

MANHEIM BOROUGH AUTHORITY MINUTES

January 18, 2007 as amended at the February 22, 2007 meeting

- I. **Roll Call:** Chairman Doug Snavelly, Secretary Kevin Brown, Treasurer Barb Horst, Members Marc Phillips, Pat McGeehan and Dave Fenicle.

Staff: Borough Manager/ Authority Administrator Robert D. Stoner, Recording Secretary/ Utility Billing Administrator Candace L. Hoover and Engineer Yves Pollart.

Operations Staff: Facility Manager Dennis Dragas

Absent: Vice Chairman Rick Schaidle.

- II. **Call to Order with Pledge of Allegiance:** The meeting was convened with the Pledge of Allegiance at 7:05pm by Chairman Snavelly.

III. Approval of Minutes of December 21, 2006:

- a. Mr. Stoner shared that correspondence was issued to the Sun Hill residents who have not yet made their connections. An advertisement will be published next week.
- b. Mr. Snavelly indicated that Section VII-a-1-I should read, "Currently the Authority gets up to a maximum of 13.66% of the total monthly revenue for sludge hauling. The sludge hauling equipment was purchased by MEI and paid back by the Authority on a graduated scale. The equipment is not paid off. The billing for the hauling and some of the bidding and tests on the hauling is paid by MEI."
- c. Mr. Snavelly indicated that "imminent" in Section IX-a-1 should be spelled "eminent".
- d. Mr. Snavelly noted that the lot referred to in Section IX-a, is not 500 square feet. Staff will determine the actual lot size and insert it into the Minutes.

Ø A Motion was made by Mr. Brown to approve the Minutes as amended. The Motion was seconded by Mr. Phillips and passed unanimously.

IV. Elections:

- a. Mr. Snavelly opened the floor for nominations for the office of Chair.

Ø A Motion was made by Mr. Brown to nominate Mr. Snavelly for the office of Chair. The Motion was seconded by Mr. Phillips and passed unanimously.

Ø A Motion was made by Mr. Brown to close nominations to the office of Chair. The Motion was seconded by Mrs. Horst and passed unanimously.

- b. Mr. Snavelly opened the floor for nominations for the office of Vice Chair.

Ø A Motion was made by Mr. Brown to nominate Mr. Schaidle to the office of Vice Chair. The Motion was seconded by Mr. Snavelly and passed unanimously.

Ø A Motion was made by Mr. Snavelly to close nominations for the office of Vice Chair. The Motion was seconded by Mr. Phillips and passed unanimously.

- c. Mr. Snavely opened the floor for nominations for the office of Secretary.
 - Ø A Motion was made by Mr. Snavely to nominate Mr. Brown to the office of Secretary. The Motion was seconded by Mr. Fenicle and passed unanimously.
 - Ø A Motion was made by Mr. Philips to close nominations for the office of Secretary. The Motion was seconded by Mrs. Horst and passed unanimously.
- d. Mr. Snavely opened the floor for nominations for the office of Treasurer.
 - Ø A Motion was made by Mr. Phillip to nominate Mrs. Horst to the office of Treasurer. The Motion was seconded by Mr. Brown and passed unanimously.
 - Ø A Motion was made by Mr. Brown to close nominations for the office of Treasurer. The Motion was seconded by Mr. Fenicle and passed unanimously.
- e. Mr. Snavely opened the floor for nominations for the office of Assistant Secretary/Treasurer.
 - Ø A Motion was made by Mrs. Horst to unanimously elect the slate of officers. The Motion was seconded by Mr. Brown and passed unanimously.
- f. Mr. Snavely opened the floor for nominations for the office of Assistant Secretary/Treasurer.
 - Ø A Motion was made by Mr. Brown to nominate Mr. Phillips to the office of Assistant Secretary/Treasurer. The Motion was seconded by Mrs. Horst and passed unanimously.
 - Ø A Motion was made by Mrs. Horst to close nominations for the office of Assistant Secretary/Treasurer. The Motion was seconded by Mr. Brown and passed unanimously.
 - Ø A Motion was moved by Mrs. Horst to elect Mr. Phillips as Assistant Secretary/Treasurer. The Motion was seconded by Mr. Brown and passed unanimously.
- g. A brief discussion was initiated by Mr. Snavely on arrangements where the Vice Chairman becomes the Chairman the following year. Mr. Brown stated that he is comfortable having Mr. Snavely as the Chair due to his collective memory from his years of service. Mrs. Horst agreed.

V. **Treasurer's Report:** A handout was provided by Rettew on past and present Authority projects. (See attached.) A key is listed on the top of the page.

- a. Vouchers: Mr. Dragas stated that the line item labeled "Nolt's Factory Warehouse" was paid by MEI in the amount of \$32.01.

Ø A Motion was made by Mr. Phillips to approve the vouchers in the amount of \$37,700.48. The Motion was seconded by Mr. Brown and passed unanimously.

- b. Water and Sewer Revenue and Expense Reports: Mr. Stoner and Mrs. Horst provided a detailed review of both the water and sewer revenue and expense reports.
 - 1. Mrs. Horst reported that the funds expected from Rapho Township were received this month, so it will be reflected in the year end financial statements for 2006. Fiscal Assistant Mitchell will do adjustments to move the funds accordingly once she receives direction from Auditor Jim Koontz.
- c. 2007 Budget: A clean copy of the budget was presented to the Authority (see attached).

VI. Visitors: Mr. David Dinger of 51 South Snyder Street, an anonymous resident and several engineers representing RGS Associates and the Sweetbriar and Cedar Hollow Developments.

- a. Mr. Dinger thanked the Authority for the newsletter. He found it informative.
 - 1. When the inspector was at his property in October he was not made aware of any violations. He was disappointed when he received written notification of violations months later. Mr. Dragas apologized on the inspector's behalf for not notifying the resident of the violations at the time of the inspection. Mrs. Hoover apologized for the delay in written notification.
- b. The anonymous resident was only present to observe she did not state her name or sign in.
- c. The engineers were present for the pending water tower approval.

VII. Reports:

a. Engineer's Report – Updates & Inquiries:

1. Water Tower: The tower has been filled for two weeks, has passed its bacteria inspections and all of its systems are functioning properly. DEP approval is pending.

Ø A Motion was made by Mr. Brown to approve the drawings as reviewed and approved by Rettew Associates contingent upon the establishment of the improvement guarantee and the activation of the water tower. The Motion was seconded by Mr. Phillips and passed unanimously.

ii. Discussion was had on the activation of the additional fire hydrants in the area of the developments.

2. Sun Hill Improvement Project: Mrs. Hoover believes there are four units which need to make their connections, two with permits and two without. The Authority was in agreement that a stronger notice be issued expressing that failure to connect may result in a loss of service. If the Authority is forced to make the connections for the residents, liens would be placed on the properties. This route is preferred over turning off water service because of the negative issues that arise from doing shut offs in the winter months. Staff will work with the Penn Township Supervisors to assist with speaking with the residents on making their connections this month.

3. Chesapeake Bay Strategy: Mr. Pollart stated that he will be attending the next PMAA meeting. He also reported that the pending allowable statewide phosphorus output is lower than this single authority's current allowable rate.

b. Operator's Report – Updates & Inquiries: Mr. Dragas reviewed the rain flow report.

1. Inflow and Infiltration (I and I) Status Report: Inspections and re-inspections of those who need to comply are all underway.
 - i. Mr. Stoner reported that there are areas of Greentree which are scheduled for capping, which may help with I and I flows.
 - ii. Mr. Dragas believes that the largest area of I and I outputs are improperly connected downspouts. A file has been created to smoke test connections once a large enough compilation has been made.
 - Discussion was had on notifying residents of pending smoke tests. The Authority was in agreement to notify residents via both letter and door hanger.
 - Discussion was had on French drains and how they would be tested via dye-test or smoke test to prove that they did not empty into manholes.
 2. Main Street: Mr. Stoner clarified for Mr. Brown that the project hasn't been pushed with PA DOT due to the traffic pattern discussion underway with the Downtown Development Group and Borough Council. He has spoken with a member of TIP and will speak with Representative Creighton when he returns from medical leave. UGI is very interested in partnering up to do repairs on Main Street and the Borough has planned for storm water repairs. Mr. Stoner will check with D&E about whether they want to participate and upgrade their lines. Mr. Brown expressed the urgency of the Authority's continual battle against I and I as a business survival method.
 3. Capital Items: A 2007 list was not provided because the budget committee had decided to review each item as it arises. The Graham Alley project was more expensive than expected and the committee wanted to wait until items such as the MEI contract had solid figures. The plan is to wait until enough revenue is generated and place any additional funds into a savings for a 2008 capital items list. This year, funds were not allocated for projects due to the outcome of the 2006 budget. New projects will be considered on a case by case basis. Mr. Dragas will create a priority list with estimated figures to give the Authority an idea of what projects are pending and which may become necessary in 2007. The priority list is to also include a time frame for how soon each item must be taken care of. The Authority agreed that they still want to be proactive with repairs but want to do so in a budget conscious fashion.
 - i. Mr. Dragas stated that he would like to replace the sludge pump that was discussed last year. It should cost around \$10,000.00 and would take about one month to compile all of the necessary parts etc. for installation. The Authority agreed to have him move forward with the investigative portion of the project.
- c. Administrator's Report – Updates & Inquiries:
1. NWLCA Water Line Interconnect Agreement: Mr. Stoner stated that discussions are underway for bulk water rates for selling water to Penn Township. They have not yet submitted their rate schedule to us.
 - i. Discussion was had on what variables to consider in creating a rate.
 - ii. Discussion was also had on whether or not Penn Township should raise their rates and/or surrendering an additional area to the Authority to furnish with water in order to meet their permitted capacity.
 - iii. Mr. Brown stated that in the bulk sale there is no tapping fee opportunity which would come from a residential or commercial connection, but the Authority is sharing the cost of the interconnect 50% by 50%. Mr. Pollart recommends that Penn Township pay more than 50% for the booster station.
 - iv. Mr. Snavelly stated that the Authority must make sure that the interconnection is equitable to the Authority's constituents. Mr. Phillips agreed adding that we can't

charge our customers more so that Penn Township can charge their customers less. Mr. Snavelly reiterated that we should not subsidize our customers for Penn Township.

- v. The interconnection is a \$300,000.00 project and Penn Township is not scheduled to tap in right away, so there is no way to judge how fast or slow the Authority would recoup their expenses on the interconnect. Mr. Brown explained that because of that fact the interconnection is essentially a \$300,000.00 insurance policy for the possibility that either authority may need to use it.
 - vi. Mr. McGeehan stated that the Authority should wait for more concrete numbers before moving forward with making decisions. The Authority agreed. Mr. Stoner wrote down several items to research in order to assist the Authority with making a decision.
2. Penn Township Service Issues: Mr. Stoner received values from the Canvas Eatery plumber, Harlan Martin. The Authority was in agreement to seek additional quotes should Staff not feel the ones received from Mr. Martin are accurate.
 - i. Rettew will be inspecting the work once it is completed.
 3. Chesapeake Bay Strategy: The final application is to be mailed tomorrow.
 4. Burt Savitz Land Offer: The Authority agreed that they would prefer an easement as opposed to ownership.

VIII. **Action/Discussion Items:**

a. Resolution 1-2007: Sewer Tapping Fee:

Ø A Motion was made by Mrs. Horst to approve Resolution 1-2007 increasing the sewer tapping fee from \$4,500.00 to \$5,000.00. The Motion was seconded by Mr. Brown and passed unanimously.

b. Resolution 2-2007: Water Tapping Fee:

Ø A Motion was made by Mr. Brown to approve Resolution 2-2007 sustaining the current water tapping fee of \$2,450.00. The Motion was seconded by Mr. Phillips and passed unanimously.

c. Resolution 3-2007: Rate Structure Ratification: The effective date should read January 1, 2007 due to the approval of rates on December 21, 2006. The resolution will be updated for signature next month.

Ø A Motion was made by Mr. Brown to approve Resolution 3-2007 with an effective date of January 1, 2007 as approved on December 21, 2006. The Motion was seconded by Mrs. Horst and passed unanimously.

d. Approval of Miller Environmental, Inc. Contract: (See attached.) Several typos and minor adjustments were presented in the contract and addendums. The changes were noted by Mr. Stoner. Mrs. Horst requested that the Authority members mark and initial the changes on the contract.

1. An inquiry was raised by Mr. McGeehan on the revenue generated by the sludge hauling. Mr. Dragas stated that gallons are priced anywhere from \$0.01 to \$0.11 per gallon.

Ø A Motion was made by Mr. McGeehan to approve the MEI contract with the noted corrections. The Motion was seconded by Mr. Brown and passed unanimously.

IX. New Business:

a. Liens: Verification was provided that the water is off at 184 South Main Street.

X. Old Business:

XI. Adjournment:

Ø A Motion was made by Mr. Brown to adjourn at 10:00 pm. The Motion was seconded by Mr. Fenicle and passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Recording Secretary/ Utility Billing Administrator

MANHEIM BOROUGH AUTHORITY MINIUTES
February 22, 2007 as amended at the March 15, 2007 meeting

- I. **Roll Call:** Chairman Doug Snavely, Vice Chairman Rick Schaidle, Secretary Kevin Brown, Treasurer Barb Horst, Assistant Treasurer/Secretary Marc Phillips, and members Pat McGeehan and Dave Fenicle.

Staff: Borough Manager/Authority Administrator Robert D. Stoner, Recording Secretary/Utility Billing Administrator Candace L. Hoover.

Operations Staff: Facility Manager Dennis Dragas

Absent: Engineer Yves Pollart

- II. **Call to Order with Pledge of Allegiance:** The meeting was convened with the Pledge of Allegiance at 7:04 p.m. by Chairman Snavely.

III. **Approval of Minute of January 18, 2007:**

1. Mrs. Horst requested that Section V-b-1 read, "Mrs. Horst reported that the funds expected from Rapho Township were received this month, so it will be reflected in the year end financial statements for 2006."

Ø A Motion was made by Mr. Phillips to approve the Minutes as amended. The Motion was seconded by Mr. Brown, and passed unanimously.

IV. **Treasurer's Report:**

1. Financials: Mrs. Horst reported that January's financials were not available because the year end has not been closed. A short discussion was had on the software limitations presented by Fundware®. Staff has been undergoing research for superior software. Mr. Stoner noted that Auditor Jim Koontz has indicated that a lot of other firms are using QuickBooks®. Mrs. Horst would like to see a program up and running parallel to what we have now to the end of the year so that the new year can start fresh on a better system.
2. Investment Report: There are three CDs worth \$300K. Two of the CDs are up for renewal. The original idea was to renew them, but this was without the anticipation of the Graham Alley project. Because the CDs are able to be pulled without penalty it was the consensus of the Authority to wait until the CDs are needed before pulling the funds.
3. Invoices: Mr. Stoner will be periodically obtaining rate schedules from Rettew in order to more closely review the detail sheets of their invoices. Staff will review both January and February and seek any necessary adjustments should any arise.
 - a. The \$2K escrow was prepared upon the suggestion of Engineer Pollart. The release was previously approved.
 - b. The February debt service is listed for payment.
4. Investments Report: Mrs. Horst clarified for Mr. McGeehan that the interest for the CD should be illustrated upon renewal on the CD itself.

