

STRASBURG BOROUGH AUTHORITY
January 8, 2009 – 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

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 5 (week ending 12/13/08) and payroll 6 (week ending 12/20/08), and payroll 7 (week ending 12/27/08). A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to approve payment of Wexcon's Application for Payment #1 dated and for the period ending 12/31/08 in the amount of \$66,720.64. It was noted that the cost of the project will exceed the bid amount of \$77,217.50 because of the additional paving and restoration, and extra temporary cap installation that was required. The most recent water tests taken came back bacterially safe. The only outstanding item is the final restoration which will take place in the spring.

WATER SYSTEM IMPROVEMENTS DISCUSSION – REPLACEMENT OF 8" WATER MAIN AT EAST END OF TOWN – Harold Wiker stated that he spoke with Nevin Greiner at the Soil Conservation District and he said that the Authority could proceed, no permit required, with the replacement of the 8" water main through the farmer's fields this winter so the farmers can continue to farm their fields come spring. Harold also reported that Lisa made contact with Brad Gochenauer at Vortex Engineering and he is available and is very familiar with the completion and submission of stream crossing permits. A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to authorize Brad Gochenauer to proceed with the stream crossing permits. Harold, Jim, and Paul will go out to the site early next week and speak with the property owners along the water line. If it is determined that the Authority does not have existing right-of-ways, the Authority will work with the property owners and purchase right-of-ways outside PADOT's right-of-way. Harry Yost will be requested to draft right-of-way agreements.

Lisa reported that the material has been put out to bid with bids due Friday, January 16 at 2 p.m. Harry Yost is researching the right-of-ways and he will try to have confirmation to the Authority by the January 22nd meeting.

STRASBURG BUSINESS PLACE – REDUCTION IN LETTER OF CREDIT – It was the consensus of the members to table action on the reduction since HRG had not reviewed the request.

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 19, 2008 through December 31, 2008.

MINUTES OF DECEMBER 4 AND DECEMBER 18, 2008 – A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to approve December 4th and 18th minutes as printed.

OTHER BUSINESS –

Reorganize – The Authority will reorganize at the January 22nd meeting.

Stone from Wall at 3990 White Oak Road – Joe Anderson indicated that the Parks Foundation is interested in the stone for the pavilion and they will be discussing it at their next meeting on January 14th and will let the Authority know for sure at the January 22nd meeting.

H2O Grant – The members were provided with the new grant information which is for water, waste water and storm water improvements/upgrades. The staff will investigate the Authority's eligibility.

Lease of the Land being Retained by the Authority-3990 White Oak Road – The existing tenants, who may be interested in purchasing the farmette are interested in finding out how much a long-term lease would be for the 7 or so acres being retained by the Authority. It was the consensus of the members to wait until the appraisals are complete before deciding a lease amount.

Sewer Plant – It was the consensus of the members to have Harold Wiker and Ray Reeder meet with our contact at PADEP to obtain and discuss the standards for a sewer plant at the beginning of February. We will also be discussing the plant with the Lancaster County Planning Commission. Ray Reeder suggested that we visit the Paradise Township sewer plant.

CITIZEN COMMENTS – None

EXECUTIVE SESSION – The meeting was adjourned into Executive Session at 9:45 a.m. to discuss the possible acquisition and sale of land. The regular meeting was reconvened at 9:58 a.m. at which time it was the consensus of the members to have Harold and Jim visit with Mr. Vaughn to discuss the revised Sales Agreement.

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

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
January 22, 2009 – 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
Don Koser, HRG Ed Spade, HRG
Kathy Ruhl Brad Gochnauer, Vortex Environmental

REQUESTS TO BE HEARD – None

REORGANIZATION – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to reinstate all current officers, the solicitor, engineer and bank as follows:

CHAIRMAN - Harold Wiker

VICE-CHAIRMAN – Jim Kiscaden

SECRETARY/TREASURER – Ray Reeder

BANK – PNC

SOLICITOR – Harry Yost

ENGINEER – Herbert, Rowland & Grubic – The 2009 Retainer Agreement will be executed.

WATER SYSTEM IMPROVEMENTS DISCUSSION

REPLACEMENT OF 8” WATER MAIN AT EAST END OF TOWN – AWARD

OF BID FOR MATERIAL – The list of materials for phase 1 of the project was put out to bid and advertised as required. A total of two bids were received. A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to award the bid to the lowest bidder L/B Water at \$64,706.50.

It was the consensus of the members to locate the new 12” water line on private property, outside the PADOT right-of-way whenever possible. The old 8” water line will be left in place. Harold, Jim, and Paul have made contact with several of the property owners along the existing 8” line to discuss the Authority purchasing the necessary 20” right-of-way for \$3 per foot. Half the payment for the right-of-way will be paid when the agreement is signed and the other half will be paid once the project is done. Three new fire hydrants will be installed along the new 12” water line.

A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to authorize the solicitor, Harry Yost, to prepare the right-of-way agreement that will be signed by each property owner prior to the project beginning.

WATER TREATMENT PLANT UPGRADE – REVIEW DESIGN – Ed Spade provided the Authority with an updated set of plans and gave an update on the project. Mr. Spade also provided an updated cost opinion in the amount of \$2,531,800 for upgrade of the

treatment plant and storage facility. The project will be ready to go to bid at the end of February.

Don Koser explained reviewed a new grant opportunity which is the H2O PA Grant through DCED. It is a 50/50 matching grant. The grant application is due February 13 with the awards being made in May. HRG will prepare the application at no charge to the Authority. Senator Smucker and Representative Cutler will be contacted for letters of support.

A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to HRG extend and amend the DEP permit with the changes presented today.

Brad Gochenauer explained that a General Permit #5 is required for the stream crossings. There are 4 or 5 crossings and he will meet with Nevin at the Lancaster County Conservation District to inquire what level of detail will be required on the plans. Once the Permit application has been submitted it will take about 3 weeks to obtain approval. Brad has completed the computer endangered species inquiry and it has come back negative, but he is required, and has submitted the paper request. Brad requested that Paul mark the water line with paint and he will then walk it to inspect for wet lands, etc. Brad added that there should be 3' of cover between the bottom of the stream and the water line. The area is required to be surveyed.

STRASBURG BUSINESS PLACE – REDUCTION IN LETTER OF CREDIT – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve a reduction in the amount of \$1,650 as recommend by the Borough engineer.

