MANHEIM AREA WATER & SEWER AUTHORITY

18 East High Street, Manheim, PA 17545
Phone: 717-665-2737
MAWSA.org
info@MAWSA.org

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 VOC[1] 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's[2] 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&M[3] 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

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18 East High Street, Manheim, PA 17545
Phone: 717-665-2737
MAWSA.org
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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 DEP[1]. Next step is to design the membrane WTP[2].
      - WTP high service pump is under investigation for repair.
      - The bridge on Route 72 South is scheduled to be replaced by PennDOT[3].
      - 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.
      - SRBC[4] 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 CCWA[5] 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

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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 WTP[1] 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 WWTP[2] 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

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MANHEIM AREA WATER & SEWER AUTHORITY: Minutes for April 9, 2026 *approved May 14, 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, Spotts, Stevens and McCoy; Carl Kline, Kline Water Solutions

II. Registered Visitors:
   a) No registered visitors.

III. Approval of Minutes of 3/12/26 Board meeting
   - Mr. Miller entertained Motion to approve the Minutes of March 12, 2026, as presented.
   - Moved by Mr. Lauver.
   - Second by Mr. Keath.
   - Motion passed unanimously.

IV. Reports
   a) Director's Report
      - The South Main Street project should be completed by May.
      - RFPs[1] will be submitted for the WTP[2] New Design Phase.
      - A few water connections are expected in Penn Township this summer.
      - The hauled waste revenue increase can be attributed equally to pricing and volume.
      - Moonshot Missions' site visit is scheduled.
      - UGI's contractor, Kinsley, has been hitting a number of customer sewer laterals.
   b) Engineer's Report
      - Stiegel School's developer plans were returned to them requesting that the proposed equipment meet regulatory guidelines.
      - PennDOT specification level asphalt is not yet available and will be needed to finalize the final paving scheduling for last year's service main replacements.
   c) Consultant's Report
      - CCWA[3] is planting approximately 200 shrubs along Chiques Creek by Hollinger Equipment on Rt 72 N.

[1] RFPs: Request for proposals
[2] WTP: Water Treatment Plant Facility
[3] CCWA: Chiques Creek Watershed Alliance

d) Comptroller & Finance Committee

- Financial Reports & Approval
  (1) Water and Wastewater budgets are both showing net positive revenues at the end of the first quarter.
- Vouchers & Approval

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

  - Mr. Miller entertained a Motion to add MAWSA's grant portion of the E. Mill St and S. Penn St. water line replacement projects to the Water Capital Cash budget and the E. Mill St and S. Penn St. sewer line replacement projects to the Wastewater 2025 Load Fund budget.
  - Moved by Ms Horst.
  - Second by Mr. Lauver.
  - Motion passed unanimously.

  - Mr. Miller entertained a Motion to approve payment of pending vouchers for $109,221.91, ratify payments made prior to the meeting for $52,068.00 and authorize payment of vouchers received after meeting reports were run for $21,391.51.
  - Moved by Ms. Horst.
  - Second by Mr. Keath.
  - Motion passed unanimously.

  - Mr. Miller entertained a Motion to authorize Water Capital Cash payment of $5,713.36 for the water line replacement/extension, Route 72 Bridge/Line Relocation Project, and the E. Mill and S. Penn St water line replacements.
  - Moved by Ms. Horst.
  - Second by Mr. Lauver.
  - Motion passed unanimously.

  - Mr. Miller entertained a Motion to authorize Wastewater Capital Series of 2025 Loan payment of $40,135.69 for the effluent dechlorination/sodium bisulfite project, the PS-1 non-clog pump replacement, the forward flow pump repair, the E. Mill and S. Penn St. sewer line replacement projects.
  - Moved by Ms Horst.
  - Second by Mr Lauver.
  - Motion passed unanimously.

  - Mr. Miller entertained a Motion to authorize 2021 LSA Systemwide Meter Replacement Project Grant Request #28 for $1,209.78 for meter installations/materials.
  - Moved by Ms. Horst.
  - Second by Mr. Keath.

- Motion passed unanimously.

