



**PUBLIC WORKS REPORT - NOVEMBER** – It was the consensus of the members to have Paul Miller take oil and grease tests in the Netherlands Inn area and if the tests fail the Borough Manager will send a letter to Netherlands with the requirements as listed in the sewer ordinance that they bring the situation into compliance within the required time period.

**TREASURER'S REPORT NOVEMBER 2006** – Harold Wiker asked Ray Miller if the proposal for the Water System Improvements in the amount of \$118,000.00 was adequate to finish the engineering of the improvements and Ray indicated that based on where we are in the schedule and the cost to date, that yes, we will stay within the proposal of \$118,000.00. A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve and file for audit the Treasurer's Report ending 11-30-2006.

**FINANCIAL REPORT – TAPPING FEES FROM STRASBURG RAILROAD**

**RECEIVED** - Lisa Boyd confirmed that the Strasburg Railroad's payment for their sewer connection fees totaling \$530,196.00 of which \$415,840.00 was for the Railroad's connection and the \$114,356.00 was for the Museum's connection were received and deposited into the Authority account on December 28, 2006.

The Authority also discussed the need to investigate investing the funds received by the Railroad and the Museum in the highest interest paying funding vehicle that is available. It was the consensus of the members to authorize Ray Reeder to begin the search for investing opportunities.

**OTHER BUSINESS**

**Water System Improvements** – Ray Miller reported that representatives from HRG will talk with Paul Miller, Tim Rineer and Ed Zalewski about the layout for the preliminary plan. Harold reminded Ray Miller that it is the Authority intention to keep the cost for the engineering of the Water System Improvements in line with the proposal that was executed.

Ray Miller reminded the Authority that the Conditional Use Hearing before the Strasburg Township Supervisors is scheduled January 15<sup>th</sup> at 7:30 p.m.

Members discussed the need to consider that DEP may require SWIP testing again in the future, which if the Authority would fail the test, they would be required to filter, therefore this should be considered when sizing the building.

**Strasburg Business Place** – The Borough Manager reported that Steve Smoker is requesting that the annual payment of Reservation of Capacity fees and the 7 year reservation stipulation both should not begin until 896 project is complete. Mr. Smoker is also requested that the Easement and Right-of-Way documents that he submitted be approved and executed. It was the consensus of the members to table this item until the January 18<sup>th</sup> Authority meeting.

**Strasburg Railroad Low Flow Procedures** - It was the consensus of the members that the Low Flow Procedures for the Strasburg Railroad should be signed by Linn Moedinger indicating his acceptance of the requirements.

**PUBLIC COMMENT** – None

**ADJOURNMENT** - A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 9:50 a.m.

Respectfully Submitted,

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Lisa M. Boyd  
Borough Manager



expense and that the tenant did not request reimbursement prior to completing the improvements therefore the improvements had not been budgeted for by the Authority.

**RELIEF OF QUARTERLY WATER/SEWER BILLING – STRASBURG FIRE**

**COMPANY** – The Borough Manager explained that during the approval of waiving the water and sewer tapping fees for the Fire Company the Authority had also discussed the possibility of waiving the quarterly water and sewer charges. No decision was made regarding the quarterly charges at that time. So the Fire Company is again requesting that the quarterly charges be waived. A motion was made by Jim Kiscaden seconded by Ray Reeder and passed unanimously to approve the waiver of the quarterly water and sewer billing charges for the Strasburg Fire Company with the condition that if Borough Council enacts a fire tax this action would have to be reevaluated by the Authority.

**PAYMENT OF BILLS AND PAYMENT OF ENGINEERING INVOICES** - A motion was made by Jim Kiscaden seconded by Ray Reeder and passed unanimously to approve the payment of bills dated 12-29-2006 through 1-09-2007. Also included was approval of payment to HRG for water system improvements, and preparation and attendance at the Strasburg Township Planning Commission, Conditional Use meeting:

Invoice # 44890 dated 1-2-2007 in the amount of \$1,468.35.

Invoice # 44891 dated 1-2-2007 in the amount of \$9,075.13.

**OTHER BUSINESS –**

**Investment Recommendations** - Ray Reeder distributed his report entitled Funds Available for Authority Projects as of 1-16-2007 in which he made two recommendations regarding the investment of water and sewer funds until those funds are needed for improvements. A motion was made by Jim Kiscaden seconded by Joe Anderson to authorize Mr. Reeder to explore investment opportunities from several local banks and to report back to the Authority at a future meeting on those findings.

**Purchase Request** - Paul Miller the Public Works Director requested approval to purchase Parson Seal-Tite from Parson Environmental Products to be used for sealing manholes. A motion was made by Ray Reeder seconded by Joe Anderson and passed unanimously to approve the purchase of the Seal-Tite product. Paul also reviewed the letter from Kline requesting approval to use a 500 gallon plastic tank rather than the required cement vault. It was the consensus of the Authority to have Ray Miller review the request and provide a recommendation letter at the next meeting.

**Village Road Property** - Don Bachman reported that he has heard that the JVS Insurance Office property located beside Pump Station #5 on Village Road may be coming up for sale since the lease runs out this year. Don indicated that it would be wise for the members to keep an eye on this property so that if a treatment plant is to be built by the Authority at the pump station #5 location this piece of property would be needed to insure there would be sufficient room for the new treatment plant.

**PUBLIC COMMENT** – None

**ADJOURNMENT** - A motion was made by, Joe Anderson, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 9:18 a.m.

Respectfully Submitted,

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Lisa M. Boyd

**STRASBURG BOROUGH AUTHORITY**  
**MINUTES**  
**February 1, 2007 – 8:00 A. M.**

**Members Present:** Harold Wiker    Joe Anderson    Don Bachman  
Ray Reeder            Jim Kiscaden

**Others Present:**

Paul Miller, Public Works Director                      Ray Miller, HRG  
Lisa M. Boyd, Borough Manager                              Grant  
Diana Hallman, Borough Clerk

**CALL TO ORDER** - Harold Wiker called the meeting to order at 8:00 a.m.

**PUBLIC COMMENTS** – None

**WATER SYSTEM IMPROVEMENTS DISCUSSION** – Ray Miller would like Paul Miller, Tim Rineer and Ed Zalewski to sit down with Tony from HRG to go over the Preliminary plans. These detailed Plans will then be presented to the members at the February 15<sup>th</sup> meeting. The building will be sized large enough to be able to house equipment if filtering becomes required in the future by PADEP. The area can be used for storage in the meantime. The piping will be stubbed in for future hook-up. Ray Reeder asked if there was any way the concrete tank could be made to look aesthetically correct for the area. Ray Miller said that in the PMAA magazine there is a picture of a Dutchland Tank which he will provide to the members. Ray also suggested that the Dutchland website would be a good source for more information and pictures. The vertical ribbed tank might be the best option and look the most appropriate.

**NORTH DECATUR STREET WATER MAIN RELOCATION** – The members discussed the timing of the water main relocation. Lisa Boyd stated that Scott Russell of HRG feels the main should be relocated no later than July to be in completed prior to the start of the Rt. 896 Project. Ray Miller said that the PADOT HOP is good until October 2007. Ray Miller suggested that a delivery date be included in the bid advertisement so contractors do not inflate the price due to unexpected increases in their materials toward the end of the year. Paul Miller provided a list of materials and he will obtain prices from L. B. Water and Exeter to determine if bidding will be necessary. If bidding is required, the project will be put out to bid when the Rt. 896 Project is put out to bid. It will be a 6” water main, 8’ deep, and 520’ in length. Paul indicated that the Public Works department will need assistance with excavating and doesn’t feel that traffic control will be an issue since the relocated water main will be entirely off the street. They should be able to complete 50’ a day.

**REVIEW OF INFLOW & INFILTRATION COST** – Paul Miller reported that his initial calculations show that it costs the Authority approximately \$3,800 per month for infiltration. Paul added that the sewer lines are walked twice a year by his department searching for leaks. The coating and repairing of leaks in manholes and the new sewer lines in the Historic Drive area should reduce infiltration.

**FUNDS INVESTMENT REPORT – RAY REEDER** – Ray Reeder provided his report entitled “Investment Options” which outlined the investment information that he obtained from six banks. It was determined that the funds with the M&T Bank (remaining \$490,000 from loan) should remain because they can be drawn on as needed for the engineering costs for the Water System Improvements. A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to authorize Ray Reeder to invest both water and sewer funds in CD’s with the best interest rates for the appropriate period of time.

**CHOO CHOO BARN REQUEST** – Ray Miller provided information on the Fralo plastic tank-on-site waste water treatment system specifications and the installation procedures. The proposed meets the intent of the requirements of the ordinance. A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to grant the request of the Choo Choo Barn to have Kline’s install a plastic grease trap instead of a 500 gallon cement vault as recommended by the Borough engineer subject to:

1. A baffle must be installed in the tank. This is not standard to the unit; however it is available as a manufacturer’s option.
2. The tank itself and the riser/cover are not rated for H2O traffic loads. The unit should be appropriately protected from damage from the traffic load. The manufacturer recommends a concrete slab and a traffic rated riser and cover.

**PAYMENT OF BILLS** – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the list of bills dated 12/29/06 through 1/9/07.

**OTHER BUSINESS** –

**Audit Report** – Lisa Boyd reported that she has received the revised 2007 Authority Audit Reports. She asked if the members would like Mark Zettlemoyer to attend an upcoming meeting to review the Report. Harold Wiker requested that all members receive a copy, and if anything was in question then they would consider having Mark Zettlemoyer attend.

**PUBLIC COMMENTS** – None

**ADJOURNMENT** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 9:07 a.m.

Respectfully Submitted,

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Lisa M. Boyd, Borough Manager



**STRASBURG BOROUGH AUTHORITY**  
**March 1, 2007 - 8:00 A.M.**  
**MINUTES**

**Members Present:** Harold Wiker      Jim Kiscaden      Don Bachman  
Joe Anderson      Ray Reeder

**Others Present:**

Scott Russell, HRG      Grant  
Maureen Coleman, HRG  
Tony Elberti, HRG  
Paul Miller, Public Works Director  
Lisa M. Boyd, Borough Manager

**PUBLIC COMMENTS** – None

**NORTH DECATUR STREET WATER MAIN RELOCATION AND OTHER WATER AND SEWER CHANGES REQUIRED BY THE 896 RELOCATION PROJECT –**

**SCOTT RUSSELL OF HRG** – See attached meeting minutes dated March 1, 2007 prepared by Scott Russell. A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to adopt the non-binding Resolution #2007-1 which requests the PADEP to provide a fixed zero per centum reimbursement to the Authority for all costs incurred in relocating the water and sewer lines affected by the Route 896 Relocation Project. The members reviewed the quote received by Exeter Supply in the amount of \$15,774.05 for the materials for the watermain relocation project. A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to put the list of materials for the replacement of the 8” Water Main on North Decatur Street out to bid.

**PAYMENT OF HRG ENGINEERING INVOICES** - A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to approve the payment to HRG for water system improvements, preparation and attendance at the Strasburg Township Supervisors Conditional Use Hearing, and work related to the Route 896 utility relocation:

Invoice # 45578 dated 2-13-2007 in the amount of \$932.50.

Invoice # 45579 dated 2-13-2007 in the amount of \$10,695.75.

The members requested that an Engineering Cost Tabulation be prepared for the North Decatur Street Watermain Relocation project, as is already being done for the Water System Improvements and the Conditional Use and Zoning Hearing Board process.

**PUBLIC WORKS REPORT - JANUARY** – Paul Miller report that he and his department repaired a 6” watermain break at the intersection of North Decatur Street and Denlinger Avenue. Lisa Boyd pointed out that Paul Miller’s Pump Station #5 monthly report now includes the cost per day for infiltration. Harold Wiker commended the department on a good job. A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to accept the January 2007 Public Works Report.

**APPROVAL OF MINUTES** – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the minutes of October 19, November 2, November 16, December 7 and December 21, 2006 as corrected.

**INVESTMENT REPORT – RAY REEDER** – Ray Reeder reported that \$550,000 of sewer funds were put into a 13-month Certificate of Deposit at the Susquehanna Bank with a 5.15% interest rate, and \$65,000 of water funds were put into a 10-month Certificate of Deposit at the Bank of Lancaster County with a 5% interest rate. Ray Reeder also reported that the \$5,000 Certificate of Deposit at the Bank of Lancaster County matures today, and he recommended that the funds be put into the Authority's saving account. A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to accept the investment report and to authorize Ray and/or Lisa to put the \$5,000 from the Certificate of Deposit into the Authority's saving account. The members also decided that it would be prudent to have Ray Reeder update the Sewer and Water Systems Development Schedule spreadsheet.

**WATER SYSTEM IMPROVEMENTS – REVIEW AND DISCUSSION OF THE PRELIMINARY PLAN –TONY ELBERTI OF HRG** – See attached meeting minutes dated March 1, 2007 prepared by Tony Elberti. This item will be discussed further at the March 15<sup>th</sup> meeting. Lisa Boyd will contact Strasburg Township to confirm if the 25' height of the water tank includes the entire tank or just the portion above ground.

#### **OTHER BUSINESS**

**Strasburg Commons** - Harold Wiker reported that he, Paul Miller, Lisa Boyd and Mark Campbell met with representatives of Charter Homes at HRG's office to discuss water and sewer issues within the Strasburg Commons development. In response to that meeting, the following proposal was submitted by e-mail from Frank Gerhardt of Charter Homes:

Basin #1 berm integrity with water and sewer lines. The water line already is specified ductile iron and the sewer line between SC-04 and MH - 5 (existing) will be changed to ductile iron. Additionally, the berm of Basin #1, over that section of the water and sewer lines, will be constructed of suitable clay. Over that will be the normal topsoil for growing ground cover. The Home Owners Association will write into the documents that the HOA will pick up the responsibility for replacement of the clay berm if any Authority repair is required to this section.