Ø A Motion was made by Mr. Schaidle to pay the vouchers in the amount of \$388,086.67. The Motion was seconded by Mr. Brown, and passed unanimously.

V. **Visitors:** None were present.

VI. **Reports:**

1. Engineer's Report – Updates & Inquiries:

a. Water Treatment Plant: Mr. Stoner reviewed Mr. Pollart's report. A copy of a letter from Engineer Pollart dated January 2, 2007 was received relating to Payment Requests #s 6 and 7. The total reduction request is for \$161,865.00 leaving about \$150K on the letter of credit.

Ø A Motion was made by Mr. McGeehan to grant the reduction of the Letter of Credit in the amount of \$161,865.00. The Motion was seconded by Mrs. Horst and passed unanimously.

b. Mr. Snavely inquired about how water is drawn from wells when there is more than one source well. Mr. Dragas explained that there is a system of valves for pulling water from the wells that can be turned on or off.

i. The well the Authority is seeking to dig is from another aquifer, so that will help with staying within permitted drawing rates.

2. Operator's Report- Updates & Inquiries:

a. Mr. Dragas reported that the solids permit was exceeded by three pounds in January.

b. He also reported two leaks on South Grant and one on North Laurel Street that have been fixed. The leak at South Grant and Stiegel was actually going down a hole rather than up to the surface. The same thing occurred with the most recent leak at West End Avenue.

i. During the leak the plant was processing approximately 100K gallons more water each day than was actually being used.

ii. Mr. Dragas shared some of the details of how he and his staff sounded for the leak on West End Avenue and the types of the equipment that was used to do it.

iii. Discussion was had on how costs were divided per the contract for the repairs.

c. The raw water source well is allowed to pull 650 gallons per minute per day.

3. Administrator's Report – Updates & Inquiries: (See attached.)

a. Water Conservation: Mr. Stoner received a request from Penn Township to pull water from our system in order to supply their residents while they located a major leak this past Sunday. Water was provided to Penn Township from the Sun Hill Tank and they were able to repair their leak.

i. The Borough sustained a major leak at West End Avenue which was located and repaired. The result of the leak and conservation efforts is that the tanks are currently gaining water and the extra processing of 100K gallons of water has balanced out.

b. Kendig Pump Station: The heating system down at the Kendig pump station was not operating. An oil fired unit was installed in order to keep the meters and equipment from freezing up.

c. Penn Twp Service Issues: The Central Grill restaurant has changed dishwashing machines.

d. Water Tower: Mr. Stoner reviewed the current situation with the water tower. There is a pipe that does not line up correctly which can be fixed with an oblong, concrete funnel.

e. Mr. & Mrs. Savitz: There is currently no update from the written report.

VII. **Action/Discussion Items:** No items were presented.

VIII. **New Business:** No items were presented.

1. MEI Water Production Report: Mr. Dragas has compiled a chart detailing expenses for producing water (see attached). Additional data is being collected for comparison.
2. Contact Information: The Authority contact sheet was handed out and reviewed for accuracy. Staff noted all changes and will supply the board with a full list.

IX. **Old Business:**

1. Verizon: Mr. Snavelly did follow up with the corporation and has not received a response. Mr. Stoner will draft a letter to them upon receiving contact information from Mr. Snavelly.

X. **Adjournment:**

Ø A Motion was made by Mr. Fenicle to adjourn at 8:27 p.m. The Motion was seconded by Mrs. Horst and passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Utility Billing Administrator/Recording Secretary

MANHEIM BOROUGH AUTHORITY MINUTES

March 15, 2007 as amended at the April 19, 2007 meeting

- I. **Roll Call:** Chairman Douglas Snavelly, Vice Chair Rick Schaidle, Secretary Kevin Brown, Treasurer Barb Horst, Members Pat McGeehan, and David Fenicle.

Staff: Authority Administrator Robert D. Stoner, Recording Secretary Candace L. Hoover, Engineer Yves Pollart.

Operations Staff: Facility Manager Dennis Dragas

Absent: Assistant Treasurer/Secretary Marc Phillips

- II. **Call to Order:** Mr. Snavelly convened the meeting at 7:02 p.m. with the Pledge of Allegiance.

III. Approval of February 22, 2007 Minutes:

- a. Mr. Schaidle indicated that Section VI-1-a should be titled, "Water Treatment Plant". He also indicated that the Motion under VI-1-b-i should be listed as item a, as it is directly related to the discussion.
- b. Mr. Snavelly noted that Section VI-2-c should read, "The raw water source well is allowed to pull 650 gallons per minute per day."
- c. Mr. Schaidle requested that Section VI-3-a-sentence 2 read, "Water was provided to Penn Township from the Sun Hill Tank and they were able to repair their leak." Mr. Stoner indicated that 40K gallons were provided to the Township, but the figure was not known at the time of the meeting.
- d. Mr. Schaidle and Mr. Snavelly provided corrections to Section VI-3-b. The segment should now read, "The heating system down at the Kendig pump station was not operating. An oil fired unit was installed in order to keep the meters and equipment from freezing up."
- e. Mr. Schaidle added that Section VI-3-c should read, "The Central Grill restaurant has changed dishwashing machines."

Ø A Motion was made by Mr. Brown to approve the Minutes as amended. The Motion was seconded by Mr. Fenicle and passed unanimously.

IV. Treasurer's Report:

- a. Financials: Mrs. Horst inquired about the water expense report line item for the maintenance repairs. Mr. McGeehan noted that it is relative to the booster station.
 1. The updates relative to 2006 have been made, so the provided report is accurate for actual 2007 figures.
- b. Investment Report: Mr. Snavelly inquired about the illustration of a balance on February 29, 2007's total. The funds have been moved, but the balance is accurate for the end of February.
- c. Invoices: Mr. Stoner clarified a few of the line items presented for approval.

Ø A Motion was made by Mr. Schaidle to approve the vouchers in the amount of \$86,321.85. The Motion was seconded by Mr. McGeehan and passed unanimously.

V. **Visitors:** Mr. Bob Weaver of Keystone Custom Homes was present to answer any inquires the board may have on the water tower.

VI. **Reports:**

a. Engineer's Report:

1. Water Tower: Mr. Pollart reviewed the current situation with the altitude valve needs to be scheduled. Repairs will begin soon. The tower will still have an 18 month improvement guarantee once it is accepted.
2. Approval, Water Tower Partners, LLC – Payment Request #8: Discussion was had on reducing the 10% retained funds to 5%. Mr. Stoner would like a conditional approval to release the additional funds upon receipt of the Engineer's recommendation and the developer's completion of the Engineer's punch list items. The board will vote via e-mail once they receive the necessary data from Mr. Stoner on the water tower's substantial completion, dedication, and reduction of letter of credit. It was noted that Cedar Hollow and Sweetbriar Creek's Developer's Agreements were previously approved – the documents were simply unavailable for signature until now.

Ø A Motion was made by Mr. Schaidle to approve the reduction of letter of credit in the amount of \$21,110.00. The Motion was seconded by Mr. Brown and passed unanimously.

Ø A Motion was made by Mr. Brown to approve the Water Tower Partners, LLC's substantial completion, dedication, and the exchange of letters of credit reductions; all subject to satisfying the conditions of the Authority Engineer and Authority Solicitor; and pending a passing e-mail poll of the board. The Motion was seconded by Mrs. Horst, and passed unanimously.

Ø A Motion was made by Mr. McGeehan to approve the Water Tower Partners, LLC's Completion Agreement and Maintenance guarantee. The Motion was seconded by Mr. Brown, and passed unanimously.

b. Operation's Report:

1. Mr. Dragas reported that there were no violations in February. Mr. Dragas pointed out the changes made to his monthly report. The report illustrates the work that is being completed by his staff. The report includes a maintenance fee tracking spreadsheet.
 - i. Mr. McGeehan inquired as to whether or not the work orders are revenue generating items. Mr. Dragas stated that most of them are not.
2. Mr. Dragas reported that a new I&I inspector, Chris Lehman, has been hired. He has been working on follow up inspections and first time inspections on the southwestern portion of the borough. Residents that have reported meter issues, etc. have had their inspections done while having the requested repairs made.
3. Mrs. Horst reported that there was negative feedback from a Council member. She was taken aback that Council is not being supportive of the Authority's efforts to better the system. She was also fearful that this same negativity was being spread throughout the community, thereby undermining the Authority's efforts and sending mixed messages to the Borough and Authority's shared constituents.

4. Discussion was had on the separation of the water/sewer statements from the Borough's Municipal Service Fee. Additional discussion was had on Borough Council's decision to drop the Borough Per Capita Tax. The changes made by Council should have a positive affect on the Authority's constituents.
 5. Discussion was had on the amount of PA One Calls that were done. The high amount of One Calls is an indication that there is a lot of activity in the service area.
- c. Administrator's Report:
1. Water Tower: Penn Township has issued the Authority its occupancy permit for the water tower.
 2. Interconnect Agreement: Mr. Stoner reviewed some of the background history on the coming together of the emergency interconnection agreement for Mr. Fenicle. Mr. Stoner and Mrs. Horst met with Penn Township Manager Connie Lucas to discuss a Township water purchase rate. Mr. Stoner stated that they offered to charge the Township \$2.70 per 1K gallons. The figure covers cost for production, debt service, and a portion of administrative costs.
 - i. Mrs. Horst clarified that the interconnection agreement is based upon an emergency use only. Should the Township require to pull water on a regular basis the interconnect agreement will return to the discussion table for a review of the purchase rate. The agreement has wording that allows the Authority to re-review the agreement with the Township as needed. The Authority agreed that the rates should be reviewed on an annual basis.
- Ø A Motion was made by Mrs. Horst to approve the \$2.70 per 1K gallons to be inserted into the emergency interconnection agreement with the inclusion of an annual rate review. The Motion was seconded by Mr. Fenicle and passed unanimously.
3. WWTP Upgrades – Bond Counsel: Mr. Stoner spoke with Concord and Solicitor Gray on the Bond Counsel. They will hold off on meeting until the project is three or four months from beginning, potentially this June.
 4. Cedar Hollow – Phase Two: There are outstanding items Engineer Pollart and Mr. Stoner need to review.
 5. Sweetbriar Creek – Phase Two: Mr. Stoner reviewed the pending items preventing the approval of phase two.
 6. John Hess – 455 Sun Hill Road: The area in the sketch is in Penn Township's R-2 Zone. (See attached.) The orange indicates possible sewer and the blue indicates possible water. The development would be an opportunity for tapping fee revenue. The plans are in their preliminary stages; indicated by the sewer running to the Authority's sewer plant. The development is within Penn Township's sewer service district.
 - i. Engineer Pollart stated that if the Authority desires to service the development, they would be required to update their 537 Plan. If they do update their plan it would be a good opportunity to inquire about Rapho Township's future development plans.
 - ii. The developer would be required to pay for all of the mains and laterals, and could pay for the tapping fees associated with connecting the system. Individuals who purchased lots in the development could pay the tapping and permit fees.
 - iii. Penn Township and DEP would have to authorize the Authority's ability to service the area. Their approvals would affect the 537 Plan.

- iv. Costs incurred by the Authority could (on the high side) run about \$25,000. Discussion was had on the costs, etc. that could be associated with the project if Mr. Hess, Penn Township, and DEP all chose to move forward with allowing the Authority to service the development's sewer.

VII. **Action/Discussion Items:** All items discussed in Section VI.

- a. Acceptant Water Tower Partners, LLC – Completion Agreement and Maintenance Guarantee
- b. Water Tower Partners, LLC – Substantial Completion Status
- c. Water Tower Partners, LLC – Dedication
- d. Approval, Water Tower Partners, LLC – Dedication
- e. Approval Developer's Agreement – Cedar Hollow
- f. Approval Developer's Agreement – Sweetbriar Creek
- g. Discussion/Approval buy/sell rate for Interconnect Agreement

VIII. **New Business:**

- a. Service Line Insurance: Mr. Stoner is not in favor of providing addresses for solicitations. Engineer Pollart will have additional information next month.
- b. John Hess – water/sewer 15 acre subdivision: Previously discussed in Section VI.

IX. **Old Business:**

- a. Doe Run Road Restaurant: Harlan Miller has been working on the Central Grill's tank installation. The work has not yet been completed.

X. **Adjournment:**

- Ø A Motion was made by Mrs. Horst to adjourn at 9:21 p.m. The Motion was seconded by Mr. Schaidle and passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Recording Secretary

MANHEIM BOROUGH AUTHORITY MINUTES

April 19, 2007

- I. **Roll Call:** Chairman Douglas Snavelly, Vice Chair Rick Schaidle, Secretary Kevin Brown, Assistant Treasurer/Secretary Marc Phillips, Members Pat McGeehan, and Dave Fenicle.

Staff: Authority Administrator Robert D. Stoner, Recording Secretary Candace L. Hoover, and Engineer Yves Pollart.

Operations Staff: Facility Manager Dennis Dragas

Absent: Treasurer Barbara Horst

- II. **Call to Order:** Mr. Snavelly convened the meeting at 7:05 p.m. with the Pledge of Allegiance.

III. Approval of March 15, 2007 Minutes:

- a. Mr. Schaidle noted that Section VI-a-1-sentence 1 should read, "Mr. Pollart reviewed the current situation with the altitude valve which needs to be fixed."
 - b. Mr. Schaidle also indicated that the first sentence under the second Motion of the same section should read, "A Motion was made by Mr. Brown to approve Water Tower Partners, LLC's substantial completion, dedication, and the exchange of letters of credit reductions; all subject to satisfying the conditions of the Authority Engineer and the Authority Solicitor; and pending a passing e-mail poll of the board."
 - c. Mr. Schaidle indicated that Section VI-c-2-i- the last sentence should read, "The Authority agreed that the rates should be reviewed on an annual basis."
- Ø A Motion was made by Mr. Brown to approve the Minutes as amended. The Motion was seconded by Mr. McGeehan and passed unanimously.

IV. Treasurer's Report:

- a. Financials: A replacement report was presented at the meeting per a phone call request from Mrs. Horst (see attached). The request was made to illustrate interest earned on the water revenue report.

V. Investment Report:

- a. Report Format: Mr. McGeehan would like to see the transactions for each month listed on the investment reports as total deposits and total expenditures for each month.

VI. Invoices:

- a. Eyeman Fence Company: Mr. Stoner stated that the fence line item is for additional fencing which was added for additional security at the water treatment plant.
 - b. PA DEP: Mr. Stoner clarified that the expense for the storage tank is an Authority expense as it was related to providing service on Doe Run Road.
- Ø A Motion was made by Mr. Brown to approve the current vouchers in the amount of \$82,088.17. The Motion was seconded by Mr. Phillips and passed unanimously.

