

Strasburg Borough Authority Minutes

January 28, 2004

April 28, 2004

May 13, 2004

July 28, 2004

Strasburg Borough Authority/Strasburg Borough Council
Joint Meeting
August 25, 2004 - 7:30 P.M.
Minutes

Members Present: Harold Wiker, Borough Authority
Jim Kiscaden, Borough Authority & Borough Council
Ronald Fox, Borough Authority
Don Bachman, Borough Authority & Borough Council
Joe Anderson, Borough Authority
Velma Lutz, Borough Council
Mary Simmons, Borough Council
Joe Coleman, Borough Council
Ann Schein, Borough Council
Mike Sollenberger, Borough Council (7:50 PM)

Others Present: Bruce Ryder, Mayor
Lisa M. Boyd, Borough Manager
Paul Miller Jr., Public Works Director
Christine Drennen, Clerk (7:40 PM)

The purpose of the meeting was to discuss the proposed Management and Subsidy Agreements for the water and sewer system.

The following procedural items were discussed regarding the Management and Subsidy Agreements:

* If Council identifies a need for a capital improvement, Council would pass the need onto the Authority and the Authority would investigate the improvement.

* The Authority will be a part of the review process for development plans, and will continue to sign a letter stating if capacity is available.

* The Authority will be able to review the percentages charged to the water and sewer system for employees.

* The Authority will allocate a yearly contribution to reserve funds for planned capital improvements and the Authority will be co-approvers of the Capital Improvements Plan.

* The Council will continue to adopt the operating budgets for the operation of the water and sewer systems, working closely with the Authority.

* If Council wants a project and the Authority doesn't want to pursue a project, the next step would be mediation.

* The Borough will need to start the budget process earlier in future years, to allow the Authority an opportunity to review the budget and to review rate structures.

* The Borough Council will provide a copy of the monthly Treasurer's Reports to the Authority for their review. The Authority Budget will be totals, not line by line.

* Possible sewer service area outside the Borough limits needs to be defined, because the Authority stated that may entertain sewer service requests if it is beneficial to the Borough.

* The dates in Article IV need to be changed.

Ron Fox stated that he is concerned about Item 8 on Page 5 of the Management Agreement where it states that it is a yearly agreement, stating that a year is a short period of time. Bruce Ryder stated that this section means that if the Authority is unhappy with the operation of the water and sewer systems by the Borough Council, the Authority can hire another agency to operate the systems.

It was the consensus of the Borough Authority and Borough Council to add a mediation step before arbitration.

It was also the consensus of the Borough Authority and Borough Council to delete all references to Schedule A because the operational budget and capital improvement expenses have already been agreed upon.

Harold Wiker stated that the Authority will be imposing fees on a developer that creates a required upgrade of systems.

Harold Wiker stated that building up reserve money for unanticipated dry years or emergency repairs is needed and it was stated that the Borough previously begun carrying a reserve balance in all funds.

Harold Wiker stated that the Authority will do sampling of the sewer system and will update to 2005 specifications.

Velma Lutz asked about Page 4 Item A & B of the Water Subsidy agreement where it talks about refunding tapping fees. Jim Kiscaden stated that it was explained to the Authority that this section refers to an extenders agreement and does not mean that the developer who puts in the lines is exempt from tapping fees.

Ron Fox asked if the auditor has been involved in the review and Lisa Boyd stated that these agreements have already been reviewed by the auditors.

Velma Lutz stated that the Borough staff should request disks for the Management and Subsidy agreements, make the changes discussed tonight, and provide Crosswell and Thorp Reed with a final copy.

It was the consensus that these revised agreements would be formally adopted at the September 14, 2004 meeting with an effective date of October 1, 2004.

Jim Kiscaden stated that at last evening's Borough Council meeting, the Council authorized the purchase of a property at Peach Lane and White Oak Road to protect the watershed area. However, the reservoir project will be put on hold until properties that don't impact the watershed area have been identified and sold.

Harold Wiker stated that he supports that decision.

The status of the Water Committee was discussed, and it was stated that their work over the past several years is greatly appreciated. However, with the Management Agreement the management duties will be the responsibility of the Authority.

The meeting was adjourned at 9:05 P.M.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

STRASBURG BOROUGH AUTHORITY
SEPTEMBER 29, 2004 - 3:30 P.M.
MINUTES

Members Present: Harold Wiker Don Bachman Jim Kiscaden

Others Present: Paul Miller, Public Works Director
Lisa M. Boyd, Borough Manager

PUBLIC COMMENT - None

MINUTES OF AUGUST 25, 2004 – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the minutes of August 25, 2004 as printed.

ESH PROPERTY PURCHASE – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to adopt Resolution 2004-3 regarding the purchase of the Esh Property, pending receipt of Exhibit A which will include a drawing of the property and the legal description. Lisa Boyd reported that the settlement for the property is tentatively set for October 28th.

APPROVAL AND EXECUTION OF MANAGEMENT AGREEMENTS – WATER & SEWER SYSTEMS – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the Management Agreement for the water and sewer systems.

APPROVAL AND EXECUTION OF SUBSIDY AGREEMENTS – WATER & SEWER SYSTEMS - A motion was made by Don Bachman, seconded by Jim Kiscaden and passed unanimously to approve the Subsidy Agreements for the water and sewer systems.

