

MANHEIM BOROUGH AUTHORITY

January 20, 2011 *as amended*

I. Call to Order

Mr. Snavelly convened the meeting at 7:05p.m. with the Pledge of Allegiance.

II. Roll call

Chairman Douglas Snavelly, Vice Chairman Marc Phillips, Secretary Lin Harley, and Assistant Treasurer/Secretary Wade Baker.

Staff:

Office Staff: Authority Administrator Robert M. Behling, Public Works Director David L. Fenicle, Recording Secretary/Utility Billing Administrator Candace L. Hoover
Engineering: Greg Gromicko and Ryan Mastowski – Rettew Associates
Operations: Facility Manager Dennis Dragas – Miller Environmental, Inc.

Reorganization

- Ø Mr. Harley made a Motion to open the floor for nominations, seconded by Mr. Baker, Motion passed unanimously.
- Ø Mr. Phillips made a Motion to nominate Mr. Snavelly to the office of Chair, seconded by Mr. Harley. Mr. Snavelly made a Motion to nominate Mr. Phillips to the office of Chair. No second was made. Motion to nominate Mr. Phillips did not carry. Motion to nominate Mr. Snavelly to the office of Chair passed unanimously.
- Ø Mr. Harley made a Motion to close nominations for the office of Chair, seconded by Mr. Phillips. Motion passed unanimously.
- Ø Mr. Harley made a Motion to nominate Mr. Phillips to the office of Vice Chair, seconded by Mr. Baker. Motion passed unanimously.
- Ø Mr. Phillips made a Motion to close nominations for the office of Vice Chair, seconded by Mr. Harley. Motion passed unanimously.
- Ø Mr. Phillips made a Motion to nominate Barb Horst to the office of Treasurer, seconded by Mr. Baker. Motion passed unanimously.
- Ø Mr. Baker made a Motion to close nominations for the office of Treasurer, seconded by Mr. Phillips. Motion passed unanimously.
- Ø Mr. Baker made a Motion to nominate Mr. Harley to the office of Secretary, seconded by Mr. Phillips. Motion passed unanimously.
- Ø Mr. Baker made a Motion to close nominations for the office of Secretary, seconded by Mr. Phillips. Motion passed unanimously.

- Ø Mr. Phillips made a Motion to close nominations for the office of Secretary, seconded by Mr. Harley. Motion passed unanimously.
- Ø Mr. Harley made a Motion to nominate Mr. Baker to the office of Assistant Secretary/ Treasurer, seconded by Mr. Phillips. Motion passed unanimously.
- Ø Mr. Phillips made a Motion to close nominations for the office of Assistant Secretary/ Treasurer, seconded by Mr. Harley. Motion passed unanimously.
- Ø Mr. Snavelly requested that all those in favor of electing the slate of officers; Doug Snavelly – Chair; Marc Phillips – Vice Chair; Lin Harley – Secretary; Barb Horst – Treasurer; Wade Baker – Assistant Treasurer/ Secretary; signify agreement by saying “Aye”. Vote: Unanimous.

III. December 16, 2010 Minutes

- Ø Mr. Snavelly entertained a Motion to approve the Minutes as presented; moved by Mr. Harley, seconded by Mr. Phillips. Motion passed unanimously.

IV. Visitors

No visitors were present.

V. Reports

- a. Engineer’s Report: Mr. Greg Gromicko will serve in Mr. Pollart’s place for a few months. Mr. Gromicko reviewed the submitted report. (See attached.)
 1. Wastewater Treatment Plant (WWTP) Upgrade: It is anticipated that the Pug Mill will be completed by the end of March.
 2. Five Points: Documentation is being finalized.
 3. South Main Street Water and Sewer Line Replacement: Costs are anticipated to be at \$180K, 50% of the total project cost. Anticipated start date is June 1st.
 4. Forino Development: Discussion was had generators versus a transfer switch. Mr. Forino will be pre-paying for his tapping fees.
 5. Residential Sprinkler Requirements: Residential sprinkler requirement regulations went into affect piggybacked on another bill this month. It was anticipated to be overturned, but it has not been. Mr. Mastowski reports that it is a topic of large debate at the State.
- b. Contract Operator’s Report
 1. 2010 Maintenance Agreement: MEI will be cutting a check in the amount of \$3,496.07 for unused maintenance agreement funds from 2010.
 2. Monthly Report Correction: There were 97 work orders, not 98.
 3. WWTP Operation: The WWTP was in violation for exceeding weekly average limits for BOD which is a function of the new construction. DEP understands the situation. They have the construction schedule, and are receiving monthly updates. No fines are anticipated.
 - i. Startup of the upgraded portion of the plant is scheduled for January 24th.

4. Sludge Hauler Rates: Mr. Graybill of the Manheim Car Wash inquired about the waste hauler sludge rates. The haulers are paying additional rates as well as the customers.
- c. Public Works Director's Report
1. MEI Service Contract Amendment #2
 - Ø Mr. Snavely entertained a Motion to accept Amendment #2, moved by Mr. Harley, seconded by Mr. Phillips. Motion passed unanimously.
 2. PUC Water Shut Off Guidelines
 - Ø Mr. Snavely entertained a Motion to adopt the Pennsylvania Utility Commission's Responsible Utility Consumer Protection Act's Water Shut Off Guidelines, moved by Mr. Harley, seconded by Mr. Phillips. Motion passed unanimously.
 3. Web Site: The new web site is operational. The board discussed installing a counter on the web site for internal use.
 4. Water Repairs: DEP granted an emergency permit to increase pumping during the leak repairs. The operation did not require its use, but it was obtained as a precautionary measure.
 5. South Hazel Street: Potentially asbestos contaminated soil was found and has been contained based on current regulations. RT Environmental is slated to test the materials and find a proper disposal location for it.
 6. Year End Numbers: Mr. Fenicle reported that the year closed out at an approximate deficit of \$25K as opposed to the anticipated \$280K to \$300K deficit. Mr. Baker noted the positive report that the budget is not near the anticipated deficit. Mr. Harley commended Mr. Fenicle on his efforts with spending.
 7. Public Works Employees: Mr. Fenicle recommends that the Authority renegotiate the percentages arranged with the Borough for the employees shared use. The Authority did not use the percentage of public works employee time that was put forth in the administrative agreement.
 - i. It is possible that the Authority could use the three public works employees up to 10%.
 - ii. Discussion was had on how the employees could be of use to the Authority. An employee audit is anticipated to be completed by the end of the first quarter. The Authority is expecting a log of shared employee times to utilize in the audit process. They have requested logs before, and have yet to receive them.
 8. WWTP Plaque: The official project name is the Manheim Borough Biological Nutrient Reduction (BNR) Project. It was discussed that all of the board members involved with the project from the start be included on the plaque. Rettew Associates, Wickersham, and Gettle will be included on the plaque.
 9. WWTP Payment Request #16: Rettew recommends payment to Wickersham in the amount of \$148,211.00 and \$30,766.70 to Gettle.

Ø Mr. Snavely entertained a Motion to approve Payment Request #16 in the amount of \$148,211.00 to Wickersham, and \$30,766.70 to Gettle, moved by Mr. Harley, seconded by Mr. Phillips. Motion passed unanimously.

10. Sweetbriar Creek Letter of Credit: (See attached.)

Ø Mr. Snavely entertained a Motion to approve the reduction of letter of credit, provided it is approved by Solicitor Gray, moved by Mr. Harley, seconded by Mr. Baker. Motion passed unanimously.

11. Rapho Township Agreement: The Authority was in favor of having staff generate the requested figures and submit them to the Township.

d. Authority Administrator's Report: (See attached.)

1. Chiques Creek Watershed Alliance: Mr. Behling invited the board to attend the Alliance's Expo on March 2nd from 6p.m. to 8p.m. at the Middle School. He recommended an exhibit be presented detailing the BNR upgrade.

VI. Financials:

a. Authorization to Pay Vouchers

1. December 2010 Vouchers: Brooklawn Paving held all of their bills until the end of the year prior to submitting them to the Authority.

Ø Mr. Snavely entertained a Motion to ratify the 2010 vouchers in the amount of \$21,611.30, moved by Mr. Harley, seconded by Mr. Phillips. Motion passed unanimously.

2. January 2011 Vouchers

Ø Mr. Snavely entertained a Motion to approve the January 2011 vouchers in the amount of \$338,381.18, moved by Mr. Baker seconded by Mr. Harley. Motion passed unanimously.

b. Financial Report Inquiries

1. 2011 Budget: Mr. Harley believes that the revenues predicted may not be met. Mr. Baker recommends that the Authority be apprehensive with capital spending until the close of the first quarter.

2. 2010 Budget: Mr. Baker reiterated the positive report that the budget is not near the anticipated deficit.

VII. New Business

a. New Board Member: The Authority does not currently have any recommendations. Historically interested volunteers have submitted a biography.

VIII. Old Business:

a. Regionalization Study: Mr. Snavely and Mr. Fenicle concurred that talks of joint efforts with Penn Township are moving forward slowly, but steadily.

IX. Adjournment

Ø Mr. Snavely entertained a Motion to adjourn at 9:55p.m.; moved by Mr. Harley, seconded by Mr. Baker. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Recording Secretary

MANHEIM BOROUGH AUTHORITY

February 17, 2011 *as amended*

I. Call to Order

Mr. Snavelly convened the meeting at 7:02p.m. with the Pledge of Allegiance.

II. Roll Call:

Chairman Douglas Snavelly, Vice Chairman Marc Phillips, Secretary Lin Harley, Treasurer Barb Horst, Assistant Treasurer/Secretary Wade Baker, and Member: Councilman Doug Shaub.

Staff:

Office Staff: Public Works Director David L. Fenicle, Recording Secretary/Utility Billing Administrator Candace L. Hoover.

Engineering: Greg Gromicko and Ryan Mastowski – Rettew Associates

Operations: Facility Manager, Dennis Dragas – Miller Environmental, Inc.

III. January 20, 2011 Minutes

a. Mrs. Horst indicated that she was not present at the last meeting

Ø Mr. Snavelly entertained a Motion to approve the Minutes as amended; moved by Mr. Baker, seconded by Mr. Harley. Motion passed unanimously.

IV. Visitors

a. Mr. Terry Shaffer, property owner of 112 South Main Street, was present to observe the meeting as a potential new board member. Mr. Ulrich of 303 W High Street, owner of 234 South Charlotte Street, was present to request that the board reconsider billing landlords per unit.