- Mr. Miller entertained a Motion to authorize 2025 PA Small Water and Sewer Grant payments in the total amount of $10,501.53 for the E. Mill and S. Penn St. water/sewer line replacement projects.
- Moved by Ms. Horst.
- Second by Mr. Pastor.
- Motion passed unanimously.

e) Utility Billing
- Payments have increased due to incoming past due balances from shut-off notices.

V. Committee Activity

a) Personnel Committee
- No report.

b) Property Committee (including Borough/Authority Land & Storing of Vac Truck)
- No report.

c) Strategic Planning Committee
- See Executive Director's Report.

d) Route 72 Corridor Committee
- No report.

e) Source Water Protection Committee
- No report.

VI. New Business

a) Request Penn Township Enforce Ordinance on Mandatory Water Connections per Sections 13 and 14 of the inter-authority agreement for:
- Past Requests
  (1) 44 W. Sunhill Rd, and
  (2) 746 Park Hill Dr.
- New Requests
  (1) 136 Bucknoll Rd,
  (2) 606 S Oak St,
  (3) 612 S Oak St;
  (4) 620 S Oak St,
  (5) 640 S Oak St,
  (6) 642 S Oak St,
  (7) 652 S Oak St ,
  (8) 638 S Oak St (Apartment),
  (9) 650 S Oak St,
  (10) 633 S Oak St,
  (11) 665 Lancaster Rd,
  (12) 155 E Sun Hill Rd,
  (13) 271 Bucknoll Rd,
  (14) 294 Bucknoll Rd,
  (15) 307 Bucknoll Rd, and
  (16) 19 Bucknoll Rd.

- Mr. Miller entertained a Motion to approve sending the enforcement of mandatory connection request letter to Penn Township.
- Moved by Ms. Horst.
- Second by Mr. Pastor.
- Motion passed unanimously.

VII. Old Business

a) EDU Reallocation Agreement for Green Tree Business Center
   - Prepared by Solicitor and agreed to by owner.
   - We are anticipating approval for next month's meeting.

b) DRAFT MOU[4] between Manheim Borough and MAWSA
   - The draft received mutual support.
   - A copy of the MOU edits by the Solicitor were supplied to the Borough for review.

c) Draft of Delinquency Policy Changes
   - Anticipating draft release at the May meeting.

d) 68 Crescent Drive "flooding" Status
   - This will be revisited with the Borough as the weather is now turning.
     (1) The position late last summer was that the Board was supportive of supplying labor and materials for a solution but would want the Borough to handle the engineering and design to ensure compliance with their MS4 Program.

VIII. Unregistered Visitor Comment Period

a) No unregistered visitors.

IX. Announcements & Adjournment

a) AMI handout provided.

- Mr. Miller entertained a Motion to adjourn at 19:39.
- Moved by Mr. Pastor.
- Second by Mr. Lauver.
- Motion passed unanimously.

Respectfully submitted,
Candace Hoover, Recording Secretary

Attest:

_____

Secretary/Assistant Secretary

[4] MOU: Memorandum of Understanding (service agreement)

MANHEIM AREA WATER & SEWER AUTHORITY

18 East High Street, Manheim, PA 17545
Phone: 717-665-2737
MAWSA.org
info@MAWSA.org

MAWSA: Minutes for May 14, 2026 *as approved June 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.); Bryan Pastor, Assistant Secretary/ Treasurer
   b) Board Members: Brandon Keath, Randy Lauver
   c) Absent: Barbara Horst, Treasurer (Penn Twp. Rep.)
   d) Administrative and Operational Personnel: Charles Heisey, Executive Director; Deborah Tobias, Financial Comptroller; Billing Admin & Recording Secretary, Candace Hoover
   e) Professional Services: Dan Standish, Spotts, Stevens and McCoy; Carl Kline, Kline Water Solutions

II. Registered Visitors:
   a) No visitors.

III. Approval of Minutes of 4/9/26 Board meeting

- Mr. Miller entertained a Motion to approve the Minutes as presented.
- Moved by Mr. Lauver.
- Second by Mr. Connelly.
- Motion passed unanimously.

