



Manheim Area Water & Sewer Authority
Minutes of January 10, 2019
Borough Hall: 15 East High Street, Manheim, PA 17545

- I. Call to Order/ Pledge of Allegiance: Mr. Miller convened the meeting at 7:06 PM with the Pledge of Allegiance
 - a. Roll Call: Chairman Robert Miller, Vice Chairman Wade Baker, Secretary Paul Shaffer, Treasurer Andrew Nelson, and Members Charles Heisey and Barbara Horst
 - b. Executive Team: Manager Terry Shaffer, Assistant Manager Susan Roche, Financial Comptroller Deborah Tobias, Recording Secretary/Billing Administrator Candace Hoover
 - c. Engineering: Carl D. Kline, Jr. – Spotts, Stevens, McCoy (SSM)
- II. Reorganization
 - a. Nominations and Elections
 - i. Chair
 - Mr. Baker moved to nominate and elect Mr. Miller to the office of Chair; second by Mr. P. Shaffer. Mr. Miller accepted the position. Motion passed unanimously.
 - ii. Vice Chair
 - Mr. Heisey moved to nominate and elect Mr. Baker to the office of Vice Chair; second by Mr. Nelson. Mr. Baker accepted the position. Motion passed unanimously.
 - iii. Secretary
 - Mr. Nelson moved to nominate and elect Mr. P. Shaffer to the office of Secretary; second by Mr. Baker. Mr. P. Shaffer accepted the position. Motion passed unanimously.
 - iv. Treasurer
 - Mr. Baker moved to nominate and elect Mrs. Horst to the office of Treasurer; second by Mr. Nelson. Mrs. Horst accepted the position. Motion passed unanimously.
 - v. Assistant Secretary/Treasurer

- Mr. Baker moved to nominate and elect Mr. Heisey to the office of Assistant Secretary/Treasurer; second by Mr. P. Shaffer. Mr. Heisey accepted the position. Motion passed unanimously.

b. Committee Appointments

i. Personnel Committee

- Mr. Miller appointed Mr. Baker as Chair of the Personnel Committee. He and Mr. Heisey will serve with him.

ii. Finance Committee

- Mr. Miller appointed Mrs. Horst as Chair of the Finance Committee. He and Mr. P. Shaffer will serve on the committee with her.

iii. Strategic Planning Committee

- Mr. Miller appointed Mr. Nelson Chair of the Strategic Planning Committee. Mr. Heisey and Mr. P. Shaffer will serve on the committee with him.

iv. Source Water Protection Committee

- Ms. Bushong will continue to represent MAWSA on the Source Water Protection committee, and the board member representative will remain open until there is a full board.

v. Property Committee

- Mr. Miller will remain Chair of the Property Committee. Mr. Baker and Mr. Nelson will serve on the committee with him.

- c. All appointments were accepted by the respective board members. Mr. Miller noted their volunteer status, and thanked them for their time.

III. Visitors

- a. No visitors were present.

IV. Approval of Minutes of December 13, 2018

- Mr. Miller entertained a Motion to approve the Minutes of December 13, 2018 as presented; moved by Mr. Heisey; second by Mr. Baker. Motion passed unanimously.

V. Reports

a. Engineering

- i. Ms. Roche and Mr. Getz met with JG Environmental regarding their intended waste stream in participation with the hauled waste program.

Documentation of the waste stream contents has been requested, and has not yet been supplied.

- ii. Manheim Commons: Mr. Kline, Mr. Connelly, and Mr. T. Shaffer met with the developer months ago, and have received plans within the past week or so. The plans have comments that are not completely congruent with prior discussions, and will be responded to.
- iii. Hydraulic Model: The report was difficult to pull together with the discovery of a number of flow discrepancies. There were also a number of low flow hydrants in the prior reports. Mr. Kline is continuing to verify and accumulate accurate data.
- iv. Fenner Drives: Discussion was held on whether the rate payers should pay the Authority Engineer to help a customer chase down potential leaks, versus being neighborly. Mr. Kline was instructed to provide Fenner Drives with his recommendations.
- v. New SSM Teammate: Mr. Kline will be involving a new member of SSM, Dan Standish, with MAWSA. Mr. Standish has over 30 years of water experience, which Mr. Kline trusts will be an asset.

b. Management

- i. Water Loss: Mr. T. Shaffer believes there is water loss, but no pressure zone is showing a significant amount loss, making him believe that it is related to multiple small, hard to find, leaks.
- ii. Act 109: The requested improvement completion deadline is August of 2020; however, staff is already evaluating needs and making preparations.
- iii. PA One Calls: There were less calls last month.
- iv. Free Chlorine: Levels are continuing to be increased to meet the new residual mandates.
- v. Reservoirs: Additional security measure installations are almost complete.
- vi. Kendig Drive: The area is a low consumption section of the system, so it will require additional flushing. Mr. Kline is looking into solutions such as a Chlorine booster station, or an automatic flushing system.
- vii. Wastewater: Precipitation was high again, causing high flows at the plant. The extended storm mode periods increases the Nitrogen and Phosphorus levels, though they are all still carrying great levels.
- viii. Hauled Waste: Even with high flow shutdowns, a large quantity of waste was still brought in.
- ix. Interceptor: The ground has been checked, but is too wet to bring in the lining equipment. The contractor is planning to come later this month to see if the ground is solid enough to begin the relining project.
- x. Old Line Pump Station: The old unit's removal has been scheduled.
- xi. Employment: A candidate has been found for the maintenance technician position, and the laborer position is still being advertised.

c. Finance

- i. Cash Balances: There is roughly \$540K more in the accounts than last year.