VII. Reports:

- a. Engineer's Report – Updates & Inquiries:
 - i. Filter Plant: PennVEST has closed out the project.
 - ii. Future System Improvements: Engineer Pollart and Mr. Stoner met regarding repairs on Elwyn Terrace and other areas that need to be remodeled.
 - iii. Chesapeake Bay Strategy: The PMAA reports that there is no pending funding for this project. There has been talk about excising a tax/ levy on items such as toilet paper in order to gather funding for the authorities to make the required upgrades.
 - iv. Approval for Addendum #1 (Additional Design Items WWTP BNR): Rettew Associates met with the employees of Miller Environmental, Inc. for additional design input for the plant upgrade. Discussion was had on the locations of the incoming and outgoing lines to and from the WWTP. Additional discussion was had on the operational needs of the new plant and the existing grit levels of the current plant.
 - v. Mr. Fenicle inquired as to whether or not a report could be generated to illustrate a cost savings of the BNR's method of grit disposal in comparison with the current plant's method of grit removal. Mr. Dragas stated that between the wear and tear of the pumps and the cost of running the pumps would illustrate an immediate cost difference. The rebuilt pumps run approximately \$4,000.00 based on cost figures from 2003. (There are five pumps which are soon due for replacement.)
 - Ø A Motion was moved by Mr. Fenicle to have Rettew proceed with the study under the condition that if Rettew finds the data irrelevant the study be stopped. The Motion was seconded by Mr. McGeehan, and passed unanimously.
 - vi. Farmer – Well: Discussion was had on whether or not Neil Martin (farmer) should be charged a nominal fee for being allowed to crop the Borough's land. Mr. Stoner will be speaking with him this Tuesday, April 24, 2007. Discussion was had on alternative requests that could be considered in lieu of fees such as services (i.e. mowing).
- b. Operator's Report – Updates and Inquiries:
 - i. Operations: Mr. Dragas reported that there were no violations last month.
 - ii. I&I: Everyone on the western and eastern portion of the southern end of the Borough has been contacted for inspections. Residents will be advised that the Authority strongly recommends the installation of expansion tanks. The current code requires them, so they will be made aware that if the property were to go for sale or for repairs/construction tanks may be required at that time. Mr. Stoner stated that the building code is not retroactive. Mr. Fenicle stated that the idea is good, but the Authority must be careful about requirement vs. recommendation. Either option is viable; the Authority must be on the same platform relative to responding to the public.
 1. Mr. Dragas reviewed that the inspector is instructed to notify the residents of what they notice. Staff then follows up with correspondence on what repairs are necessary.
 - iii. Newspaper Article “Water Issues Clarified in Manheim”: (See attached.) The requirement for the replacement of galvanized lines is based on the Safe Drinking Water Act's call to ban sources of lead in potable water lines. MEI is willing to assist home owners with excavation if they cooperate with the coordination of curb box and lateral replacement. Mr. Stoner discussed his recollection of the Borough Council meeting referred to in the article. He does not recall any member of Council stating that multiple

- neighbors are “panicking” over not using sump pumps, which is not what the Authority is requiring.
- iv. Charlotte Street: MEI found a clog that they could not get through. Kline’s was called in to free it.
- c. Administrator’s Report:
- i. Newsletter: The Authority was provided with a list of potential topics (see attached).
 - ii. Water Tower: When the substantial completion is received we may proceed with the letter of credit exchanges, dedication, etc.
 - iii. Doe Run Road: Mr. Stoner has administered correspondence to Penn Township relative to the actions they must take in order for them to reclaim their Doe Run Road water customers.
 - iv. CDBG: Mr. Stoner stated that the line work that needs to be done at Elwyn Terrace/Fruitville Pike may qualify for CDBG funds. Discussion was had on the additional properties that could be picked up as customers in that area.
 - 1. CDBG applications have not been received yet. Elwyn Terrace could potentially be submitted by Penn Township for 2008.
 - 2. CDBG 2007 is the Authority’s Grant Street project.
 - v. Main Street: PA DOT met with Mr. Stoner and Borough Engineer Gary Kraft a few weeks ago. They are in agreement with the water/sewer line upgrades on Main Street. They may be able to provide some sort of funding for the project. Due to their restrictions they cannot do any work in 2007. They would like to do their Colebrook Road/ North Main Street repairs in 2008 and work with us so that we may do our repairs while the roads are opened. In that area of North Main Street there are only a few lines that have a few sags. PA DOT is looking to do a mill and overlay in that area, in which case the Authority can trench work the water and sewer lines. CDBG funds max out at \$250K. If PA DOT is supporting the project with federal funds we cannot use the project for CDBG, because those funds are also federal.
 - vi. Vacation/Vacancy Rate: The Authority reviewed their rate schedule. The Authority remained in agreement that the new rate structure includes base rates equivalent to a vacation/vacancy rate. The Authority directed staff to respond to the residents (Mr. Newcomer, Dr. & Mrs. Zug, and Mr. Schaeffer) in writing. Note that the minimum fees are based upon their share of the cost of the water and sewer systems.
 - vii. Liens: Discussion was had on the lien/judgment process.
 - viii. St. Paul’s UCC: Mr. Stoner reviewed the history of the parcel. The property was divided and the meters had the ARB’s switched. Mr. Stoner stated that the history of each account has fluctuations of water use. The last similar case presented was Mr. Witman. The Authority decided then that they billed each unit to the property owner and that it would be his pursuit to determine which unit should reimburse the other. Mr. Stoner reported that a leak is suspected at one of the units. Efforts were made in vain to contact the property owners. Mrs. Hoover will see that the meter is re-read and that another attempt is made to contact the owners. Discussion was had on connecting that property with the potential leak in a fashion that allows it to have its own curb stop – and its meter property located within its premises.
 - ix. Amounts Billed Report: The amount listed under Ward 2 billed is incorrect. A correction will be provided next month.
 - x. Utilishield, Inc.: Data was provided for the Authority’s review (see attached).

VIII. **New Business:**

- a. Concord Public Finance: As stated in Mr. Stoners report, the contract with Concord will expire on April 2nd, 2007. A revised 5 year agreement is being drafted. The Agreement is to list both the Authority and the Borough on the contract. This is due to the Authority being established as an Operating Authority and as the Borough being the guarantor of the debt. Upon receipt of the new contract Mr. Stoner will verify signature lines are provided for both entities. Due to time restraints Mr. Stoner requested authorization to sign on behalf of the Authority and then present to Council at their next meeting.

Ø A Motion was moved by Mr. Brown to accept the agreement for Concord Public Finance with the condition both signature lines are provided. The Motion was seconded by Mr. Phillips and passed unanimously.

- b. Norfolk-Southern – Lease: The Authority was presented with a lease buy out from DMJM Harris on behalf of Norfolk Southern, see attached. Discussion was had on the buy out figure and the consensus of the Board was to negotiate with DMJM Harris a lower fee not to exceed \$2,500.00.

Ø A Motion was moved by Mr. McGeehan to negotiate a value with DMJM Harris on behalf of Norfolk – Southern not to exceed \$2,500.00 for the lease buy out. The Motion was seconded by Mr. Brown and passed unanimously.

IX. **Adjournment:**

Ø A Motion was moved by Mr. Brown to adjourn at 9:42 p.m. The Motion was seconded by Mr. Schaidle and passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Recording Secretary/Utility Billing Administrator

MANHEIM BOROUGH AUTHORITY MINUTES

May 17, 2007

Roll call: Chairman Douglas Snavelly, Secretary Kevin Brown, Assistant Treasurer/Secretary Marc Phillips, Mr. Pat McGeehan, and Dave Fenicle.

Staff: Office Administrator Trudi Golden

Operations Staff: Miller Environmental Facility Manager Dennis Dragas

Absent: Vice Chair Rick Schaidle, Treasurer Barbara Horst

Call to Order: Mr. Snavelly convened the meeting at 7:00pm with the Pledge of Allegiance.

Approval of April 18, 2007 Minutes:

- Corrections noted were typographical, grammatical, and order of content.
 - Ø A Motion was moved by Mr. Brown to approve the Minutes of April 18th, 2007 with noted corrections. The Motion was seconded by Mr. Phillips and passed unanimously.

Treasurer's Report: Mr. Phillips reviewed the financials.

- Mr. Snavelly questioned why Account # 08.378.600 – “Tapping Fees” had “0” year to date revenue when \$20,000.00 was budgeted. Ms. Golden stated it is possible that there haven't been any taps for GreenTree and the Oaks. Ms. Golden will relay the question to Mr. Stoner so he may provide clarity at the next meeting.

Investment Report: No discussion

Invoices:

- Mr. Snavelly questioned the Barley Snyder invoice in the amount of \$585.00. Ms. Golden read off the invoice verbatim; the invoice was for the Rapho sewer line loan. The invoice was approved to pay; Mr. Snavelly simply wanted to know the reasoning for the amount of times the solicitor was contacted regarding the same information.
 - Ø A Motion was moved by Mr. Phillips to approve the vouchers in the amount of \$83,117.69. The Motion was seconded by Mr. McGeehan and passed unanimously.
- Ms. Golden discussed mowing services. She stated RFP's (request for proposal) were sought and the low bidder was Cut-N-Trim Lawn Services. A letter accepting the proposal was sent and the services are not to exceed \$10,000.00 per cutting season. Discussion was had on the cost and Ms. Golden stated the Authority needs to put dollars in the 2008 budget for these services; the hiring a few part timers may also be an option.

Engineers Report: Mr. Yves Pollart of Rettew Associates was present; see attached Engineers report – additional items discussed:

- Sunhill Water Tank: Mr. Pollart stated the Certificate of Substantial Completion is being circulated for signatures; it is his understanding the contractor currently has it. His request is to have Mr. Stoner sign off once we are in receipt of the document. The Board agreed and noted Mr. Stoner is to sign on behalf of the Authority. Mr. Pollart recommended the Letter of Credit being held by the Authority be released upon final review of himself and Mr. Stoner. He explained two (2) additional Letters of Credit are

to be provided. One will be for the for the site improvements in the amount of \$33,600.00; the other is for the maintenance guarantee in the amount of \$152,940.00.

- Ø A Motion was moved by Mr. Phillips to release the Letter of Credit posted by the Bank of Lancaster County on behalf of Water Tower Partners, LLC. The Motion was seconded by Mr. Brown and unanimously approved.

Upon review of the “Punch List”; last item “Install the Fencing? No fencing was called for in the plans. The fencing is being discussed.” The consensus of the Board was the fencing is not necessary.

Operations Report: Mr. Dennis Dragas of Miller Environmental, Inc. was present; see attached report – additional items discussed.

- Last month we were in violation of B.O.D. and Biosolids; the flows were high.
- There were problems at the water plant with the filters lasting a week before they needed to be back washed. A new chemical has been ordered and should make them last 3 to 4 wks before back washing is needed.
- There was a leak on Penn Street; Haldeman did the excavation and repair. There was a crack on Colebrook at the intersection of N. Pitt Street; this is not structural and a point repair was done.
- Mr. Dragas stated Chris Lehman, I & I inspector, has left Miller. Mr. Dragas will be filling in until a replacement is found.

Administrators Report:

- Mr. Pollart stated a proposal for \$950.00 was forwarded to Mr. Stoner for the Pasture Well abandonment. This is for over site work relative to the testing required by SRBC, as well as, completing and submitting the well abandonment forms to the PA Topographic and Geological Survey. Discussion was had on the original proposal and the fact it did not include grading and reseeding once the well is closed. Mr. Snavely stated the removal of the piping will make the area safer and it will be up to the soccer club to have this done.

- Ø A Motion was moved by Mr. Brown to approve the proposal for the Pasture Well abandonment dated May 9th, 2007, in the amount of \$950.00. The Motion was seconded by Mr. Fenicle and passed unanimously.

New business:

- Mr. Snavely distributed a draft concept plan for the water house located at 270 W. Colebrook Street. He stated that conversation has transpired between Mr. Stehman and Mr. Stoner. The concept is to demolish the existing structure and erect a new building that would consist of office space and garage’s; it would be a foot print plan of the existing structure and be used to house Mr. Stehmans excavation equipment. Discussion was had on selling or leasing the property. The Boards consensus was to create a long term lease with a buy out clause in case expansion of the water plant is needed. The questions of zoning, flood plan and the vulnerability study were posed. Mr. Snavely stated this is in the preliminary stages and these things will need to be investigated prior to proceeding. He stated he was looking for the opinion of the Board as to pursuing the opportunity or not. He will relay the Boards thoughts to Mr. Stoner.
- Ms. Golden stated a proposal from Ibach Tree Service for the perimeter trees at the reservoir has been received. A resident stated the trees are on the Authority property close to his property line and he is afraid they will fall causing damage to his newly erected garage. Ms. Golden noted that two (2) of the four (4) trees in question should

come down; one has structural damage and the other is dead. She stated that the other two (2) are healthy. The consensus of the Board is to remove the two (2) in question and leave the others. The Board requested staff contact two (2) other contractors for the purpose of price comparison. The additional proposals will be presented at the next meeting.

- Mr. Snavelly announced that Mr. Rick Schaidle has indicated his intent to resign from the Authority; he will continue to serve until a replacement has been found. Mr. Phillips stated he has someone interested in the position; he will have them forward a letter to the Authority. Upon receipt an invitation to attend the June meeting will be forwarded. If it is the intent of the Authority to recommend the individual the letter will then need to go to Council for Appointment.

Old business:

- Mr. McGeehan stated the situation affecting 54 – 56 N. Main Street has been resolved with the tenant. St. Paul's UCC will be requesting the line be removed. Discussion was had on the location of the new line. Mr. Fenicle noted the Authority must provide the water service; therefore, we need to have a plan in place prior to the church coming to us for a recommendation.
- Ms. Golden presented the modified proposal from DMJM Harris relative to the buy out of the lease for Norfolk Southern rail crossing. Mr. Stoner had worked with their representative and negotiated a buy out price of \$2,750.00.
 - Ø A Motion was moved by Mr. McGeehan to approve the Pipe and Wire License Agreement between Norfolk Southern Railway Company and the Manheim Borough Authority in the amount of \$2,750.00. The Motion was seconded by Mr. Phillips and passed unanimously.
- Mr. Snavelly requested newsletter topics be included in the next packet. There was discussion on the need to provide direction to Mrs. Hoover and if a committee needs to be formed so the project goes forward, one can be formed at the June meeting.

Adjournment:

- A Motion was moved by Mr. Brown to adjourn at 8:40pm, seconded by Mr. Phillips.
Vote: Unanimous to adjourn.

Respectfully submitted,

Trudi Golden
Office Administrator / Recording Secretary

MANHEIM BOROUGH AUTHORITY MINUTES

June 21, 2007 as amended at the July 19, 2007 meeting

- I. **Roll Call:** Chairman Douglas Snavely, Vice Chairman Rick Schaidle, Secretary Kevin Brown, Treasurer Barb Horst, Assist. Treas./Sec. Marc Phillips and Members David Fenicle and Pat McGeehan.

Staff: Authority Administrator Robert D. Stoner, Recording Secretary/Utility Billing Admin. Candace L. Hoover, and Fiscal Assistant Sandi Mitchell.

Operations Staff: MEI Facility Manager Dennis Dragas

- II. **Call to Order:** Mr. Snavely convened the meeting at 7:04 p.m. with the Pledge of Allegiance.

III. Approval of May 17, 2007's Minutes:

- Ø A Motion was made by Mr. Phillips to approve the Minutes as presented. The Motion was seconded by Mr. Brown and passed unanimously.

IV. Treasurer's Report:

a. Capital Items List:

1. Manholes: Some of the manhole replacements may be held in order to compensate for unforeseen costs associated with recent sewer repairs.
2. Main Street: PA DOT has scheduled the repair of N. Main Street from Danner to Hamaker for 2008 and South Main Street for 2009/2010.
 - i. Mrs. Mitchell will insert a ballpark figure for the North and South Main Street projects until engineer estimate figures are received.
- b. There were no inquiries on the investment report or the amounts billed report.

