

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

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

MANHEIM AREA WATER & SEWER AUTHORITY

Minutes for March 13, 2025 as approved April 10, 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.); 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. Absent: Michael Connelly, Vice Chair (Manheim Boro. Rep.)
- iv. Administrative and Operational Personnel: Charles Heisey, Executive Director; Deborah Tobias, Financial Comptroller; Candace Hoover, Billing Administrator/Recording Secretary
- v. 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 February 13, 2025

- Motion to approve the Minutes of February 13, 2025, as presented.
- Moved by Mr. Haldeman.
- Second by Mr. Lauver.
- Motion passed unanimously.

IV. Reports

a. Executive Director

- i. See attached.
- ii. Fruitville Pike water customers being moved to a new service line should only be out of service for an hour to a few hours.
- iii. Traffic is expected to be inconvenient for the PennDOT PA Route 72 Bridge replacement.
- iv. A Strategic Planning Committee meeting may take place before April's meeting to discuss open project priority.
- v. Root control for some of the sewer mains is planned.
- vi. Mr. Heisey and Mr. Tyson (Water Operator) attended a PFAS session earlier today.
- vii. The camera truck bid on Municibid is up to \$14K, which is above expectations.
- viii. The sewer rules and regulations need to be formatted prior to revisioning.
- ix. Water produced to billed has closed some of its gap. More leaks will have to be found and repaired to push it further.

V. Engineer

- i. See attached. There were no questions.

- b. Consultant
 - i. See attached. There were no questions.
- c. Comptroller & Finance Committee
 - i. Financial Reports & Approval
 - 1. Water Operation & Maintenance (O&M) Budget vs Actual
 - A. See attached.
 - B. Total income is ahead of budget but February is noticeably behind January. Expenses are below budget.
 - C. Payoff order of statements is under review.
 - 2. Wastewater O&M Budget vs Actual
 - A. See attached.
 - B. Income is behind target and will be monitored through the first quarter.
 - 3. Water Capital Cash
 - A. Vouchers pending.
 - 4. Water Capital Bond
 - A. Requisition pending.
 - 5. Wastewater Capital Cash
 - A. Requisition pending.
 - B. The sewer lining project price came in over the estimate due to the actual lining length being longer than the estimated. The project is over budget; however, the project is complete and restoration is pending.
 - C. The remaining projects will be reviewed with Strategic Planning.
 - 6. Wastewater Capital Bond
 - A. Requisition pending.
 - 7. Water Grants
 - A. Request pending.
 - 8. Wastewater Grants
 - A. Request pending.
 - ii. Vouchers & Approvals

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

- Motion to approve payment of pending vouchers for \$93,875.17, ratify payments made prior to the meeting for \$205,582.35, and authorize payment of vouchers received after meeting reports were run for \$65,282.49.
- Moved by Mrs. Horst.
- Second by Mr. Lauver.
- Motion passed unanimously.

- Motion to authorize Water Capital Cash payment of \$11,257.25 for the water line replacement/extension project.
- Moved by Mrs. Horst.
- Second by Mr. Swayne.
- Motion passed unanimously.

- Motion to authorize Water Capital Bond Requisition #67 for \$2,373.61 for the WTP Upgrade Phase II and the Stripping Tower Bypass.
- Moved by Mrs. Horst.
- Second by Mr. Pastor.
- Motion passed unanimously.

- Motion to authorize Wastewater Capital Cash payment of \$45,462.00 for the I&I Repair Small Grant Project.
- Moved by Mrs. Horst.
- Second by Mr. Lauver.
- Motion passed unanimously.

- Motion to authorize Wastewater Capital Bond Requisition #68 for \$18,917.20 for the WWTP Electrical Upgrade Phase II, Forward Flow Backup Control System, and Front Door Replacement.
- Moved by Mrs. Horst.
- Second by Mr. Swayne.
- Motion passed unanimously.

- Motion to authorize Water Grant Request #19 for the Systemwide Water Meter Replacement Project through the 2021 LSA Grant for \$4,052.75.
- Moved by Mrs. Horst.
- Second by Mr. Pastor.
- Motion passed unanimously.

- Motion to authorize Water Grant Request #4 for the System Replacement/Extension through the PA H2O Grant for \$2,426.00.
- Moved by Mrs. Horst.
- Second by Mr. Lauver.
- Motion passed unanimously.

- Motion to authorize the final Wastewater Grant Request #1 for the sewer lining project through the 2023 PA Small Grant for \$133,127.00.
- Moved by Mrs. Horst.
- Second by Mr. Swayne.
- Motion passed unanimously.

- Motion to ratify the Water O&M to Capital transfer of \$847,500 for water in ½ portions, one in the spring and another in the fall at \$423,750 each.
- Moved by Mrs. Horst.
- Second by Mr. Pastor.
- Motion passed unanimously.

- iii. Utility Billing
 - 1. See attached report.

VI. 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 additional report.

VII. New Business

- a. No new business.

VIII. Old Business

- a. No old business.

IX. Unregistered Visitor Comment Period

- a. No unregistered visitors.

X. Announcements

- a. No announcements.

XI. Adjournment

- Motion to adjourn at 19:44.
- Moved by Mr. Pastor.
- Second by Mrs. Horst.
- Motion passed unanimously.

Respectfully Submitted,
Candace Hoover, Recording Secretary

Hereby Certified by: _____
Secretary/Assistant Secretary

MANHEIM AREA WATER & SEWER AUTHORITY

Minutes for April 10, 2025 *as approved May 8, 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
 - b. Professional Services
 - i. Consultant: Carl Kline, Kline Water Solutions, LLC
 - ii. Engineering Firm: Dan Standish, SSM
 - iii. Financial Advisor: Jamie Schlesinger, PFM Financial Advisors
 - c. The meeting began with the Pledge of Allegiance at 19:00.

- II. Registered Visitors
 - a. No registered visitors.

- III. Approval of Minutes of March 13, 2025
 - Motion to approve the Minutes of March 13, 2025, as presented.
 - Moved by Mr. Pastor.
 - Second by Mr. Swayne.
 - Motion passed unanimously.

- IV. Reports
 - a. Executive Director
 - i. See attached.
 - ii. A short discussion was had on how the WTP Upgrade pilot study will go.
 - b. Engineer
 - i. See attached.
 - ii. There were no questions.
 - c. Consultant
 - i. See attached.
 - ii. The Board concurred to continue making the annual donation of \$1,000 to the Chiques Creek Watershed Alliance. Mr. Kline to email Mr. Heisey the information post meeting.
 - 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. Vouchers pending.
- 4. Water Capital Bond
 - A. Requisition pending.
- 5. Wastewater Capital Bond
 - A. Requisition pending.
- 6. Water Grants
 - A. Request pending.
- 7. Wastewater Grants
 - A. Request pending.
- ii. Vouchers & Approvals

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

- Motion to approve payment of pending vouchers for \$85,585.75, ratify payments made prior to the meeting for \$54,684.89, and authorize payment of vouchers received after meeting reports were run for \$528.66.
- Moved by Mrs. Horst.
- Second by Mr. Lauver.

- Motion to authorize Water Capital Cash payment of \$22,233.65 for the water line replacement/extension project and SR 072 Bridge/Line Relocation Project's engineering.
- Moved by Mrs. Horst.
- Second by Mr. Swayne.

- Motion to authorize Water Capital Bond Requisition #69 for \$1,026.00 for the WTP Upgrade Phase II (Pilot/Design).
- Moved by Mrs. Horst.
- Second by Mr. Pastor.

- Motion to authorize Wastewater Capital Bond Requisition #70 for \$5,894.00 for the WWTP Electrical Upgrade Phase II and N Oak St sewer line extension.
- Moved by Mrs. Horst.
- Second by Mr. Lauver.

- Motion to authorize Water Grant Request #20 for the Systemwide Water Meter Replacement Project through the 2021 LSA Grant for \$2,893.64.
- Moved by Mrs. Horst.
- Second by Mr. Swayne.

- Motion to authorize Water Grant Request #5 for the System Replacement/Extension through

the PA H2O Grant for \$1,496.00.

- Moved by Mrs. Horst.
- Second by Mr. Pastor.

iii. Utility Billing

1. See attached reports.

e. Committee Activity

f. Personnel Committee

- i. No report.

g. Property Committee (including Borough/Authority Land & Storage of Vac Truck)

- i. No report.

h. Strategic Planning Committee

- i. The Committee agreed with the baffle repair proposal to be discussed later.

i. Route 72 Corridor Committee

- i. See Executive Director's Report.

j. Source Water Protection Committee

- i. No additional report.

V. New Business

a. Wastewater Financing Proposal Review/PFM Financial Advisors

- i. See attached.

