

STRASBURG BOROUGH AUTHORITY
January 17, 2008 – 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
Jamie Brubaker, Charter Homes

REQUESTS TO BE HEARD – None

REQUEST TO HOOK TO BOROUGH SEWER SYSTEM – A motion was made by Jim Kiscaden, seconded by Don Bachman and unanimously to deny the request of Dwight Wagner for sewer service to the Herb Myer property located in Strasburg Township. It is the Authority's policy that sewer service is not provided to residential customers outside the Borough boundaries.

ENGINEER'S REPORT – The following was included in the Engineer's Report dated January 17, 2008:

Water Plant Improvement Phase 1

HRG is continuing with the final design of the facilities and proceeding toward a bidding milestone of April/May 2008. Activities of note include (1) the revision of the ozone specification to ensure that multiple manufacturers can meet it and (2) revision of drawings and specification to indicate a base bid around a pre-stressed/shot-crete tank with alternate drawings and specification for pre-stressed/post-tensioned tanks.

In support of structural design, HRG has resolved some issues regarding the original scope provided by American Testing Labs for the geotechnical investigation and has coordinated with Lisa to begin the work.

HRG is preparing to submit a waiver of preliminary plan request to the Strasburg Township Planning Commission (STPC) and Lancaster County Planning Commission (LCPC) by February 4, 2008 for consideration at the STPC's February 11 meeting and the LCPC's February 25 meeting. Assuming that this waiver will be granted, HRG will then submit the Final Minor Land Development Plan by March 3, 2008 for consideration at the STPC's March 10 meeting and the LCPC's March 24 meeting.

HRG is also preparing the required Erosion and Sedimentation Control Plan for submission to the Lancaster County Conservation District in early to mid February. The approval is required for Land Development approval and is anticipated to take approximately 30 days.

Strasburg Commons

All manholes have passed inspection and all work is complete with the exception of the water meter pit. The meter pit is scheduled to be installed starting the week of January 28, 2008. Holly Cinkutis of HRG will be providing full time inspection of this installation.

HERITAGE STRASBURG – REDUCTION IN LETTER OF CREDIT REQUEST – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the reduction in Charter Homes’ letter of credit, as recommended by the Borough engineer, by \$84,150. Jamie Brubaker was present from Charter Homes and indicated that they anticipate a live hook-up to the Netherlands on February 14, 2008. Discussion regarding how to make the connections while minimizing service interruption was held. Charter is to coordinate with the Authority for this and for meter readings to account for water usage during the changeover.

MINUTES OF DECEMBER 20, 2007 – A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to approve the minutes of the December 20, 2007 meeting as printed.

PAYMENT OF BILLS – A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to approve the payment of the bills for the period 12/3/07 through 1/11/08.

PAYMENT OF HRG INVOICE 46807 – WATER TREATMENT PLANT

MODIFICATIONS – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the payment of the HRG invoice dated 4/24/07 in the amount of \$8,414.85 for engineering services relative to continuing work on the design of the Water Treatment Plant modifications.

REVIEW OF CDM TRANSMITTAL AND SUPPORTING DOCUMENTATION - ESCROW AGREEMENTS AND CAPITAL CONSTRUCTION CONTRIBUTIONS – The members reviewed the information from Gail Robinson of CDM outlined in her Transmittal dated December 26, 2007 regarding upcoming projects at the City of Lancaster. The Status of City Escrow Agreements document outlined SLSA’s share of the upcoming projects as \$204,769 and since the Borough does not have a share in all the projects, the Borough’s share at 10.12% of eligible expenses are shown below:

WWTP Control Building HVAC Improvements	\$7,895.83
WWTP South Train Flow Diversion	\$1,166.94
WWTP Aerator Gear Box Project	<u>\$3,534.41</u>
Borough Authority’s Share	\$12,597.18

According to Gail the Authority will be invoiced for their share sometime in February or March 2008. Lisa Boyd will inquire with Gail as to any future projects and their costs so the Authority can plan accordingly for those expenses.

REVIEW OF ALBERT HERR PLUMBING PROPOSAL – 3990 WHITE OAK ROAD RENTAL PROPERTY – Mr. John Fisher, the tenant at this property reported that the water heater was leaking. Richard Hershey of Albert Herr Plumbing was asked to provide an estimate to repair the water heater. The members reviewed the estimate dated 1/3/2008 which outlined

\$746.00 to replace the leaky water heater, \$462.35 to replace the faulty pressure tank, and \$480.00 to replace the cracked yard hydrant. Mr. Hershey indicated on the estimate that the replacement of the water heater and pressure tank should take place immediately, with replacement of the yard hydrant waiting until spring. A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to authorize Mr. Hershey to proceed with the replacement of the water heater and pressure tank at a total cost of \$1,208.35.

REVIEW OF TAPPING FEES – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to authorize HRG to recalculate the water tapping fees to include future facilities and to evaluate how tapping fees are being charged for commercial establishments and the EDU definition for commercial.

FINANCIAL REPORT/DISCUSSION – The members reviewed the very detailed Water System Funding and Water Rate reports provided by Ray Reeder. A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to proceed with the process, including the preparation of a resolution, increasing water rates by approximately 20% to take effect with the 4th Quarter billing of 2008.

ATTENDANCE AT JANUARY 24TH SLSA MEETING – Harold Wiker and Ray Reeder indicated that they will try to attend the SLSA meeting on January 24th at 4 p.m. at the Southern Market building.

SAFE WATER GRANT UPDATE – Lisa Boyd reported that Jen Williams at Representative Cutler's Harrisburg office indicates that the Authority's Safe Water Grant is still being considered. Although there are limited resources available for appropriations, at this point the grant is part of the budget being considered for fiscal year 2008, and the grant has "first priority" status in their office. Budget negotiations will be in full swing this upcoming week, and Jen won't know much more until after that, but if she hears anything major she'll be in touch.

UPDATE ON SUBDIVISION OF AUTHORITY PROPERTIES – Harold Wiker reported that he, Lisa Boyd, and Mark Campbell met with Paradise Township representatives to discuss alternatives for the subdivision of the Authority's two rental properties. Based on this meeting, and Authority discussion, the Authority will seek to subdivide the property at 3990 White Oak Road into 3 lots and the property at 101 Summit Hill Drive into 2 lots.

OTHER BUSINESS –

Inspections during Water System Improvement Projects – Shannon Williams asked the Authority members how they wanted the inspections to be handled by HRG, part or full time. It was the consensus of the members to delay this decision until the bids are received.

Meter Program Presentation – Exeter Supply – Paul Miller indicated that he received an invitation to a presentation by Exeter Supply on a new Meter Management Program. It was the consensus of the members to have a representative from Exeter Supply attend a future meeting of the Authority to give the presentation.

Route 896 Relocation Project – It was the consensus of the members to invite the Mayor and Project Manager Bruce Ryder to the February 7th meeting to provide an update on the project.

Strasburg Township – The members instructed the Borough Manager to contact Strasburg Township to invite them to an Authority meeting to discuss the Township’s future sewer needs.

CITIZEN COMMENTS – None

ADJOURNMENT – A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to adjourn the meeting at 10:25 a.m.

Respectfully Submitted,

Lisa M. Boyd
Borough Manager

**STRASBURG BOROUGH AUTHORITY
SPECIAL MEETING
February 4, 2008 – 8:00 A.M.
MINUTES**

Members Present: Harold Wiker Jim Kiscaden Don Bachman
Ray Reeder

Others Present:
Lisa M. Boyd, Borough Manager

REQUESTS TO BE HEARD – None

**APPROVAL OF HRG PROPOSAL FOR PARADISE TOWNSHIP PROPERTY
SUBDIVISIONS** – The members reviewed the proposal from HRG dated January 30, 2008 which was prepared by Mark Campbell for the subdivision of two Authority properties (101 Summit Hill Drive and 3990 White Oak Road):

Ordinance Research & Meetings	\$3,800.00
Surveying Services	\$12,700.00
Sketch/Preliminary/Final Plan(2)	\$19,700.00
Recordation	<u>\$1,000.00</u>
Total Professional Fees	\$37,200.00
Reimbursable Expenses (Estimate)	\$1,500.00

A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to have HRG proceed with the Scope of Services as outlined in Proposal 2392.008 at a cost of \$37,200, with reimbursable expenses estimated at \$1,500.

Lisa Boyd will review the leases to determine the process for notifying the current tenants that the properties will be sold in May or June once the subdivision process is complete.

OTHER BUSINESS – None

CITIZEN COMMENTS – None

ADJOURNMENT – A motion was made by Ray Reeder, seconded by Jim Kiscaden and passed unanimously to adjourn the meeting at 8:11 a.m.

Respectfully Submitted,

Lisa M. Boyd
Borough Manager

STRASBURG BOROUGH AUTHORITY
February 7, 2008 – 8:00 A.M.
MINUTES

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

Others Present:

Lisa M. Boyd, Borough Manager Brian Groff, Dutchland, Inc
Bruce L. Ryder, Mayor and 896 Project Manager Marlin Smoker
Paul Miller, Public Works Director
Pete Kingsley, Sr.

REQUESTS TO BE HEARD – None

ROUTE 896 RELOCATION PROJECT UPDATE – Harold Wiker explained that an update was needed to assist with the scheduling of the North Decatur Street water line relocation which is part of the 896 Relocation project. Bruce Ryder provided the following update:

- a. Final plans have been submitted to PADOT and some of the reviews have been completed.
- b. Completed ROW acquisition at beginning of November 2007.
- c. Our Right-of-Way Acquisition contractor, Glenn Helsel met with PADOT at the end of 2007 to review ROW documentation.
- d. Once all ROW documents have been reviewed, PADOT will issue ROW clearance.
- e. As of yesterday, received a letter that developers have signed the Contribution Agreement which commits the developers to reimburse PADOT for the right turn lanes and traffic signals at access points.
- f. There is one remaining issue – the Utility Relocation Agreement with Verizon. PADOT has drafted the agreement, but we are waiting for them to incorporate further changes. The Borough has already signed the Utility Relocation Agreement with PPL and we are waiting for them to sign the agreement.
- g. The installation of gas lines by UGI has been reviewed by HRG and this should not cause the project any problems.
- h. PADOT has allowed HRG to begin uploading the plans and bid specifications into PADOT's electronic bid management system.
- i. PADOT's view of this project has changed in the past few weeks, it is considered an official project and they have indicated that they will take care of it and get it done.
- j. The bid and award of the project should take place late fall 2008 or early spring 2009, with ground breaking taking place early summer 2009.

Bruce recommended that the Authority complete the North Decatur Street waterline relocation this spring.

WATER & SEWER FEES – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to authorize HRG to review all water & sewer fees.

JAYCEE PARK AND COMMUNITY PARK, SEWER HOOKUP DISCUSSION – Pete Kingsley stated that the Jaycee Park Board would like to install a 6” sewer line to the pavilion so that the existing bathrooms can be utilized. There is already water to the pavilion which comes off of Miller Street. It is about 400 – 500 feet from the pavilion to the stub that was installed by Keystone Custom Homes along the park and development property line. There is already a manhole on the property line. It was suggested that there should be two lines-one 8” line about 400’ in length and then the lateral. The 8” line would be dedicated to the Authority with a 20’ easement. The grade must be ½% or more in order for the installation to work. The Park Board will request a waiver of the tapping fee. Harold Wiker agreed to meet with Pete Kingsley at the site prior to the next meeting.

BRIAN GROFF – DUTCHLAND – Brian Groff stated the following in regards to the Dutchland water tanks:

- a. The tanks are built to AWWA D115 standards.
- b. They are a local contractor and they have been in business for 30 years.
- c. They provide a 10 year structural warranty non-prorated.
- d. They have a great history.
- e. The tanks do not have a typical failure mode, but small leaks would need to be monitored and can easily be fixed and are normally repaired during the warranty period.
- f. They are top in quality control in the nation out of 98.3% correct procedures and workmanship out of all precast shops.
- g. They have as much quality control information available as the Authority needs to see.
- h. They use 5000 psi concrete (normal breaks at 6500 psi)
- i. The tanks have two mats of enforcing cable in the walls.
- j. The roof and walls must have a snowload of 50 psi.
- k. Knows the life span is at least 50+ years for a pre-stressed tank.

Harold Wiker thanked Brian for attending the meeting and providing this additional information.

94 SUMMIT HILL ROAD/SMUCKER –PROPERTY DISCUSSION – This item was tabled since there was no one in attendance to discuss the property.

101-A SUMMIT HILL ROAD-SEWER SYSTEM UPDATE AND AUTHORIZATION TO PROCEED – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to proceed with the replacement of the sewer system and pay the fees associated with the replacement.

ENGINEER’S REPORT – The Engineer’s Report will be presented at the 2nd meeting of the month.

REVIEW FUTURE CAPITAL CONTRIBUTIONS TO SLSA – The members reviewed the additional information regarding future contribution provided by Gail Robinson. It was noted that over the next 2 – 3 years the Authority could incur additional contributions in the amount of \$160,000.

PAYMENT OF BILLS – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the payment of the bills for the period 1/15/08 through 1/30/08.

PAYMENT OF HRG INVOICES 52081 & 52082-WATER TREATMENT PLANT MODIFICATIONS AND PENNVEST ASSISTANCE – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the payment of the HRG invoice dated 12/28/07 in the amount of \$7,200.00 for engineering services relative to continuing work on the design of the Water Treatment Plant modifications and HRG invoice dated 12/28/07 in the amount of \$1,861.50 for PENNVEST assistance.

FINANCIAL REPORT/DISCUSSION – This item will be discussed at the next meeting.

OTHER BUSINESS –

3990 White Oak Road Rental Property – Lisa Boyd reported that as a result of subdividing this property, the Authority will have to pay the roll-back taxes on this property since it is currently in Clean & Green.

Subdivision of Properties – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to have the Borough Manager notify the tenants that the properties will be subdivided and it is anticipated they will then be sold in May or June, and according to their leases they have the right of first refusal. Notices to the 101 Summit Hill property will also inform the tenants that the sewer systems will be replaced in the near future.

Strasburg Township – Lisa Boyd reported that she had left a message with the Township office inviting them to an Authority meeting to discuss their future sewer needs, and as of today they have not responded.

Heritage Strasburg – The meter pit has been installed, and the old one will be removed next Monday or Wednesday.

CITIZEN COMMENTS – None

ADJOURNMENT – A motion was made by Don Bachman, seconded by Joe Anderson and passed unanimously to adjourn the meeting at 11:05 a.m.

Respectfully Submitted,

Lisa M. Boyd
Borough Manager

STRASBURG BOROUGH AUTHORITY
February 21, 2008 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Jim Kiscaden Don Bachman
Joe Anderson Ray Reeder (8:50 a.m.)