It was the consensus of the members to inform both Charter Homes and Steve Smoker that no further reduction will be approved until the outstanding water and sewer issues have been resolved.

PUBLIC WORKS REPORT - DECEMBER – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the December report as submitted.

Paul explained that the Public Works Department has changed the base on one of the pumps that was leaking at Pump Station #5. The other pump is now leaking, and they are unable to shut-off the valve in the dry well. It was the consensus of the members that the repair needs to be done immediately and authorized the staff to obtain a quote and to proceed with the repairs.

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 January 8, 2009 through January 13, 2009.

PAYMENT OF PARADISE TOWNSHIP INVOICES – A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to approve the payment of the following Paradise Township invoices:

1/7/09	Engineering review costs for 101 Summit Hill Road	\$585.31
1/7/09	Engineering review costs for 3990 White Oak Road	\$659.84

MINUTES OF JANUARY 8, 2009 – A motion was made by Joe Anderson, seconded by Ray Reeder and passed unanimously to approve January 8, 2009 minutes as printed.

OTHER BUSINESS –

Iron Horse Inn – Jim Kiscaden reported that he was contacted by Denise Waller regarding the fire suppression system. Their engineering firm has confirmed that there is not sufficient water pressure for the fire suppression system and that a pumping system would be required. Jim explained that the Fire Company was also required to install a pumping system. Jim indicated to Mrs. Waller that eventually the Authority will be replacing the 8” water line with a 12” line, but the part on East Main Street will be the final phase and might not be completed for a few years. The new 12” line will not increase the pressure, just the volume.

Water Rate Evaluation – It was the consensus of the members to begin the evaluation of a water rate increase. It was estimated for discussion purposes only, that a 25% increase would generate approximately an additional \$110,000 annually.

North Decatur Street Water Main Relocation Project – Review of Payroll Sheets – The members reviewed Wexcon’s Weekly Payroll Sheets for payroll 8 (week ending 1/3/09) and payroll 9 (week ending 1/10/09).

CITIZEN COMMENTS – None

EXECUTIVE SESSION – The meeting was adjourned into Executive Session at 9:57 a.m. to discuss the possible acquisition and sale of land. The regular meeting was reconvened at 10:07 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 10:13 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
February 5, 2009 – 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
Don Koser, HRG

REQUESTS TO BE HEARD – None

WATER SYSTEM IMPROVEMENTS DISCUSSION

H2O PA GRANT APPLICATION - Don Koser explained that he is in the process of preparing the grant application for funds for the water treatment plant and the storage tank which is due February 13th. Don presented two Resolutions which will be included in the application.

Resolution 2009 -1 – Authorizes the making of an H2O PA grant application to the Commonwealth financing Authority in the amount of \$1,325,000 to be used for the purpose of partially Financing the Strasburg Water System Improvements project and designating Harold Wiker, Chairman, and Ray Reeder, Secretary as the officials to execute any necessary documents.

Resolution 2009 -2 – Acknowledges and states the intention of the Authority to comply with the requirements and guidelines of the H2O PA funding program.

A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to adopt both Resolutions 2009-1 and 2009-2.

REPLACEMENT OF 8” WATER MAIN AT EAST END OF TOWN – Harold, Jim and Paul have discussed the purchase of right-of-way with several of the property owners along the 8” water main and have received verbal approval from those they’ve talked to. Harry Yost has been requested to prepare an agreement that can be signed by each, with final paperwork being prepared and signed after installation of the new 12” water main. Harold and Jim will hopefully make contact with the remaining property owners next week. Paul will be meeting with Brad Gochenauer in the next week or so to walk the line so Brad can begin preparation of the stream crossing permits. The project will be done in three phases.

STRASBURG RAILROAD REQUEST FOR AUTHORITY TO SERVE AS LINE

LOCATOR FOR PA ONE CALL PURPOSES – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to honor Strasburg Railroad’s request with any and all costs being paid by the Railroad and subject to the Authority’s locating equipment being compatible with the tracer wire that was installed in the sewer main.

PAYMENT OF CDM/SLSA INVOICES – ELECTRICAL AND FLOW CHARGES – A

motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to pay the following CDM/SLSA invoices:

1/26/09	4 th Quarter 2008 flows	\$19,858.51
1/26/09	4 th Quarter 2008 electrical	\$3,524.95

WATER RATE EVALUATION – Ray Reeder reviewed his spreadsheet “Results of Water Rate Changes”. It was noted that the rate increase should be phased in over 2 years. Based on the financial climate, both bank loans and a bond issue will be evaluated. A letter explaining the water system improvements, including history, will be sent to all customers to better explain why an increase is needed.

OTHER BUSINESS –

Exeter Supply Request – It was the consensus of the members that the Authority will not, at this time, be participating in the Master Meter Water meter pilot program.

Railroad Museum – As part of the agreement between the Authority and the Railroad Museum for the water line, the Authority was to provide input as to what experience would be required of the contractors bidding on the installation of the water line. It was the consensus of the members that they must be a pipe and utility contractor.

Trip to Sewer Plant at Gap Park – Lisa reported that the trip could take place on any of the following dates: February 11, 12 (afternoon), or 13. It was the consensus to delay scheduling the trip until after the next meeting and to insure that Les Houck is available to attend.

North Decatur Street Water Main Relocation Project – Review of Payroll Sheets – The members reviewed Wexcon’s Weekly Payroll Sheets for payroll 10 (week ending 1/17/09) and payroll 11 (week ending 1/24/09).

SERT Training at 101-A Summit Hill Drive – Scheduled for Thursday, February 12 from 8 a.m. to 2 p.m.

CITIZEN COMMENTS – None

EXECUTIVE SESSION – The executive session was not needed. Harold and Jim will follow-up with Mr. Vaughn.

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

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
February 19, 2009 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Jim Kiscaden (8:45)
Ray Reeder Don Bachman

Others Present:

Lisa M. Boyd, Borough Manager Paul Miller, Public Works Director
Ed Spade, HRG Len Ferber (8:55)

REQUESTS TO BE HEARD – None

UPDATE ON WATER SYSTEM IMPROVEMENTS – Ed Spade provided an overview of the updated plans for the treatment plan and storage facility and indicated that the bidding documents will be finalized by the March 19th Authority meeting. The H2O grant application has been submitted and both Representative Cutler and Senator Smucker have submitted letters of support. The grant awards will take place May 14th, and based on this award date it was decided that the project should be put out to bid at the beginning of May. Harold and Lisa signed the Construction Permit Renewal Request letter and Harold signed the Permit Amendment and Extension Form.