1. The past few weeks have seen interest rate percentage shifts moving week to week. Bonds will not be discussed because the amount is too small and the cost to borrow is too high. Pennvest (Scenario 4) and bank financing (Scenarios 1, 2, and 3) are preferred with this type of financing need.
2. The project needs are for \$1.5 Million, and the proposal includes both \$1.5 Million and \$2 Million because of the minimal difference in total debt payments.
3. Tax free issuances must be spent within 3 years.
4. Most bank funding has no penalty for pre-payment.
5. Pennvest loans fall under funding guidelines for federal loans, including prevailing wage and resource acquisition limitations, and can be time consuming to obtain.
6. The proposals (Scenarios 1, 2, and 3) contain a delayed principal payback with the interest structured in a wraparound structure to minimize the impact of the budget's annual debt payment.
7. PFM has a strong list of capitalized banks they have built over the years that will be approached to provide proposals for review.
8. The ditch repairs plus other 2025 Wastewater capital projects are estimated to cost just under \$1.5 Million. Two additional projects coming in 2027 push the total anticipated cost to **\$1.6 Million.**
9. The Strategic Planning Committee agrees with the 2025 project proposals.
10. The Finance Committee prefers to borrow \$2 Million with a no pre-payment penalty as an option due to the market's uncertainty.
11. The money can be placed with PLGIT for earning interest as long as it is spent within 3 years.
12. The Board concurred to have PFM proceed with the investigation of financing for \$2 Million.

b. Resolution 1-2025 PA Small Water & Sewer Grant Application: E. Mill Street Water & Sewer Main Replacement

- Motion to approve Resolution 1-2025 A Small Water & Sewer Grant Application: E. Mill Street Water & Sewer Main Replacement Project for \$430,561.00.
- Moved by Mrs. Horst.
- Second by Mr. Pastor.

c. Resolution 2-2025 PA Small Water & Sewer Grant Application: S. Penn Street Water & Sewer Main Replacement

- Motion to approve Resolution 2-2025 PA Small Water & Sewer Grant Application: S. Penn St. Water & Sewer Main Replacement Project for \$402,077.00.
- Moved by Mrs. Horst.
- Second by Mr. Lauver.

VI. Old Business

- a. No old business.

VII. Unregistered Visitor Comment Period

- a. No unregistered visitors.

VIII. Announcements

- a. State Ethics forms are due at the end of the month.

IX. Adjournment

- Motion to adjourn at 20:10.
- Moved by Mr. Connelley.
- Second by Mr. Lauver.
- Motion passed unanimously.

Respectfully Submitted,
Candace Hoover, Recording Secretary

Hereby Certified by: _____
Secretary/Assistant Secretary

MANHEIM AREA WATER & SEWER AUTHORITY

Minutes for May 8, 2025 as approved June 12, 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.); 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
- iv. Professional Services Consultant: Carl Kline, Kline Water Solutions, LLC
- v. Engineering Firm: Dan Standish, SSM
- vi. Financial Advisors: Jamie Schlesinger & Vincent Lancia, PFM Financial Advisors

b. The meeting began with the Pledge of Allegiance at 18:55.

II. Registered Visitors

a. No registered visitors.

III. Approval of Minutes of April 10, 2025

- Motion to approve the Minutes of April 10, 2025, as presented
- Moved by Mr. Pastor.
- Second by Mr. Haldeman.
- Motion passed unanimously.

~Michael Connelly, Vice Chair (Manheim Boro. Rep) entered meeting at 18:56~

IV. Reports

a. Permanent Status Recommendation: Devon Blake

- i. Mr. Heisey spoke about Mr. Blake's qualifications and additions to the Team.
- Motion to approve Mr. Devon Blake to Permanent Status.
 - Moved by Mr. Pastor.
 - Second by Mr. Connelly.
 - Motion passed unanimously.

b. Executive Director's Report

- i. See attached.
- ii. Interviews for Plant Supervisor are ongoing and we are getting a positive response. We plan to open two job opportunities in mid-summer.
- iii. AquaHawk sample landing page diagram is showing Mr. Heisey's residence as an example to show the capabilities of the program. Promotions are forthcoming soon to our customer base.
- iv. DEP well source assistance/feasibility: Fees for the study are covered under this program to source a new well. There are no expenses under this program until we have more

information. Any future expenses would be presented to the board prior to any costs incurred. Mr. Haldeman asked about possibility of finding a well source North on Route 72 and if this study would assist with this. Mr. Heisey stated he believes that this would be for the existing water system only and not future needs.

- v. Staff worked with our auditor, Boyer & Ritter, on the 2024 financial audit in April. It was a smooth process and to compare, the audit used to take up a full week of onsite work. Last year it took a total of four days with the new auditor, and this year it took only two days.
- vi. Hauled Waste receiving increased in April, while our water loss was more efficient.
- vii. Mr. Haldeman asked if MAWSA is awaiting a formal request for sewer capacity from Rapho Township. Mr Heisey confirmed that yes, this is still the status.
- viii. Upcoming water line replacement permits: Current Borough staff are looking at their street opening policy to determine whether they will charge MAWSA for opening the street for the water line projects. These permit fees were never charged to the Authority in the past, and it was expressed that if they do charge for the permits, they would step outside of precedent.
- ix. Discussion on the current number of licensed operators on staff and how we cover and ensure redundancies. This is something management is aware of and monitoring with new hires.

c. Engineer's Report

- i. See attached.
- ii. Water Plant Onsite Pilot Study update: anticipated to be online in the first week of June and upstarted by mid-June
- iii. SSM Engineer Group will be recommending DOLI Construction for the water line replacement projects.
- iv. MAWSA's 2024 Chapter 94 report was approved by DEP on May 7, 2025.

d. Resolution 3-2025: Approval of Wastewater Capital Projects Financing Proposal

- i. Mr. Schlesinger recapped the need for \$2 million bank loan and the term structuring. PFM Financial Advisors went through the bid process within the last 30 days. Eight (8) banks submitted proposals. This was a strong showing in today's market. Of the eight proposals, Webster Bank is the recommendation as they did not have a depository condition in their proposal. Webster understands the needs of entities such as an Authority. Additionally, since this is considered a 'low borrow amount', MAWSA is able to keep all the interest gained, as per our bond counsel. Webster's proposal terms are payments issued semi-annually, as we are accustomed to. They will need to see our financials and budgets annually. Mr. Schlesinger reviewed the proposal along with the estimated closing costs. PFM Financial will continue to monitor future opportunities for refinancing or advantages to paying down extra principal.

- Motion to approve Resolution 3-2025 for the Wastewater Capital Projects Financing Proposal.
- Moved by Mrs. Horst.
- Second by Mr. Swayne.
- Motion passed unanimously.

e. Consultant's Report

- i. See attached.

f. 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. Vouchers pending.
- 4. Water Capital Bond
 - A. Requisition pending.
- 5. Water Grants
 - A. Request pending.
- 6. Wastewater Grants
 - A. Request pending.
- 7. Wastewater Capital Bond
 - A. Requisition pending.
- ii. Vouchers & Approvals

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

- Motion to approve payment of pending vouchers for \$99,305.55, ratify payments made prior to the meeting for \$52,401.07, and authorize payment of vouchers received after meeting reports were run for \$22,242.68.
- Moved by Mrs. Horst.
- Second by Mr. Lauver.
- Motion passed unanimously.

- Motion to authorize Water Capital Cash payment of \$16,239.97 for the water line replacement/extension project and SR 072 Bridge/Line Relocation Project's engineering and the Water Storage Tanks security and alarms.
- Moved by Mrs. Horst.
- Second by Mr. Swayne.
- Motion passed unanimously.

- Motion to authorize Water Capital Bond Requisition #71 for \$1,559.38 for the WTP Upgrade Phase II (Pilot/Design).
- Moved by Mrs. Horst.
- Second by Mr. Pastor.
- Motion passed unanimously.

- Motion to authorize Water Grant Request #6 for System Replacement/Extension through the 2023 PA H2O Grant for \$1,482.00
- Moved by Mrs. Horst.
- Second by Mr. Lauver.
- Motion passed unanimously.

- Motion to authorize Wastewater Capital Bond Requisition #72 for \$168.00 for the WWTP Electrical Upgrade Phase II.
- Moved by Mrs. Horst.
- Second by Mr. Connelly.
- Motion passed unanimously.

- Motion to approve the Wastewater 2025 'New Money Fund' budget as outlined on Page 27 of the packet, totaling \$703,935.00 in projects.
- Moved by Mrs. Horst.
- Second by Mr. Pastor.
- Motion passed unanimously.

iii. Utility Billing

1. See attached reports.
2. Mr. Heisey described the reason for changing the customer charges payoff order in the billing software. Staff will be making this change tomorrow. Sewer revenues should increase, water should decrease slightly with this payoff order change.

iv. Committee Activity

1. Personnel Committee did not meet
2. Property Committee (including Borough/Authority Land & Storage of Vac Truck) did not meet
3. Strategic Planning Committee did not meet
4. Route 72 Corridor Committee: Mr. Wenger from Rapho Township was wondering where they are going to meet.
5. Source Water Protection Committee update was in Mr. Kline's report.

V. New Business

- a. Award Contract for the Water Line Replacement and Extension Project to DOLI Construction Corporation
 - i. Rambler Rd. line replacement was removed to stay within the boundaries of grant. W. High St. was added in due to scope and the dollar amount, so this is now part of the grant. The grant amount will be maximized with eliminating Rambler Rd. and adding W. High St. Manheim Borough street opening permit fees are still being discussed. Discussion on the experience that SSM Engineering has had with DOLI Construction Corporation and their quality of work. Mr. Standish vouched for them and shared that they have worked with them on five different projects.
 - Motion to award the Contract for the Water Line Replacement and Extension Project to DOLI Construction Corporation
 - Moved by Mr. Connelly.
 - Second by Mr. Swayne.
Discussion on overseeing the contractor while on the job for good oversight since we do not have work history with them. Mr. Heisey agreed. MAWSA staff will take the lead on this but SSM Group will be brought in when needed. Schedule for priority order will be once we award the bid and then have pre con meeting. Mid-June start date, depending on contractor.
 - Motion passed unanimously.