V. Authorization to Pay Vouchers:

- a. Mrs. Horst noted that the Oakite Products line item is a chemical that is purchased once every several years for the water plant.
- b. The maintenance agreement with MEI will be reviewed by Mr. Stoner, Mrs. Mitchell, and Mr. Dragas.

- Ø A Motion was made by Mrs. Horst to approve the vouchers in the amount of \$121,978.70. The Motion was seconded by Mr. Phillips and passed unanimously.

VI. Visitors: Jim Koontz – Brown, Schultz, Sheridan & Fritz.

VII. Reports:

- a. Audit Report – Jim Koontz: (See attached.) No deficiencies were discovered. Mr. Koontz verified for Mrs. Horst that all assets are not listed as fixed until they are dedicated to the Authority.
 1. Mr. Koontz recommends the separation the water and sewer revenue's interest.
 - i. Discussion was had on his recommendation.
- b. Linford Harley: Mr. Stoner reviewed Mr. Harley's proposal to serve on the Authority.
- c. Engineer's Report:
 1. Well No. 6: The meadow well's abandonment has been completed.
 2. Graham Alley: (See Section VIII-g.)
 3. Water Tower: Punch list items are being completed. A substantial completion report has not been received.

4. Future System Improvements: Elwyn Terrace's line replacements will take place during PA DOT's 5 Points/Fruitville Pike Bridge repairs.
5. New water source: The well on the Authority property is not sufficient. Other options are in pursuit.
 - i. Mr. Stoner will contact the engineers to determine; how deep the test drill was, and what type of surface is below that level; if it is limestone he will see if a test can be dug below that level.
 - ii. Discussion was had on Rohrer's Quarry's desire to supply water to the Authority and/or Penn Township's Authority.
6. Chesapeake Bay Strategy: (See attached.)
7. Forino Developer's Agreement:
 - Ø A Motion was made by Mr. Brown to approve the developer's agreement. The Motion was seconded by Mr. Schaidle and passed unanimously.
8. Act 537 Plan: The Authority's plan has been continually updated, as such, DEP will not require an additional update if the Authority were successful with the sewer plant upgrade and/or the Hess project in Penn Township.
 - i. Sewer Plant Upgrade: Mr. Schaidle stated that Rettew should include a cost projection report down to electrical costs, etc. as part of their services.
9. Operator's Report:
 - i. May 2007 Violation: Mr. Dragas has spoken with DEP. He is awaiting a response.
 - ii. Northwest Sewer Line Televising: Stedman Alley's lines are in poor condition. The Borough will be doing paving in that same area in the future.
 - iii. Water Plant Filters: One of the three filters is cleaned and the second is in progress. The engineers are assisting in determining what caused the filters to clog so badly.
 - iv. Tanks: The 1,000,000 gallon tank has been drained.
- d. Administrator's Report: (See attached.)

VIII. Action/Discussion Items:

- a. Last minute update – Water Tower Project: (See attached.)
- b. Orchard Lane – Tree Removal – award to Ibach \$1,600:
 - Ø A Motion was made by Mr. McGeehan to approve the removal of the two unhealthy trees by Mr. Ibach for \$1,600. The Motion was seconded by Mr. Phillips and passed unanimously.
- c. PMAA Voting Delegate: (See attached.)
 - Ø A Motion was made by Mr. Brown to designate Mr. Stoner as the Authority's voting delegate to the PMAA. The Motion was seconded by Mr. McGeehan and passed unanimously.
- d. St. Paul's service connection letter: (See attached draft.) The Authority had no changes.
- e. Forino Developer's Agreement: (See Section VII-c-7.)
- f. Pennvest Agreement: (See attached.)
 - Ø A Motion was made by Mr. McGeehan to approve the updated Pennvest amortization schedule, #80110. The Motion was seconded by Mrs. Horst and passed unanimously.
- g. Wexcon Change Order No. 2 and Final Payment: Mr. Stoner has reviewed all of Rettew's documents regarding their recommendation to approve the final payment and change order.

1. Mr. Stoner will follow up on the maintenance bond.
 - Ø A Motion was made by Mr. Phillips to approve the final payment, including change order, for Wexcon. The Motion was seconded by Mr. McGeehan and passed unanimously.
- h. Stehman Proposal Update – Historic and Floodplain Reviews: The Solicitor has determined that the Authority is not under the same purview as the Borough and therefore may enter into an agreement with Mr. Stehman.
 1. The Historic Commission will be reviewing the application for demolition on June 28, 2007 at 7:00 p.m.
 2. The land development requirements could be waived due to the size of the footprint.

IX. New Business:

- a. Rettew Proposal – Rettew Lane Bridge: (See attached.) The proposal is for a future concept.
- b. Miller 2006 Flow and Loading Calculations – Administrator’s Presentation – Flow and Loading: MEI is requesting payment of \$80,228.20 based on these readings. Mr. Pollart’s correspondence (see attached) states that the figure should be \$75,152.32. Mr. Stoner passed the letter on to President George Smith of MEI and President Smith has spoken with Engineer Pollart.
 1. Mr. Brown stated that this should have been presented in 2006 to be included in our report as a liability. The loss projection for 2006 will be twice as high as the year end report with this addition, and the Authority should have been notified so that it could have been included in the rate schedule.
 2. He was also distraught about the negative impact of I&I. Mrs. Horst agreed adding that I&I is a big issue and inquired as to whether or not the Authority could have anticipated the impact of rain flows on the system.
 - i. Mr. Dragas verified that short term high rain flows have a higher impact than a large volume of rainfall spread throughout a longer period of time.
 - ii. Mr. Stoner stated that the previous years’ flows were used to calculate the contract rates. The rainfall from this year is extraordinarily high and would not have been anticipated at the time.
 3. Mr. Stoner has had conversations with President Smith about changing contract values.
 4. The meter used to read the daily flows is calibrated annually to DEP specs. Mr. Dragas stated that MEI takes monthly test reports.
 - i. Mr. Stoner would like to compare monthly reports to the County’s rain flow charts.
 5. Mr. Brown stressed that I&I needs to be aggressively sought and solved.
 - i. Discussion was had on the areas that are contributing to the I&I problem, such as Main Street.
 - ii. Mr. Dragas clarified for Mr. Phillips that there are no significant changes with the repairs that have been made on the residential level. Smoke testing on downspouts, however, has not yet begun. Now that the southernmost portion has been completed scheduling could possibly begin.
 - iii. Mrs. Horst stated that the infrastructure could be a major detriment. It is difficult to determine what to address, because the Authority has no way of determining which area has a greater impact, infrastructure or residential connections.
 - iv. Mr. Fenicle stated that 2006’s readings are a lot higher than 2005’s and yet I&I was existing from the beginning.
 - v. Mr. McGeehan inquired about getting a quarterly calculation or a more frequent flow and loading report to help the Authority foresee some of these costs. Mr. Dragas stated that the report is utterly time consuming and that he could possibly get it to the Authority twice a

- year. The data compilation and calculations are so complex that he did the report at least three times to verify figures; he then sent it to President Smith to do the report once more.
- vi. Mr. Dragas will track the flow and BOD and total suspended solids and submit that on a monthly basis, because these are the figures that drive the costs.
6. Mr. Stoner stated that he expects to be able to work with MEI through this, because it is a partnership. Mr. Dragas clarified that influent tests are done once a month and effluent tests are done every Tuesday and Thursday.
 - i. Mr. Snavely stated that it would be worth the \$20.00/\$25.00 per test to have the total suspended solids and BOD tests done once a week rather than monthly.
 - ii. Mrs. Horst indicated that this situation is a two way street. The random sampling could have had an adverse affect on the Authority in previous years. Additional tests may help, or make it worse.
 - iii. Mr. Dragas verified for Mr. Fenicle that all tests taken must be sent to DEP, so all of the additional tests would be sent as well.
 7. Mr. Snavely stated that he believes the Authority is seeking out problems and solving them, but that the inspections should be moving faster.
 - i. Mr. Dragas stated that MEI does not have the manpower or equipment to smoke test the Borough.
 - ii. Mr. Fenicle and Mr. Dragas agreed that there are areas of a home that cannot be inspected for I&I due to the location of lines underground, etc. These could be exposed with smoke testing. Mr. Dragas will obtain a few quotes for the Authority.
- c. Calculations and Public/Private Partnership with Miller Environmental, Inc.: Mr. Stoner will be meeting with President Smith to discuss mutually beneficial public/private partnerships with MEI such as the bridge renovation.
 1. President Smith is intending to attend next month's meeting.

X. Old Business:

- a. Service Line Insurance: The Authority was in agreement to dismiss the possibility.
- b. Jerry Stehman – proposal: (See Section VIII-h and h-1.)
- c. Newsletter: The Authority gave staff direction on articles to cover in the next issue.

XI. Adjournment:

- Ø A Motion was made by Mr. McGeehan to adjourn at 10:43p.m. The Motion was seconded by Mr. Schaidle and passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Recording Secretary

MANHEIM BOROUGH AUTHORITY MINUTES

July 19, 2007 *as amended at the August 16, 2007 meeting*

- I. **Roll Call:** Chairman Douglas Snavelly, Secretary Kevin Brown, Treasurer Barb Horst, Assistant Treasurer/Secretary Marc Phillips, Members David Fenicle, Pat McGeehan, and Linford Harley.

Staff: Authority Administrator Robert D. Stoner; Recording Secretary/Utility Billing Admin. Candace L. Hoover, Engineer Yves Pollart.

Operations Staff: Facility Manager Dennis Dragas

- II. **Call to Order:** Chairman Snavelly convened the meeting at 7:00 p.m. with the Pledge of Allegiance.

- III. **Welcome/Introduction of Linford Harley to the Board:** The board introduced themselves and welcomed Mr. Harley, who in turn introduced himself and thanked them.

- IV. **Recognition/ Thank you – Rick Schaidle:** Mr. Schaidle was thanked for his years of service and presented a gift on behalf of the Authority. Mr. Schaidle accepted, stating that he has enjoyed his time of service.

V. **Approval of Minutes – June 2, 2007:**

- a. Mrs. Horst indicated that Section IV-a-2-i-sentence one should read, “Mrs. Mitchell will insert a ballpark figure for the North and South Main Street projects until engineer estimate figures have been received.”
- b. Mrs. Horst indicated that Section IX-b-5-iii-sentence two should read, “It is difficult to determine what to address, because the Authority has no way of determining which area has a greater impact, infrastructure or residential connections.”
- c. Mrs. Horst indicated that Section IX-b-6-ii-sentence two should read, “The random sampling could have had an adverse affect on the Authority in previous years.”
- d. Mr. Snavelly indicated that Section IX-b-1-sentence one should read, “Mr. Brown stated that this should have been presented in 2006 to be included in our report as a liability.”
- e. Mrs. Horst indicated that Section IX-b-2-ii-sentence one should read, “Mr. Stoner stated that the previous years’ flows were used to calculate the contract rates.”
- f. Mr. Snavelly indicated that Section IX-b-4-sentence two should read, “Mr. Dragas stated that MEI takes monthly test reports.”
- g. Mr. Snavelly indicated that Section IX-b-2-ii-sentence two should read, “The rainfall from this year is extraordinarily high and would not have been anticipated at the time.”
- h. Mr. Stoner indicated that Section IX-b-3 should read, “Mr. Stoner has had conversations with President Smith about changing contract values.”

Ø A Motion was made by Mr. McGeehan to approve the Minutes as amended. The Motion was seconded by Mr. Brown and passed unanimously.

VI. **Treasurer’s Report:**

- a. Authorization to Pay Vouchers:
 1. The BR Kreider invoice is for the installation of columns at the water tower, which were not on the tower’s original plans. (The item is not reimbursable.)

2. The PPL booster station agreement is set for the Authority to pay a budgeted amount each year for an estimated amount of electric use. If less electricity is used within the contract period the Authority receives a reimbursement.
3. The BSSF & Rettew invoice totals are split between water and sewer.
4. The Fox tapping & welding line is for last month's emergency line stop repair.
5. The \$800.00 Ibach charge was for the removal of two trees.
6. The \$20k line for flow & loading is a portion of the \$80k due to MEI. Discussion was had on whether or not the payment should be held or paid. The Authority determined that a figure would be due to MEI, and even though negotiations were to take place, the debt would not be completely reversed. The Authority agreed to pay the \$20K and hold the remainder until discussions were completed.

Ø A Motion was made by Mr. Phillips to approve the vouchers in the amount of \$128,613.28. The Motion was seconded by Mrs. Horst, and passed unanimously.

b. Water/Sewer Revenue & Expense Reports:

1. The Charlotte Street Booster Station electrical rewiring was not a budgeted item.
2. The line item for modeling will be charged for the Forino development, but the developer will be reimbursing the Authority for it.
3. The Authority's CDBG contribution will be less than or at the budgeted figure.
4. The New Charlotte Street line item will not be used this year, because the project has been postponed.
5. The insurance line item was budgeted before the final quotes were received.

c. Amounts Billed List:

1. There are outstanding liens which the Authority has not yet been paid for.
2. Mr. Stoner stated that the report pulled for new homes illustrated approximately \$43K of additional water/sewer revenue over the last two years.

d. Capital Items Report:

1. The Pro Stone Replacement line item is for the Water Treatment Plant (WTP).

e. Miscellaneous: Mr. Stoner reported that the Wexcon change order had an error. He will be reviewing the accountability before payment is released.

VII. Election of Vice President:

a. Chairman Snavelly opened the floor for nominations.

Ø A Motion was made by Assistant Treasurer/Secretary Phillips to nominate Mr. McGeehan to the office of Vice Chair. The Motion was seconded by Secretary Brown and passed unanimously.

b. Hearing no further nominations Chairman Snavelly opened the floor to close nominations.

Ø A Motion was made by Mr. Harley to close nominations for the office of Vice Chairman. The Motion was seconded by Treasurer Horst, and passed unanimously.

Ø A Motion was made by Mr. Harley to have the Secretary cast a unanimous ballot for the election of Mr. McGeehan to the office of Vice Chairman. The Motion was seconded by Treasurer Horst, and passed unanimously.

