 1. Hauled Waste report will be revised for the March meeting. November 2022 and 2023 need to be edited.
- viii. Capital projects are in progress.
- ix. The PS1⁵ pipe coating will need to wait for the weather to break.
- x. The annual financial audit was postponed by the audit team for a round of illnesses within their team.
- xi. Continuing to review payment options for customers.
- xii. The website crashed. The team is focusing on emergency repairs and will review additional content moving forward.
- xiii. Enhancing customer education under review.
- xiv. Billing had a good month, attributed to actual reads instead of guesses.
- xv. Website program starting next week.
- xvi. Looking to improve customer insight into their water consumption. Staff can see hourly reads, but it requires more effort on the staff to pull the data.

c. Engineering

- i. See attached.
- ii. WTP⁶ feasibility study is in progress. Mr. Tyson is doing considerable research and SSM is working with DEP⁷. There are low to no VOCs⁸ being detected, which may allow the air stripping tower to be removed. VOCs used to be PCE⁹ was present at one point in the past (usually from gas stations and dry-cleaning runoff in the source water). The levels are no longer found. An additional testing site was added and both sites were tested for a full year showing no TCE. The stripping tower; however, has no bypass, so its removal will be part of the review for the new plant. DEP will likely require 9-12 months of pilot testing, especially if membrane treatment is selected. Pilot studies are required for known successful treatments as well.
 - 1. The team is noticing that it is hard to get meetings with DEP's team while they are undergoing internal changes, which may cause delays.
- iii. The Penn Station Development is in progress and should include a loopback tie in.
 - 1. It is anticipated that they will break ground next spring.
- iv. WWTP electrical upgrades are pending approval.
- v. Grant applications have not been awarded.
- vi. Chapter 94 Report is in review.

d. Consultant's Report

- i. See attached.

⁵ PS1: Pump Station 1

⁶ WTP: water treatment plant facilities

⁷ DEP: Pennsylvania Department of Environmental Protection

⁸ VOCs: volatile organic compounds

⁹ PCE: Tetrachloroethylene

- ii. The Source Water Protection Plan Advisory Board meeting was held in early February.
 - 1. The protection implementation plan has approximately 26 items the state requested, which were broken into immediate, short term, and long-term goals.
 - 2. The board meets again in May.
 - iii. CCWA¹⁰ has a scholarship opportunity in progress for the MCSD¹¹.
 - iv. Watershed Expo is on June 7. MAWSA is slated to participate in promoting the event again.
 - v. Stream cleanup is slated for April 22.
- e. Comptroller & Finance Committee Reports
- i. See attached.
 - ii. Mrs. Horst, Treasurer, was at this evening's finance committee meeting; however, could not make this meeting.
 - iii. Water Budget Versus Actual
 - 1. 42 taps have been received.
 - 2. The spring debt payment is slated for payment.
 - 3. There are no areas to monitor at this time
 - 4. Revenue is slightly ahead of budget as a result of the meter replacements.
 - iv. Wastewater Budget Versus Actual
 - 1. The Spring debt payment is slated for payment.
 - 2. Expenses are showing invoices for projects completed in 2022 that were paid in 2023.
 - 3. The revenue trend may be ahead by May as a result of the meter replacements as sewer is based on water consumption.
 - f. Water Capital has no activities this month.
 - g. The water bond issue projects have expenses related to the WTP project.
 - h. Wastewater Capital has no activities
 - i. Wastewater bond projects do have activity.
 - j. Payables were reviewed with notable expenses highlighted. One such was the budgeted utility service contract payment.
- Mr. Swayne entertained a Motion from Mr. Pastor to approve the financial reports as presented.
 - Second by Mr. Haldeman.
 - Motion passed unanimously.
- k. Vouchers
- Mr. Swayne entertained a Motion from Mr. Pastor to authorize payment of vouchers pending approval totaling \$140,144.85 (\$70,396.12 water and \$69,748.73 wastewater), ratify payments made prior to meeting for \$150,205.82 (\$74,684.84 water and \$75,520.98 wastewater), and approve payment of vouchers received after meeting reports were run totaling \$11,132.53 (\$4,906.58 water and \$6,225.95 wastewater).

¹⁰ CCWA: Chiques Creek Watershed Alliance

¹¹ MCSD: Manheim Central School District

- Second by Mr. Connelly
- Motion passed unanimously

- Mr. Swayne entertained a Motion from Mr. Pastor to authorize Wastewater Bond Requisition 19.
- Second by Mr. Connelly.
- Motion passed unanimously.

- Mr. Swayne entertained a Motion from Mr. Pastor to authorize Water Bond Requisition 20.
- Second by Mr. Connelly.
- Motion passed unanimously.