- ii. Water Operation & Maintenance Revenue & Expense: There were a lot of water break repairs, and maintenance at the plant.
- iii. Wastewater Operation & Maintenance Revenue & Expense: The largest expense was for the Ferdinand Street sewer main repair.
- iv. Water Operation & Maintenance Revenue & Expense Budget vs. Actual: The revenue closed 10% over this year. The tapping fees were the surprising factor, as had been discussed throughout the year.
- v. Ms. Tobias clarified for Mrs. Horst that Payroll was down due to staff turnover.
- vi. Wastewater Operation & Maintenance Revenue & Expense Budget vs. Actual: Revenue was lower than expected by 5.3%. Expenses were about 9% under with savings stemming from the belt filter press rebuild, making it a 2-year payback on investment.
- vii. Water Profit & Loss Previous Year Comparison: Staff was aggressive on break repairs in 2018.
- viii. Wastewater Profit & Loss Previous Year Comparison: Hauled waste lost 3 weeks of operation with the wet weather.
- ix. Water Capital Budget: The report shows projects approved for 2019, and projects for 2018 that have not been completed. There are 2 payments on the vouchers for approval from this budget water plant meter and reservoir security enhancement.
- x. The Finance Committee has reviewed and recommends approval of the Financial Reports.

➤ Mr. Miller entertained a Motion to accept the financial reports as presented; moved by Mr. P. Shaffer, second by Mr. Heisey. Motion passed unanimously.

xi. Vouchers

➤ Mr. Miller entertained a Motion to Mr. Baker moved to ratify payments made prior to the meeting for \$45,119.34; second by Mrs. Horst. Motion passed unanimously.

➤ Mr. Miller entertained a Motion to approve payment of the remaining vouchers of \$83,800.69 pending payment authorization, and \$12,570.64 received after the meeting reports were run, as presented; moved by Mr. Baker, second by Mr. P. Shaffer. Motion passed unanimously.

xii. Check Signing/ Review of Current Bylaws

- 1. Discussion was held on having 1 officer of the board and the manager necessary for check signing to streamline the accounts payable process. Discussion was held on naming Mrs. Horst, Mr. Baker, Mr. Miller, Mr. Heisey, and Mr. T. Shaffer as signers and backup signers.

d. Utility Billing

i. Mrs. Hoover would like to offset the shut off schedule for non-rentals to match the pattern of the rental shut off schedule, as the law creates an additional time and notification opportunity for rental properties. The move would allow customer more time to pay, and decrease the number of shut off notices, and related notification fees. The board was in support of the proposed schedule revision.

e. Personnel

i. No new items to present.

f. Property

i. No new items to present.

g. Source Water Protection

i. No new items to present.

h. Strategic Planning

i. The Committee typically meets after board approval of the annual rollover of excess Operation & Maintenance funds into Capital per the Authority's Capital Assets Policy.

VI. New Business

a. Audit Appointment: The Auditor is requesting to interview a board member as part of the annual audit process. Mr. Miller volunteered to serve in that capacity.

VII. Old Business

a. No new items to present.

Mr. Nelson excused himself at 8:18PM.

- Mr. Baker moved to recess to Executive Session to discuss personnel matters at 8:18PM; second by Mrs. Horst. Motion passed unanimously.
- Mr. Baker moved to return to regular session at 8:23PM after discussion indicated that the subject could be discussed by committee; second by Mr. P. Shaffer. Motion passed unanimously.
- Mrs. Horst moved to adjourn at 8:25PM; second by Mr. P. Shaffer. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover, Recording Secretary

Manheim Area Water & Sewer Authority

Minutes of February 14, 2019

Borough Hall: 15 East High Street, Manheim, PA 17545

- I. Call to Order/ Pledge of Allegiance: Mr. Miller convened the meeting at 7:04 PM with the Pledge of Allegiance
 - a. Rapho Township representative nominee, John Haldeman, introduced himself. All introductions of the board took place to welcome Mr. Haldeman.
 - b. Roll Call: Chairman Robert Miller, Vice Chairman Wade Baker, Secretary Paul Shaffer, Treasurer Barbara Horst, Member Andrew Nelson, Rapho Rep John Haldeman
 - c. Authority Staff: Manager Terry Shaffer, Assistant Manager Susan Roche, Financial Comptroller Deb Tobias
 - d. Engineering: Carl. D. Kline, Jr. – Spotts, Stevens, and McCoy (SSM)

- II. Visitors

- a. Chairman Miller invited unregistered guest, Gabe Clark of Catalyst Commercial Development, LLC, to speak. Mr. Clark is the Manheim Commons developer; his property is under agreement and he has the final land development from Penn Township (project has proposed 190 apartments and 5 commercial units are to be built). Mr. Clark stated that his company submitted the development's capacity request two (2) months after the new tap fees were increased. Mr. Clark inquired to see if MAWSA would possibly consider reducing the water tapping fees for the project as the current, higher tapping fee would be an unexpected financial burden. The only time Mr. Clark met with MAWSA to discuss any concerns was in fall of 2018. Mr. Clark stated he met with Authority Manager Terry Shaffer about the project to discuss the metering plan for the property, however Terry was not told at that time, that Catalyst Commercial was considering requesting a tapping fee reduction for the project. Chairman Miller asked to table the discussion until staff can provide the Board with additional details. In the meantime, Mr. Clark was instructed to submit a written request to Terry for further discussion. Mr. Kline gave a brief education on what an EDU is and why they are established. Mr. Miller reinforced how we arrived at our fees and why we must uphold them.