- b. Consideration to make donation to Mid-Atlantic Biosolids Foundation (MABF)
 - i. See submitted information and DEP letter of relationship between DEP and MABF
 - ii. This is not a budgeted item; we have room in the budget to donate our max amount of \$1000.00.
 - iii. Discussion on the area that this research would benefit. MAWSA will benefit from the results of this study since they will test our biosolids at no cost and will share the results and recommendations from the entire project. The DEP wants to understand the magnitude of the issue. The wastewater plants are not the source of the PFAs, but receive it in the sewage flows and the concern is that regulators may require authorities to treat for them. In some northeast states they have already banned biosolids for land application. Creating a disposal crisis. Mr. Heisey recommends that we make the donation.

- Motion to make donation to MABF in the amount of \$1000.00
- Moved by Mr. Pastor.
- Second by Mr. Haldeman.
- Motion passed unanimously.

VI. Old Business

- a. No old business.

VII. Unregistered Visitor Comment Period

- a. No unregistered visitors.

VIII. Announcements

- a. None.

IX. Adjournment

- Motion to adjourn at 20:31.
- Moved by Mr. Pastor
- Second by Mr. Lauver
- Motion passed unanimously.

Respectfully Submitted,
Deborah Tobias, Recording Secretary

Hereby Certified by: _____
Secretary/Assistant Secretary

MANHEIM AREA WATER & SEWER AUTHORITY

Minutes for June 12, 2025 as approved August 14, 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.) Bryan Pastor, Assistant Secretary/Treasurer (Manheim Boro. Rep.)
 - ii. Board Member(s): Randy Lauver (Manheim Boro. Rep.) and Bob Swayne, Member (Manheim Boro. Rep.)
 - a) Absent: Robert Miller, Chair (Manheim Boro. Rep.); John Haldeman, Secretary (Rapho Twp. Rep.); Barbara Horst, Treasurer (Penn Twp. Rep.);
 - iii. Administrative and Operational Personnel: Charles Heisey, Executive Director; Deborah Tobias, Financial Comptroller, Billing Administrator/Recording Secretary Candace Hoover
 - iv. Professional Services Consultant: Carl Kline, Kline Water Solutions, LLC
 - v. Engineering Firm: Dan Standish, SSM
 - vi. Auditor: James Farano, CPA, Boyer & Ritter
 - b. The meeting began with the Pledge of Allegiance at 19:00.
- II. Registered Visitors
 - a. No registered visitors.
- III. Approval of Minutes of May 8, 2025
 - Motion to approve the Minutes of May 8, 2025 with the revised adjournment time of 20:31.
 - Moved by Mr. Pastor.
 - Second by Mr. Lauver.
 - Motion passed unanimously.
- IV. 2024 Audit
 - a. Mr. Farano reviewed the attached slides and audit.
 - Motion to approve the 2024 audit as provided and presented.
 - Moved by Mr. Pastor.
 - Second by Mr. Lauver.
 - Motion passed unanimously.

V. Reports

a. Director's Report

- i. See attached.
- ii. All regulatory compliance measures have been met.
- iii. The water treatment plant stripping tower bypass permit has been approved.
- iv. Borough management and Council were in favor of waiving the Authority's street opening permits as a cooperative venture. As a cost share project, the Borough would like to mill and pave Ferdinand Street while we are doing water line work.

b. Engineer's Report

- i. See attached.

c. Consultant's Report

- i. See attached.
- ii. Over 40 dams still remain in the Chiques Creek Watershed.
- iii. The Learn & Lunch held by the Chiques Creek Watershed Alliance took place this past Saturday.
- iv. Memorial Park's stream work is starting to yield more aquatic life.

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. Vouchers pending.
 4. Water Capital Bond
 - A. Requisition pending.
 5. Wastewater Capital Bond
 - A. Requisition pending.
 6. Water Grants
 - A. Request pending.
- ii. Vouchers & Approvals

- Motion to approve the financial reports as provided.
- Moved by Mr. Pastor.
- Second by Mr. Lauver.
- Motion passed unanimously.

- Motion to approve payment of pending vouchers for \$130,489.19, ratify payments made prior to the meeting for \$50,488.16, and authorize payment of vouchers received after meeting reports were run for \$9,247.50.
- Moved by Mr. Pastor.

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

- Motion to authorize Water Capital Cash payment of \$6,839.25 for the water line replacement/extension project and SR 072 Bridge/Line Relocation Project's engineering.
- Moved by Mr. Pastor.
- Second by Mr. Lauver.
- Motion passed unanimously.

- Motion to authorize Water Capital Bond Requisition #73 for \$3,239.20 for the WTP Upgrade Phase II (Pilot/Design).
- Moved by Mr. Pastor.
- Second by Mr. Swayne.

- Motion to authorize Wastewater Capital Bond Requisition #74 for \$158,205.44 for the WWTP Electrical Upgrade Phase II.
- Moved by Mr. Pastor.
- Second by Mr. Lauver.
- Motion passed unanimously.

- Motion to authorize Water Grant Request #21 for System Replacement/Extension through the 2023 PA H2O Grant for \$24,904.90.
- Moved by Mr. Pastor.
- Second by Mr. Swayne.
- Motion passed unanimously.

iii. Utility Billing

1. See attached reports.
 - A. An updated billing chart will be emailed to the Board.

iv. Committee Activity

1. Personnel Committee
 - A. The committee did not meet.
2. Property Committee (including Borough/Authority Land & Storage of Vac Truck)
 - A. The committee did not meet.
3. Strategic Planning Committee
 - A. The committee did not meet.
4. Route 72 Corridor Committee
 - A. The committee did not meet.
5. Source Water Protection Committee

A. The committee did not meet.

VI. New Business

i. Resolution 4-2025: Disposition of Records

- Motion to approve Resolution 4-2025 for the disposition of records as provided.
- Moved by Mr. Lauver.
- Second by Mr. Swayne.
- Motion passed unanimously.

VII. Old Business

a. No old business.

VIII. Unregistered Visitor Comment Period

a. No unregistered visitors.

IX. Announcements

a. None.

X. Adjournment

- Motion to adjourn at 19:54.
- Moved by Mr. Pastor.
- Second by Mr. Swayne.
- Motion passed unanimously.

Respectfully Submitted,
Candace Hoover, Recording Secretary

Hereby Certified by: _____
Secretary/Assistant Secretary

MANHEIM AREA WATER & SEWER AUTHORITY

Minutes for July 10, 2025 as Approved August 14, 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.); John Haldeman, Secretary (Rapho Twp. Rep.); Barbara Horst, Treasurer (Penn Twp. Rep.); Board Member(s): Randy Lauver (Manheim Boro. Rep.)
 - ii. Absent: Michael Connelly, Vice Chair (Manheim Boro. Rep.); Bryan Pastor, Assistant Secretary/Treasurer (Manheim Boro. Rep.) and Bob Swayne, Member (Manheim Boro. Rep.)
 - b. Administrative and Operational Personnel: Charles Heisey, Executive Director; Deborah Tobias, Financial Comptroller, Billing Administrator/Recording Secretary Candace Hoover
 - c. Professional Services
 - i. Consultant: Carl Kline, Kline Water Solutions, LLC
 - d. The meeting began with the Pledge of Allegiance at 19:00.
- II. Registered Visitors
 - a. Not applicable (N/A).
- III. Approval of Minutes of June 12, 2025
 - Approval of the June 12, 2025 Minutes is tabled for the August meeting as there is only one member present who attended the June 12 board meeting.
- IV. Reports
 - a. Director's Report
 - i. See attached.
 - ii. All regulatory compliance measures have been met.
 - iii. Main replacements on West High Street funded by the ARPA H2O grant have begun. The old water main will be abandoned in place.
 - iv. The Borough will do a complete mill and pave on West Ferdinand Street. As part of our water main work the roadwork restoration will be split half and half with the Borough of Manheim. The Borough has also waived permitting fees for the road opening.

- v. The 6/30-7/1/25 storm event caused a lot of flooding.
 - 1. The PPL electric meter for the WWTP was flooded and that caused one of the oxidation ditch modules to burn out. Ditch repair plans are underway.
 - 2. Social media was used to alert residents, and an educational campaign will follow.
 - 3. All of the ditch controls for automation shutting off the rotors and mixers. When the mixers were turned on solids overflowed. About 200 pounds of lime was poured over the spill and a notice of violation is expected. Mixed liqueurs (seed sludge) from LASA were installed and added to enhance the ditch's bug activity.
 - a. The team moved equipment to higher ground.
 - b. The headworks and forward flow were put into an automated mode.
 - c. Old Line Rd. pump station did not flood the panels during this event.
 - d. The hauled waste digesters are not pumped into during a storm event.
 - e. The old trickling filters are not connected.

- b. Engineer's Report
 - i. See attached.

- c. Consultant's Report
 - i. See attached.
 - ii. The Chiques Creek Watershed Alliance received a senatorial recognition for being active for 25 years.
 - 1. The blog shows some of the recent flood pictures.
 - iii. The Committee will be working on plans for what to do with the fundraising funds they have received.