Pump Station location and layout. The pump station will be moved to the south to facilitate a curb cut access and off street parking/turn around for Borough vehicles. This area will be underlain with geotec mat for all weather use. The station will be drawn as an 8 foot circle and will stay away from the proposed sign by 12 feet. We are having prepared and will send direct to Mark Campbell a sketch for his preliminary approval.

A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the water and sewer line construction/layout as proposed above with the correction that the clay must be structural clay. In addition, the motion included that during all water and sewer improvements a full-time inspector must be present. The inspector will be or selected by the Borough engineer at the cost of the developer and a pre-construction meeting must be held with the Borough Authority. As mentioned at previous meetings, shop drawings must be provided

before any material is delivered to the development site and Certificates of Insurance must be provided.

Since the Authority had not received a comment letter from Mark Campbell of HRG regarding the sketch, no action was taken regarding the Pump Station location and layout.

**PUBLIC COMMENT** – None

**ADJOURNMENT** - A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 11:02 a.m.

Respectfully Submitted,

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Lisa M. Boyd  
Borough Manager

## MEETING MINUTES

**DATE:** March 1, 2007

**SUBJECT:** Utility Relocation for S.R. 0896 Project

**LOCATION:** Strasburg Borough Office

**ATTENDEES:**

NAME	COMPANY	PHONE	E-MAIL
Scott Russell	HRG, Inc.	717-291-1783	<a href="mailto:hrussell@hrg-inc.com">hrussell@hrg-inc.com</a>
Maureen Coleman	HRG, Inc.	717-291-1783	<a href="mailto:mcoleman@hrg-inc.com">mcoleman@hrg-inc.com</a>
Lisa Boyd	Strasburg Borough	717-687-7732	
Harold Wiker	Borough Authority		
Donald Bachman	Borough Authority		
Jim Kiscaden	Borough Authority		
Joe Anderson	Borough Authority		
Ray Reeder	Borough Authority		

In attendance were representatives from Strasburg Borough, Strasburg Borough Authority, and HRG employees.

Scott Russell of HRG, Inc. opened the meeting with discussions of the S.R. 0896 relocation project. He told the Board how the project is reaching its final stages and one of the remaining items left is utility clearance.

### **1. Background**

The following issues concerning the installation of the new waterline were discussed:

- Utility work in the Right-of-way for the project is to be taken care of by the owner (Comcast, PPL, Verizon) Therefore, the Borough Authority is responsible for paying for work involving water valve relocation/grade adjustment and sewer grade adjustment. The Borough Authority wished to provide their own equipment (risers, new water valves if applicable) as to cut down on costs of materials.
- The work can be done different ways (According to Penn Dot's 4181 Utility Clearance sheet)
  - o Concurrent-this work is done when the project is being constructed. It can either be done by Borough Authority members, working simultaneously with Penn DOT paving to reset all of the water valves and sewer manholes or the Borough

Authority can pay Penn DOT to do the work at the time of paving using the Borough Authority's provided hardware.

- o Prior-this work is done prior to the construction of S.R. 0896 relocation project. This work would include installation of the waterline.
- Construction of the waterline is set to begin as soon as the S.R. 0896 project starts the pre-construction phase as to assure the Borough Authority the project is being pursued.

## **2. Purpose**

The following issues concerning the purpose of the meeting:

- After reviewing the plans, there are water valves and sewer manholes located in the Right-of-way that need to be adjusted for the S.R. 0896.
- First, it was determined that the water valves located in areas of the project that can be done prior to the start of construction for S.R. 0896 and can be done with the waterline HOP. These included water valve adjustments (STA. 15+26(N. Decatur St), 19.97 RT. and approx. STA. 95+00 (Hartman Bridge Road) valves labeled on plan) and relocation of a fire hydrant (STA. 99+12 as shown on plans). All parties involved agreed that the more work that could be done prior to S.R. 0896 project would be best.
- There would be 12 water valves and 5 sewer manhole adjustments needed during the project.
- HRG proposes that the Borough Authority adopt a resolution that gives Lisa Boyd, Strasburg Borough Manager, the ability to process the necessary paperwork on behalf of the Borough Authority in order to receive utility clearance from Penn DOT.

## **3. Issues/Concerns/Questions**

The following issues/concerns/questions of the meeting:

- The Borough Authority expressed concern for the condition of the manholes and wanted to examine them prior to adjusting them. This would be done by the Borough Authority.
- The Borough Authority expressed concern for the payment of all of the utility relocations - since they are located within the legal ROW, it would be at the Borough Authority's expense to pay for the relocation of the utilities.
- The Borough Authority was concerned that once they adopt a resolution, they will not be, in any way, bound to pay Penn DOT a set amount of money if the Borough Authority does all of the work themselves.

## **4. Potential Solutions**

Other issues and potential solutions that were discussed include the following:

- By signing the agreement, HRG said that the Borough Authority is not bound to any contract but this resolution allows for the proper paper work to be started in order to get utility clearance.
- The Borough Authority decided it will do all work and provide all materials associated with their utilities for the S.R. 0896 project. They understand that they will have to work simultaneously with Penn DOT pavers to raise water valves and manholes.
- The Borough Authority adopted the Resolution, but made it non-binding. This will allow for Lisa Boyd to start the paper work for the utility relocation for S.R. 0896.

## **5. Other Issues Remaining**

The following project issues and information was discussed:

- The Borough Authority wants HRG to check the proposed location of the new fire hydrant to ensure that the distance is up to code. Since it is being moved across the intersection, it is thought that it will be acceptable in its new location.
- When the snow melts, locations of laterals (particularly Althouse property and Campbell Property) need to be determined in the field by the Borough Authority to determine any additional work that needs to be done for the project. It is thought that some laterals may be exposed when the S.R. 0896 project cuts some of the embankments for widening.

<b>MEETING MINUTES</b>
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DATE: March 1, 20097

SUBJECT: Strasburg Borough Authority Water Treatment Plant Upgrade

LOCATION: Strasburg Municipal Centre

ATTENDEES:

<b>NAME</b>	<b>COMPANY</b>	<b>PHONE</b>	<b>E-MAIL</b>
Joe Anderson	Strasburg Borough Authority	717-687-7732	
Ray Reeder	Strasburg Borough Authority	717-687-7732	
Harold Wiker	Strasburg Borough Authority	717-687-7732	
Jim Kiscaden	Strasburg Borough Authority	717-687-7732	
Don Bachman	Strasburg Borough Authority	717-687-7732	
Lisa Boyd	Strasburg Borough Authority	717-687-7732	<a href="mailto:lmboyd@comcast.net">lmboyd@comcast.net</a>
Paul Miller	Strasburg Borough Authority	717-629-0992	
Tony Elberti	Herbert, Rowland & Grubic, Inc.	717-564-1121	<a href="mailto:telberti@hrg-inc.com">telberti@hrg-inc.com</a>

### **Strasburg Municipal Centre**

The February 15<sup>th</sup> workshop meeting had been cancelled due to weather. HRG discussed the project status with the Authority members including the following items:

- 1) Discussed Plan Set – reviewed plans previously with Paul and operators second week in February. (See attached.)
  - a) Internal QA/QC comments addressed
  - b) Discussed operating structure (VFD's vs. soft starters, method of control)
  - c) Finished water tank level will control
  - d) Cost for automating equipment is small, VFD costs have come down
  - e) Price for ozone equipment has increased, higher labor and cost of materials
  - f) Access to contractor diffusers – provided ports for access at grade for operators

- 2) Reviewed previous estimate from the Treatment Concept Report with current cost estimate. (See attached.) Indicated to Authority that the cost estimate includes installation and a number of “bells and whistles” that could be potentially reduced if necessary. The cost includes a larger tank, testing and commissioning; includes ozone equipment installed and factory tested.
- 3) Agreed that costs have escalated considerably, however HRG presented a conceptual sketch for reducing costs (see attached) and members agreed that there may be cost reductions associated with new arrangement. Location of proposed Operations Building on the site of the existing reservoir, which was estimated to have substantial excavating and mobilization costs for construction. By moving the proposed building, these excavating and mobilizations costs could be reduced. There would also be cost savings for eliminating the valve pit, reducing yard piping and reducing complexity of construction. The added benefits would include:
  - a) The Finished Water Storage Tank is further from the road and less visible
  - b) Construction of Operations Building would be less complicated
  - c) Operations Building would help mask the Finished Water Storage Tank
  - d) Reduced yard piping
  - e) Elimination of valve vault
- 4) Authority agreed with conceptual sketch and requested a cost savings estimate before next meeting of March 15<sup>th</sup>.
- 5) Township recently passed ordinance specifying dimensions of the Finished Water Storage Tank to be 25’ tall and 80’ in diameter. Authority to verify if this is above grade height or overall height.
- 6) DEP Application status – Received copies of permits from Lisa at SBA. Still need population served information for permit. Almost ready for submittal, researching references to building codes, laboratory procedures and chemical information. Proceeding with current drawings for PWS permit set and will modify drawings for March 15<sup>th</sup> meeting once Authority sees cost reduction estimates for new layout.
- 7) Technical Specifications available upon request, will forward example Division 11 specifications to Lisa at Authority.
- 8) Computerized water model started, but not finished. Need pump controls and high and low points.
- 9) Discuss owner supplied equipment for ozone equipment to Authority. There is a potential cost savings of the general contractor mark up if there is a pre-selection/pre-purchase done prior to construction. This is also a good opportunity to thoroughly evaluate the ozone equipment and select a vendor price to construction. This process can increase vendor competition, which can translate into a better price. Authority agreed they would like to pursue pre-selection/pre-purchase of ozone equipment as the project moves into final design.

## **Action Items**

- Send example technical specifications to Lisa at Authority
- Acquire signatures of Authority members prior to submission of PWS Permit to DEP March 15<sup>th</sup>
- Develop conceptual sketches for proposed modifications to layout at March 15<sup>th</sup> meeting
- Establish cost savings of proposed modifications to layout at March 15<sup>th</sup> meeting
- Authority asked if it would be better to wrap permitting of new sources into existing PWS Permit – advised that it would be best to stay on course with current permit set, but deferred question to consultation with Ray and Shannon

We believe these minutes accurately reflect the items discussed at the subject meeting. If there are any revisions or corrections to these minutes, please contact the undersigned within ten (10) days of receipt of these minutes. If no revisions or corrections are requested, the minutes will stand approved as submitted.

Respectfully submitted,

**Herbert, Rowland & Grubic, Inc.**

Anthony G. Elberti, P.E.  
Environmental Project Engineer





**STRASBURG RAILROAD LOW FLOW PROCEDURE** – Ray Miller will inquire with Linn Moedinger to see if he has signed the procedures indicating his agreement. A copy will be provided to the Borough Manager for the file.

**OWNERSHIP OF WATER AND SEWER PROPERTIES (WELLS, SPRINGS, PUMP STATIONS, WATER & SEWER LINES)** – It was the consensus of the members to have the Borough Manager investigate through Harry Yost the procedure that would be required in order for all water and sewer properties to be put in the name of the Authority. The Manager will also confirm if the assets are in the Borough or Authority's name.

**PUBLIC COMMENTS** - None

**ADJOURNMENT** – A motion was made by Joe Anderson, seconded by Jim Kiscaden and passed unanimously to adjourn the meeting at 10:20 a.m.

Respectfully Submitted,

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Lisa M. Boyd  
Borough Manager

## MEETING MINUTES

**DATE:** March 15, 2007

**SUBJECT:** Strasburg Borough Authority Water Treatment Plant Upgrade

**LOCATION:** Strasburg Municipal Centre

**ATTENDEES:**

NAME	COMPANY	PHONE	E-MAIL
Joe Anderson	Strasburg Borough Authority	717-687-7732	
Ray Reeder	Strasburg Borough Authority	717-687-7732	
Harold Wiker	Strasburg Borough Authority	717-687-7732	
Jim Kiscanden	Strasburg Borough Authority	717-687-7732	
Don Bachman	Strasburg Borough Authority	717-687-7732	
Lisa Boyd	Strasburg Borough Authority	717-687-7732	<a href="mailto:lmboyd@comcast.net">lmboyd@comcast.net</a>
Paul Miller	Strasburg Borough Authority	717-629-0992	
Ray Miller	Herbert, Rowland & Grubic, Inc.	717-564-1121	
Shannon Williams	Herbert, Rowland & Grubic, Inc.	717-564-1121	
Tony Elberti	Herbert, Rowland & Grubic, Inc.	717-564-1121	<a href="mailto:telberti@hrg-inc.com">telberti@hrg-inc.com</a>

### Strasburg Municipal Centre

HRG discussed the project status with the Authority members including the following items:

- 1) Meeting has been scheduled with Dave Mitner from DEP March 29, 2007 to review in detail the permit application. Permit application will include:
  - a) Permit Application
  - b) Check for \$750 Payable to "The Commonwealth of PA"
  - c) TOC
  - d) General Information Form (GIF)
  - e) Modules 1, 2, 8, 10, 12 & 14
  - f) Engineer's Report
  - g) Technical specifications
- 2) As discussed with Authority at March 1, 2007 meeting, provided Authority with requested items:
  - a) Meeting Minutes from March 1, 2007

- b) A sketch provided of the rerouted 12-Inch finished water main showing the new building locations.
  - c) Provided cost estimates from October 2004 (included with the Treatment Concept Report), an estimate from February 2007 (showing where the current project stands), and a side-by-side summary of the cost estimates.
  - d) Provided copies of technical specifications to Lisa on March 5, 2007 including sections:
    - i) 11200 – General Requirements for Process Equipment
    - ii) 11205 – Process Piping Valves & Related Products
    - iii) 11210 – Water Treatment Plant Pumping Equipment
    - iv) 11215 – Compressed Air System
    - v) 11255 – Chemical Feed System
    - vi) 11261 – Ozone Feed System
    - vii) 12356 – Laboratory Casework
- 3) Discussed potential cost savings associated with moving the Finished Water Storage Tank, Operations Building, deleting the Valve Pit and rerouting a section of 12-Inch finished water main. Indicated that potential cost savings for modifications would be approximately \$37,700.
  - 4) Authority asked at the March 1, 2007 meeting if it would be better to wrap permitting of new sources into existing PWS permit application. Indicated that permitting of new sources would be time consuming and complex and that it would be best to continue the current course with the PWS permit application and pursue allocating new sources in the future. Stated that question would be deferred to Shannon and Ray.
  - 5) Acquire signatures of Authority members prior to submission of PWS Permit and check for the permit application fee of \$750 payable to “The Commonwealth of PA.”