Mr. Charles Heisey arrived at 7:12PM.

Mr. Clark excused himself at 7:45 PM

- III. Approval of Minutes January 10, 2019

- Mr. Miller entertained a Motion to approve the Minutes of January 10, 2019 as presented; moved by Mr. Nelson; second by Ms. Horst. Motion passed unanimously.

- IV. Visitors (Revisited discussion)

- a. Mr. Miller opened the floor for further discussion on the process of developers purchasing property, going through the zoning process, then possibly finding that permit fees have changed since they were in the property exploration phase of the project. Discussion was had on the specific components that are included in the tapping fee calculation. The current time range to re-calculate tapping fees for municipal authorities is once every 3-5 years unless an authority has a major capital improvement to their

system. Conclusion was that until we recalculate our current tapping fees, we are to uphold our current fees.

V. New Business

- a. Check signing/revision of current Bylaws: Mr. Shaffer announced that at next month's meeting we will be proposing a revision to the current Bylaws. The proposed, revised Bylaws are to be emailed to the entire board prior to the March meeting.

VI. Reports

a. Engineering

- i. Source Water Protection grant opportunities are available and will be discussed at the next Source Water meeting with the possibility of MAWSA applying
- ii. SSM assisted with addressing three separate regulatory issues with water plant
 - a. Filtration and our current permit
 - b. Chlorine residual at 0.20 mg/L
 - c. Analyzation of chlorine residual at WTP and WWTP
- iii. Hydraulic model found that flows were similar to the last completed model. SSM is still troubleshooting some areas of town to be sure all valves are open 100%; this project is near completion. The hydraulic model is to ensure that any new developments that come along will have sufficient supply. SSM is looking into the flow at Molly's to ensure that their hydrant is sufficient for that area.
- iv. Charlotte and Cherry St. booster stations needing upgraded by Sept 2020 and SSM is assisting us with design and plan of action for these projects.

b. Management & Operations Report

- i. Mr. Getz will be presenting the operations report to the board from next month, moving forward
- ii. Water break on S. Main St. on 2/1-2/2 was challenging and contributed to our recent water loss reports; we are still searching for two smaller leaks
- iii. PennDOT is looking to meet mid-March and start work on April 1, 2019 on Route 772. The project includes new manholes, frames, and valve risers.
- iv. LED security lights are installed at the reservoirs
- v. Staff, along with SSM, is beginning to discuss membrane filtration at the water plant
- vi. MAWSA received the DEP report from the annual WWTP inspection. MAWSA needs to make some minor adjustments to the outfall as per recommendation
- vii. The 2018 EPA report has been filed
- viii. Phosphorus and Total Nitrogen numbers look good; we had a great hauled waste month in January with the new hauled waste program in place
- ix. Interceptor inflow & infiltration lining to start in the near future. Manager is requesting 350 ft extension to the current agreement with Mr. Rehab to go from the headworks at PS 1 to manhole 6 for an additional \$63,000.00
- x. Old Line Rd. pump station's new generator to be installed on 2/18/19 on an elevated pad for flood prevention
- xi. Open laborer position is nearing to be filled with interviews being held next week
- xii. Our new Maintenance Technician, Scott Mackison, is doing great job
- xiii. DEP was onsite for the two most recent water breaks and had issue with the chlorinated water that ran off to the creek from the breaks. A DEP Clean Water Act representative was onsite during the water breaks and was instructing Mr. Shaffer to hold a burlap bag with de-chlor tabs to catch water going into the creek. Mr. Kline from SSM is submitting a letter asking DEP if they need to be on site during the actual water break. De-chlor mats and tabs have been ordered for water breaks the future

