

MANHEIM AREA WATER & SEWER AUTHORITY MINUTES

Manheim Borough Council Chambers: 15 E. High St., Manheim; 19:00, EST
January 8, 2026 *as approved February 12, 2026*

- 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, LLC
 - e) Meeting convened with the Pledge of Allegiance at 19:00.

- II. Election of Officers
 - Motion to open the floor for nominations to retain the current slate of officers.
 - Moved by Mr. Pastor.
 - Second by Mr. Lauver.
 - Motion passed unanimously.

 - Motion to close nominations and elect the current slate of officers.
 - Moved by Mrs. Horst.
 - Second by Mr. Lauver.
 - Motion passed unanimously.

- III. Committee Appointments
 - a) Finance
 - b) Personnel
 - c) Strategic Planning
 - d) Lead & Copper Rule
 - e) Route 72 Corridor
 - f) Source Water
 - The Board concurred to retain the current committee members.

- IV. Registered Visitors: None

- V. Approval of Minutes of December 11, 2025
 - Motion to approve the Minutes as presented.
 - Moved by Mr. Pastor.
 - Second by Mr. Haldeman.

- Motion passed unanimously.

VI. Reports

a) Operations Update

1. DEP approved the completion of the removal of the VOC¹ stripping tower's removal.
2. The relocation of the spill kits will improve their shelf life/stability.
3. North Clay Street's break repair will be resurfaced when the hot mix plants reopen.
4. The Fulton Street dig took place the same day Senator Malone came for a tour.
5. Discussion was held on cost sharing with the Borough for road repairs.

b) Director's Report

1. A bit of water main replacement work was completed by the contractor and road restoration will occur later in the year.
2. Hauled waste had a positive amount of traffic throughout the holidays due to the team's flexibility with offering additional serving hours.
3. DEP's² response to the pilot study has been received and will be reviewed.
4. Senator Malone stayed for about an hour touring the facility.
5. The decrease in PA One Calls is a seasonal trend.

c) Engineer

1. No inquiries were presented to the report provided.

d) Consultant

1. Chiques Creek Watershed Alliance addendums attached.
2. Tree cleanups have taken place.
3. The Alliance is having difficulty obtaining insurance coverage for water-related activity events. In the interim waivers will be utilized.
(1) Discussion was held on going under another municipality's umbrella ex. Rapho Township.
4. The Alliance is looking to continue supporting grant and community activities.

e) Comptroller & Finance Committee

1. Financial Reports & Approval

(1) Water O&M³ Budget vs. Actual

(a) The report reflects an unaudited year-end amount that reflects a written year-end summary.

(b) Wastewater O&M Budget vs. Actual

(i) As with water, there was a surplus at year end.

(ii) Sewer has had a much more positive ending than in years past, highlighting the positive impact of investments and processing other staff efficiencies. A summary has been included as well.

(c) Capital Projects

(i) There are a lot of completed projects and a slow month for payment vouchers.

2. Vouchers & Approval

(1) The 2025 audit will start soon.

¹ VOC: volatile organic compound

² DEP: Pennsylvania Department of Education

³ O&M: Operation & Maintenance

- 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 \$89,061.16, ratify payments made prior to the meeting for \$52,979.53, and authorize payment of vouchers received after meeting reports were run for \$12,114.76.
- Moved by Mrs. Horst.
- Second by Mr. Lauver.
- Motion passed unanimously.

- Motion to authorize Water Capital Cash payment of \$2,152.67 for the water line replacement/extension and DE Filter rebuild supplies.
- Moved by Mrs. Horst.
- Second by Mr. Keath.
- Motion passed unanimously.

- Motion to authorize Water Capital Bond Requisition #87 for \$3,168.00 for the WTP Phase II pilot/design and stripping tower bypass projects.
- Moved by Mrs. Horst.
- Second by Mr. Pastor.

- Motion to authorize Wastewater Capital Series of 2025 Loan payment of \$16,788.49 for the effluent dichlorination/sodium bisulfite project and VFD's for PS1 and RAS.
- Moved by Mrs. Horst.
- Second by Mr. Lauver.
- Motion passe unanimously.

- Motion to authorize Wastewater Capital Bond Requisition #86 for \$11,422.29 for the WWTP electrical upgrade Phase II and Door Replacement projects.
- Moved by Mrs. Horst.
- Second by Mr. Pastor.
- Motion passed unanimously.