ADOPTION OF RATES RESOLUTIONS – WATER & SEWER SYSTEMS – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to adopt Resolution #2004-1 and Resolution #2004-2 setting the water and sewer rates and incorporating the reservation of capacity and all fees related to the connection to the system previously adopted by Borough Council.

ADOPTION OF RULES, REGULATIONS AND SPECIFICATIONS – WATER & SEWER SYSTEMS – A motion was made by Don Bachman, seconded by Jim Kiscaden and passed unanimously to tentatively adopt the SLSA Sewer Rules and Regulations subject to approval by the Borough Engineer. A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to tentatively adopt the City of Lancaster Water Specifications subject to approval by the Borough Engineer.

IDENTIFICATION OF WATESHED AREA PROPERTY TO SUBDIVIDE & SELL -
This item was tabled for future consideration.

MEETING SCHEDULE – MONTHLY – The following meetings were scheduled for the remainder of 2004, with meetings starting at 3:30 P.M.: December 1st and December 22nd.

OTHER BUSINESS –

Request for Water and Sewer Service – Trails at Strasburg – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to deny the request for sewer service for the property located in Strasburg Township based on the current service area, which does not serve properties outside of the Borough.

Water Committee Status – It was the consensus to cancel the October Water Committee meeting with the members of the Committee being invited to the October 27th Borough Authority meeting to discuss future water system improvement projects.

Treatment Plant Upgrade - It was noted that Ray Miller will be invited to the October 27th meeting to discuss the concept plan for the treatment plant. Ray will be requested to provide liability and cost savings in regards to having Elizabethtown College students complete testing as it relates to the treatment plant upgrade.

PUBLIC COMMENT – None.

ADJOURNMENT – Jim Kiscaden made a motion, seconded by Don Bachman and passed unanimously to adjourn the meeting at 5:10 p.m.

Respectfully Submitted,

Lisa M. Boyd
Borough Manager

October 27, 2004

**STRASBURG BOROUGH AUTHORITY
MINUTES
DECEMBER 22, 2004 - 3:00 P.M.**

Members Present: Harold Wiker Jim Kiscaden Ron Fox
Don Bachman (3:15 P.M.)

Others Present:

Paul Miller Jr., Public Works Director
Ray Miller, HRG, Inc.
Linn W. Moedinger, Strasburg Railroad
David W. Dunn, Railroad Museum of Pennsylvania
Christine D. Drennen, Administrative Assistant

CALL TO ORDER: Chairman Harold Wiker called the meeting to order at 3:10 P.M.

PUBLIC COMMENT: None.

STRASBURG RAILROAD REQUEST FOR SEWER SERVICE: David Dunn and Linn Moedinger were present and explained that they would like the Authority to pursue options to allow them and Train Town to connect to the Borough's Sewer System. Mr. Dunn explained that the Railroad Museum is planning an expansion and need additional restrooms and their existing sewer system is, on some days, at maximum capacity and they don't have enough land to expand their system and meet sewage requirements. Mr. Moedinger stated that he has been in contact with a representative from Strasburg Township and it is his understanding that they would prefer for the Railroad, Museum and Train Town to become a sewage customer of the Authority.

Mr. Dunn stated that he is looking for a ballpark cost estimate for capacity and that the Act 537 Plan calculates a need of 40,000 gallons but that they thought 30,000 gallons would be more realistic. Ray Miller stated that the Act 537 Plan accounts for the church, 2 small shops, Lapp's commercial land and the Railroad, the Museum, Choo Choo Barn (Train Town) and a couple of houses.

Jim Kiscaden made a motion to contact the solicitor, Harry Yost, to get his opinion of what the Authority can do within the law to provide sewer service to the Railroad Museum of Pennsylvania, Strasburg Railroad and Train Town, with the solicitor's cost not to exceed 4 billable hours. The motion was seconded by Ron Fox and passed unanimously. The Solicitor should have this answer before the January 26, 2005 meeting.

REVIEW AND ADOPTION OF WATER AND SEWER SPECIFICATIONS: Jim Kiscaden made a motion, seconded by Ron Fox and passed unanimously to adopt the water and sewer construction specifications along with the diagrams that will be provided from the engineer. It was the consensus to set the fee for copies of this document at \$35.00.

REVIEW OF WATER AND SEWER COMMENTS – TRAILS AT STRASBURG: Ray Miller reviewed in detail a draft comment letter to RGS Associates regarding the Trails at

Strasburg Plan with the issues discussed at the last meeting. It was the consensus of the Authority to send the letter under the Borough Manager's signature. Jim Kiscaden explained that representatives from the Borough were at DEP last week and it is quite possible that DEP will deny the wetland crossing.

OTHER BUSINESS: The rental of the Esh property was discussed and it was explained that the house currently does not have electricity and an estimated cost to install electricity would be \$10,000-\$14,000. Jim Kiscaden made a motion, seconded by Ron Fox and passed unanimously to rent the property to an Amish person who wouldn't need electricity on a year to year lease for \$7,000 a year. The homeowners insurance should be handled the same way that was done for the Smucker property.

PUBLIC COMMENTS: None.

ADJOURNMENT: Don Bachman made a motion to adjourn the meeting at 4:40 P.M., seconded by Jim Kiscaden and passed unanimously.

Respectfully submitted,

Christine D. Drennen
Administrative Assistant