REPLACEMENT OF 8” WATER MAIN AT EAST END OF TOWN

AUTHORIZATION TO PUT SURVEYING AND PREPARATION OF LEGAL DESCRIPTIONS OUT TO BID – A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to authorize the staff to put the surveying and preparation of legal descriptions out to bid.

AUTHORIZATION TO PUT MATERIALS FOR PHASES 2 & 3 OUT TO BID – A motion was made by Don Bachman, seconded by Ray Reeder and passed unanimously to put the materials for Phase 2 & 3 out to bid.

AUTHORIZATION TO PUT THE 12” WATER MAIN INSTALLATION PROJECT OUT TO BID – A motion was made by Don Bachman, seconded by Ray Reeder and passed unanimously to put the 12” Water Main Installation project out to bid.

101-A SUMMIT HILL DRIVE PROPERTY

AUTHORIZATION TO OBTAIN PROPOSALS FOR DEMOLITION – A motion was made by Don Bachman, seconded by Ray Reeder and passed unanimously to authorize the staff to obtain proposals for the demolition of the house at 101-A Summit Hill Drive.

MINUTES OF JANUARY 22 AND FEBRUARY 5, 2009 – A motion was made by Don Bachman, seconded by Ray Reeder and passed unanimously to approve the minutes of the January 22 and February 5 meetings as printed.

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 January 21 through February 2, 2009.

OTHER BUSINESS –

North Decatur Street Water Main Relocation Project – Review of Payroll Sheets – The members reviewed Wexcon’s Weekly Payroll Sheets for payroll 12 (week ending 1/31/09), payroll 13 (week ending 2/7/09) and payroll 14 (week ending 2/14/09).

CITIZEN COMMENTS – None

EXECUTIVE SESSION – The executive session was not needed. Jim will follow-up with Mr. Vaughn.

ADJOURNMENT – A motion was made by Don Bachman, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 10:12 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
March 5, 2009 – 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
Amos & Elam Smucker Brian Masterson, Register Assoc.

REQUESTS TO BE HEARD – None

REPLACEMENT OF 8" WATER MAIN AT EAST END OF TOWN

AWARD SURVEYING/PREPARATION OF LEGAL DESCRIPTIONS AND EXHIBIT PROPOSAL – The following three proposals were received:

Register Associates, Inc.	\$21,500
Fry Surveying, Inc.	\$16,786
Land Grant Surveyors	\$10,500

A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to award the surveying to Land Grant Surveyors at \$10,500.

OVERVIEW/UPDATE ON PROJECT – The materials for Phases 2 & 3 have been put out to bid with bids due Monday, March 9th. It was the consensus of the members to the award the bids at the March 19th Authority meeting instead of at a Special meeting on March 12. It was also the consensus of the members to extend the time to receive bids for the installation from Friday, March 13th to Monday, March 16th at 3 p.m. at which time the bids will be open and read aloud. Award of the bid will take place at the March 19th Authority meeting at 8 a.m. The HOP required for Phase 1 has been hand delivered to PADOT-Lancaster and they have completed their review and have forwarded it to Harrisburg. Harold and Paul attended the pre-bid meeting for the Railroad Museum water line project, at which it was explained that the contractor for that job will be required to run the Railroad water line down Bishop Road to the south side of 896 to tie into the Authority's new 12" water main. The permit will be in the Authority's name and has been submitted to PADOT.

Harold requested that a spreadsheet be prepared for the March 19th meeting outlining the expenses to-date and those anticipated to complete the project. Lisa and Ray were asked to obtain financing information from local banks for a \$300,000 loan which will be repaid within a year once the properties have been sold.

94 SUMMIT HILL DRIVE/SMUCKER -PROPERTY DISCUSSION – Brian Masterson from Register Associates explained that his clients Amos and Elam Smucker would like to purchase 2 acres of land from the Authority from the Mowrer Spring property in order to construct an addition to their single family home to change it to a two-family home. The Smuckers were invited to attend the March 19th meeting to discuss his request further.

3990 WHITE OAK ROAD – STATUS OF SEWER PLANNING MODULE – Eric Hershey of HRG, by e-mail, outlined the various options the Authority had in order to address the White Oak Road Sewer Module:

1. In order to subdivide the property as currently shown on the plan we will need to drill a test well and sample water for nitrates. Depending upon the results of the water test:
 - If the nitrate level is less than required, we will revise the Hydrogeologic Report and submit a revised Planning Module.
 - If the nitrate level is above 10ppm, then using an on-lot septic system will not be allowed for the new lot. At this point the Authority can either forget about creating a separate new building lot, or choose option 2 or 3.
2. Resubmit the Sewage Module but propose composting toilets or an individual spray irrigation system with vegetation removal for the new lot.
3. If the new lot will be used by Amish, a strong-waste holding tank with a gray water system may be able to be permitted through DEP.

In any case, the Authority will need to revise the Planning Module and resubmit it for approval by the Township and DEP. This will involve at least one meeting with the Township Planning Commission and the Board of Supervisors.

An additional option would be to just subdivide off the existing buildings and then combine the remainder with the other lands owned by the Authority. This would require resubmitting the Subdivision Plans to the Township and going through the subdivision process again.

A Supplemental Authorization for Additional Services was provided by HRG to include the following tasks for the Authority:

- Groundwater Testing (includes well installation and groundwater sampling & analysis)
- Data Evaluation and Report Preparation
- Completion of Planning Module Application

The above items would be provided at a cost of \$8,100. A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve HRG's proposal at a cost not-to-exceed \$8,100.

44 STRASBURG ASSOCIATES -HAMPTON INN – SEWER ISSUE - Ed Spayd of HRG, by e-mail, provided a status report on the Sewage Facilities Planning Exemption for 44 Strasburg Associates. During his initial review, he noticed that the sewage flows from the proposed Hampton Inn and Suites were to be conveyed to a pump station located south of McCarter Lane. Ed spoke with John Murphy from Alpha Engineering (the firm designing the pump station for Charter Homes) and was informed that the pump station was part of the “second phase” of the Heritage Strasburg development plan. As a result, the pump station has yet to be designed and – it appears as though it may be delayed for some time. Ed also spoke with John Myers from Landcore Engineering (engineers for 44 Strasburg Assoc.) regarding the conflicts with the timing of the “phasing” between the two projects. Brian suggested in the interim, they would look to install a grinder pump and a force main and convey the flows to an existing manhole located on

the site behind one of the existing buildings. The hotel would then proceed with their original plan for sewage conveyance as soon as the pump station is in final design and construction is to begin. 44 Strasburg Associates is asking if the Authority has any objection to the “interim” plan.