1. Mr. Ulrich gave a handout (see attached). 234 South Charlotte Street is a three unit building consisting of two rental units and one small office/showroom that has only one restroom. This most recent quarter his home used more water and the rental unit's bill was higher. He would like to know if it costs more to provide service to the rental property or if there is a discount for units that are vacant. Mr. Ulrich indicated that he lost \$6,389.00 last year due to a bad tenant. He believes that the landlords are being put in a hard place. He would like for the board to take a look at the billing units policy.
 - i. Mr. Fenicle reviewed the rules and regulations pertaining to living units and estimated daily uses. According to the regulations, the unit is required to have separate meters and curb stops. The additional units being charged are for the additional units sharing the meter on the premise rather than requiring Mr. Ulrich to install separate lines, etc.
 - ii. Mr. Snavelly indicated that three board members are landlords as well, and he is sympathetic to Mr. Ulrich's position. He also indicated that each unit is required to pay into their portion of the system. When he joined the board, rates were a concern of his. He has come to learn why certain rates are in place.
 - iii. Mr. Ulrich was assured that cost reducing ideas are being researched, such as; the restructuring of the contract services, and the construction of the Pug Mill as means of helping keep rates low.
 - iv. Mr. Shaub explained that minimum charges reserve each unit's portion on the system. He himself has four efficiency units that only house a single occupant in each, but there is no relief for smaller users. It is difficult, but necessary.
 - v. Mr. Baker stated that he joined the board with the same concern as Mr. Ulrich, but over time has come to understand why there are minimum fees for vacant units.
 - vi. Mr. Harley explained that the billing process is commonplace among authorities. The status of how high this authority's rates are amongst others in the county is slated for discussion this evening.

- vii. Mr. Shaub shared that there is a plant upgrade in progress that is being only partially funded by grant money. Mr. Snively clarified for Mr. Ulrich that there is no state/federal funding for day to day operations. There is a small amount available for infrastructure, but not for operations.
- viii. Mrs. Horst added that it is difficult when regulations give boards no choice but to make repairs such as the BNR Upgrade without financial assistance. She asked that residents such as Mr. Ulrich stay in contact with regulators when they see things in the paper such as new regulations coming into effect.
- ix. Mr. Snively said that the board is looking into expanding the customer base to distribute the burden of supporting the system. He is also unhappy about the minimum per unit basis, but he understands why it is designed that way.
- x. Mr. Gromicko did not have any additional comments as the board successfully explained the reasons behind the minimum charges.

V. Reports

a. Engineer's Report: (See attached.)

1. Mr. Gromicko stated that Fox Clearing will be notified of a few valve box repairs prior to authorizing the acceptance of the water tower dedication.
2. Water System Interconnect: Mr. Snively noted a concern with the amount of time being taken for Keystone Alliance to generate and submit their proposal for the two boards to review.
3. WWTP BNR Upgrade: The initial nutrient levels measured in the effluent of the new plant are currently lower than the original requirements that required the plant upgrade.
4. Payment Request #17: (See invoice list.) Wickersham's invoice is being submitted for \$115,668.00 and Gettle's is being submitted for \$32,902.30. These figures are included on the vouchers as they do not require a drawdown.
5. Penn DOT Cost Share for SR0072: Penn DOT would like to cost share \$100K as they are not intending to handle any piping replacements. The share would cover the engineering, manholes, and valve boxes. The request has not yet been approved. Mr. Fenicle was in contact with Senator Brubaker's office, Senator Smucker's office, and others about the policy change affecting the project. The mid-project policy change negatively impacts this project.
 - i. Mr. Shaub believes that a CDBG grant was used within the past 8 years to replace all of the Main Street valves. Mr. Fenicle noted that the valve box replacements requested in this project are not a full scale replacement request, only those that are broken.
6. Chiques Creek Watershed Alliance Expo: Rettew Associates has created a tabletop display of the WWTP and a board for the meter replacement project to display at the expo on behalf of the authority.

b. Operator's Report: (See attached.)

1. Repairs: Several leaks were repaired during the month of January.
2. WTP: The PLC processor was out, causing issues with the plant coming back online after a power failure.
3. WWTP: There were 5 violations in the BODs last month. There was a high amount of suspended solids and there was a high Ammonia issue. This was caused by running in cold weather with no nitrification towers for the crossover to the new system. The BODs, Ammonia, Nitrogen, etc. are all down now. Flows from the upgrade did not go online until the 28th of January, and has already corrected most of the issues. There are a few issues with the flow rates of the weirs, which are being ironed out. The positive results coming in so far are with the plant running on two of the four clarifiers. Mr. Dragas has been staying in constant contact with DEP. No citations are expected, because they understand that the plant is crossing over. Full output levels are required to meet the new Phosphorus and Nitrogen levels by October 11, 2011.

4. 2010 Flow & Loading: Mr. Dragas is still working on the Flow & Loading report.
 - c. Operation's Manager's Report:
 1. Transmitter Battery Replacements: Mr. Fenicle is working with KP to finish up the remaining bad transmitter batteries. Research has indicated that there was a diode in the transmitters that drained the 10-year batteries, mandating their replacement.
 2. Accounts and Collections: The new charts were reviewed. (See attached.)
 3. Web Site: Payments can be made online with American Express, Discover, MasterCard, and Visa. Staff has received contacts through the web site already.
 4. Collection and Distribution: The invoice for the 180K gallon leak is ready to be sent out, but all of the property owners to be billed for it have not been contacted yet.
 5. RFP/RFQs for Contract Operations: Interested parties have been invited to come see the plant on March 10th. It is intended to award proposals in August and start the contracts in December.
 6. Ford F800: Mr. Baker recommended recycling the truck to sell as scrap.
 - d. Administrator's Report:
 1. Council has directed Mr. Behling to relinquish the Authority Administrator's responsibilities to Mr. Fenicle. Mr. Fenicle has been directed to relinquish the street department responsibilities to Mr. Behling.
 - i. Discussion was had on whom to authorize as the authority signer.
 - ii. Mr. Snavely stated that the agreement would have to be updated to illustrate the redistribution of hours. Discussion was had on how employee times would be affected, and which boards would pay which percentage for whom.
 - iii. The board will receive an audit on the employee times and a revised agreement with the Borough will follow. The board agreed that the agreement will state that the Borough Manager would be a 100% Borough employee and that the Authority Administrator would be a 100% Authority employee.
- Ø Mr. Snavely entertained a Motion to remove Mr. Behling as the Authority Administrator and inaugurate Mr. Fenicle as the Authority Administrator, with all signing and other associated powers; moved by Mr. Baker, seconded by Mr. Harley.
2. Committees: Mr. Fenicle reviewed a few of the responsibilities of the listed committees. (See attached.)
 - i. Mr. Phillips will take Mr. Baker's place on the Finance Committee and will serve on the Sludge Disposal Committee.
 - ii. Mr. Baker and Mr. Snavely will also sit on the Sludge Disposal Committee.

VI. Financials

- a. Authorization to Pay Vouchers:
 1. The Susquehanna Bank Lease was paid for in January from the water budget. It will be split 50%/50% and reallocated to water and sewer as it is listed on the current vouchers for February.
- Ø Mr. Snavely entertained a Motion to approve the vouchers as presented; moved by Mr. Harley, seconded by Mr. Shaub. Motion passed unanimously.

VII. New Business:

- a. Penn Township Rate Study: Mr. Kratzer forwarded a public and private rate study. (See attached.)

VIII. Old Business

- a. 2011 Budget: The additional electric for the WWTP, of approximately \$15K per month, was not allocated for in the budget. The Finance Director has used funds from the inner-fund operating transfer line to compensate for the omission.
 - Ø Mr. Snavelly entertained a Motion to amend the budget to reflect the increase in the electrical costs to MEI (08.429.135) and, consequently adjust the inner-fund operating transfer (08.492.000) to reflect the change; moved by Mr. Harley, seconded by Mrs. Horst. Motion passed unanimously.
- b. Tap Agreement: Rapho Township is requesting a payment plan on the agreed amount. Concord Finance will run numbers for the board to determine the fairness of the requested amortization.
- c. Regionalization: Mrs. Horst requested that someone take notes of the meetings and distribute it to all parties so that the attendees have the ability to review the notes and verify that everyone understands and agrees on where progress lies. It will also lessen the opportunity for misunderstandings.

IX. Adjournment

- Ø Mr. Snavelly entertained a Motion to adjourn at 9:28p.m.; moved by Mr. Shaub, seconded by Mr. Baker. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Recording Secretary

MANHEIM BOROUGH AUTHORITY
March 17, 2011 *as approved April 21, 2011*

I. Call to Order

Mr. Snavelly convened the meeting at 7:03p.m. with the Pledge of Allegiance.

II. Roll Call

Chairman Douglas Snavelly, Vice Chairman Marc Phillips, Secretary Lin Harley, Treasurer Barb Horst, Assistant Treasurer/Secretary Wade Baker, and Members; Councilman Douglas Shaub (after 7:25p.m.), and Terry Shaffer.

Staff:

Office Staff: Authority Administrator David L. Fenicle, Utility Billing Administrator/Recording Secretary Candace L. Hoover

Engineering: Greg Gromicko, and Ryan Mastowski – Rettew Associates

Operations: Dennis Dragas – Miller Environmental, Inc.

III. February 17, 2011 Minutes

a. Mr. Harley indicated that Section V-a-3 read, "The initial nutrient levels measured in the effluent of the new plant are currently lower than the original requirements that required the plant upgrade."

Ø Mr. Snavelly entertained a Motion to approve the Minutes as amended, moved by Mr. Phillips, seconded by Mr. Harley. Motion passed unanimously.

IV. Visitors

a. Mr. David Hoglund of Rettew Associates was present to discuss the Rettew Lane Bridge later on in the meeting.

V. Reports

a. Engineer's Report: (See attached.)

- i. Valve: Damage discovered to the Sweetbriar Creek Development valve box appears to be from plowing the area while it was unfinished. Rettew drafted a punch list, including illustrations, for submission to Fox Clearing to repair prior to dedication of the tower to the Authority.
- ii. Chapter 94 Report: The report was submitted this evening to Mr. Fenicle for review and comment. The report is due for submission on March 31, 2011.
- iii. Penn DOT Cost Sharing: The South Main Street funding figure has been lowered due to funding being pulled by Penn DOT. Mr. Fenicle has scaled back the project to focus on the highest priority items. Mr. Fenicle reviewed some of the times under consideration for completion. Mr. Baker reminded the board that the budget is slated for re-review after the first quarter to assure projects are coming in at budget.

b. Operator's Report: (See attached.)

- i. Report: Mr. Dragas reported that he did not include a figure for the NPDES Violations, but there were none.