#### **Action Items**

- Meet with Dave Mitner of DEP March 29, 2007 to submit the PWS Application

We believe these minutes accurately reflect the items discussed at the subject meeting. If there are any revisions or corrections to these minutes, please contact the undersigned within ten (10) days of receipt of these minutes. If no revisions or corrections are requested, the minutes will stand approved as submitted.

Respectfully submitted,

**Herbert, Rowland & Grubic, Inc.**

Anthony G. Elberti, P.E.  
Environmental Project Engineer

**STRASBURG BOROUGH AUTHORITY**  
**April 19, 2007 – 8:00 A.M.**  
**MINUTES**

**Members Present:** Harold Wiker    Jim Kiscaden    Don Bachman  
                                 Joe Anderson    Ray Reeder

**Others Present:**

Paul Miller, Public Works Director	Ray Miller, HRG
Lisa M. Boyd, Borough Manager	Tony Elberti, HRG
Shannon Williams, HRG	John Fisher
Ivan Fisher	

**CITIZEN'S COMMENTS** – None

**ESH PROPERTY RENTAL DISCUSSION** – John Fisher explained that his son Ivan Fisher and Ivan's wife Rebecca are interested in renting the property located at the corner of White Oak Road and Peach Lane known as the Esh Property, which includes 13 acres. Mr. Fisher explained that they will be farming the property as their sole source of income. They are proposing to pay \$725 per year for the first three years (in order to establish a stable income) and then an additional 10% per year for the next two years which equates to an additional \$864 and \$957 respectively. The lease will be reevaluated after 5 years. It was noted that the real estate taxes, which are paid by the Authority, are approximately \$2,400 annually. A motion was made by Jim Kiscaden, seconded by Ray Reeder to approve the rental of the property to Ivan and Rebecca Fisher at the terms listed above.

**WATER SYSTEM IMPROVEMENTS - MODIFICATIONS IN OZONATION AND MEETING WITH DEPINARY PLAN** - See attached meeting minutes dated April 19, 2007 prepared by Tony Elberti. In addition, Shannon Williams stated that there will be no additional engineering costs for the evaluation of the ozonation options, and that we are still working within the original proposal. A meeting will be scheduled with Dave Mitner at DEP to review the permit, and Ray Reeder and Jim Kiscaden will attend if available.

**REVIEW OF STRASBURG RAILROAD MUSEUM WATER LINE PLAN AND SUPPORTING DOCUMENTATION** – Ray Miller reviewed the list of the 15 discussion items pertaining to his review of the plan and supporting documentation. The water line will be dedicated to the Authority. It was the consensus of the members to have the Fire Company review the plan. Ray will finalize his comment letter based on his review and the discussion held today, with the letter being forwarded to the Railroad Museum and their engineer.

**ADOPTION OF RESOLUTION 2007-2 – INCREASING THE AUTHORITY'S TERM OF EXISTENCE** – As explained in Harry Yost's letter dated April 3<sup>rd</sup> the Authority is set to expire as of December 31, 2022. Some of the promises of the Authority, with respect to bonds or notes, or other indebtedness incurred by the Borough, would extend beyond 2022, and therefore the Resolution extends the expiration date until December 31, 2056. It will then be forwarded to Borough Council for their approval. Since this is a change to the Articles of Incorporation it will be advertised and then filed with the Secretary of the Commonwealth. A motion was made by

Jim Kiscaden, seconded by Ray Reeder and passed unanimously to adopt Resolution 2007-2 increasing the Authority's term of existence until December 31, 2056.

**FINANCIAL REPORT – RAY REEDER** – Ray Reeder reviewed his spreadsheets entitled Water Funds Estimate and Sewer Funds Estimate both dated 4/19/07. Ray indicated that this is an updated version of the “big” spreadsheet that was provided several months ago in a “smaller” format. Financial matters will be discussed further at the 2<sup>nd</sup> meeting in May.

**PAYMENT OF BILLS** – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the list of bills dated 3/9/07 through 4/10/07 with the reallocations as discussed.

**OTHER BUSINESS** -

**PARADISE SEWER LINE** – It was noted that according to a recent newspaper article this item is no longer active.

**PUBLIC COMMENTS** - None

**ADJOURNMENT** – A motion was made by Joe Anderson, seconded by Jim Kiscaden and passed unanimously to adjourn the meeting at 10:05 a.m.

Respectfully Submitted,

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Lisa M. Boyd  
Borough Manager

## MEETING MINUTES

**DATE:** April 19, 2007

**SUBJECT:** Strasburg Borough Authority Water Treatment Plant Upgrade

**LOCATION:** Strasburg Municipal Centre

**ATTENDEES:**

NAME	COMPANY	PHONE	E-MAIL
Joe Anderson	Strasburg Borough Authority	717-687-7732	
Ray Reeder	Strasburg Borough Authority	717-687-7732	
Harold Wiker	Strasburg Borough Authority	717-687-7732	
Jim Kiscanden	Strasburg Borough Authority	717-687-7732	
Don Bachman	Strasburg Borough Authority	717-687-7732	
Lisa Boyd	Strasburg Borough Authority	717-687-7732	<a href="mailto:lmboyd@comcast.net">lmboyd@comcast.net</a>
Paul Miller	Strasburg Borough Authority	717-629-0992	
Ray Miller	Herbert, Rowland & Grubic, Inc.	717-564-1121	
Shannon Williams	Herbert, Rowland & Grubic, Inc.	717-564-1121	
Tony Elberti	Herbert, Rowland & Grubic, Inc.	717-564-1121	<a href="mailto:telberti@hrg-inc.com">telberti@hrg-inc.com</a>

### Strasburg Municipal Centre

HRG discussed the project status with the Authority members including the following items:

- 1) HRG indicated that the ozone delivery method has had to change based on the fact that the basis of design vendor has indicated that they would have difficulty with access of a retrievable diffused ozone system. The representative indicated that ITT Wedeco has installed retrievable diffusers before, however they were for open top tanks with fine bubble air, not ozone. Due to the aggressive nature of ozone gas, the vendor has recommended that it would not be feasible to construct a retrievable ozone diffuser system. Attached is a letter from the design vendor ITT Wedeco that indicates their recommendations for contacting the ozone within our 'tank-within-a-tank' concept by using an ozone injection system.
- 2) HRG discussed the progression of the ozone delivery application at Strasburg. Ozone disinfection is unique in the United States for water treatment as the primary disinfectant, therefore expertise regarding ozone delivery methods is not as prevalent as ultraviolet disinfection or chlorine applications. In December, the design concept was to install fixed ozone diffusers to the base of the dual concrete ozone contactors. Fixed diffusers require annual inspection and maintenance where operators would take a contactor offline, enter the contactor, detach the diffusers and soak them in a chemical cleaning solution, then reattach and bring the contactor back online. This would involve operators having to enter a confined

space and carrying ceramic diffusers up and down a ladder that would be two to three stories high. After discussion with the Authority and the operators, the Authority requested to investigate other options.

The next available option was retrievable diffusers for an additional \$67,000. The Wedeco representative claimed that it would be possible to provide a retrievable diffuser system and a quote was sent on February 13<sup>th</sup>. The quote did indicate that the previous quote provided in December included diffusers, drop leg piping and valving for one contactor only. The design was modified to reflect a retrievable diffuser delivery. However once more detailed design requests such as example specifications, drawings and reference lists were asked for, Wedeco indicated that they would not recommend a retrievable system for this application.

The next evolution of the design was to replace the retrievable system with an injector system. The injection system eliminates the need for operators to enter the ozone contactor, because all parts associated with the ozone system that need to be maintained would be skid mounted in the Operations Building. A previous quote in December provided an adder for \$35 - \$45,000 for an injection system (equipment only, not skid mounted). A quote was received March 22<sup>nd</sup> for a skid mounted ozone injection system. Skid mounting the equipment is a preferred method of packaging reducing the installing contractors' connection work and reducing risk of contractor error.

The cost provided was less than the retrievable diffuser quote. Ancillary changes include modifying the head conditions on the Raw Water Pumps and condensing the three (3) ductile iron pipes to one (1) stainless steel pipe and installing stainless steel valves in a valve pit at the top of the Finished Water Storage Tank above the Ozone Contactors. A cost analysis of the ancillary change indicated that there would be little if any cost increase for changing the ductile iron pipes to one stainless steel pipe.

- 3) The Authority indicated that they would like to have 750,000 gallons of firm finished water storage capacity. The Finished Water Storage Tank water levels have been modified previously to account for the Township construction height restriction of 25' overall. Ray indicated that the 25' restriction should be the height measured from the average finished grade elevation, not the overall height. Authority requested modifying existing design of approximately 660,000 gallons of finished storage to 750,000 gallons, by evaluating the cost effectiveness of increasing the diameter or increasing the height. It was decided that the modified location of the tank and building would have to be presented to the Township again, therefore the building height restriction would be clarified and it was assumed to be the height measured from the average finished grade elevation, not the overall height.
- 4) After a brief conversation with Brian at Dutchland Concrete, it would be more cost effective to increase the height of the structure and not the diameter. Dutchland optimizes their cost effectiveness with a ratio of 1:2 Diameter to Height. The increased height would be 31' overall (from finished floor elevation to the top of the tank). The diameter would still be 76'.



**Action Items**

- Revise permit application to reflect 750,000 gallons of firm capacity by evaluating increasing the height or increasing the diameter
- Meet with Dave Mitner of DEP to submit the PWS Application

We believe these minutes accurately reflect the items discussed at the subject meeting. If there are any revisions or corrections to these minutes, please contact the undersigned within ten (10) days of receipt of these minutes. If no revisions or corrections are requested, the minutes will stand approved as submitted.

Respectfully submitted,

**Herbert, Rowland & Grubic, Inc.**

Anthony G. Elberti, P.E.  
Environmental Project Engineer

**STRASBURG BOROUGH AUTHORITY**  
**May 3, 2007 - 8:00 A.M.**  
**MINUTES**

**Members Present:** Harold Wiker Don Bachman Ray Reeder

**Others Present:**

Ray Miller, HRG  
Shannon Williams, HRG  
Paul Miller, Public Works Director  
Lisa M. Boyd, Borough Manager  
Diana Hallman, Borough Clerk

**PUBLIC COMMENTS** – None

**WATER SYSTEM IMPROVEMENTS** – See attached meeting minutes dated May 3, 2007 prepared by Shannon Williams. In addition, if they are available, Ray Reeder and Jim Kiscaden will attend the meeting with Dave Mitner of DEP to submit the Public Water System Application meeting to assist HRG with explaining the benefits of ozone for the Borough's water system. It was confirmed that the generator will be housed inside the new building. It will need to be confirmed that the existing generator is large enough to run the new equipment. Plans will be prepared by Shannon, shared and confirmed with Ray Reeder and Jim Kiscaden who will meet just prior to the meeting with Dave Mitner at DEP in Harrisburg. Once confirmed that the plan is in compliance with the approved Conditional Use Decision it will be submitted to Strasburg Township Planning Commission and Supervisors for land development approval.

**PUBLIC WORKS REPORT – MARCH 2007** – Ray Reeder noted that there is a substantial difference between water and sewer flows per day which indicates there is infiltration in the sewer system. The differences show up in the Pump Station #2 area. Pump Station #2 is approximately 40 years old and according the Paul's report, has an infiltration rate of 30,000 to 40,000 gallons daily. It has also been thought that there is infiltration in the private lines in the Historic Drive area. With the development in that area, all lines will be required to be upgraded, new lines installed if necessary, and dedication to the Authority, there should be a noted reduction in the infiltration in that area which is within the Pump Station #2 area.

The materials for the North Decatur Street Water Main relocation will be put out to bid next week for award of the bid to take place at the June 7<sup>th</sup> Authority meeting. During this time quotes will be obtained for assistance with the trench excavation and pipe installation. Paul has inspected the manholes in the work area, and reported that there are five manholes that need to be worked on and Ray Miller suggested using rubber donuts. Paul indicated that the Public Works Department does have the materials on hand for the manhole repairs. A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to accept the March 2007 Public Works Report.

**APPROVAL OF MINUTES – MARCH 15 AND APRIL 19, 2007** - A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to approve the minutes of March 15 and April 19, 2007.

**PAYMENT OF BILLS** - A motion was made by Don Bachman, seconded by Ray Reeder and passed unanimously to approve the list of the bills.