- Motion to authorize 2021 LSA Systemwide Meter Replacement Project Grant Request #25 for \$14,361.96 for meter installations/materials.
- Moved by Mrs. Horst.
- Second by Mr. Lauver.
- Motion passed unanimously.

- f) Utility Billing
 1. Unfortunately, the payments were only improved by a round of shut offs.

VII. Committee Activity

a) Personnel Committee

1. The committee did not meet.
- b) Property Committee (including Borough/Authority Land & Storing of Vac Truck)
 1. The committee did not meet.
- c) Strategic Planning Committee
 1. The committee did not meet.
- d) Route 72 Corridor Committee
 1. The Hampton Inn was recently sold and should convey next month.
- e) Source Water Protection Committee
 1. See the Consultant's report.

VIII. New Business

- a) No new business.

IX. Old Business

- a) EDU Reallocation Green Tree Business Center
 1. Updates will be forthcoming.
- b) 68 Crescent Drive "flooding" status
 1. No update.

X. Unregistered Visitor Comment Period - None

XI. Announcements & Adjournment

- a) Sunshine Act Update: the Supreme Court has updated the rules about revising agendas.

- Motion to adjourn at 19:54.
- Moved by Mr. Lauver.
- Second by Mr. Keath
- Motion passed unanimously.

Respectfully Submitted,
Candace Hoover, Recording Secretary

Attest: _____
Secretary/Assistant Secretary

MANHEIM AREA WATER & SEWER AUTHORITY: Agenda for February 12, 2026
As approved March 12, 2026

Manheim Borough Council Chambers: 60 W Colebrook Street, 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; Billing Admin & Recording Secretary Candace Hoover
 - d) Professional Services: Dan Standish – SSM, Carl Kline – Kline Water Solutions, LLC

- II. Registered Visitors - None

- III. Approval of Minutes of January 8, 2026 Board meeting
 - Motion to approve the Minutes of January 8, 2026 as presented.
 - Moved by Mr. Haldeman.
 - Second by Mr. Lauver.
 - Motion passed unanimously.

- IV. Reports
 - a) Operations Update
 - Active/complete projects - PA H2O payment application #2 is up for approval this evening.
(1) W. Ferdinand Street & S. Main Street paving is pending.
 - Systemwide Meter Replacement Project has 19 replacements left, 2 of which are large meters pending shipment.
 - New Water Plant Pilot study was approved by DEP¹. Next step is to design the membrane WTP².
 - WTP high service pump is under investigation for repair.
 - The bridge on Route 72 South is scheduled to be replaced by PennDOT³.
 - Two PA Small Water & Sewer grants were recently awarded for water and sewer main replacements: one for E Mill Street and the other for S Penn Street.
 - SRBC⁴ has a grant with a match that is being applied for flow meters within our system.
 - There is a possible new water connection on Lancaster Road. (McDonald's)
 - Hauled Waste saw a smaller volume in January. The new waste rates have had a positive impact. The revenue is partially due to the rate increase and also in part to the consistency of the type of waste being received.
 - Two (2) water main breaks were repaired in January.
 - This week a water leak was found on South Linden Street where it was also discovered that

¹ DEP: Pennsylvania Department of Environmental Protection

² WTP: Water Treatment Plant Facility

³ PennDOT: Pennsylvania Department of Transportation

⁴ SRBC: Susquehanna River Basin Commission

the valves there do not work. A valve was installed today that will be used to isolate a leaking valve tomorrow. A hydrant in that same section also needs replacement.