- ii. WWTP BNR Upgrade: Mr. Dragas reported that the flow levels at the plant are very positive. The levels are being maintained, for the most part, without the upgraded portion being fully operational.
 - iii. 2010 Flow & Loading: The reporting is not yet completed.
 - iv. Camera Truck: A broken pipe was discovered on North Hazel Street that is slated for repair.
- c. Administrator's Report:
- i. Rettew Lane Bridge: (See attached.) Mr. Hoglund shared that the center pier of the bridge has been shifting due to the additional heavy use and powerful weather events. According to recent measurements the center pier is shifting upstream.
 1. Repairs would entail emptying the surrounding water, lifting the pier, and pouring a new foundation. With the age and size of the bridge, a new bridge is preferred.
 2. It is possible to install a single span bridge.
 3. Rettew will review whether or not a single span or relocated pier option would be more cost effective.
 4. Mr. Snavelly noted that he would like assurance that the stream overflow pipe will have a better flow channel in the design of a new bridge.
 5. Mr. Baker indicated that a wider bridge would be beneficial.
 - ii. WWTP BNR Project Worksheet: (See attached.) Mr. Fenicle reviewed the data provided and the foundation of the numbers provided therein. Discussion was had on options for emptying the trickling filter stone media. The items within the document that have not been approved are all items presented as necessity for the board to consider for approval.
 1. Mr. Fenicle recommends that \$3/4 Million will not be drawn.
 2. If the bridge and road repairs are backed out, the project would have been almost exactly on estimate.
 3. Mrs. Horst explained that Susquehanna Bank has a stipulation in where all funds must be drawn by April 1, 2011. That does not mean that the board is committed to all of the listed projects with the drawn funds. Once a commitment is made on the amount to be drawn, Jamie Schlesinger will contact the bank to attempt to renegotiate the pending interest rate.
 4. Mr. Harley would like for the funds to be wisely invested to earn money while it is waiting to be used.
 5. The board requested that the Finance Director be directed to invest the funds in something that can be quickly liquidated.
- Ø Mr. Snavelly entertained a Motion to authorize a drawdown of a maximum of \$4,250,000.00 Harley Baker. Motion passed unanimously.
- Ø Mr. Snavelly entertained a Motion to authorize Rettew to move forward with designing a new bridge for Rettew Lane; moved by Mr. Shaub, seconded by Mr. Phillips. Motion passed unanimously.
- Ø Mr. Snavelly entertained a Motion to precede with the pending change orders for the Trickling Filter Stone Media Removal, alarm system installation, fiber optic cables, and Bio Solids Building rain fence, not to exceed the listed cost of \$34,658.00; moved by Mr. Baker, seconded by Mr. Shaub.

- iii. Block Building: Discussion was had on whether or not the building could be partially demolished instead of demolishing it for possible future use.
- iv. Future Operations: Discussion was had on visions the board has for operating in the near and distant future.
- v. Facility RFP/RFO: Two contractors attended the mandatory pre-RFP submittal meeting. The board discussed the options available to the board.

VI. Financials

- a. Authorization to Pay Vouchers:
 - i. Borough/Authority Contract: Currently the audit states that the Borough will owe the Authority approximately \$11K to be deducted by ½ from March and April's payments.
- Ø Mr. Snavelly entertained a Motion to approve payment of the vouchers in the amount of \$868,801.79; moved by Mr. Shaub, seconded by Mr. Baker. Motion passed unanimously.
- b. Financial Report Inquiries:
 - i. Aged Receivables: Mr. Harley and Mr. Baker concur that the revenue and expenses do need to be closely monitored, because the gap is the largest it has ever been.

VII. New Business

- a. Regionalization Meeting: The feasibility study proposal has been completed. The board previously approved paying for half of the proposal, not to exceed \$12,000.00. The proposal is coming in at approximately \$15,000 for the worst case scenario, which would cost \$7,500.
 - Ø Mr. Snavelly entertained a Motion to move forward with Keystone's feasibility study proposal; moved by Mr. Baker, seconded by Mr. Phillips. Motion passed unanimously.
- b. Resolution 2-2011: Rescind Penn DOT Cost Share Resolution:
 - Ø Mr. Snavelly entertained a Motion to rescind Resolution 2-2011 regarding cost sharing with Penn DOT; moved by Mr. Shaub, seconded by Mr. Harley. Motion passed unanimously.
- c. Resolution 3-2011: Ratify Penn DOT Cost Share Resolution:
 - Ø Mr. Snavelly entertained a Motion to approve Resolution 3-2011 regarding cost sharing with Penn DOT at a cost of \$1,800.00; moved by Mr. Shaub, seconded by Mr. Phillips. Motion passed unanimously.
- d. Resolution 4-2011: Imposing a Reimbursement Component Tapping Fee: Effective of the date the resolution is approved, and for the next ten years, any new taps in the Penn Township service area must pay an additional \$89.05. This fee will be reimbursed to Penn Township for the fees they paid to the Water Tower Partners.
 - Ø Mr. Snavelly entertained a Motion to approve Resolution 4-2011; moved by Mrs. Horst, seconded by Mr. Phillips. Motion passed unanimously.

VIII. Old Business

- a. Rapho Township Loan Repayment: The Authority and the Township auditors would like to take the \$25K balloon payment for the Kendig/Orchard/Old Line Road loan and wash it against the amount the Township would owe for the Wastewater Treatment Plant BNR Upgrade. Interest figures are still being researched by Mr. Schlesinger.

IX. Adjournment

- Ø Mr. Snavelly entertained a Motion to adjourn at 9:24p.m.; moved by Mr. Baker, seconded by Mr. Shaffer. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Recording Secretary

MANHEIM BOROUGH AUTHORITY

April 21, 2011

I. Call to Order

Mr. Snavelly convened the meeting at 7:03p.m. with the Pledge of Allegiance.

II. Roll Call

Chairman Doug Snavelly, Vice Chairman Marc Phillips, Secretary Lin Harley, and member Terry Shaffer.

Staff:

Office Staff: Authority Administrator David L. Fenicle, Utility Billing Administrator/Recording Secretary Candace L. Hoover

Engineering: Greg Gromicko, Rettew Associates

Financial Consultant: Jamie Schlesinger – Concord Public Finance

Solicitor: Kathleen A. Gray, Esq. – Barley Snyder

III. March 17, 2011 Minutes

- a. Several amendments were noted;
 - i. Section V-c-ii-1 should read, "Mr. Fenicle recommends that \$3/4 Million will not be drawn."
 - ii. The second Motion following section V-c-5 should read, "Mr. Snavelly entertained a Motion to authorize Rettew to move forward with designing a new bridge for Rettew Lane; moved by Mr. Shaub, seconded by Mr. Phillips. Motion passed unanimously."
 - iii. Section VII-b's Motion should read, "Mr. Snavelly entertained a Motion to rescind Resolution 2-2011 regarding cost sharing with Penn DOT; moved by Mr. Shaub, seconded by Mr. Harley. Motion passed unanimously."
 - iv. V-a-i-sentence 1 should read, "Valve: Damaged discovered to the Sweetbriar Creek Development valve box appears to be from plowing the area while it was unfinished."
 - v. The Motion markers should be entered.
- Mr. Snavelly entertained a Motion to approve the Minutes as amended; moved by Mr. Harley, seconded by Mr. Phillips. Motion passed unanimously.

IV. Finance Approval

- a. Note Modification Agreement: Mr. Schlesinger indicated that the note modification for the \$5 Million loan will lower the loan interest rate from 4.19% to 3.5%, with a fixed rate 5 year extension. The modification will, risk free, save the Authority roughly \$190K.
 - i. Solicitor Gray explained the documentation provided regarding the Note Modification.
- Mr. Snavelly entertained a Motion to adopt Resolution 5-2011 for the \$5 Million Loan Note Modification with Susquehanna Bank as presented; moved by Mr. Harley, seconded by Mr. Phillips. Motion passed unanimously.

V. Visitors

Tom Krall of Severn Trent was present to observe the meeting.

VI. Engineer's Report

- a. Sweetbriar Creek: The Engineers have not heard back on the status of the valve box repairs.
- b. Forino: Forino's developers are working on configurations for supplying their development with water. Their original proposal is being re-evaluated to present a new proposal, which Mr. Gromicko is anticipating will be available at the next month's meeting.
- c. Sprinkler Head Legislation: Mr. Harley inquired about the proposal at the Governor's office pertaining to the requirement of residential sprinkler head systems. Mr. Gromicko did not feel that the rescinding of this bill's current version would greatly impact the Authority's construction project.

VII. Contract Operator's Report

- a. WWTP Outputs: Mr. Fenicle reported that the poundage of Phosphates was high. A letter will be issued to DEP. No violations are expected due to the high flows causing the increase.

VIII. Administrator's Report

- a. Pug Mill: After overcoming some obstacles stemming from lack of maintenance, the press is operational and has increased processing efficiency.
- b. CLOMAR Conditional Letter of Map Revision: (See attached letter from the Authority Administrator to the Manheim Borough Council, and approved April 12, 2011 Council Minutes.)
- c. Rettew Lane Bridge: Mr. Gromicko indicated that \$137K will be needed for preliminary permitting in order to begin the bid process. It is anticipated that a new bridge will be constructed beside the existing bridge. The old bridge would be removed after the new one was completed.

➤ Mr. Snively entertained a Motion to accept Rettew Associates' proposal for the design and preliminary work needed for the construction of the new Rettew Lane Bridge; moved by Mr. Harley, seconded by Mr. Shaffer. Motion passed unanimously.

- d. Repairs: Mr. Fenicle reported that 45 feet of pipe was replaced at the Elwyn Terrace service location.
- e. WWTP BNR Upgrade Substantial Completion Extension Proposal: Mr. Fenicle recommended an extension be proposed to the contractors. Mr. Harley agrees with the possible need for an extension, but believes the request should come from the contractor. Mr. Shaffer concurred, as long as the request is for valid reasons.

IX. Financials

- a. Authorization to Pay Vouchers
 - i. Account Management Services: Mr. Harley reviewed several of the amounts due. He was unsure why the amounts due to the Borough for March and April were so low. The Finance

Director will review the figures next week and make any needed amendments to the amounts for the May meeting.

- ii. Utility Services: Mr. Fenicle confirmed that the tank is inspected on an annual basis, and that it is drained, cleaned, and inspected every other year.

➤ Mr. Snavelly entertained a Motion to approve payment of the vouchers in the amount of \$390,410.08; moved by Mr. Phillips, seconded by Mr. Harley. Motion passed unanimously.

- iii. Financial Report Inquiries: The financial report represents 25% of the year. Water and sewer revenue are down. Repairs and maintenance will be closely monitored in order to compensate for the difference.

b. Investment Report

- i. Mr. Snavelly requested that the fund balance be closely monitored, and that it maintain a \$1 Million or more balance unless there is a large debt payment.
- ii. Research is underway on investing the funds that were drawn. Currently there are few options available for municipal authorities to utilize, but staff will continue to research. Mr. Schlesinger and PLIGIT both concurred that few rates are available that are better than the interest the Authority is currently receiving on their checking account.

X. New Business

- a. Contract Services Committee: Mr. Snavelly, Mr. Shaffer, and Mr. Harley volunteered to sit on the committee.

XI. Old Business

- a. Account Management Services Contract: Mr. Snavelly requested that any correspondence pertaining to the contract services audit be presented to the Council President and Vice President, because they were part of the original contract negotiations.

➤ Mr. Snavelly entertained a Motion to adjourn at 8:25p.m.; moved by Mr. Phillips, seconded by Mr. Shaffer. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Utility Billing Administrator

MANHEM BOROUGH AUTHORITY
May 19, 2011

I. Call to Order

Mr. Phillips convened the meeting at 7:00p.m. with the Pledge of Allegiance.

Roll Call

Chairman Doug Snavelly (7:07p.m.), Vice Chairman Marc Phillips, Treasurer Barb Horst, Assistant Treas./Sec. Wade Baker, and Member Councilman Doug Shaub.