**FINANCIAL REPORT – RAY REEDER** – Ray Reeder reported that he is working on a financial report which will show the budget flow of monies and how the Authority is doing on debt service. Figures are mostly fixed in the report and will show the additional revenues for the new customers that are being added with the Trails at Strasburg developments and the Charter Homes' 55+ Community. There is a possible receipt of \$46,000 per year. There is an accumulative \$136,000 in water/sewer Revenue, which will help but not cover debt service. Lisa Boyd stated that the largest debt that the Authority has at present is the purchase from SLSA in 2000 of the additional 100,000 gallon per day of sewer capacity. Harold Wiker suggested that the Authority evaluate obtaining a low-interest loan from PennVEST and grants from DCED. HRG will assist in the monitoring and preparation of application for the loans and grants. Ray Miller said that when the Authority has obtained the approved permit from DEP it will then be time to consult with Senator Armstrong for support. Shannon Williams suggested that the Authority may be eligible for a Growing Greener Grant and that option should be evaluated.

Ray Reeder stated that he will have a complete financial report which will be submitted to the members at the June meeting.

### **OTHER BUSINESS**

**Strasburg Commons** – Paul stated that he was contacted by the contractor regarding the meter pit. The pit is to be installed to the Authority's specifications and that \$45,000 was allocated for the meter pit in the Cost Opinion. Ray Miller said that the water pipes should be 8" with valving inside the pit. Lisa Boyd confirmed the figure on the letter of credit with Frank Gerhardt.

**Transfer Switch – Reservoir** – Paul Miller stated that the current transfer switch was installed 10 to 15 years ago and was a used switch which was purchased from East Lampeter Township. The switch is not working properly. The tech from DynaTech recommends that a new switch be installed at a cost of \$1,875 plus labor totally about \$2,000. A motion was made by Ray Reeder, seconded by Don Bachman to authorize the purchase of the transfer switch from DynaTech at an approximate cost of \$2,000.

**UGI** – Lisa Boyd reported that UGI will be attending the June meeting of the Authority to discuss the installation of gas lines and their location in relationship to the water and sewer lines in the Strasburg Commons development. The gas line will be installed from Rt. 30, 2.8 miles into the Borough to the development. The line will go through East Lampeter Township, Strasburg Township, and about 1,000' in Strasburg Borough. UGI still needs to obtain the private right-of-ways along 896 into the Borough.

**Trees in the Borough** – Ray Reeder stated that he attended the Tom Hylton meeting at which he noted the importance of trees within the Borough. Harold Wiker suggested that the Authority should pass a Resolution outlining the requirements when trees are being proposed or added in the Borough as the location of such trees relates to water and sewer lines. The Strasburg

Commons development has been approved. All trees in front of the homes are the homeowner's or the Homeowners' Association's responsibility.

**PUBLIC COMMENT** – Ray Miller announced that he working toward retirement and will be cutting back to 3 days a week and that Shannon Williams will eventually cover all water and sewer issues for HRG.

**ADJOURNMENT** - A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to adjourn the meeting at 9:25 a.m.

Respectfully Submitted,

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Lisa M. Boyd  
Borough Manager

## MEETING MINUTES

**DATE:** May 3, 2007

**SUBJECT:** Strasburg Borough Authority Water Treatment Plant Upgrade

**LOCATION:** Strasburg Municipal Centre

**ATTENDEES:**

NAME	COMPANY	PHONE	E-MAIL
Ray Reeder	Strasburg Borough Authority	717-687-7732	
Harold Wiker	Strasburg Borough Authority	717-687-7732	
Don Bachman	Strasburg Borough Authority	717-687-7732	
Lisa Boyd	Strasburg Borough Authority	717-687-7732	<a href="mailto:lmboyd@comcast.net">lmboyd@comcast.net</a>
Paul Miller	Strasburg Borough Authority	717-629-0992	
Ray Miller	Herbert, Rowland & Grubic, Inc.	717-564-1121	
Shannon Williams	Herbert, Rowland & Grubic, Inc.	717-564-1121	<a href="mailto:swilliams@hrg-inc.com">swilliams@hrg-inc.com</a>

HRG discussed the project status with the Authority members including the following items:

1. HRG is finalizing the public water supply (PWS) permit application and will inform the Authority when the submission and meeting with DEP is to be held. Authority would like to meet just prior to the DEP meeting at the offices of HRG in Harrisburg.
2. Concern was raised about the labeling of the extra area included in the building design. This is to be labeled "Storage" or similar.
3. Paul asked about the location of the generator. The existing generator may be used in the new plant if it has enough capacity for the new equipment. This or a new generator is to be located inside the building per Paul's request.
4. Harold asked that HRG revise the project schedule when the permit application is submitted.
5. HRG is to guide the Authority through the financing process and include any steps in the schedule.
6. The Authority is interested in securing grant funding, however realizes that sources may be limited due to the favorable economic conditions in the Borough.
7. PENNVEST may be a good option for the financing of the project.

**Action Items**

- Meet with Authority members and Dave Mitner of DEP to submit the PWS Application

We believe these minutes accurately reflect the items discussed at the subject meeting. If there are any revisions or corrections to these minutes, please contact the undersigned within ten (10) days of receipt of these minutes. If no revisions or corrections are requested, the minutes will stand approved as submitted.

Respectfully submitted,

**Herbert, Rowland & Grubic, Inc.**

**STRASBURG BOROUGH AUTHORITY**  
**May 17, 2007 - 8:00 A.M.**  
**MINUTES**

**Members Present:** Harold Wiker      Jim Kiscaden      Donald Bachman  
Joe Anderson

**Others Present:**

Shannon Williams, HRG  
Lisa M. Boyd, Borough Manager

**PUBLIC COMMENTS** – None

**WATER SYSTEM IMPROVEMENTS** – See attached meeting minutes dated May 17, 2007 prepared by Shannon Williams. In addition, Shannon reiterated that HRG will assist the Authority with grants and funding, specifically PENNVEST funding. Shannon stated that PENNVEST requires the applicant to have permits in hand when applying for funding. Shannon will confirm PENNVEST's application submission and meeting dates.

**APPROVAL OF MINUTES – MAY 3, 2007** - A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the minutes of May 3, 2007.

**OTHER BUSINESS**

**North Decatur Street Water Main Relocation Project** – Lisa Boyd reported that the bid for the materials has been advertised with the bids due back by Monday, June 4<sup>th</sup> at 2 p.m. with award of the bid to take place at the June 7<sup>th</sup> meeting. Proposals for assistance with the trench excavation and pipe laying are also being sought and will also be awarded at the June 7<sup>th</sup> meeting.

**UGI** – Lisa Boyd reported that UGI will be attending the June 7<sup>th</sup> meeting of the Authority to discuss the installation of gas lines and their location in relationship to the water and sewer lines in the Strasburg Commons development. The gas line will be installed from Rt. 30, 2.8 miles into the Borough to the development. The line will go through East Lampeter Township, Strasburg Township, and about 1,000' in Strasburg Borough. UGI still needs to obtain the private right-of-ways along 896 into the Borough.

**PUBLIC COMMENT** – None

**ADJOURNMENT** - A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to adjourn the meeting at 8:49 a.m.

Respectfully Submitted,

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Lisa M. Boyd  
Borough Manager

## MEETING MINUTES

**DATE:** May 17, 2007

**SUBJECT:** Strasburg Borough Authority Water Treatment Plant Upgrade

**LOCATION:** Strasburg Municipal Centre

**ATTENDEES:**

NAME	COMPANY	PHONE	E-MAIL
Joe Anderson	Strasburg Borough Authority	717-687-7732	
Harold Wiker	Strasburg Borough Authority	717-687-7732	
Jim Kiscanden	Strasburg Borough Authority	717-687-7732	
Don Bachman	Strasburg Borough Authority	717-687-7732	
Lisa Boyd	Strasburg Borough Authority	717-687-7732	<a href="mailto:lmboyd@comcast.net">lmboyd@comcast.net</a>
Shannon Williams	Herbert, Rowland & Grubic, Inc.	717-564-1121	<a href="mailto:swilliams@hrg-inc.com">swilliams@hrg-inc.com</a>

HRG discussed the project status with the Authority members including the following items:

1. HRG is finalizing the public water supply (PWS) permit application and will inform the Authority when the submission and meeting with DEP is to be held. Authority would like to meet just prior to the DEP meeting at the offices of HRG in Harrisburg.
2. Some changes to the design have been made since the last presentation. These were discussed using the Plans and the Design Engineer's Report:
  - a. The dedicated finished water storage volume has been increased to 750,000 gallons per the Authority's request.
  - b. Static mixers in the tanks have been eliminated in favor of submersible mixers. This will result in minor additional electrical costs; however the benefits include the ability to easily maintain the mixers and the increase in water levels (volume and pressure implications) due to the elimination of the high headloss conditions of the static mixers.
  - c. The combination of the above revisions has resulted in a tank with an overall height of 30 feet. The site will be graded such that the zoning requirements for 25 feet of "mean height" are met.
  - d. The original design included a single ozone generator with a rated capacity of 6 pounds per day (ppd) to meet the 20-year demand. However, HRG is exploring the technical feasibility and cost-effectiveness of using two 3 ppd units instead.



3. We discussed the schedule, funding and Township approval process. HRG is to provide a revised project schedule that includes these items.

**Action Items**

- Meet with Authority members and Dave Mitner of DEP to submit the PWS Application
- Provide revised project schedule that includes funding process and Township approval process.

We believe these minutes accurately reflect the items discussed at the subject meeting. If there are any revisions or corrections to these minutes, please contact the undersigned within ten (10) days of receipt of these minutes. If no revisions or corrections are requested, the minutes will stand approved as submitted.

Respectfully submitted,

**Herbert, Rowland & Grubic, Inc.**

## **STRASBURG BOROUGH AUTHORITY**

**June 7, 2007 – 8:00 A.M.**

### **MINUTES**

**Members Present:** Harold Wiker Jim Kiscaden Don Bachman Joe Anderson  
Ray Reeder

**Others Present:**

Paul Miller, Public Works Director Richard Stahovich, UGI  
Lisa M. Boyd, Borough Manager  
Steve Cook, UGI

**CITIZEN'S COMMENTS** – None

**UGI – GAS LINES IN STRASBURG COMMONS DEVELOPMENT -RICHARD**

**STAHOVICH** – The following items were discussed in regards to the UGI lines in the Strasburg Commons Development:

- They will be using Steve Smoker's right-of-ways on the North side.
- The main lines will be 8" plastic pipe and in most cases be located under the sidewalk.
- The main lines are proposed in the same trench with PPL's lines on Olde Post Lane to McCarter Lane.
- 2" distribution service lines.
- The service lines will enter the property in the front and be located behind the curb.
- Shut-off's will be at each property before and after the meter.
- Follow-up meetings with Borough Council and the Fire Company were recommended.
- Lines will be looped as often as possible.
- There must be a 2' separation from the Authority's water and sewer lines.
- Richard and Steve will attend the June 21<sup>st</sup> meeting with plans showing the depth of the laterals.

**WATER SYSTEM IMPROVEMENTS – SHANNON WILLIAMS**

**OVERVIEW OF MEETING WITH DAVE MITNER AT DEP AND PENNVEST FUNDING PROCESS**– See attached meeting minutes dated June 7, 2007 prepared by Shannon Williams.

**AWARD OF NORTH DECATUR STREET WATER MAIN RELOCATION MATERIAL BID AND PROPOSAL FOR ASSISTANCE WITH TRENCH EXCAVATION AND PIPE INSTALLATION**

– The bid was advertised in the required manner with three bids being submitted. A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to award the North Decatur Street Materials bid to the low and responsible bidder L/B Water with a bid in the amount of \$16,946.20.

Two proposals were received and advertising was not required since the cost is estimated to be less than \$10,000. A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to table the award of the assistance proposal until the June 21<sup>st</sup> in order for Lisa to verify the trackhoe prices.

**PUBLIC WORKS REPORT – APRIL 2007** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to accept the April 2007 Public Works Report.

**APPROVAL OF MINUTES – MAY 17, 2007** – A motion was made Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the minutes of May 17, 2007 as printed.

**PAYMENT OF BILLS** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the payment of bills for period 5/8/07 through 5/25/07.

A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the payment of the following bills:

HRG 5/11/07-47370 Water Treatment Plant Modifications	\$4,100.00
HRG 5/23/07-47391 Railroad Museum Water Line	\$869.00
Reinsel Kuntz Lesher Authority Audit-Partial Billing	\$1,685.00

It was the consensus of the members to table the payment of HRG invoice # 47390 in the amount of \$2,705.56 in order to request a more detailed explanation of the billing.

Updated Engineering Cost Tabulations were provided for both projects.

**FINANCIAL REPORT – RAY REEDER** – Ray Reeder reviewed the following reports with the members: 2007 Water and Sewer Budget Schematics, Water and Sewer Revenue Estimate dated 5/3/07, and 2007 water and Sewer Budget Analysis. The Authority will need to determine when to borrow and how much, and if rates will need to be raised.

**PUBLIC WORKS TIME ALLOCATION** – There are many budget items which get split between general, water, and sewer. The split (15-65-20) has remained the same for the past seven or so years and the Authority requested that the staff evaluate the actual time being spent in each department by the Public Works Department. A report showing the actual split for the past two years was reviewed by the members, and these figures will be considered during the 2008 Budget preparation.

**OTHER BUSINESS** -

**Request to hook to Sewer System** – Jacob King at 48 Prospect Road located in Strasburg Township submitted a request to hook to the Authority's sewer main which goes through his property since his on-lot system is failing. A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to decline the request since the Authority does not have or allow any individual customers in the Township.