c. Committee Reports

- i. Personnel Committee
 - 1. Ms. Roche's office is moving from 18 E. High St. to the WWTP to administer the hauled waste program and to aid operations and perform administrative tasks.
 - 2. Leadership training for staff to be promoted through PMAA via webinars
 - 3. Operations are running smoothly, and a few minor changes now will ensure we move forward
 - ii. Finance
 - 1. Cash Balances: There is roughly \$600K more in the accounts than last year
 - 2. Water total net income for January: \$31,999.71
 - 3. Wastewater total net income for January: \$192,294.00
 - 4. Budget vs. Actual should be 8.33% through January
 - 5. Expenses for both Water and Wastewater:
 - a. Minor equipment high due to pallet jacks/portable generator for breaks purchased early in the year
 - b. Computer training had a one-time, annual fee paid out for Whitebirch
 - 6. Previous year comparison in Water difference is due to tapping fees
 - 7. All other financial reports reviewed
 - 8. New DEP (Commonwealth of PA) annual fee of \$10,000 fee showing on Water as a voucher as per Chapter 109 requirements
 - 9. PNC debt payment of interest only is shown on both Water (20%) and Wastewater (80%) vouchers
 - 10. Vouchers
 - a. Water amount: \$76,960.32
 - b. Wastewater amount: \$117,196.83
 - c. Payments made prior to the meeting: Water; \$15,190.64, Wastewater; \$8,603.2 with a total of \$23,793.84
 - d. Vouchers to pay after reports were run: Water; \$1,020.24, Wastewater; \$621.91 with a total of \$1,642.15
- Mr. Miller entertained a Motion to accept the financial reports as presented; moved by Mr. P. Shaffer, second by Mr. Heisey. Motion passed unanimously.
- Mr. Miller entertained a Motion to approve payment of all vouchers totaling \$219,593.14 (\$76,960.32+\$117,196.83+\$23,793.84+\$1,642.15), as presented; moved by Mr. Baker, second by Mr. P. Shaffer. Motion passed unanimously.
- iii. Capital Budget vs Actual reports were reviewed; noting a new % complete column
 - iv. 2018 Capital Fund Rollover Report
 - 1. The review of our cash flows throughout 2018 reveal that, in agreement with our current cash reserves policy, we are due to rollover from O&M to Capital the following amounts:
 - a. Water: \$585,100.00 and Wastewater: \$363,600.00
 - v. Interceptor pipe lining project revisited: With mobilization already on site, we got a reduction on price/ft so we need to take advantage of the contractor being there for approximately 1,500 feet depending on grouting costs.
 - 1. Mr. Baker proposed the idea to do even more lining than to manhole 6 due to the amount of Capital funds that are being rolled over and to possibly get more aggressive with the I & I Project. Mr. Kline spoke to the reasons as to why we have chosen to only go to manhole 6. It provides us a chance to analyze how much I & I change occurs with the

agreed amount of lining footage. Ms. Horst spoke to the fact as to why we have capital reserve policies and how we can use that to our advantage. Discussion also revolved around not knowing what regulations may be in the future, and what costs would be incurred without much warning. With a strategic plan and a cash reserve policy in place, MAWSA can be in a position to make systematic decisions.

2. Mr. Kline gave the example of our DE filtration at the Water Plant and how that may need to be upgraded to meet future regulations. We know that we will need to be put on a corrective action plan and that would need significant funding
 3. Mr. Miller stated that unless there is a formal Motion to open the current cash reserve policy, we will uphold the current policy
- Mr. Miller entertained a Motion to increase the Interceptor pipe lining from \$200,000 to \$263,000; moved by Mr. Baker, second by Mr. Nelson. Motion passed unanimously.
- Mr. Miller entertained a Motion to release the Letter of Credit and all escrow monies to Landmark/Holly Tree Development; moved by Ms. Horst, second by Mr. P. Shaffer. Motion passed unanimously.
- Mr. Miller entertained a Motion to move O&M Funds to Capital Funds as per the report presented; moved by Mr. Baker, second by Mr. Nelson. Motion passed unanimously.
- d. Utility Billing: Year to year comparison now showing on report; newsletter is in progress
 - e. Property Committee- To meet after Strategic Planning Committee meets this spring
 - f. Source Water Protection – Next meeting will be on February 25, 2019 at the Penn Township Municipal Building.
 - g. Strategic Planning Committee – To meet in next 30-45 days
- VII. New Business
- a. Rapho Township Board Member appointment – John Haldeman
 - b. Employee Ms. Susan Roche, Assistant Manager: Manager request for permanent employment status. Mr. T. Shaffer noted that staff respects Ms. Roche and she is a very hard worker and doing a great job with hauled waste.
- Mr. Miller entertained a Motion to request that Ms. Roche be moved to permanent employment status; moved by Mr. Nelson, second by Mr. P. Shaffer. Motion passed unanimously.
- c. Sasha McComsey received her class E in both Water and Wastewater
 - d. Keary Smith earned his general water license.
- VIII. Old Business
- a. No new items to present.
- IX. Announcements
- a. PMAA Board Member Training to be held on Tuesday, March 26 in Camp Hill
 - b. State Ethics Forms due by May 1, 2019
- Mr. Miller entertained a Motion to adjourn at 9:05PM; moved by Mr. Miller, second by Mr. Nelson. Motion passed unanimously.