- Mr. Brandon Nye resigned as Plant Supervisor, and North Group has engaged in meeting with the necessary teammates to deliver a candidate profile, advertising plan, etc. for the revised position opening.
 - b) Director
 - See Operations Update
 - c) Engineer
 - WTP design proposal will be submitted within the next few weeks.
 - Paving restoration associated with the water line replacement projects will not take place until the weather breaks.
 - Mrs. Horst inquired about the local aquifers. Maps can be found through the SRBC.
 - d) Consultant
 - The CCWA⁵ had their quarterly board meeting.
 - An agency has agreed to provide insurance coverage that covers all but in-water events.
 - There is an upcoming Donegal event where the CCWA will have an informational table.
 - e) Comptroller & Finance Committee
 - Financial Reports & Approval
 - (1) Expenses are under budget, and revenue is slightly behind with the collection of receivables issue. January was billed at 2025 rates (12/20-1/20). The collections process will be discussed later this evening.
 - (a) Tapping fees are not expected until the weather allows for construction.
 - (2) Wastewater is tracking well in revenue and expenses.
 - (3) Capital budget versus actual will show all projects in one place to be more visually congruent with the budget version of the capital budget.
 - (a) There are items up for approval this evening.
 - (b) The forward flow pump repair was not on the capital budget and was added to the chart. (See attached – colored red.) One of the pumps is being rebuilt and the other needs to be repaired/replaced. The new utility water strainers came in more costly than anticipated and can be deferred to offset the cost of the forward flow pumps.
 - (4) The PA H2O System Replacement/Extension grant has funded a lot of water line replacements that we were targeting.
 - Vouchers & Approval
 - (1) The first loan repayment of the Sewer 2025 Loan is to be paid this month.
 - Capital Fund Rollover
 - (1) Option 1 shows capital reserves staying at 4 months in reserves of \$768,300 to roll over with a negative in wastewater of \$10,000 even though there was a year-end positive end.
 - (2) Option 2 shows capital reserves being reduced to 3 months in reserves. The result would be a \$903,900 rollover for water and a rollover of \$135,200 for wastewater.
 - (a) MAWSA's accountant advisor, Trout CPA, concurs with the 3-month option as does the Finance Committee.
- Motion to approve the financial reports as provided.
 - Moved by Ms. Horst.
 - Second by Mr. Pastor.

⁵ CCWA: Chiques Creek Watershed Alliance

- Motion passed unanimously.
- Motion to approve payment of pending vouchers for \$219,535.90, ratify payments made prior to the meeting for \$61,458.82 and authorize payment of vouchers received after meeting reports were run for \$490.94.
- Moved by Ms. Horst.
- Second by Mr. Keath.
- Motion passed unanimously.
- Motion to authorize Water Capital Cash payment of \$263,228.70 for the water line replacement/extension and SR 072 Bridge/Line Relocation Project.
- Moved by Ms. Horst.
- Second by Mr. Lauver.
- Motion passed unanimously.
- Motion to authorize Water Capital Bond Requisition #88 for \$24,216.25 for the WTP Phase II pilot/design project.
- Moved by Ms. Horst.
- Second by Mr. Pastor.
- Motion passed unanimously.
- Motion to authorize Wastewater Capital Series of 2025 Loan payment of \$26,090.05 for the effluent dechlorination/sodium bisulfite project and Utility Water Pump Replacement.
- Moved by Ms. Horst.
- Second by Mr. Keath.
- Motion passed unanimously.
- Motion to authorize 2021 LSA Systemwide Meter Replacement Project Grant Request #26 for \$854.24 for meter installations/materials.
- Moved by Ms. Horst.
- Second by Mr. Lauver.
- Motion passed unanimously.
- Motion to authorize 2023 PA H2O System Replacement/Extension Request #8/Final for \$304,121.00 for the water line replacement/extension project.
- Moved by Ms. Horst.
- Second by Mr. Pastor.
- Motion passed unanimously.
- Motion to authorize the addition of the forward flow pump repair project for \$21,000 to the Wastewater Capital Series of 2025 Loan.
- Moved by Ms. Horst.
- Second by Mr. Keath.
- Motion passed unanimously.
- Motion to revise the Cash Reserve Policy from 4-month O&M+100% annual debt amount to 3-month O&M+100% annual debt.
- Moved by Ms. Horst.
- Second by Mr. Lauver.

- Motion passed unanimously.
 - Motion to authorize the 2025 Capital Fund Rollover for Water in the amount of \$903,900.00 and for Wastewater in the amount of \$135,200.00. The Water rollover will be done in two parts: ½ the amount of \$451,950.00 rolled over in February and the other ½ rolled over in September.
 - Moved by Ms. Horst.
 - Second by Mr. Pastor.
 - Motion passed unanimously.
- f) Utility Billing
- Billing is positive, but payments are not congruent.
 - Over 50% of service locations have signed up to use the customer web portal.

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 did not meet.
- d) Route 72 Corridor Committee – the committee did not meet. There is not much activity to report since the hotel's sale.
- e) Source Water Protection Committee – the committee did not meet.