IV. Reports
   a) Director's Report
      1. Water Treatment Plant Design/Construction Engineering project is hitting timely milestones. It is anticipated that an Engineer firm recommendation for moving forward will take place at the October board meeting.
         (1) Strategic Planning will meet throughout the processes.
      2. Stiegel Street Apartments water ($177,919.46) and sewer ($195,750.00) tapping fees came in today.
      3. Biosolids are being withheld from land application due to lab results. Retesting and an investigation to see if it is from a single load will take place.
      4. An Inflow & Infiltration (I&I) testing and grant opportunity may be available to MAWSA.
      5. TappedIn Public Relations reviewed some of MAWSA's customer-facing materials and provided guidance for improvements.
   b) Engineer's Report
      1. Line reviews to assess repair/replacement status are underway.
   c) Consultant's Report
      1. Chiques Creek Watershed Alliance (CCWA) is partnering with Penn State Extension,

Lancaster Water Partners and other organizations to do plantings along the creek.
   (1) Reportedly, over 50% of Lancaster County's waterways are impaired.
2. CCWA is hosting a creek discovery event on June 12.
3. Bluebird houses are being installed within the creek environment, and kits are being offered.
   (1) A birdhouse was gifted to Ms. Tobias in congratulations on her recent promotion.

d) Comptroller & Finance Committee
1. The Audit was a smooth process. A final draft will be proposed to the board next month.
2. Financial Reports & Approval
   (1) Revenue and expenses are within budgeted projections.
   (2) The expense line impacted by engaging North Group Consultants will be offset by vacant positions in payroll.
   (3) Wastewater has expense lines presently under budget that will see activity coming up, ex. maintenance repair and I&I.
   (4) Additions and revisions to the Capital Projects:
      (a) Water
         (i) The High Service Pump Rebuild was estimated at $9K, but came in around $18K, due to further repairs that need to be made.
         (ii) Security Gates for Reservoirs and Sun Hill Tower added at $14,300.00.
         (iii) Grant awarded for SRBC requires a match of 25% at $23,400.00
      (b) Wastewater
         (i) Forward Flow Pump Repair for $7,985 should have come from O&M and Capital will need to be reimbursed by it.
         (ii) 3 items have been deferred (grayed) after reviewing estimates and priorities.
3. Vouchers & Approval
   (1) Water and wastewater both reflect standard expenses this month.

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

- Mr. Miller entertained a Motion to increase the high service pump rebuild to $18,000 (from $9,000) due to impeller repair.
- Moved by Mr. Pastor.
- Second by Mr. Keath.
- Motion passed unanimously.

- Mr. Miller entertained a Motion to add Security Gates for Reservoirs and Sun Hill tower project for $14,300 and MAWSA's portion of the SRBC District Metering Grant for $23,400 to the Water Capital Cash budget.
- Moved by Mr. Pastor.
- Second by Mr. Lauver.
- Motion passed unanimously.

- Mr. Miller entertained a Motion to transfer Wastewater O&M funds to the 2025 Sewer Loan Fund to reimburse Brown Bearing & Drive Solutions forward flow pump repair invoice for $7,985.00 that was approved at the April 9 board meeting. This invoice was for O&M repairs, not a Capital project, as presented last month.
- Moved by Mr. Pastor.
- Second by Mr. Keath.
- Motion passed unanimously.

- Mr. Miller entertained a Motion to approve payment of pending vouchers for $88,259.99, ratify payments made prior to the meeting for $51,869.60 and authorize payment of vouchers received after meeting reports were run for $3,794.29.
- Moved by Mr. Pastor.
- Second by Mr. Lauver.
- Motion passed unanimously.

- Mr. Miller entertained a Motion to authorize Water Capital Cash payment of $78,515.23 for the supplies for the DE filter rebuild, water line replacement/extension, hydrant/valve replacement project, the remainder due for the streets building roof replacement, the high service pump replacement, Route 72 Bridge/Line Relocation Project, and the E. Mill and S. Penn St water line replacements.
- Moved by Mr. Pastor.
- Second by Mr. Keath.
- Motion passed unanimously.

- Mr. Miller entertained a Motion to authorize Water Series of 2022 Bond Requisition #90 for $6,003.00 for the WTP Upgrade Phase III project.
- Moved by Mr. Pastor.
- Second by Mr. Lauver.
- Motion passed unanimously.