A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to accept the interim/temporary installation of a grinder pump and force main to be pumped to an existing manhole on the property subject to 44 Strasburg Associates coordinating with Charter Homes to insure the correction of the cover of the sewer line and shallow manhole on Historic Strasburg property.

PAYMENT OF BILLS – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the payment of the list of bills dated February 27, 2009.

WATER RATE EVALULATION – Ray Reeder provided an overview of his spreadsheets:

Installment Loan Debt Service Water Project Notes-March 5, 2009

Water Service Profile Results of Water Rate Changes

OTHER BUSINESS –

Blueberry Patch – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to lease both the raspberry and blueberry patches on Summit Hill Drive to the Fishers for \$500 per year.

Railroad’s Request for Authority to Serve as Line Locator for PA One Call Purposes – Lisa explained that the Authority took action to honor the request. However, no fee was established. Craig Lefever had provided the fees charged from two companies for this service as follows:

\$250 per hour with a 1 hour minimum and \$200 per hour with a 2 hour minimum

A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to inform the Railroad that the Authority will provide the service at a cost of \$200 per hour with a 1 hour minimum.

Reconnection of Water Line along Historic Drive – Lisa Boyd reported that she received an e-mail from Stephen Smoker dated March 2, 2009 indicating that he will take the responsibility to make the loop connection and will not request any additional water line work release requests until it is completed. Lisa Boyd also reported that Charter Homes has requested a written request from the Authority indicating that they are responsible to remove the meter pit along Historic Drive.

Certificate of Deposit – It was the consensus of the members to authorize Lisa and/or Ray to deposit the funds from the Certificate of Deposit at the Greystone bank which mature on March 11 into the Authority’s savings account.

CITIZEN COMMENTS – None

EXECUTIVE SESSION – The meeting was adjourned into Executive Session at 9:55 a.m. to discuss the sale of property. The regular meeting was reconvened at 10:07 at which time it was the consensus of the members to obtain sealed bids for the sale of 101 Summit Hill Drive.

ADJOURNMENT – A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to adjourn the meeting at 10:07 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY

March 19, 2009 – 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
Amos & Elam Smucker Brian Masterson, Regester Assoc.
Ed Spayd, HRG

REQUESTS TO BE HEARD – None

ENGINEER'S REPORT

44 STRASBURG ASSOCIATES -HAMPTON INN – SEWER ISSUE - Since the last meeting and the Authority's approval of the temporary grinder pump, the sewer line has been redesigned to a permanent 8" gravity line. Ed Spayd of HRG reviewed the revised plans with the members. The Authority stated that the lines must be located within an easement and dedicated to the Authority. There will no private water or sewer lines permitted. The lines must be sized so that they are large enough to serve the uses proposed in phase 2 of the Historic Strasburg development. The developer must confirm that the existing lines to Pump Station #2 are large enough to handle the increased flow anticipated from the new uses. Ed reviewed his draft comment letter dated March 19, 2009 and it was the consensus of the members to have Ed include the additional comments presented by the Authority and to forward the letter onto the applicant. The applicant will be requested to attend a future meeting to review all issues pertaining to water and sewer for the project.

WATER SYSTEM IMPROVEMENTS -TREATMENT PLANT UPGRADE & STORAGE FACILITY UPDATE – Ed was requested to confirm with DCED if after the bids are received, if they come in over budget, if there is any penalty for returning the H2O grant funds (if awarded to the Authority) and it is not feasible to proceed with the improvements. Jim indicated that he has spoken with Representative Cutler, and has been assured that his office will continue to monitor and support the grant application whenever possible.

94 SUMMIT HILL DRIVE/SMUCKER -PROPERTY DISCUSSION – As a follow-up to their attendance at the last Authority meeting, Brian Masterson from Regester Associates, on behalf of his clients Elam and Amos Smucker, confirmed that they would like to purchase 2.2 acres of land from the Authority from the Mowrer Spring property in order to construct an addition to their single family home to change it to a two-family home. The Smuckers are agreeable to restrictions on the use of the property since it abuts the Authority's watershed area. The Smuckers added that at some point a barn for housing horses may be added out near the road and some of the remaining property could be used for pasture. The Smuckers were agreeable to a 30' grass strip along the edge of the property. Mr. Masterson explained that the nitrates are high at the property and know that the Smuckers will be installing a holding tank for sewage,

which will be pumped and will be equipped with a high level alarm. Harold Wiker explained that the Authority will want to confirm with our Solicitor on the sale of the property. A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to acknowledge the concept plan that was presented by Mr. Elam Smucker. The Smuckers were invited to attend the April 2nd meeting to discuss their request further.

GEORGETOWN ROAD 12" WATER MAIN INSTALLATION AWARD PROJECT

INSTALLATION BID – Requests for Bids were advertised as required with bids due by Monday, March 16, 2009 by 3 p.m. at which time the bids were opened and read aloud. The following bids were received:

Bidder	Phase 1	Phase 2	Phase 3	All Phases
Bulldog, Coatesville	\$83,875	\$120,440	\$116,535	\$290,335
EK Service Inc, New Cumberland	\$71,393	\$60,990	\$56,998	\$179,700
Joao & Bradley, Bethlehem	\$67,670	\$94,850	\$100,675	\$257,470
Marks Contracting, Lebanon	\$80,225	\$154,500	\$132,500	\$349,580
N. Abbonizio Contrs, Conshohocken	\$141,010	\$138,030	\$116,750	\$389,185
Rogele, Harrisburg	\$79,197	\$100,219	\$85,839	\$237,337
Wexcon, Inc, Mohrsville	\$93,982.50	\$131,250	\$109,895	\$324,947.50

Harold Wiker reported that references were obtained for the two lowest bidders, EK Service and Rogele, and a meeting was held with representatives of both to review the project in detail. A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to award the project installation bid to the low bidder EK Service, Inc. at a total bid of \$179,700.