Others Present:

Lisa M. Boyd, Borough Manager	Frank Schubert, Exeter Supply
Paul Miller, Public Works Director	Bo McLean, Exeter Supply
Shannon Williams, HRG	Dan Reed, Master Meter, Inc.
Amos Smucker	Elam Smucker

REQUESTS TO BE HEARD – None

94 SUMMIT HILL ROAD/SMUCKER –PROPERTY DISCUSSION – Amos Smucker and his son Elam were in attendance to inquire about the possibility of purchasing two acres from the Authority in the Mowrer Spring area along Summit Hill Drive. Amos has a shop at his property and would like his son to take it over. Amos would like to expand his single family home into a two family home for his son, but Paradise Township requires four acres. Mr. Smucker currently has approximately 2.17 acres. Jim Kiscaden questioned why they couldn't purchase property to the South rather than to the North. Mr. Smucker indicated that there is a lane to the South. If the Authority would agree to sell two acres, it would put the Smucker's within 50 – 75' of the water line which runs from the Mowrer Springs. The Authority would need to determine the affect on the Mowrer Springs since the security of the watershed area is a priority to the Authority. It was the consensus of the members to have Mr. Smucker provide information from Paradise Township as to the uses permitted in the zoning district in which the property is located and that action on this matter would take place at the March 6, 2008 meeting.

EXETER SUPPLY CO., INC. METER PRESENTATION – Frank Schubert presented the Master Meter program. This program would allow one Public Works employee to obtain all meter readings by the use of a hand held device when driving through the Borough. The meter readings are then downloaded into the Borough computers for preparation of the quarterly billing. This program would save substantial time in obtaining meter readings and in entering each reading into the computer each quarter. The cost of the hand held, computer program, and training is approximately \$12,000. It was the consensus of the members that a time study would need to be completed before deciding if the purchase of this program would be a wise financial expense. The meters that are needed for this program are different from the ones currently being used. The new meters would cost about \$200 instead of \$100 being paid for the current meters. Mr. Schubert also indicated that they do have a lease program.

ENGINEER'S REPORT – The following was included in the Engineer's Report dated February 21, 2008:

Retainer Services

HRG discussed the Authority's current Reservation of Capacity Fee with Lisa Boyd and determined that unless the average user rate has changed since the fee was established in 2006, there should be no revision. Also discussed was HRG's capability in providing assistance in developing new user rates.

General Services

HRG reviewed the Tapping Fee Resolutions (2005-1 and 2005-2) and attached calculations prepared for the water and sewer systems in 2005 to determine if there would be a benefit in recalculating these fees and updating the Resolutions at this time. Adjustments that could be made include (1) trending costs and updating debt service to 2008 and (2) including the cost of the "future" water facilities as allowed by Act 57 of 2003. An inexact preliminary analysis (attached indicates that a recalculation of the water tapping fees including "future facilities" at this time will not result in a benefit to the Authority. The recalculation of both sewer and water fees using trending and updating to 2008 could result in a modest increase in fees.

HRG also reviewed the Tapping Fee Resolutions with regard to the application of these fees to non-residential facilities. While the calculation report attached to the resolutions indicates a dollar per gallon per day (\$/gpd) fee for non-residential connections, the resolutions only stipulate the dollar per EDU (\$/EDU) fee. This \$/EDU fee can be applied to non-residential connections based on their anticipated usage. Knowing the anticipated usage in gallons per day (gpd), together with the definitions of an EDU under Act 57, the number of EDUs for the connection and subsequently the tapping fee can be calculated.

For example: a new non-residential connection anticipates a usage of 1,200 gpd.

The tapping fee for water would be: $1,200 \text{ gpd} / 164 \text{ gpd/EDU} = 7.3 = 8 \text{ EDU}$
 $8 \text{ EDU} * \$3,245/\text{EDU} = \$25,960$

The tapping fee for sewer would be: $1,200 \text{ gpd} / 227 \text{ gpd/EDU} = 5.3 = 6 \text{ EDU}$
 $6 \text{ EDU} * \$5,198/\text{EDU} = \$31,188$

The Authority could then look at a year or more of metering records to determine the actual usage of the connection, recalculate the tapping fee, and recover additional tapping fees or refund over-paid fees.

There are two alternatives to using this calculation should you wish to revise your Resolution(s). The first alternative would be to revise your tapping fee Resolution to allow use of the \$/gpd number applied to the anticipated usage. This would also be adjusted for actual usage as described above. This method would result in lower tapping fees than the above calculation since portions of EDUs are always rounded up to the nearest whole number. The second alternative would be to revise the tapping fee resolution to establish a schedule of EDU values based on customer classifications. The resulting number of EDUs would then be applied to the \$/EDU tapping fee. An example EDU classification is attached for your reference. Generally this type of system is used when rates are charged on an EDU basis as opposed to the metered water basis that the Authority uses.

Water Plant Improvement Phase 2

HRG is continuing with the final design of the facilities and continues to proceed with the bidding milestone of April/May 2008. Activities of note include (1) the geotechnical subsurface investigation has been performed by American Testing labs and the report is expected this week (2) Structural and architectural work will be fully engaged upon receipt of the geotechnical subsurface investigation (3) Electrical, HVAC and plumbing design work is ongoing (4) a submission regarding the on-lot sewage disposal holding tank is being prepared for review by the Strasburg Township Sewage Enforcement Officer.

HRG has prepared a project status set of drawings to be reviewed following today's meeting.

Water Plant Improvement Phase 3

HRG submitted a request for a waiver of preliminary plan and the Minor Land Development Plans to the Strasburg Township Planning commission (STPC) on February 4, 2008 for consideration at the STPC's February 11 meeting. At the February 11, 2008 STPC meeting, the STPC recommend conditional approval for the waiver request and the Minor Land Development Plans. At the February 18, 2008 Strasburg Township board of Supervisors (STBOS) meeting a time extension was requested. The STBOS approved a 1-year time extension for obtaining a zoning permit and a 2-year time extension for completion of construction. Based on comments received from the Township's reviewing engineer (including the need for a certified boundary survey), the Minor Land Development Plans will be resubmitted to the Township on February 25, 2008 in anticipation of the March 3, 2008 STBOS meeting. This meeting will address the request for relief of the Conditional Use requirement of 25' height and the Minor Land Development Plan Submission. Assuming that the STBOS gives their approval, a submittal (Waiver & Plans) will be made to the Lancaster County Planning Commission (LCPC) between March 4 and 14, 2008. The waiver will be addressed by the LCPC at the April 14, 2008 meeting and the plans will be addressed at the April 28, 2008 meeting. We anticipate a revised submittal to the LCPC in May (if necessary) with final approval in June.

HRG submitted the required Erosion and Sedimentation Control Plan to the Lancaster County Conservation District (LCCD) on January 30, 2008. We anticipate a phone conversation with and resubmittal to the LCCD by mid-march that will include changes made per the Township's review. Approval of this Plan is required for Land Development approval.

Paradise Township Subdivisions

HRG met with Authority personnel and with Paradise Township staff to review the two properties (101 Summit Hill road and 3990 White Oak Road) and discuss options to subdivide these properties to accomplish Authority goals. We reviewed property survey and septic system information from the Authority and its impact on the proposed subdivisions. We attended a Planning Commission workshop meeting to present sketch plans and received informal comments. We initiated survey services and discussions with the SEO regarding testing requirements necessary to support the subdivision process. We prepared exhibits to guide percolation testing and soil probes as requested by the Manager.

Heritage Strasburg

All work is complete with the exception of the demolition of the existing water meter pit. Excavation for the proposed pit took place February 4, 2008. The pit was successfully installed

February 5, 2008. Demolition of the existing meter pit is tentatively scheduled for Monday, February 25, 2008, weather permitting. Holly Cinkutis will provide inspection during this demolition.

Sanitary Sewer As-Built Plans for Phase I were received on February 5, 2008. They were reviewed and a comment letter was issued to Lisa Boyd February 11, 2008. HRG noted that adequate cover was not provided for two sanitary sewer runs. Manholes SC-28 and SC-27 will need to be raised approximately 2 feet with grade rings and the ground surface above the corresponding sewer runs will need further grading.

N. DECATUR STREET WATER MAIN RELOCATION PROJECT-NOTICE TO PROCEED – Action on this item will be taken at the March 6th meeting.

ATTENDANCE AT FEBRUARY 28 SLSA MEETING – Those that are available will attend the SLSA meeting at 4 p.m. on February 28th at the Southern Market building.

AUTHORIZATION TO PROCEED WITH PURCHASE OF DUMP TRUCK - The purchase of a new dump truck is included in the 2008 Budget and Capital Improvements Program. We will utilize one of the many cooperative purchasing programs. Once the price has been finalized we will return to the Authority for the award of the bid. A motion was made by Ray Reeder, seconded by Joe Anderson and passed unanimously to authorize the staff to proceed with the purchase of the dump truck.

PAYMENT OF BILLS – A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to approve the payment of the list of bills dated 2/12/08.

PAYMENT OF HRG INVOICES 52532 & 52728-WATER TREATMENT PLANT MODIFICATIONS AND SUBDIVISION OF PROPERTIES – A motion was made by Don Bachman, seconded by Joe Anderson and passed unanimously to approve the payment of the following HRG invoices:

52532	1/30/08	\$9,000.00	Water Treatment Plant Modifications
52728	1/31/08	\$3,030.55	Subdivision of 2 Authority Properties

FINANCIAL REPORT/DISCUSSION – Ray Reeder distributed several very detailed strategy options to be considered for the water rate increase.

OTHER BUSINESS

Jaycee Park Sewer Connection – Harold Wiker reported that he and Joe Anderson met with Pete Kingsley at the site and it was determined that a sketch plan needs to be provided. It was questioned whether the wetlands permit that was obtained from Keystone Custom Homes could be utilized for the installation of the sewer line to the existing manhole.

Surge Protector for Generator – Paul Miller reported that on Monday the 18th, during the weekly test run of the generator, there was a surge from the generator that burnt out the Pump Station #2 pump controls. This generator does not have a surge projector, and Paul requested permission to purchase one at an estimated cost of \$900. A motion was made by Don Bachman,

seconded by Joe Anderson and passed unanimously to approve the purchase of a surge protector for the Pump Station #2 generator at an estimated cost of \$900.

S. E. Smoker - Paul Miller reported that he has met with Steve Smoker to discuss the installation of new meters on the Post Office, Pharmacy and Hometown Heritage Bank buildings. Mr. Smoker will be installing them within the next 2 weeks.

CITIZEN COMMENTS – None

ADJOURNMENT – A motion was made by Joe Anderson, seconded by Don Bachman and passed unanimously to adjourn the meeting at 11:15 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
March 6, 2008 – 8:00 A.M.
MINUTES

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

Others Present:

Lisa M. Boyd, Borough Manager	Dennis Gehringer
Paul Miller, Public Works Di	B. C. Desai, Historic Strasburg
Ivan & Rebecca Fisher	Elam Fisher
Doyle Heisey, Sight & Sound	

REQUESTS TO BE HEARD – None

HISTORIC STRASBURG – FUTURE EXPANSION/METERING DISCUSSION – Dennis Gehringer, Land Use Planning Consultant, reviewed the Concept Plan A, prepared by Landcore Engineering Consultants, dated January 7, 2008 with following items being noted:

1. The plan is very preliminary at this point and is likely to change.
2. A total of 6 new commercial buildings are proposed, one being a 3 story – 84 room hotel.
3. Propose to meter each unit separately, including separate meters for the existing hotel and restaurant.
4. The EDU count is unknown at this time, still very preliminary.
5. Sprinkler systems will be installed in the new buildings.
6. New lines would be required through the site including meter pits.
7. Grease traps will be installed per the Authority specifications.
8. A scheme of the water and sewer line layout will be provided for the Authority's approval.
9. Fire hydrants will be installed as required.
10. Where public lines are installed, easements will be required and those lines will be required to be 8".
11. The hotel is anticipated to be the first building to be constructed with completion anticipated in 2009.
12. The existing hotel has 63 rooms.
13. The design of the buildings will be colonial with 4-sided architecture.
14. The 8" water line should be looped to East Main Street.

94 SUMMIT HILL ROAD/SMUCKER – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to deny the request from Mr. Smucker to purchase 2 acres at the Authority's Mowrer Spring property along Summit Hill Road since the property is not for sale.

3990 WHITE OAK ROAD/FISHER – PROPERTY DISCUSSION – Ivan Fisher, current tenant at the property, explained that he and his wife Rebecca may be interested in purchasing the 3.5 acre lot which includes the farm, the 2 acre lot that is proposed, and leasing the 7 acres

which is being retained by the Authority under a long-term lease (25 years). A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously that the Authority would give them a definite answer by July 1st and allow them to continue farming the property until November 1st.

SIGHT & SOUND – SEWER SERVICE DISCUSSION – Harold Wiker reported that Glenn Eshelman, owner of Sight & Sound, has requested sewer service for Sight & Sound from the Authority. Sight & Sound will pay for the construction of the line, and all legal and engineering fees. With the exception of approximately 200', the new sewer line would be located on Glenn Eshelman's property (either Sight & Sound or personal). They are currently reviewing the agreements between the Authority and the Railroad since Sight & Sound would be treated in the same fashion. The Authority indicated that Glenn Eshelman would need to trade-off the gallons currently anticipated for his property within the Borough (17,000 gpd) to be allocated to Sight & Sound, at least until the Authority constructs their own sewer plant. The agreement would need to include this requirement. In order to account for peak times, 30,000 gpd would be requested. The Authority reminded Mr. Heisey that Strasburg Township and DEP both need to be notified and permits obtained if required. Mr. Heisey indicated that he has spoke with Tom Willig, the Chairman of the Strasburg Township Supervisors. A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve up to 30,000 gpd with all costs being absorbed by Sight & Sound. Jim Kiscaden added that this is a good business decision which uses up some of the 420,000 gpd of capacity the Authority is paying for. The estimated revenue from the sale of the capacity of 30,000 gpd, which equates to 132 EDUs at \$5,198 per EDU is \$686,136.

NORTH DECATUR STREET WATER MAIN RELOCATION PROJECT – AUTHORIZATION TO PROCEED – Lisa Boyd reported that Frank Schubert at Exeter Supply informed her that they will hold the materials until the end of April at which time our bid would become null and void. Mr. Schubert also indicated that if we choose not to proceed with the project and needed to rebid the project later this year, the Authority would see a substantial increase in prices. A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to issue the notice to proceed to Exeter Supply for the delivery of the material and to authorize the Public Works Department to proceed with the installation.

PAYMENT OF BILLS – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the payment of the list of bills dated February 28, 2008.

PUBLIC WORKS REPORT – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to accept the Public Works Report for January 2008. It was noted that tapping fees could be used to pay for an infiltration & inflow program.

FINANCIAL REPORT/DISCUSSION – Ray Reeder reported that he met with Shannon Williams and Russ McIntosh of HRG to discuss the water rate increase. Shannon and Russ recommend that increases should be done at least 3 years apart. Ray also reported that the \$578,000 sewer CD at the Susquehanna Bank matures on March 9th. It was the consensus of the members to have Ray Reeder and Lisa Boyd research with Commerce Bank, Hometown Heritage Bank, Bank of Lancaster County, and Susquehanna Bank and authorized the placement of the funds in the highest interest bearing CD.

OTHER BUSINESS –

Trails at Strasburg Phase 2 – It was the consensus of the members that since the resubmitted preliminary plan is exactly as previously approved and since no changes have been made to the Authority's rules and regulation, there is no need to review the plan again.

Water System Improvements – It was the consensus of the members to inform HRG that the Authority would like a run-through of the Conditional Use hearing presentation at the April 3rd meeting.