**PUBLIC COMMENTS** - None

**ADJOURNMENT** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 10:08 a.m.

Respectfully Submitted,

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Lisa M. Boyd  
Borough Manager

## MEETING MINUTES

**DATE:** June 7, 2007

**SUBJECT:** Strasburg Borough Authority Water Treatment Plant Upgrade

**LOCATION:** Strasburg Municipal Centre

**ATTENDEES:**

NAME	COMPANY	PHONE	E-MAIL
Joe Anderson	Strasburg Borough Authority	717-687-7732	
Ray Reeder	Strasburg Borough Authority	717-687-7732	
Harold Wiker	Strasburg Borough Authority	717-687-7732	
Jim Kiscanden	Strasburg Borough Authority	717-687-7732	
Don Bachman	Strasburg Borough Authority	717-687-7732	
Lisa Boyd	Strasburg Borough Authority	717-687-7732	<a href="mailto:lmboyd@comcast.net">lmboyd@comcast.net</a>
Shannon Williams	Herbert, Rowland & Grubic, Inc.	717-564-1121	<a href="mailto:swilliams@hrg-inc.com">swilliams@hrg-inc.com</a>

HRG discussed the project status with the Authority members including the following items:

1. HRG and Ray Reeder presented the public water supply (PWS) permit application to Dave Mitner of the Pa DEP on May 29, 2007. The following items were discussed:
  - a. HRG walked through the building and tank layouts and explained the philosophies behind the design. Of note was the use of redundancy in the disinfection systems.
  - b. We discussed the design flow rates and their relation to the projected build-out demands. Mr. Mitner asked if the Authority was searching for new sources and Mr. Reeder responded that the Authority has been searching and would continue to do so as the demand increases.
  - c. Safety in working with ozone was discussed with our proposed safety procedures and equipment outlined.
  - d. Mr. Mitner questioned the continued use of ozone at Strasburg and noted that Strasburg is the only system in his region that uses ozone as a primary disinfectant. Mr. Reeder noted that the reason is that the customers expect ozone and previously had issues with taste and odor that went away with the use of ozone. Mr. Mitner seemed to accept this reason, however noted that the DEP would continue to ask this question because of the rarity of ozone's use. Mr. Mitner also noted that Strasburg was in a uniquely good situation since their operators have vast experience working with ozone.
  - e. Mr. Mitner noted that the department's 180-day guarantee review clock would stop when waiting for information from the Authority.
  - f. Mr. Mitner also briefly discussed the PENNVEST rating process for projects.
2. HRG discussed briefly the PENNVEST funding process. The process could result in scheduling delays and increased costs associated with the application and closing process. Additionally, this option could introduce additional costs associated with the receipt of Federal funds. The benefit of PENNVEST funding is the terms associated with them: interest rates from 1% to 3.184% for a term up to 30 years. HRG is to provide more information on funding alternatives.

**Action Items**

- Provide revised project schedule that includes funding process and Township approval process.
- Provide cost comparison between PENNVEST and private funding options.
- Provide interest rate comparison between PENNVEST and private funding options.

We believe these minutes accurately reflect the items discussed at the subject meeting. If there are any revisions or corrections to these minutes, please contact the undersigned within ten (10) days of receipt of these minutes. If no revisions or corrections are requested, the minutes will stand approved as submitted.

Respectfully submitted,

**Herbert, Rowland & Grubic, Inc.**

Shannon G. Williams, P.E.  
Environmental Regional Manager

SGW/ms

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**STRASBURG BOROUGH AUTHORITY**  
**June 21, 2007 – 8:00 A.M.**  
**MINUTES**

**Members Present:** Harold Wiker Jim Kiscaden Don Bachman Ray Reeder

**Others Present:**

Paul Miller, Public Works Director  
Lisa M. Boyd, Borough Manager  
Shannon Williams, HRG

**CITIZEN'S COMMENTS** – None

**UGI –GAS LINES IN STRASBURG COMMONS DEVELOPMENT -RICHARD**

**STOHOVICH AND STEVEN COOK** – Lisa reported that she received a phone call from Steve Cook this morning and he indicated that he and Richard would be unable to attend, but are planning to attend the next meeting of the Authority. A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to have Shannon draft a letter to Charter Homes indicating that the required separation distance between UGI lines and the Authority's water and sewer laterals is 24".

**WATER SYSTEM IMPROVEMENTS – SHANNON WILLIAMS, HRG**

**PROJECT SCHEDULE AND FUNDING OPTIONS** – See attached meeting minutes dated June 21, 2007 prepared by Shannon Williams. In addition, Shannon reviewed the Project Schedule with the members and indicated that she will expand the schedule to include the Township and County submittal dates for the Land Development process. Shannon will also coordinate a tour of a Natgun tank installation and invite Russ McIntosh to a future meeting to discuss funding options.

**REVIEW OF MEMO FROM SLSA REGARDING TREATMENT CAPACITY**

**ALLOCATION – SHANNON WILLIAMS, HRG** – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to have Shannon draft a response letter to CDM's memo dated June 6, 2007 regarding SLSA Treatment Capacity Allocation which outlines that the impact to Strasburg Borough will be a reduction from its current 420,000 gpd to 360,000 gpd in order to address nutrient loading limits at the City of Lancaster Treatment Plant.

**AWARD OF NORTH DECATUR STREET WATER MAIN RELOCATION PROPOSAL FOR ASSISTANCE WITH TRENCH EXCAVATION AND PIPE INSTALLATION** – A

motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to award the Assistance proposal for the North Decatur Street Water Main Relocation Project to Richard Mentzer & Sons, Inc.

**OTHER BUSINESS** -

**Railroad Sewer Main** – Harold Wiker stated that the customers hooking into the Railroad's sewer main should be installing a grinder pump that is the same type that the East Lampeter Sewer Authority uses for compatibility in parts and service. Shannon indicated that the Railroad

is proposing E-One grinder pumps. Shannon will confirm what type the ELSA uses, but did indicate that HRG would recommend approval of the E-One grinder pump.

**Water Leak Repair** - Paul reported that the Public Works Department recently repaired a leak on North Jackson Street and estimates that it may have been flowing at 100,000 gpd for the past year.

**PUBLIC COMMENTS** - None

**ADJOURNMENT** – A motion was made by Don Bachman, seconded by Jim Kiscaden and passed unanimously to adjourn the meeting at 9:22 a.m.

Respectfully Submitted,

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Lisa M. Boyd  
Borough Manager

## MEETING NOTES

**DATE:** June 21, 2007

**SUBJECT:** Strasburg Borough Authority Water Treatment Plant Upgrade

**LOCATION:** Strasburg Municipal Centre

**ATTENDEES:**

NAME	COMPANY	PHONE	E-MAIL
Ray Reeder	Strasburg Borough Authority	717-687-7732	
Harold Wiker	Strasburg Borough Authority	717-687-7732	
Jim Kiscanden	Strasburg Borough Authority	717-687-7732	
Don Bachman	Strasburg Borough Authority	717-687-7732	
Lisa Boyd	Strasburg Borough Authority	717-687-7732	<a href="mailto:lmboyd@comcast.net">lmboyd@comcast.net</a>
Paul Miller	Strasburg Borough Authority	717-687-7732	
Shannon Williams	Herbert, Rowland & Grubic, Inc.	717-564-1121	<a href="mailto:swilliams@hrg-inc.com">swilliams@hrg-inc.com</a>

During discussion of the UGI project for Charter Homes, HRG was asked to draft a letter to Charter Homes regarding separation/isolation distances between the proposed natural gas lines and water services and sewer laterals. This letter should be sent prior to July 6 when the contractor is scheduled to begin installing these utilities.

HRG discussed the project status with the Authority members including the following items:

1. HRG provided and discussed the attached Potential Project Schedule. This schedule will be further refined with specific dates for Township and County submittals. The updated schedule will then be shared with the Township to promote good communication.
2. We discussed two types of pre-stressed concrete tanks: post-tensioned (Dutchland) and spiral-wound (Natgun). The Authority has toured some Dutchland installations in the past and has asked HRG to set up a visit to a Natgun installation.
3. In the coming month(s) HRG will present an updated cost estimate and Mr. Russ McIntosh will attend a meeting to discuss financing options (PENNVEST, bank loan, bond issue, grants, etc.)

HRG discussed the June 6, 2007 memorandum from SLSA regarding the Treatment Capacity Allocation. HRG is to draft a response to this memo highlighting the Authority's desire to allow flows beyond the 3.55 MGD (but less than the agreed-to allocation of 4.15 MGD) with the appropriate securing of nutrient credits and/or offsets.

Paul mentioned that he believes a leak that they recently repaired may have been flowing at approximately 100,000 gpd for over a year.

There was discussion regarding the type of grinder pumps to be installed at the Strasburg RR. Harold noted that they should be of the same type that East Lampeter Sewer Authority (ELSA) uses for compatibility in parts and service. Strasburg RR is proposing E-One pumps. HRG to confirm what type is specified by ELSA. (Subsequent



to the meeting, HRG has confirmed that ELSA specifies ABS Piranha Submersible Grinder Pumps. However, we believe that the E-One pumps are a quality product that the Authority should consider accepting.)

**Action Items**

- Draft letter to Charter Homes regarding separation distances.
- Provide revised project schedule that includes Township and County approval processes.
- Coordinate tour or Natgun installation.
- Present and discuss funding options.
- Draft letter to CDM and SLA in response to their June 6, 2007 Memorandum.

Respectfully submitted,

**Herbert, Rowland & Grubic, Inc.**

Shannon G. Williams, P.E.  
Environmental Regional Manager

SGW/ms

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          CRM

July 5, 2007 - Meeting Cancelled

**STRASBURG BOROUGH AUTHORITY**  
**July 19, 2007 - 8:00 A.M.**  
**MINUTES**

**Members Present:** Harold Wiker      Don Bachman      Ray Reeder  
Joe Anderson

**Others Present:**

Shannon Williams, HRG  
Paul Miller, Public Works Director  
Lisa M. Boyd, Borough Manager  
Steve Cook, UGI

**PUBLIC COMMENTS** – None

**UGI – GAS LINES IN STRASBURG COMMONS DEVELOPMENT** – Steve Cook presented a sketch showing the 8” gas main under the sidewalks along Old Post Lane and which will continue out McCarter Lane. The members also reviewed the sketch titled “4” Concrete Sidewalk (Post utility Install)” and, based on their review and discussion, authorized Shannon to send a letter and marked-up sketch to Charter Homes to indicate curb boxes and cleanouts to be located 2 feet from the house side of the curb. At this location, the sewer and water lines should be 72 inches below the utility trench proposed in the sketch.

**PAYMENT OF BILLS AND HRG INVOICES** - A motion was made by Ray Reeder, seconded by Joe Anderson and passed unanimously to approve the list of the bills dated 6/6/07 through 7/10/07.

A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to approve the payment of the following HRG invoices:

6/15/07	48016	Water Treatment Plant Modifications	\$10,719.57
6/28/07	48071	Water Treatment Plant Modifications	\$1,855.18
6/8/07	47983	Railroad Museum Water Line Review	\$230.61

Shannon provided the Authority members with the justification letter prepared by Scott Russell for invoice 47390 dated 5/23/07. The Authority will review the letter and consider payment of the invoice at the next letter.

An updated Engineering Cost Tabulation was provided for both projects.

**OTHER BUSINESS**

**Monthly Engineer’s Report** – Shannon explained that from now on she will be providing the Authority with a written monthly engineer’s report at each meeting and asked that this topic be placed on the agenda of each meeting which she is to attend.

**Financial Report** – Ray Reeder provided the members with a draft 2007 Budget Analysis for both the water and sewer funds. The necessity of a water rate increase will need to be evaluated

further. Shannon reported that Russ McIntosh will be attending the August 2<sup>nd</sup> meeting to discuss funding options.

**Grinder Pumps at the Railroad** – Based on the recommendation of Shannon Williams, a motion was made by Don Bachman, seconded by Ray Reeder and passed unanimously to approve the use of the E-One Pumps for the Railroad customers and to have HRG provide a specification for this type of pump to be used as the Authority’s standard spec.

**Ray Miller** – A motion was made by Don Bachman, seconded by Ray Reeder and passed unanimously thanking Ray Miller for his many years of dedicated service to the Authority.

**PUBLIC COMMENT** – None

**ADJOURNMENT** - A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to adjourn the meeting at 10:27 a.m.

Respectfully Submitted,

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Lisa M. Boyd  
Borough Manager

**STRASBURG BOROUGH AUTHORITY**  
**August 2, 2007 – 8:00 A.M.**  
**MINUTES**

**Members Present:** Harold Wiker Jim Kiscaden Don Bachman Ray Reeder

**Others Present:**

Lisa M. Boyd, Borough Manager  
Shannon Williams, HRG

Diana Hallman, Clerk  
Russ McIntosh, HRG

**CITIZEN'S COMMENTS** – None

**FUNDING OPTIONS FOR WATER SYSTEM IMPROVEMENTS – RUSS MCINTOSH, HRG**

– Russ provided a very detailed overview of funding options through PennVEST and bank loans. Shannon was asked to provide a written summary of the information. The replacement of the 8” watermain from the Reservoir to the Borough should also be considered for inclusion in any borrowing for water system improvements.

**MONTHLY ENGINEER’S REPORT – SHANNON WILLIAMS, HRG** – Shannon reviewed her written report dated August 2, 2007 which included the following:

**General Services** – As requested at the last meeting, HRG has provided specifications for an E-One Grinder pump for incorporation into the Authority’s standards.

**Water Plant Improvement Phase 1** – Tony Elberti will coordinate with the Authority to schedule a tour of a pre-stressed spiral wound concrete tank (Natgun) installation.

- The members suggested Monday, August 13<sup>th</sup> at 8 a.m. as a possible date for the tour.

**Wastewater Treatment Plant Feasibility** – As discussed last month, the Authority is interested in examining the potential for disconnection from the SLSA/City of Lancaster wastewater systems with treatment at a new wastewater treatment plant to serve the Authority’s customers. HRG has opened a new job number to provide ongoing consultation in this regard.

