

MANHEIM AREA WATER & SEWER AUTHORITY

Minutes for January 9, 2025

Approved February 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: 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.)
 - iii. Absent: Robert Miller, Chair (Manheim Boro. Rep.); Bob Swayne, Member (Manheim Boro. Rep.)
 - iv. Administrative and Operational Personnel: Charles Heisey, Executive Director; Deborah Tobias, Financial Comptroller; Candace Hoover, Billing Administrator/Recording Secretary
 - v. Professional Services
Engineering Firm: Dan Standish, SSM
- b. The meeting began with the Pledge of Allegiance at 19:00.

II. Election of Officers

- Mr. Pastor entertained a Motion to open the floor for nominations for the office of Chair as moved by Mrs. Horst.
- Second by Mr. Haldeman.
- Motion passed unanimously.

- Mr. Pastor entertained a Motion to nominate Bob Miller for the office of Chair as moved by Mr. Lauver.
- Second by Mr. Connelly.
- Motion passed unanimously.

- Mr. Pastor moved to close nominations for the office of Chair and to elect Bob Miller to the office of Chair as moved by Mr. Connelly.
- Second by Mrs. Horst.
- Motion passed unanimously.

- Mr. Pastor entertained a Motion to open the floor for nominations for the office of Vice Chair and to nominate Mike Connelly for the office of Vice Chair as moved by Mrs.

Horst.

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

- Mr. Pastor entertained a Motion to close nominations for the office of Vice Chair as moved by Mr. Lauver.
- Second by Mrs. Horst.
- Motion passed unanimously.

- Mr. Pastor entertained a Motion to elect Mike Connelly to the office of Vice Chair as moved by Mrs. Horst.
- Second by Mr. Lauver.
- Motion passed unanimously.

- Mr. Pastor entertained a Motion to open the floor for nominations for the office of Secretary and to nominate John Haldeman for the office of Secretary as moved by Mrs. Horst.
- Second by Mr. Lauver.
- Motion passed unanimously.

- Mr. Pastor moved to close nominations for the office of Secretary and to elect John Haldeman to the office of Secretary as moved by Mr. Lauver.
- Second by Mr. Connelly.
- Motion passed unanimously.

- Mr. Pastor entertained a Motion to open the floor for nominations for the office of Treasurer and to nominate Mrs. Horst for the office of Treasurer as moved by Mr. Lauver.
- Second by Mr. Connelly.
- Motion passed unanimously.

- Mr. Pastor entertained a Motion to close nominations for the office of Treasurer and to elect Mrs. Horst to the office of Treasurer as moved by Mr. Lauver.
- Second by Mr. Haldeman.
- Motion passed unanimously.

- Mrs. Horst made a Motion to open nominations for the office of Assistant Secretary/Treasurer and to nominate Mr. Pastor for the office of Assistant Secretary/Treasurer.
- Second by Mr. Connelly.
- Motion passed unanimously.

- Mrs. Horst moved to close nominations for the office of Assistant Secretary/Treasurer and elect Bryan Pastor to the office of Assistant Secretary/Treasurer.
- Second by Mr. Haldeman.

- Motion passed unanimously.

III. Committee Appointments

- a. Finance
 - b. Personnel
 - c. Property
 - d. Strategic Planning
 - e. Lead & Copper Rule
 - f. Route 72 Corridor
 - g. Source Water
- Mr. Pastor entertained a Motion to keep the 2024 slate of committee members as moved by Mr. Lauver.
 - Second by Mrs. Horst.
 - Motion passed unanimously.

IV. Registered Visitors

- a. No registered visitors.

V. Approval of Minutes of December 12, 2024

- Mr. Connelly entertained a Motion to approve the Minutes of December 12, 2024, as presented.
- Moved by Mr. Pastor.
- Second by Mr. Lauver.
- Motion passed unanimously.