AWARD PROJECT MATERIAL BID – Requests for Bids were advertised for the material for Phases 2 & 3 as required with bids due by Monday, March 9, 2009 by 2 p.m. at which time the bids were opened and read aloud. The following bids were received:

Bidder	Phase 2	Phase 2	Total
Exeter Supply, Reading	\$111,360.75	\$100,172.00	\$211,532.75
H.D. Supply Waterworks, Etters	\$110,623.96	\$99,695.68	\$210,319.64
L/B Water Service, Ephrata	\$110,618.00	\$99,496.50	\$210,114.50

A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to award the bid for the material for phases 2 and 3 to the low bidder L/B Water Service at a bid of \$210,114.50.

AUTHORIZATION TO PURCHASE RIGHT-OF-WAYS – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to authorize the Borough Manager, on behalf of the Authority, to have the right-of-way agreements executed and provide payment for the parcels labeled 1 through 15 on the “ROW Purchases” spreadsheet totaling \$29,712.

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

2/23/09	Appel & Yost	\$1,589.00
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12/14/08	HRG	\$1,565.76
3/2/09	HRG	\$362.10

The Authority reviewed the updated “Borough Authority – Water System Improvements Engineering Cost Tabulation” and found the HRG invoices to be within the scope of work and proposals.

PAYMENT OF BILLS – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the payment of the list of bills for the period February 19, 2009 through March 6, 2009.

MINUTES OF FEBRUARY 19 AND MARCH 5, 2009 – A motion was made by Ray Reeder, seconded by Jim Kiscaden and passed unanimously to approve the minutes of February 19, 2009 and March 5, 2009 as printed.

PROJECTS FINANCIAL REVIEW - The members reviewed the “12” Water Main Costs” spreadsheet and provided estimated costs for those costs that are currently unknown. It was the consensus of the members to have the staff proceed with establishing a line of credit in the amount of \$300,000 with no pre-payment penalties. The members also authorized the borrowing of funds from the sewer fund at the current interest rate and that all funds will be repaid as soon as the Authority’s rental properties have be sold.

WATER RATE EVALULATION – It was the consensus of the members to postpone the evaluation of a rate increase until June after the Water System Improvement bids are received.

OTHER BUSINESS –

Grants – It was noted that the staff and HRG should continue to search for grants as there may be new ones coming from the stimulus package.

North Decatur Street Water Main Relocation Project – Review of Payroll Sheets – The members reviewed Wexcon’s Weekly Payroll Sheets for payroll 15 (week ending 2/21/09), and payroll 16 (week ending 2/28/09).

CITIZEN COMMENTS – None

EXECUTIVE SESSION – The executive session was not needed.

ADJOURNMENT – A motion was made by Jim Kiscaden, 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

April 2, 2009 – 8:00 A.M.

MINUTES

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

Others Present:

Lisa M. Boyd, Borough Manager Kathy & Joe Ruhl
Amos & Elam Smucker Brian Masterson, Register Assoc.
Ed Spayd, HRG Harry Yost, Solicitor

REQUESTS TO BE HEARD – None

ENGINEER'S REPORT

44 STRASBURG ASSOCIATES -HAMPTON INN – Ed Spayd reviewed the 2 spreadsheets (Channel Report and Sewage Facilities Planning Request) he prepared for the evaluation of the Sewage Facilities Planning Exemption request. The table was created to determine the available capacity of Pump Station #2 and the pipe report was used to determine maximum capacity of the proposed 8” sewer line. All flow data was taken from the Chapter 94 Report. Based on these evaluations, there appears to be adequate capacity in the 8” pipe and Pump Station #2 to handle any additional flows from the Historic Drive area. The evaluation did not consider Smoker’s north side. It was noted that there may be some additional uses that were not taken into consideration and there are a few areas of the line which are flat. The evaluation will be revised based on this additional information.

WATER SYSTEM IMPROVEMENTS – Ed Spayd also reported in response to the PA H2O funding question (per HRG’s Financial Services Staff), there are NO financial penalty for not accepting the PA H2O grant. However, if the Authority were to seek any additional grant funding in the future with the same funding program, the Authority’s chances would be greatly diminished.

94 SUMMIT HILL ROAD –SMUCKER – The members reviewed the list of 8 restrictions that were drafted by Brian Masterson of Register Associates on behalf of his clients Elam & Amos Smucker. It was requested that the buildable area be reduced. The plan will be revised and resubmitted at the next meeting. It was noted that the Authority has a water line on the property and it should be shown on the plan and an easement provided. Additional restrictions should be added that address types of uses permitted on the property with prior approval by the Authority.

GEORGETOWN ROAD 12” WATER MAIN INSTALLATION STATUS REPORT – Lisa Boyd reported that only two more right-of-ways were left to be obtained. The stream crossing permit is anticipated the week of the April 13th. Completion of the project, weather permitting, is planned for June 1st. Service lines, final restoration (with exception of restoration within the PADOT right-of-way), and the tie-ins at the Reservoir and the Y at the east end of town will be completed by the Public Works Department. Since a portion of the work will be completed in-house it is estimated that the project will cost \$600,000 instead of \$900,000 which was the

estimated cost to have the entire project contracted out. The members reviewed the 12" Water Main Costs Spreadsheet and requested that a column be added for actual costs.

247 GAP ROAD – RAILROAD SEWER LINE ISSUE – This item was tabled until the April 23rd meeting.

EXECUTIVE SESSION–REAL ESTATE - The regular meeting was convened into executive session at 9:00 a.m. to discuss the purchase and sale of real estate. The regular meeting was reconvened at 9:24 a.m. at which time no official action was taken.

CHARTER HOMES – METER PIT REMOVAL – It was the consensus of the members to have the Borough Manager send an official notice to Charter Homes indicating that the meter pit must be removed and the reconnect made with a time schedule provided.

WHITE OAK ROAD PROPERTY PLANNING MODULE STATUS REPORT – There was nothing new to report at this time.

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 March 17, 2009 through March 20, 2009.

MINUTES OF MARCH 19, 2009 – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the March 19, 2009 minutes as printed.

OTHER BUSINESS –

North Decatur Street Water Main Relocation Project – Review of Payroll Sheets – The members reviewed Wexcon's Weekly Payroll Sheets for payroll 17 (week ending 3/7/09), payroll 18 (week ending 3/14/09), and payroll 19 (week ending 3/21/09).