- 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. Voucher pending.
 - 4. Water Capital Bond
 - a. Requisition #75 pending.
 - 5. Wastewater 2025 'New Money' Fund
 - a. Voucher pending.
 - 6. Wastewater Capital Bond
 - a. Requisition #76 pending.

ii. Vouchers & Approvals

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

- Motion to approve payment of pending vouchers for \$119,115.31, ratify payments made prior to the meeting for \$44,788.15, and authorize payment of vouchers received after meeting reports were run for \$6,672.75.
- Moved by Mrs. Horst.
- Second by Mr. Lauver.
- Motion passed unanimously.

- Motion to authorize Water Capital Cash payment of \$4,681.25 for the water line replacement/extension.
- Moved by Mrs. Horst.
- Second by Mr. Lauver.
- Motion passed unanimously.

- Motion to conditionally approve the Wastewater Capital Projects Funded by 2025 “New Money” Fund payment of \$18,774.41 upon the staff confirmation of receipt that order is complete.
- Moved by Mrs. Horst.
- Second by Mr. Lauver.
- Motion passed unanimously.

- Motion to authorize Water Capital Bond Requisition #75 for \$2,333.88 for the WTP Phase II pilot/design and stripping tower bypass.
- Moved by Mrs. Horst.
- Second by Mr. Lauver.
- Motion passed unanimously.

- Motion to authorize Wastewater Capital Bond Requisition #76 for \$588.00 for the WWTP electrical upgrade Phase II construction.
- Moved by Mrs. Horst.
- Second by Mr. Lauver.
- Motion passed unanimously.

e. Utility Billing

- i. See attached.
- ii. Quarterly collections report included.
- iii. The receivables process is under review. For 2025 lien letters are being issued ahead of shut offs notices. The customers have been responsive.

If a shut off is run this year it would possibly be in the fall.

V. Committee Activity

- a. Personnel Committee
 - i. The committee did not meet.
- b. Property Committee (including Borough/Authority Land & Storage of Vac Truck)
 - i. The committee did not meet.
- c. Strategic Planning Committee
 - i. The committee did not meet.
- d. Route 72 Corridor Committee
 - i. The committee did not meet.
- e. Source Water Protection Committee
- f. The committee did not meet.

VI. New Business

- a. N/A

VII. Old Business

- a. N/A

VIII. Unregistered Visitor Comment Period

- a. N/A

IX. Announcements

- a. Discussion was had on rates of MAWSA compared to American Water.
- b. Kudos were given to AquaHawk's functionality.
- c. Kudos and recognition were also given to the staff's response to the facilities, equipment, and taking customer calls during the flood event.

X. Adjournment

- Motion to adjourn at 19:46.
- Moved by Mr. Lauver.
- Second by Mrs. Horst.
- Motion passed unanimously.

Respectfully Submitted,
Candace Hoover, Recording Secretary

Hereby Certified by: _____

Secretary/Assistant Secretary

MANHEIM AREA WATER & SEWER AUTHORITY

Minutes for August 14, 2025

As approved September 11, 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.)
 - b. Administrative and Operational Personnel: Charles Heisey, Executive Director; Deborah Tobias, Financial Comptroller; Brandon Nye, Plant Supervisor; Billing Administrator/Recording Secretary Candace Hoover
 - c. Professional Services
 - i. Engineer: Dan Standish, Spotts, Stevens, and McCoy
 - d. The meeting began with the Pledge of Allegiance at 19:00.
- II. Registered Visitors
 - a. Brandon Keith, resident
 - i. Present to observe as a potential board member.
 - ii. Mr. Keith. shared about himself and fielded questions from the Board.
 - b. Thomas Fritz, resident – relief request: 68 Crescent Dr.
 - i. Yard flooding problems started when Rettew Lane was re-topped. The water drops down to his yard, flooding the shed. There are pictures that date back to 2017. The water used to run across the pavement and not into the yard. With the resurfacing of the road, the water now pools in the yard.
 - ii. When the road was installed in the late 1960s a culvert was installed in the 60s block of Crescent Drive to push the drainage to the soccer field, but an additional one was not put in near 68.
 - iii. Water also comes into the yard from High Street; however, prior to the bridge project there was no flooding issue.
 - iv. The stormwater inlet drain flows toward the home as well.

III. Approval of Minutes

a. June 12, 2025

- Motion to approve the Minutes of June 12, 2025 as presented.
- Moved by Mr. Pastor.
- Second by Mr. Swayne.
- Motion carried.

b. July 10, 2025

- Motion to approve the Minutes of July 10, 2025 as presented.
- Moved by Mr. Pastor.
- Second by Mr. Lauver.
- Motion carried.

IV. Reports

a. Director's Report

- i. See attached.
- ii. WTP Pilot program is in its third month.
- iii. June 30 large rain event report reviewed. (See attached.)
 1. The flooding of the meter is what caused the mixers not to shut off.
 2. Some of the field joints in the sewer line bubbled during the event. Those spots were then dug up and repaired.
- iv. The hauled waste program is experimenting with weekend traffic of trucked in waste.
 1. Gallons received increased but a decrease in the amount of tonnage hauled out, which is a direct result of process improvements.
 2. The plant's power changeover is scheduled.
 3. The WWTP Bridge was inspected for the first time since its installation.

b. Engineer's Report

- i. See attached.
- ii. The WTP stripping tower permit was issued.

c. Consultant's Report

- i. See attached.

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.
 - b. There is an insurance claim open for about \$15K of

damage (\$1K deductible).

3. Water Capital Cash
 - a. Voucher pending.
4. Water Capital Bond
 - a. Requisition pending.
5. Wastewater 2025 'New Money' Fund
 - a. Voucher pending.
6. Wastewater Capital Bond
 - a. Requisition pending.
7. Water Grant
 - a. The annual maintenance cost for AquaHawk for \$9,000 is not able to be included in the meter replacement grant. O&M will need to reimburse this cost.
 - i. There are issues with scheduling the remaining meters as appointments are being cancelled due to dates not being full with enough appointments.
 - ii. Vouchers & Approvals

- Motion to approve the financial reports as provided.
- Moved by Ms. Horst.
- Second by Mr. Pastor.
- Motion carried.

- Motion to approve payment of pending vouchers for \$144,001.17, ratify payments made prior to the meeting for \$56,717.96, and authorize payment of vouchers received after meeting reports were run for \$366.58.
- Moved by Ms. Horst.
- Second by Mr. Swayne.
- Motion passed unanimously.

- Motion to authorize Water Capital Cash payment of \$56,420.42.
- Moved by Ms. Horst.
- Second by Mr. Lauver.
- Motion passed unanimously.

- Motion to conditionally approve the Water Capital Bond requisition #77 for \$4,390.10 pending concurrence outstanding items are satisfactorily met.
- Moved by Ms. Horst.
- Second by Mr. Pastor.
- Motion carried.

- Motion to authorize Wastewater Capital Cash "New Money" payment for \$16,243.11.
- Moved by Ms. Horst.
- Second by Mr. Swayne.

- Motion carried.

- Motion to authorize Wastewater Capital Bond Requisition #78 for \$612.00.
- Moved by Ms. Horst.
- Second by Mr. Lauver.
- Motion carried.

- Motion to close the Pennvest ENB account due to the loan being paid off.
- Moved by Ms. Horst.
- Second by Mr. Pastor
- Motion carried.

- Motion to move \$9,000 out of O&M to make payment for AquaHawk as discussed.
- Moved by Ms. Horst.
- Second by Mr. Swayne.
- Motion carried.

- Motion to increase the budget line to \$14,500 for the front door from the WWTP Bond.
- Moved by Ms. Horst.
- Second by Mr. Lauver.
- Motion carried.

e. Utility Billing

- i. See attached.
- ii. The change in process has decreased the average days delinquent positively but the CEI is still down so the behavior change is more in relation to the lien warning notice rather than a permanent change of habit, noted by how payments are training amounts billed.
 - 1. A shut-off will take place later this year to try and clean up the remaining past due balances.

V. Committee Activity

- a. Personnel Committee
 - i. The committee did not meet.
- b. Property Committee (including Borough/Authority Land & Storage of Vac Truck)
 - i. WTP walkthrough was completed.
 - ii. Pilot program for the membrane filtration system has about a month left. The WWTP walkthrough is next week.
- c. Strategic Planning Committee
 - i. The committee did not meet, but have 2 scheduled upcoming meetings.
- d. Route 72 Corridor Committee
 - i. The committee did not meet.
- e. Source Water Protection Committee
 - i. The committee meeting was cancelled. They will meet in November.

VI. New Business

a. Award of Oxidation Ditch Cleanout Contract

- Motion moved by Mr. Lauver to award the contract as recommended.
- Second by Mr. Swayne.
- Motion carried.

VII. Old Business

a. N/A

VIII. Unregistered Visitor Comment Period

a. N/A

IX. Announcements

X. Adjournment

- Motion to adjourn at 08:07PM, EST.
- Moved by Ms. Horst.
- Second by Mr. Haldeman.
- Motion carried.