**Strasburg Commons** – Based on discussions at the last meeting, HRG sent a letter to John Reichart of Charter Homes regarding utility line location and minimum separation distances. This letter included a marked-up version of a sketch provided by Charter Homes that illustrated the Authority’s requirements. This sketch was marked with a shop drawing stamp as “approved as corrected.” Mr. Reichart has since requested via phone call a revision of the 24” requirement for the water services to 12”, however HRG has not yet received a formal request. HRG has learned that the manhole lids being installed on site are not what were approved. Al Forbes has been coordinating with the contractor and developer to resolve this matter.

- It was the consensus of the members to deny Charter’s request for water services separation to be 12” instead of 24”. The members also requested a cross section plan of the utility trench which shows the location and separation distance between utilities.

**PUBLIC WORKS REPORT – JUNE 2007** – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to accept the June 2007 Public Works Report.

**APPROVAL OF MINUTES – JUNE 7 AND JUNE 21, 2007** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the minutes of June 7 and June 21, 2007 as printed.

**CONSIDERATION OF PAYMENT OF HRG INVOICE #47390** – It was the consensus of the members to table the payment of HRG invoice # 47390 in the amount of \$2,705.56 in order for HRG to correct the invoice description.

**FINANCIAL REPORT – RAY REEDER** – Ray Reeder reviewed the 2007 Water and Sewer Budget Analysis. The Authority will need to determine when to borrow and how much, decide if rates need to be raised, and determine if tapping fees should continue to be used to repay the loans. Jim Kiscaden suggested that the Authority consider subdividing the Esh and Steinman properties, retaining the portions that affect the Authority's watershed area, and selling off the remainder including the homes and buildings. Lisa will provide the members with a copy of the geologist's letter indicating the areas that have an effect on the watershed and which should be retained by the Authority. Lisa will also provide an update of the Public Works Department's time for the year to-date. Jim Kiscaden said that Ray Reeder did a great job on this report.

**OTHER BUSINESS -**

**Request to hook to Sewer System** – Terr-Aqua Consultants, on behalf of Bernard Tulino at 247 Gap Road, in their letter dated July 24, 2007 requested written notification from Strasburg Borough that the Borough has capacity to provide sewer service to Mr. Tulino property for a two-lot subdivision. It was the consensus of the members to send a letter indicating that since the Strasburg Railroad is a bulk sewer customer and Mr. Tulino will be a customer of the Railroad, he does not need the Authority's permission to connect as long as his 3 EDU's are a part of the allocation approved by the Authority.

**N. Decatur Street Water Main Relocation Materials Bid** – It was the consensus of the members to request a 60-day extension from L/B Water to allow the project to be done in conjunction with the 896 Relocation Project.

**Request to Place Fence on Outer Edge of Water Main Easement** – Robert Burns, Jr, 16 Countryside Court in the Trails of Strasburg development requested permission to place a fence on the outer edge of the water main easement along his property line. It was the consensus of the members to approve the request as long as the gate is placed over the easement and if the Authority does need access to the water main and the fence is damaged, the cost to repair the fence is the homeowner's responsibility.

**PUBLIC COMMENTS** - None

**ADJOURNMENT** – A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to adjourn the meeting at 10:07 a.m.

Respectfully Submitted,  
Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY**  
**August 16, 2007 – 8:00 A.M.**  
**MINUTES**

**Members Present:** Harold Wiker Jim Kiscaden Don Bachman Joe Anderson  
Ray Reeder

**Others Present:**

Lisa M. Boyd, Borough Manager  
Paul Miller, Public Works Director  
Shannon Williams, HRG

**REQUESTS TO BE HEARD** – None

**BUDGET PROCESS DISCUSSION** – Lisa provided the members with a copy of the 2008 budget calendar, which included a finance meeting with the Borough Authority on September 24. The members requested that the meeting be changed to September 20, to coincide with the regularly scheduled Authority meeting.

The members also reviewed the “Time Actually Worked” spreadsheet, which shows the 2007 budgeted percentage breakdown between General, Water, and Sewer funds as 15% general, 65% water, and 20% sewer for public works labor-related funds. It also shows, based on public works keeping track daily of how department time was spent, the breakdown of actual time worked over the past two and one-half years as:

	<u>General</u>	<u>Water</u>	<u>Sewer</u>
2005	32%	46%	22%
2006	27%	46%	27%
2007 to date	35%	43%	22%

The members also reviewed the June 30, 2007 treasurer’s report, specifically the public works department accounts, and noted that the labor accounts that would be included would be all wages, service award, major medical, eye and dental, FICA, unemployment, overtime, and workers compensation. Lisa was requested to take the average over the past two and one-half years for the general, water, and sewer, determine the impact that would be realized if the average of those percentages were used for figuring out the 2008 budgeted amounts in those accounts, and to provide that information at the next meeting.

**STRASBURG COMMONS REQUEST FOR REDUCTION IN LETTER OF CREDIT** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve Reduction Request #1 in the amount of \$65,350.00 as recommended, reviewed and inspected by HRG. The remaining balance after such reduction will be \$627,962.35.

**PAYMENT OF BILLS** – A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to approve the payment of bills for the period 7/31/07 through 8/8/07.

A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve partial payment to Reinsel Kuntz Leshner in the amount of \$775 for the 2006 audit.

A motion was made by Don Bachman, seconded by Jim Kiscaden and passed unanimously to approve payment to HRG in the amount of \$434.60 for work related to Water Treatment Plant modifications.

**CONSIDERATION OF PAYMENT OF HRG INVOICE #47390** – The payment of HRG Invoice #47390 had been tabled at the last meeting, to allow HRG to correct the description of services rendered on the invoice. Since that time, Scott Russell provided the Authority with a corrected invoice along with a very detailed services rendered description and a letter with additional justification, which is dated July 18, 2007. It was noted that Lisa, Paul, and Harold would be meeting with Scott Russell to discuss the Authority's water line relocation and other improvements as they relate to the 896 Relocation Project, immediately following the Authority meeting. A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously that if the three were satisfied after discussing the invoice with Scott Russell at that meeting, that Harold Wiker could authorize Lisa to pay the invoice.

**PUBLIC WORKS REPORT – JULY** – A motion was made by Don Bachman, seconded by Jim Kiscaden and passed unanimously to accept the Public Works report for July.

**PUBLIC WORKS TIME ALLOCATION** – See discussion above under agenda item "Budget Process Discussion."

**OTHER BUSINESS:**

**Watershed Property:** As requested at the last meeting, Lisa provided the members with a letter from Carlisle Gray, the Borough's geologist, dated May 10, 2004, which indicates, of those areas shown on attached plans of two properties owned by the Borough and the Authority, what portion of each property has an effect on the watershed area. The Authority will use this information in determining the possibility of subdividing those properties and selling off the land and buildings which do not effect the watershed.

**Charter Homes Meter Pit:** Harold explained that the original shop drawings that were provided to HRG and the Authority for the proposed meter pit were not correct. He and Shannon have been corresponding and speaking to Charter, explaining that the meter, spool piece, lid, steps, sleeves, location of the door, and how the door opens all need to be addressed, and new shop drawings showing those items in more detail need to be provided to the Authority and reviewed and approved by HRG.

**Backflow Preventers:** Paul indicated that the specifications the Authority adopted a few years ago do require new homes to have backflow preventers installed. Paul knows for a fact that the homes in the Trails at Strasburg development do have them installed; he and Al Forbes will ensure that they are installed in all the homes in Strasburg Commons.

**CITIZEN COMMENTS** – None

**ADJOURNMENT** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 9:22 a.m.



Respectfully Submitted,

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Lisa M. Boyd  
Borough Manager

**STRASBURG BOROUGH AUTHORITY**  
**September 6, 2007 – 8:00 A.M.**  
**MINUTES**

**Members Present:** Harold Wiker Jim Kiscaden Don Bachman Joe Anderson  
Ray Reeder

**Others Present:**

Lisa M. Boyd, Borough Manager  
Shannon Williams, HRG  
Grant

**REQUESTS TO BE HEARD** – None

**CHARTER HOMES REQUEST FOR REDUCTION IN LETTER OF CREDIT** – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve Reduction Request #2 in the amount of \$50,760.00, as recommended, reviewed and inspected by HRG. The remaining balance after such reduction will be \$577,202.35.

**REVIEW OF 2006 AUDIT** – It was the consensus of the members that as the Authority's certificates of deposit come due, those monies will be invested in several different banks. This will be done to address the audit comment regarding Authority funds only being federally insured up to \$100,000 per banking institution and will also address the concern about the Bank of Lancaster County being purchased by PNC.

**PAYMENT OF BILLS** – A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to approve the payment of bills for the period 8/10/07 through 8/27/07.

**APPROVAL OF JULY 19, 2007 AND AUGUST 2, 2007 MINUTES** – A motion was made by Joe Anderson, seconded by Jim Kiscaden and passed unanimously to approve the July 19 and August 2, 2007 minutes as printed.

**ENGINEER'S REPORT – SHANNON WILLIAMS, HRG** – Shannon reviewed her written report dated September 6, 2007, which included the following:

**General Services** – HRG has learned of pending legislation (Senate Bill SB581) that would restrict the membership of authorities. Under this bill, elected officials or employees of the appointing municipality would no longer be eligible as authority board members. This restriction would be phased in as each member's term expires or a vacancy occurs, therefore current members that have this conflict could complete the remainder of their term but not be reappointed.

HRG has not yet been able to meet with staff to determine the extent of the replacement or to prepare, as requested at the August 2 meeting, a proposal to complete a waterline replacement design for the 8" line that runs from the Reservoir to the Borough.

**Water Plant Improvement Phase I** – As requested, the following is a summary of the financial analysis that Russ McIntosh presented in a verbal report at the Authority’s August 2, 2007 meeting.

Strasburg Borough Authority  
Water Treatment Plant Upgrade Project  
Financing Options

	<b>Bond Issue</b>	<b>Bank Loan</b>	<b>PENNVEST</b>
<i>Interest Rate</i>	4.75%	4.50%	2.547%/3.184%
Project Costs	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Financing Costs			
Application	\$ –	\$ 1,500	\$ 5,000
Closing Costs	\$ 5,000	\$ 3,500	\$ 3,500
Legal Fees	\$ 25,000	\$ 12,500	\$ 10,000
Underwriting Fees	\$ 20,000	\$ –	\$ –
Trustee Fee	\$ 4,500	\$ –	\$ –
	<b>\$ 54,500</b>	<b>\$ 17,500</b>	<b>\$ 18,500</b>
<b>TOTAL Amount Borrowed</b>	<b>\$ 2,054,500</b>	<b>\$ 2,017,500</b>	<b>\$ 2,018,500</b>
Annual Principal & Interest	\$ 142,746	\$ 111,773	\$ 61,780
Annual Trustee Fee	\$ 1,500	\$ –	\$ –
<b>TOTAL Annual Cost</b>	<b>\$ 144,246</b>	<b>\$ 111,773</b>	<b>\$ 61,780</b>

August 2007

HRG has not yet received a comment letter from DEP regarding the permit submission. They have received Zoning and Conditional Use approvals for the project. Once HRG has finalized the site plan based on DEP review, they will submit a Final Land Development plan to Strasburg Township for their review. The approval process will take from three to six months, depending on their time to review and any issues that may arise.

Strasburg Commons – HRG worked with Harold Wiker and John Reichart to develop a compromise regarding the installation of water service lines. A copy of the approved plan was forwarded to the Authority on August 17, 2007.

HRG recently found an issue with the waterline design for Strasburg Commons. No air release valves were included. HRG recommends that valves be installed at all local high points in the line.

- It was the consensus of the members to have Shannon confirm whether air release valves are needed at areas where fire hydrants are within a reasonable distance that can be used as blow offs when necessary.

Harold Wiker indicated that to date the Authority has not received any additional information regarding the Charter Homes meter pit, nor any additional information regarding the UGI gas line installation and trench arrangement.

**BUDGET DISCUSSION** – The Authority again reviewed the Public Works Department’s labor allocation. Lisa provided the budget impact information requested at last meeting, with the average percentage over the last two and one-half years being 31% general, 45% water, and 24% sewer, compared to the budgeted amount in 2007, which is 15% general, 65% water, and 20% sewer. Based on the labor costs, such as wages, service awards, insurances, FICA, unemployment, overtime, and workers compensation, this would mean an approximate reallocation of an additional \$31,000 to the general fund, a decrease of approximately \$38,000 in the water fund, and a decrease of \$8,000 in the sewer fund. A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously that, based on audit comments which state that water funds should only pay for water expenses and sewer funds should only pay for sewer expenses, the new budgeted amount starting with the 2008 budget should show the allocation for labor-related accounts in the Public Works Department to be 31% general, 45% water, and 24% sewer.

Lisa stated that the Authority also needs to decide if they will continue to utilize a portion of water and sewer tapping fees to repay the loans in the water and sewer funds, or if those tapping fees will be retained for capital improvements, and therefore knowing that the quarterly water and sewer revenue may need readjustment to cover the operating and loan payments. Currently, the quarterly revenues cover all the operating and a portion of the loan payments, and the remainder of the loan payments are paid using tapping fee revenues.

Harold Wiker stated that the North Decatur Street water line relocation project expense should now be shown in the 2008 budget.

**FINANCIAL AND BANKING DISCUSSION** – This item was discussed during the review of the 2006 audit (see above).

**OTHER BUSINESS:**

**Sale of Properties:** Harold Wiker stated that he agrees with Jim Kiscaden’s idea of subdividing and selling a portion of the two properties owned by the Borough and the Authority. Lisa was asked to review the zoning ordinance for the municipalities in which the properties are located to determine the minimum lot size so that the Authority can begin its investigation into the subdivision of these properties. Lisa will also discuss with Harry Yost the issue of having all water and sewer properties that are currently in the Borough’s name transferred to the Authority.