CITIZEN COMMENTS – None

ADJOURNMENT – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 9:41 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
April 23, 2009 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ray Reeder
Don Bachman Joe Anderson

Others Present:

Lisa M. Boyd, Borough Manager Dennis Gehringer
Amos & Elam Smucker Brian Masterson, Register Assoc.
Brian Meyers, Landcore Engineering

REQUESTS TO BE HEARD – None

44 STRASBURG ASSOCIATES – REVIEW HAMPTON INN WATER AND SEWER LAYOUT – Dennis Gehringer and Brian Meyers reviewed the current layout of the water and sewer lines throughout the Hampton Inn development. The following items were discussed and must be addressed by the applicant: water meter size for the water lines and fire suppression, grease traps, easements, future dedication of water mains, reservation of capacity and tapping fees. All service lines will be the responsibility of the property owner. The members reviewed HRG's review letter dated March 25, 2009 which included 5 comments for the water lines and 13 comments for the sewer lines, and Landcore's responses outlined in their letter dated April 13, 2009. All issues will be addressed on the next set of land development plans which will be reviewed with the Authority at a future meeting.

94 SUMMIT HILL DRIVE/SMUCKER – Amos Smucker submitted a \$75,000 offer for 2 acres of land owned by the Authority which adjoins their property.

247 GAP ROAD – RAILROAD SEWER LINE ISSUE – It was the consensus of the members to have Harry Yost review the information on this matter and to make a written recommendation to the Authority.

GEORGETOWN ROAD 12" WATER MAIN INSTALLATION STATUS REPORT – Harold Wiker reported that he authorized the Public Works Department/E. K. Services to take down 2 trees located with in the water main area because of liability and safety. Lisa Boyd reported that according to an update received from Brad Gochnauer dated April 22nd he has received the USFWS bog turtle clearance letter and he has hand delivered the completed permit application to the Lancaster County Conservation District yesterday. The application will be reviewed by Nate Kurtz, and Brad will contact him to discuss the situation and timing of the project.

3990 WHITE OAK ROAD PROPERTY PLANNING MODULE STATUS REPORT – The members reviewed the e-mail memorandum from Eric Hershey of HRG dated April 2, 2009 in which he reported that the nitrate water test results from the sampling well at 3990 White Oak Road came back at 10.9 ppm. The maximum allowed is 10 ppm. Because DEP has not approved any denitrification systems for single family on-lot systems, the options for this property are limited at this point.

One option would be to go back to Paradise Township and modify the subdivision plan by eliminating the new building lot and just including it with the land to be combined with the other property owned by the Authority. This would result in only the existing buildings being subdivided for sale. Under this scenario, the Authority should be eligible for the non-building waiver of Sewage Module Planning because no new building lot would be created.

Another option that was discussed with Dee Lehman of DEP is the possibility of getting a strong-waste holding tank with gray water system approved for the new building lot. Dee said this could only be permitted if Amish were going to be the owners of the lot. Electric would not be allowed to be connected to the house that would be built. Some sort of documentation that Amish would be purchasing the new lot would need to be proved and submitted with a new/revised Planning Module.

The members will review the two options and make a determination on how to move forward at the next meeting.

It was the consensus of the members to obtain proposals from HRG for both options.

EVALUATE GRANT POSSIBILITIES – Lisa Boyd reported that the staff is currently reviewing information from PSAB (American Recovery & Reinvestment Act & the Opportunities for Pennsylvania Boroughs) on possible grant opportunities.

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 April 2, 2009 through April 17, 2009.

PAYMENT OF HRG INVOICE – A motion was made by Ray Reeder, seconded by Joe Anderson and passed unanimously to pay the HRG invoice #62485 dated April 2, 2009 for engineering expenses for the Paradise Township Subdivisions in the amount \$5,278.46.

PAYMENT OF EK SERVICES' INVOICE – A motion was made by Don Bachman, seconded by Ray Reeder and passed unanimously to approve Payment Request #1 from EK Services in the amount of \$92,851.48 subject to receiving certified payroll.

OTHER BUSINESS –

North Decatur Street Water Main Relocation Project – Review of Payroll Sheets – The members reviewed Wexcon's Weekly Payroll Sheets for payroll 20 (week ending 3/28/09), payroll 21 (week ending 4/4/09), payroll 22 (week ending 4/11/09), and payroll 23 (week ending 4/18/09).

CITIZEN COMMENTS – None

EXECUTIVE SESSION – The regular meeting was convened into executive session at 9:44 a.m. The regular meeting was reconvened at 10:03 a.m. at which time a motion was made by Don Bachman, seconded by Ray Reeder and passed unanimously to accept Mr. Smucker's offer with the listed restrictions, pending Harry Yost's review.

ADJOURNMENT – A motion was made by Ray Reeder, seconded by Joe Anderson and passed unanimously to adjourn the meeting at 10:13 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
May 7, 2009 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker
Don Bachman
Joe Anderson (8:10 A.M.)

Jim Kiscaden
Ray Reeder (8:05 A.M.)

Others Present:

Christine D. Drennen, Admin. Asst.
Kathy Ruhl
Samuel Stoltzfus
John Kauffman Jr.

REQUESTS TO BE HEARD – Kathy Ruhl, 216 Georgetown Road, was in attendance and stated that at 2:30 am on April 16, 2009 during the semi-annual flushing, all of the water was sucked out of their house. Mrs. Ruhl said that she did discuss this matter with Paul Miller. Harold Wiker stated that he will talk to Mr. Miller and find out if more than one hydrant was open during the flushing and get back to Mrs. Ruhl. She also had gritty sediment in her water heater after the contractor was working through the rock. Harold Wiker stated that it was probably from the shaking of the old water line when the contractor was working through the rock in the area.

44 STRASBURG ASSOCIATES – REVIEW HAMPTON INN WATER AND SEWER LAYOUT – At the request of the applicant, this matter was tabled until the May 21, 2009 meeting.

101 SUMMIT HILL ROAD PROPERTY – SEALED OFFERS FOR PURCHASE:

Samuel Stoltzfus and John Kauffman Jr. were in attendance and asked some questions prior to submitting a sealed offer for the purchase of 101 Summit Hill Road. The questions asked and responses were:

* Would the remaining Borough property be available for a 10 year lease for use as a pasture or produce plot? Yes, with restrictions on use to control runoff to the springs and the lease will be non-transferrable and the blueberry patch is not available for lease until January 2010. It was discussed that such a lease should mirror existing leases and verify that the regulations include limiting the number of animals allowed per acre for pasture.

* Would herbicides and pesticides be allowed to be used on the leased land? Yes, with runoff controlled.

* What will be done with the dirt piles in the area of the demolished house? The area will be graded and seeded.