- l. Utility Billing Report
 - i. First notices for discontinuances are slated for April.
 - ii. 2 Sheriff Sale activity in March; 1 payment and 1 sale

- m. Route 72 Corridor Committee
 - i. No activity.

- n. Source Water Protection Committee
 - i. The Committee did not meet.

- o. Personnel Committee
 - i. The Committee did not meet.

- p. Property Committee
 - i. The Committee did not meet.

- q. Strategic Planning Committee
 - i. The Committee did not meet.

- r. New Business
 - i. No new business.

- V. Old Business
 - a. The tapping fee appeal will be heard in April.

- VI. Unregistered Visitors
 - a. None.

- VII. Announcements
 - a. PMAA Board Member Training is in Camp Hill on Thursday, March 23.

- VIII. Adjournment
 - Mr. Swayne entertained a Motion from Mr. Pastor to adjourn at 20:00.
 - Second by Mr. Connelly.
 - Motion passed unanimously.

Prepared by Candace Hoover, Recording Secretary

Hereby certified by: _____
Secretary/Assistant Secretary

MANHEIM AREA WATER & SEWER AUTHORITY

Minutes of April 13, 2023 - *as approved May 11, 2023*

Manheim Borough Council Chambers - 15 E. High St., Manheim; 19:00, EST

- I. Call to Order
 - a. Board
 - i. Officers: Robert Miller, Chair; Robert Swayne, Jr., Vice Chair; John Haldeman, Secretary (Rapho Twp. Rep. - absent); Barbara Horst, Treasurer (Penn Twp. Rep.); Bryan Pastor, Assistant Secretary/Treasurer
 - ii. Members: Michael Connelly, *Vacant*
 - b. Administrative and Operational Staff
 - i. Charles Heisey, Authority Manager; David Schreffler, Operations Manager; Deb Tobias, Financial Comptroller; Candace Hoover, Billing Administrator/Recording Secretary
 - c. Professional Services
 - i. Engineering: Dan Standish, SSM Group
 - d. Meeting Commencement
 - i. The meeting convened at 19:02 with the Pledge of Allegiance.

- II. Registered Visitors
 - a. Randy Lauver of West High Street (listed under old business) as a potential board member. Mr. Lauver has been a resident of Manheim for almost 3 decades and has an extensive service background (see attached résumé and letter of interest). Mr. Lauver departed at 19:07.

- III. Approval of Minutes
 - Mr. Miller entertained a Motion from Mr. Swayne to approve the Minutes of March 9, 2023, as presented.
 - Second by Mr. Pastor.
 - Motion passed unanimously.

- IV. Reports
 - a. Operations Report
 - i. See attached.
 - ii. The pump station's new dusk to dawn lights illuminates more of the pits for added safety. The team did a great installation job, and the investment is much appreciated.
 - iii. The WETT¹ requirement is new to our wastewater treatment permit. There are very few labs that conduct this specialized testing, and it is expensive, over \$2,000 per test. The samples are populated with fleas and minnows to see if they survive. The testing period can take about a month. If the facility's samples pass this round of testing, it will lessen the number

¹ WETT: Whole Effluent Toxicity Testing

- of required WETTs.
 - iv. There are a descent number of curb stops in need of repair due to seizing or shifting caused by age. The vac truck is very handy for these repairs.
 - v. A hydrant was hit by a tractor trailer on East High Street. The breakaway system for it functioned properly.
- b. Manager's Report
- i. See attached.
 - ii. C&D responded to 93 PA One Calls, the highest since 2019, while juggling other areas of responsibility and assisting other teams.
 - iii. CFA Grants have been awarded. Thank you letters to Senator Aument and Representative Fee have been drafted.
 - iv. PennDOT Route 772 bridge replacement may impact haulers coming into the wastewater treatment plant. A pre-construction meeting is anticipated.
 - v. The Water Treatment Plant Feasibility Study is starting to gain pace.
- c. Engineering
- i. See attached.
 - ii. The LSA Grants were some of the higher ones awarded.
 - iii. The ARPA Grant will need to be reduced by projects that overlapped into the LSA Grant.
- d. Consultant's Report
- i. See attached. Mr. Heisey shared the Consultant's report and Chiques Creek Watershed Alliance annual creek stomp insert.
 - 1. The flier will be inserted with this month's water/sewer statements.
 - 2. A reminder about the cleanup event taking place along the creek on Earth Day was noted.
- e. Comptroller & Finance Committee Reports
- i. See attached.
 - ii. Manheim Commons' first tap fees were submitted in April.
 - iii. 2 unanticipated taps were received for South Oak Street lots.
 - iv. The reservoir mixer quotes that were obtained several years ago in relation to increasing water quality came in over the anticipated budget amount.
 - 1. Discussion was held on whether the mixers should be paid for up front or added to the existing annual maintenance tank plan.
 - 2. The plan option has lower risk and would remove the variability of future quotes by providing a known budget line.
 - 3. The service plan was not compared to doing the project in-house due to the number of staff on hand.
 - 4. It was noted that the project was included with the capital budgets by the Strategic Planning Committee, and that both the Strategic and Finance Committees previously vetted the project as part of the Capital Budget.
 - 5. The Finance Committee recommends moving forward with purchasing the mixers, taking it out of Capital with the surplus from the bond issue as it is within purview.