March 20th Meeting – Since some of the members would be unable to attend, it was the consensus of the members to cancel the March 20th Authority meeting.

April 3rd Agenda – Lisa Boyd reported that HRG will be reviewing the new tapping fee calculations.

CITIZEN COMMENTS – None

ADJOURNMENT – A motion was made by Ray Reeder, seconded by Joe Anderson and passed unanimously to adjourn the meeting at 10:25 a.m.

Respectfully Submitted,

Lisa M. Boyd
Borough Manager

STRASBURG BOROUGH AUTHORITY
April 3, 2008 – 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
Paul Miller, Public Works Director	Mark Derr, HRG
Jason Wolf, HRG	Harry Yost, Solicitor

REQUESTS TO BE HEARD – None

SIGHT & SOUND – SEWER SERVICE DISCUSSION – Harold Wiker reported that Sight & Sound may also request water service for fire suppression purposes. There was no update on the sewer service request.

TAPPING FEES DISCUSSION – MARK DERR, HRG – Mr. Derr reviewed the Act 57 Tapping Fee reports for both water and sewer. A motion was made by Jim Kiscaden, seconded by Ray Reeder to tentatively approve the water tapping fee at \$3,747 per edu including the following based on meter size for non-residential:

Meter Size	Min. Tapping Fee
¾"	\$5,600
1.0"	\$9,400
1.5"	\$18,700
2.0"	\$30,000

And the sewer tapping fee at \$5,661 per edu including the following based on meter size for non-residential:

Meter Size	Min. Tapping Fee
¾"	\$8,500
1.0"	\$14,200
1.5"	\$28,300
2.0"	\$45,300

It was the consensus of the members to have HRG provide calculations utilizing the different tapping fee scenarios for non-residential customers for the next meeting.

TRANSFER OF WATER AND SEWER PROPERTIES FROM THE BOROUGH TO THE AUTHORITY – Based on the recommendation of Harry Yost, a motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to transfer the properties by Quit Claim deeds.

WATER SYSTEM IMPROVEMENTS – RUN-THROUGH OF CONDITIONAL USE HEARING – JASON WOLF, HRG

– Jason Wolf went through the Conditional Use presentation that he is planning to present to the Strasburg Township Planning Commission on April 14 and the Supervisors on April 21.

ENGINEER'S REPORT – The following was included in the Engineer's Report dated March 20, 2008:

Retainer Services

HRG reviewed the wetland crossing permit for the Trails at Strasburg development to determine if it could be used to construct the proposed connection to the Jaycee Park. Unfortunately the permit expired on June 30, 2006 and is therefore not able to be applied to the new project.

HRG will be meeting with Doyle Heisey of the Sight and Sound Theater on Wednesday, March 26 to discuss their interest in connecting to the Strasburg Borough Sewer system as discussed at your March 6 meeting.

General Services

HRG has updated the Tapping Fee Resolutions and associated calculations previously prepared for the water and sewer systems in 2005. These documents will be presented and discussed with Authority representatives and staff on March 31 to allow time for revisions and Solicitor review prior to the April 3 meeting.

Water Plant Improvements Phase 2

HRG is continuing with the final design of the facilities (1) Structural, Architectural Electrical, HVAC and plumbing design work in ongoing (2) coordination of permitting for the on-lot sewage disposal holding tank in ongoing.

Water Plant Improvements Phase 3

HRG attended the March 3, 2008 Strasburg Township Board of Supervisors (STBOS) meeting to address the request for relief of the Conditional Use requirement of 25" height and to gain approval of the Minor Land Development Plan Submission. It was determined at that time by the STBOS solicitor that the project would need to go through the Conditional Use Hearing process again with the Strasburg Township Planning Commission (STPC) and the STBOS to get the Conditional Use Determination amended. This has caused a delay in the project of approximately 2-3 months.

A revised schedule for the project will be provided and discussed at the April 3, 2008 meeting.

Paradise Township Subdivisions

HRG conducted deed research and began field property survey work for the two properties (101 Summit Hill Road and 3990 White Oak Road). HRG also coordinated with Authority personnel and the SEO regarding work needed to pursue DEP approval of the proposed subdivisions.

Heritage Strasburg

All work is complete with the exception of the demolition of the existing water meter pit, which has been delayed due to weather and Smoker's preference to after 5:00 work. Holly Cinkutis will provide inspection during this demolition.

HRG has not had any correspondence regarding the issues raised regarding the Sanitary Sewer As-Built Plans.

HERITAGE STRASBURG – REDUCTION IN LETTER OF CREDIT – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously, based on the recommendation of HRG, to approve the reduction in the letter of credit request in the amount of \$78,436.93.

APPROVAL OF HRG SUPPLEMENTAL AUTHORIZATION FOR ADDITIONAL SERVICES - Harold Wiker asked that the proposals be verified to ensure that pinning the properties is included. A motion was made by Ray Reeder, seconded by Joe Anderson and passed unanimously to accept the additional services of HRG, Inc. as shown in the proposal dated 3/12/2008 estimated at an additional \$3,600 related to the sewer module for the subdivision of the properties in Paradise Township.

PAYMENT OF BILLS – A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to approve the payment of the list of bills for the period 3/6/08 through 3/24/08.

PAYMENT OF HRG INVOICES 53036, 53172 & 53173 – SUBDIVISION OF PROPERTIES, TAPPING FEE INVESTIGATION & WATER TREATMENT PLANT, SUBDIVISION – A motion was made by Don Bachman, seconded by Joe Anderson and passed unanimously to authorize the payment of the following HRG invoices:

53036	2/29/08	\$ 5,432.95	Subdivision of Two Properties
53172	3/3/08	\$ 1,150.00	Tapping Fee Investigation
53173	3/3/08	\$26,976.36	Water Treatment Plant

Harold Wiker asked if the staff could provide a running tabulation of all the engineering cost estimates for projects to track payments to date when requesting authorization to pay invoices. Christine Drennen stated that this tabulation will be provided with future payment requests.

PUBLIC WORKS REPORT - Harold Wiker noted that 30% more sewer than water was processed, noting that this is due to infiltration into the sewer system. Paul Miller noted that the higher run times were noticed at Sewage Pump Station #2 and is possibly from sump pumps, breaks in the line and/or manholes. Mr. Miller also noted that infiltration is not as much a problem during the dry seasons.

A motion was made by Ray Reeder, seconded by Joe Anderson and passed unanimously to accept the Public Works Report for February 2008.

APPROVAL OF MINUTES – JANUARY 17, FEBRUARY 4 AND FEBRUARY 7, 2008 – A motion was made by Joe Anderson, seconded by Don Bachman and passed unanimously to approve the minutes from the January 17, February 4 and February 7th meetings as printed.

FINANCIAL REPORT/DISCUSSION - Ray Reeder provided a financial report reviewing the summary of strategies that were used. He noted that Russ McIntosh's suggestion to not increase

rates more than every 2-3 years is shown in Option 4. Option 5, he explained, is to keep increases under double digit numbers.

Harold Wiker thanked Mr. Reeder for the report and it will be reviewed by the members in detail to provide direction at a future meeting regarding which route to pursue.

OTHER BUSINESS - Jim Kiscaden stated that he was advised of several dirty water calls recently on East Main Street. It was stated that the semi-annual flushing is due and that possible large water draws by the Railroad have caused the discoloration.

It was the consensus to have the Public Works Department flush the old water line on a monthly basis.

CITIZEN COMMENTS - None

ADJOURNMENT – A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to adjourn the meeting at 11:52 AM.

Respectfully Submitted,

Lisa M. Boyd
Borough Manager

STRASBURG BOROUGH AUTHORITY
April 17, 2008 – 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
Paul Miller, Public Works Director	Linn Moedinger, Strasburg Railroad
Penny D'Alessandro	

REQUESTS TO BE HEARD – None

STRASBURG RAILROAD DISCUSSION – LINN MOEDINGER – Mr. Moedinger reported that the on-site sewer system installation has been delayed because of the Township's overlay zoning process and won't be completed until next year. Linn also provided the members with the PH level report for the period 8/31/07 through 2/29/08 which shows the PH level consistently within DEP approved limits. Linn indicated that a total of 6 properties have paid sewer connection fees, but only 2 properties have actually made the connection. Both properties are being billed by the Authority as approved in the Administrative Agreement.

Linn indicated that the Railroad did have a break in a 1½ or 2" water line. Harold Wiker indicated that the office received several dirty water calls over the Easter weekend and wondered if the break could have been the cause. Linn will try to pinpoint the approximate time period of the break. Also discussed was the age of the water main which Paul Miller indicates is approximately 110 years old. The age and condition of the line could also be causing the rusty water. At the last meeting, the Authority authorized the Public Works Department to do monthly flushing of this line. Lisa Boyd reported that a letter will go to all the residents along the line informing them of the monthly flushing schedule which will be the first Monday of each month from 8:30 a.m. to 10:30 a.m. Penny D'Alessandro stated that the rusty water was definitely the worst over the Easter weekend and she had received several complaints.

The members also ask Linn if he knew the status of the water line to the Railroad Museum. It was decided that they have permission for the concept and an agreement with the Authority, but the plans of the water main must be submitted for the Authority's review and approval. Linn indicated that the Railroad will hook into the end of the water line at the hydrant. The 8" line has already been installed across the street from the Railroad to the Museum. The old and new buildings at the railroad will be sprinklered. The Museum has applied to the state for funds for the installation of the water main.

SIGHT & SOUND – SEWER SERVICE DISCUSSION – Other than the update included in the Engineer's Report, there was nothing else to report at this time. Harold indicated that he will contact Doyle Heisey to check the status.

ENGINEER'S REPORT – The following was included in the Engineer's Report dated April 17, 2008:

Retainer Services

HRG met with Doyle Heisey of Sight and Sound Theatres on Wednesday, March 26 to discuss their interest in connecting to the Strasburg Sewer system. HRG presented a proposal to Sight & Sound for a feasibility study of possible sewer extension. If the decision is made to proceed with the study, HRG will work with the Authority to determine the desired connection location(s) and other pertinent aspects of the extension.

General Services

As requested, HRG has compared three different calculation methodologies for non-residential users: (1) using the calculated \$ per gallon per day (GPD), (2) using the water meter size and (3) using an Equivalent Dwelling Unit (EDU) concept applied to non-residential users. The comparison was provided to the Authority for their reference and discussion. Also provided was a sample rate structure that uses the EDU approach. For example, a Hotel is billed (and charged a tapping fee) based on 0.4 EDUs per room. Should the Authority decide to utilize the meter size basis as described in the recent Studies, we suggest that you may wish to establish a GPD allowance for each meter size. For example, the meter allowance for each of the meter sizes could be written into the Authority's Rules and Regulations.

Meter Size	GPD Allowance
5/8"	164
3/4"	245
1.0"	411
1.5"	818
2.0"	1,313

Water Plant Improvement Phase 2 – Nothing new to report.

Water Plant Improvement Phase 3

HRG prepared and submitted for review a seconded Conditional Use Hearing application to the Strasburg Township Planning Commission (STPC) and the STBOS to get the Conditional use Determination amended. We met with Authority representatives to review the new application and approach.

Paradise Township Subdivision

HRG continued field property survey work for the two properties (101 Summit Hill Road and 3990 White Oak Road). We prepared exhibits of the perc and probe test locations conducted on the properties.

Strasburg Commons

Demolition of the existing water meter pit along East Main Street occurred April 1, 2008. Holly Cinkutis provided inspection during the demolition. The meter & pit were successfully demolished and replaced with 175' of new 8" ductile iron cement lined pipe.

During excavation a hand-dug historic well was discovered on the west side of the existing meter pit. The well was left in place and re-covered. No damage to the well was observed and it was left in its

existing condition. A representative from the Strasburg Historical Society was present during the excavation and made no objection to the actions taken by the Contractor, Lyons & Hohl, Inc.

HRG has not had any correspondence regarding the issued raised regarding the Sanitary Sewer As-Built Plans.

TAPPING FEES DISCUSSION – Shannon indicated that the only change that HRG is suggesting to the studies is that a gallons per day allowance be included with each meter size. After a review of the three different calculation methodologies for non-residential users outlined in the engineer's report, a motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to amend the proposed tapping fees studies and the Authority's Rules and Regulation to include the gallons per day meter allowances.

The members also discussed how each business in an office building could be required to have a separate connection.

SALE OF PROPERTIES DISCUSSION – The members reviewed the updated schedule for the subdivision process of the two properties which indicates that the process will not be completed until August 2008. The tenants at the properties will be informed that the properties will probably not be sold until September.

PAYMENT OF CDM INVOICE DATED APRIL 2, 2008 – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the payment of the CDM invoice dated April 2, 2008 in the amount of \$9,062.76 for the Authority's share of the City's Capital Projects.

APPROVAL OF MINUTES – FEBRUARY 21 & MARCH 6, 2008 – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the February 21 and March 6, 2008 minutes as printed.

FINANCIAL REPORT/DISCUSSION – Nothing additional to report at this time.

OTHER BUSINESS –

Purchase of Dump Truck – A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to purchase the aluminum bed with plow and spreader from Lancaster Truck Bodies (CoStars Cooperative Purchasing Program) at a price of \$27,221 and the truck from Hondru Fleet Phillips Ford (CoStars Cooperative Purchasing Program) in Manheim at a price of \$33,236 for a grand total of \$60,457.

CITIZEN COMMENTS – None

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

Respectfully Submitted,

Lisa M. Boyd
Borough Manager

STRASBURG BOROUGH AUTHORITY
May 15, 2008 – 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
Jason Wolf, HRG

REQUESTS TO BE HEARD – None

ENGINEER'S REPORT –The following was included in the Engineer's Report dated May 15, 2008:

Retainer Services

Doyle Heisey of Sight and Sound Theatres contacted HRG on April 24, 2008 to let us know that they are in the process of determining if they would like to proceed with connection to the Borough system.

General Services

As requested, HRG has revised the Tapping Fee studies to incorporate a gallon per day allowance for each meter size. Electronic versions were provided to Lisa Boyd on April 18, 2008 and hard copies were provided today.

Water Plant Improvements Phase 2

Due to the departure from HRG of the lead design engineer for the project, the project schedule has been delayed by approximately one month; however we anticipate that the scheduled Advertisement date of August 11, 2008 will still be met.

Water Plant Improvements Phase 3

HRG attended the April 14, 2008 Strasburg Township Planning Commission (STPC) review of the Conditional Use Application and the April 21, 2008 STBOS Conditional Use Hearing in which all condition modification request were approved, with the exception of Condition #3, which was revised based on discussion held during the meeting. Condition #3 refers to the screening along the south property line. The original condition set forth in January 2006 was the inclusion of a double row of evergreen trees along the south property line. At the April 21, 2008 Conditional Use hearing we expressed our concern for planting in areas with utility lines and buried infrastructure that could be compromised. HRG's intention was that the Authority, with input from the neighboring property owner (Denlinger), would have some flexibility on the exact nature of screening.