Respectfully Submitted,
Candace Hoover, Recording Secretary

Hereby Certified by: _____
Secretary/Assistant Secretary

MANHEIM AREA WATER & SEWER AUTHORITY: Minutes for September 11, 2025

As approved October 9, 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; John Haldeman, Secretary (Rapho Twp. Rep.); Barbara Horst, Treasurer (Penn Twp. Rep.); Bryan Pastor, Assistant Secretary/ Treasurer
- ii. Board Member: Bob Swayne
- iii. Absent: Michael Connelly, Vice Chair; Randy Lauver, Board Member
- iv. Administrative and Operational Personnel: Charles Heisey, Executive Director; Deborah Tobias, Financial Comptroller & Recording Secretary; Brandon Nye, Plant Supervisor
- v. Professional Services: Engineer, Dan Standish, Spotts, Stevens and McCoy; Consultant: Carl Kline, Kline Water Solutions
- vi. Upcoming Board Member: Brandon Keath

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

II. Registered Visitors (none)

III. Approval of Minutes

- Motion to approve August 14, 2025 Minutes, as presented.
- Moved by Ms. Horst.
- Second by Mr. Haldeman.
- Motion passed unanimously.

IV. Reports

a) Operations Update

- i. See report submitted.
- ii. Photos of the ditch project were shared.
- iii. Results of clean-out found less solids/grit than anticipated.
- iv. The condition of the ditch looks to be good to very good.
- v. Stripping tower bypass contract has been signed with Housel Plumbing (Costars vendor) to perform the work needed at the water plant.

b) Director's Report

- i. See report submitted.
- ii. WTP Pilot Study: the plan was to run the pilot study until September 15th (3-months) and then disassemble the pilot study unit. DEP now wants MAWSA to continue the pilot study and switch to Well 6 and get a few more test results before they give it their blessing. SSM Group is getting more details on what DEP is requiring.
- iii. Staff participated in a free water audit through DEP. The hope was to have results by this meeting, but we have yet to receive them.
- iv. Water line projects: Park Hill/W. High/Ferdinand/S. Main projects are going well. It has been a very active few weeks in keeping customers and community representatives informed with progress, but overall, that has gone well. Final road restoration is to be completed in October.
- v. Staff will be identifying other projects in our service area that could qualify for upcoming

- grants opportunities.
- vi. Hauled Waste is ahead of last year's budget, but slightly below 2025's budgeted amount.
- vii. Employee, Devon Blake, is now MAWSA's Hauled Waste Coordinator and he is now doing the Hauled Waste invoicing.
- viii. Staff are strategically reviewing the timing for remaining approved 2025 capital projects/purchases.
- ix. WWTP Bridge inspection report: the bridge is in very good condition, with minor recommendations to add rock in erosion spots and to inspect the bridge every 2 years or after a flood event.
- x. DEP water technical support at Penn is assisting MAWSA with Lead & Copper. "Swordfish" is a device that can detect underground pipe composition without digging. There may be a consortium forming within the County to purchase the device for cost/use sharing.
- xi. WTP: gallons pumped vs gallons billed can be broken down into more detail/possible leak areas with the findings of the water audit results.
- xii. Noted the amount of flows vs rainfall in August.
- c) Engineer's Report
 - i. See report submitted
 - ii. WWTP Electric project-transfer of electrical service went smoothly and took about 4-5 hours to complete.
 - iii. WTP Pilot Study: SSM Group to speak with DEP to get more information on what we need to do to hold the pilot study to the shortest possible timeframe.
 - iv. Doli Construction is doing temporary paving on all water line projects until all projects are complete. Doli will come back in and do all final paving at one time.
 - v. MAWSA Staff have been overseeing the quality of the water line work; Mr. Standish has been checking in weekly on progress.
- d) Consultant's Report
 - i. See report submitted.
 - ii. Chiques Creek Water Shed Alliance remains active in educating area schools about water quality.
 - iii. Chiques Creek Watershed Alliance will have their annual booth at the Manheim Farm Show next month.
- e) Comptroller & Finance Committee
 - i. Financial Reports & Approval
 - a. Water Operation & Maintenance (O&M) Budget vs. Actual; see attached.
 - b. Wastewater Operation & Maintenance (O&M) Budget vs. Actual; see attached.
 - c. Water Capital Cash; vouchers pending
 - d. Water Capital Bond; Requisition pending
 - e. Wastewater 2025 'New Money' Fund; vouchers pending
 - f. Wastewater Capital Bond; Requisition pending
 - g. Water Grant; voucher pending
 - ii. Vouchers & Approvals
 - Motion to approve the financial reports as provided.
 - Moved by Ms. Horst.
 - Second by Mr. Pastor
 - Motion passed unanimously.

 - Motion to approve payment of pending vouchers for \$136,341.83, ratify payments made prior to the meeting for \$1,229,091.95, and authorize payment of vouchers received after meeting reports were run for \$6,123.73.
 - Moved by Ms. Horst.

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

- Motion to authorize Water Capital Cash payment of \$7,389.45 for the water line replacement/extension projects.
- Moved by Ms. Horst.
- Second by Mr. Pastor.
- Motion passed unanimously.

- Motion to authorize Water Capital Bond Requisition #79 for \$12,979.00 for the WTP Phase II pilot/design and stripping tower bypass projects.
- Moved by Ms. Horst.
- Second by Mr. Haldeman
- Motion passed unanimously.

- Motion to authorize Wastewater Capital Cash 'New Money' payment of \$1,915.51 for the effluent dichlorination/sodium bisulfite drip and pug mill auger replacement projects.
- Moved by Ms. Horst.
- Second by Mr. Swayne.
- Motion passed unanimously.

- Motion to authorize Wastewater Capital Bond Requisition #80 for \$7,024.85 for the WWTP electrical upgrade Phase II construction.
- Moved by Ms. Horst.
- Second by Mr. Haldeman.
- Motion passed unanimously.

- Motion to authorize 2021 LSA Systemwide Water Meter Replacement Project Request #22 for \$1,473.26 for meter installations.
- Moved by Ms. Horst.
- Second by Mr. Pastor.
- Motion passed unanimously.

- f) Utility Billing – billings above budget for both water and sewer

V. Committee Activity

- a) Personnel Committee
 - i. The committee did not meet. They will meet in early November.
- b) Property Committee (including Borough/Authority Land & Storing of Vac Truck)
 - i. The committee met at the WWTP for tour to see the electrical upgrade and other projects completed. The outcome of the walk through discussion will be included in next month's packet.
- c) Strategic Planning Committee
 - i. The committee will meet next week with a follow up meeting on October 23rd.
- d) Route 72 Corridor Committee
 - i. The committee did not meet.
 - ii. Rapho is awaiting a reply from their solicitor; DEP is working with all entities to get an agreement completed.
- e) Source Water Protection Committee

- i. See Consultant Report.

VI. New Business

a) PMRS 2026 MMO Memo

- Motion to approve the PMRS 2026 MMO Memo
- Moved by Ms. Horst.
- Second by Mr. Swayne.
- Motion passed unanimously.

b) Board Member transition

- i. Mr. Keath submitted his Bio last month and expressed interest in the open board position. Manheim Borough Resolution No. 14-2025 (included in packet) will take effect on September 15 to have Mr. Keath replace Mr. Swayne on MAWSA's board.
- ii. Mr. Heisey thanked Mr. Swayne for his service and he stated that he learned much while on MAWSA's Board.
- iii. Mr. Keath will be filling Mr. Swayne's committee seats on both Property and Finance Committees through the end of the year.

VII. Old Business

a) 2025 Capital Fund Cash Rollover

- Motion to approve the second half of the Water O&M to Capital transfer of \$423,750.
- Moved by Ms. Horst.
- Second by Mr. Pastor.
- Motion passed unanimously.

b) 68 Crescent Drive "flooding" status

- i. SSM Group completed an assessment and submitted a report last month.
- ii. Since last month's meeting, MAWSA's Solicitor researched the ownership of Rettew Lane. MAWSA owns the entire width of the road all the way from W. High St. to the entrance of the plant.
- iii. SSM Group provided different solutions to the issue in their report; erosion has occurred due to the storm water funneling into this property.
- iv. Mr. Heisey will discuss this issue further with Manheim Borough.

VIII. Unregistered Visitor Comment Period

a) N/A

IX. Announcements & Adjournment

- Motion to adjourn at 20:00, EST
- Moved by Mr. Swayne
- Second by Mr. Pastor.
- Motion passed unanimously.

Respectfully Submitted,
Deborah Tobias, Recording Secretary

Hereby Certified by: _____
Secretary/Assistant Secretary

MANHEIM AREA WATER & SEWER AUTHORITY:

Minutes for October 9, 2025 as approved November 13, 2025

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

- I. Attendance, Call to Order, and Pledge of Allegiance
 - a. Board Officers: Robert Miller, Chair; Michael Connelly, Vice Chair; John Haldeman, Secretary (Rapho Twp. Rep.); Barbara Horst, Treasurer (Penn Twp. Rep.); Bryan Pastor, Assistant Secretary/ Treasurer
 - b. Board Members: Brandon Keath, Randy Lauver
 - c. Administrative and Operational Personnel: Charles Heisey, Executive Director; Deborah Tobias, Financial Comptroller; Brandon Nye, Plant Supervisor; Billing Admin & Recording Secretary Candace Hoover
 - d. Professional Services: Engineer, Dan Standish, Spotts, Stevens and McCoy; Consultant: Carl Kline, Kline Water Solutions

- II. Registered Visitors
 - a. No visitors were present.
 - b. Mr. Keath was welcomed as the newest board member.

- III. Approval of Minutes
 - Motion to approve Minutes of September 11, 2025.
 - Moved by Mr. Haldeman.
 - Second by Mr. Lauver.
 - Motion passed unanimously.