Staff:

Office Staff: Utility Billing Administrator/Recording Secretary Candace L. Hoover

Engineering: Greg Gromicko and Ryan Mastowski – Rettew Associates

Operations: Dennis Dragas – Miller Environmental, Inc.

II. April 21, 2011 Minutes

- Mr. Phillips moved to approve the Minutes as presented; seconded by Mr. Shaub. Motion passed unanimously.

III. Visitors

- a. No visitors were present.

IV. Reports

a. Engineer's Report

- i. Forino: Forino's developer requested additional drawings for the Holly Tree Farms development that illustrated the Authority's water lines and the water tower. The requested documents were provided by Rettew. Rettew is awaiting a response from the developer.
- ii. Water/Sewer Regionalization Study: The draft and final reports were presented to the board for review. (See attached.) The results show that the Authority could supply Penn Township with water now, for three to five years. Beyond five years, both authorities would have to obtain additional capacity for growth.
 - 1. Discussion was had on the reports' results.
- iii. WWTP BNR Upgrade: The maintenance building is being partially demolished. Approximately 2/3 of the building will be salvaged for, at a minimum, storage.
- iv. Rettew Lane Bridge: The up-front surveys and designs are progressing on schedule.

b. Operator's Report

- i. WWTP: The new plant is operating well, even with the recent heavy rains. Last month the Phosphorus poundage was exceeded due to the high flows caused by the rains.
- ii. S. Main St. Project: The lines were televised in preparation for the Penn DOT project. The lines in need of repair are positive candidates for slip lining repairs. The cost estimate for repairs by digging up and replacing the lines is approximately \$68K. Slip lining the lines would be less costly. Several line items in the budget have funds available to cover the project punch list items. The board will not have to provide approval for the items that are budgeted for.

c. Administrator's Report

- i. See items discussed under "Engineer's Report," and "Old Business."

V. Financials

a. Authorization to Pay Vouchers

- i.** 2010 Contract Services Audit: Mrs. Horst indicated that the account management services amount is low again. The board has not received a final figure for the audit.
- Mr. Phillips entertained a Motion to approve the vouchers in the amount of \$511,187.48; moved by Mr. Shaub, seconded by Mrs. Horst.

b. Financial Report Inquiries

- i.** Discussion was had on finding ways to monitor consumption and revenue more closely.
- ii.** The board reviewed the utility billing report. Additional discussion was had on delinquent account and consumption monitoring. Staff will prepare additional data so that the board can monitor consumption and amount owed trends.

VI. New Business

- a.** No new items were presented.

VII. Old Business

a. Forino (Holly Tree Farms) Easement:

- Mr. Phillips entertained a Motion to approve the easement as amended by Solicitor Gray, contingent upon the final review and approval of the solicitor and the authority administrator; moved by Mrs. Horst, seconded by Mr. Baker. Motion passed unanimously.

VIII. Adjournment

- Mr. Phillips entertained a Motion to adjourn to Executive Session at 8:39p.m. to discuss personnel matters; moved by Mrs. Horst, seconded by Mr. Baker. Motion passed unanimously.
- Mr. Shaub moved to adjourn from Executive Session at 9:47p.m., seconded by Mr. Phillips. Motion passed unanimously.
- Mr. Shaub moved to adjourn at 9:48p.m., seconded by Mr. Phillips. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Recording Secretary

MANHEIM BOROUGH AUTHORITY

June 16, 2011 as approved at the July 21, 2011 Meeting

I. Call to Order

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

Roll Call

Chairman Douglas Snavelly, Vice Chairman Marc Phillips, Secretary Lin Harley, Assistant Secretary/Treasurer Wade Baker, and Members Terry Shaffer, and Councilman Douglas Shaub

Staff

Office Staff: Authority Administrator David L. Fenicle, Recording Secretary Candace L. Hoover, Fiscal Assistant Sandra Mitchell

Engineering: Greg Gromicko and Ryan Mastowski – Rettew Associates

Operations: Dennis Dragas – Miller Environmental, Inc.

II. Approval of Minutes

May 19, 2011

- Mr. Snavelly entertained a Motion to approve the Minutes as presented; moved by Mr. Baker, seconded by Mr. Shaub. Motion passed unanimously.

III. Visitors

- A. Tom Krall of Severn Trent was present to observe the outcome of the contract operator discussions.
 - B. Wickersham Construction: Jeff Laney and Tom Bortzfield were present from Wickersham Construction to thank the board and their staff for working so cohesively with them throughout the project. The board thanked them for their efforts with the Wastewater Treatment Plant BioNutrient Reduction (WWTP BNR) project.
 - C. Jim Koontz – BSSF 2010 Draft Audit Review: Mr. Koontz reported that the Authority has unrestricted net assets of approximately \$2.6million, which is about one year of expenses. He stated that this is a healthy balance to carry forward.
 1. Mr. Fenicle indicated that large 2011 projects will take away from that figure; the Rettew Lane bridge project, the Penn DOT cost share for North Main Street, and the 5-Points projects will cost approximately \$1.8 million.
 2. The auditor opinion is not included in the draft presented, but the opinion is a clean audit.
 - i. Pages 2 to 6 are a compiled summary from the auditors and staff that includes a comparison of 2009 to 2010.
 - ii. Pages 7 to 9 are the balance sheet.
 - iii. Pages 10-12 are the income statement. The end figure is misleading, because 2010 closed with a surplus that includes the H2O grant funds of over \$4 million which has been spent.
 - iv. Pages 13 to 15 are the cash flow statement, and the remaining pages are footnotes.
 - Mr. Koontz directed the board to page 20, which has footnotes regarding how much of the authority's finances, are collateralized and/or insured by the FDIC.
 - Pages 21 to 24 are the debt footnotes, with the schedule of debt beginning at the end of page 24. This shows the services due at the end of each year.
- Mr. Snavelly entertained a Motion to approve the 2010 audit; moved by Mr. Harley, seconded by Mr. Phillips. Motion passed unanimously.

IV. Reports

- A. Engineer's Report

1. Forino Development: The proposed booster station is expected to receive a revised cost estimate at the end of the month.
 2. Booster Station: The Cherry Street Booster station will have a shared load, feeding from Route 72, westward.
 3. WWTP BNR Upgrade: A change order will be presented on behalf of Gettle Electric in July.
 - i. Discussion was had on having an open house.
- B. Operator's Report
1. Daily Activity: There have been a large volume of PA One Calls and heavy rains causing high flows; however, effluent levels are still good.
- C. Administrator's Report
1. Penn Township Interconnect: Mr. Fenicle has not heard from Mr. Kratzer, but will follow up.
 2. South Main Street Water Repairs: The last push on the project will occur on Sunday evening, June 19th. There are several T's there that are going to be removed and replaced. The work will occur at the intersection of Main and High.
 3. National American Water Works Association Conference: Mr. Fenicle assisted in a presentation in Washington, D.C.
 4. WWTP BNR Project: The alarm system is almost complete. It is anticipated that everything except the mixers and lime silo would be completed by the July meeting.
 5. Sewer Camera Work: The intersection of Fulton and Ferdinand is scheduled to be televised in order to assure the sink holes forming there are not affecting the sewer lines.
 - i. Other system areas have been mapped and prioritized for televising.

V. Financials

- A. Authorization to Pay Vouchers
1. Invoice Correction: Geoff Good Concrete's invoice is only \$125.00, not \$1,251.10.
 2. The Kockman Insurance invoice is the last installment for 2011.
- Mr. Snavelly entertained a Motion to approve the vouchers as amended in the amount of \$201,814.23; moved by Mr. Shaub, seconded by Mr. Harley. Motion passed unanimously.
- Mr. Snavelly entertained a Motion to approve payment to Wickersham Construction for Payment Request #21 in the amount of \$164,322.00; moved by Mr. Shaub, seconded by Mr. Phillips. Motion passed unanimously.
- B. Financial Report Inquiries
1. Bank Reconciliations: The reconciled reports are available for board review in office only for security purposes.
 2. Revenue & Expense Reports: Water conservation has been observed on the revenue.
 3. WWTP Electrical Expenses: The contract amendment calls for the Authority to make payment to MEI for additional electric utilized with the WWTP BNR Upgrade. The projected figure was \$15K more per month. According records received from PPL, the actual increased electrical costs were approximately \$5K more per month. Discussion was had on contacting MEI in writing about paying the actual increased cost of the electric as opposed to the estimated additional electric being paid now.
 4. Investments Report
 - i. Fund 31 Balance: Discussion was had on the balance illustrated in the May construction fund line.

VI. New Business

- A. WWTP: Rettew is submitting a check in the amount of \$15,513.00 to the Authority for an electrical panel issue that was resolved with the WWTP BNR Upgrade.

VII. Old Business

A. Contract Operations Research: (See attached.)

1. The Contract Operations Committee reviewed the proposals from MEI and Severn Trent and interviewed both firms. A cost analysis was also generated by Mr. Fenicle for the Authority hiring its own staff. Both operators were found to be capable; however, there were concerns with MEI's responses during the interview, as well as some of the maintenance issues that have arisen under MEI's contract. Severn Trent was found to be capable, organized, and professional.
2. Mr. Fenicle indicated that the costs received from the contractors are still sealed. The review and recommendation are based on merit and evaluation of performance only, not cost.
3. Mr. Harley announced that it is the Committee's recommendation that the Authority hire its own employees.

- Mr. Snavelly entertained Motion to endorse the Contract Operations Committee's recommendation to cease the utilization of a contract operator for the Water and Wastewater Treatment Plants, and distribution and collection systems, and instead employ in-house staff to operate those plants and systems, effective at the end of this calendar year; moved by Mr. Harley, seconded by Mr. Baker.

- Discussion was had on the materials provided by Mr. Fenicle and the Committee's findings.
- Discussion was had on whether or not the current administrative staff would move into a separate office or continue under the Borough's contract services. Both options are included within the budget figures provided by Mr. Fenicle. The options are to be discussed with Council.

- Motion passed unanimously.

4. North Group Consultants Professional Services Proposal:

- Mr. Snavelly entertained a Motion to proceed with utilizing North Group Consultants to hire staff per Mr. Fenicle's proposal; moved by Mr. Shaffer, seconded by Mr. Harley. Motion passed unanimously.

B. 2010 Flow & Loading: The prepared documents are awaiting approval from George Smith.

- Mr. Snavelly entertained a Motion to not allow the contract services agreement with the Borough to automatically renew at the end of the calendar year, and formally notify the Borough in accordance with the terms therein relating to advanced notification of cancellation; moved by Mr. Harley, seconded by Mr. Shaffer.

- Discussion was had on whether staff would be relocated to a separate office at the end of the calendar year or if part of the staff would still be shared with the Borough.

- Discussion was had on renegotiating the contract services agreement.

- Motion passed unanimously.

C. 2010 Administrative Services Agreement Audit: The audit figures were provided and illustrate a credit to the Authority in the amount of \$20,722.03. Adjustments will be made to the 2011

payments so that there will not be an excessive overpayment for 2011. Discussion was had on the split provided for the street department hours. The numbers will be reviewed by a committee of Borough and Authority members in July.