- VIII. **Visitors:** MEI President George Smith, MEI Staff Robert Corn, and former Authority Vice Chairman Mr. Rick Schaidle of 11 Emi Lane.
- a. Miller Environmental Inc. (MEI) – Review of flow and loading report and other public/private partnership opportunities: Mr. Smith stated that he is aware of and sympathizes with the fact that the flow and loading has not been this costly in the past.
1. The program is set up to protect both the Authority and MEI. The numbers can be skewed from the samples taken, due to the frequency of testing required by permitting and contract.
 - i. He, Mr. Dragas, and Mr. Pollart agree that it would be advantageous for the Authority to purchase an influent flow meter. Mr. Smith offered to pay the costs for additional sampling.
 2. Mr. Pollart recommends sampling twice a month and installing a flow proportion meter which works with the sampler. (The higher flow times such as the daytime would take more samples, and lower flow times such as the evening would take fewer samples.)
 - i. Mr. Pollart verified for Mrs. Horst that the additional testing will allow them to determine what their system's regular bio chemical oxygen demands (BOD's) are. If the Authority takes multiple samples, the average monthly number is issued to DEP along with each test.
 - ii. There is no guarantee the additional testing will lower the flow/loading amount, but it is the best option to verify that the readings used in the flow/loading reports are accurate.
 3. Mr. Smith will be providing a quarterly flow and loading report to the Authority to assist them in their future budgeting processes.
 4. The current calculations have been reviewed by the engineer a discrepancy of approximately \$350.00 was discovered.
 5. Mr. Schaidle and Mr. Fenicle inquired about the large jump on this report in particular. Mr. Pollart and Mr. Smith explained that the flow and loading is driven by flow (the multiplier) and the BOD numbers. The additional sampling will help get a handle on the system's BOD. Flow cannot be controlled, which is why lowering Inflow & Infiltration (I/I) is so important.
 - i. Mr. Smith recommended that leak detection be budgeted in the maintenance budget as often as possible so that professional leak detectors can be hired to find leaks.
 - ii. Mrs. Horst requested further clarification on the flow and loading, because the I/I problem has existed all of this time and yet this report is much more exorbitant than any previous year. She is concerned that the issue is a combination of increased rain and I/I. Mr. Pollart stated that the Authority's I/I is our infrastructure.
 6. Mr. Phillips recommends putting together a more comprehensive strategic plan of goals.
- Ø A Motion was moved by Mr. Fenicle to authorize MEI to purchase and install a flow proportion meter, not to exceed \$8,200.00. The Motion was seconded by Mrs. Horst, and passed unanimously.
7. Mr. Pollart stated that the Authority has chosen the least expensive and highest impact method of combating I/I – house to house inspections.
 - i. PA Rural Water Association offers a free smoke tester for one week increments. MEI would be willing to assist with the testing if they can find enough staff. Rettew also has a smoke tester that they would be willing to loan to MEI to test the infrastructure.
 - ii. Mr. Pollart has provided an ordinance from another municipality that allows their authority to require lateral testing before properties transfer. Discussion was had on the potential ordinance. The Authority will receive copies for review. If the board agrees thereafter, the ordinance will be sent to the solicitor for review.

- iii. Mr. Schaidle recommended (with or without this ordinance) that the Authority arrange to inspect all properties along a roadway where water/sewer work is being done on the Authority's lines.
 - iv. The leak detection company can do several blocks in one day. Mr. Schaidle feels that it would be beneficial for the Authority to spend \$4 - \$5K to fully sound a whole quadrant and then to budget to do the other quadrants. There is a line item in the budget for leak detection, so the Authority agreed to move forward with that. (There is currently a 40% loss on water which equates to 300 gallons per minute; almost the flow rate of a well.)
 - v. Spending funds on finding and fixing the leaks would save the Authority from paying MEI another \$80K in flow and loading next year in addition to what the Authority will already have to pay for increased water flows from the new services that are being added in Penn Township.
 - vi. Mr. Snavelly stated his support of the decision, because of the difficulty of locating small leaks as they do not create sink holes. Mrs. Horst concurred.
- Ø A Motion was made by Mrs. Horst to authorize MEI to have a leak detection specialist service sound the Borough, not to exceed the budgeted line of \$3,200.00. The Motion was seconded by Mr. Fenicle, and passed unanimously.
- 8. Mr. Smith thanked the Authority for providing authorization for a partial payment to MEI. He stated that he is willing to work with the Authority on the amount due and a payment plan. He will have his controller issue a new statement to the Authority illustrating their payment and an updated balance due.
 - 9. Mr. Smith spoke with his engineer and Mr. Stoner about projects that could be mutually beneficial to the Authority and MEI. The first item would be the purchase of a dryer, because it has a payback. The drier would take current sludge outputs of 20% solid/ 80% water and bring it to about 95% solid, which would be less costly to transport. The sludge would also be classified as class "A," which could be sold. If MEI financed this operation they could provide a payback schedule which would save the Authority approximately 25% on cost and allow MEI to qualify for tax exemption on the purchase of the equipment.
 - i. Mr. Schaidle is in favor of obtaining the dryer as there is nothing to say that future regulations will not require Class "A" sludge output only.
 - 10. Mr. Brown thanked Mr. Smith for the compilation of ideas. He feels that the design of the new plant is something the Authority needs, but feels passionately that the I/I needs to be eliminated in the past tense. He would like for the professional staff to develop a plan to attack and eliminate I/I.
 - i. Mr. Smith stated that most boards do not respond to I/I as actively as this Authority, which is refreshing. The Authority is dealing with a system that needs repairs, but can only be as aggressive as they can afford.
 - ii. Mr. Schaidle suggested that Rettew be used as fill in inspectors until a replacement inspector is found by MEI. (Rettew's rates are between \$60 and \$65 an hour.)
 - iii. Mr. Fenicle stated that the classified ad for the inspector illustrates a salary that is potentially too low to get the Authority a qualified inspector. Mr. Brown stated that if the price we pay MEI is not high enough for them to attract and maintain a qualified inspector, then the price needs to be renegotiated in order to allow MEI to get the talent that the Authority needs to complete the I/I project. Mr. Smith will review his records and get back to the Authority with a figure that would be fair to MEI and the new inspector. Mr. Snavelly requested that Mr. Smith put together a comprehensive proposal for what

- would be needed to pay an inspector fairly, whether it is the inclusion of overtime, benefits, etc.
11. A new discussion was kindled on smoke testing and the current results of the completed I/I inspections. Mr. Dragas has found that most of the violations are with water connections, not with sump pumps and downspouts.
 12. Mr. Snavelly thanked Mr. Smith for his input and invited him to the next meeting.

IX. Reports:

- a. Engineer's Report:
 1. Mr. Pollart reviewed the proposed upgrades to the wastewater treatment plant (WWTP).
 - i. A second discussion was had on the impact of installing the dryer. The byproduct could be a revenue source; however, sludge is more of an MEI cost than an Authority one.
 - ii. The plant's design is intended to minimize cost to the Authority.
 - iii. Rettew is ready to meet with Penn Township to discuss land development and attempt to obtain the necessary waivers. Once the total facility size is determined, the plan will move to the Township Planning Commission.
 - iv. The design is for aerobic digestion, so the plant will not generate enough methane to make reclamation for fuel cost efficient.
 - v. Discussion was had on creating a power system that could run on the drier's byproducts so that the plant can be self-sustaining. The excess byproduct could be sold. Mr. Pollart will present the idea to his staff.
- b. Presentation: Mr. Pollart presented the Authority with a dedication plaque to be displayed at the WTP. The Authority thanked Mr. Pollart for his gift.
 1. I/I: The Authority was in agreement to authorize Mr. Pollart to develop a master I/I plan.
- c. Operations Report:
 1. Several sewer line blockages were repaired. There were reports of blockages on South Oak Street. Pipe Data had to be called, because MEI's router would not have been sufficient. There is a large flow in that area due to the concentration of recon shops. Mr. Stoner stated that if this continues the owners will have to pay for the additional flows through the IPP. Mr. Pollart reminded the Authority of their Industrial Pretreatment Program. Mr. Stoner added that the previous Codes Officer began a recon shop inspection project to assist with such issues.
 2. Tank: The 2k water reservoir is ready for re-filling.
 3. WTP: Some filters have been cleaned and the others are scheduled for cleaning.
 4. Maintenance Budget: Mr. Dragas reports that maintenance is currently at or under budget.
 5. Flow/Loading: Mr. Dragas compiled 2007's current flow and loading from January to date so that it could be compared with 2006's numbers. The numbers will vary based on rainfall, but it will give the Authority an idea of where they stand at mid-year. (A copy will be provided with August's packet.)
 6. Staff Identification: Mr. Dragas has been given authorization from Mr. Smith to purchase shirts to assist residents with identifying MEI employees when they are meter reading or doing work around town.
- d. Administrator's Report:
 1. The water tower certificate of substantial completion has been received and is in process.
 2. Elwyn Terrace did not qualify for CDBG funds. Individual income surveys will need to be done, in order to try for the project next year.
 3. Discussion was had on doing a mailer regarding the Chesapeake Bay strategy on a more frequent basis, not just in a newsletter. Mrs. Horst recommended getting articles into the local newspaper.

X. Action/Discussion Items:

- a. Stehman/Water House Proposal: Mr. Jerry Stehman has provided a proposal which Mr. Stoner showed to the board. Included in the package is a computer generated photograph to give the Authority an idea of what the facility could look like.
 - 1. Mr. McGeehan would prefer to see some sort of decorative block rather than vinyl siding.
 - 2. The Authority agreed to have the restroom roughed in rather than fully installed for the period that the building is not in Authority use.
 - 3. The Authority agreed to authorize Mr. Stehman to move forward with figuring out what the costs involved with the plan are, including Mr. McGeehan's request for block walls.

XI. New Business:

- a. Rettew Proposal – Rettew Lane Bridge: No additional items were presented.

XII. Old Business: No items were presented.

XIII. Adjournment:

- Ø A Motion was made by Mrs. Horst to adjourn at 11:05 p.m. The Motion was seconded by Mr. McGeehan, and passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Recording Secretary

MANHEIM BOROUGH AUTHORITY MINUTES

August 16, 2007 as amended at the September 20, 2007 meeting

- I. **Roll Call:** Chairman Douglas Snavelly, Treasurer Barb Horst, Assistant Treasurer/Secretary Marc Phillips, and Members Dave Fenicle, and Linford Harley.

Staff: Authority Administrator Robert D. Stoner, Recording Secretary/Utility Billing Admin. Candace L. Hoover, Engineer Yves Pollart.

Operations Staff: Facility Manager Dennis Dragas

Absent: Vice Chairman Pat McGeehan, and Secretary Kevin Brown.

II. **Call to Order:**

- a. Chairman Snavelly convened the meeting at 7:00 p.m. with the Pledge of Allegiance.

III. **Approval of Minutes – July 19, 2007:**

- a. Discussion was had on Section IX-a-1-i, sentence two. Mr. Harley and Mr. Snavelly agreed that the sentence should be reworded to read, “The byproduct could be a revenue source; however, sludge is more of an MEI cost than an Authority one.”
- b. Mr. Harley inquired about Section IX-b-1-sentence one. He believes that his stance was that direction was given for the master plan to also include testing the integrity of the water system as well. Mr. Pollart stated that his understanding was that he was to develop a master plan specifically related to wastewater. The Authority agreed to allow the record to stand as written.
- c. Discussion was had on the leak detection that was authorized at the last meeting.
- d. Mr. Harley requested that Section IX-c-1-sentence 5 read, “Mr. Stoner stated that if this continues the owners will have to pay for the additional flows through the IPP.”

Ø A Motion was made by Mr. Harley to approve the Minutes as amended. The Motion was seconded by Mr. Fenicle and passed unanimously.

IV. **Treasurer’s Report:**

- a. CD’s: Mrs. Horst reviewed the current revenue status. The CDs are due for renewal. Fiscal Assistant Sandi Mitchell suggested cashing in one of the CDs to reimburse the capital fund. Mrs. Horst and Mr. Phillips recommend putting the CD into the operations fund instead. Mr. Stoner recommended reimbursing the capital fund and placing the remaining funds in the operations fund.

Ø A Motion was made by Mrs. Horst to cash out one of the three CDs in order to reimburse capital expenses from 2006, and to renew the two remaining CDs. The Motion was seconded by Mr. Phillips and passed unanimously.

- b. Vouchers: Mrs. Horst noted the final payment for the Graham Alley project. The new line item for Fox Tapping is for Penn Street.
 - 1. Penn Street: Mr. Dragas stated that the latest leak fix seems to have allowed for a gain of approximately 1' 3" of water in the water tank in one day.
 - 2. The Pipe Data line item was for the service of several locations.
 - 3. The cut and trim line item is for three weeks of mowing, split between water and sewer. This shows up in the general expense line on the revenue and expense reports.
 - 4. The meters are for new residential units.
 - 5. The Exeter Supply line is for stock items, because storage was out.
 - 6. The I/I line item is for either June or July, because August has not been billed yet. Mrs. Hoover will follow up for a correction with Fiscal Assistant Mitchell.

- Ø A Motion was made by Mr. Phillips to authorize payment of the vouchers in the amount of \$865,547.57. The Motion was seconded by Mrs. Horst and passed unanimously.

- c. Revenue & Expense Reports: E&O was not originally budgeted, because it was usually part of the MEI contract. The Authority was charged for the portion of the contract last year that they used before it was dropped.
- d. Capital Items:
 - 1. Graham Alley will be receiving its final payment.
 - 2. Mr. Dragas will be checking on the manholes.
- e. Investments Report: Mr. Snavelly stated that after the payment the account will be the lowest he has ever seen in all of his years of service.
- f. 2008 Budget: Discussion was had on scheduling budget meetings beginning in September.

V. Visitors:

- a. George Smith – MEI: Mr. Smith reported that the driers they looked at were too expensive for a 10-year payback. MEI looked at the Fenton driers for fiscal reasons. The models are cheaper, but the maintenance costs coupled with the operational costs (i.e. fuel) are less economical than the more expensive driers. Mr. Smith stated that the plant does not generate enough sludge make a 10-year payback. Sludge costs are on the rise, so MEI is researching self land-application and lime stabilization. Mr. Smith would like to attend next month's meeting to share the results. Centrifuge operations were not pursued, because they do not produce enough solids. The lime treated sludge would be ideal for farmers. MEI is pushing for "Class A" sludge.
 - 1. The Authority was in agreement to have Mr. Smith attend the next meeting.
 - 2. Mr. Smith stated that he does not foresee big changes from the EPA. He believes that the restrictions are going to be more on the application side. Mr. Pollart verified that Class A sludge is the best possible byproduct a plant can produce.

- b. WWTP Byproducts: Mr. Stoner and Mr. Pollart will be meeting with A&M Composting to discuss byproducts they would be interested in by way of demand, etc.

VI. Reports:

- a. Engineer's Report:
 - 1. PMAA: PMAA is expecting draft permits to be issued by the end of September. Currently DEP is not going to require nutrient trading by 2010 as an interim measure. Once the permits are issued they will know what the requirements are for sure.
 - i. PMAA is thinking of having authorities chip in to pay professional modelers to verify the Chesapeake Bay Strategy model.
 - ii. Mrs. Horst questioned the benefits of postponing the plant as costs increase from year to year. Mr. Pollart agreed, but indicated that a new model could lessen the levels that must be met with the new plant's output.
 - iii. Discussion was had on whether or not more stringent regulations would develop within the next few years.
 - iv. The Authority as a whole is sympathetic to PMAA's goal of hiring professional modelers, but would still like to design their plant to meet the current proposal for regulations, because there is no guarantee the regulations will not get stricter in the future.
 - v. Mr. Snively feels that PMAA should create a call to action where legislatures are distributed letters on a weekly basis. If every Authority did that they would become a priority.
 - vi. WWTP Design: The project is on hold until the engineers are sure of which direction the Authority is going in with relation to sludge driers, etc.
 - 2. Forino Development: The developer will extend the proposed mains as recommended by the engineer if the Authority purchases the materials. Mr. Stoner would like the solicitor's recommendation before the Authority made a recommendation.

Ø A Motion was made by Mr. Harley to reject the proposal from the Forino development regarding materials, but require the extension. The Motion was seconded by Mr. Fenicle and passed unanimously.