- IV. Reports
 - a. Operations Update
 - See attached.
 - Water Treatment Plant meters were calibrated.
 - b. Director's Report
 - See attached.
 - AWWA water audit results received and will be reviewed.
 - Discussion was held on the new developments' water use and system's total water loss.
 - c. Engineer
 - See attached.
 - d. Consultant
 - See attached.
 - The Chiques Creek Watershed Alliance has a table at this week's Farm Show. CCWA would like to involve more teens and adults and are hosting a source water educational hike.
 - e. Comptroller & Finance Committee
 - Financial Reports & Approval
 - (1) Slight increase in property/liability/auto/etc. insurance expenses due to provider cost increase.
 - (2) Legal expense line in Water budget is slightly higher than expected due to an

increase in lien fillings.

- Vouchers & Approval
 - Motion to approve the financial reports as provided.
 - Moved by Ms. Horst.
 - Second by Mr. Pastor.
 - Motion passed unanimously.

 - Motion to approve payment of pending vouchers for \$136,236.50, ratify payments made prior to the meeting for \$48,835.19, and authorize payment of vouchers received after meeting reports were run for \$15,646.83.
 - Moved by Ms. Horst.
 - Second by Mr. Lauver.
 - Motion passed unanimously.

 - Motion to authorize Water Capital Cash payment of \$7,941.15 for the water line replacement/extension and hydrant/valve replacement projects.
 - Moved by Ms. Horst.
 - Second by Mr. Keath.
 - Motion passed unanimously.

 - Motion to authorize Water Capital Bond Requisition #81 for \$21,735.00 for the WTP Phase II pilot/design and stripping tower bypass projects.
 - Moved by Ms. Horst.
 - Second by Mr. Pastor.
 - Motion passed unanimously.

 - Motion to authorize Wastewater Capital Cash 'New Money' payment of \$396,897.93 for the ditch 220 velocity baffle repair/clarifier #2 interior recoating/effluent dichlorination/sodium bisulfite drip and pug mill auger replacement projects.
 - Moved by Ms. Horst.
 - Second by Mr. Lauver.
 - Motion passed unanimously.

f. Utility Billing

- See attached.
 - (1) Service location count increase is reflected on the lower left corner of the quarterly collection summary report.
 - (2) DSO is improving but aged receivables of 4 or more months delinquent is not.
 - (3) This year, liens are being filed prior to shut offs; however, the continued struggle with aged receivables illustrates that shut offs are still a required leverage tool.
 - (4) Flexible payment plans are being offered at the penalty point for weekly, bi-weekly, and monthly, prior to liens. Now that liens are filed and we are moving toward shut offs, payment plan requests are being referred to outside entities who have helped customers in the past such as PA 2-1-1 and Manheim Ministerium.

V. Committee Activity

- a. Personnel Committee
 - The Committee did not meet.
- b. Property Committee (including Borough/Authority Land & Storing of Vac Truck)
 - The Committee did not meet.

- c. Strategic Planning Committee
 - The Committee met to discuss future planning and will meet again this month.
- d. Route 72 Corridor Committee
 - Rapho Township’s Solicitor is working on a draft agreement for MAWSA’s Solicitor to review.
- e. Source Water Protection Committee
 - See the reports section.

VI. New Business

- a. Memo of Understanding (MOU)¹ between MAWSA and Landmark Builders, Inc. re: potential Development (Fruitville Pike and Temperance Hill Road)
 - See attached.
 - Motion to approve the MOU between MAWSA and Landmark Builders, Inc. re: potential Development (Fruitville Pike and Temperance Hill Road) as presented.
 - Moved by Mr. Haldeman.
 - Second by Mr. Connelly.
 - Motion passed unanimously.
- b. Customer Request for Reasonable Accommodation under Title II of the Americans with Disabilities Act (ADA)
 - Local visually impaired customer submitted formal request for a Reasonable Accommodation under Title II of the Americans with Disabilities Act.
 - The proposal was that staff run usage reports for her home and once a month contact her to verbally walk through usage.
 - Date agreed to and no issue the first time around.
- c. Customer Request to reconsider Sewer Credit Language approved by Board last summer
 - A customer on Julia Drive requested a sewer credit as she had her home pressure-washed, and the water used did not enter the sanitary sewer system. Mr. Heisey confirmed that her usage is consistent with home washing on the date in question, but our Sewer Credit policy updated in 2024, details circumstances where a credit will **not** be provided and among them is washing "cars, buildings or outside surfaces." He explained this to the customer, and she asked to see if the board is willing to overturn or update such policy, so he committed to putting it on the agenda to confirm. The credit in this situation would have amounted to \$9.77.
 - The board concurred to uphold the existing policy regarding sewer credits.

VII. Old Business

- a. 68 Crescent Drive “flooding” status
 - See attached.

VIII. Unregistered Visitor Comment Period

- No unregistered visitors were present.

IX. Announcements & Adjournment

- Motion to adjourn at 20:04.

¹ MOU: An MOU sets the preliminary rule of conduct for the parties involved.

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

Respectfully Submitted,
Candace Hoover, Recording Secretary

Herby Certified by: _____
Secretary/Assistant Secretary

MANHEIM AREA WATER & SEWER AUTHORITY

Minutes for Special Meeting *as approved November 13, 2025*

Held on October 30, 2025

Zoom Virtual Meeting; 5:00PM, EST

- I. Attendance, Call to Order
 - a) The meeting was called to order at 5:00PM. Roll Call resulted with the following in attendance:
 - Board Officers: Robert Miller, Chair; Michael Connelly, Vice Chair; John Haldeman, Secretary (Rapho Twp. Rep.); Barbara Horst, Treasurer (Penn Twp. Rep.); Bryan Pastor, Assistant Secretary/ Treasurer
 - Board Members: Brandon Keath; Randy Lauver
 - Administrative and Operational Personnel: Charles Heisey, Executive Director; Deborah Tobias, Financial Comptroller

- II. New Business
 - a) Resolution 4-2025 – authorizing Mr. Heisey to sign the amended PennDOT reimbursement agreement for PA772 Bridge Project and Mrs. Tobias to attest to the same to complete reimbursement package.
 - Ø Motion to approve Resolution 4-2025
 - Ø Moved by Barbara Horst
 - Ø Second by Michael Connelly
 - Ø Motion passed unanimously

- III. Adjournment
 - Ø Motion to adjourn at 5:08PM
 - Ø Moved by Bryan Pastor
 - Ø Second by Randy Lauver
 - Ø Motion passed unanimously

Respectfully Submitted,
Deborah Tobias, Recording Secretary

Hereby Certified by: _____
Secretary/Assistant Secretary

MANHEIM AREA WATER & SEWER AUTHORITY: Minutes for November 13, 2025
Manheim Borough Council Chambers: 15 E. High St., Manheim; 19:00, EST
As approved December 11, 2025

- I. Attendance, Call to Order, and Pledge of Allegiance
 - a) Board Officers: Robert Miller, Chair; Michael Connelly, Vice Chair; John Haldeman, Secretary (Rapho Twp. Rep.); Barbara Horst, Treasurer (Penn Twp. Rep.); Bryan Pastor, Assistant Secretary/ Treasurer
 - b) Board Members: Brandon Keath, Randy Lauver
 - c) Administrative and Operational Personnel: Charles Heisey, Executive Director; Deborah Tobias, Financial Comptroller; Brandon Nye, Plant Supervisor; Billing Admin & Recording Secretary Candace Hoover
 - d) Professional Services: Engineer, Dan Standish, Spotts, Stevens and McCoy; Consultant: Carl Kline, Kline Water Solutions
 - e) Meeting convened with the Pledge of Allegiance at 19:00.

- II. Registered Visitors: Livia Spohn, *Resident*, 235 Julia Lane – appeal of Sewer Credit denial (from last month)
 - a) Ms. Spohn was present to appeal a sewer credit denial for a home power wash. The use is estimated at 959 gallons, which went into the ground. No soaps or solutions were utilized in the process, so she would like the Board to reconsider providing the credit on the sewer portion of the bill.
 1. Mr. Miller shared that splitting the day’s water use between the power washing and the activity and the minimum nature of the charge would not be worth the resources to the minor use – not just in her specific case, but by the precedence that would be set by opening that option to all users.
 2. Mr. Heisey shared that it was easy to tell when the work was performed consistent with her account, as our metering software allows one to confirm when the usage started and ended. Were a credit to be approved, it would be a reasonable estimate on the difference between her average use versus the higher use.
 3. Ms. Horst noted that policy deviation here would create a precedent, overturning the existing policy, which does not authorize credit for the washing of buildings.
 4. Ms. Spohn feels that she was overcharged and paid the bill in full; therefore, the charge is fraudulent because the water did not enter the sewer, and she believes pools should not be granted the courtesy of a sewer credit for a pool fill.
 5. Mr. Miller indicated that the assumption of water entering the sewer system is common and reasonable in cases where sewer charges are based on metered water use charges.
 6. Ms. Spohn feels she is being brushed off and intends to contact DEP¹, other state agencies, and WGAL² regarding the matter.