After the April 21 meeting, Harold Wiker met with Denlinger who prefers a staggered tree line over a privacy fence. However the record of the STBOS decision set forth a condition to screen

the south property line, with a combination of trees and a 6' privacy fence with no consideration of Mr. Denlinger's wishes. It was communicated by the Township solicitor at the STBOS meeting on May 5 that if there was a revision from fence to trees, a new Conditional Use Hearing would be necessary.

While the effects of the privacy fence to the neighbor (Denlinger) are mostly aesthetic in nature, the effects to the Authority will result in a maintenance inconvenience (having a 6' privacy fence backed by an 8' security fence). We are now at a point where it is necessary to regroup and determine if requesting to modify the 6' privacy fence to a single row of staggered evergreen trees is how the SBA would like to proceed.

A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to proceed with the single row of staggered evergreen trees which requires the Authority to return to the Township Planning Commission and then the Supervisors. Jason Wolf was authorized to attend both meetings on behalf of the Authority. Harold Wiker will also attend.

In order to proceed with the County process, we received a copy of the Zoning Officer certification (necessary for Land Development application) based on the fence option. Should a revision be made, a new certification will be necessary.

8-Inch Water Main Replacement Proposal

As requested, HRG has revised the proposal – originally presented in November 2007 – 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 Strasburg Borough. This proposal was provided to Lisa Boyd via email on May 1, 2008.

Paradise Township Subdivisions

HRG completed field survey work and base mapping, coordinated with the Borough Manager and the SEO regarding Module requirements, and has made progress on the subdivision plans.

Strasburg Commons

HRG visited the site to observe installation of pavement underdrains, and to observe finish paving operations for a portion of the development. We reviewed the revised Lot Line Adjustment plan, discussed the plan status with the Manager, and prepared a review letter for the Borough.

REVIEW OF HRG PROPOSAL FOR ENGINEERING OF 8" WATERMAIN REPLACEMENT

– A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to hold off on the watermain replacement from the Reservoir to Town until the Reservoir and Treatment Plant projects costs are known and therefore action on the proposal was tabled. It was noted that the estimated cost of the watermain replacement, including engineering, is 2 million dollars.

REVIEW OF HRG PROPOSAL FOR SETTING BOUNDARY LINE PINS – Jim Kiscaden expressed his displeasure, and Harold Wiker agreed, about the proposal for additional services, feeling that the services should have been included in the first agreement that HRG prepared for the subdivision of the two rental properties. A motion was made by Jim Kiscaden, seconded by Ray Miller and passed unanimously to accept the additional services of HRG, Inc. as shown in the proposal dated 3/12/2008 estimated at an additional \$3600 related to the sewer module for the subdivision of the properties in Paradise Township. It was noted now that a variance will be required for the front property at 101 Summit Hill Drive that an additional proposal will be required for that process, but there should not be a need for any more proposals for the subdivision for additional services.

CONSIDERATION AND POSSIBLE ADOPTION OF TAPPING FEE RESOLUTIONS – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to adopt the Tapping Fee Resolutions 2008-1 and 2008-2 which increase the water and sewer tapping fees in accordance with the Act 57 study completed by HRG.

JAYCEE PARK SEWER SERVICE DISCUSSION – Harold Wiker indicated that he had told Pete Kingsley that they need to submit a sketch plan for both parks. The Authority has agreed to waive the tapping fees for both the Jaycee and the Community Parks, but the design plans and permitting must be completed by the two Parks. It was noted that since the sewer line installation would encroach into wetlands where it will tie into the manhole at the property line at the Trails at Strasburg development, it could take several months to obtain the permit from the Army Corp. Lisa Boyd indicated that she will contact Brad Gochnauer, Vortex Environmental, to see if he can assist with this process. A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to waive the water and sewer tapping for fees for the Jaycee and Community Parks.

SIGHT & SOUND SEWER SERVICE DISCUSSION – In addition to the update she provided in the Engineer's report, Shannon Williams added that Sight & Sound is waiting until Hershey Farms receives bids for the shared plant so they know what their share will be in order to compare it with the cost to connect to the Borough. They are also evaluating the long term advantages.

REVIEW OF SLAYMAKER ELECTRIC PROPOSAL FOR PUMPSTATION #3 CONTROLS – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the proposal from Slaymaker Electric in amount of 8,254.56 for the installation of new controls at Pump Station #3. Lisa Boyd reported that proposals were requested from three vendors with only one submitting and added that with the installation of these new controls at Pumpstation #3, each Pumpstations will have had new controls installed over the past few years. This expense will be paid from the Sewer Reserve Fund.

STRASBURG FIRE COMPANY REDUCTION IN LETTER OF CREDIT – A motion was made by Don Bachman, seconded by Ray Reeder to approve the final reduction in Fire Company letter of credit in the amount of \$4,495.68 which leaves a \$0 balance. All improvements have been inspected and it's been approximately two years since they were installed. Members Bachman, Reeder, Wiker, and Anderson cast assenting votes. Member Kiscaden abstained from voting since he is the President of the Fire Company. Motion passed.

PAYMENT OF BILLS – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the payment of the list of bills for the period 4/3/08 through 5/6/08.

PAYMENT OF APPLE & YOST INVOICE DATED 4/11/08 AND HRG INVOICES

53675, 53676 & 53930 – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to authorize the payment of the following invoices:

HRG	53675	4/7/08	\$4,135.50	Tapping Fee Investigation
HRG	53676	4/7/08	\$10,660.57	Water Treatment Plant & Township Approvals
HRG	53930	4/9/08	\$6,953.61	Paradise Township Subdivisions
Apple & Yost	184528	4/11/08	\$3,727.00	Legal Fees for the period 1/14 – 3/31/08

APPROVAL OF MINUTES – APRIL 3 AND APRIL 17, 2008 – A motion was made by Ray Reeder, seconded by Joe Anderson and passed unanimously to approve the minutes from the April 3 and April 17th meetings as printed.

FINANCIAL REPORT/DISCUSSION – Ray Reeder indicated that the projections for future tapping fees in his financial analyses will need to be updated based on the new tapping fees adopted today.

OTHER BUSINESS -

101 Summit Hill-Rear House – Lisa Boyd reported that the tenants of the rear house moved out the end of April but they are still storing their furniture in the house. It was the consensus of the members that as long as the furniture is being stored in the house rent must be paid. The tenants requested relief

from paying their May and maybe June rent if they would continue to mow the property until it is sold. Lisa also indicated that she had just received a complaint from someone in the area that the grass has been extremely high. It was the consensus of the members to have the Public Works Department mow the property until it is sold.

CITIZEN COMMENTS - None

ADJOURNMENT – A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to adjourn the meeting at 9:50 AM.

Respectfully Submitted,

Lisa M. Boyd
Borough Manager

STRASBURG BOROUGH AUTHORITY
June 5, 2008 – 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
Pete Kingsley, Sr.

REQUESTS TO BE HEARD – None

REVIEW OF HRG PROPOSAL FOR ZONING VARIANCE FOR SUMMIT HILL DRIVE PROPERTY – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve HRG's proposal for the lot depth zoning variance process through the Paradise Township Zoning Hearing Board for the proposed front lot at 101 Summit Hill Drive at a cost of \$2000.

JAYCEE PARK SEWER AND WATER SERVICE UPDATE – Harold Wiker suggested that Pete Kingsley work with the staff, utilizing the cost estimates submitted by Charter Homes and Keystone Custom Homes in order to get an estimate of the cost of the installation of the water and sewer lines. It was noted again that the Authority will require a 20' easement at the location of the lines. The Authority will require stamped drawing showing the location, depth, and fall of the lines. Harold Wiker also suggested that a 20' easement should be provided from the water and sewer lines to the Jaycee Park parking lot to allow access to the lines by the Authority.

SIGHT & SOUND SEWER SERVICE UPDATE – No new information at this time.

SEWER SYSTEM REPLACEMENT AT 101 SUMMIT HILL DRIVE UPDATE – Lisa Boyd reported that the permits from the Sewage Enforcement Officer have been obtained for both systems and he has given approval to proceed. Lisa also noted that the work will have to be officially bid since the cost of both systems is estimated to exceed \$10,000. It was the consensus of the members to wait until after the June 24th meeting with the Paradise Township Zoning Hearing Board regarding the variance needed for the proposed front lot.

HERITAGE STRASBURG REDUCTION IN LETTER OF CREDIT – It was the consensus of the members to have Charter Homes retain the remaining funds in the letter of credit (\$53,756.42) until they are ready to dedicate the improvements to the Authority at which time an 18 month (15%) maintenance guarantee will be required.

PUBLIC WORKS REPORT - APRIL – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the Public Works report for the month of April. Paul Miller confirmed that the monthly flushing of the 8" line was taking place the first Monday of each month. Lisa Boyd reported that the new dump truck has been ordered and we should receive it in about two months.

APPROVAL OF MINUTES – MAY 15, 2008 – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the May 15, 2008 minutes as printed.

REVIEW OF APRIL TREASURER’S REPORT – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to accept and file for audit the April 30, 2008 Treasurer’s Report. Harold Wiker questioned why the transfers to the Borough seemed so high and Christine Drennen was asked to explain. She stated that the final transfer from the Authority to the Borough for expenses in 2007 was not credited at the bank until January 2, 2008 and that the figures shown in line items 86.480.800 and 88.480.800 include the transfer that should have been credited in 2007. The staff was asked to break out the transfers to the Borough into two line items, one for 2007 and one for 2008.

FINANCIAL REPORT/DISCUSSION – Ray Reeder reported that the \$30,000 Sewer CD at the Bank of Lancaster County matured on June 3rd and we have 10 days to reinvest the funds. It was the consensus of the members to have Ray and/or Lisa investigate the best rates for a short term investment and authorize them to invest the funds in the highest short term investment that is available.

LIST OF BILLS – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the payment of the list of bills for the period May 7 through May 29, 2008.

OTHER BUSINESS –

Property at 101 Summit Hill Drive – A motion was made by Don Bachman, seconded by Joe Anderson and passed unanimously to offer the section of the Authority’s land Mr. Fisher is currently farming for \$150 per year. A Lease Agreement will be prepared and executed.

Water Rate Increase – It was the consensus of the members to delay further evaluation of a water rate increase until the bids have been obtained for the water system improvements. The staff was instructed to obtain current water rates from other municipalities in Lancaster County.

EXECUTIVE SESSION – The meeting was adjourned into Executive Session at 9:15 a.m. to discuss the possible acquisition and sale of land. The regular meeting was reconvened at 9:30 a.m. at which time no official action was taken.

CITIZEN COMMENTS – None

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

Respectfully Submitted,

Lisa M. Boyd
Borough Manager

STRASBURG BOROUGH AUTHORITY
June 19, 2008 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Don Bachman Joe Anderson

Others Present:

Lisa M. Boyd, Borough Manager
Shannon Williams, HRG

Paul Miller, Public Works Director

REQUESTS TO BE HEARD – None

ENGINEER'S REPORT – The following was included in the Engineer's Report dated June 19, 2008:

Retainer Services

HRG reviewed the letter dated June 6, 2008 from CDM regarding the Amendment of 1983 Sewage Capital Contribution and Treatment Agreement. The signing of the agreement will limit the capacity Strasburg Borough Authority has in the SLSA system without the use of nutrient credits or offsets.

General Services

At the request of the Authority, the survey stakeout for waterline relocation on Hartman Bridge Road related to the Historic Drive project was completed. This will enable the Authority to relocate the water line ahead of the Historic Drive project.

Harold Wiker reported that according to the cut sheets recently provided by HRG, the relocated water line will be required to be deeper than originally planned. In some areas the line must be as deep as 10' which is too deep for the Public Works Department to do safely. Harold will meet with Paul over the next week to review the project and make a final decision on whether the project will be required to be put out to bid.

Water Plant Improvement Phase 2

As reported last month, the lead design engineer for the project has left HRG. Unfortunately, a replacement has not yet been identified. As such, the project schedule may be delayed. We will continue to work diligently to produce a high quality design in the most time efficient manner.

Water Plant Improvement Phase 3

HRG attended the June 9, 2008 Strasburg Township Planning Commission review of the Conditional Use Application and the June 16, 2008 Strasburg Township Board of Supervisors conditional Use Hearing in which both condition modification request, Condition #3 and Condition #7, were approved. Condition #3 refers to the screening along the south property line. The original condition set forth in January 2006 was the inclusion of a double row of evergreen trees along the south property line. At the April 21, 2008 Conditional Use Hearing we expressed our concern for planning in areas with utility lines and buried infrastructure that could be compromised. Our intention was that the Authority, with input from the neighboring property owner (Denlinger), would have some flexibility on the exact nature of screening. The Strasburg

Township Board of Supervisors decision was to install a 6' privacy fence. This decision was not favorable to Mr. Denlinger or Strasburg Borough Authority. Revisions to the existing and proposed utility lines were made to accommodate the installation of a staggered row of evergreen trees. A decision was made at the May 15, 2008 Strasburg Borough Authority meeting to pursue a modification of the 6' privacy fence to the staggered row of evergreen trees. At the June 16, 2008 Conditional Use Hearing the Strasburg Township Board of Supervisors approved the revision of the screening along the south property line, from a 6" privacy fence, to be planted with a staggered row of evergreen trees at a minimum height of 6' at the time of planting. The remaining items to be addressed with the Strasburg Township Board of Supervisors are administrative in nature (holding tank agreement, improvement guarantee, cost opinion & a proposed inspection schedule, memorandum of understanding and the signing of mylars will require attending a Strasburg Township Board of Supervisors.

A request has been made to the Zoning Officer for a new/revised Zoning Officer certification (necessary for Land Development application) based on the staggered row of evergreen trees screening as approved at the June 16, 2008 Conditional Use Hearing.

The Lancaster County Conservation District granted plan approval on May 22, 2008.

The Lancaster County Planning Commission completed their first review of the project. HRG attended the June 9, 2008 Lancaster County Planning Commission meeting at which the plans received conditional approval. The Lancaster County Planning Commission issued a comment letter dated June 10, 2008. HRG is in the process of making the necessary minor revisions to the plans and Stormwater Management Report. The biggest revision to the design is the addition of a boulder retaining wall around the south side (or upslope side) of the level spreader. The intension is to lower the top elevation of the level spreader. A re-submission to the Lancaster County Planning commission is anticipated by the end of June/beginning of July. A second review by the Lancaster County Planning Commission is anticipated to take a month. No further meetings are required.

Paradise Township Subdivisions

HRG completed and submitted the application to the Paradise Township Zoning Hearing Board for the lot depth variance necessary for the subdivision of the Summit Hill Road property. When the variance is approved, the subdivision plans for both properties will be completed and submitted to Paradise Township.

Strasburg Commons

HRG visited the site to observe erosion issues along Old Post Lane. We prepared a review letter for the Borough summarizing the issues and our recommendations.

HRG understands that the issues raised in February 2008 regarding the Sanitary Sewer As-Built Plans have been addressed and that revised As-Built will be forwarded to HRG in the coming weeks.

Historic Drive

Final PS&E submitted (4/8) to PENNDOT. Project is now in contract management stage with August 2008 letting date. PENNDOT ECMS (Electronic Contract Management System) uploads

of the plans, specifications and estimate ongoing with review by PENNDOT Contract Management. Miscellaneous request for information and modifications to the ECMS data is ongoing with the Department.