**101 Summit Hill Drive:** Jim Kiscaden explained that early Wednesday morning, at 2:00 a.m., the fire company was called to the property (which is owned by the Authority and is rented) for an electrical call. Lisa indicated that the renter had contacted her and stated that due to a power

surge their microwave oven was damaged beyond use, and that a few other appliances were affected. The Authority stated that the renter will need to submit a claim to their insurance company under their renter's insurance policy. Lisa indicated that the tenant also said that their septic system is backing up into the basement. The Authority stated that it would be the tenant's responsibility to have the septic system pumped out.

**CITIZEN COMMENTS** – None.

**ADJOURNMENT** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 9:35 a.m.

Respectfully Submitted,

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Lisa M. Boyd  
Borough Manager



of these items will take place. Lisa also requested that each member should feel free to contact her with any questions. The Borough Manager provided the members with a quote from Pacifico Marple Ford for a new dump truck which is scheduled to be purchased in 2008. The new dump truck will be paid for from the Public Works Reserve Fund.

**OTHER BUSINESS:**

**Pump Station #4:** Paul Miller reported that one of the two pumps at pump station #4 quit working. Slaymakers has inspected the pump and it can not be rebuilt. A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to authorize the Public Works Director and Borough Manager to obtain prices from ABS and Slaymakers for a new pump estimated to cost \$5,000.00 with the proposals being submitted to Harold Wiker for his review and authorization to purchase the pump as soon as possible as it is critical that the pump station have two working pumps at all times.

**HRG Contract:** Harold Wiker indicated that the Borough Manager will contact HRG and request that they provide their annual contract as soon as possible to give the board ample time to review to insure that the contract is appropriate for approval prior to reappointment of the engineer at the January 2008 meeting.

**Charter Homes:** Paul Miller was asked to check the status of the blow-off at the dead end near the neighborhood greens open space area.

**Transfer of Water/Sewer Property to Authority:** It was the consensus of the members to officially request Borough Council's approval for the Authority to proceed with having Harry Yost begin the process of transferring all water and sewer properties into the name of the Authority.

**CITIZEN COMMENTS** – None

**ADJOURNMENT** – A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to adjourn the meeting at 9:37 a.m.

Respectfully Submitted,

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Lisa M. Boyd  
Borough Manager





Kiscaden, seconded by Ray Reeder and passed unanimously to approve the water and sewer portions of 2008 Draft Budget.

**OTHER BUSINESS** –

**Transfer of Water and Sewer Properties to the Authority** – The Manager reported that Borough Council took action at their October 9<sup>th</sup> to authorize the Authority to proceed with the transfer of water and sewer properties into the Authority's name.

**Replacement of Sewer System at 101 Summit Hill (Rental Property)** – The Manager reported that the Public Works Department will be meeting with Paradise Township's Sewage Enforcement Officer, Dale High, at the property on Wednesday, October 23<sup>rd</sup> to do the perk and probe test.

**CITIZEN COMMENTS** – None

**ADJOURNMENT** – A motion was made by Don Bachman, seconded by Joe Anderson and passed unanimously to adjourn the meeting at 10:00 a.m.

Respectfully Submitted,

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Lisa M. Boyd  
Borough Manager

## MEETING NOTES

**DATE:** October 18, 2007

**SUBJECT:** Strasburg Borough Authority Water Treatment Plant Upgrade

**LOCATION:** Strasburg Municipal Centre

**ATTENDEES:**

NAME	COMPANY	PHONE	E-MAIL
Joe Anderson	Strasburg Borough Authority	717-687-7732	
Ray Reeder	Strasburg Borough Authority	717-687-7732	
Harold Wiker	Strasburg Borough Authority	717-687-7732	
Jim Kiscanden	Strasburg Borough Authority	717-687-7732	
Don Bachman	Strasburg Borough Authority	717-687-7732	
Lisa Boyd	Strasburg Borough Authority	717-687-7732	<a href="mailto:lmboyd@comcast.net">lmboyd@comcast.net</a>
Tony Elberti	Herbert, Rowland & Grubic, Inc.	717-564-1121	<a href="mailto:telberti@hrg-inc.com">telberti@hrg-inc.com</a>

HRG provided an Engineer's Report at the October 18, 2007 Strasburg Borough Authority meeting and summarized the status of the following four items:

- General Services – HRG provided a copy of a proposal for “General Services for 2008” as requested. With regard to the potential capacity limitations imposed by SLSA due to C.O.L.’s nutrient limitations, HRG indicated that we will keep the Authority informed of developments.
- Water Plant Improvements Phase 1 – DEP comment letter dated August 28, 2007 was received for the Public Water Supply Application submitted May 28, 2007. HRG responded to the letter on September 24, 2007 and addressed all comments. DEP has indicated that the permit will be issued November 5, 2007. HRG will initiate final design upon receipt of the permit. HRG has indicated that there are several ways to bid the project and suggested a separate contract for the Finished Water Storage Tank could reduce the complexity of the project. SBA agreed and requested HRG to proceed with Finished Water Storage Tank as a separate contract. HRG to investigate possible contracting scenarios such as sole source, conventional bid, or base bid/alternate bid.
- 8-inch Water Main Replacement Proposal – the proposal includes an estimated project cost of \$1.5 million dollars for the replacement of approximately 12,615 lineal feet of 8-inch DIP water main with 12-inch DIP water main.
- Strasburg Commons – HRG is coordinating with the developer to remedy the inadequate cover issue and receive a submission on a new water meter pit. HRG indicated that we will keep the Authority informed.

SBA has indicated that they are continuing to approach SLSA for representation. As of now, SBA is viewed by SLSA as a bulk customer and have not allowed SBA to be represented. SBA has been retaining records of SLSA's denial of representation as a paper trail for approaching DEP with a potential wastewater treatment plant.

Both Natgun and Dutchland have provided proposals for the design of the Finished Water Storage Tank. Dutchland provided a budgetary cost of \$900,000 (includes excavation & backfill) for the current design. Natgun prefers a

concentric circle tank design and offered a budgetary cost of \$1,000,000 (includes excavation & backfill). Dutchland met with HRG on Friday October 19, 2007 to discuss if the concentric circle design would offer a cost savings. Dutchland indicated that they would not be able to effectively form the wall of the middle circle.

HRG to submit request for proposal letters to local geotechnical firms of the Lancaster region in preparation for final design structural work the week of October 22, 2007.

#### **Action Items**

- Provide an updated final construction schedule at the November 1<sup>st</sup> meeting for the Water Plant Improvements Project.
- SBA agreed and requested HRG to proceed with Finished Water Storage Tank as a separate contract. HRG also to investigate possible contracting scenarios such as sole source, conventional bid, or base bid/alternate bid.
- HRG to submit request for proposal letters to local geotechnical firms of the Lancaster region in preparation for final design structural work.
- SBA inquired about PA budget and the potential for receiving any grants.
- SBA also inquired about what time tables would be in effect if Pennvest monies were utilized for the Water Plant Improvements Project.
- SBA requested a word document of the design engineer's report. SGW to discuss directly with Christine at SBA.

Respectfully submitted,

**Herbert, Rowland & Grubic, Inc.**

Anthony G. Elberti, P.E.

Environmental Regional Manager

**STRASBURG BOROUGH AUTHORITY**  
**November 1, 2007 – 8:00 A.M.**  
**MINUTES**

**Members Present:** Jim Kiscaden Don Bachman Joe Anderson Ray Reeder

**Others Present:**

Lisa M. Boyd, Borough Manager  
Paul Miller, Public Works Director  
Shannon Williams, HRG

**REQUESTS TO BE HEARD** – None

**ENGINEER'S REPORT** - The following information was included in the Engineer's Report dated November 1, 2007:

**General Services:** At last month's meeting, HRG provided a proposal for "General Services for 2008" that mirrored that which was in place in 2007. After further examining the agreement, HRG offered a different form for the Authority consideration which more clearly defines their relationship with the Authority. The new agreement was provided to the members.

A motion was made by Joe Anderson, seconded by Don Bachman and passed unanimously to approve the Retainer Agreement for 2008.

Discussion at the October 23, 2007 meeting of the "municipal partners" focused on penalties for capacity exceedances. HRG will continue to keep the Authority updated.

**Water Treatment Plant:** A final design kick off meeting was held between the environmental, electrical and structural disciplines at HRG on Wednesday, October 31, 2007. Based on internal workload and schedules, HRG can complete the final design according to the "Late Completion Schedule" provided in June 2007. This schedule will also allow adequate time to complete the PENNVEST funding application process should the Authority choose this method of funding. The integrated schedule was provided to the members.

HRG has prepared a proposal dated November 1, 2007 to provide assistance with the PENNVEST funding process for the Authority's consideration in the amount of \$11,000.

On October 24, 2007, HRG sent requests for proposals to five firms for a geotechnical study with the purpose of developing design criteria for the water treatment and storage facility structures and foundations (copies were provided to the Authority). Proposals are due to HRG on November 7, 2007. HRG will examine them and provide a recommendation to the Authority for the next meeting. The Authority will contract directly with the approved firm.

At the October 18, 2007 meeting, the Authority directed HRG to proceed with bidding the finished water storage tank as a separate contract, however upon further consideration; we would like to discuss other options with the members. Shannon Williams added that the life expectancy for a Dutchland tank is 20 years and 50 years for a Natgun tank.

**8-Inch Water Main Replacement Proposal:** HRG presented the Authority with a proposal for engineering and surveying services for the replacement of approximately 12,615 lineal feet of eight inch (8”) diameter cast iron water transmission line with a 12 inch (12”) diameter ductile iron or PVC pipe, beginning at the Reservoir site located along Reservoir Road and ending at the intersection of North Decatur Street and Main Street in the Borough.

The schedule for this work, if authorized this month, will dovetail with the schedule for the Water Plant Improvements. The integrated schedule was provided to the members.

The proposal included the following engineering services for the replacement of the 8” water transmission line:

Phase 1 – Study and Report	\$5,000 Lump Sum
Phase 2 – Survey	\$27,000 Lump Sum
Phase 3 – Design	\$60,000 Lump Sum
Phase 4 – Bidding Phase	Time and Materials Basis
Phase 5 – Construction Administration	\$6,500/Month Lump Sum
Phase 6 – Resident Project Representation	Time and Materials Basis
Phase 7 – Operation	Time and Materials Basis
Phase 8 – Additional Engineering Services	Time and Materials Basis

It was the consensus of the members to table action on this item until the next meeting to allow them additional time to review the proposal.

A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to authorize HRG to complete a financial analyst as to the impact the projects will have on water rates. Two scenarios should be shown one with the Water tank and Treatment Plant and the other including the replacement of the 8” water transmission line from the Reservoir to town.

**Strasburg Commons and Business Place:** HRG has continued to provide onsite inspections. HRG received a new submission for the water meter pit on October 30, 2007 and suggest that it be “approved as corrected” with the three comments outlined in Shannon Williams’ transmittal form dated October 31, 2007.

A motion was made by Ray Reeder, seconded by Joe Anderson and passed unanimously to approve the meter pit subject to the following three conditions:

1. Revise inside width of structure to 6’-6”, in accordance with the Fire Meter Pit Detail W17.
2. Slope floor to drain, in accordance with the Fire Meter Pit Detail W17.
3. Provide a double row of joint sealant between structure joints.

HRG has also received a proposal from Lyons & Hohl to pipe burst the existing sewer that runs across North Decatur or S.R. 896. Lyons & Hohl’s letter dated October 18, 2007 was provided to the members. HRG reviewed the request and have the following comments:

1. A drawing should be provided showing the location of the bursting and pits; and characteristics of the existing pipe (length, size, depth, etc.)
2. Profiles or other similar information should be included that shows approximate locations of any utility crossings.

**HERITAGE STRASBURG – REDUCTION IN LETTER OF CREDIT REQUEST #3** – A motion was made by Don Bachman, seconded by Joe Anderson and passed unanimously to approve the reduction request in the amount of \$329,829 as recommended by HRG with a remaining balance of \$247,373.35.

**PAYMENT OF BILLS** – A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to approve the list of the bills dated 10/9/07 through 10/26/07.

**PAYMENT OF HRG INVOICE 49951 – WATER TREATMENT PLANT MODIFICATIONS** – A motion was made by Ray Reeder, seconded by Joe Anderson and passed unanimously to approve the payment of the HRG invoice #49951 in the amount of \$1,230 for water treatment plant modifications.

**MINUTES OF OCTOBER 4 AND OCTOBER 18, 2007** – A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to approve the October 4 and October 18, 2007 minutes as printed.

**PUBLIC WORKS REPORT - SEPTEMBER** – A motion was made by Ray Reeder, seconded by Joe Anderson and passed unanimously to accept the September Public Works Report.

**FINANCIAL REPORT DISCUSSION** – Ray Reeder provided the members with the “Sewer Funds Available for Capital Expenditure through 2001” spreadsheet.

**OTHER BUSINESS** –

**Safe Water Grant** – Jim Kiscaden reported that this is a DEP grant which would be supported by Representative Cutler. It was recommended that we obtain additional information and discuss this grant opportunity further at the next meeting.

**CITIZEN COMMENTS** – None

**ADJOURNMENT** – A motion was made by Ray Reeder, seconded by Joe Anderson and passed unanimously to adjourn the meeting at 9:19 a.m.

Respectfully Submitted,

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Lisa M. Boyd  
Borough Manager



A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to award the proposal for a geotechnical study to American Testing of Lancaster at a cost of \$5,135.

At the October 18, 2007 meeting, the Authority directed HRG to proceed with bidding the finished water storage tank as a separate contract, however upon further consideration; HRG would like to discuss other options with the members.

It was the consensus of the members to use the bidding process for the water tank known as "base bid alternate deduct".