- D. Announcements/Upcoming Training Opportunities for Board Members: Events have been listed to solicit board interest. The NAWT Land Application Demonstration has been rescheduled due to weather.

VIII. Adjournment

- Mr. Snavelly entertained a Motion to adjourn at 9:42; moved by Mr. Shaub, seconded by Mr. Baker. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Recording Secretary

MANHEIM BOROUGH AUTHORITY AGENDA

July 21, 2011

I. Call to Order

Mr. Snavelly convened the meeting at 7:04pm with the Pledge of Allegiance.

Roll Call

Chairman Douglas Snavelly, Vice Chairman Marc Phillips, Secretary Lin Harley, Treasurer Barb Horst, Assistant Secretary/Treasurer Wade Baker, and Members Terry Shaffer and Councilman Douglas Shaub.

Staff

Office Staff: Administrator David L. Fenicle, Recording Secretary Candace L. Hoover

Engineering: Greg Gromicko & Ryan Mastowski – Rettew Associates

Operations: Dennis Dragas – Miller Environmental, Inc.

II. Approval of Minutes

June 16, 2011

- a. Mr. Snavelly indicated that Mr. Tom Krall and Fiscal Assistant Mitchell were present.
- b. Mr. Fenicle reported several name spelling changes provided to Mrs. Hoover for correction.

➤ Mr. Snavelly entertained a Motion to approve the Minutes as amended; moved by Mr. Shaffer, seconded by Mr. Phillips. Motion passed unanimously.

III. Visitors

- a. No visitors were present.

IV. Reports

a. Engineer's Report (See attached.)

- i. Forino Development (Holly Tree Farms Subdivision): Rettew is awaiting the developer's final proposal, which is anticipated to be submitted within the next few weeks.
 1. Rettew has reviewed the plans and cost estimates prepared, and have submitted changes to the developer for inclusion in their final proposal.
 2. Rettew recommends approval with the inclusion of their recommendations.

➤ Mr. Snavelly entertained a Motion to approve Forino Development's Holly Tree Farms Subdivision service proposal pending the inclusion of the items recommended by Rettew Associates; moved by Mrs. Horst, seconded by Mr. Phillips. Motion passed unanimously.

- ii. Forino – Sun Hill Water Tank: Discussion was had on the design variables affecting the decision making process for determining to install check valves to control the pressure supply from the tank during a fire fighting event.
 1. Discussion was also had on the pressure levels provided to the homes within the water tower's service area when the tower is at certain fill levels. The proposed booster station will not just maintain customers' homes' pressure, it will also keep pressure within the lines in the event of a leak, and lessen the possibility of the tank water stagnating.
 2. The pump will also allow the tank to be emptied for inspections.

- iii. Water/Sewer Regionalization Study: Rettew has received notification that Penn Township will be proceeding with the development of a water source and constructing a water treatment plant. Mrs. Horst noted that the Township Authority and Supervisors still want to continue to look for cooperative ventures.
- iv. Wastewater Treatment Plant BNR Upgrade (WWTP): Punch list items were submitted to the contractor, and are being taken care of.
- v. Rettew Lane Bridge: Plans have been submitted and are awaiting approval before the second wave of approvals may be sought after. Rettew hopes to have approvals back to go to bid in the fall.

b. Contract Operator's Report

- i. Ferric Chloride Tanks: The tanks were not working properly, but have been repaired. Heat may have been an issue. A flexible valve has been installed to lessen the possibility of a repeat leak.
 - 1. There is a one year workmanship warranty on the plant.
- ii. WWTP: Total Phosphorus was too high last month (2.2 instead of 2.0). The issue is connected to the oxidation ditch mixers not pulling enough contents from the lowest portions of the tank. The other levels are all well within limit. The State has a leniency period for overages such as these on construction permits, for up to six months after the completion of construction.
 - 1. Discussion was had on the repairs underway and responsibility for future repairs.
- iii. Maintenance: Mr. Dragas reviewed the repairs made on South Charlotte and South Cherry.

c. Administrator's Report (See attached.)

- i. Contract Amendment #2 Amendment Request: Mr. Fenicle spoke with Mr. Smith of MEI. He is awaiting a response to his written request. It appears that the data MEI used to generate their calculations included equipment that was not to be in use with the plant upgrade
 - 1. The contract is written as such that MEI would provide calculations to be approved within 60 days, or the calculations go into effect without the need for approval.
- ii. Regionalization: Discussions were had on how to maintain open communications with Penn Township to find ways to work together.
- iii. Penn Township Emergency Interconnect: Discussion was had on the tabled project.
- iv. Shared Services Agreement: (See attached.)

➤ Mr. Snavelly entertained a Motion to approve Amendment #1; moved by Mr. Phillips, seconded by Mr. Harley. Motion passed unanimously.

- v. Rettew Associates WWTP Transition Assistance Proposal: A proposal was presented for Mr. Chris Foreman of Rettew Associates, to assist with the transition and operation of the WWTP until January 2012. The proposal is set not to exceed \$16,600.00, and is slated to come from the engineering line of the general fund.

➤ Mr. Snavelly entertained a Motion to approve the proposal; moved by Mr. Harley, seconded by Mr. Shaffer. Motion passed unanimously.

V. Financials

a. Vouchers

- Mr. Snavelly entertained a Motion to approve the vouchers in the amount of \$247,767.15; moved by Mr. Shaub, seconded by Mr. Shaffer. Motion passed unanimously.
- b. BSSF Additional Costs for H²O PA Grant Audit: (See attached.)
- Mr. Snavelly entertained a Motion to authorize the use of BSSF for the grant audit; moved by Mr. Phillips, seconded by Mr. Shaub. Motion passed unanimously.

VI. New Business

- a. Forino – Sun Hill Water Tank: (See above, Section IV-a-2-ii)
- b. BSSF Additional Costs for H₂O Grant Audit: (See above, Section V-b)
- c. EDU & Revenue Class Audit: Mr. Fenicle reviewed the conundrum faced with the language of the current rate schedule. The schedule will need a complete revamp for the New Year that does not negatively affect the customers, and still meets the Authority's annual budget.
 - i. Lengthy discussion was had on possible billing scenarios. The revenue class audit will have to be completed in order to assure the guidelines are set appropriately.

VII. Old Business

- a. Office Space: Discussion was had on sharing space with the Borough with the additional staff that will be coming on board.
- b. 2012 Budget: Meetings will begin soon.
- c. Shared Services Agreement Audit: The 2010 audit illustrated a \$34,172.03 credit due to the Authority. Credits against the amount have been taken. The balance may be distributed into monthly installments, as long as it is zeroed out by December 31, 2011.

VIII. Adjournment

- Mr. Snavelly entertained a Motion to adjourn at 10:15pm; moved by Mrs. Horst, seconded by Mr. Phillips. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Recording Secretary

MANHEIM BOROUGH AUTHORITY

August 18, 2011

I. Call to Order

Mr. Snavelly convened the meeting at 7:05pm with the Pledge of Allegiance.

Roll Call

Chairman Douglas Snavelly, Vice Chairman Marc Phillips, Secretary Lin Harley, Treasurer Barb Horst, Assistant Treasurer/Secretary Wade Baker, and Members Terry Shaffer and Councilman Douglas Shaub.

Staff

Office Staff: Administrator David L. Fenicle, Recording Secretary Candace L. Hoover

Engineering: Chris Foreman & Ryan Mastowski – Rettew Associates

Operations: Dennis Dragas – Miller Environmental, Inc.

II. Approval of Minutes – July 21, 2011

- Mr. Snavelly entertained a Motion to approve the Minutes as presented; moved by Mr. Harley, seconded by Mr. Shaub. Motion passed unanimously.

III. Visitors

No visitors were present.

IV. Reports

a. Engineer's Report

- i. Forino Development (Holly Tree Farms Subdivision): The finalized drafts include a \$15K escrow as recommended by Solicitor Gray.
 - 1. The revised cost estimate of \$288,164.47 does not include additional storage capability; it is for in-ground piping for water services.
- ii. Wastewater Treatment Plant (WWTP) BNR Upgrade: The mixer blades have been replaced, and the last payment request has been received. (See vouchers.)
- iii. Sun Hill Water Tower: Rettew recommends that a 5-step approach be taken to evaluate all of the components of the water tower and booster station, and their construction designs, to determine if there are any shortfalls in either the construction or design.

b. Contract Operator's Report

- i. WWTP: Flows are improving now that the mixers have been installed.
 - 1. Work is being completed in preparation for the open house.
- ii. Flow & Loading: There has been a noticeable decline in measurements for the year. Discussion was had on the variables that affect the data.

c. Administrator's Report

- i. Contracted Electric: Mr. Smith responded to Mr. Fenicle's letter this morning. Discussion was had on the figures in the report. (See attached.)
 - Mr. Snavelly entertained a Motion to authorize Mr. Fenicle to renegotiate the contract amendment pertaining to the additional electric costs; moved by Mr. Shaub, seconded by Mr. Harley. Motion passed with a nay vote by Mr. Baker.
- ii. Flow & Loading: Mr. Foreman has been reviewing the data utilized to calculate the flow and loading costs. The calculations work out, but the data does not correlate with the functionality

of the plant. (Ask Chris if functionality is the proper word.) The average trickling system efficiency is 78% to 83% opposed to our efficiency of over 99%.

1. The data is being provided by a DEP certified, third-party lab.
2. It was recommended that additional sampling be done by another lab, and that references be obtained on the current lab.

iii. WWTP Open House: Mr. Fenicle requested volunteers for assistance.

iv. Rate Structure Discussion: (See attached.) Mr. Fenicle reviewed the budget module from the billing software, and options that may be taken to balance revenue shortfalls.

1. Discussion was had on structure variables. Staff will try to prepare several options. There was a general consensus to attempt to generate a structure that produces the same end revenue; however, current open projects are to take priority.

v. WWTP Finance Report: (See attached.) Discussion was had on the purposefulness of a septage receiving system. The item will be tabled for next month.

1. Discussion was had on telehandler options.

- Mr. Snavelly entertained a Motion to authorize Mr. Fenicle to obtain a telehandler for the best price, not to exceed \$89K; moved by Mr. Shaffer, seconded by Mrs. Horst. Motion passed unanimously.

V. Financials

a. Authorization to Pay Vouchers

- i. Ferric Chloride Transfer: The fee will be invoiced to Wickersham Construction.
- ii. MEI Sewer Payment: The \$65,093.31 will adjusted based upon the negotiations of the electrical, or if time is narrow, the difference will be taken off of next month's payment.
- iii. Susquehanna Bank: The interest portion of the payment will be paid from the 31.473.730 account, and the principal portion will be paid from the 08.473.730 account.

- Mr. Snavelly entertained a Motion to approve payment of the vouchers in the amount of \$391,338.17; moved by Mr. Harley, seconded by Mr. Phillips. Motion passed unanimously.

iv. Financial Report Inquiries: Discussion was had on whether or not interest savings could be realized on making some payments monthly as opposed to making quarterly or annual payments on certain loans.