* What if a modification is requested for the sewer system? If there are additional costs associated with moving or enlarging the drainfield, we will only pay the amount previously contracted with our contractor and they would be responsible for the additional.

* Will we have a seller's disclosure before they sign any legally binding documents? Yes, a seller's disclosure will be provided.

After giving them time to prepare their sealed offer, an offer was received from Samuel Stoltzfus and John Kauffman Jr. for \$185,000 and was placed in the file. Their offer stated that

it is a bid and not a legally binding document. Jim Kiscaden stated that the offer needed to be reviewed with the Solicitor because their offer is below the appraised value of \$196,500 and that the Solicitor advised us to be cautious to not appear as giving the land away if an offer was received for below the appraisal. He added that if no offers were received close to the appraised value, that we would need to advertise for bids to be in compliance with the Solicitor's recommendation. Sam Stoltzfus stated that they need a seller's disclosure and that their offer is negotiable. Mr. Stoltzfus and Mr. Kauffman asked the Authority to come up with a proposal for the sale of the property to include a 10-year lease for the Borough's ground to which the Authority agreed would be done and sent to them prior to the May 21, 2009 meeting. Mr. Kaufman asked and it was agreed that they have right of first refusal.

GEORGETOWN ROAD 12" WATER MAIN INSTALLATION STATUS REPORT:

Harold Wiker reported that the stream crossing permits have been received and that there are delays due to the rain. An 8" line will be in place from the existing reservoir until the location where the new reservoir is proposed and that is where the 12" line begins.

CONSIDERATION OF WEXCON, INC. PAYMENT REQUEST: Harold Wiker, Jim Kiscaden and Ray Reeder all agreed that they did not think the roadway feels as though the final street restoration is completed. Jim Kiscaden stated that the fire hydrant that is installed where the new roadway is being installed for the hotel entrance has a guide wire right next to the hydrant which would prohibit them from being able to open the fire hydrant without cutting the guide wire. Christine Drennen reported that this matter has been brought to PP&L's attention and they have assigned a technician to look into the problem. We will inform the Authority of the status of this problem after we hear from PP&L.

It was noted that there was an additional \$19,000 charged by Wexcon for the additional paving. It was the consensus to table the final Wexcon payment request to allow for the following items to be investigated:

1. Verify the measurements of the additional paving
2. Verify that an 18 month maintenance guarantee will be put in place by the contractor upon closeout.
3. Verify that the street restoration has been approved by PennDOT.

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 April 17, 2009 through April 30, 2009.

3990 WHITE OAK ROAD PROPERTY – PLANNING MODULE PROPOSALS: It was the consensus that one more attempt should be made to obtain the sewage permit to keep the second 2 acre lot. Jim Kiscaden made a motion, seconded by Don Bachman and passed unanimously to accept the proposal from HRG, Inc. for a not to exceed proposal of \$1,900 to retain the two acre lot and to go to DEP to apply for the installation of a holding tank.

OTHER BUSINESS –

Bernie Tulino – Jim Kiscaden made a motion, seconded by Don Bachman and passed unanimously to respectfully decline to participate in any cost sharing for the Bernie Tulino and

Strasburg Rail Road sewage issue following the advice of the Solicitor and per their agreement dated June 12, 2006.

Sewage Treatment Plant - Jim Kiscaden stated that he contacted the property owner regarding the proposal we had previously given him regarding the purchase of the land. The property owner indicated that he has his accountant and attorney reviewing the proposal and he will get back to us.

Employee Hospitalization Consortium – Jim Kiscaden stated that Strasburg Borough has been invited to participation in a hospitalization consortium meeting being held by the municipalities in Southern Lancaster County on June 19, 2009 to review a proposal presented by Benecon to reduce hospitalization costs. He will keep the Authority informed regarding its process.

Meeting Schedule – Jim Kiscaden made a motion, seconded by Ray Reeder and passed unanimously to only hold one Authority meeting per month during June, July, August and September 2009 and that the meetings will be held the first Thursday of each month.

CITIZEN COMMENTS – None

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

Respectfully Submitted,

Christine D. Drennen
Administrative Assistant

May 21, 2009 - Meeting Canceled

STRASBURG BOROUGH AUTHORITY
June 4, 2009 – 8:00 A.M.
MINUTES

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

Others Present:

Lisa M. Boyd, Borough Manager Samuel Stoltzfus
Paul Miller, Jr. John Kauffman, Jr.
Ed Spayd, HRG Brian Meyers, Landcore
Dennis Gehringer
Amos & Elam Smucker

REQUESTS TO BE HEARD – None

44 STRASBURG ASSOCIATES – REVIEW HAMPTON INN WATER AND SEWER LAYOUT – The following items were discussed:

1. The water lines must create a looped system.
2. Each building must be individually metered.
3. External grease traps must be installed.
4. The dedication of water and sewer lines terminate at the lateral, 10' outside of the main.
5. Manholes must be installed in the sewer lines at least every 400”.

After some discussion, it was suggested that the best way to get a looping system is for the applicant to work with Charter Homes.

GEORGETOWN ROAD 12” WATER MAIN INSTALLATION STATUS REPORT & DAVID S. ESH REQUEST – Paul Miller reported that all the pipe has been installed and

restoration of the properties has begun. The tie-in at the Reservoir is complete. The pressure test will be done Friday, and the water samples soon there after. Paul added that after the pressure test is complete and the water samples come back “bacterially safe” the Public Works Department will then complete the tie-in at 896/741 and finally approximately 30 service lines will be replaced. The property owner will be notified by the Public Works Department if their portion of the service needs replaced. Paul also added that there were 2 leaks in the line at Vernon Rohrsers and at one of the stream crossings. The old and new mains will be run in tandem until the last service line has been completed. Both lines will be in service with one feeding into town and the other feeding out of town. E.K. Service will be restoring the HOP area next week.

It was the consensus of the members to table the David Esh request until the next meeting.

101 SUMMIT HILL DRIVE –The appraisal for the property came in at \$196,500. Sam Stoltzfus made an offer of \$185,000. Mr. Stoltzfus requested that the amount for the sewer system be subtracted from the appraised amount and then they would meet us half way. This matter will be discussed by the members in Executive Session at the end of the meeting. Mr. Stoltzfus indicated that he would like to sign the Agreement of Sale by June 15, 2009.

