
MANHEIM AREA WATER & SEWER AUTHORITY

Minutes for February 13, 2025

Approved March 13, 2025

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

I. Call to Order and Pledge of Allegiance

a. Attendance

- i. Board Officers: Robert Miller, Chair (Manheim Boro. Rep.) Michael Connelly, Vice Chair (Manheim Boro. Rep.); John Haldeman, Secretary (Rapho Twp. Rep.); Barbara Horst, Treasurer (Penn Twp. Rep.); Bryan Pastor, Assistant Secretary/ Treasurer (Manheim Boro. Rep.)
- ii. Board Member(s): Randy Lauver (Manheim Boro. Rep.) and Bob Swayne, Member (Manheim Boro. Rep.)
- iii. Administrative and Operational Personnel: Charles Heisey, Executive Director; Deborah Tobias, Financial Comptroller; Candace Hoover, Billing Administrator/Recording Secretary
- iv. Professional Services: Carl Kline, Kline Water Solutions, LLC
Engineering Firm: Dan Standish, SSM

b. The meeting began with the Pledge of Allegiance at 19:00.

II. Registered Visitors

a. No registered visitors.

III. Approval of Minutes of January 9, 2025

- Motion to approve the Minutes of January 9, 2025, as presented.
- Moved by Mr. Pastor.
- Second by Mr. Lauver.
- Motion passed unanimously.

IV. Reports

a. Executive Director

- i. See attached.
- ii. WTP¹ Upgrade pilot study approved by DEP with the inclusion of both wells.
- iii. WWTP² oxidation ditch will need baffle repairs. The unexpected repair is unscheduled and expensive. Funding and repair options will be reviewed in tandem.

b. Engineer

i. See attached.

c. Consultant

- i. See attached.
- ii. Potential sources of contamination will be added to the protection plan.

¹ WTP: Water Treatment Plant

² WWTP: Wastewater Treatment Plant

- iii. The Route 72 Corridor is reviewing agreements and connection requirements.
- d. Comptroller & Finance Committee
 - i. Financial Reports & Approval
 - 1. Water Operation & Maintenance (O&M) Budget vs Actual
 - A. See attached.
 - 2. Wastewater O&M Budget vs Actual
 - A. See attached.
 - 3. Water Capital Cash
 - A. Requisition pending.
 - 4. Water Capital Bond
 - A. Requisition pending.
 - 5. Wastewater Capital Cash
 - A. No activity in January.
 - 6. Wastewater Capital Bond
 - A. Requisition pending.
 - 7. Water Grants
 - A. Requests pending.
 - 8. Wastewater Grants
 - A. No activity in January.
 - ii. Vouchers & Approvals

- Motion to approve the financial reports as presented.
- Moved by Mrs. Horst.
- Second by Mr. Pastor.
- Motion passed unanimously.

- Motion to ratify payments made prior to the meeting for \$61,442.36 (\$30,487.38 water and \$30,954.98 wastewater), authorize payment of vouchers for \$111,831.51 (\$50,221.43 water and \$61,610.08 wastewater), and approve payment of vouchers received after meeting packets were run for \$1,107.81 (water).
- Moved by Mrs. Horst.
- Second by Mr. Swayne.
- Motion passed unanimously.

- Motion to authorize Water Capital Cash payment of \$13,076.00 (water line replacement/extension).
- Moved by Mrs. Horst.
- Second by Mr. Pastor.
- Motion passed unanimously.

- Motion to authorize Water Capital Bond Requisition #65 for \$3,592.00 (\$768.00 for WTP Upgrade Phase II Pilot/Design and \$2,824.00 for Stripping Tower Bypass).
- Moved by Mrs. Horst.
- Second by Mr. Swayne.
- Motion passed unanimously.

- Motion to authorize Wastewater Capital Bond Requisition #66 for \$149,285.85 (WWTP Electrical Upgrade Phase II Construction).
- Moved by Mrs. Horst.

- Second by Mr. Lauver.
- Motion passed unanimously.

- Motion to authorize Grant Request #18 for the 2021 LSA Systemwide Water Meter Replacement Project reimbursement of \$11,795.99.
- Moved by Mrs. Horst.
- Second by Mr. Pastor.
- Motion passed unanimously.

- Motion to authorize Grant Request #3 for the PA H2O Fund for \$2,376.00 for the H2O System replacement/extension.
- Moved by Mrs. Horst.
- Second by Mr. Lauver.
- Motion passed unanimously.

- iii. O&M to Capital Rollover
- Motion to approve the O&M transfer of \$903,200 (\$847,500 water and \$55,700 wastewater) to capital as presented.
- Moved by Mrs. Horst.
- Second by Mr. Pastor.
- Motion passed unanimously.

- iv. Utility Billing
 1. See attached report.

V. Committee Activity

- a. Personnel Committee
 - i. No report.
- b. Property Committee (including Borough/Authority Land & Storage of Vac Truck)
 - i. No report.
- c. Strategic Planning Committee
 - i. No report.
- d. Route 72 Corridor Committee
 - i. See Consultant's Report.
- e. Source Water Protection Committee
 - i. No report.

VI. New Business

- a. Reduction of Kentrel's Performance Bond with the Systemwide Meter Replacement Project nearing completion
 - i. Kentrel set a \$194,000 bond at the start of the project.
 - ii. The Engineer and Solicitor concur with the Director's proposal to reduce the bond to 15%.
 - iii. Meter replacements are nearly complete as is all repair work. The remainder will be installed between MAWSA's & Kentrel's teams.

- Mr. Miller entertained a Motion to reduce the bond to \$38,151.
- Moved by Mr. Connelley.
- Second by Mr. Lauver.

➤ Motion passed unanimously.

- b. Memorandum of Understanding – establish relationship with Landmark Homes (developer pursuing public water near Fruitville Pike & Temperance Hill Rd)
 - i. See Executive Director’s attached report.

VII. Old Business

- a. See O&M to Capital Rollover.

VIII. Unregistered Visitor Comment Period

- a. No unregistered visitors.

IX. Announcements

- a. Board Members – please be sure to complete and submit the PA State Ethics Commission Statement of Financial Interests for 2024.
 - i. Online form is easy and is found at:
<https://www.ethicsforms.pa.gov/Forms/websfi>
- b. b) Board Members – PMAA Board Member Training is available if desired. The training is specially designed to provide a broad overview of key duties and responsibilities for authority board members such as: financial responsibilities, establishing relationships with engineers, solicitors and other professional entities, and ethics.
 - i. Interested board members are to contact the staff to register for 1 of 3 sessions (March 13 – Breinigsville, March 27 – Camp Hill, or April 3 – Virtual).

X. Adjournment

- Motion to adjourn at 20:00.
- Moved by Mr. Lauver.
- Second by Mrs. Horst.
- Motion passed unanimously.

Respectfully Submitted,
Candace Hoover, Recording Secretary

Hereby Certified by: _____
Secretary/Assistant Secretary