VI. New Business (See Section IV-c-iii, "WWTP Open House")

VII. Old Business (See Section IV-c-iv, "Rate Structure Discussion")

VIII. Executive Session

- Mr. Snavelly entertained a Motion to adjourn to Executive Session to discuss personnel matters at 10:01pm; moved by Mr. Shaffer, seconded by Mrs. Horst. Motion passed unanimously.
- Mr. Snavelly entertained a Motion to return from Executive Session at 11:11pm; moved by Mr. Baker, Seconded by Mrs. Horst

IX. Adjournment

- Mr. Snavelly entertained a Motion to adjourn at 11:15pm; moved by Mr. Shaub, seconded by Mrs. Horst.

Respectfully Submitted: Candace L. Hoover, Recording Secretary

MANHEIM BOROUGH AUTHORITY

September 15, 2011

I. Call to Order

Mr. Snavelly convened the meeting at 7:05pm with the Pledge of Allegiance.

Roll Call

Chairman Douglas Snavelly, Vice Chairman Marc Phillips, Secretary Lin Harley, Treasurer Barb Horst, Assistant Treasurer/Secretary Wade Baker, and Member Terry Shaffer.

Absent

Councilman Douglas Shaub

Staff

Office Staff: Administrator David L. Fenicle, Recording Secretary Candace L. Hoover

Engineering: Greg Gromicko & Ryan Mastowski – Rettew Associates

Operations: Dennis Dragas – Miller Environmental, Inc.

II. Approval of Minutes – August 18, 2011

- Mr. Snavelly entertained a Motion to approve the Minutes as presented; moved by Mr. Harley, seconded by Mr. Phillips. Motion passed unanimously.

III. Visitors

No visitors were present.

IV. Reports

a. Engineer's Report

- i. Sun Hill Water Tower: Mr. Gromicko reported that step-2 of the 5-step approach is in progress.
- ii. Wastewater Treatment Plant (WWTP) Bio-Nutrient Reduction (BNR) Project: There is 1 payment request in progress from Gettle, and none have been submitted from Wickersham.
 1. The as-builts are complete and undergoing quality assurance checks.
 2. The flood did create some completion setbacks that are being worked through.
- iii. Pug Mill: The as-builts are completed and undergoing quality assurance checks as well.
- iv. Operations Support: Support has been provided on an as-needed basis. Mr. Foreman has been involved with flood relief for over a week.
- v. Cogeneration Feasibility Study: Scope work is in progress to see if cogeneration of sludge is a viable and economically feasible option for the Authority.
- vi. WWTP Bridge: Rettew is awaiting documentation from Penn Township and E&S NPDS permits in order to complete the joint application. Completion is anticipated by the end of October. Design is anticipated to be completed by the end of November. Initial design is being completed concurrently with the application process so that bidding may begin in December.
 1. Mr. Snavelly requested that the board be able to review the draft drawings.
 2. The new design will open up the bottleneck currently present in Chiques Creek. This will help to prevent any exacerbation of future flooding.
 - a. The current bridge span is approximately 70' with a pylon in the center of the creek. The new span will be approximately 120', and the pylon will be off centered so as to not hinder any portion of the creek's flow. The impact of this innovation would be great enough to affect FEMA's flood plain designations.

3. FEMA and the Army Corps of Engineers will see to it that the design does not constrict the creek's flow.

b. Contract Operator's Report

- i. Financials: The data will be forwarded upon completion. It is anticipated to be under budget.
- ii. WWTP Flows: Staff was able to bring the total Phosphorus below limit, even though the system was washed out in the flood. DEP will have provisions in place for levels during flood events.
- iii. Tropical Storm Lee Flooding:
 1. Water Treatment Plant (WTP): The water plant held up well. It was shut down for a period, but back up by Thursday evening (September 8th).
 2. WWTP: The plant has been operating in storm mode since Wednesday (September 7th) to protect the bugs. 7 million gallons flowed through without passing any solids. DEP spoke with Mr. Dragas on the 8th and 9th, and were impressed with the plant's operation.
 - a. Mr. Dragas also commended Mr. Fenicle for his quick action.

c. Administrator's Report

- i. Tropical Storm Lee Flooding Damage Report:
 1. Cherry Street Booster Station: The booster station was under 4 ½' to 5' of water, but only 1' permeated into the building. It took approximately \$2,200 to bring the station back online. The floodwaters rose quickly, but descended quickly as well, saving a lot of equipment from damage.
 2. WTP: The basement flooded, but forward flow pumps were able to remain in operation. Water storage levels have already stabilized.
 3. WWTP: The mixers were turned on today. One side of the oxidation ditch will be pumped into the other, and new seeds will be brought in. So far testing is yielding positive results.
 - a. Fiber Optics: 80% of the lines were repaired and are operational.
 - b. Programmable Logic Controllers: All PLCs are operational.
 - c. VFDs: The VFDs for the motors on top of the ditch have been repaired.
 - d. Dissolved Oxygen: The cooler weather will help the DOs.
 - e. Odor Report: Staff reported that a follow up article was done, and will forward it.
 4. Damage Assessment
 - a. FEMA: FEMA has completed a damage assessment walk-through. A response anticipated to be received within the next 24 to 48 hours. This will be distributed.
 - i. If FEMA reimburses repair expenses and preventative measures, it can be up to 75%. It is expected to take 3 weeks to receive the necessary applications. Once they are received, completed, and submitted, it is expected to take 1 month to receive funds. Webinars are usually hosted to assist with paperwork completion.
 - ii. The Borough/Authority must stay in a State of Emergency until clean-up and repair efforts are completed.
 - iii. It was requested that staff submit to FEMA and PEMA.
 - b. Transfers: The generator transfer switch at the quarry and Well #6 may be expensive to repair.
 - c. Dollar Value: It is anticipated that there was approximately \$250K to \$500K in damages.
 - d. Gratitude: Gratitude was expressed for Mr. Fenicle and the staff for their efforts.
 - e. Blackberry: The phone was temporarily out of service due to storm damage. Discussion was had on obtaining a more rugged phone for the Administrator.
- ii. Water Tower: The tower is going to be put into transfer mode to test the pressure availability.
- iii. Staffing: Staffing is on track and qualified applicants are being received. Mr. Ray Bowman has accepted the position of Chief Operator.

V. Financials

a. Authorization to Pay Vouchers

- i. MEI Electrical Amendment: Mr. Fenicle is still awaiting a response. Payment of MEI invoices will be made less the electrical amendment portion until an agreement is reached.
- ii. Vouchers of August 23, 2011:
 - Mr. Snively entertained a Motion to ratify the vouchers dated August 23, 2011 in the amount of \$195,877.55; moved by Mr. Shaffer, seconded by Mr. Baker.
 - Discussion was had on the advertisement of the bookkeeper position and the advertising options available to the Authority. The board agreed to use less costly advertising options.
 - Motion passed unanimously.
- iii. Vouchers of September 14, 2011: Mr. Fenicle will follow up with the financial advisor regarding potential interest savings with paying certain loans monthly.
 1. Discussion was had on the amount due for Rettew Associates.
 - Mr. Snively entertained a Motion to approve payment of the vouchers in the amount of \$966,004.81; moved by Mr. Baker, seconded by Mr. Phillips.
 - Payment of the electrical amendment portion of MEI's invoice will be withheld until a renegotiation of its amount due is met, at the digression of the Authority Administrator.
 - Motion passed unanimously.
- iv. Financial Report Inquiries: An inquiry was raise on the table not illustrating the large debt service payment that was made. Staff will follow up on the data and respond to the board.
- v. 2012 Budget: Discussion was had on revenue loss. The first inter-board committee meeting is tentatively scheduled for September 20th. A time is to be determined.

VI. New Business

- a. Disaster Relief: Over 700 homes had 2' or more in their basements. There was a rash of broken water pipes as well. Some homes could not get to their water shut off valves due to the flooding. Discussion was had on possible relief options.
 - Mr. Snively entertained a Motion to authorize the waiver of the quarterly minimum charges for customers adversely affected by the flood caused by Tropical Storm Lee, beginning, September 1, 2011, whose homes could not be occupied for a period of no less than 45 days of their billing cycle. Anyone outside of that realm shall be reviewed on a case-by-case basis. Pending the approval of a properly submitted waiver application, with appropriately met conditions, and its approval by the Authority Administrator; moved by Mr. Baker, seconded by Mrs. Horst. Motion passed unanimously.
 - Mr. Snively entertained a Motion to authorize the waiver of water and sewer consumption for customers adversely affected by the flood caused by Tropical Storm Lee, from Wednesday, September 7, 2011 through Sunday, September 18, 2011, pending approval of a properly submitted waiver application, with appropriately met conditions, and its approval by the Authority Administrator; moved by Mr. Baker, seconded by Mr. Shaffer.
 - The waiver request form is to be placed online for customer access, and copies are to be given to the FEMA and other resident help stations/locations, and its availability is to be publicized with the local media.

- Special exceptions are to be submitted to the Authority Administrator for consideration on a case-by-case basis.
- Motion passed unanimously.

- b. Lakeview Drive: Several doors down from Mr. & Mrs. Royer, a leak was found in a customer's service line. It is believed that seeing the staff on site prompted the Royers to write in about their service issue. Mr. & Mrs. Royer's letter was reviewed and discussed. Mr. Fenicle will review their account usage and provide an equitable credit.

VII. Old Business

- a. Septage Receiving System: This item will be tabled until further disaster recovery is completed.

VIII. Adjournment

- Mr. Snavely entertained a Motion to adjourn at 9:36pm; moved by Mrs. Horst, seconded by Mr. Shaffer.

Respectfully Submitted: Candace L. Hoover, Recording Secretary

MANHEIM BOROUGH AUTHORITY

October 20, 2011 *as approved at the November 17, 2011 meeting*

I. Call to Order

Mr. Snavelly convened the meeting at 7:05pm with the Pledge of Allegiance.

Roll Cal

Chairman Douglas Snavelly, Vice Chairman Marc Phillips, Secretary Lin Harley, Assistant Treasurer/Secretary Wade Baker, Members: Terry Shaffer, and Councilman Douglas Shaub

Absent

Treasurer Barb Horst

Staff

Office Staff: Administrator David L. Fenicle, Assistant Administrator Mic Ruffner, Recording Secretary Candace L. Hoover

Engineering: Greg Gromicko, David Hoglund, and Ryan Mastowski – Rettew Associates

Operations: Dennis Dragas – Miller Environmental, Inc., Chief Operator Ray Bowman

II. Approval of Minutes – September 15, 2011

- Mr. Snavelly entertained a Motion to approve the Minutes as presented; moved by Mr. Shaub, seconded by Mr. Harley. Motion passed unanimously.

III. Visitors

- a. Eric Hossler – 15 North Penn Street: Mr. Hossler explained that the property previously belonged to his grandfather. It passed on to his father, who installed a toilet in the 1980's. In 2007 his father requested that the water and sewer be turned off, because he could not afford the quarterly minimum charges. The property's water was soon after discontinued due to non-payment. The property came to Mr. Hossler with the intentions of passing it on to his son, who passed due to an unfortunate accident.
 1. Mr. Hossler would like to utilize water at the property without having sewer service. It was explained that the property would have to meet the Borough's zoning if it were to be used, which would determine if the property needed water and sewer, or could be approved for just water.
 2. Mr. Hossler would like to fix and sell the cars being stored in the garage. He will draft a proposal to present to the board.
 3. Mr. Hossler felt that the bill should be waived because there was no consumption at the property.
- b. New Staff: Mr. Ruffner and Mr. Bowman were introduced and welcomed by the board.