- Mr. Miller entertained a Motion to authorize Wastewater Capital Series of 2025 Loan payment of $20,516.67 for the effluent dechlorination/sodium bisulfite project, the forward flow pump repair, the E. Mill and S. Penn St. sewer line replacement projects.
- Moved by Mr. Pastor.
- Second by Mr. Lauver.
- Motion passed unanimously.

- Mr. Miller entertained a Motion to authorize 2021 LSA Systemwide Meter Replacement Project Grant Request #29 for $5,560.30 for meter installations/materials.
- Moved by Mr. Pastor.
- Second by Mr. Lauver.
- Motion passed unanimously.

- Mr. Miller entertained a Motion to authorize 2025 PA Small Water and Sewer Grant payments in the total amount of $9,143.46 for the E. Mill and S. Penn St. water/sewer

MANHEIM AREA WATER & SEWER AUTHORITY

18 East High Street, Manheim, PA 17545
Phone: 717-665-2737
MAWSA.org
info@MAWSA.org

MANHEIM AREA WATER & SEWER AUTHORITY

Minutes for June 11, 2026 *as approved July 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, Plant Supervisor & Financial Comptroller; Billing Admin & Recording Secretary Candace Hoover
   d) Professional Services: James Farano, Boyer & Ritter, Dan Standish, Spotts, Stevens and McCoy; Carl Kline, Kline Water Solutions

II. Registered Visitors:
   a) None.

III. Approval of Minutes of 5/14/26 Board meeting
   - Mr. Miller entertained a Motion to approve the May 14, 2026 Minutes as presented.
   - Moved by Mr. Pastor.
   - Second by Mr. Lauver.
   - Motion passed unanimously.

IV. 2025 Audit
   a) The Authority received another best possible outcome clean, unmodified, opinion for 2025.
   b) The MD&A[1] is one of the more detailed provided by authorities.
   c) The Statement of Net Position reflects monies owned to the Authority through grant reimbursements.
   d) Bonds are listed under long-term debt.
   e) Statement of Cash Flows is a summary of incoming and outgoing cash for the year, the net change in cash, and the ending balances.
   f) Notes to the Financial Statements supplement the covered reports and pension information.
   g) A reminder was provided that the monthly meeting reports are provided via a cash-basis reporting system. The audit is reported via an accrual-basis reporting system.

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

V. Reports
   a) Director's Report

[1] MD&A: Management Discussion & Analysis

- New WTP[2] Design/Construction Engineering RFP[3]: A high-level overview meeting is scheduled for the engineering firms that may submit a proposal.
- The lab work that showed a high Phosphorus spike's material was re-tested and the levels were much lower.
- PFAS regulations may be incoming that may make it difficult to land apply biosolids in the future.
- MAWSA participated in preliminary PFAS testing of its biosolids. The results indicate that extraneous PFAS are minimal.
- The ditch project is progressing well. Some of the quotes are coming in higher than anticipated; however, the overall cost is affected by how much material is removed.
- Park Hill Drive is having a new home constructed in replacement of a demolished property. During the demolition a water line was damaged. A meter pit is being required for the new construction.
- There is a leaking hydrant on Hamaker Rd. Several blocks' residents had intermittent low pressure as valves were turned to isolate the hydrant.
- There are multiple good candidates for the Financial Comptroller position. Two of them have been invited to visit with the team.
- SSM will start the tapping fee study this summer.
- The draft Moonshot Missions report is attached. There is a menu of services provided at no cost.
- Route 772 line relocation is slated to begin in the summer and completed by fall. (PennDOT will be reimbursing 75% of the project cost.)
- The Sweetbriar Creek Development is still not dedicated to MAWSA.

b) Engineer's Report
- The Chapter 94[4] report was accepted by DEP.

c) Consultant's Report
- CCWA birdhouse building event tomorrow evening.
- Functions are well attended, but membership is low. A free membership option is being considered.

d) Comptroller & Finance Committee
- Financial Reports & Approval
  (1) Revenue is on pace. Water tapping fees were almost maxed with the Stiegel Apartments fees being submitted in May.
  (2) Wastewater revenue are tracking well also.
  (3) It is recommended that $12,500.00 be made in the Water Capital Budget for upgrading the electrical services for the WTP to add VFDs[5] Controller Changes to coordinate the WTP HS Pumps[6] simultaneously.
  (4) The WWTP ditch gates need to be replaced. It is recommended that the Gate Replacement for $23,000.00 be added to the Wastewater Capital Budget.
  (5) Projects will be reviewed to defer tasks that can be done at a later time, which will offset some of these costs.