REVIEW OF CDM LETTER – AMENDMENT TO 1983 SEWAGE CAPITAL CONTRIBUTION AND TREATMENT AGREEMENT

– Gail Robinson’s letter dated June 6, 2008 outlined the following: The Suburban Lancaster Sewer Authority (SLSA) has been working with the Municipal Partners to the City Treatment Plant for a number of years to develop an Amendment to the 1983 Sewage Capital Contribution and Treatment Agreement. After this lengthy process of negotiation among all of the Partners, a final draft of the Amendment has now been completed and the City has requested that it be executed by all of the Partners prior to July 1, 2008. The Amendment will be acted upon by the SLSA Board at its meeting on June 18, 2008. In summary, the Amendment established: (1) nutrient-limited reserve capacity allocations for the Partners, (2) methods of administering penalties for reserve capacity overflows, and (3) nutrient loading allocation for the Partners and methods of accounting for surplus or deficit nutrient credits. It was noted that the Strasburg Borough Authority is not required to execute the agreement, since as a bulk sewer customer; we are not considered a Partner. Shannon will contact CDM to obtain more details.

JAYCEE PARK SEWER AND WATER SERVICE UPDATE

– Lisa Boyd reported that Jaycee and Community Park representatives went to Borough Council and obtained their permission to locate the water and sewer lines on the Community Park property which is owned by the Borough. Joe Anderson indicated that both parks will be submitting a letter to Borough Council requesting funds for this project from the Park and Recreation fund. Joe also added that he is searching for an engineer who would be willing to provide engineering services pro-bono.

SIGHT & SOUND SEWER SERVICE UPDATE

– Doyle Heisey, in his e-mail dated June 13, 2008, reported that Sight & Sound are still working through issues with Hershey Farm to see what the cost will be if we stay in their treatment plant. Once they have this information they can make a final decision whether they will be hooking up to the Authority’s system or not. They should be able to settle this in June.

PAYMENT OF APPEL & YOST AND HRG’S INVOICES

– A motion was made by Don Bachman, seconded by Joe Anderson and passed unanimously to approve the payment of the following invoices:

5/15/08	Appel & Yost	Legal Service	\$1,572.50
5/16/08	HRG-54802	Tapping Fee Investigation	\$2,787.38
5/16/08	HRG-54803	Water Treatment Plant Modifications	\$7,410.00

An updated expense tabulation was provided for both engineering and legal expenses.

PAYMENT OF CDM (SUBURBAN LANCASTER SEWER AUTHORITY) INVOICES

– A motion was made by Don Bachman, seconded by Joe Anderson and passed unanimously to approve the payment of the following CDM (Suburban Lancaster Sewer Authority) invoices:

4/28/08	1 st Quarter 2008 Electric Charges	\$6,686.81
4/28/08	1 st Quarter 2008 Flow Charges	\$27,520.69

OTHER BUSINESS –

Dirty/Rusty Water – As outlined in Lisa’s e-mail dated June 12th to all the members which informed them that the Public Works Department was contacted by the automatic alarm phone at the Reservoir on Tuesday, June 10th at 4 a.m. The storm/lightning damage wiped out the low voltage electronics/controls that work the pace flows of the pumps for the chlorine and aqua-mag. The Public Works employees verified that at all times there was a chlorine residual and the ozone equipment was functioning. In order to make repairs and get the equipment up and running the Public Works employees had to shut the 8” water line down for a period of time and then the 12” water line. After picking up the necessary repair supplies, the repairs were completed by 11 a.m. At one point the 8” was feeding the whole town for about half an hour, and because the 8” line is so old/rusty it caused rusty water for several customers. Ed Zalewski back flushed the 8” line very slowly over night.

Harold reported that he and Paul met with the Ruhls at 216 Georgetown Road who has extremely rusty water after the storm and has had rusty water on many occasions over the past several years. It was the consensus of the members, that once Paul and HRG have located the PADEP Outreach Water System Model, to schedule a special meeting to discuss the options and the cost of each for eliminating the rusty water.

EXECUTIVE SESSION – The meeting was adjourned into Executive Session at 9:35 a.m. to discuss the possible acquisition and sale of land. The regular meeting was reconvened at 9:47 a.m. at which time no official action was taken.

CITIZEN COMMENTS – None

ADJOURNMENT – A motion was made by Joe Anderson, seconded by Don Bachman and passed unanimously to adjourn the meeting at 9:50 a.m.

Respectfully Submitted,

Lisa M. Boyd
Borough Manager

STRASBURG BOROUGH AUTHORITY
July 3, 2008 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Jim Kiscaden
Don Bachman Joe Anderson

Others Present:

Christine D. Drennen, Admin. Asst. Paul Miller, Public Works Director
Joe & Kathy Ruhl

REQUESTS TO BE HEARD – Joe & Kathy Ruhl, 216 Georgetown Road, were in attendance asking what could be done about the frequency they have been getting rusty water. Mr. Ruhl stated that they have rusty water approximately 1 time per month at unpredictable times. It was stated that the last incident of rusty water was caused because of needing to repair equipment that was damaged due to a lightning strike. Mr. Ruhl added that he was told about the other water system improvement projects such as the second reservoir and a portion of new line, but these planned improvements will not change that their water will still be delivered in an old water line containing debris.

Harold Wiker stated that he and the Public Works Director went out and met with Mr. & Mrs. Ruhl. He stated that the Authority is working with the Engineer to obtain cost estimates for the existing projects and reviewing water flow patterns from a model that was originally created by the Water Committee. After those cost estimates are known, replacing this old water line can be considered.

Jim Kiscaden stated that he believed their service line is galvanized pipe which may be compounding the problem and suggested they consider replacing their service line with copper. Harold Wiker suggested that Mr. & Mrs. Ruhl also consider installing a filter if the rusty water is a nuisance to them because the replacement of the old water line will take time and that this project needs to be prioritized keeping financial limitations in mind.

Harold Wiker explained to Mr. & Mrs. Ruhl that even though there are grant funds available for water and sewer projects, we have researched them and we do not qualify for funding assistance.

Jim Kiscaden suggested evaluating the second water line to town and to consider bypass and backflow prevention. Also discussed was reconsidering the second reservoir. Harold Wiker suggested the possibility of replacing the old water line beginning at Shenk Avenue and working back up to Bishop Road. With this portion replaced, he explained, a majority of the customers water line would be replaced immediately. He then suggested that a portion of water line be replaced each year as part of a Capital Improvement Program until the whole line has been replaced. Also suggested was a loop being installed along Historic Drive.

Jim Kiscaden asked the staff to contact the residents in the area of 200-226 Georgetown Road to survey the quality of water and frequency of rusty water. Harold Wiker stated that he will contact the Engineer to see if a short workshop meeting can be set to review the water flow model.

MINUTES OF JUNE 5 AND 19, 2008 – A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to approve the minutes of June 5 and 19, 2008 as printed.

PARADISE TOWNSHIP SUBDIVISIONS – Harold Wiker stated that the Paradise Township Zoning Hearing Board denied the variance for the subdivision of the property on Summit Hill Drive on June 24, 2008 because they felt it was not a hardship and that we should be able to work with what was there. Mr. Wiker stated that this was denied after we complied with what was recommended by their Planning Commission, Sewerage Enforcement Officer, Zoning Officer and Supervisors.

It was the consensus that for the Summit Hill property, we need to evaluate what land should be retained for the protection of the Springs and to sell the remaining land. Suggestions for obtaining the subdivision considering the existing structures were considered including demolishing the rear home because it cannot comply with the setback requirement or demolishing both homes to make two building lots.

Harold Wiker commented that the subdivision of the property at 3990 White Oak Road is almost ready and it was the consensus to move forward with this subdivision.

PAYMENT OF BILLS – A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to approve the payment of the list of bills for the period June 5, 2008 through June 18, 2008 including Invoice 56173 to Reinsel Kuntz Leshner for \$3,000 and HRG Inc. Invoices 55252 for \$11,094.83 and 55544 for \$1,032.75. It was the consensus of the members that they liked the format of the Engineering Cost Tabulation.

PUBLIC WORKS REPORT - MAY – The Public Works Report for the month of May 2008 was reviewed. Harold Wiker stated that he is concerned with the amount of infiltration into the system as shown in the variance between the amount of water coming into town compared to the amount of sewerage leaving town, especially considering that May was a fairly dry month.

Harold Wiker asked if the entire water line has been inspected for infiltration. The Public Works Director stated that it is normally inspected at least one time per year but has not been done yet this year but added that it will be done.

Jim Kiscaden asked about the sewage meter and it was the consensus that the sewer meter should be checked and to establish a calibration schedule.

Jim Kiscaden suggested using some of the tapping fees paid by the Railroad to televise the sewer line to see if the infiltration and inflow problem can be located.

OTHER BUSINESS – None.

EXECUTIVE SESSION – The meeting was adjourned into Executive Session at 9:20 A.M. to discuss the possible acquisition and sale of land. The regular meeting was reconvened at 9:40 A.M. at which time no official action was taken.

CITIZEN COMMENTS – None

ADJOURNMENT – A motion was made by Don Bachman, seconded by Joe Anderson and passed unanimously to adjourn the meeting at 9:45 A.M.

Respectfully Submitted,

Christine D. Drennen
Administrative Assistant

STRASBURG BOROUGH AUTHORITY
July 17, 2008 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ray Reeder Don Bachman Joe Anderson

Others Present:

Lisa M. Boyd, Borough Manager	Kathy Ruhl
Paul Miller, Public Works Director	Jessica Zubaly
Shannon Williams, HRG	

REQUESTS TO BE HEARD –Kathy Ruhl, 216 Georgetown Road, showed the members a jar of discolored water from her home. Harold Wiker explained that the most recent cause for the rusty water was because of a lighting strike at the reservoir. Harold also indicated that the Public Works Department is flushing the line the first Monday of each month. Kathy indicated that she no longer drinks or cooks with the water. Kathy mentioned that at the May 15th Authority meeting a motion was made to not proceed with the replacement of the 8” line. It was noted that a decision on the 8” line was tabled until the costs of the other Water System Improvements were known and that the projects would be prioritized. The service lines into the Ruhl’s home and the apartments at 218 Georgetown Road were discussed and it was noted that the Ruhl’s line has been replaced from the curb box into the house which is the property owner’s responsibility. Paul will check the records to see if the lines have been replaced from the main to the curb box which is the Authority’s responsibility. Harold Wiker mentioned that a simple filtering system could be installed by the customer to improve the situation. It was noted that at the current time there is no schedule for replacing the 8” line. It would take several years to complete the engineering and go through the approval process. Mrs. Zubaly indicated that she has 3 small children and is very concerned about the water situation. It was the consensus of the Authority to evaluate the idea of reversing the flow of water in the 8” line to help improve the situation. The Authority will continue to discuss and evaluate the replacement of this 8” line.

ENGINEER’S REPORT – The following was included in the Engineer’s Report dated July 17, 2008:

General Services

HRG spoke with SLSA’s engineer (Gail Robinson of CDM) to discuss the impact of the letter dated June 6, 2008 from CDM regarding the Amendment of 1893 Sewage Capital Contribution and Treatment Agreement. It is SLSA’s intention to draft an amendment to the Authority’s existing agreement once the agreement has been finalized with the City.

HRG would like to meet with a representative of the Authority and operations to discuss options available to relocate the waterline in light of the comments made last month regarding the depth of the designed relocation.

Per the Authority’s request, HRG has developed draft water and sewer connection permits to reflect the changes in the Tapping Fee Resolutions.

Water Plant Improvement Phase 2 – Final Design

HRG would like to discuss the bidding schedule for this project with the Authority at today's meeting.

Water Plant Improvement Phase 3 – Zoning, Land Development and Building Approvals

HRG has received the Strasburg Township Board of Supervisors' Conditional Use Decision. The remaining items to be addressed with the Strasburg Township Board of Supervisors are administrative in nature (holding tank agreement, improvement guarantee, cost opinion and a proposed inspection schedule, memorandum of understanding and the signing of mylars). The Memorandum of Understanding and signing of the mylars will require attending a Strasburg Township Board of Supervisors meeting.

Approval has been received from the Zoning Officer for a new/revised Zoning Officer certification (necessary for land Development application) based on the staggered row of evergreen trees screening as approved at the June 16, 2008 Conditional Use Hearing.

The Lancaster County Conservation District (LCCD) granted plan approval on May 22, 2008. At the LCCD's request, we submitted a revised plan showing the retaining wall at the level spreader. No comments have been received.

The Lancaster County Planning Commission (LCPC) completed their second review of the project. HRG has one comment to address. The comment addresses a typing error. HRG spoke with the Engineering Department and we can submit only the plan sheet showing the revision (minor edit). HRG will submit the revision on Friday. The turn around time should be fairly quick and the schedule should not be compromised.

Paradise Township Subdivisions

HRG attended the Paradise Township Zoning Hearing Board for the Summit Hill Drive property. Unfortunately the lot depth variance was not granted.

At the Authority's direction, HRG finalized the White Oak Road Subdivision plan and submitted the plan to Paradise Township and the Lancaster County Planning Commission. The Summit Hill Drive subdivision plan was not submitted at this time.

Strasburg Commons

HRG reviewed the revised As-Built plans for the sanitary sewer. We visited the site to evaluate a proposal made by the developer and issued a review letter summarizing the issues and our recommendations.

PARADISE TOWNSHIP SUBDIVISIONS – HRG will proceed with the White Oak Road Subdivision Plans with the next step being the attendance at the Paradise Township Planning Commission meeting. The Summit Hill Drive Subdivision plans will be revised to conform with Paradise Township's lot depth requirements and then submitted to the Paradise Township Planning Commission. Once the Planning Commission has given a recommendation of approval, both plans will proceed to the Board of Supervisors for final approval. A motion was made by Don Bachman, seconded by Ray Reeder and passed unanimously to demolish the rear house at the 101 Summit Hill Drive property and proceed with a 2 lot subdivision.

WATER SYSTEM IMPROVEMENTS – It was the consensus of the members that the Water System Improvement Projects (Upgrade to Treatment Plant and Storage Tank) should be bid in November or December, with construction beginning in March 2009.

8" WATERMAIN AT EAST END OF TOWN DISCUSSION – This item was discussed under Requests to be Heard.

PAYMENT OF BILLS – A motion was made by Ray Reeder, seconded by Joe Anderson and passed unanimously to approve the payment of the list of bills for the period July 3, 2008 through July 10, 2008.

MINUTES OF JULY 3, 2008 – A motion was made by Joe Anderson, seconded by Don Bachman and passed unanimously to approve the July 3, 2008 minutes as printed.

OTHER BUSINESS –

North Decatur Street Watermain Relocation Project – Shannon indicated that it will take about one month to put the bidding documents together. The bid will then be advertised. Bid opening will take place by September 15th with the award of the bid taking place within a week after.

Water & Sewer Connection Permit Applications – A motion was made by Don Bachman, seconded by Ray Reeder and passed unanimously to adopt the use of the water and sewer connection permit applications as prepared by HRG subject to minor changes.

Water Rate Comparison – The staff provided a tabulation of water rates from nine other municipalities to be utilized by the members during the evaluation of our current rate structure and the impact that the new Water System Improvements will have on that rate structure.