VI. New Business

- a) Review DRAFT MOU between Manheim Borough and MAWSA – mutual support, emergency response, etc.
 - Jim Fisher and Terry Shaffer, the previous Borough Manager, and MAWSA Manager, signed an agreement for cooperative efforts in 2021. Both are no longer with either entity, so a new memorandum of understanding was created. MAWSA and the Borough have the same insurance provider, who approves of the draft language.
 - (1) The MAWSA Solicitor needs to review the draft.
 - (2) Discussion was held on employee participation in an activity they are not well versed in such as plowing and examples of when this MOU may become necessary.
 - (3) The document seeks to resolve both equipment and personnel needs.
 - (4) It was suggested that the document includes language for making amendments.

VII. Old Business

- a) Draft of Delinquency Policy Changes
 - The Finance Committee met about guiding principles and philosophy for collections. The outline is presented for the Board to bless the overall direction before details are filled in. Some of these include, emphasizing upholding the rules and regulations in relation to billing the owner instead of the tenant and a hardship program.
 - (1) High level policy components were summarized alongside current recommendations such as a lengthy transition period and strong communications effort.
 - (2) Payment plans would be broken into two sections, standard and hardship. It acknowledges that the Board was seeking to be more lenient during difficult times like the COVID pandemic, but also that it is appropriate to reevaluate processes from time to time.
 - (3) The overall suggestions and hardship programs are supported by the Solicitor if things are well defined.

- (4) Shut-off cycles would be more than annually, and there will be consistent guidelines for account status definitions and staff actions.
- (5) Hardship protection will be by application only.
- (6) It was reiterated that all of this was reviewed with the Solicitor.

- b) EDU Reallocation Green Tree Business Center – awaiting response to the draft of the agreement provided to Green Tree (likely a March item).
 - A Solicitor draft was provided to and is under review of the customer.
- c) 68 Crescent Drive “flooding” status – nothing to report (too cold)

VIII. Unregistered Visitor Comment Period

IX. Announcements & Adjournment

- a) Board Members are to submit the PA State Ethics Commission Statement of Financial Interests forms for 2025.
- b) Adjournment
 - Motion to adjourn at 8:16PM.
 - Moved by Mr. Pastor.
 - Second by Mr. Lauver.
 - Motion passed unanimously.

Respectfully Submitted,
Candace Hoover, Recording Secretary

Attest:

Secretary/Assistant Secretary

MANHEIM AREA WATER & SEWER AUTHORITY: Minutes for March 12, 2026

As approved April 9, 2026

Manheim Borough Council Chambers: 60 W Colebrook Street, 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; Billing Admin & Recording Secretary Candace Hoover

- II. Registered Visitors – None.

- III. Chairman Pro Tem
 - Chairman and Vice Chairman absent.
 - Mr. Pastor moved to elect Mr. Haldeman as Chairman Pro Tem.
 - Moved by Mr. Pastor.
 - Second by Mr. Lauver.
 - Motion passed unanimously.

- IV. Approval of Minutes of 2/12/26 Board meeting
 - Mr. Haldeman entertained a Motion to approve the Minutes of February 12, 2026, as presented.
 - Moved by Mr. Lauver.
 - Second by Mr. Keath.
 - Motion passed unanimously.

- V. Reports
 - a) Director's Report
 - Testing has confirmed that the high service pump at the WTP¹ must be replaced. A new and rebuild kit have been purchased.
(1) The rebuild kit arrived first and will be installed.
 - Hauled Waste has seen an improvement in record keeping, invoicing, and billing, which is credited to Devon Blake, Water/Wastewater Assistant Operator.
 - The WWTP² electrical power meter will need to be escalated as a completion

¹ WTP: Water Treatment Plant

² WWTP: Wastewater Treatment Plant

priority.

- Moonshot Missions will be assisting with process reviews.
- S. Linden St's repair had challenges that highlighted the team's increasing ability to pinpoint leaks.
- Approx. 65 applicants have applied to the Plant Supervisor search.
- The tapping fee policy indicates that a tapping fee study be completed. A proposal from SSM is forthcoming.

b) Engineer's Report

- PennDOT authorized road surfacing material has not yet been approved for circulation.

c) Consultant's Report

- Strickler Rd trash cleanup was successful.
- Tubes protecting young trees are going to be repaired at Memorial Park.

d) Comptroller & Finance Committee

- Financial Reports & Approval

(1) Capital Projects & Grants

(a) The WTP high service pump is slated to be added to the Capital Projects list.