- b. Operations Report: Two areas were labeled as potential leak zones within the entire east side of the borough.
- c. Administrator's Report:
 - 1. Water House – Conditional Use Approval/Denial for demolition of relocation: Mr. Stoner noted a correction on the estimated PPL cost. (See attached.) The actual move cost would be \$20,000. Borough Council has approved the demolition of the water house.
 - 2. Authority Property Sub-Division: Discussion was had on sub-dividing a portion of the lot in order to gain a marketable building lot.

VII. Action/Discussion Items:

- a. Water House: The Authority was in agreement to authorize the moving forward with negotiating with Mr. Stehman on the agreement for the demolition of the water house and the construction of the new building.
- b. NFWF Grant: Mr. Stoner will keep the Authority posted on working with Penn Township and others on nutrient trading.
- c. Sanitary Sewer Lateral Resolution: The Authority was in agreement to have Solicitor Kathy Gray overlook and provide comments on the proposed resolution.
- d. Sun Hill Road – water main extension: The connection to Circle Drive has a 4” and 6” line surrounded by 10” new lines. The estimated prevailing wage value for the project is \$111,265.00. Penn Township is offering to pay for the project and have the Authority reimburse them over time. Mr. Stoner will work with Penn Township about their estimated prevailing wage values and potential payback to them if they were to do the work.
- e. Park Hill Booster Station: There is a low roof structure over the pump station that is in poor condition. The proposal is to create a check and bypass system in order to create a manhole access.
- f. MEI Flow & Loading Payment: Discussion was had on the balance due.

Ø A Motion was made by Mr. Harley to pay equal payments of \$20K to MEI in September and October, and to pay the remaining balance in November. The Motion was seconded by Mrs. Horst and passed unanimously.

- g. Newsletter: Staff will make a submission to the Authority next week. The goal is to complete the issue for distribution in September/early October.
- h. Rettew Bridge: The proposal is for a structural engineering review to locate potential deficiencies and determine if any weight restrictions need to be applied. Mr. Stoner will provide additional data at next month’s meeting.

Ø A Motion was made by Mrs. Horst to authorize the structural analysis of the Rettew Lane Bridge, not to exceed \$3,500. The Motion was seconded by Mr. Phillips and passed unanimously.

VIII. Adjournment:

Ø A Motion was made by Mrs. Horst to adjourn at 9:33 p.m. The Motion was seconded by Mr. Fenicle and passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Utility Billing Administrator

MANHEIM BOROUGH AUTHORITY MINUTES
September 20, 2007 as amended at the October 18, 2007 meeting

- I. **Roll Call:** Chairman Douglas Snavelly, Vice Chairman Pat McGeehan, Secretary Kevin Brown, Treasurer Barb Horst, Assist. Treasurer/Secretary Marc Phillips, and Members David Fenicle, and Linford Harley.

Staff: Authority Administrator Robert D. Stoner, Recording Secretary/Utility Billing Admin. Candace L. Hoover, and Engineer Yves Pollart.

Operations Staff: Facility Manager Dennis Dragas.

II. **Call to Order:**

Chairman Snavelly convened the meeting at 7:00 p.m. with the Pledge of Allegiance.

III. **Approval of Minutes – August 16, 2007:**

- a. Discussion was had on whether or not Solicitor Gray was to review the sanitary sewer lateral resolution for feasibility (Section VII-c). It was determined that Authority did have the packet forwarded to Solicitor Gray.
- b. Mr. Snavelly indicated that Section VII-a should read, “The Authority was in agreement to authorize the moving forward with negotiating with Mr. Stehman on the agreement for the demolition of the water house and the construction of the new building.
- c. Mr. Stoner requested that the Motion under Section VI-a-2 read, “A Motion was made by Mr. Harley to reject the proposal from the Forino development regarding materials, but require the extension. The Motion was seconded by Mr. Fenicle and passed unanimously.”

Ø A Motion was made by Mr. Phillips to approve the Minutes as amended. The Motion was seconded by Mr. Harley and passed unanimously.

IV. **Treasurer’s Report:**

- a. Vouchers: Discussion was had on a few of the line items.

Ø A Motion was made by Mr. McGeehan to approve the vouchers in the amount of \$150,457.33. The Motion was seconded by Mr. Harley and passed unanimously.

- b. Revenue & Expense Reports: Discussion was had on several of the line items.
- c. Investment Report: Mr. Snavelly inquired about the mathematics involved with the revenue between May and June and then between June and July. The figures on the report do not seem to match those on the revenue and expense report. Mr. Stoner and Mrs. Horst will work with Fiscal Assistant Mitchell to arrange a more accurate depiction in the future, though they both feel that it is merely the difference in timing between when the figures are received and the report is generated.
- d. Capital Items List: Mr. Harley stated that the Authority should move forward with having a separate checking account for their capital items. Mrs. Horst explained that this was discussed at the budget meeting.
- e. 2008 Budget: The budget sub-committee’s third meeting is tentatively scheduled for October 4th. The Authority feels that a sub-committee should be compiled in order to construct a five year plan. The finance committee (Mrs. Horst, Mr. Phillips, and Mr. McGeehan) volunteered to assist with the construction of a five year plan.

V. Visitors: George Smith of MEI and Jerry Stehman of F&S Excavating Services.

- a. MEI Partnerships: Mr. Smith reviewed his and his staff's findings on lime stabilization. (See attached.) The stabilizers are being researched in order to determine if they would be viable and cost efficient.
 1. "Class A" sludge can be used for farming land application, landfill capping, land reclamation, etc.
 2. Mr. Smith would like to return in November to review capital costs versus operational and maintenance costs.

VI. Reports:

- a. Engineer's Report:
 1. I/I Master Plan: Mr. Pollart presented a draft master plan for the Authority's review. A map was used to illustrate flow monitoring and previously camera-ed lines. (These documents are in the general filing system.) The master plan is based on a three year schedule as an approximation.
 - i. The dates provided in the master plan are subject to change based on the Authority's available budget and whether or not the system's state allows for the work to be done at that time.
 - ii. A lot of the maps of the Borough's lines are out of date. The mylars are so old that some of them are pasted together. Mr. Pollart recommends that the Authority begin digitizing their records for preservation and improved access.
 - iii. Mr. Stoner stated that some repairs may land in areas that qualify for CDBG funds.
 2. Rettew Lane Bridge: Mr. Pollart handed out a report from the structural engineer on the condition of the bridge. (See attached.) The recommendations are to; rip rap the pier, bolt a plate over the existing plate for strength, and repair the expansion joints. The bridge is safe to traverse and to continue conducting regular business. The Authority agreed to include the \$7K in repair costs to the 2008 capital items list. The painting costs are to be reviewed in order to budget for them. Staff will see if the Borough will share costs for the repairs for their use of the bridge.
 - i. Mr. Stoner stated that the Borough would share repair costs with the Authority.
 3. NPDES Permit: Rettew is attempting to gain one year to meet new regulation flows from DEP rather than six months.
- b. Operator's Report:
 1. Flow Meter: The meter has been ordered.
 2. I/I Inspections: Mr. Dragas reported that the inspection rate has increased.
 3. Jet Rodder: The part is being repaired. It will still, however, need to be replaced.
- c. Administrator's Report:
 1. Fenton Drier: A demonstration will be done on the 27th of this month.
 2. Water Tower: A few kinks are being worked though.
 3. Stream Relocation: Mr. Stoner is working with Penn Township and several engineers to determine if there can be any crediting opportunities in the process.

VII. Action/Discussion Items:

- a. Stehman – Waterhouse Property Lease: Mr. Stoner reviewed the lease and amortization schedule (see attached).
 1. The agreement was altered to state that F&S Excavating is the only tenant and that after the term of 17 years the lease can be renegotiated.

2. A lengthy discussion was had on whether or not the real estate taxes should be included into the amortization schedule. The Authority was in agreement that if the taxes exceed \$2,490 the lessee will pay the difference between the taxes.
 3. The Authority agreed to strike sections 4a and 4b and to have the language reworked by Mr. Stoner.
 4. The house will be covered under the Authority's umbrella's insurance. Mr. Stehman will have his own renter's insurance. Staff will research whether or not the lessee's dog will affect the insurance rate. (The dog does qualify as a guard dog.)
- Ø A Motion was made by Mr. Fenicle to approve the lease amended agreement with September 20, 2007 as the commencement date. The Motion was seconded by Mr. McGeehan and passed unanimously.

b. Storm water proposal – Rettew:

- Ø A Motion was made by Mr. McGeehan to accept the change order submitted for the design of the WWTP. The Motion was seconded by Mrs. Horst and passed unanimously.

- c. Lateral Inspection Process: Mr. Fenicle believes that due to our system the resolution as written for the other municipality would not fit properly. He expressed his concern with the specifics stated within the resolution.
- d. Bill Copy Charge – Proposed \$5.00 for cc mailed to tenants: The Authority was in agreement with the rate proposal. Staff will work it into the 2008 rate schedule.

VIII. New Business:

- a. Current Board Member Term Expirations: Discussion was had on the process of renewing terms.
- b. Grass Mowing: Discussion was had on creating a mowing bid package for the Authority. The bid will be created with diversification instead of as a lump of property.

IX. Old Business:

- a. Water House Sub-Division: Discussion was had on the proposed lot add-on plan. The add-on would be configured in such a way; it would leave out a portion which could be sold as a build-able lot. Mr. Stoner will move forward with the research having received the go-ahead from the Authority as a whole.
- b. 2 Million Gallon Reservoir: The tank repairs are completed. Water testing will continue, and refilling is scheduled.
- c. Leak Detection: There is a potential leak on East High Street. The street will be re-sounded to verify.

X. Adjournment:

- Ø A Motion was made by Mr. McGeehan to adjourn at 10:10 p.m. The Motion was seconded by Mrs. Horst and passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Recording Secretary

MANHEIM BOROUGH AUTHORITY MINUTES
October 18, 2007 as amended at the November, 15, 2007 meeting

- I. **Roll Call:** Chairman Douglas Snavelly, Vice Chairman Pat McGeehan, Secretary Kevin Brown, Treasurer Barb Horst, and Members David Fenicle and Linford Harley.

Staff: Recording Secretary/Utility Billing Administrator Candace L. Hoover, Fiscal Assistant Sandra Mitchell, and Authority Engineer Yves Pollart.

Operations Staff: Facility Manager Dennis Dragas.

Absent: Authority Administrator Robert D. Stoner and Assistant Treasurer/Secretary Marc Phillips

II. **Call to Order:**

- a. Chairman Snavelly convened the meeting at 7:00 p.m. with the Pledge of Allegiance.

III. **Approval of Minutes of September 20, 2007:**

- a. Mr. Harley requested that section V-a-sentence two read, "The stabilizers are being researched in order to determine if they would be viable and cost efficient."
b. Mr. Harley also requested that section VI-a-2-sentence two read, "The recommendations are to; rip rap the pier, bolt a plate over the existing plate for strength, and repair the expansion joints."
c. Mrs. Horst requested that section VI-a-2 have the following sentences added; "The Authority agreed to include the \$7K in repair costs to the 2008 capital items list. The painting costs are to be reviewed in order to budget for them. Staff will see if the Borough will share costs for the repairs for their use of the bridge."
d. Mrs. Horst requested that section VIII-a be titled, "Current Board Member Term Expirations."

Ø A Motion was made by Mr. Fenicle to approve the Minutes as amended. The Motion was seconded by Mr. Harley and passed unanimously.

IV. **Treasurer's Report:**

a. Authorization to Pay Vouchers:

1. The next to last payment for 2007's flow and loading is present on the vouchers. Mrs. Mitchell will send a list of flow and loading payments to the Authority to show where the funds were posted.
2. Staff will follow up to assure that August's I/I voucher payment is not a duplicate of September's. (Mrs. Mitchell provided proof of invoice duplication later in the meeting – the payment is to be held until further notice.)
3. The Control Systems line item is for the flow meter which has been purchased. MEI is awaiting parts for its installations.

Ø A Motion was made by Mr. McGeehan discontinue grass cutting services for the remainder of 2007. The Motion was seconded by Mrs. Horst, and passed unanimously.

4. The Lebanon Farms Disposal line item is for the demolition of the water house.

5. The Utility Service line item is for the small tank. The Authority will be invoiced for the large tank at a later date.
 - Ø A Motion was made by Mr. McGeehan to pay the vouchers, with the exception the I/I line item, in the amount of \$187,049.57. The Motion was seconded by Mr. Brown, and passed unanimously.
- b. Meeting Packets: The Authority agreed to receive their packets the Friday before their meetings as they had in the past as is customary in most municipalities.
- c. Revenue & Expenses:
 1. Water Expenses: The line item titled “Water Plant Proj.” is a final payment from Pennvest. The line was added as an expense in order to cut a check to deposit into the BR&I account. The amounts are different due to the change orders that were made before the check was cut. There are not more payments due from Pennvest, so only expenses will be illustrated from now on.
 2. Sewer Expenses: The Inter-fund Operating Transfer line item illustrates paid capital items.
 - i. Mrs. Horst would like to see these funds moved to a separate revenue and expense account like the water and sewer have.
 - ii. Mr. Harley noted that the Authority is almost at budget for the I/I inspections. Discussion was had on which course of action should be taken. The Authority agreed that the project should move forward. The Authority will discuss the item again next month.
- d. Investment Report:
 1. BR&I Fund: Mrs. Mitchell explained that all “3-1” account items go through this fund.
 - i. Mrs. Horst has requested that the fund have its own revenue and expense account as the water and sewer have.
 2. CD’s Bank Lanc – Capital Project: All of the monies on this line are interest bearing CD’s. If there is any additional monies left over at the end of the year it gets moved into the capital account. A separate fund account needs to be created for this account for revenue and expense reporting.
 3. Water/Sewer Fund (general fund): Mrs. Mitchell explained that the Authority has a cash investment account that makes high interest. This account is shared with the Borough and is where the Authority’s money sits. The operation account is separate from this line – it is where revenue and expense comes in and goes out. When checks are cut it comes from the Borough General Fund, even though the Borough and the Authority have separate accounts. When the voucher list is approved, checks are cut from Borough General Fund. A balance sheet is run for a total on the General Fund. A bi-monthly journal entry is then done from the Authority account to reimburse the General Fund for the checks that were cut. The revenue that comes in for the Authority goes in a separate account from the Borough’s revenue account. The monies expensed are not moved at the time the checks are cut.
- e. General Accounting: Discussion was had on setting up a separate checking account for the Authority so that journal entries show up on the revenue expense reports as opposed to only the investment list.