**8-Inch Water Main Replacement Proposal:** At the November 1, 2007 meeting Shannon Williams presented a proposal for engineering and surveying services for the replacement of the eight inch (8") diameter water transmission line with a 12 inch (12") diameter pipe. An error was found in that Phase 7 – Operational was not described in Exhibit A. A new Exhibit A has been prepared.

A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to proceed with the upgrade of the water treatment plant and water tank. The replacement of the 8" watermain from the Reservoir to town will be put on hold.

**Strasburg Commons and Business Place:** HRG has continued to provide onsite inspections. A letter regarding the pipe bursting proposal as discussed at the last meeting was sent on November 2, 2007. No response has been received.

It was the consensus of the members to deny Charter Homes' request to do in place pipe bursting for the replacement of the water line

**SAFE WATER GRANT DISCUSSION** – It was noted that a detailed description of the projects, including costs, and schedule will need to be submitted. Representative Cutler will deliver the grant proposal and will provide a letter of endorsement.

**REVIEW OF CDM LETTER – JOINT PLANNING MEETING** – It was the consensus of the member to have the Borough Manager attend SLSA's Joint Planning meeting with Pequea, West Lampeter and Lancaster Townships to discuss long term sewage capacity needs and factors impacting remaining capacity available at the City Plant.

**AUTHORIZATION TO REBID RELOCATION OF WATERMAIN ON NORTH DECATUR STREET** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to authorize the staff to rebid the North Decatur Street Watermain Relocation materials.

**STRASBURG BUSINESS PLACE – REDUCTION IN LETTER OF CREDIT REQUEST** – It was the consensus of the members to table Strasburg Business Place's request until it is confirmed that HRG will be requiring 15% to remain in the letter of credit to serve as the 18 month maintenance guarantee.



**PAYMENT OF BILLS** - A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to approve the list of the bills dated 10/30/07 through 11/09/07.

**PAYMENT OF HRG INVOICE 50566 – WATER TREATMENT PLANT MODIFICATIONS** – A motion was mad by Don Bachman, seconded by Ray Reeder and passed unanimously to approve the payment of the HRG invoice #50566 in the amount of \$4,100 for work on the design of the Water Treatment Plant modifications and response to DEP review letter.

**FINANCIAL REPORT/DISCUSSION** – None

**OTHER BUSINESS** – None

**CITIZEN COMMENTS** – None

**ADJOURNMENT** – A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to adjourn the meeting at 9:30 a.m.

Respectfully Submitted,

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Lisa M. Boyd  
Borough Manager

**STRASBURG BOROUGH AUTHORITY  
MINUTES  
DECEMBER 6, 2007**

**MEMBERS PRESENT:** Harold Wiker      Jim Kiscaden      Don Bachman  
Joe Anderson      Ray Reeder

**OTHERS PRESENT:** Paul Miller Jr., Public Works Director  
Christine D. Drennen, Administrative Assistant  
Shannon Williams, HRG  
Jamie Brubaker, Charter Homes  
John Reichart, Charter Homes

**CALL TO ORDER:** Chairman Harold Wiker called the meeting to order at 8:00 A.M.

**PUBLIC COMMENT:** None.

**SAFE WATER GRANT DISCUSSION:** Jim Kiscaden stated that the application and supporting materials will be submitted to Representative Cutler's office on December 7, 2007.

**STRASBURG BUSINESS PLACE – REDUCTION IN LETTER OF CREDIT**

**REQUEST:** Harold Wiker stated that this is the request previously discussed at the November meeting at which time he thought not enough funds would be remaining if the request were granted. However, he was advised by the Engineer that because of the way the letter of credit was structured, the balance is sufficient. The Engineer recommended approval of the reduction in letter of credit in the amount of \$61,848.60.

Jim Kiscaden made a motion, seconded by Ray Reeder and passed unanimously to approve the Strasburg Business Place request for a reduction in the letter of credit based on the recommendation of HRG, Inc. in the amount of \$61,848.60.

**HERITAGE STRASBURG – REDUCTION IN LETTER OF CREDIT REQUEST:**

Harold Wiker reported that the Engineer has reviewed the request and has recommended approving a reduction in the amount of \$31,030.00.

Ray Reeder made a motion, seconded by Jim Kiscaden and passed unanimously to approve a reduction in the letter of credit for Heritage Strasburg in the amount of \$31,030 as recommended by HRG, Inc.

**PAYMENT OF BILLS:** Jim Kiscaden made a motion, seconded by Ray Reeder and passed unanimously to approve the payment of the bills on the lists dated 11/13/2007 through 11/28/2007.

**PAYMENT OF HRG INVOICE 51358 – WATER TREATMENT PLANT**

**MODIFICATIONS:** Harold Wiker reported that HRG, Inc. invoice 51358 in the amount of \$5,400 for the water treatment plant modifications is within the scope of work.

Jim Kiscaden made a motion, seconded by Don Bachman and passed unanimously to pay \$5,400 for 15% of the final design work to HRG, Inc. per invoice 51358.

**PUBLIC WORKS REPORT - OCTOBER:** The Public Works Report for October 2007 was reviewed. Harold Wiker noted that this month's ratio of water to wastewater usage was one of the best months recorded.

Jim Kiscaden made a motion, seconded by Ray Reeder and passed unanimously to approve the October 2007 Public Works Report as submitted.

#### **FINANCIAL REPORT/DISCUSSION:**

**PennVest Funding** – Shannon Williams stated that a pre-application consultation meeting was held yesterday at which she, Ray Reeder and Lisa Boyd attended, in addition to representatives from PennVest. She and Ray Reeder stated that our project does not have priority because our system is not in dire need and our residents make too much money. Shannon Williams also stated that they felt our rates were either in line or possibly on the low side (PennVest says 1-2% of median income or \$500-\$1000 each for water and sewer is appropriate). Based on this information, Shannon Williams recommended that the work on this project be stopped and recommended that the Authority consider bonds or bank loans for funding. She also stated that the only engineering expense for this project was for attending the meeting.

**Tapping Fee Analysis** - Ray Reeder was asked to provide an analysis if tapping fees were used only for new construction how much would rates have to go up. Ray Reeder stated that variables to consider in this analysis are what are the loan rates and term.

**Certificate of Deposit** – Ray Reeder reported that the \$65,000 CD will mature in 3 days and explained that the options are to either deposit into our savings account or to reinvest in a 6 month Certificate of Deposit. Jim Kiscaden made a motion, seconded by Joe Anderson and passed unanimously to move the funds into the savings account.

#### **OTHER BUSINESS**

**Heritage Strasburg** - Shannon Williams commented on the issues relating to the Charter Homes (Heritage Strasburg) development. She stated that all of the issues have been resolved since her letter dated December 6, 2007. She stated that the lines will not be dedicated to the Authority until the project is completed so if any damage is done to the lines during construction, it is the developer's responsibility to repair. In addition, Shannon reported that the manholes will be tested today and that the connection to the Smoker property will be completed during the evening of December 7, 2007. Harold Wiker stated that he received confirmation that the easements were recorded and in place since September 2007.

Jim Kiscaden expressed his concern that currently the only water customer along Historic Drive is the Netherlands Inn & Spa and that they are responsible to read the meters and invoice the other users. Shannon Williams stated that the revised meter pit plan was approved 4 weeks ago. Brian Reichart stated that they were unaware of the approval and that they anticipate a 6-8 week delivery time for the necessary supplies. Harold Wiker suggested moving the East Main Street meter pit to allow separate metering of the customers.

Harold Wiker asked Jamie Brubaker to review their options and decide how they plan to proceed and to supply the Borough with a written response, which Mr. Brubaker agreed to provide early

in the week of December 10, 2007. Mr. Brubaker stated that their plan will most likely be to have Netherlands Inn continue to read the meters and complete all of the meter pit work all at once to only create one interruption of service for the Inn instead of two. Harold Wiker asked them to provide an update on the meter pit moving date for the next meeting.

Based on a question raised by Harold Wiker, Mr. Brubaker stated that they forecast building 24-28 homes during 2008 in the Heritage Strasburg Development.

Joe Anderson asked about the potholes on Historic Drive. Mr. Brubaker stated that the worst areas are as a result of Mr. Smoker's road crossings and they stated they would ask Mr. Smoker about it.

**New Reservoir** – Shannon Williams stated that the public water supply permit has been received with only a few special conditions (and they were items that we were doing already). She stated that she is working with the LCPC who oversees the land development projects for Strasburg Township and they are preparing an application for a waiver of the Preliminary Plan and the Erosion & Sedimentation Control Plan.

**HRG Contract** – Harold Wiker stated that a 2008 rate schedule is needed and Shannon Williams stated that the 2008 schedule was not available when the contract was originally reviewed but is now available and she would forward that information today. She added that the contract was for lump sum and that takes into consideration rate increases.

**SLSA**- Ray Reeder stated that he attended a recent SLSA meeting and was advised that representation on the board is for systems whose lines are dedicated to SLSA. SLSA stated that the meetings are open and that we are welcome to attend and to hear what is going on. SLSA also suggested that our engineer (who represents another municipality on the Board) could provide us with updates. Shannon Williams stated that she will tell us what she can but she officially represents East Lampeter on the Board. Harold Wiker stated that our main point is that we have kept our usage consistent and that we are required to pay a percentage of the improvements to the SLSA system which are actually caused by growth in other municipalities.

**Act 537 Plan Update** – Shannon Williams suggested a meeting be held in the Spring with DEP and Strasburg Township to discuss sewer projects. She also suggested inviting Strasburg Township to a future meeting to discuss the issue in general.

**Reorganization** – Based on a recommendation from Harold Wiker, it was the consensus of the members to have the reorganization occur at the December 20, 2007 meeting because he and Jim Kiscaden are unable to attend the January meeting.

**2008 Budget** – The 2008 Final Budget will be adopted at the December 20, 2007 meeting.

**Minutes from November 1 and November 15, 2007** – Jim Kiscaden made a motion, seconded by Joe Anderson and passed unanimously to approve the minutes from the November 1, 2007 and November 15, 2007 meetings as printed.

**PUBLIC COMMENTS:** None.

**ADJOURNMENT:** Joe Anderson made a motion, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 9:50 A.M.

Submitted by:

Christine D. Drennen, Administrative Assistant

**STRASBURG BOROUGH AUTHORITY  
MINUTES  
DECEMBER 20, 2007 – 8 A.M.**

MEMBERS PRESENT: Harold Wiker Jim Kiscaden Don Bachman Joe Anderson  
Ray Reeder

OTHERS PRESENT: Paul Miller, Public Works Director  
Lisa M. Boyd, Borough Manager

**PUBLIC COMMENT** - None

**REORGANIZATION**

**APPOINTMENT OF CHAIRMAN** - A motion was made by Don Bachman, seconded by Joe Anderson and passed unanimously to re-appoint Harold Wiker as Chairman.

**APPOINTMENT OF VICE-CHAIRMAN** - A motion was made by Don Bachman, seconded by Joe Anderson and passed unanimously to re-appoint Jim Kiscaden as Vice-Chairman.

**APPOINTMENT OF SECRETARY-TREASURER** - A motion was made by Don Bachman, seconded by Joe Anderson and passed unanimously to re-appoint Ray Reeder as Secretary-Treasurer.

**APPOINTMENT OF SOLICITOR** - A motion was made by Don Bachman, seconded by Joe Anderson and passed unanimously to re-appoint Harry Yost as Solicitor.

**APPOINTMENT OF ENGINEER** - A motion was made by Don Bachman, seconded by Joe Anderson and passed unanimously to re-appoint Herbert, Rowland & Grubic as Engineer.

**APPOINTMENT OF BANK** - A motion was made by Don Bachman, seconded by Joe Anderson and passed unanimously to re-appoint the Bank of Lancaster County as the Authority's depository of funds.

**AWARD OF NORTH DECATUR STREET WATERMAIN RELOCATION**

**MATERIALS BID** - The materials for the project had to be rebid since the previous bid had expired. The bid was advertised as required. The members reviewed the two bids that were received:

Exeter Supply Co, Inc.	\$16,904.80
HD Supply Water Works	\$17,449.39

A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to award the bid to the low bidder Exeter Supply at a bid of \$16,904.80.

**APPROVAL OF CAPITAL IMPROVEMENTS PROGRAM** - A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the Authority's Capital Improvements Program for 2008 dated December 20, 2007.

**APPROVAL OF 2008 FINAL BUDGET** - A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the water and sewer portions of the Final Budget dated December 11, 2007.

**MINUTES OF DECEMBER 6, 2007** - A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the minutes of the December 6, 2007 meeting as printed.

**OTHER BUSINESS:**

**Suburban Lancaster Sewer Authority** – It was the consensus of the members to have a member and/or the Borough Manager attend the monthly meetings of SLSA, which are held on the 4<sup>th</sup> Thursday at 4 p.m. at the Southern Market building. The minutes of the monthly meetings will also be requested.

**Subdivision of Two Rental Properties** – It was the consensus of the members to have the Borough Manager request a proposal from HRG for the next meeting for engineering services for the subdivision of the two rental properties, one being located at 101 Summit Hill Drive and the other at 3990 White Oak Road, both in Paradise Township.

**January 3<sup>rd</sup> Meeting** – A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to cancel the January 3, 2008 meeting since several of the members are unable to attend. The next meeting will be January 17, 2008.

**Heritage Strasburg** – The members reviewed the letter submitted by Jamie Brubaker dated December 20, 2007 which was in response to the Authority's request at the December 6, 2007 meeting regarding the water meter pit relocation/replacement and the time schedule for completing the installation of the new pit and the removal of the old one. The letter also addressed how the billing of the new customers in the Heritage Strasburg development would be handled.

**PUBLIC COMMENT:** None

**ADJOURNMENT:** A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 9:55 a.m.

Respectfully Submitted,

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Lisa M. Boyd  
Borough Manager