- Vouchers & Approval

➢ Motion to approve the financial reports as provided.
➢ Moved by Ms. Horst.

[2] WTP: Water Treatment Plant
[3] RFP: Requests for Proposals
[4] Annual waste load management report
[5] VFD: variable frequency drives
[6] HS Pumps: high service pumps

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

- Motion to add the VFD Controller upgrade to the high service pumps for $12,500.00 to the Water Capital Cash budget.
- Moved by Ms. Horst.
- Second by Mr. Pastor.
- Motion passed unanimously.

- Motion to add the Ox Ditch Gate Replacement for $23,000 to the Wastewater 2025 Load Fund budget.
- Moved by Ms. Horst.
- Second by Mr. Keath.
- Motion passed unanimously.

- Motion to approve payment of pending vouchers for $131,183.92, ratify payments made prior to the meeting for $56,099.51 and authorize payment of vouchers received after meeting reports were run for $31,252.01
- Moved by Ms. Horst.
- Second by Mr. Pastor.
- Motion passed unanimously.

- Motion to authorize Water Capital Cash payment of $35,470.67 for the water line replacement/extension, hydrant/valve replacement project, the high service pump rebuild, Route 72 Bridge/Line Relocation Project, and the E. Mill and S. Penn St water line replacements.
- Moved by Ms. Horst.
- Second by Mr. Lauver.
- Motion passed unanimously.

- Motion to authorize Wastewater Capital Series of 2025 Loan payment of $3,999.33 for the effluent dechlorination/sodium bisulfite project, the WWTP Office Building/Upgrades, the E. Mill and S. Penn St.
- Moved by Ms. Horst.
- Second by Mr. Keath.
- Motion passed unanimously.

- Motion to authorize 2025 PA Small Water and Sewer Grant payments in the total amount of $3,301.61 for the E. Mill and S. Penn St. water/sewer line replacement projects.
- Moved by Ms. Horst.
- Second by Mr. Pastor.
- Motion passed unanimously.

e) Utility Billing
   - Revenues are tracking as noted in Directors & Finance Committee Reports.

VI. Committee Activity
   a) Personnel Committee

- No meeting.

b) Property Committee (including Borough/Authority Land & Storing of Vac Truck)
   - No meeting.

c) Strategic Planning Committee
   - Discussions held via email about the upcoming WTP report.

d) Route 72 Corridor Committee
   - An Operation & Maintenance agreement may be provided to MAWSA.

e) Source Water Protection Committee
   - No additional items to report.

VII. New Business

a) Revision to Hauled Waste Rates – Industrial Sludge (Amendment to Resolution 6-2025)
   - An amendment to the industrial sludge hauled waste category of the hauled waste rate schedule was presented.

- Mr. Miller entertained a Motion to approve Amendment #1 to Resolution 6-2025 Hauled Waste Rate Resolution as presented.
- Moved by Mr. Lauver.
- Second by Ms. Horst.
- Motion passed unanimously.

VIII. Old Business

a) 68 Crescent Drive "flooding" status. At this point, the Borough Manager will review with their engineer and council. I did provide Mr Fritz with an update on status.

b) Draft of Delinquency Policy Changes – nothing to report. Lower priority due to hiring process and 2025 Audit

c) DRAFT MOU between Manheim Borough and MAWSA – mutual support, emergency response, etc. Markup returned from Borough Solicitor for our review.
   - Attached

IX. Unregistered Visitor Comment Period

X. Announcements & Adjournment

- Mr. Miller entertained Motino to adjourn at 8:06 PM.
- Moved by Ms. Horst.
- Second by Mr. Keath.
- Motion passed unanimously.

Respectfully submitted,
Candace Hoover, Billing Administrator

Attest:

_____

Secretary/Assistant Secretary

line replacement projects.