IV. Reports

- a. Engineer's Report
 1. Water Tower: The developer, solicitor, and engineers have come to an agreement to accept \$10K from the developer for inspection services, etc. to zero out the escrow account.
- Mr. Snavelly entertained a Motion to accept \$10K to zero out the water tower escrow account; moved by Mr. Phillips, seconded by Mr. Harley. Motion passed unanimously.

- i. The 5-step review has been completed. Mr. Gromicko and Mr. Fenicle reported that the data loggers show consistent water pressure. The pumps are operating as manual transfer pumps, while the tower is being allowed to run through its normal cycles, and pressure is being maintained.
 - ii. Discussion was had on how the distribution system supports customers and water storage tanks such as the tower.
 - iii. Mr. Gromicko explained that Rettew's recommendation is to invest in setting up a telemetry device with the tanks and pumps, and that the altitude valve be inspected by a third-party. Mr. Fenicle concurred, adding that the paperwork involving the design of the water tower strongly recommends implementing telemetry. He also agrees that the altitude valve be analyzed, because it is being used to turn the water on and off in the tower, rather than its actual purpose as a fail safe for shutting off the tank when it exceeds its fill line.
 - a. The telemetry device is approximately \$10K. Altitude valves are approximately \$40K. The tapping fees for the booster station are approximately \$120K, so it is a cost effective option. There are options available for financing, such as drafting an agreement regarding the Forino Development's taps. Pricing will be secured, and discussions will be had with Forino thereafter.
2. WWTP: The as-built drawings have been completed and submitted to DEP. A few repairs are still in progress as a result of the flooding caused by Tropical Storm Lee.
 3. Pug Mill: The mill is completed and the as-built drawings have been submitted to DEP.
 4. Operations Support and Flood Relief Reporting: Support is being provided by Rettew as needed.
 5. WWTP Bridge: It is anticipated that bids will be opened in the winter, but the project cannot begin until the permitting is received. Rettew will be researching the most cost effective construction start date.
 - i. Discussion was had on the placement of the bridge structure and its supports. It is designed to minimize disturbance of the creek bed. It will not impact the floodplain or the floodplain mapping. A copy of the drawings for construction progress set, passed around for review, is in the Rettew Lane Bridge portion of the WWTP BNR Upgrade file.
- b. Contract Operator's Report
 1. WWTP: DEP is not concerned with last month's high fecal coliform that was caused by rain.
 - i. A blower is not operating properly and the distribution gate is not opening or closing correctly. These items were pre-flood issues, and are Krüger's responsibility to repair.
 2. WTP: Electricians made some repairs today and will return tomorrow to complete the repairs.

Maintenance Agreement

- Mr. Snively entertained a Motion to bring the MEI maintenance agreement account to zero as of the end of the third quarter; moved by Mr. Harley, seconded by Mr. Phillips. Motion passed unanimously.
3. 2010 Flow & Loading Calculations: Rettew is remitting correspondence inquiring about the discrepancy in the numbers provided.
- c. Administrator's Report
 1. Tropical Storm Lee: FEMA and PEMA will be making reimbursements to the Authority next year for repairs made for damages caused by the storm. Funding is also available for preventative maintenance.

2. Electrical Amendment: Mr. Smith has reportedly issued a response to Mr. Fenicle. Discussion was had on whether or not the numbers provided for the additional electric costs were deceptive.
 3. 2012 Budget: Mr. Fenicle, Mr. Ruffner, and Mr. Bowman have been reanalyzing the budget in preparation for this evening's finance committee meeting.
 - i. The Borough Manager submitted a proposal to Mr. Fenicle, which he reviewed for the board. The total is coming out to \$75/square foot. Discussion was had on having a flat per month square footage fee as a tenant would pay, that does not include building upgrades, etc. which are typically the responsibility of the property owner. There is space available next door for \$800/month, which comes out to just under \$6/square foot plus utilities with more space.
 - a. Mr. Fenicle reviewed a 3-year cost analysis comparing costs for renting from the Borough or from Mr. Gibble at 18 East High Street.
- Mr. Snavelly entertained a Motion to seek rental a lease agreement from Mr. Gibble at 18 East High Street, Manheim; moved by Mr. Harley, seconded by Mr. Phillips.
 - Mr. Shaffer would like to continue to lease space in Council Chambers for monthly meetings, and have the lease contract with Mr. Gibble be on a short term basis with options to renew.
 - Motion passed unanimously.

V. Financials

- a. Loan Payments: Mr. Baker would like to begin making debt service payments monthly post-haste. Mr. Fenicle stated that the 2012 budget is being reviewed to include the monthly payment request.
- b. Authorization to Pay Vouchers
 - Mr. Snavelly entertained a Motion to approve payment of the vouchers in the amount of \$358,987.47; moved by Mr. Shaub, seconded by Mr. Harley. Motion passed unanimously.
- c. Financial Report Inquiries: Discussion was had on the revenue current and aging report charts. Staff will verify the gallons billed for September 2011.
- d. 2011 Audit Proposal
 - Mr. Snavelly entertained a Motion to proceed with the use of Brown Schultz Sheridan & Fritz not to exceed \$11,100.00; moved by Mr. Harley, seconded by Mr. Shaffer. Motion passed unanimously.

VI. New Business

Resolution 6-2011 FEMA/PEMA Designation of Agent Resolution

- Mr. Snavelly entertained a Motion to authorize Mr. Fenicle as the designated representative and signer of the Authority for all FEMA and PEMA events and documents; moved by Mr. Baker, seconded by Mr. Phillips. Motion passed unanimously.

VII. Old Business

- a. Mr. Hossler – 15 North Penn Street: New discussion was had on Mr. Hossler's presentation. The board agreed to have Mr. Fenicle draft and present options to Mr. Hossler.

VIII. Announcements & Correspondence

- a. Municipal Authorities Act 2011-2012 Edition: A courtesy copy has been provided to the Authority. The Authority does not require additional copies beyond the courtesy copy.

IX. Adjournment

- Mr. Snavelly entertained a Motion to adjourn at 10:23pm; moved by Mr. Harley, seconded by Mr. Baker. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Recording Secretary

MANHEIM BOROUGH AUTHORITY

November 17, 2011 as approved at the December 15, 2011 meeting

I. Call to Order

Mr. Snavelly convened the meeting at 7:00PM with the Pledge of Allegiance.

Roll Call

Chairman Douglas Snavelly, Vice Chairman Marc Phillips, Secretary Lin Harley, Treasurer Barb Horst, Assistant Treasurer/ Secretary Wade Baker, and Member Terry Shaffer.

Absent

Councilman Doug Shaub

Staff

Office Staff: Administrator David L. Fenicle, Assistant Administrator Mic Ruffner, Bookkeeper Deb Tobias, and Recording Secretary Candace L. Hoover

Engineering: Greg Gromicko & Ryan Mastowski – Rettew Associates

Operations: Dennis Dragas – Miller Environmental, Inc.

II. Approval of Minutes – October 20, 2011

- a. Dave Heglund was present last month to discuss the WWTP Bridge construction project.
 - b. It was clarified that Mr. Hossler was the individual recommending waiving the outstanding bill if he relinquished the taps at 15 North Penn Street.
- Mr. Snavelly entertained a Motion to approve the Minutes as amended; moved by Mr. Phillips, seconded by Mr. Harley. Motion passed unanimously.

III. Visitors

- a. John Watson – 322 South Charlotte Street: Mr. Watson reviewed the case with his tenants and the flood credit they were issued. He is requesting additional consideration considering the difference between his average billing versus the flood quarter's billing.
 - i. Mr. Fenicle will review additional data from the quarter's meter readings to see if there were additional spikes in the consumption.
- b. Eric Hossler – 15 North Penn Street: Mr. Hossler submitted his written request (see attached), which included the dissolution of the water and sewer bill, the lifting of the current liens, and the relinquishment of his sewer tap. His request also included a hold on penalties and interest and the offer to cap the water and sewer lines coming into the structure.
 - i. If the Borough approves gray water, he will need to have a new meter installed. Mr. Hossler is proposing the installation of a sewage storage tank.
 - ii. Mr. Fenicle noted that the disconnection of the sewer would have to be verified, and the Zoning Officer would have to submit a written approval for the utilization of the sewage storage tank.
 - iii. Mr. Fenicle would like to inspect the property and proposed storage tank in order to make a comparison with the Borough Code, Authority Rules & Regulations, and any potential state regulations.

IV. Reports

- a. Engineer's Report

- i. Water Project: The final agreement for the Holly Tree Subdivision has not been received.
 - ii. Sun Hill Water Tower: Telemetry costs are still being researched and reviewed. Phone line service communication between the tower and pump station is also being considered.
 - iii. Altitude Valve: A solenoid valve is under consideration for installation.
 - iv. WWTP: Final completion is anticipated by year end. Training is being scheduled, and alarms are being installed.
 - 1. Wickersham has submitted a payment request. An additional submission is expected.
- Mr. Snavelly entertained a Motion to approve Wickersham's payment request application in the amount of \$18,734; moved by Mr. Harley, seconded by Mr. Shaffer. Motion passed unanimously.
- v. Operations: A sewer leak was found at 59 South Charlotte Street. Phone messages and an email were issued to the property owner.
- b. Administrators Report
- i. MEI Electric Contract Amendment: Mr. Fenicle is drafting a response based on the Solicitor's recommendations.
 - 1. Mr. Baker expressed his dismay with the situation with the electric bill, however, agrees that the board should take the Solicitor's advice.

(Mr. Phillips excused himself from the meeting at 8:00PM.)

- ii. Office: Mr. Fenicle reviewed staffing and plans for moving operations. Staff is anticipating closing the office the first week of January for setup finalization.
 - 1. Discussion was had on the proficiency of the new staff members and preparation progress.
 - iii. Credit Card: Fulton Bank has a credit card available that requires a \$10K deposit to an interest bearing checking account that would not be utilized in lieu of a one year deposit relationship. There is no annual fee for the card.
- Mr. Snavelly entertained a Motion to authorize the acquisition of the Fulton Bank credit card; moved by Mrs. Horst, seconded by Mr. Baker. Motion passed unanimously.
- iv. DEP Violation for Clean Stream Act 2006 to 2011: – There is a minimal violation pending, but with a cost of \$25K. Some treatment could not be done during the construction project.
 - 1. MEI is responsible to respond on their behalf for the violations, however, the NPDES permit is in the Authority's name.
 - 2. Portions of the violation are in dispute. A meeting has already been set with DEP to review the flows that could not be controlled.
 - 3. The violations are for out of parameter limits, not deposits of pollutants.
 - v. PMRS: The employee pension plan documents have been received and are available for the board to review.
 - 1. The board inquired about the amount paid into Mr. Fenicle's retirement fund that was paid to the Borough. The personnel committee will investigate the inquiry during the annual services audit.