- Mr. Miller entertained a Motion from Ms. Horst to authorize the additional cost of the reservoir mixer from \$56K to \$159,878 and designate it as a Capital Project.
- Second by Mr. Swayne.
- Motion passed unanimously.

6. The rebuild cost for the PS1 pump came in only \$5K less than the cost to purchase a new, no-clog, more efficient pump. It is slated for replacement in 2024.

- Mr. Miller entertained a Motion from Ms. Horst to move the purchase of the PS1 no-clog pump from 2024 to 2023, by using bond funds.
- Second by Mr. Pastor.
- Motion passed unanimously.

- Mr. Miller entertained a Motion from Ms. Horst to authorize Wastewater Bond Requisition 21 for \$5,959.42.
- Second by Mr. Swayne.
- Motion passed unanimously.

- Mr. Miller entertained a Motion from Ms. Horst to authorize Water Requisition 22 for \$44,022.14.
- Second by Mr. Swayne.
- Motion passed unanimously.

- Mr. Miller entertained a Motion from Ms. Horst to approve the financial reports as presented.
- Second by Mr. Swayne.
- Motion unanimously.

f. Vouchers

- Mr. Miller entertained a Motion from Ms. Horst to authorize payment of vouchers pending approval totaling \$96,851.16 (\$45,775.75 water and \$51,075.41 wastewater), ratify payments made prior to the meeting for \$74,379.78 (\$31,995.33 water and \$42,384.45 wastewater), and approve payment of vouchers received after the meeting reports were run totaling \$7,371.86 (\$6,679.72 water and \$692.14 wastewater).
- Second by Mr. Pastor.
- Motion unanimously.

g. Utility Billing Report

- i. See attached.
- ii. Billing amounts are on track for the first quarter.
- iii. The outstanding Sheriff Sale distribution has not been received yet.
- iv. Updates on liens are regarding numbers 3, 7, and 8 on the quarterly collection summary report.
 1. #3 is in the County records as Lititz Borough's. A request for correction has been submitted.

2. #7 is now current on payments.
3. #8 is paid in full and the lien satisfaction request has been submitted.
4. A review of the County's open lien records has been completed and the remaining open records are being followed up on.

h. Route 72 Corridor Committee

- i. No activity.

i. Source Water Protection Committee

- i. No activity.

j. Personnel Committee

- i. No activity.

k. Property Committee

- i. No activity.

l. Strategic Planning Committee

- i. No activity.

m. New Business

- i. No new business.

V. Old Business

a. Motion on 107-109 S Main Street EDU appeal

- i. February's appeal was presented to the Solicitor.

- Mr. Miller entertained a Motion from Mr. Pastor to approve the appeal for Mr. Parmer regarding 107-109 South Main Street.
- Second by Mr. Swayne.
- Motion unanimously.

b. Review of potential Board candidates to submit to Borough for appointment

- i. No discussion.
- ii. The Borough will be presented with the candidate information received thus far so that Borough Council can select an appointee.

c. EMC Insurance Company v. Miller Pipeline, LLC incident at 57 Market Square

- i. Mr. Heisey recapped the Miller Pipeline incident.
- ii. The draft agreement in the packet was received as approved as presented by Miller Pipeline this afternoon.

- Mr. Miller entertained a Motion from Mr. Swayne to accept the Settlement and Release Agreement as presented.
- Second by Mr. Pastor
- Motion passed unanimously.

VI. Unregistered Visitors

- a. None.

VII. Announcements

- a. "MAWSA Mudders" will be at the Gretna Gritty 5K Mud Run – Saturday, May 13 at 11:00AM (Charity event staff is participating in.)
- b. Chiques Creek Watershed Alliance Stream Cleanup at WWTP on April 22 at 8:00AM and CCWA Watershed Expo June 7 at 5:30PM

VIII. Adjournment

- Mr. Miller entertained a Motion from Mr. Pastor to adjourn at 20:35.
- Second by Mr. Swayne.
- Motion passed unanimously.

Prepared by Candace Hoover, Recording Secretary

Hereby certified by: _____
Secretary/Assistant Secretary