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

e) Utility Billing
   1. 2 shut offs on May 5. 1 same-day restoration & 1 next day restoration.
      (1) There is about $60K in past due balances eligible for shut offs again already.

V. Committee Activity
   a) Personnel Committee
      1. The Committee met with Benecon to discuss benefits provided to employees and how it financially impacts MAWSA.
      2. Ms. Tobias met with the individual members of the Committee regarding applying for the Plant Supervisor position.
   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 Committee did not meet.
   e) Source Water Protection Committee
      1. The Committee did not meet.

VI. New Business
   a) Resolution 2-2026 Disposition of Records

- Mr. Miller entertained a Motion to approve Resolution 2-2026 for the Disposition of Records.
- Moved by Mr. Lauver.
- Second by Mr. Keath.
- Motion passed unanimously.

VII. Old Business
   a) EDU Reallocation Agreement for Green Tree Business Center. Prepared by Solicitor and agreed to by owner. For approval and signature.
      1. The process for reallocation of EDUs started in December. Precedents were reviewed, and the Solicitor drafted an agreement that has been okayed by the parcel owner. The guidelines set steadfast guidelines if this were to come up again in the future.
      2. Reallocation of EDUs would always net zero for the Authority.

- Mr. Miller entertained a Motion to approve the EDU allocation and EDU reallocation and precedent guidelines as presented.
- Moved by Mr. Keath.
- Second by Mr. Pastor.
- Motion passed unanimously.

b) 68 Crescent Drive “flooding” status. At this point, the Borough Manager will review with their engineer and council. I did provide Mr Fritz with an update on status.
    1. No action is needed at this time. Mr. Fritz and the Borough Manager were engaged. The Borough’s engineer has been engaged.
c) Draft of Delinquency Policy Changes – nothing to report. Lower priority due to Shutoff Cycle, hiring process and 2025 Audit
    1. A shut-off cycle will take place this summer.
d) DRAFT MOU between Manheim Borough and MAWSA – mutual support, emergency response, etc. Currently pending Borough Solicitor review.
    1. Comments were exchanged. The Borough Solicitor will review.

VIII. Unregistered Visitor Comment Period

a) No unregistered visitors.

IX. Announcements & Adjournment

a) Mr. Connelley received an AquaHawk alert for the Scout Hall over the weekend, highlighting the system’s effectiveness.

- Mr. Miller entertained a Motion to adjourn at 19:45
- 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

18 East High Street, Manheim, PA 17545
Phone: 717-665-2737
MAWSA.org
info@MAWSA.org

MANHEIM AREA WATER & SEWER AUTHORITY: Minutes for July 9, 2026

As approved August 13, 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: 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, Plant Supervisor & Financial Comptroller; Billing Admin & Recording Secretary Candace Hoover
   d) Professional Services: Carl Kline, Kline Water Solutions
   e) Absent: Robert Miller, Chair

II. Registered Visitors:
   a) No visitors were present.

III. Approval of Minutes of June 11, 2026
   - Mr. Connelly entertained a Motion to approve the June 11, 2026, Minutes as presented.
   - Moved by Mr. Pastor.
   - Second by Mr. Lauver.
   - Motion passed unanimously.

IV. Reports
   a) Director's Report
      - See attached.
      - Ms. Tobias reported that the storm was managed well/smoothly even with the power outage on July 4. Generators activated as expected.
      - A truck driver took out Rettew Lane rocks on July 5; this has since been repaired.
      - One tree fell on the WWTP[1] garage bay with no damage to report.
      - One customer reported damaged caused by one of MAWSA's trees on Rapho St.
      - Biosolids regulatory changes are incoming.
        (1) Teir 1 level biosolids is going to be pursued. Additional testing may be required.
      - The WWTP Operations Report shows what we receive whereas the Hauled Waste Revenue Billed shows what was billed for what was received.
   b) Engineer's Report
      - See attached.
      - There were no questions presented to relay.
   c) Consultant's Report
      - See attached.
      - CCWA[2] had a well-attended event on June 12 assembling bird houses and making watercolor art, completed tree maintenance on June 28.
      - Next Monday their board meeting will take place and will be at Mt. Joy's Night Out.
   d) Comptroller & Finance Committee

[1] WWTP: Wastewater Treatment Plant
[2] CCWA: Chiques Creek Watershed Alliance

- Financial Reports & Approval
  (1) See attached.
  (2) Water and Wastewater show steady revenue for the first half of the year.
  (3) Tapping fees met mid-year expectations.
- 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 $111,355.65 and ratify payments made prior to the meeting for $45,586.68.
- Moved by Ms. Horst.
- Second by Mr. Lauver.
- Motion passed unanimously.