¹ DEP: Pennsylvania Department of Environmental Protection

² WGAL: WGAL News 8 - Regional television news station

III. Approval of Minutes of 10/9/25 Regular Board meeting and 10/30/25 Special Board Meeting

a) Minutes of October 9, 2025

- Mr. Miller entertained a Motion to approve the October 9, 2025, Minutes as presented.
- Moved by Ms. Horst.
- Second by Mr. Lauver.
- Motion passed unanimously.

b) Minutes of October 30, 2025

- Mr. Miller entertained a Motion to approve the October 30, 2025, Minutes as presented.
- Moved by Ms. Horst.
- Second by Mr. Keath.
- Motion passed unanimously.

IV. Reports

a) Comptroller & Finance Committee

1. Financial Reports & Approval: See attached.

- (1) Water O&M³: Overall revenue is ahead and expenses below budget.
- (2) Wastewater O&M: Revenue bridged a gap with the shut-off process.

2. Vouchers & Approval: See attached.

- (1) Capital budgets have items pending approval.

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

- Motion to approve payment of pending vouchers for \$137,627.08, ratify payments made prior to the meeting for \$41,845.96 and authorize payment of vouchers received after meeting reports were run for \$489.27.
- Moved by Ms. Horst.
- Second by Mr. Keath.
- Motion passed unanimously.

- Motion to authorize Water Capital Cash payment of \$349,148.47 for the water line replacement/extension and DE filter rebuild supplies.
- Moved by Ms. Horst.
- Second by Mr. Lauver.
- Motion passed unanimously.

- Motion to authorize Water Capital Bond Requisition #83 for \$29,231.00 for the WTP Phase II pilot/design and stripping tower bypass projects.

³ O&M: Operation & Maintenance

- Moved by Ms. Horst.
- Moved by Mr. Pastor.
- Motion passed unanimously.

- Motion to authorize Wastewater Capital ‘New Money’ payment of \$153,153.97 for the ditch 220 velocity baffle repair/clarifier #2 interior recoating/effluent dechlorination/sodium bisulfite projects.
- Moved by Ms. Horst.
- Second by Mr. Keath.
- Motion passed unanimously.

- Motion to authorize Wastewater Capital Bond Requisition #82 for \$930.50 for the WWTP⁴ electrical upgrade Phase II project.
- Moved by Ms. Horst.
- Second by Mr. Lauver.
- Motion passed unanimously.

- Motion to authorize 2021 LSA⁵ Systemwide Meter Replacement Project Grant Request #23 for \$7,250.35 for meter installations/materials.
- Moved by Ms. Horst.
- Second by Mr. Pastor.
- Motion passed unanimously.

- Motion to authorize 2023 PA H2O System Replacement/Extension Grant Request #7 for \$677,026.00 for water line installation/materials.
- Moved by Ms. Horst.
- Second by Mr. Keath.
- Motion passed unanimously.

3. 2026 Draft Budget Submission

(1) Capital Budgets: See attached.

(a) Wastewater

- (i) Second Tier projects are reflected as \$194,000 in red text to indicate the LSA Grant application to be discussed under new business.
- (ii) Projects in italics are projects that may not be completed this year; however, funding was already earmarked for their completion.

(b) Water

- (i) The “streets building” at the WWTP only houses water equipment. The auditor agrees that this be considered a water asset.
 1. A roof replacement and/or repair is slated. It was not on the 5-year plan or property committee tour, because the issue was discovered afterward.
 2. Questions and ideas over the next month regarding the draft budget are encouraged.

⁴ WWTP: Wastewater Treatment Plant facility

⁵ LSA: Pennsylvania Local Share Grant

(2) O&M Budgets: See attached.

(a) Water

- (i) Staffing needs will be decreased by a position (currently a vacant position) with an estimation of a mid-year hire for C&D⁶ is included.
- (ii) Health insurance premiums saw a large increase.
- (iii) Pennvest #80110 loan was paid in full in 2025, while the Series of 2022 Bond debt payment increased in tandem to maintain a level principal payment.
- (iv) Ms. Horst reminded attendees that tapping fees go toward capital improvements, not general revenue, so that existing customers aren't paying for system expansions.

(b) Wastewater

- (i) The apartments being put in at Stiegel Apartments on E. High St. add an unusual revenue income stream for sewer tapping fee.
- (ii) More sewer line root control and repairs are anticipated for 2026.
- (iii) 2026 starts the Series of 2025 Bond debt repayment period.
- (iv) The Executive Team has been working with the Strategic and Finance Committees over the past few months on preparing the draft budget, so most of the Board has already seen the line-item intricacies. This draft budget is presented for 30 days and will be presented for approval at the December meeting.

b) Operations Update: See attached.

1. All regulatory requirements were met for water, and the treatment plant VOC⁷ stripping tower has been removed successfully.
2. Water main replacements associated with the 2023 PA H2O System Replacement/Extension grant are completed and the roads are based-in for the winter. These will be refinished when the weather breaks next year.
3. The oxidation ditch was refilled with influent and restored to normal operation.
4. C&D had a busy month with PA One Calls, repairs, and jetting.
 - (1) The new connection at 601 South Oak Street was installed via a boring technique, so the road did not need to be cut.
 - (2) Terracotta pipes do not seal, so tree roots are able to grow through the sewer pipes seeking the nutrients in the lines. Some of the sewer lines covered in roots are from trees that have long since been cut down.
5. Sodium bisulfite being added to the WWTP treatment neutralizes chlorine to kill the fecal chloroform in lines so that the water is neutral when released into the environment.

c) Director's Report: See attached.

1. Meter replacement project non-response locations were posted with shut-off notices to call for scheduling by November 21st.
2. Timelines will be reviewed with the Temperance Hill/Fruitville Pike developer soon.
3. Hauled waste had a very large waste stream in October.
 - (1) Staff have made an effort to service the haulers and provide weekend hours.
4. All of the Nitrogen credits and over half of the Phosphorus credits are sold. A buyer

⁶ C&D: Collection & Distribution

⁷ VOC: volatile organic compound

is expected for the remaining nutrient credits.

5. Lead and Copper correspondence was sent to the printer for distribution. The list overall was down about 100 locations from last year.

(1) AWWA's⁸ case against the EPA⁹ regarding these regulations is on hold.

6. Water Audit: Expect a review of results in the near future.

d) Engineer: See attached.

1. The WTP¹⁰ pilot study for membrane filtration final report is near completion for submission to DEP.

2. The water main repairs associated with the 2023 PA H2O System Replacement/Extension grant were billed in a lump sum (approved with the financials).

e) Consultant

1. The Chiques Creek Water Shed Alliance had a board meeting and filled a vacant position.

(1) The region is expanding and the Alliance would like to include more youth.

2. The Source Water Protection Committee met.

(1) The potential sources of contamination list has been revised and will be reviewed.

(2) Bacteria testing is being done regionally. Combine systems and farmland impact results, with farmland having the highest bacterial impact (ex. park runoff from duck fecal matter).

(a) The wastewater plant upgrades forced on providers would have had funding better spent by helping farmers, and these other high impact sources decrease their output.

f) Utility Billing

1. The 4th shut-off notice resolved the monthly gap between the amount billed versus amounts paid, with payments finally hitting the positive. This highlights the unfortunate fact that such measures are required to collect payments.

V. Committee Activity

a) Personnel Committee

1. In-depth discussions were held regarding health insurance.

b) Property Committee (including Borough/Authority Land & Storing of Vac Truck)

c) Strategic Planning Committee

1. The Committee met and agrees with the items included in the budget.

d) Route 72 Corridor Committee

1. Mr. Haldeman noted that Rapho TWP¹¹ is still awaiting a response from their Solicitor.

e) Source Water Protection Committee

1. See the Consultant's Report.

VI. New Business

a) Resolution 5-2025 LSA Grant Application: Borough Sewer and Manhole Reconditioning

⁸ AWWA: American Water Works Association

⁹ EPA: Environmental Protection Agency

¹⁰ WTP: Water Treatment Plant facility

¹¹ TWP: Township

Project

- Mr. Miller entertained a Motion to authorize applying for the LSA Grant for \$371,983 to repair multiple locations throughout the system.
Moved by Ms. Horst.
 - Second by Mr. Keath.
 - Motion passed unanimously.
- b) Resolution 6-2025 2026 Hauled Waste Rate Schedule – Aligned with Draft 2026 Budget
- Mr. Miller entertained a Motion to approve Resolution 6-2025 for the new hauled waste rate schedule.
 - Moved by Mr. Pastor.
 - Second by Mr. Keath.
 - Motion passed unanimously.
- c) November Shut-Off Cycle – Payment Plan Exceptions: See attached.
1. Historic and current policy and practices were reviewed and 4 cases of special needs were received yesterday. Mr. Heisey intends to review the policy with the Solicitor and would like general guidance from the board on the philosophy of the program. Examples (not recommendations) have been provided to help find a balance between being compassionate neighbors and responsible stewards.
(1) The Finance Committee will work with staff on the policy.

VII. Old Business

- a) 68 Crescent Drive “flooding” status
 1. The Borough supports the Authority’s proposal and will speak with their engineer. Mr. Fritz has been notified of the progress.
- b) Rental Property Billing Practice
 1. This will be revisited in the near future.