Respectfully Submitted,

Deborah A. Tobias, Recording Secretary



MANHEIM AREA WATER & SEWER AUTHORITY

Minutes of March 14, 2019 *as approved April 11, 2019*

Borough Hall: 15 East High Street, Manheim, PA 17545

- I. Call to Order/ Pledge of Allegiance: Mr. Miller convened the meeting at 7:05PM with the Pledge of Allegiance
 - a. Roll Call: Robert Miller, Chair; Wade Baker, Vice Chair; Paul Shaffer, Secretary; Barbara Horst, Treasurer; Charles Heisey, Assistant Secretary/Treasurer; and Members John Haldeman and Andrew Nelson
 - i. Mr. Miller welcomed Mr. Haldeman to the Board as the Rapho Township Representative
- II. Visitors
 - a. Mr. Clark – Catalyst Commercial Development: Mr. Miller thanked Mr. Clark for his letter and opened the floor for any additional comments to the February discussion and correspondence.
 - i. Penn Township has accepted the development's plans.
 - ii. Mr. Miller indicated that additional discussion was held during the February meeting, and an investigation was conducted by engineering.
 1. The tapping fee is calculated based on a state formula, and as a result the tapping fee study will not be redone. Mr. Clark inquired about EDUs per apartment unit. Mr. Kline shared that the requested review would require a new tapping fee study.
 2. The board is to uphold the existing tapping fees. Mr. Clark was disappointed as it will affect the project's ability to move forward.
- III. Minutes of February 14, 2019
 - Mr. Miller entertained a Motion to approve the Minutes as presented; moved by Mr. Heisey, second by Mr. P. Shaffer. Motion passed unanimously.
- IV. Reports
 - a. Operations
 - i. Water: Leak suspected. 2 are known and will be scheduled. Method 334.0¹ testing began at the water plant and will span 2 weeks.
 - ii. CL2²: The residual for Kendig is being monitored, and a flushing plan has been developed.
 - iii. NOV³: MAWSA receive an NOV on 3/26/19 for the water break at the 72 bridge. The water main runs under the Fruitville Pike Bridge, over the creek, and is exposed, so the break did cause water to leak into the creek.

¹ Method 344.0: "a quality control protocol for chlorine residual monitoring, published by EPA in 2009" ~DEP

² CL2: The element Chlorine (in various states)

³ NOV: DEP Notice of Violation

1. DEP⁴ did not find a fish kill, and requested several items such as a five-day report, which have been completed, or are in progress.
2. Mr. Kline indicated that this sort of NOV is standard.
- iv. Water Main Break: Another break took place further north of the bridge, also on 72, where dechlorinating tablets were used.
 1. In 2025 Penn DOT⁵ is planning to redo the bridge. Mr. Getz recommends we replace the line prior to that as the line is exposed, uninsulated, and is not heat traced.
- v. Wastewater Clarifier 3 is scheduled to be serviced on March 16.
- vi. Compliance: Mr. Getz reported that a preventative maintenance log is in progress. Scott Mackison, the new maintenance technician, is working on it.
 1. DEP has suggested an endwall be installed, and a quote is being sought.
- vii. Transfer Switch: If the switch fails the entire wastewater plant will not have power. The power will transfer from grid power to generator power, but is having difficulty transferring back to the grid.
 1. Mr. Getz had foresight during the testing phase and had people on standby in case anything went awry. What he has found is that the current transfer switch status poses an emergency.
 - a. Repair/replacement of the switch will happen in multiple phases. Once the emergency is squared away, Phase Two will be in relation to the existing generators, followed by a final phase of additional generators so that a full, long-term power load can be generator supported.
 2. Alarms: Mr. Getz would like the alarm wires traced and have additional ports installed to better regulate alarm points. The quote is about \$10K to trace all wires and provide a quote for updating the system. The exiting system was put on a smaller package to cut costs, but it can increase response time.

b. Management

- i. NOV: Mr. T. Shaffer added that a letter will be submitted to DEP regarding the NOV Mr. Getz spoke of, which will indicate the steps MAWSA has taken to help prevent future creek chlorination.
- ii. Water Loss: February saw a major reduction in water loss after the two main break repairs.
- iii. Hydraulic Model: The project has been completed, and reviews are underway.
- iv. Biosolids: The reports have been completed and submitted. The Nitrogen and Phosphorus levels are very good, even with the exceptionally wet year.
- v. Interceptor: The contractor underwent surgery and is planning to begin in a few weeks, weather permitting.
- vi. Switch Gear: The switch gear and temporary generator are over \$38K, not including labor. It is anticipated that labor costs would at least be equal to the cost of the parts.

⁴ DEP: Pennsylvania Department of Environmental Protection

⁵ PA DOT: Pennsylvania Department of Transportation

1. Mrs. Horst indicated that the project fits into the Capital Budget, but it is a needed item and an emergency.
 2. Mr. Getz added that a backup system is required by DEP.
 3. Mr. Baker commended Mr. Getz's report.
- Mr. Miller entertained a Motion to approve the obtainment of a new switch gear for the preliminary cost of \$38,310; moved by Mr. P. Shaffer, second by Mr. Baker. Motion passed unanimously.
- c. Engineering:
- i. The large invoice is indicative of the amount of work that was completed.
 1. Mr. Kline is looking to reduce the time he is on site but shall remain available as needed.
 - ii. Hydraulic Model: Mr. Kline passed around a laminated copy of the mapping. The maps show static pressure, fire flow, and other things, such as demand condition with pipes' open or closed status.
 - iii. Chapter 109: Report compilation is in progress. Some requirements are for upgrades to the Cherry Street Booster Station, which will be getting an emergency generator, flood wall, and fencing. The Charlotte Street Booster Station will be getting an emergency generator and VFDs⁶.
 - iv. Mr. Miller indicated that Mr. T. Shaffer is working on a possible WTP⁷ Upgrade for 2023. The plant is currently run with diatomaceous earth, frequently used in swimming pools. Including ours, there are under five of this style facility in Pennsylvania.
 - v. 2018 Audit: The auditors were in and are planning to complete the audit for the May meeting.
- d. Financials
- i. Cash: Increased total bank balance from February 2018.
 - ii. Water Capital: The rollover was completed.
 - iii. Water Revenue: Tapping fees came in early. Total net income \$40,542.45.
 - iv. PNC is not a monthly invoice and was paid in February.
 - v. Wastewater Total showing a negative this month including the debt service payment.
 - vi. Water Budget versus Actual: Total net income of \$72542.16 so far.
 - vii. Wastewater Budget versus Actual: Tapping fee received due to EDU audit.
 1. Total net income of \$123,114.81.
 - viii. Water Previous Year Comparison: Revenue is showing a 1% difference.
 - ix. Wastewater Previous Year Comparison: Revenue is showing a more dramatic difference due to the hauled waste. Some of it has to do with the Auditor's move of January receipts. Expenses are up from last year due to Biosolids hauling but is having a better start overall than last year.
 - x. Checks issued prior to meeting water \$13,897.52 wastewater \$117,687.46.
 - xi. A/P⁸: Water shows Brooklawn paving for water breaks on Route 72. Mountainside excavated for those breaks.

⁶ VFDs: Variable Frequency Drives

⁷ WTP: Water Treatment Plant

⁸ A/P: Accounts Payable

1. Utility Services Company is a semi-annual payment for our tank maintenance program.
 - xii. A/P: Wastewater shows DynaTech, who finished the generator repair that was damaged during last year's flood.
- Mr. Miller entertained a Motion to approve the Financial Reports as presented and approved by the Finance Committee; moved by Mr. P. Shaffer, second by Mr. Heisey. Motion passed unanimously.
- xiii. Vouchers & Invoices
- Mr. Miller entertained a Motion to authorize payment of vouchers received after the reports were run totaling \$16,821.58 (water \$5,756.04; wastewater \$11,065.54) to ratify payments made prior to the meeting for \$131,584.98 (water \$13897.52; wastewater \$117,687.46) and to approve payment of vouchers totaling \$145,204.13 (water \$72,730.07; wastewater \$72,474.06); moved by Mr. Baker, second by Mr. P. Shaffer. Motion passed unanimously.
- xiv. Capital Budget
 1. Water: There are no items to approve this month. The updated balance is \$906,551.58.
 2. Wastewater: Penn DOT and the generator have been paid for so far. Rollover has been completed and the balance is \$735,490.89.
- e. Utility Billing
 - i. Collections revision is in progress. During the lapse in collections delinquencies increased sharply. A phone call was issued to encourage accounts be brought current, which dropped delinquencies by about \$20K.
 - f. Personnel
 - i. Mr. Baker would like to have a personnel committee meeting after the public meeting.
 - g. Property Committee:
 - i. There were no items to report.
 - h. Source Water Protection
 - i. Meetings have been scheduled.
 - ii. The group is looking at signage and spoke about stream cleaning as well as increasing consumer education.
 1. The advisory board suggested that Mr. Kline be appointed to the committee.
- Mr. Miller entertained a Motion to appoint Mr. Kline to the Source Water Protection Committee; moved by Mr. Baker, second by Mrs. Horst. Motion passed unanimously.
- i. Strategic Planning
 - i. Mr. T. Shaffer would like to schedule a meeting for April with Mr. Nelson, Mr. P. Shaffer, and Mr. Heisey. He will send an email. Wednesday may work better for the committee members.

- V. New Business
 - a. Mr. Miller asked Mr. Haldeman if he would serve on the Finance Committee.
 - i. Mr. Haldeman accepted.
- VI. Old Business
 - a. Bylaws Update: Revision to Signatures
 - Mr. Miller entertained a Motion to approve the revision of the Bylaws to update the Authority Signers as presented; moved by Mr. Heisey, second by Mr. Baker. Motion passed unanimously.
 - b. Manheim Commons: Mrs. Horst reported that Mr. Clark had attended the Penn Township public meeting. Their board gave a similar response to MAWSA's.
 - i. Mrs. Horst recommends that a written policy be made regarding the re-evaluation of tapping fees to assist with future review request. Mr. T. Shaffer will draft that policy. Mr. Miller feels the board followed their due diligence.
- VII. Announcements
 - a. Board Member Education: Opportunities were presented in the packets.
 - b. State Ethics Forms: A reminder will be issued for any that have not been submitted.
- VIII. Adjournment
 - Mr. Miller entertained a Motion to adjourn at 8:26PM; moved by Mr. Baker, second by Mrs. Horst. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover, Recording Secretary



MANHEIM AREA WATER & SEWER & AUTHORITY

Minutes of April 11, 2019 *as approved May 9, 2019*

Borough Hall: 15 East High Street, Manheim, PA 17545

- I. Call to Order/ Pledge of Allegiance: Mr. Miller convened the meeting at 7:05PM with the Pledge of Allegiance
 - a. Roll Call: Robert Miller, Chair; Wade Baker, Vice Chair; Paul Shaffer, Secretary; Charles Heisey, Assistant Secretary/Treasurer; and Member Andrew Nelson
 - b. Absent: Barbara Horst, Treasurer; and Member John Haldeman
 - c. Staff: Terry Shaffer, Manager; Susan Roche, Assistant Manager; Deb Tobias, Comptroller; Sam Getz, Operations Supervisor; Candace Hoover, Billing Admin./Recording Sec.
 - d. Engineering: Carl D. Kline, Jr., LO - SSM

- II. Visitors
 - a. No visitors were present.

- III. Minutes of March 14, 2019
 - a. Mr. Nelson requested revision of the Motion pertaining to Section IV-b-vi and its subsections be revised from “Mr. Miller entertained a Motion to approve the obtainment of a new gear switch for the preliminary cost of \$38,310; moved by Mr. P. Shaffer, second by Mr. Baker. Motion passed unanimously” to “Mr. Miller entertained a Motion to approve the obtainment of a new switch gear for the preliminary cost of \$38,310; moved by Mr. P. Shaffer, second by Mr. Baker. Motion passed unanimously.”

 - Mr. Miller entertained a Motion to approve the Minutes as amended; moved by Mr. Heisey, second by Mr. Baker. Motion passed as amended.

- IV. Reports
 - a. Water & Wastewater Operations Report: Mr. Getz provided an overview of operations for water and wastewater.
 - i. WTP¹: Filter C has been taken out of service in order to repair its broken rock. Replacements are is on-hand.
 - ii. The WTP combined filter turbidimeter is online
 - iii. 334 Method training completed. Backup meter purchased and will be installed soon.
 - iv. Market Square: Plan set to move services due to the main break caused by Miller Pipeline. Move services from 4” to 10” water main.
 - v. Water Operator: Nicole Bushong submitted her resignation. She has completed the upcoming compliance reporting.
 1. Mr. Baker indicated that the Personnel Committee will meet after the meeting to speak about the position and what attributes they

¹ WTP: Water Treatment Plant

would like to see in the hired candidate.

- vi. Wastewater: Mr. Rehab is scheduled to complete the Interceptor lining project this month.
- vii. ABS Pump: Mr. Gets is working on obtaining a 6-month trial of a new pump style. The current pumps are pulled every few months for clogs.
- viii. Pug Mill: The mill needs new augers. The augers are usually replaced every other year; thought, the current auger type has lasted a few additional months over the older style auger and should last the remaining two months it will take before the new ones will be received.
 - 1. Mr. T. Shaffer added that it is a wear type replacement.
 - 2. Mr. Nelson noted that some augers can be coated with a titanium nitrate solution to prolong its life, but it may not work with the size of the pug mill augers.

b. Authority Manager's Report

- i. Market Square: Mr. T. Shaffer recapped the Market Square water main break.
 - ii. Filter: Raw water production has decreased as a result of leak repairs.
 - iii. PA DOT²: Route 72/Route772 project resumes this week. It is anticipated to be completed by September of this year.
 - iv. Chapter 109: Bid preparations are underway for the upcoming compliance measures.
 - v. WWTP³: SSM helped to complete the Chapter 94 report. Mr. Kline added that MAWSA did a fantastic job with plant performance considering the amount of Inflow & Infiltration⁴ in 2018.
 - vi. Interceptor: Mr. Rehab is scheduled to start on 4/22 and should complete work within 1 week pending the weather.
 - vii. Switch Gear: There are parts in the current configuration that are not made anymore.
 - 1. There will need to be oil testing for the transformer and the existing GFI unit (safety device) does not meet the current code, which costs more, and has affected the original quote provided, as it should have been included in the original quote.
 - 2. The project will be discussed at next week's Strategic Planning Committee meeting.
 - 3. Discussion was held on how a switch gear operates and the additional cost involved. The special invoice is for the 50% down payment of the increased price.
 - 4. Mr. Nelson announced that he will recuse himself from the permit process as it will go through Commonwealth Codes.
- Mr. Miller entertained a Motion to authorize the down-payment of 50% of the \$50,492 including the GFCI breaker; moved by Mr. Nelson, second by Mr. Heisey. Motion passed unanimously.

² PA DOT: Pennsylvania Department of Transportation

³ WWTP: Wastewater Treatment Plant

⁴ Inflow & Infiltration: Surface runoff entering sanitary sewers (i.e. via sump pump) and groundwater entering sanitary sewers (i.e. foundation drain) respectively

- viii. Education: Ms. Roche and Mr. T. Shaffer attended an active storage tank mixing webinar.
- ix. New Employee: Mr. Larry Minnich started in the new Water & Wastewater Laborer position. Mr. Getz reported that he is doing well so far.
- x. 105 E. High St.: The old school building was approved by the Borough Zoning Hearing Board for 36 units residential units. The developer is planning to utilize 12 taps at a time.
 - 1. There are existing taps on the parcel (water, 5; sewer, 4); however, additional taps will be necessary.
 - 2. Manheim Commons: It is believed to have been sold, or up for sale to another developer. There are open escrows due to SSM which are to be submitted to Ms. Tobias.
 - 3. Announcements: There is a PMAA Conference in the Poconos.
 - 4. Market Square: Miller Pipeline will be invoiced for the water loss and repairs.
 - 5. Strategic Planning: The draft agenda includes the future water plant upgrade.

c. Engineering

- 1. Dan Standish: Mr. Kline indicated that Mr. Standish assisted with water leak and has been shadowing Ms. Bushong. The goal is to have Mr. Standish on site a few hours a day, a few times a week, keeping engineering cost budget relevant.
- 2. Permit Fees: Per a legal update, permitting fees affecting MAWSA are slated to increase. Serena DiMagno will be providing comments during the 45-day comment period.
- 3. Chesapeake Bay: 190 wastewater plants are represented by PMAA⁵. The wastewater sector is the only one of four to meet their goals for nutrient reduction so far.

d. Finance Committee

i. Financial & Capital Budget Reports & Approvals

- 1. Cash: Balances are higher than last year.
- 2. Water O&M⁶ R&E⁷: \$2,658.89 net income includes the bi-annual payment for the water tank plan and a dividend from the insurance policy.
- 3. Wastewater O&M R&E: The net income of \$180,468.25 also includes a dividend from insurance.
- 4. Water & Wastewater O&M R&E Budget vs Actual: Revenue and expenses should be at 25% for the year.
- 5. Water O&M Profit & Loss Previous Year Comparison: 1.3% under in income and 30.6% over in expenses due to higher utilities, increased membership fees and additional engineering
- 6. Wastewater O&M Profit & Loss Previous Year Comparison: Income is better due to tapping fees.

⁵ PMAA: Pennsylvania Municipal Authorities Association

⁶ O&M: Operations & Maintenance

⁷ R&E: Revenue & Expense

- a. Expenses are higher. There has been more Biosolids hauling and waste processing than end of first quarter last year. Mr. Getz indicated that new augers will help manage that expense.
 - ii. Voucher Reports and Approvals
 - Mr. Miller entertained a Motion to approve the vouchers for \$90,817.69 (Water \$34,795.23; Wastewater \$56,022.46); to ratify payments made prior to the meeting for \$25,690.45 (Water only); and to approve the payment of payables for \$25,447.84 (Water \$9,390.93; Wastewater \$10,556.91); moved by Mr. P. Shaffer, second by Mr. Nelson. Motion passed unanimously.
 - 1. Mr. Miller noted that the Finance Committee reviewed the Financial reports and vouchers prior to the meeting.
 - Mr. Miller entertained a Motion to accept the Financial Reports as presented; moved by Mr. P. Shaffer; second by Mr. Heisey. Motion passed unanimously.
 - iii. Water Capital Budget
 - 1. There were no items pending approval.
 - iv. Wastewater Capital Budget
 - 1. The Switch Gear, previously discussed, is only capital budget item.
 - e. Utility Billing
 - i. Collections: There are two tapping fee agreements in default. Mrs. Hoover has opted to reach out to the delinquent customers in order to attempt compliance in lieu of enforcement. Both customers have until April 15 to bring their accounts current, or an enforcement letter will be issued. Per the Agreement, the customers have the right to appeal to the Board at the May meeting.
 - 1. Positive progress has been made on revising the collections process. The Solicitor is to call to discuss remaining questions on implementation tomorrow.
 - ii. Administration
 - 1. The Work Order module is almost completed.
 - 2. Pool registrations are already being received.
 - f. Personnel Committee
 - i. Mr. Baker will be calling an Executive Session to go over the Water Operator position and a Personnel Committee meeting after the conclusion of the public meeting.
 - g. Property Committee
 - i. Mr. T. Shaffer stated that the Committee may meet in the future regarding WTP upgrade plans.
 - h. Source Water Protection Committee
 - i. SRBC: Annual reporting was submitted.
 - i. Strategic Planning Committee

i. The Committee is meeting next week.

V. New Business

a. Resolution 2-2019: Disposition of Records

- Mr. Miller entertained a Motion to approve Resolution 2-2019 for the disposition of records as presented; moved by Mr. P Shaffer; second by Mr. Nelson. Motion passed unanimously.

VI. Old Business

a. MCSD⁸: The school ran a fire pump test last week, which required water spillage onto Gramby Street. A question was raised as to whether the water use was billed.

- i. It is on an unmetered line and was not billed. It's a once and done test covered by the per sprinkler head fee charged each month.
- ii. A question was raised on whether the school is required to use mats and dechlorination tablets to prevent chlorinated water from entering storm drains or the creek as MAWSA is required to do during emergency water main break repairs. There was no immediate answer.

VII. Unregistered Visitor Comment Period

a. No visitors were present.

VIII. Executive Session

- Mr. Miller entertained a Motion to recess into Executive Session at 8:23PM; moved by Mr. P. Shaffer; second by Mr. Baker. Motion passed unanimously.
- Mr. Miller entertained a Motion to return to regular session from the discussion of Personnel Matters at 8:46PM; moved by Mr. Heisey; second by Mr. Nelson. Motion passed unanimously.

IX. Adjournment

- Mr. Miller entertained a Motion to adjourn at 8:46PM; moved by Mr. Heisey, second by Mr. Nelson. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover, Recording Secretary

⁸ MCSD: Manheim Central School District