- Motion to authorize Water Capital Cash payment of $26,684.32 for the DE Filter rebuild supplies, hydrant/valve replacement project, Route 72 Bridge/Line Relocation Project, and the E. Mill and S. Penn St water line replacements.
- Moved by Ms. Horst.
- Second by Mr. Lauver.
- Motion passed unanimously.

- Motion to authorize Wastewater Capital Series of 2025 Loan payment of $732.53 for the effluent dechlorination/sodium bisulfite project and the E. Mill and S. Penn St. sewer line replacement projects.
- Moved by Ms. Horst.
- Second by Mr. Pastor.
- Motion passed unanimously.

- Motion to authorize 2021 LSA Systemwide Water Meter Replacement Project payments in total amount of $220.74.
- Moved by Ms. Horst.
- Second by Mr. Lauver.
- Motion passed unanimously.

- Motion to authorize 2025 PA Small Water and Sewer Grant payments in the total amount of $5,145.70 for the E. Mill and S. Penn St. water/sewer line replacement projects.
- Moved by Ms. Horst.
- Second by Mr. Keath.
- Motion passed unanimously.

e) Utility Billing
- First and second non-payment service discontinuance notices were issued.
- Meter replacement shut off notices were posted.
  (1) 1 of 2 responded. The other is slated for discontinuance this week.
- 2 shut off notices were posted for willful waste of water for not responding to multiple notifications about high water use.
  (1) A wellness check was suggested for S Heintzelman St's high water use.

V. Committee Activity
   a) Personnel Committee
      - No report.
   b) Property Committee (including Borough/Authority Land & Storing of Vac Truck)
      - No report.
   c) Strategic Planning Committee
      - Email updates were circulated for the Engineering Request for Proposals for the new WTP[3].
   d) Route 72 Corridor Committee
      - No report.
   e) Source Water Protection Committee
      - No report.

VI. New Business
   a) No new business.

VII. Old Business
   a) 68 Crescent Drive "flooding" status.
      - Mr. Fritz reported a group came to his home to review grounds and drainage options.
   b) Draft of Delinquency Policy Changes
      - Nothing to report. This has received a lower priority status due to the hiring process and 2025 Audit.
   c) DRAFT MOU between Manheim Borough and MAWSA
      - Received mutual support, emergency response, etc. Director to review.

VIII. Unregistered Visitor Comment Period
   a) No visitors present.

IX. Announcements & Adjournment
   - Mr. Connelly entertained Motion to adjourn at 7:52PM.
   - Moved by Mr. Lauver.
   - Second by Mr. Keath.
   - Motion passed unanimously.

Respectfully submitted,
Candace Hoover, Billing Administrator

Attest:

_____

Secretary/Assistant Secretary

[3] WTP: Water Treatment Plant

MANHEIM AREA WATER & SEWER AUTHORITY

18 East High Street, Manheim, PA 17545
Phone: 717-665-2737
MAWSA.org
info@MAWSA.org

MANHEIM AREA WATER & SEWER AUTHORITY: Minutes for August 13, 2026
As approved September 10, 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, Plant Supervisor & Financial Comptroller; Billing Admin & Recording Secretary Candace Hoover
   d) Professional Services: Dan Standish, SSM
   e) Absent: Carl Kline, Kline Water Solutions, LLC

Meeting commenced with the Pledge of Allegiance at 19:00.

II. Registered Visitors:
   a) No visitors were present.

III. Approval of Minutes of July 9, 2026
   - Mr. Connelly entertained a Motion to approve the July 9, 2026, Minutes as presented.
   - Moved by Mr. Pastor.
   - Second by Mr. Lauver.
   - Motion passed unanimously.