1. The con to having a separate checking account is the loss of 5% interest on a higher balance. Also, if the Authority were to run low on funds, the Borough would essentially carry their debt until the end of the month while additional revenues were collected. This would be the case even with the separate accounts as the Borough is the guarantor of the Authority's debt.
 2. Mr. Snavely explained that he feels the Authority should maintain a minimum of \$1 million in reserves, because that was the guideline used when the Authority was operating under the previous bond. Even though the Authority is no required to hold as much in reserves, he feels that the Authority should still uphold that standard.
 - i. Mr. Brown added that a higher balance would assist the Authority in meeting the challenges that they face such as the upcoming plant upgrades for the Chesapeake Bay initiative.
 3. A pro to a separate checking account is easier reporting and the ability to see where funds are in real time. Mr. Brown would like to see it set up for real-time fund tracking. Mr. McGeehan and Mrs. Horst would like to see a separate checking account for a clean cut between the Borough and Authority.
 - i. Mr. Harley is in favor of either having a separate checking account or keeping the current set-up.
 - ii. Mr. Fenicle stated that he is in favor of the separate checking account; however, the Borough could possibly charge more for its contract services. Mrs. Mitchell said that the initial set-up would take the most time, but the additional time down the road would not be that far off. Some of the split invoicing would be easier to track if the accounts were separated into separate checking accounts.
- Ø A Motion was made by Mrs. Horst that effective January 1, 2008 the Authority establish its own checking account of revenue and expenses for all debts and credits. The Motion was seconded by Mr. McGeehan, and passed unanimously.
- f. Water Revenue: Staff is to pull a revenue report for 2005 and 2006 to see how the new properties have affected the Authority's water revenue. The report should also include how many lots have been added and how many are intended to be added for 2008 and overall.
 - g. 2008 Budget: The 2008 Budget draft was handed out (see attached). The blue page represents the water, green – sewer, and yellow – capital items.
 1. Mrs. Horst explained that certain items have been broken out for tracking purposes. She listed engineering as an example. As opposed to having one line item for engineering there will be an engineering line for each project.
 - i. The Authority will direct inquiries to Mrs. Horst and review the budget at the November meeting.
 2. 2007 Audit: Mrs. Hoover will continue preparing the aging report review and present it to the Auditor for approval before presenting any outstanding amounts due waiver requests.
 - i. Mrs. Horst will review the services between last year's audit proposal and this year's. She is aware that certain audit pieces are not done annually, but on a different recurrence schedule. The Authority agreed to table the proposal until next month.

V. Reports

- a. Engineer's Report:

1. Cedar Hollow – Reduction of Letter of Credit: Rettew recommends that 90% (\$736,940.00) be released with the remaining 10% (\$73,694.00) to be held until the as-builts have been completed and the valve boxes have been – adjusted after the paving has been completed.
 - Ø A Motion was moved by Mr. McGeehan to release 90% of the letter of credit until the recommended items have been completed. The Motion was seconded by Mr. Fenicle and passed unanimously.
 2. WWTP: Mr. Pollart handed out a map of the proposed sub-division (see attached). The arrangement would be that the new connect tapping fees would be paid by the developer. The taps paid to the Authority would then be reimbursed back to the developer; however, all of the user rates to be collected would be revenue for the Authority. Mr. Brown stated that the Authority would be relieved of certain liability risks with the installations by agreeing to this arrangement. The connection would require burrowing below the railroad with manholes to be on the opposite side of the tracks. The lines would be encased for the Authority's sake, in case repairs are needed in the future.
- b. Operations Report:
1. High Street Pressure Fluctuations: Mr. Dragas reported that the fluctuations are due to the emptying and filling of the tanks.
 2. 40 North Grant Street: Mr. Dragas explained the discussions that are underway with Wexcon's insurance company regarding the property's sewer lateral connection.
 3. I/I Inspections: Discussion was had on whether or not the Authority can require the replacement of a single check valve with a dual check valve.
 4. The water jetting unit (reported last month as a rodder) costs \$36,500.00 after a State rebate and a rebate for purchasing the company's demonstration unit (see attached). Renting a unit was discussed as an option as opposed to purchasing one. Because of the regular maintenance and emergencies that may occur, the Authority could pay more in a year on rentals than purchasing the unit. The unit comes with a full five year warranty. The unit the Authority owns now is a 1973 model. Mr. Fenicle believes that the newer model would be more efficient. The units use less water and provide greater pressure. Because the unit is through the state there are leasing options available. The leasing would be up to 6% with a \$1.00 end term buy-out. There are no maintenance agreements available. Purchasing a new unit would be at least \$8K more and the new unit would not come with the parts that the demo unit comes with. Also, the PA Public Works Equipment Co. would not offer a \$1K discount for the old unit. The amount would allow the Authority to purchase the unit without advertising for bids.
 5. Discussion was had on making the purchase now, because it was an item that should have appeared on the 2008 budget. Mr. Dragas will ask whether or not the first payment could be deferred until 2008 under the state contract regulations. He will follow up with the board via e-mail. Mr. Fenicle suggested leasing the equipment after determining whether or not there is a pre-payment penalty. Mr. McGeehan stated that even though it would cost more in the long run, it would be more beneficial to cash flow to lease the unit.

Ø A Motion was made by Mr. Fenicle to proceed with purchase and/or lease of the jetting unit for \$36,500.00 with a final vote on purchasing method to be determined via e-mail, pending Dennis's report back on financing options. The Motion was seconded by Mrs. Horst and passed unanimously.

c. Administrator's Report: (See attached.)

VI. Action/Discussion Items:

- a. Stehman – Waterhouse Property Lease: Mr. Stehman expressed a concern to Mr. Snavely this week about the sewer line servicing the new garage. Discussion was had on what affect back-flushing at the water plant would have on the sewer service.
- b. Roofing Water Plant Garage: The Authority discussed whether or not to have a slate or asphalt roof installed. The Authority agreed to wait for additional quotes.
- c. Fencing Extension Water Plant: Discussion was had though no decision was made.
- d. BSSF Audit Proposal: Discussed at Sections IV-g-2 and g-2-i.
- e. Enviroscan Proposal: (See attached.)

Ø A Motion was made by Mr. Harley to engage Enviroscan's services for a period to be determined by Mr. Dragas' professional judgment. The Motion was seconded by Mr. Brown, and passed unanimously.

- f. Newsletter: The Authority agreed to have staff complete the newsletter through printing and mailing without additional approval, as long as it meets budget.
- g. Sun Hill New Connects Project: The new customers do not have curb boxes, etc. so their tapping fees will help pay for those connections.

VII. New Business:

- a. Water Tower Advertising: Mr. McGeehan would like to discuss selling advertising space on the water tower at an upcoming meeting.
- b. Utility Solutions: The company will be at the December meeting to discuss installing a cell phone tower.
- c. I/I Resolution: Mr. Fenicle believes the Authority should draft an ordinance that would allow them to have property owners test their lines before transferring their property to new owners.
- d. Chesapeake Bay Initiative: Mrs. Horst reported that she saw a news report on the region's costs that will be incurred by municipal authorities to upgrade in order to meet the new requirements, even though they are not the major cause of point source. The Authority requested that Yves petition the PMAA for additional media coverage on the topic in order to attempt to make their constituents and legislators more aware of the issues.
 1. Mr. Pollart reported that PMAA is working with other organizations to work towards a better solution for the Bay. Mr. Snavely inquired about working with the Pennsylvania Association of Realtors to inform Realtor members of the pending costs and the affects of those costs.
- e. I/I Master Plan: The CAD portion of the I/I master plan is listed as a line item for 2008's budget.

VIII. Old Business:

- a. 5-Year Plan Committee: The committee is accepting any and all comments to assist them in putting together a solid plan.

IX. Adjournment

- Ø A Motion was made by Mrs. Horst to adjourn at 10:24p.m. The Motion was seconded by Mr. Fenicle and passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Recording Secretary

MANHEIM BOROUGH AUTHORITY MINUTES

November 15, 2007 as amended at the December 20, 2007 meeting

- I. **Roll Call:** Chairman Douglas Snavely, Vice Chairman Pat McGeehan, Secretary Kevin Brown, Treasurer Barb Horst, Assistant Treasurer/ Secretary Marc Phillips, and Members Dave Fenicle, and Linford Harley.

Staff: Authority Administrator Robert D. Stoner, Recording Secretary/Utility Billing Admin. Candace L. Hoover, Engineer Yves Pollart.

Operations Staff: Facility Manager Dennis Dragas

- II. **Call to Order:** Chairman Snavely convened the meeting at 7:00 p.m. with the Pledge of Allegiance.

III. Approval of Minutes – October 18, 2007:

- a. Mr. Harley indicated that Mr. Stoner should be listed on the absentee list.
- b. He also indicated that Section IV-d-3-sentence six read, “A bi-monthly journal entry is then done from the Authority account to reimburse the General Fund for the checks that were cut.”
- c. Mr. Snavely requested that Section IV-e-2 be revised to read, “Mr. Snavely explained that he feels the Authority should maintain a minimum of \$1 million in reserves, because that was the guideline used when the Authority was operating under the previous bond. Even though the Authority is no required to hold as much in reserves, he feels that the Authority should still uphold that standard.”
- d. Mrs. Horst indicated that Section IV-e-3-ii-sentence one should read, “Mr. Fenicle stated that he is in favor of the separate checking account; however, the Borough could possibly charge more for its contract services.”
- e. Mr. Snavely indicated that Section VI-e should read, “Enviroscan Proposal: (See attached.)” so that future Minute readers understand what the services entail.
- f. He also requested that Section VII-d-1-sentence two read, “Mr. Snavely inquired about working with the Pennsylvania Association of Realtors to inform Realtor members of the pending costs and the affects of those costs.”

Ø A Motion was made by Mr. McGeehan to approve the Minutes as amended. The Motion was seconded by Mr. Brown and passed unanimously.

IV. Treasurer’s Report:

- a. Invoices: Mr. Harley indicated that the final balance on the flow and loading invoice is not present on the vouchers. The Authority will be e-mailed with the total figure. (\$19,878.60) The payment was previously approved at an earlier meeting.

Ø A Motion was made by Mr. McGeehan to authorize payment of the vouchers in the amount of \$96,051.56; based on the updated vouchers which have been provided and withholding payment of invoice #179507 in the amount of \$67,614.04 until the items

Utility Services Co. have neglected have been completed. The Motion was seconded by Mr. Brown and passed unanimously.

Ø A Motion was made by Mr. McGeehan to authorize payment to MEI for the remaining 2006 flow and loading charges based on the final outstanding invoice balance. The Motion was seconded by Mrs. Horst and passed unanimously.

b. Revenue & Expense Reports:

1. Water Expense Report: Various items on the water expense report were reviewed.
2. Sewer Expense Report: Mrs. Horst wants to meet with Fiscal Assistant Mitchell to work on finding another way to present the Authority's financial information so that it is easier to follow.

c. Investment Report: Mr. Snavelly and Mrs. Horst indicated that the August balance should read \$756,345.03.

1. Mr. Snavelly stated that he is concerned that between September and October the numbers illustrate a decrease, when historically they should illustrate an increase. Mrs. Horst stated that this is why the Finance Committee has requested to start new fund accounts – so that the Authority sees check ledger balances as opposed to bank statement balances, which will give them a better understanding of where they stand financially from month to month.

d. BR&I Report: Mrs. Horst reviewed the report that was provided in the packet by Fiscal Assistant Mitchell. The figures are related to the design of the wastewater treatment plant (WWTP) upgrade.

e. Checking: Checks have been ordered for the Authority to have their own account. Processes for cutting checks are going to be worked out under the guidance of the Auditors.

f. 2008 Account Set-up: Mrs. Horst would like to do a due-to/due-from scenario between the operation fund and the capital fund as opposed to setting up two separate accounts.

g. 2008 Capital Items: The Borough intends to assist with the repairs of the bridge; although, they have not yet pledged a dollar amount.

1. Rodder: Mr. Snavelly requested additional clarification to be provided in the future; the memo line should say 2008 – 2011 and should indicate lease/purchase.

h. 2008 Budget: Mr. Harley indicated that the water's total revenue does not include the interest which is in bold at the top of the page.

1. Contract Services: Mr. Harley stated that the water and sewer contract services figures do not match what the Authority is currently paying MEI. Mrs. Horst explained that 2008's figure should more properly illustrate the allocations that should be reflected as actual costs for MEI between water and sewer. Mr. Stoner will see that the figures are double checked. Mr. McGeehan stated that the figures should come directly from the contract.
2. PPL: Mr. Harley stated that PPL rates are supposed to go up about 30%. He believes that the figure budgeted should be higher to anticipate those fees.
3. Maintenance: The maintenance line item will remain at \$10K, because capital expenses have been better allocated for 2008.
4. I/I Inspections: Mr. Harley inquired about the I/I line item. He believes that the line item should be around \$90K. Mr. Snavelly stated that the inspections should decrease as re-inspects are being initiated and the project nears completion.
5. Capital Items: The capital items revenue listed is from the CD's that the Authority has.

- V. **Visitors:** Mr. James Hopkins of MEI and Mr. Paul Bellezza were present to share information on their acquired research with the Authority.
- a. MEI Presentation: Mr. Hopkins was present on behalf of MEI President George Smith. Mr. Hopkins reviewed possibilities for dealing with sludge at the upgraded WWTP.
 1. MEI will print a copy of their slides and they will be included as part of the Minutes records.
 - b. Paul Bellezza – Sherwood-Logan Assoc. – Fenton Dryer presentation: Mr. Bellezza reviewed some of the benefits of running a Fenton Dryer. Class A sludge would be a guaranteed byproduct of processing sludge with the unit. Staff will obtain a copy of the slides to be included as part of the Minutes records.
 1. The WWTP produces approximately 8 wet tons per day; however, the upgraded WWTP will be producing more.
 2. Mr. McGeehan feels that it would not be far fetched to think that Class A sludge may be required as an operational regulation in the future.
 3. Discussion was had on the various market opportunities that would exist for providing Class A sludge as well as bringing in other wet tonnage in order to produce additional Class A sludge.
 4. Partnering with another municipality would qualify the Authority for grant opportunities.
 5. The Authority agreed to have staff move forward with research and planning for the upgraded WWTP's drier options.
 - i. Mr. Pollart encouraged the Authority to seek the viability of other driers.

VI. **Reports:**

- a. Engineer's Report:
 1. Chesapeake Bay Initiative: Discussion was had on recent media coverage of the Bay Initiative.
 - i. Discussion was had on providing a form letter regarding the Authority's and Authority customers' position in the initiative that can be downloaded and mailed to the state and local representatives or downloaded and e-mailed to them.
- b. Operator's Report:
 1. Enviroscan: The company was in for a ½ day and was unable to locate the line that is supposed to exist on Fruitville Pike. There are two curb boxes that were discovered which MEI will check to see if they can use them to hook up Rettew's Catering.
 2. Fire Hydrant: The lines by Marie Avenue have been researched and MEI may have found a way to cap the lines in order to remove the old hydrant.
 3. Flow & Loading: The BOD's are down. This year, because of when the contract started the full year calculations will be based on 11 months.
 4. Maintenance Cost Records: MEI will attempt to control costs for the remainder of the year.
 5. Wastewater/Water Plant Flows: Mr. Dragas stated that the numbers listed for September and October should both be adjusted. He will submit corrections on next month's report.
 6. Water Treatment Plant Garage: The door is currently old and must be physically kicked in order to get it to budge. Mr. Dragas would like to replace the door with a steel door. The Authority agreed to have the structure secured with keyed locks.
 7. Administrator's Report:

- i. Roof: (See attached proposals from A&B Roofing, LLC, Lantz Slate Roof Repair, and Top of the Line Roofing.) All of the proposals will require additional fees, because they were all unable to determine the status of the joists, etc. underneath the current roof.
- ii. The Authority members agreed replacing the roof in its entirety due to its age.

Ø A Motion was made by Mr. McGeehan to use A&B Roofing with a project cost of up to a total of \$4K; with any additional costs to be presented to the Authority for approval. The Motion was seconded by Mr. Harley and passed unanimously.