V. Financials

- a. 2012 Budget: Mr. Fenicle reviewed the draft water and sewer budget. (See attached.)
 - i. The proposed adjustment to the sewer base rate consumption allotment from 8,000 gallons to 6,000 gallons would put the Authority at a 70% rate increase instead of the 100% rate increase that was recommended several years ago to cover the cost of the wastewater treatment plant upgrade.
 - ii. It is being proposed that the base rate for sewer drop from \$151 to \$149, and that the minimum gallon inclusion drop from 8,000 gallons to 6,000 gallons.
 - iii. Discussion was had on billing monthly. Staff will run the cost effectiveness of providing the benefit to the residents.
 - iv. Mrs. Horst clarified line items on the proposed budget.
 - v. Discussion was had on charging interest on payment plans.

b. Vouchers

- Mr. Snively entertained a Motion to approve payment of the vouchers in the amount of \$152,434.35; moved by Mr. Harley, seconded by Mr. Shaffer. Motion passed unanimously.

VI. New Business

- a. VFD's: Item to be deferred until 2012.
- b. Cathanzaro Apartments: Discussion was had on charging administrative fees for managing payment plans.

- Mr. Snively entertained a Motion to approve a 5-year payment plan with Mr. Cathanzaro, Moved by Mr. Baker, seconded by Mrs. Horst with a nay vote by Mr. Harley. Motion passed.

VII. Old Business

- a. 15 North Penn Street: Discussion was had on Mr. Hossler's request. Concern was expressed about the proper containment and disposal of the gray water tank matter.
 - i. Mr. Shaffer and other members do not support providing public water without public sewer.

- Mr. Snively entertained a Motion that the Authority do not supply water without sewer, do not release the liens until resolution is reached with the board, Mr. Hossler is to pay the bill, penalties included in full or, if he takes the option to relinquish the water and sewer taps and disconnect the actual line and repair any street work at his cost, then the EDUs would be lifted, moved by Mr. Shaffer, second by Mr. Harley.

- The liens are to stay in place until the balances are paid in full. If payment is not made, the taps will be relinquished by enforcement of the existing policy.

- Motion passed unanimously.

- b. Monthly Billing: Staff will discuss the variables at their staff meeting and present their recommendation to the board at the next meeting.

VIII. Adjournment

- Mr. Snively entertained a Motion to adjourn at 10:37PM; moved by Mrs. Horst, seconded by Mr. Baker. Motion passed unanimously.

Respectfully Submitted,

November 17 2011 MINUTES

Candace L. Hoover, Recording Secretary

MANHEIM BOROUGH AUTHORITY

December 15, 2011 *as approved at the January 19, 2012 public meeting.*

I. Call to Order

Mr. Snavelly convened the meeting at 7:01PM with the Pledge of Allegiance.

Roll Call

Chairman Douglas Snavelly, Vice Chairman Marc Phillips, Secretary Lin Harley, Treasurer Barb Horst, Assistant Treasurer/Secretary Wade Baker, and Member Terry Shaffer.

Absent

Councilman Doug Shaub

Staff

Office Staff: Administrator David L. Fenicle, Assistant Administrator Mic Ruffner, Recording Secretary & Utility Billing Administrator Candace L. Hoover

Engineering: Chris Foreman & Ryan Mastowski – Rettew Associates

Operations: Chief Operator Ray Bowman

II. Approval of Minutes

- a. Mrs. Horst indicated that she was in attendance at the last meeting.
 - b. Mr. Harley inquired about the language of Section V-a-i. Mr. Fenicle clarified that it would read clearer if written as follows, "The proposed adjustment to the sewer base rate consumption allotment from 8,000 gallons to 6,000 gallons would put the Authority at a 70% rate increase instead of the 100% rate increase that was recommended several years ago to cover the cost of the wastewater treatment plant upgrade."
- Mr. Snavelly entertained a Motion to approve the Minutes as amended; moved by Mr. Shaffer, seconded by Mrs. Horst. Motion passed unanimously.

III. Visitors

- a. Jamie Schlesinger: Mr. Schlesinger was present to discuss the Authority's debt and whether or not there could be a cost savings by paying the debt loans monthly as opposed to quarterly. There are options available to the board that could provide a cost savings, but it would require refinancing. He assured the board that he keeps watch over the financials, and would make a recommendation to refinance, but there are not many options on the market that would save the Authority money when balanced against the closing costs of a refinance.
 - i. There could be a cost savings if the Authority paid extra against their debts. Mr. Harley indicated that the Authority may be able to make at least one lump payment this year. Mr. Schlesinger recommended that any lump sum payment be applied to the 2009 loan, as that should provide the most long term savings.
 - ii. Mr. Snavelly indicated that the funds may be better spent on the infrastructure. Mr. Fenicle explained that all funds from the loan must be allocated to the upgrade project. Mr. Schlesinger concurred stating that there would have to be a change of purpose submitted, which would require the services of the Solicitor.

IV. Reports

- a. Engineer's Report: Updates & Inquiries
 - i. WWTP BNR Upgrade: Wickersham & Gettle have submitted payment request applications. A retainer is still being held based on a few pending punch list items.

- ii. Rettew Lane Bridge: The Penn Township Zoning Hearing Board has issued a conditional approval pending the Township Engineer's review. Pending no unforeseen problems, it is anticipated that bidding will be set for March.
 - iii. 2010 Flow & Loading: Mr. Foreman reported that the numbers presented in the report do not correlate to other years, nor do the ratios presented between the total suspended solids versus biochemical oxygen demand. Mr. Fenicle stated that he has spoken with Mr. Dragas regarding the discrepancy, and Mr. Dragas indicated that he could not explain why the numbers were presenting themselves the way they were.
- b. Contract Operator's Report: Updates & Inquiries
- i. DEP Violations: Effluent limitation permit violations occurred from January 2007 through July of 2011 based on the total flows coming into the plant. Permit levels were minimally exceeded during points during the stated time period.
 - 1. Discussion was had on whether or not MEI's payment should be held in escrow until the statute of limitations has expired on any pending or possible penalties from the time period that they were utilized as the Authority's contract operator. Mr. Fenicle met with DEP regarding the notification. Because the NPDES permit is in the Authority's name, the payment must come from the Authority. DEP did indicate that had MEI forfeited the acceptance of hauled waste during this time period, the assessment would have been less.
 - 2. Mr. Foreman felt that some of the levels should have been maintained by MEI regardless of the construction taking place during part of the noted time period. Two levels that could not have been controlled are the Ammonia and Phosphorus. The engineers could come up with a dollar value for the other levels to present to MEI to share the cost of the pending assessment. The board agreed that MEI be presented with a portion of the balance due to DEP based on MEI's share of the responsibility.
- Mr. Snavely entertained a Motion to authorize the acceptance of DEP's Consent Assessment of Civil Penalty in the amount of \$25,500.00, and accept DEP's terms of deferred payment options; moved by Mr. Shaffer, seconded by Mr. Baker. Motion passed unanimously.
- c. Administrator's Report
- i. Contract Operations: Discussion was had on closing the contract with MEI at year end. Staff will provide an updated summary.
 - ii. Monthly Billing: Monthly billing will begin in 2012. Customers have responded positively.
 - iii. Flood Relief Credits: Discussion was had on closing the acceptance of applications. Applications that have already been submitted will be kept open for possible additional flood relief if they qualify for the inhabitable status. Other applications may be considered on a case by case basis.
- Mr. Snavely entertained a Motion to close the acceptance of new flood relief applications after December 31, 2011; moved by Mr. Harley, seconded by Mr. Phillips. Motion passed unanimously.
- d. Cooperative Ventures: Mount Joy's Authority has opened an invitation to meet with the Authority staff to research cooperative ventures and share operational knowledge.
 - e. Awards: The Authority has been submitted for an award for the WWTP.

V. Financials

- a. Financial Report Inquiries
 - i. Mrs. Horst indicated that the 2011 budget will most likely close minimally over budget. Flood damage costs are all paid for and reimbursements are pending. The proposed 2012 budget compensates for the overage.
- b. Authorization to Pay Vouchers

- Mr. Snavely entertained a Motion to authorize payment of the vouchers in the amount of \$216,668.47, which excludes the payment of \$44,903.67 to MEI for the 2010 flow and loading; moved by Mr. Phillips, seconded by Mr. Harley. Motion passed unanimously.
- c. 2010 Flow & Loading: See section IV-a-iii
- d. Resolution 1-2012
 - Mr. Snavely entertained a Motion to approve Resolution 1-2012 as presented; moved by Mr. Phillips, seconded by Mrs. Horst. Motion passed unanimously.
- e. 2012 Budget
 - Mr. Snavely entertained a Motion to approve the 2012 budget as presented; moved by Mrs. Horst, seconded by Mr. Harley. Motion passed unanimously.

VI. New Business

- a. PMRS Resolution 7-2011
 - Mr. Snavely entertained a Motion to approve Resolution 7-2011 authorizing an Authority contribution of 4% of the employee's salary; moved by Mr. Shaffer, seconded by Mr. Harley.

Shaffer: yea
 Harley: yea
 Horst: yea
 Phillips: yea
 Baker: yea
 Snavely: yea

Motion passed unanimously.

- b. Resolution 8-2011
 - Mr. Snavely entertained a Motion to approve Resolution 8-2011, pending all corrections provided by the Solicitor are submitted and included; moved by Mr. Phillips, seconded by Mrs. Horst. Motion passed unanimously.
- c. Resolution 9-2011
 - Mr. Snavely entertained a Motion to remove Sandra Mitchell as a signer as of January 1, 2012 and to add Deb Tobias, effective immediately; moved by Mr. Shaffer, seconded by Mrs. Horst. Motion passed unanimously.
- d. Blanket Motions for 2012
 - Mr. Snavely entertained a Motion to authorize 2012 payments of the monthly billing statement postage and payroll deductions and contributions, and the participation in and utilization of Co-Stars and the Lancaster Co-Op; moved by Mr. Baker, seconded by Mr. Phillips. Motion passed unanimously.

VII. Old Business

- a. Flow & Loading: See Section IV-a-iii
- b. Flood Relief: See Section IV-c-iii
- c. 322 S Charlotte St.: Mr. Fenicle explained the credit that was provided for the Watson property. The high consumption period was prior to flood. No additional credits are being provided at this time.

VIII. Executive Session

- a. During the Executive Session, personnel matters and year-end evaluations were discussed. 2012 salary rates were agreed upon.
- Mr. Snively entertained a Motion to adjourn to Executive Session at 9:22PM to discuss personnel matters; moved by Mr. Baker, seconded by Mrs. Horst. Motion passed unanimously.
- Mr. Snively entertained a Motion to adjourn from Executive Session at 9:45PM; moved by Mr. Baker, seconded by Mr. Shaffer. Motion passed unanimously.

IX. Adjournment

- Mr. Snively entertained a Motion to adjourn at 9:46PM; moved by Mr. Baker, seconded by Mr. Shaffer. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover, Recording Secretary