Charter Homes Sewer As-Builts – It was the consensus of the member that Charter must comply with HRG's review letter dated July 9, 2008 regarding the minimum cover of four feet.

Emergency Response Plan – Lisa Boyd distributed the updated draft plan for the members review and comment before it is submitted to DEP. The members were asked to provide comments by the next meeting.

CITIZEN COMMENTS – None

EXECUTIVE SESSION – The meeting was adjourned into Executive Session at 9:55 a.m. to discuss the possible acquisition and sale of land. The regular meeting was reconvened at 10:25 a.m. at which time no official action was taken.

ADJOURNMENT – A motion was made by Don Bachman, seconded by Joe Anderson and passed unanimously to adjourn the meeting at 10:30 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
August 7, 2008 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ray Reeder Don Bachman Joe Anderson

Others Present:

Lisa M. Boyd, Borough Manager	Joe & Kathy Ruhl
Paul Miller, Public Works Director	Brian Campbell
Don Koser, HRG	Shannon Williams, HRG
Terry Shuker, RPA Associates	

REQUESTS TO BE HEARD –

Shannon Williams reported that she will be relocating to the Harrisburg office and introduced Don Koser who will be the contact person at HRG for the Authority and the Borough. Don will be attending future Authority meetings. The members thanked Shannon for her service to the Authority and wished her well with her new position at the Harrisburg office. Shannon indicated that Erin Depue will be Tony Elberti's replacement for the design of the Treatment Plant Upgrade and the Storage Tank.

Railroad Museum Water Service for Fire Suppression – Terry Shuker of RPA Associates was in attendance to review the latest plans for the water line. It was noted that the water is for fire suppression purposes only, not domestic use and that the water line will be dedicated to the Borough Authority once installed and inspected. A "T" would be required to be installed at the end of the water line. Since the line will be located in Strasburg Township, Mr. Shuker will inquire with the Township to see if they require any permits. Mr. Shuker was requested to submit a copy of the Fire Company's approval. It was the consensus of the members to have HRG do a final review of the plans.

8" WATERMAIN AT EAST END OF TOWN DISCUSSION – Brian Campbell requested that the Authority schedule a date for the reversal of the 8" watermain and ask the timeline for the replacement of the main. The members discussed the timeline for the replacement of the 8" main and noted that the replacement of the main would be phased, with phase 1 being the replacement from Shenk Avenue to Bishop Road. A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to insure flow management and minimize problems, to approve the reversal of the 8" contingent upon the approval of the Fire Company and engineers.

NORTH DECATUR STREET WATERMAN RELOCATION PROJECT UPDATE – Don Koser reviewed the draft revised plans, which were prepared for bidding purposes, with the members. Don will contact David Miller Associates to confirm the extent of the water work on the Smoker property to determine how it ties into this project.

PARADISE TOWNSHIP SUBDIVISIONS – Don Koser reported that there are two outstanding issued for the 3990 White Oak Road subdivision. One of the sheds on the property will be located on the new property line and the other will not meet the 20' set-back requirement. The members agreed that the shed on the property line will be removed and the

other will be relocated to be in compliance with the 20' set-back requirement. The plan will go back to the Paradise Township Planning Commission on September 2nd at 7:30 p.m. The other issue is that Rettew Associates is suggesting a plan note that would hold harmless Paradise Township if an accident would occur because of the location of the stone wall and barn at the intersection of White Oak Road and Peach Lane. This item will be discussed with Harry Yost.

SEWER SYSTEMS INSTALLATION – 101 SUMMIT HILL DRIVE – It was the consensus of the members to hold off on the sewer system installation at 101 Summit Hill Drive until the subdivision plan has been submitted to the Paradise Township Planning Commission and they have issued a recommendation of approval.

REVIEW AND POSSIBLE APPROVAL OF THE IRON HORSE INN WATER AND SEWER CAPACITY REQUEST – The members reviewed the letter from Hickey Architects dated July 29, 2008 in regards to the request for water and sewer capacity for the Iron Horse Inn for nine hotel rooms. It was the consensus of the members to have HRG provide a response letter.

REVIEW OF 2007 AUTHORITY AUDIT – A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to approve the 2007 Authority Audit.

PAYMENT OF BILLS – A motion was made by Ray Reeder, seconded by Joe Anderson and passed unanimously to approve the payment of the list of bills dated July 24, 2008.

OTHER BUSINESS –

Emergency Response Plan – The updated plan has been reviewed by the members and it was the consensus of the members to forward it to PADEP for their review and comment.

CITIZEN COMMENTS – None

EXECUTIVE SESSION – The meeting was adjourned into Executive Session at 10:08 a.m. to discuss the possible acquisition and sale of land. The regular meeting was reconvened at 10:14 a.m. at which time no official action was taken.

ADJOURNMENT – A motion was made by Joe Anderson, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 10:17 a.m.

Respectfully Submitted,

Lisa M. Boyd
Borough Manager

August 21, 2008 - Meeting Cancelled

STRASBURG BOROUGH AUTHORITY
September 4, 2008 – 8:00 A.M.
MINUTES

Members Present: Jim Kiscaden Ray Reeder Don Bachman Joe Anderson

Others Present:

Lisa M. Boyd, Borough Manager	Lee Potts
Paul Miller, Public Works Director	Tom Lainhoff
Don Koser, HRG	Chris Lainhoff
Kathy Ruhl	

REQUESTS TO BE HEARD –

Kathy Ruhl mentioned that she noticed after reviewing the Weekly Water Test tabulation that none of the tests are taken from homes that has had dirty water. It was decided that one of the weekly samples will be taken at the Ruhl's home on Georgetown Road. The locations that samples are taken by Lancaster Labs are rotated. It was noted that weekly water tests are occasionally taken from the Country Store and Creamery which is connected to the 8" watermain. Paul reported that the Authority received the HOPs in order to replace the service lines from the 8" main to the curb stops at the Ruhl and apartment properties. It was the consensus of the members that the service lines would be replaced by the Public Works Department by the end of September.

Although the members felt that the Reservoir projects are the first priority and those projects will proceed, it was the consensus of the members to move forward with the planning of the replacement of the 8" watermain in a phasing fashion and to have HRG update their proposal. Jim Kiscaden stated that it would be his intention that the 1st phase of the replacement would be completed within three years. There would most likely be three phases: Shenk Avenue to Bishop Road, Bishop Road to Paradise Lane and Paradise Lane to the Reservoir.

REVIEW OF RAILROAD MUSEUM WATER LINE PLAN – Don Koser reported that he has reviewed the plans and the following items will be outlined in a letter to Terry Sucker at RPA Associates: Modify the note on sheet FP-3 to indicate that a saddle tap "and valve" will be installed at the "Y" at the Bishop Road Intersection on the East side. A water line profile must be included with the plan. Mr. Shuker will be told to revise the plan and resubmit it for the September 18 or October 2 meeting.

8" WATERMAIN AT EAST END OF TOWN UPDATE – This item was discussed under Requests to be Heard.

NORTH DECATUR STREET WATERMAN RELOCATION PROJECT UPDATE – Don Koser reported that the pre-bid meeting was held at the project site on Tuesday, September 2nd at 9 a.m. with three contractors in attendance. Since the meeting, two of the contractors have picked-up a bid packet. Bids are due and will be opened on Monday, September 8th at 11 a.m. at the Borough office. A special meeting has been scheduled and advertised for possible tentative award of the bid on Wednesday, September 10th at 2 p.m. at the Borough office.

PARADISE TOWNSHIP SUBDIVISIONS UPDATE – Don Koser reported that Eric Hershey presented the White Oak Road subdivision plan to the Paradise Township Planning Commission for the second time on September 7th with a recommendation for approval being obtained. The one issue to be discussed with the Supervisors is the plan note that Rettew Associates has recommended in regards to the barn and wall being located within the street right-of-way. Instead of a plan note, the Authority could offer to remove the stone wall which is within the clear sight triangle. The plan will now go before the Supervisors on September 16th. The subdivision plans for the Summit Hill Drive property has been finalized as two lots and addresses all zoning issues. The subdivision plan will go to the Paradise Township Planning Commission at their October 7th meeting.

DEBRIEFING AFTER 12" WATERMAIN BREAK AND BOIL WATER ADVISORY – It was the consensus of the members that the situation was handled well by all. Lisa Boyd provided a list of items that should be considered for inclusion in the 2009 budget. Mrs. Ruhl questioned if a reader/advisory sign could be utilized at the East end of town during these types of situations. The staff was instructed to look into this purchase. A motion was made by Ray Reeder, seconded by Joe Anderson to send a thank you letter to the Strasburg Fire Company for their much appreciated assistance during the watermain break and include a \$300 donation. Jim Kiscaden abstained from voting since he is the President of the Fire Company.

ENGINEER'S REPORT – The following was included in the Engineer's Report dated September 4, 2008:

General Services

HRG reviewed the plans (sheets FP-1, FP-2 & FP-3) prepared by RPA Associates for the proposed improvements to the fire suppression system for the Pennsylvania Railroad Museum. The only item to be resolved is the connection to the existing 8-inch line.

Water Plant Improvement Phase 2 –Final Design

Nothing new to report. Current schedule is to bid in Winter 2008 and begin construction in Spring 2009.

Water Plant Improvement Phase 3 – Zoning, Land Development and Building Approvals

HRG has obtained planning approval from LCPC. A site improvements cost estimate is being prepared by HRG to be used to obtain a Letter of Credit. A Memorandum of Understanding and a Holding Tank Agreement are being prepared by Borough staff. All of these items need the approval before the plan can be recorded.

Paradise Township Subdivisions

The current subdivision plan is for one lot. Does the Authority wish to pursue creating a second lot?

Historic Drive Waterline Relocation

The project has been advertised and the bid opening date is September 8th at 11:00 a.m. The tentative award meeting will be September 10th at 2 p.m.

Strasburg Commons

HRG has received no new information.

PAYMENT OF BILLS – A motion was made by Don Bachman, seconded by Ray Reeder and passed unanimously to approve the payment of the list of bills for the period August 1, 2008 through August 7, 2008.

OTHER BUSINESS –

Minutes of July 17, 2008 – A motion was made by Don Bachman, seconded by Joe Anderson to approve the July 17, 2008 minutes as printed. Jim Kiscaden abstained from voting since he was not in attendance at the meeting.

Capacity Planning Meeting at West Lampeter Township – It was decided that Jim Kiscaden and Ray Reeder would attend today's meeting at 11 a.m. on behalf of the Authority.

Chris Lainhoff stated that he and his dad were in attendance because they were told to attend by the police department because they cut a 12" diameter poplar tree in the watershed area. Chris said they had obtained permission to use small trees for a project he was doing for Heritage Days. Lisa Boyd indicated that permission was given to cut saplings for the project. Chris apologized. It was the consensus of the members that in the future, other than Borough employees, requests for wood from the watershed areas must be in writing and requires attendance at a meeting.

CITIZEN COMMENTS – Mrs. Ruhl indicated that she had seen in the newspaper that the Creamery has a well. Lisa Boyd stated that it's actually a geo thermal well for the heating and cooling system. Water was only used for flushing the toilets for a short period of time.

EXECUTIVE SESSION – The meeting was adjourned into Executive Session at 9:10 a.m. to discuss the possible acquisition and sale of land. The regular meeting was reconvened at 9:27 a.m. at which time a motion was made by Ray Reeder, seconded by Joe Anderson and passed unanimously to proceed to acquire the property at 1305 Village Road and to empower the solicitor to handle the arrangements and have him insure that the use is consistent with Strasburg Township's Zoning Ordinance.

ADJOURNMENT – A motion was made by Ray Reeder, seconded by Joe Anderson and passed unanimously to adjourn the meeting at 9:32 a.m.

Respectfully Submitted,

Lisa M. Boyd
Borough Manager

**STRASBURG BOROUGH AUTHORITY
SPECIAL MEETING
September 10, 2008 – 8:00 A.M.
MINUTES**

Members Present: Jim Kiscaden Ray Reeder
 Don Bachman Joe Anderson

Others Present:

Lisa M. Boyd, Borough Manager Adam Hall, HRG
Paul Miller, Public Works Director

REQUESTS TO BE HEARD – None

CONSIDERATION AND POSSIBLE TENTATIVE AWARD OF HISTORIC DRIVE (N. DECATUR ST.) WATERMAIN RELOCATION PROJECT BID – The members reviewed the bid tabulation and recommendation letter from Don Koser dated September 8, 2008. Two bids were received as follows:

	Tru-Line Contractors	Kinsley Contactors
Base Bid	\$126,747.00	\$187,782.00
Alternate	\$91,193.40	\$166,483.00

A motion was made by Don Bachman, seconded by Joe Anderson and passed unanimously to reject both bids because they are excessive and to rebid the project. It was the consensus of the members to review the list of contractor who received the “Request for Bid” and forward any additional contractors to HRG.

OTHER BUSINESS –

3990 White Oak Road – Lisa Boyd reported that the nitrates at the proposed 2 acre lot at the White Oak Road property was tested and the level is above the maximum allowed. Therefore, the Authority will need to provide a 5 to 6 acre easement on the property being retained by the Authority. The current use of the property can continue, but a well would not be permitted within the easement. Since it was never the Authority intension to place a well on the property, it was the consensus of the member to approve the easement.

Certificate of Deposit – Ray Reeder reported that the 6-month CD at the Graystone Bank will be maturing. It was the consensus of the members to let the funds rollover, since this is sewer money, and the funds aren’t needed for any projects in the near future. The interest rate will be 3.13%.

CITIZEN COMMENTS - None

ADJOURNMENT – A motion was made by Joe Anderson, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 2:25 p.m.

Respectfully Submitted,
Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
September 18, 2008 – 8:00 A.M.
MINUTES

Members Present: Jim Kiscaden Ray Reeder Don Bachman Joe Anderson

Others Present:

Lisa M. Boyd, Borough Manager Don Koser, HRG
Paul Miller, Public Works Director

REQUESTS TO BE HEARD – None

REVIEW OF RAILROAD MUSEUM WATER LINE PLAN – Lisa Boyd reported that Terry Shuker of RPA Associates is in the process of addressing HRG's comments in their letter dated September 8, 2008 and is planning to submit a revised plan for our October 2, 2008 meeting.

WATER SYSTEM IMPROVEMENTS UPDATE – Jim Kiscaden indicated that he has heard from several residents questioning the priority of the Water System Improvements being pursued by the Authority. It was the consensus of the members that the prioritization of the improvements (storage tank, upgrade of the treatment facility, and replacement of the 8" watermain at the east end of town) will be the main topic of discussion at the October 2nd Authority meeting. It was also the consensus of the members that the water system improvements grant be resubmitted through Representative Cutler's office with emphasis on life quality issues. Mr. Kiscaden stated that the storage tank is not needed for fire protection since fire hydrants are no longer used during fire fighting in the Borough, because they have increased the number of fire tankers dispatched on first alarm fires. Also discussed was the money, time, and planning completed to date on the storage tank and upgrade to the treatment plant. Don Koser will confirm the approval time on the Land Development and check the expiration date of the permits. Mr. Koser was also going to confirm if the Borough will be required to go through SWIP testing again in the future.