- iii. Surveying Services (Water House Subdivision): Weber Surveyors, Inc. submitted a proposal for \$4,500.00. Mr. Pollart stated that Rettew's services would be more expensive for the same project scope (\$17,200.00).

Ÿ Mr. Harley has requested that at least two additional quotes be provided for comparison. Mr. McGeehan agreed. Mr. Stoner will provide that information.

VII. Action/Discussion Items:

- a. BSSF – 2007 Audit Proposal ratification: Mrs. Horst shared that the figure was accurate.

Ø A Motion was made by Mr. Brown to ratify the audit engagement letter in the amount of \$9,800.00. The Motion was seconded by Mr. Phillips and passed unanimously.

- b. Jet Rodder – ratification:

Ø A Motion was made by Mrs. Horst to ratify Resolution 4-2007 related to the procurement of the jet rodder. The Motion was seconded by Mr. McGeehan and passed unanimously.

- c. I/I Inspection Project: Inspections are continuing. (See discussion at Section IV-h-4.)

- d. Water Tower – Service Agreement, Advertising & Cell Antennae: The Authority agreed to table the item until next month.

- e. WTP – Garage roof: See discussion at Section VI-7-i.

VIII. New Business:

- a. Brian Hornberger – Stream Trapping: The Authority's consensus was to allow the trapping as long as the individual is responsible and maintains his equipment in a fashion that will not impose harm to any of the residents of or visitors to the Borough

IX. Adjournment:

Ø A Motion was made by Mrs. Horst to adjourn at 10:43p.m. The Motion was seconded by Mr. Brown and passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Recording Secretary

MANHEIM BOROUGH AUTHORITY

December 20, 2007 as amended at the January 24, 2008 meeting

- I. **Roll Call:** Chairman Douglas Snavelly, Vice Chairman Pat McGeehan, Secretary Kevin Brown, Treasurer Barb Horst, and Members David Fenicle and Linford Harley.

Staff: Authority Administrator Robert Stoner, Recording Secretary/Utility Billing Administrator Candace L. Hoover, Engineer Yves Pollart, and Fiscal Assistant Sandra Mitchell.

Operations Staff: Facility Manager Dennis Dragas

Absent: Assistant Treasurer/Secretary Marc Phillips.

II. **Call to Order:**

Chairman Snavelly convened the meeting at 7:00 p.m. with the Pledge of Allegiance.

III. **Approval of Minutes – November 15, 2007:**

- a. Mr. Harley indicated that Section IV-a-sentence two read, “The Authority will be e-mailed with the total figure. (\$19,878.60)”
- b. Mr. McGeehan noted that Section VIII-a-title should read, “Brian Hornberger – Stream Trapping”
- c. Mr. Snavelly requested that Section IV-h-4-sentence three read, “Mr. Snavelly stated that the inspections should decrease as re-inspects are being initiated and the project nears completion.”
- d. Mr. Stoner requested that Section VI-a-4 read, “MEI will attempt to control costs for the remainder of the year.”

Ø A Motion was moved by Mr. Brown to approve the Minutes as amended. The Motion was seconded by Mr. McGeehan and passed unanimously.

IV. **Treasurer’s Report:**

a. Authorization to Pay Vouchers:

1. Mrs. Horst reported that the pre-audit work is present on the vouchers.
2. She also noted that the approved garage door replacement was completed.
3. Mr. Dragas confirmed for Mrs. Horst that the Haldeman’s Excavating charge is from the main break repair on Route 72 (just above Colebrook).
4. Mr. Dragas verified for Mrs. Horst that the meters purchased are for as-needed installations and for inventory replacements.
5. Mr. Stoner indicated that the 4” meter on the vouchers was ordered for FL Smidth as part of the industrial meter replacement program. The Authority does not get reimbursed for meter replacements.
6. Mr. McGeehan inquired as to whether or not we could purchase meters from elsewhere where the internal parts are still brass instead of plastic.
 - i. Mr. Stoner stated that the Authority should consider whether or not to upgrade their meters to newer technology as most of them are coming to the end of their life spans.
7. Mr. Dragas verified for Mrs. Horst that the billing inquiry on the I/I has been rectified.

Ø A Motion was made by Mr. Harley to approve payment of the vouchers in the amount of \$98,438.99. The Motion was seconded by Mr. McGeehan and passed unanimously.

b. Revenue & Expenses:

1. Mrs. Horst reviewed several line items.
2. Mr. Stoner verified for Mr. Harley that the Utility Services check is cut and being held until they have completed the requested punch list items; the fence and bollard post issues. Mr. Stoner stated that staff will provide a status report to the board before issuing the check.

c. Investments Report:

1. Mrs. Mitchell handed out several spreadsheets in relation to investments, revenue, and expenses. (See attached.) Mr. Snavelly stated that the board needs to maintain awareness on the income and expenses.

d. Amounts Billed Report:

1. Mrs. Hoover reviewed the 2007 revised copy spreadsheet.
2. Staff will review the rate analysis and report to the board to illustrate what was proposed in the rate structure revamp to where the board stands currently. A truer picture could be presented at the March 2008 billing, but a snapshot of the current status will be provided at the next meeting in order to provide a preliminary idea to the board.

e. 2008 Budget:

1. Water Revenue: Mrs. Horst reviewed the changes that Mrs. Mitchell provided in the packet copy of the budget (see attached color copy of the 2008 budget - far right column line items in bold font.)
2. Sewer Revenue: Mr. Stoner reported that Clair Brothers will be providing tapping fees.
 - i. Mr. Stoner verified for Mr. Harley that the Capital Fund account will have its own line items such as the rodder payments where fund flow can be tracked easier.
3. Mr. McGeehan would like to see line items for escrow accounts so that the board can see entrances and have the ability to run escrow reports.
4. Mrs. Horst confirmed that there will be no revenue shown at this time for the capital fund account. At year-end any remaining funds will be reviewed to determine if they will remain in operational funds or be moved to the capital fund.
5. Mrs. Horst would like for the 5-Year Plan Committee (The Budget Committee – See September 20, 2007 Minutes) to review the budget and other items in order to determine if rate increases or expenditure decreases need to be instilled.
 - i. The budget up for approval this evening is intended to be more of a guideline for goals. Adjustments can be made throughout the year.
6. Mr. McGeehan noted that the septage price reports are inconsistent and low compared to other plants. He indicated that one of our largest haulers had stated to him that Manheim's rates are one of the lowest. He would like for Mr. Dragas to approach MEI about a rate increase.
 - i. Mr. Fenicle would like to know what surrounding areas are receiving septage and for what price. Mr. Stoner will work with Mr. Dragas and MEI to compile a report.
7. Staff will provide a list of grass cutting quotes to the Authority.
8. The budget committee will meet at 5:30 p.m. before the next meeting.

Ø A Motion was moved by Mrs. McGeehan to approve the revised December 20, 2007 copy of the budget. The Motion was seconded by Mr. Brown and passed unanimously.

V. **Visitors:** None were present.

VI. **Reports:**

a. Engineer's Report:

1. Estimated Chemical Feed Systems: Mr. Pollart explained that the Wastewater Treatment Plant (WWTP) uses a trickle filter to lower Phosphorus levels. Ferric salts and other chemicals are used to assist in that process. Luxury Uptake is a product that may help further lower Phosphorus, but it may not reach the proposed 0.83 parts per milligram regulations without additional chemical treatment. Nitrogen is controlled by supplemental BOD.
 - i. Some of the existing chemical pumps in the tanks are in dire need of repair and the tank is not UV protected. He and Mr. Dragas created a list of items that need repairs and what the costs of those repairs would be.
 - ii. Discussion was had on incorporating the feed system (see attached) into the design of the WWTP upgrade or waiting to see the functionality of the plant to determine which action should be taken after obtaining its read-outs.
 - s Mr. McGeehan stated that it would be cheaper to have it installed with the construction of the plant. Mr. Snavelly stated that if the system is incorporated, then the funding would come as part of the bond package
 - s Mr. Pollart stated that the total cost for the chemical feed system is approximately 5% of the total proposed upgrades costs.
 - iii. Bond: The system could be bid as an alternate. If it is not needed, the funds can be put back as payment towards the bond.
2. Chesapeake Bay Initiative: Mr. Snavelly thanked Mr. Pollart for drafting a letter for municipal waste customers to use in order to bring the initiative and the pending hardships that will be presented to authorities and their constituents to legislators.
 - i. Mrs. Horst stated that AARP may be of assistance as a lot of residents are elderly and on fixed incomes.
 - ii. Mr. Brown stated that it would be naïve to assume that the regulations will not get even stricter in the future. He believes the board should look to design a plant that can produce outputs as low as current technology can provide, because regulations may become stricter before the debt incurred for upgrading this plant is repaid.
 - iii. Mr. Fenicle reported that Pennsylvania is paying farmers to “no-till” in order to lower Nitrogen deposits. Virginia and Maryland are doing the same, but there are no funds available for authorities.

Ø A Motion was made by Mr. Fenicle to incorporate the chemical feed systems into the design of the WWTP upgrade. The Motion was seconded by Mr. Brown and passed unanimously.

3. Engineering Services: Mr. Pollart thanked the Authority for the opportunity to serve the Authority and handed out a token of his appreciation to the board members. There are no major changes to the service agreement/costs for services for 2008.

b. Operator's Report:

1. Mr. Dragas indicated that the maintenance agreement has a small difference of just over \$2K for the year. December's activity will be added to that deficit.

2. Proportional Sampler/Flow Meter: The equipment is working very well. The flow and loading tracking operating very well.
 3. American Leak Detection: Mr. Snively reported that they were able to come within a foot and a half of the leak near his property. He commended them for their work.
 4. I/I Inspections: There are approximately 150 properties that have not been inspected. Their correspondence was issued today.
 - i. Mr. Fenicle feels that due to the percentage of illegal sewer connections found during the in-home inspection process, the board will not see a major change in their I/I after all of the residents make their repairs.
 - ii. Smoke testing; however, may take the system to the next level of efficiency.
 5. Water Tower Fencing: Mr. Dragas has a quote for approximately \$6K from Eyeman Fencing, which includes using the left over materials from the South Oak Street fence installation. He will obtain two additional quotes.
 - i. Cost will be split with Penn Township. Funds will come from capital expenditures.
- ∅ A Motion was made by Mrs. Horst to approve fencing around the water tower not to exceed \$6K. The Motion was seconded by Mr. McGeehan and passed unanimously.
6. Park Hill Leak Repair: A leak was repaired and a “boil water” advisory was issued due to the state requirement. There was never a reason to actually boil water, but the notice was issued as part of the requirement. The advisory has been lifted.
- c. Administrator’s Report:
1. Garage Roof: The roofer intends to make repairs in January.
 2. Interconnect: Mr. Stoner is expecting that the land is to be turned over to us by year-end.

VII. Action/Discussion Items:

- a. Foreman – 40 N Grant St credit request: Mr. Stoner reviewed the history of the request. When Wexcon repaired Graham Alley they did not re-connect Ms. Foreman’s property. Due to this error Ms. Foreman experienced sewer backups and incurred charges with plumbers to make repairs. Due to the storage of sewage in her lines she had to replace her lateral connection. At this time her plumbers discovered that her line was no longer connected to the system. Her contractor made a temporary connection from her lateral to the neighbor’s lateral in order to reinstate sewage flow. Staff has been working with Ms. Foreman in order to have Wexcon reimburse her for the costs she incurred.
 1. Our costs to Wexcon would only be what it would have cost originally to have her connected as part of the original project.
 2. The Authority agreed that the loss of revenue due to the Wexcon error should be submitted to Wexcon or to the insurance as a claim for reimbursement to the Authority.
- ∅ A Motion was made by Mr. Harley to provide a credit to Ms. Foreman for sewage charges from the date she lost service until she was re-connected to her neighbor’s lateral. The Motion was seconded by Mrs. Horst and passed unanimously.
- ∅ A Motion was made by Mr. Harley to submit a loss of revenue claim to the insurance company for the amount to be credited to Ms. Foreman. The Motion was seconded by Mrs. Horst and passed unanimously.

- b. Greenly – 120 S Grant St waiver requests: Mr. Harley agrees that Mr. Greenly should pay a portion of the statement, but not all of the penalty amounts due. Mr. McGeehan and Mr. Fenicle concur that Mr. Greenly should pay all of the outstanding charges. Mrs. Horst indicated that the dispute has been open for too long.

Ø A Motion was made by Mr. McGeehan to deny Mr. Greenly's request for a waiver of fees, to require his payment of the total outstanding \$1,639.49 in charges, to require the removal of the interconnection between 120 and 122 South Grant Streets providing a solid pipe connection at his cost, all by January 15, 2008 or water service will be discontinued to both properties. The Motion was seconded by Mr. Fenicle and passed with opposition by Mr. Harley. Vote: 5-1.

- c. Eshelman – 323 W Dover St I/I complaint: (See attached.) Discussion was had on Mr. Eshelman's concerns. It was determined that had the plumber sealed the line within the home, water would not have channeled into the basement upon the rain even that occurred when the hole was created for the pipe replacement.

1. The Authority has been providing piping for the residents in cases where the line from the curb stop to the main is also galvanized – thereby saving the residents installation costs. The Authority is okay with extending repair deadlines into the spring and having MEI pull the line with Mr. Eshelman incurring the curb and sidewalk costs, etc. as we have done with other properties. A letter will be issued to Mr. Eshelman detailing what the Authority can do by way of assisting with the galvanized line replacement and also an apology for the indication that his downspouts were in violation. The letter is to include the negligence of the neighbor's plumber on sealing their copper line installation, note the acts, rules, and regulations that require the Authority to require these repairs, and a copy of his original inspection report.

- d. Weaver – 184 W Sun Hill Road connection waiver request (denied by Penn Twp): No action was taken by the Authority as the property's connection is under Penn Township's jurisdiction.

- e. Water Tower Resolution: Mr. Stoner read the proposed resolution to the Authority.

Ø A Motion was made by Mrs. Horst to approve the Resolution as presented. The Motion was seconded by Mr. Fenicle and passed unanimously.

- f. NPDES Permit: (See attached update.)

- g. New Account Signature Pages: Signatures are to be allowed by; the Authority Administrator, Fiscal Assistant, Chairman, and Treasurer.

Ø A Motion was made by Mr. Brown to have the signatures for the Authority accounts be any combination of two of the following; the Authority Administrator, Fiscal Assistant, Chairman, and/or Treasurer. The Motion was seconded by Mr. McGeehan and passed unanimously.

- h. Rettew Proposal – GIS System Mapping: The project would be on a time and materials basis with \$5K for mapping and scanning estimated at \$2,400 (based on an estimate of 24 hours time).

1. Mrs. Horst would like to defer approval of the project until the budget committee has met to review the capital accounts.

VIII. New Business:

- a. Sludge Processing Committee: Mr. Stoner recommended a sub-committee be formed to assist him and MEI in researching lime and other drying processes.
- b. GIS Mapping: The Budget Committee/5-Year Plan Committee will discuss this item and provide a report to the board in January.

IX. Old Business: No items were presented.

X. Adjournment:

- Ø A Motion was made by Mrs. Horst to adjourn at 10:27 p.m. The Motion was seconded by Mr. Brown and passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Recording Secretary