(b) The WWTP electric power meter has been added.

- Vouchers & Approval

➤ Mr. Haldeman entertained a Motion to approve the financial reports as provided.

➤ Moved by Ms. Horst.

➤ Second by Mr. Pastor.

➤ Motion passed unanimously.

➤ Mr. Haldeman entertained a Motion to add the High Service Pump Replacement & High Service Pump Rebuild projects to the Water Capital Cash budget and the Power Meter/Coordination Study project to the Wastewater 2025 Load Fund Budget.

➤ Moved by Ms. Horst.

➤ Second by Mr. Lauver.

➤ Motion passed unanimously.

➤ Mr. Haldeman entertained a Motion to approve payment of pending vouchers for \$160,164.20, ratify payments made prior to the meeting for \$181,243.18 and authorize payment of vouchers received after meeting reports were run for \$4,057.71.

➤ Moved by Ms. Horst.

➤ Second by Mr. Keath.

➤ Motion passed unanimously.

➤ Mr. Haldeman entertained a Motion to authorize Water Capital Cash payment of \$14,472.00 for the water line replacement/extension, down payment for the Streets Building Roof Replacement and the SR 072 Bridge/Line Relocation Project.

➤ Moved by Ms. Horst.

➤ Second by Mr. Pastor.

➤ Motion passed unanimously.

- Mr. Haldeman entertained a Motion to authorize Water Capital Bond Requisition #89 for \$220.00 for the WTP Phase II pilot/design project.
- Moved by Ms. Horst.
- Second by Mr. Lauver.
- Motion passed unanimously.

- Mr. Haldeman entertained a Motion to authorize Wastewater Capital Series of 2025 Loan payment of \$7,745.10 for the effluent dechlorination/sodium bisulfite project and Utility Water Pump Replacement.
- Moved by Ms. Horst.
- Second by Mr. Keath.
- Motion passed unanimously.

- Mr. Haldeman entertained a Motion to authorize 2021 LSA Systemwide Meter Replacement Project Grant Request #27 for \$20,484.41 for meter installations/materials.
- Moved by Ms. Horst.
- Second by Mr. Lauver.
- Motion passed unanimously.

- e) Utility Billing
 - Payments reflect the need for service discontinuance notifications.
 - (1) First notices went out to about 84 locations on 3/3.
 - (2) There are just over 60 locations remaining that are slated for a second notice tomorrow.

VI. Committee Activity

- a) Personnel Committee
 - No report
- b) Property Committee (including Borough/Authority Land & Storing of Vac Truck)
 - No report
- c) Strategic Planning Committee
 - No report
- d) Route 72 Corridor Committee
 - No report
- e) Source Water Protection Committee
 - No report

VII. New Business

- a) Cost Share Resolution 1-2026 - SR72 Bridge/Water Main Relocation Project
 - Mr. Haldeman entertained a Motion to approve Resolution 1-2026 for the cost share for the SR72 Bridge/Water Main Relocation Project
 - Moved by Mr. Lauver.
 - Second by Mr. Pastor.
 - Motion passed unanimously.

VIII. Old Business

a) Draft of Delinquency Policy Changes

- There are a number of prime examples that have arisen over the past week regarding tenants and owners sharing the system that support the need to look at the Authority's policies.

b) EDU Reallocation Green Tree Business Center

- Awaiting a response from the customer regarding the Solicitor's draft agreement.

c) Review DRAFT MOU between Manheim Borough and MAWSA

- The Solicitor presented positive ideas that are supported by both parties.

d) 68 Crescent Drive "flooding" status

- No update.

IX. Unregistered Visitor Comment Period

a) No unregistered visitors.

X. Announcements & Adjournment

a) Board Members – please be sure to complete and submit the PA State Ethics Commission Statement of Financial Interests for 2025. Online form is easy and is found at <https://www.ethicsforms.pa.gov/Forms/websfi>

- Mr. Haldeman entertained a Motion to adjourn at 7:40 PM.
- Moved by Mr. Pastor.
- Second by Ms. Horst.
- Motion passed unanimously.

Respectfully submitted,
Candace Hoover, Recording Secretary

Attest: _____
Secretary/Assistant Secretary