NORTH DECATUR STREET WATERMAIN RELOCATION PROJECT UPDATE – Don Koser was requested to confirm with Scott Russell if based on the timing and start location of the bypass the Watermain Relocation Project could be rebid in March 2009.

PARADISE TOWNSHIP SUBDIVISIONS UPDATE – Lisa Boyd reported that Eric Hershey attended the Paradise Township Supervisor's meeting on Tuesday, September 16th regarding the 3990 White Oak Road subdivision plan. The Supervisor's tabled action on the plan until the Tuesday, October 21st meeting at 7 p.m. in order to discuss the issue of the plan note with their solicitor. The 101 Summit Hill Drive subdivision plan will go to the Paradise Township Planning Commission on October 7th at 7 p.m. It was the consensus of the members to authorize Len Ferber to complete appraisals on both properties.

ENGINEER'S REPORT – The following was included in the Engineer's Report dated September 18, 2008:

General Services

Nothing new to report.

Water Plant Improvement Phase 2 –Final Design

Nothing new to report.

Water Plant Improvement Phase 3 – Zoning, Land Development and Building Approvals

A site improvements cost estimate has been prepared by HRG to be used to obtain a Letter of Credit. The cost estimate has been approved by Strasburg Township. A Memorandum of Understanding and a Holding Tank Agreement are being prepared by Borough staff. All of these items need to approval before the plan can be recorded. Mylars are being prepared for the Authority's signature.

Paradise Township Subdivisions

The White Oak Road subdivision was recommended for approval by the Paradise Township Planning Commission. The Sewage Planning Module for this subdivision is in the process of being approved. The Summit Hill Road subdivision has been submitted to the Paradise Township and Lancaster County Planning Commissions for their review.

Historic Drive Waterline Relocation

The bids for the project came in much higher than expected. Only 2 contractors placed bids on the projected. In efforts to attract more bidders and lower bids the Project is not being awarded and is being re-advertised. The first ad is anticipated to run next week.

Strasburg Commons

HRG made a routine check on the site on September 3, 2008. No site construction was happening, although home construction is continuing. The walking path has been paved but still needs to be tied into the sidewalks when they are constructed. The sanitary sewer cover issue SC-28, SC-27, and SC-26 has not been corrected. HRG has received no new information.

PAYMENT OF BILLS – A motion was made by Joe Anderson, seconded by Don Bachman and passed unanimously to approve the payment of the list of bills for the period August 21, 2008 through September 9, 2008.

MINUTES OF AUGUST 7, SEPTEMBER 4, AND SEPTEMBER 10, 2008 – A motion was made by Joe Anderson, seconded by Ray Reeder and passed unanimously to approve the August 7, September 4, and September 10, 2008 minutes as amended.

OTHER BUSINESS – Joe Anderson reported that the Parks Foundation had received a written quote for the pavilion in the amount of \$158,000, but recently obtained a verbal quote of \$58,000.

CITIZEN COMMENTS – None

EXECUTIVE SESSION – The meeting was adjourned into Executive Session at 9:17 a.m. to discuss the possible acquisition and sale of land. The regular meeting was reconvened at 9:27 a.m. at which time no official action was taken.

ADJOURNMENT – A motion was made by Joe Anderson, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 9:29 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
October 2, 2008 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ray Reeder Don Bachman Joe Anderson

Others Present:

Lisa M. Boyd, Borough Manager	Don Koser, HRG
Paul Miller, Public Works Director	Kathy Ruhl

REQUESTS TO BE HEARD – None

REVIEW OF RAILROAD MUSEUM WATER LINE REVISED PLAN – Don Koser reported that Terry Shuker of RPA Associates, Inc., on behalf of the Railroad Museum, is still in the process of revising the plans based on HRG's comments and should be submitting revised plans to be reviewed by HRG for possible action at the October 16th meeting.

WATER SYSTEM IMPROVEMENTS DISCUSSION – After our last meeting Jim Kiscaden verified with the Fire Company Chief that on the first alarm box assignment there are two tank trucks and four engines assigned which means that 11,000 gallons of water are available initially plus whatever the flow rate is at the particular hydrant. On the second alarm box assignment there are 8 more tank trucks arriving with approximately 24,000 gallons of water. As long as the fire company has the pond in operation they are confident that they can handle any fire emergency in the borough regardless the size of the reservoir.

A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to approve the execution of the Holding Tank Agreement and the Memorandum of Understanding with Strasburg Township for the water system improvements. Also approved was the preparation by PNC of a Letter of Credit in the amount of \$117,162.65 for the improvements. The agreements and mylars will be executed following the meeting.

Don Koser reported that the design of the improvements should be complete by the end of the year with bidding taking place early next year with construction beginning in April.

The Authority requested updated proposals for engineering and cost of construction for the replacement of the 8" water main at the east end of town. Phases to be: Square to Shenk, Shenk to Bishop, Bishop to Reservoir and total replacement. Another determination that is needed is if the Authority could delay the storage facility but proceed with the treatment plant upgrade, with the existing reservoir becoming treated storage.

NORTH DECATUR STREET WATERMAIN RELOCATION PROJECT UPDATE – This item will be discussed at the October 16th meeting.

PARADISE TOWNSHIP SUBDIVISIONS UPDATE – Both plans will now go before the Township Supervisors for approval.

PAYMENT OF BILLS – A motion was made by Ray Reeder, seconded by Don Bachman to approve the payment of the list of bills, with Ray Reeder abstaining from the payment of the Done Just Right cleaning bill. All bills were paid by the remainder of the members for the period September 18, 2008 through September 26, 2008.

MINUTES OF SEPTEMBER 18, 2008 – A motion was made by Ray Reeder, seconded by Joe Anderson and passed unanimously to approve the September 18, 2008 minutes as printed.

OTHER BUSINESS – Lisa Boyd reported that the Police Department has requested to use the rear house at 101-A Summit Hill Drive for SERT Training before it is demolished. The members requested that Chief Echternach attend the next meeting to discuss the request.

Lisa Boyd distributed a copy of the CDM/SLSA invoice just received in the amount of \$10,129.41 dated September 29, 2008 for the WWTP South Train Flow Diversion Amendment No. 1 and the WWTP Aerator Gear Box project. The members will review the invoice and action will be taken on its payment at the October 16th meeting. The total cost of the projects is \$100,093 and based on the Authority's total flow allocation of 420,000 our share is 10.12% of the total project cost.

CITIZEN COMMENTS – Kathy Ruhl stated that she has reviewed the iron results that the Public Works Department has taken on the past several months and said there was one instance where the results .35 exceeded the maximum. Mrs. Ruhl also indicated that their water pressure has been down since the water main break.

EXECUTIVE SESSION – The meeting was adjourned into Executive Session at 9:10 a.m. to discuss the possible acquisition and sale of land. The regular meeting was reconvened at 9:55 a.m. at which time a motion was mad by Don Bachman, seconded by Ray Reeder and passed unanimously to authorize Harry Yost to draft an agreement for the property at 1305 Village Road.

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

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
October 16, 2008 – 8:00 A.M.
MINUTES

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

Others Present:

Lisa M. Boyd, Borough Manager Don Koser, HRG
Paul Miller, Public Works Director Kathy Ruhl

REQUESTS TO BE HEARD – None

REVIEW OF RAILROAD MUSEUM WATER LINE REVISED PLAN – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the revised plan as recommended by HRG. Lisa Boyd reported that Terry Shuker, RPA Associates, did provide copies of the approval letters from both the Fire Company and Strasburg Township. Terry has prepared a PADOT Highway Occupancy Permit Application for execution by the Authority.

WATER SYSTEM IMPROVEMENTS DISCUSSION – The members discussed the three projects (treatment plant upgrade, storage facility, and replacement of the 8” waterline at the east end of town), the schedule, financing, and impact to rates. A determination is needed if it would be feasible to proceed with the treatment plant and delay the storage facility. Don Koser was requested to review this with the design contact.

NORTH DECATUR STREET WATERMAIN RELOCATION PROJECT UPDATE – It was the consensus that the project will be rebid.

PARADISE TOWNSHIP SUBDIVISIONS UPDATE – Lisa Boyd reported that according to an e-mail from Eric Hershey dated October 14, 2008, the Paradise Township Planning Commission recommended approval of the 101 Summit Hill Drive subdivision. The plans for the Summit Hill Drive and White Oak Road properties will go before the Paradise Township Supervisors on October 21, 2008. It was the consensus of the members to authorize Len Ferber to proceed with appraisals of the properties. Harold Wiker reminded Don Koser that HRG will need to locate the pins and provide legal descriptions for the properties.

Chief Echternach explained the details of how the rear house at 101-A Summit Hill will be utilized for SERT Training. A motion was made by Joe Anderson, seconded by Don Bachman and passed unanimously to approve the Police Department’s use of the house for SERT Training since it is scheduled to be demolished.

Harold Wiker reminded Don Koser that HRG will still need to set the pins and provide legal descriptions for both properties. This was approved as a change order for additional services in the amount of \$3,000 at the May 15, 2008 meeting, and included the wetlands presence/absence report.

REVIEW OF HRG CHANGE ORDER FOR PARADISE TOWNSHIP SUBDIVISIONS –

A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the change order dated October 9, 2008 totaling \$1,700 for the following services:

1. Summit Hill Road – Revise the subdivision plan to reflect Authority-directed changes due to denial no the requested Zoning Variance (\$700).
2. Summit Hill Road – Prepare a separate set of plan submissions and attend up to four additional meetings with Paradise Township due to the Summit Hill Road plans no longer being submitted simultaneously with the White Oak Road submission (\$800).
3. White Oak Road – At its recent meeting, the Township Supervisors tabled the plan in order to investigate a desire to obtain indemnification for an existing building in the right-of-way. Attendance at one more Supervisors meeting will therefore be required (\$200).

PAYMENT OF BILLS – A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to approve the payment of the list of bills dated October 9, 2008.

PAYMENT OF CDM INVOICE DATED SEPTEMBER 29, 2008 – A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to approve the payment of the CDM/SLSA invoice in the amount of \$10,129.41 dated September 29, 2008 for the WWTP South Train Flow Diversion Amendment No. 1 and the WWTP Aerator Gear Box project.

PUBLIC WORKS REPORT - SEPTEMBER – A motion was made by Ray Reeder, seconded by Jim Kiscaden and passed unanimously to accept the Public Works Report dated October 3, 2008 for the month of September.

2009 BUDGET DISCUSSION – The members reviewed the Public Works Budget Request List which lists the equipment that is needed and should be included in the 2009 budget. It was the consensus that the list be approved with the following revisions: Remove the insert valve, include a 3” trash pump instead of a 2”, and shop around for a less expensive heater. Ray Reeder reviewed his document titled Water Funds Available for Capital Expenditure through 2011. It’s estimated that the Treatment Plant upgrade and Storage Tank will cost \$1.8 million and the replacement of the 8” water main at the east end of town will cost \$1.2 million, at total of \$3 million. HRG has been requested to provide updated construction costs for the projects. John McShane, Financial Planner, will be asked to attend a future meeting to outline financing options and costs.

OTHER BUSINESS – None

CITIZEN COMMENTS – Kathy Ruhl reiterated that their water pressure has been down since the water main break.

EXECUTIVE SESSION – The meeting was adjourned into Executive Session at 9:47 a.m. to discuss the possible acquisition and sale of land. The regular meeting was reconvened at 10:15 a.m. at which time a motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to accept the recommendation of Harry Yost that the Agreement of Purchase to be drafted by Harry will be contingent on successful zoning change approval for the use of property. Harold and Jim with review the agreement once drafted with Mr. Vaughn.

ADJOURNMENT – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 10:17 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
November 6, 2008 – 8:00 A.M.
MINUTES

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

Others Present:

Lisa M. Boyd, Borough Manager	Don Koser, HRG
Paul Miller, Public Works Director	John McShane
Kathy Ruhl	

REQUESTS TO BE HEARD – None

FINANCING OF WATER SYSTEM IMPROVEMENTS – JOHN MCSHANE – John P. McShane, with Boenning & Scattergood, Inc. was in attendance to review financing options for the water system improvements. John indicated that due to the size and scope of the Authority and the projects, he would recommend that the Borough's tax exempt credit be utilized as was done with the last borrowing, which was as a bond issue. Timing and being prepared is everything in the current market. John reviewed a \$3,000,000 wrap-around borrowing scenario which would combine the new water debt with the Authority's existing water debt for a 30-year period with a 5 year calling, which keeps payments the lowest. The payments would be an additional \$155,000 per year. John also reviewed the Debt and Market Summary prepared for the Authority. At the current time there are only two bond counsels (insurers). John would recommend that we use Thorp Reed as we did with the last borrowing. The paperwork could be started and then monitor the market to insure the best interest rate. The Authority and Borough solicitors would need to be involved as well as the bond counsel. A water rate study would also be required.

It was noted that the water tank needs final resolution. It was suggested that we may need to have a meeting with Dutchland and the supplier of the ozonator. The project should be ready to go to bid by early spring. The land development is complete and has been recorded. All DEP and Erosion & Control approvals have been obtained. L&I approval is still needed. During our evaluation and prioritization of the projects we must insure that none of the approvals expire.

ENGINEER'S REPORT – Don Koser reviewed the 8-inch water main replacement engineering cost proposal with the members.

NORTH DECATUR STREET WATER MAIN RELOCATION PROJECT UPDATE – Lisa Boyd reported that the project has been rebid with bids being due by Tuesday, November 11th at 2:30 p.m. at which time, during a special meeting, we will open, read aloud and possibly award the bid. Harold Wiker indicated that he has reviewed the bid documents and is concerned that the depth of the installation is not shown on the plans or in the bid documents. It was the consensus of the members to have Don Koser send an addendum to include cut sheets that show depth and profiles. Lisa Boyd also reported that John McShane has also confirmed that the project can be paid for from the existing water loan. It was the consensus of the members to

approve the use of the water loan funds for the payment of expenses for the North Decatur Street Water Main Relocation project.

PARADISE TOWNSHIP SUBDIVISIONS UPDATE – Lisa Boyd reported that both subdivisions have been approved by the Paradise Township Supervisors and HRG is awaiting the sewer module for the White Oak Road property. The staff is in the process of obtaining proposals for the installation of the sewer system at the front house at 101 Summit Hill drive. The rear house will be demolished by the Public Works Department once the Police Department has completed their SERT Training. The wall at the White Oak Road property will need to be removed as well as one of the sheds and the other shed being relocated. Len Ferber is in the process of appraising the two lots at White Oak and the one on Summit Hill.

PAYMENT OF BILLS – A motion was made by Don Bachman, seconded by Jim Kiscaden and passed unanimously to approve the payment of the list of bills dated October 16 through November 3, 2008.

PAYMENT OF HRG AND APPEL & YOST INVOICES – A motion was Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the payment the following HRG invoices for the Water Treatment Approvals:

55484	\$4,546.20
56900	\$3,861.40
57725	\$196.30

A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the payment of the following HRG invoices for the Paradise Township properties:

57182	\$1,450.27
57728	\$2,004.78
58178	\$8,181.50
59051	\$4,010.93

A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the payment of the following HRG invoice for general services:

59209	\$4,623.80
-------	------------

A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to approve the payment of the following HRG invoice for the Historic Drive Waterline Relocation project:

59210	\$22,998.84
-------	-------------

Jim Kiscaden stated that he felt there has been a duplication of services with the Route 896 Relocation project.