VIII. Unregistered Visitor Comment Period

IX. Announcements & Adjournment

- a) Starting in January 2026 the monthly MAWSA Board Meeting will be moving to the new Borough Council Chambers at 60 W. Colebrook Street, Manheim. Access will be provided to the conference room for the Finance Committee meeting at 18:00 as well as access to other committee or staff meetings that would benefit from multimedia tools.
 1. MAWSA’s room rental fee will not change.
 - b) MAWSA will be hosting a visit from PA State Senator Malone on Monday, December 15 to hear an overview of MAWSA’s history, past grant activities and results.
 - c) Mr. Connelly noted that some of the sewer lines on Grant Street are buried very shallow, which was revealed by recent gas line repair work being done by UGI¹².
 - d) Reorganization will take place at the January meeting. Board members are to let Mr. Miller know if you would like to serve on a specific committee.
- Mr. Miller entertained a Motion to adjourn at 20:24.

¹² UGI: UGI Utilities, Inc. natural gas company serving PA & MD

- Moved by Mr. Lauver.
- Second by Ms. Horst.
- Motion passed unanimously.

Respectfully Submitted,
Candace Hoover, Recording Secretary

Attest: _____
Secretary/Assistant Secretary

MANHEIM AREA WATER & SEWER AUTHORITY: Draft Minutes for December 11, 2025
Manheim Borough Council Chambers: 15 E. High St., Manheim; 19:00, EST

- I. Attendance, Call to Order, and Pledge of Allegiance
 - a) Board Officers: Robert Miller, Chair; Michael Connelly, Vice Chair; John Haldeman, Secretary (Rapho Twp. Rep.)
 - b) Board Members: Brandon Keath, Randy Lauver
 - c) Absent: Barbara Horst, Treasurer (Penn Twp. Rep.); Bryan Pastor, Assistant Secretary/ Treasurer
 - d) Administrative and Operational Personnel: Charles Heisey, Executive Director; Deborah Tobias, Financial Comptroller; Brandon Nye, Plant Supervisor; Billing Admin & Recording Secretary Candace Hoover
 - e) Professional Services: Engineer, Dan Standish, Spotts, Stevens and McCoy

- II. Registered Visitors:
 - a) Marcus Michael was present for his recommendation for permanent employment status. Notes logged under New Business.

- III. Approval of Minutes of 11/13/25 Board meeting
 - Mr. Miller entertained a Motion to approve the Minutes of November 13, 2025, as presented.
 - Second by Mr. Keath.
 - Motion passed unanimously.

- IV. Reports
 - a) Comptroller & Finance Committee
 - Financial Reports & Approval
 - (1) Both water and wastewater revenues are projecting to roll over more funds into the capital budget next year than budgeted.
 - Vouchers & Approval
 - (1) The final contract payment for the WWTP electrical upgrade has been received, and the project came in under budget.
 - (2) The Kruger/Veolia invoice was highlighted as a large O&M expense in December, which was budgeted for in this fiscal year.

 - Mr. Miller entertained a Motion to approve the financial reports as provided.
 - Moved by Mr. Keath.
 - Second to Mr. Lauver.

 - Mr. Miller entertained a Motion to approve payment of pending vouchers for \$136,957.74, ratify payments made prior to the meeting for \$49,026.08, and authorize payment of vouchers received after meeting reports were run for \$2,715.58.
 - Moved by Mr. Keath.
 - Second by Mr. Haldeman.

 - Mr. Miller entertained a Motion to authorize Water Capital Cash payment of \$18,415.59 for the water line replacement/extension and Charlotte Street booster station electrical panel

- replacement.
- Moved by Mr. Keath.
- Second by Mr. Lauver.
- Motion passed unanimously.

- Mr. Miller entertained a Motion to authorize Water Capital Bond Requisition #84 for \$5,261.00 for the WTP Phase II pilot/design and stripping tower bypass projects.
- Moved by Mr. Keath.
- Second by Mr. Haldeman.

- Mr. Miller entertained a Motion to authorize Wastewater Capital Series of 2025 Loan payment of \$9,635.66 for the effluent dichlorination/sodium bisulfite project and security camera system at the Wastewater plant.
- Moved by Mr. Keath.
- Second by Mr. Lauver.
- Motion passed unanimously.

- Mr. Miller entertained a Motion to authorize Wastewater Capital Bond Requisition #85 for \$77,186.13 for the WWTP electrical upgrade Phase II project.
- Moved by Mr. Keath.
- Second by Mr. Haldeman.
- Motion passed unanimously.

- Mr. Miller entertained a Motion to authorize 2021 LSA Systemwide Meter Replacement Project Grant Request #24 for \$3,331.04 for meter installations/materials.
- Moved by Mr. Keath.
- Second by Mr. Lauver.
- Motion passed unanimously.

- b) Operations Update
 - Ground penetrating radar was discussed.
- c) Director's Report
 - A proposal will be made to request funding for a water loss tracking project.
 - Hauled waste had a positive month considering the recent holiday closure.
 - Figures were put together by Mr. Heisey for Mr. Rehab to show the impact of the sewer line relining projects that have taken place over the past few years. The chart (attached) clearly shows the positive impact of the investment.
- d) Engineer
 - The Stiegel School development is starting to gain traction, which will generate both water and sewer tapping fees.
- e) Consultant
 - No report inquiries.
- f) Utility Billing
 - Since the report was issued Tuesday, two shut off locations have paid their account balances. One has had service reinstated; the other has not scheduled reinstatement because the building is not in use. There are 6 payment plans that are due on December 20 to retain service. We will follow up with those on December 22.

V. Committee Activity

- a) Personnel Committee
 - The Executive Director annual review was completed.

- b) Property Committee (including Borough/Authority Land & Storing of Vac Truck)
 - The Borough land review will be picked up again next year.
- c) Strategic Planning Committee
 - The Committee did not meet.
- d) Route 72 Corridor Committee
 - The Committee did not meet.
- e) Source Water Protection Committee
 - The Committee did not meet.

VI. New Business

- a) Permanent Status Recommendation: Marcus Michael and Brandon Nye
 - Marcus Michael and Brandon Nye have been on board for 180 days and are recommended for permanent status due to their exemplary contributions to the team.

- Mr. Miller entertained a Motion to approve Marcus Michael and Brandon Nye for permanent employment status.
- Moved by Mr. Connelly.
- Second by Mr. Haldeman.
- Motion passed unanimously.

- b) Resolution 7-2025 Fee Schedule for 2026

- As per the proposed draft budget the water rate reflects a 2.0% increase.
- As per the proposed draft budget the wastewater rate reflects a 2.5% increase.
 - (1) Shut off steps have been broken out for clarity and the fees adjusted. The fees are directly related to costs incurred by MAWSA to execute each part of the process.

- Mr. Miller entertained a Motion to approve Resolution 7-2025 Fee Schedule for 2026 as presented.
- Moved by Mr. Haldeman.
- Second by Mr. Keath.
- Motion passed unanimously.

- c) 2026 Professional Services & Purchasing Participation

- Barley Snyder: Solicitor
- Boyer & Ritter: Auditor
- CoStars
- Ephrata National Bank, Fulton Bank, and PLGIT: Financial Institutions
- Kline Water Solutions: Consultant
- Lancaster County Cooperative
- PFM: Financial Advisors
- SSM: Engineer

- Mr. Miller entertained a Motion to retain MAWSA's slate of professional services.
- Moved by Mr. Connelly.
- Second by Mr. Lauver.
- Motion passed unanimously.

- d) EDU Reallocation Green Tree Business Center
 - Discussion was held on the proposal and potential precedence. The Solicitor will draft a proposal response. The board concurred with the concept of the request as being supportive of reclaimed properties.

VII. Old Business

- a) 2026 Budget Approval
 - 2026 Water O&M Budget
 - 2026 Water Capital Cash Budget
 - 2026 Water Capital Bond Budget
 - 2026 Wastewater O&M Budget
 - 2026 Wastewater Capital Cash Budget
 - 2026 Wastewater Capital Bond Budget
- The two absent Finance Committee members provided written agreement with the budgets as proposed.
- There were no changes to the drafts proposed in November.
- Mr. Miller entertained a Motion to approve the slate of budgets for 2026 as presented.
- Moved by Mr. Keath.
- Second by Mr. Lauver.
- Motion passed unanimously.
- b) 68 Crescent Drive “flooding” status
 - There is no new activity, but Borough engineer activity is anticipated over the winter.
- c) Rental Property Billing Practice discussion is ongoing.
- d) Shut-Off Cycle – Payment Plan Exceptions
 - The rental property billing practice, shut off cycle, and payment plan exceptions will be rolled together into “Collections Process Improvements” that will be reviewed with the Finance Committee.
 - (1) An earlier shut off cycle will take place in 2026 (spring instead of fall).

VIII. Unregistered Visitor Comment Period

IX. Announcements & Adjournment

- a) Starting in January 2026, the monthly MAWSA Board Meeting will be moving to the new Borough Council Chambers at 60 W. Colebrook Street. We will have access to a the conference room at the facility for the Finance Committee meeting at 6:00PM, as well as access to other committee or staff meetings that would benefit from multimedia.
- b) MAWSA will be hosting a visit from PA State Senator Malone on Monday, December 15. Just a meet and overview of MAWSA, history, past grant activities and results.
- c) Upcoming January 2026 meeting: election of officers & committee appointments
- Mr. Miller entertained a Motion to adjourn at 19:48
- Moved by Mr. Lauver.
- Second by Mr. Connelly.
- Motion passed unanimously.

Respectfully Submitted

Candace L Hoover, Recording Secretary

Hereby certified by:

Secretary/Assistant Secretary: _____