VI. Reports

- a. Executive Director
 - i. See attached.
 - ii. The Fruitville Pike main will be increased from a 2" main line to an 8" main line and include replacement of existing galvanized service lines.
- b. Engineer
 - i. See attached.
- c. Consultant
 - i. See attached.
- d. Comptroller & Finance Committee
 - i. Financial Reports & Approval
 - 1. Water Operation & Maintenance Budget vs Actual (O&M BvA)
 - A. See attached.
 - B. A rollover to Capital will be calculated for the February meeting.
 - 2. Wastewater O&M BvA
 - A. See attached.
 - 3. Revenue ended up over budget.
 - ii. Water Capital Cash
 - A. Requisition pending.

2. Water Capital Bond
 - A. Requisition pending.
 3. Wastewater Capital Cash
 - A. No activity in December.
 4. Wastewater Capital Bond
 - A. Requisition pending.
 5. Water Grants
 - A. Request pending.
 6. Wastewater Grants
 - A. No activity in December.
- iii. Vouchers & Approvals

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

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

- Mr. Connelly entertained a Motion to approve payment of vouchers as presented for \$63,412.87 (\$18,163.81 water and \$45,249.06 wastewater).
- Moved by Mrs. Horst.
- Second by Mr. Pastor.
- Motion passed unanimously.

- Mr. Connelly entertained a Motion to ratify payments made prior to the meeting for \$69,633.20 (water \$27,190.92 and wastewater \$42,442.28).
- Moved by Mrs. Horst.
- Second by Mr. Pastor.
- Motion passed unanimously.

- Mr. Connelly entertained a Motion to authorize payment of vouchers received after meeting packets were run for \$5,126.33 (water \$1,477.23 and \$3,649.10 wastewater).
- Moved by Mrs. Horst.
- Second by Mr. Pastor.
- Motion passed unanimously.

- Mr. Connelly entertained a Motion to authorize Water Capital Cash payment of \$8,318.50 for the Water Line Replacement/Extension (\$6,823.50), Charlotte St. Valve Replacement (\$1,015.00), and SR 072 Bridge/Line Relocation Project *Engineering* (\$480.00).
- Moved by Mrs. Horst.
- Second by Mr. Lauver.
- Motion passed unanimously.

- Mr. Connelly entertained a Motion to authorize Water Capital Bond Requisition #63 for \$24,018.88 for the WTP Upgrade Phase II *Pilot/Design* (\$2,027.75), Stripping Tower Bypass (\$6,295.63), and Series 2022 Bond Proceed Investment to SLGS Account (\$15,695.50).
- Moved by Mrs. Horst.
- Second by Mr. Pastor.
- Motion passed unanimously.

- Mr. Connelly entertained a Motion to authorize Wastewater Capital Bond Requisition #64 for \$232,569.40 for WWTP Electrical Upgrade Phase II *Construction*.
- Moved by Mrs. Horst.
- Second by Mr. Lauver.
- Motion passed unanimously.

- Mr. Connelly entertained a Motion to authorize Grant Request #17 for the 2021 LSA Systemwide Water Meter Replacement Project reimbursement of \$3,042.28.
- Moved by Mrs. Horst.
- Second by Mr. Pastor.
- Motion passed unanimously.

- iv. Utility Billing
 - 1. See attached reports.

VII. Committee Activity

a. Personnel Committee

- i. The Committee agreed that due to the workload and accomplishments of Mr. Heisey, the title of Executive Director would be better suited to the position and took effect January 1, 2025.

- 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. No report.
- e. Source Water Protection Committee
 - i. No report.

VIII. New Business

- a. No new items.

IX. Old Business

- a. No old items.

X. Unregistered Visitor Comment Period

- a. No unregistered visitors.

XI. Announcements

- a. PMAA Board Training opportunity in Camp Hill is upcoming. Mr. Heisey will email information to the board.

XII. Adjournment

- Mr. Connelly entertained a Motion to adjourn at 19:37.
- Moved by Mr. Lauver.
- Second by Mr. Haldeman.
- Motion passed unanimously.

Respectfully Submitted,
Candace Hoover, Recording Secretary

Hereby Certified by: _____
Secretary/Assistant Secretary