A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the payment of the following Appel & Yost invoices for legal service:

7/11/08	185858	\$2,480.00
10/14/08	186907	\$1,048.50

Lisa Boyd indicated that it will be necessary and permissible, according to auditors, to do a temporary loan from the sewer fund to the water fund to cover the engineering costs for the subdivision of the properties and other unbudgeted expenses, to be reimbursed when the properties are sold. This will be discussed further at the next meeting.

2009 BUDGET DISCUSSION – The members reviewed the 2009 Preliminary Budget dated 11/11/08 and requested that the staff confirm that the Public Works budget list items have been included. Ray Reeder reviewed the Water Rate Study spreadsheets dated 11/4/08 and the Water Funds Available for Capital Expenditure through 2011 spreadsheet. Jim Kiscaden suggested that we evaluate the phasing-in of water rate increases.

OTHER BUSINESS – None

CITIZEN COMMENTS – Kathy Ruhl inquired as to what other commercial uses are planned along the bypass. Lisa Boyd indicated that S. E. Smoker currently has final plan approval for 3 additional office buildings and an addition to the pharmacy. At this point the Borough hasn't received any plans for the north side that Steve Smoker also owns. The new owner of the Historic Strasburg Inn, B. C. Desai, has submitted a land development plan for a 3-story, 86-room hotel.

EXECUTIVE SESSION – The meeting was adjourned into Executive Session at 10:56 a.m. to discuss the possible acquisition and sale of land. The regular meeting was reconvened at 11:05 a.m. at which time no official action was taken.

ADJOURNMENT – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 11:05 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY
SPECIAL MEETING
November 11, 2008 – 2:30 P.M.
MINUTES**

Members Present: Jim Kiscaden Ray Reeder Don Bachman

Others Present:

Lisa M. Boyd, Borough Manager Paul Miller, Public Works Director
Rick Breneman, H. L. Wiker, Inc.

REQUESTS TO BE HEARD – None

**HISTORIC DRIVE (NORTH DECATUR STREET) WATER MAIN RELOCATION
PROJECT BIDS – OPEN, READ ALOUD AND POSSIBLY AWARD** – Lisa Boyd

announced that as authorized by the Authority, the staff rebid the project which was advertised in accordance with the Municipality Authorities Act. Four sealed bids were received by the November 11, 2008 – 2:30 p.m. deadline. The four bidders were listed on the Authority's Bidders list as obtaining the official bid packet and all four had signed the two addenda. Jim Kiscaden explained that the base bid was for the work to be completed during daytime hours and the alternate bid was for the work to be done between the hours of 7 p.m. and 7 a.m. Mr. Kiscaden also added that the project must be substantially completed by December 1, 2008. Lisa Boyd opened each bid and read them aloud as follows:

	Base	Alternate
Marks Contracting, LTD Lebanon, PA	\$157,510	\$186,900
Wexcon, Inc. Mohrsville, PA	\$77,217.50	\$78,130
Tru-Line Contractors, Inc. Perkasie, PA	\$120,442.90	\$86,669.50
H. L. Wiker, Inc. Lancaster, PA	\$82,751	\$89,252

It was confirmed that each bidder had included with the Bid Form, a Non-Collusion Affidavit, and a Bid Bond as required. Lisa Boyd contacted Ephrata Township Sewer Authority, who was listed as a reference for Wexcon, Inc., the low bidder. The Manager at Ephrata Township indicated that Wexcon was still in the process of completing an emergency sewer project, and to-date Wexcon was doing an outstanding job.

A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to award the bid to the low bidder, Wexcon, Inc., at the base bid in the amount of \$77,217.50.

CITIZEN COMMENTS – None

ADJOURNMENT – A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to adjourn the meeting at 3:05 p.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
November 21, 2008 – 10:00 A.M.
MINUTES

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

Others Present:

Lisa M. Boyd, Borough Manager Kathy Ruhl
Paul Miller, Public Works Director

REQUESTS TO BE HEARD – None

NORTH DECATUR STREET WATER MAIN RELOCATION PROJECT UPDATE –

The members reviewed the notes of the Pre-job Conference that was held on November 14, 2008. Paul Miller reported that Wexcon is through the intersection, both 45's have been installed, and the T has been set for the fire hydrant. Tim Rineer is on-site at all times and the project is on schedule.

PAYMENT OF BILLS – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the payment of the list of bills dated November 7, 2008.

PUBLIC WORKS REPORT – OCTOBER – The member reviewed the Public Works Report for the month of October dated November 7, 2008, and it was noted that it was a dry month, the sewer use was down, and there was not much infiltration. It was the consensus of the members that inspections for I&I need to be completed and to inspect to see if any hydrants need re-cemented. The water lines are walked and inspected annually.

Paul Miller reported that there was a sewer clog on East Main Street which was caused by grease. The staff will check the Rules & Regulations for the procedure to notify business customers that they are required to install grease traps.

A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to accept the October Public Works Report.

MINUTES OF OCTOBER 2 AND OCTOBER 16, 2008 – A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to approve the October 2 and October 16, 2008 minutes as printed.

WATER SYSTEM IMPROVEMENTS – Harold Wiker stated that he feels that the Authority should proceed with the replacement of the 8" water line at the east end of town. The E. Main Street portion will be the most costly, and an option is to have the Public Works Department begin the replacement at the Reservoir working toward town to Bishop Road. This portion could be paid for with funds on hand. This will be a 2 year project. Additional temporary help could be hired and put on the payroll to assist the Public Works Department. It was noted that the replacement of the 8" water line will be top priority with the treatment plant and storage tank still being pursued and put out to bid in the spring as included in the agreement with HRG. It was

noted that the borrowing for the treatment plant and storage facility will be postponed until 2010. Harold will confirm with the Conservation District as to their requirements for this type of project. The water rates will be evaluated after the first quarter in 2009.

FINANCIAL AND 2009 BUDGET DISCUSSION – It was the consensus of the members that the 2009 budget will not include a rate increase or a loan payment for the treatment plant and storage facility. It was confirmed that the Public Works budget request items are included in the 2009 Preliminary Budget.

It was the consensus of the members to have Jim Kiscaden and Ray Reeder meet with Scott Russell at HRG to discuss the working relationship and invoicing.

AWARD OF 101 SUMMIT HILL DRIVE SEPTIC SYSTEM PROPOSAL – The members reviewed the four proposals that were submitted:

DIG Excavating Strasburg, PA	\$5,275	Richard Mentzer & Sons, Inc. Strasburg, PA	\$4,760
Evans Excavating Quarryville, PA	\$6,072	Scott Denlinger Excavating Strasburg, PA	\$5,900

A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to award the installation of the septic system at 101 Summit Hill Drive to the low bidder, Richard Mentzer & Sons, Inc. at a proposal of \$4,750.

OTHER BUSINESS –

Temporary Loan from Sewer Fund to Water Fund – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve a temporary loan of up to \$120,000 from the sewer fund to the water fund for unforeseen/unbudgeted engineering expenses, the subdivision of the two Paradise Township properties engineering expenses, and the installation of the septic system at 101 Summit Hill Drive.

CITIZEN COMMENTS – None

EXECUTIVE SESSION – The meeting was adjourned into Executive Session at 11:20 a.m. to discuss the possible acquisition and sale of land. The regular meeting was reconvened at 11:35 a.m. at which time no official action was taken.

ADJOURNMENT – A motion was made by Joe Anderson, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 10:35 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
December 4, 2008 – 8:00 A.M.
MINUTES

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

Others Present:

Lisa M. Boyd, Borough Manager
Joseph & Kathy Ruhl

REQUESTS TO BE HEARD – None

WATER SYSTEM IMPROVEMENTS DISCUSSION – Harold Wiker stated that the Authority has had to reprioritize the water system improvements with the replacement of the 8” water main now becoming top priority with this project being paid for from existing funds. The majority of the project will be done by the Public Works Department with assistance from a few temporary employees and additional equipment. The intersection across from the Ruhl’s home will be done first in order to be completed before that portion of the bypass is started. The Authority will continue to plan and even put out to bid the water treatment plant and storage facility, but these projects will be delayed because of the ability to finance them in today’s market. Harold indicated that he is not in favor of a wrap around loan. Jim Kiscaden added that the two water mains serving the town are not reliable, which was proved when the 12” water main broke and the 8” main was unable to serve the town. The 12” main is now about 50 years old and the 8” is about 110 years old. Harold will discuss the project with the Conservation District. A plan, with property owner’s names and tax map numbers, will be submitted to Harry Yost so he can confirm that right-of-ways do exist. A motion was made by Don Bachman, seconded by Jim Kiscaden and passed unanimously to put the materials out to bid and have the Public Works Department proceed with the installation of the 12” water main beside the 8” water main within the existing right-of-ways.

Harold noted that the 12” water main break was caused by the cast iron pipe laying on rock. It was a shear break. The inside of the pipe is actually in good shape.

NORTH DECATUR STREET WATER MAIN RELOCATION PROJECT UPDATE – Tim Rineer has been overseeing the project and it is on schedule. The members reviewed Wexcon’s Weekly Payroll Sheets for payroll 1 (week ending 11/15/08) and payroll 2 (week ending 11/22/08).

PARADISE TOWNSHIP SUBDIVISIONS UPDATE – Harold Wiker stated that the SERT Training at the rear house at 101 Summit Hill Drive, by the Police Department, is to be completed by the end of January, and then it will be demolished by the Public Works Department. Lisa Boyd reported that Eberly Masonry has inspected the stone wall at 3990 White Oak Road and has indicated that if they remove and keep the stone it will cost \$400. If they remove and deliver the stone to the Community Park for use by the Community Park Foundation for their pavilion it will cost \$800. Joe Anderson stated that the Community Park Foundation is very interested in the stone. A motion was made by Jim Kiscaden, seconded by Don Bachman

and passed unanimously to approve the stone going to the Park Foundation with the wall being removed no later than February 15. Lisa added that Len Ferber has informed her it will take at least another two weeks to complete the appraisals for the two properties.

The property pins at both properties have been installed by HRG. The Authority would like to sell the properties by April 1, 2009. Jim Kiscaden stated that he knows a gentleman who is interested in leasing the blue berry patch. The Summit Hill Drive plans have been recorded. Once the sewer module for the White Oak Road property is received, the plans can then be recorded. Notice will be given to the tenant's at 3990 White Oak Road that the two shed's will be moved/demolished by the Public Works Department and that the wall will be removed in the next month or so to be in compliance with the approved subdivision plan.

PAYMENT OF BILLS – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the payment of the list of bills dated November 21, 2008.

PAYMENT OF HRG INVOICES – A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to approve the following HRG invoices:

11/5/08	59585	\$747.00	8-inch water line cost opinion
11/5/08	59586	\$1,974.00	Water plant improvements
11/6/08	59670	\$2,943.99	Paradise Township subdivisions

The members reviewed the updated Water System Improvements Engineering Costs Tabulation.

MINUTES OF NOVEMBER 6, NOVEMBER 11, AND NOVEMBER 21, 2008 - A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the November 6, November 11 and November 21, 2008 minutes as printed.

2009 BUDGET – The 2009 Final Budget will be presented at the December 18 meeting for approval.

OTHER BUSINESS – Harold Wiker stated that everyone involved with the 12" water main break did a good job. The Public Works Department should replenish the materials used during the break. The property owner at the site may be requesting reimbursement for crop damage.

CITIZEN COMMENTS – Joseph Ruhl stated that residents should understand the need for a water rate increase with the improvements that are planned and that the Authority's rates are low compared to other water providers. Mr. Ruhl suggested that the Authority send a letter to all water customers outlining the proposed improvements, the costs, and how it impacts on the water rates. The Authority will consider sending a newsletter out twice a year instead of just once a year.

EXECUTIVE SESSION – The meeting was adjourned into Executive Session at 9:02 a.m. to discuss the possible acquisition and sale of land. The regular meeting was reconvened at 9:18 a.m. at which time it was the consensus of the members to invite Harry Yost to the next meeting to discuss the agreement of sale.

ADJOURNMENT – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 9:18 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
December 18, 2008 – 8:00 A.M.
MINUTES

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

Others Present:
Lisa M. Boyd, Borough Manager Paul Miller, Public Works Director
Harry Yost, Authority Solicitor Kathy Ruhl

REQUESTS TO BE HEARD – None

NORTH DECATUR STREET WATER MAIN RELOCATION PROJECT – UPDATE AND REVIEW OF PAYROLL SHEETS – The members reviewed Wexcon’s Weekly Payroll Sheets for payroll 3 (week ending 11/29/08) and payroll 4 (week ending 12/06/08). Lisa Boyd reported that the two water tests taken showed contamination. Over the next week Wexcon will complete the tie-in at Clover Avenue in front of the Laundromat. The remainder of the main has been installed. Historic Drive has been tied-in and the pressure test is done. Wexcon will recharge the line with chlorine and then take another water sample for testing.

Jim Kiscaden reported that he and Ray Reeder met with representatives from HRG to discuss the working relationship and billing. Ray, Jim, and Tim Rineer expressed their concern that the plans for this project did not reflect what was actually on-site and with the water main required to be so deep, the Public Works Department will not be able to make repairs as needed, the work will need to be done by an outside contractor.

WATER SYSTEM IMPROVEMENTS DISCUSSION – REPLACEMENT OF 8” WATER MAIN AT EAST END OF TOWN – Harold Wiker stated that he was unable to make contact with the Conservation District over the past two weeks, but is planning to contact them today or tomorrow to inquire about their requirements for this project. A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to authorize the staff to put the materials out to bid. The plan is to complete the replacement of the 8” main with a 12” main within the right-of-way from the Borough/Township line at the Y at the East end of town to Bishop Road in January under the Bypass HOP. Bishop Road to the Reservoir will be phase 2 and center square to the eastern boundary being the final phase. Most of phase 1 and 2 can be completed with internal funds.

PAYMENT OF BILLS – A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to approve the payment of the list of bills for the period December 4, 2008 through December 15, 2008.

PAYMENT OF CDM/SLSA INVOICE AND REVIEW OF FUTURE CAPITAL CONSTRUCTION COSTS – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve payment of the CDM/SLSA invoice in the amount of \$1,511,62 for the Authority’s share of the Waste Water Treatment Plant Facilities plan project.

2009 BUDGET – A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to approve the water and sewer portions of the 2009 Final Budget dated 12/9/08 as modified and which does not include water or sewer increases as modified.

OTHER BUSINESS –

November Public Works Report – A motion was made Jim Kiscaden, seconded by Joe Anderson and passed unanimously to approve the Public Works Report for the month of November dated December 17, 2008.

CITIZEN COMMENTS – Kathy Ruhl confirmed the plans for the replacement of the 8” water main.

EXECUTIVE SESSION – The meeting was adjourned into Executive Session at 9:00 a.m. to discuss the possible acquisition and sale of land. The regular meeting was reconvened at 9:55 a.m. at which time no official action was taken.

ADJOURNMENT – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 10:00 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager