

**GENERAL MUNICIPAL AUTHORITY OF THE TOWNSHIP OF MANHEIM  
FRIDAY JANUARY 21, 2022 MINUTES**

**Roll Call:**

The regular meeting of the General Municipal Authority of the Township of Manheim was held on Friday, January 21, 2022, at 8:00 a.m. at the Manheim Township Municipal Building, 1840 Municipal Drive, Lancaster, Pennsylvania. Authority members present were Stacey Morgan-Brubaker, M. Dale Weaver, Benton Webber, Matthew Creme, and Adam Smith. Also present were William C. McCarty, Esquire, Susan Schaeffer, Township Assistant Secretary, and Jennifer L. Steigelman, Township Finance Director.

The meeting was called to order by Mr. Webber. He led all in attendance in the Pledge of Allegiance.

**Public Comment:** There was no public comment.

Mr. Weaver nominated Mr. Webber as chairperson. Seconded by Mr. Creme. Mr. Webber nominated Mr. Creme as vice-chairperson. Seconded by Ms. Morgan-Brubaker. Mr. Weaver nominated Mr. Smith as assistant treasurer/secretary. Seconded by Mr. Webber. Mr. Smith nominated Mr. Weaver for treasurer. Seconded by Mr. Webber. Mr. Webber nominated Ms. Morgan-Brubaker as secretary. Seconded by Mr. Creme. Upon a call for a vote, the motion to approve these appointments was carried unanimously.

Mr. Creme moved to appoint Maher Duessel as auditor, Barley Snyder as solicitor and James Drumm as recording secretary. Seconded by Mr. Weaver. Upon a call for a vote, the motion carried unanimously.

**Minutes:**

Mr. Smith moved to approve the minutes of the October 15, 2021, regular meeting. Seconded by Mr. Weaver. Both Ms. Morgan-Brubaker and Mr. Creme abstained from the vote as they were not present at the October 15, 2021, meeting. Motion carried 3-0.

**Financial Reports:**

Ms. Steigelman presented the final financial reports for third quarter 2021, and the preliminary financial reports through December 2021. Ms. Steigelman stated they are operating as expected. Mr. Smith moved to approve the final and preliminary financial reports. Motion seconded by Ms. Morgan-Brubaker. Motion carried unanimously.

**Invoices for Approval for Payment:**

Mr. Creme requested someone reach out to Russell, Krafft & Gruber to change the name of Township manager on their invoices. Ms. Steigelman stated she would do so.

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On a motion from Mr. Creme and seconded by Ms. Morgan-Brubaker, the following invoices were approved for payment:

• Barley Snyder LLC	\$ 486.00
• Russell, Krafft & Gruber	<u>\$1,482.00</u>
	\$1,968.00 Total

Motion carried unanimously.

**Presentations/Public Hearings:**

**Audit Presentation** – Ms. Steigelman reviewed the audit with the Board. She will work with the auditors to make some changes based on the feedback she received from Mr. McCarty regarding the wording of the financial note disclosures. These changes were primarily related to clarifying the roles of the Authority versus the Township as it relates to the debt holding requirements. Ms. Steigelman will have the auditors make the minor editorial changes suggested by Mr. McCarty so the Authority can vote on approving the audit at the next meeting.

**Budget Presentation** – Ms. Steigelman explained the minor changes of increasing legal fees and audit fees are reflected in the revised budget. Engineering fees were also increased. The tapping fees were also adjusted to balance the budget. M. Webber will provide Ms. Morgan-Brubaker with some context on the thinking behind the budget changes. Mr. Creme moved to approve the revised 2022 budget. Seconded by Mr. Weaver. Motion carried unanimously.

**Old Business:**

Mr. Smith asked if the Lancaster City Water Bureau's request for a rate increase was approved by the Public Utility Commission (PUC). Mr. Weaver attempted to participate in the proceeding but was unable to do so. Mr. Weaver asked if Mr. Drumm or Phil Mellott, Director of Public Works, would give a follow up at the next meeting.

**New Business**

**PA Association of Municipal Authorities**

There was a brief discussion regarding the benefit of renewing the association membership. Mr. Creme is a member as a solicitor, and he finds the membership valuable to him. Mr. Weaver made a motion to join the association, not to exceed \$200 for membership. Seconded by Mr. Creme. Motion carried unanimously.

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**Correspondence/Other Business:** There was no correspondence/other business at this meeting.

**Adjournment:**

There being no further business, on a motion by Mr. Creme, seconded by Ms. Morgan-Brubaker, it was moved to adjourn the meeting. Motion carried unanimously.

The next meeting will be on April 22, 2022.

Respectfully submitted,

James Drumm  
Recording Secretary