IV. Reports
   a) Director's Report
      - See attached.
      - Discussion on tap agreements relative to developer reimbursements.
      - A new round of LSA[1] grants have become available with an application deadline of November 30. Project will be reviewed for applicability to the grant requirements.
   b) Engineer's Report
      - See attached.
      - Penn Station final phase plans are pending submission to SSM.
      - Bridge over Chiques Creek project is expected to wrap in September.
   c) Consultant's Report
      - See attached.
      - Volunteers are available to help with the Farm Show table.
   d) Comptroller & Finance Committee

[1] LSA Grant: Pennsylvania Local Share Grant

- Financial Reports & Approval
  (1) Water is over projected budget for July which may be attributed to received tapping fees.
  (2) Professional Services is over budget due to the additional engagement needs for the Financial Controller position.
  (3) Revenue Current is closing its gap which may be attributed to the pending shut off for non-payment.
  (4) See attached.
  (5) Wastewater revenue is also trending well.
  (6) Professional services are over there as well as the hiring service is split between the two budgets.
  (7) The budgets are stable and equipped to meet the debt service payment.
  (8) Water and Wastewater Capital Budgets both show small vouchers.
  (9) Grants also have minimum activity.
- Vouchers & Approval
  (1) Vouchers are normal with the expected debt service payment.

- 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 $1,362,847.72, ratify payments made prior to the meeting for $52,973.91 and authorize payment of vouchers received after meeting reports were run for $6,010.13.
- Moved by Ms. Horst.
- Second by Mr. Lauver.
- Motion passed unanimously.

- Motion to authorize Water Capital Cash payment of $23,681.57 for the Water Line Replacement/Extension, hydrant/valve replacement project, Route 72 Bridge/Line Relocation Project, the E. Mill and S. Penn St water line replacements, and the Security Gates for Reservoirs & Sun Hill Tower project.
- Moved by Ms. Horst.
- Second by Mr. Lauver.
- Motion passed unanimously.

- Motion to authorize Water Series of 2022 Bond Requisition #91 for $793.50 for the WTP Upgrade Phase III project.
- Moved by Ms. Horst.
- Second by Mr. Pastor.
- Motion passed unanimously.

- Motion to authorize Wastewater Capital Series of 2025 Loan payment of $334.06 for the E. Mill and S. Penn St. sewer line replacement projects.
- Moved by Ms. Horst.
- Second by Mr. Lauver.

- Motion passed unanimously.

- Motion to authorize 2025 PA Small Water and Sewer Grant payments in the total amount of $3,786.12 for the E. Mill and S. Penn St. water/sewer line replacement projects.
- Moved by Ms. Horst.
- Second by Mr. Keath.
- Motion passed unanimously.

Management will look into whether the Motions can be done in bulk rather than broken out.

e) Utility Billing
   - Delinquency rate continues to be between 10 and 11%.
   - 19 locations remain on the August 30 shut off list. (10-day notices will be posted on August 20.)

V. Committee Activity
   a) Personnel Committee
      - Provided guidance via email regarding finding a new staff member.
   b) Property Committee (including Borough/Authority Land & Storing of Vac Truck)
      - The Committee did not meet, but has scheduled walkthroughs.
   c) Strategic Planning Committee
      - Corresponding via email regarding an upcoming meeting this month.
   d) Route 72 Corridor Committee
      - No report.
   e) Source Water Protection Committee
      - The August meeting was cancelled.

VI. New Business
   a) No new business.

VII. Old Business
   a) 68 Crescent Drive “flooding” status.
      - The Borough Manager and the customer, Mr. Fritz, have been in contact. Mr. Fritz is satisfied.
   b) DRAFT MOU between Manheim Borough and MAWSA
      - Draft language updates were made which will be reviewed by the Solicitor once finalized.
   c) Draft of Delinquency Policy Changes
      - More to come in the future.

VIII. Unregistered Visitor Comment Period
   a) No visitors present.

IX. Announcements & Adjournment
   a) Committee meeting were scheduled as discussed.

- Mr. Pastor made a Motion to adjourn at 7:44PM.
- Second by Mr. Haldeman.
- Motion passed unanimously.

Respectfully submitted,
Candace Hoover, Billing Administrator

Attest:

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Secretary/Assistant Secretary