94 SUMMIT HILL DRIVE – Elam Smucker stopped by to sign the Agreement of Sale for 2 acres at an offer of \$75,000. The Agreement will be signed by Harold Wiker and Mr. Smucker after the meeting and Mr. Smucker will take the agreement with him and have it signed by his wife. Lisa will pick-up the Agreement early next week.

RECONSIDERATION OF WEXCON, INC. PAYMENT REQUEST – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the final payment request in the amount of \$13,161.61 which is less the \$890 for the extra 10 square yards that was being requested.

CONSIDERATION OF E.K. SERVICES PAYMENT REQUEST – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the payment in the amount of \$62,722.90.

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 May 7, 2009 through June 1, 2009.

PAYMENT OF HRG INVOICE – A motion was made by Don Bachman, seconded by Ray Reeder and passed unanimously to pay the HRG invoice #62873 dated April 9, 2009 for engineering expenses for the 12-inch Waterline Installation in the amount of \$3,449.

The members reviewed the Engineering Cost Tabulation and confirmed that the invoice was within the \$3,500 proposal for the preparation of the bidding manual.

MINUTES OF APRIL 2, APRIL 23, AND MAY 7, 2009 – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the minutes of the April 2, April 23, and May 7, 2009 meetings as printed.

OTHER BUSINESS –

CITIZEN COMMENTS –

EXECUTIVE SESSION – The regular meeting was convened into executive session at 9:47 a.m. The regular meeting was reconvened at 10:11 a.m. at which time a motion was made by Jim Kiscaden, seconded by Ray Reeder to accept Sam Stoltzfus' second offer of \$188,370 which is less the cost of the sewer system replacement.

ADJOURNMENT – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 10:12 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
July 2, 2009 – 8:00 A.M.
MINUTES

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

Others Present:

Lisa M. Boyd, Borough Manager	Samuel Stoltzfus
Paul Miller, Jr.	John Kauffman, Jr.
Ed Spayd, HRG	Brian Meyers, Landcore
Dennis Gehringer	Amos & Elam Smucker

REQUESTS TO BE HEARD – None

E.K. SERVICE FINAL PAYMENT REQUEST OFR 12” WATERMAIN INSTALLATION

– Harold Wiker reported that Paul Miller has verified all quantities. The invoice includes the additional work for the final run of pipe to the reservoir and the tie-in. The members reviewed the invoice item by item and found all charges to be reasonable. The Bond will be retained for a year from today’s date. A motion was made by Jim Kiscaden, seconded by Don Bachman to approve payment of E.K. Services’ final payment request in the amount of \$31,640.43

The members reviewed the 12” Watermain Cost spreadsheet.

It was the consensus of the members to discuss the David S. Esh crop damage request with the owner of the property, Steve Fisher, who the Authority has the easement agreement with. Harold and Paul will meet with Mr. Fisher prior to the next meeting.

3990 WHITE OAK ROAD – STATUS OF PLANNING MODULE – HRG is in the process of making revisions to the planning module, they will then obtain signatures from the Authority, and then resubmit it to Paradise Township and the Lancaster County Planning Commission. Once the Paradise Township Board of Supervisors approves the overall module, it will be submitted to DEP for final approval. This process is estimated to take at least 60 days.

94 & 101 SUMMIT HILL DRIVE UPDATES

94 Summit Hill Drive – Mr. Smucker has informed us that settlement will need to be postponed for a while due to personal issues. He will contact us when he’s ready to proceed.

101 Summit Hill Drive – Settlement will take place within the next two month. A draft of the settlement sheet will be requested. A letter will be sent to Mr. Forsythe requesting him to remove his horse from the barn by July 15th. A letter will be sent to the Fishers indicating that their lease for the blueberry and raspberry batches will be discontinued on January 1, 2010.

CONSIDERATION OF JIM GRIBBLE PROPOSAL – REPAIRS AT 3990 WHITE OAK ROAD PROPERTY

– A motion was made by Jim Kiscaden, seconded by Don Bachman and

passed unanimously to authority Jim Gribble to make the repairs to the barn pier (\$1,125) and take apart and rebuild end of stone retaining wall at barn ramp (\$1,350) at a total cost of \$2,475 as outlined in his proposal dated June 5, 2009.

FIRE HYDRANT VISABILITY CONCERNS – The members reviewed the pictures which were submitted by the Fire Chief. It was the consensus of the members to put a note on the water/sewer bills requesting residents to remove vegetation from around fire hydrants located on their property.

PAYMENT OF MONTHLY BILLS, HRG INVOICES, AND CDM/SLSA INVOICE – 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 June 9 through June 24, 2009.

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

2/9/09	\$78.30	Review DEP response to planning module submission
5/20/09	\$1,800.00	Water Plant Improvements -Final Design
6/12/09	\$734.50	Maint. Guarantee & Evaluation of Clover Ave. Sewer line

The members reviewed the Engineering Cost Tabulation and the Review DEP Response to Planning Module Submission and the Water Plant Improvements costs listed above do fall within HRG's proposal.

A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to the CDM/SLSA invoice dated March 6, 2009 in the amount of \$11,230.77 for the Authority's share of the Main Pumping Station Design.

Gail Robinson will be requested to attend the August 6 meeting to review the Authority's share of future Capital Contributions.

APPROVAL OF MINUTES – JUNE 4, 2009 – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the minutes of the June 4, 2009 meeting as amended.

MAY TREASURER'S REPORT – The members reviewed the Treasurer's Report for period ending May 31, 2009. The members also reviewed the 2008 and 2009 Water Special Projects cost tabulation spreadsheets.

OTHER BUSINESS –

Water System Improvements – It was noted that DEP, by their letter dated June 23, 2009, has granted the Authority a two year extension of time to complete the Water System Improvements.

Hampton Inn – Representatives will be in attendance at the August 6 meeting to discuss water and sewer issues for the new hotel.

CITIZEN COMMENTS – None

ADJOURNMENT – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 9:43 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

July 16, 2009 - Meeting Canceled

**STRASBURG BOROUGH AUTHORITY
SPECIAL MEETING
July 23, 2009 – 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, Jr.

REQUESTS TO BE HEARD – None

WATER SYSTEM IMPROVEMENTS – BIDDING DISCUSSION – It was noted that the existing sewer loan will be paid off in 2013 and the existing water loan in 2023. The Authority was awarded a \$600,000 H2O grant through DCED which is a reimbursable grant which must be used by June 30, 2012. The Water System Improvements are estimated to cost \$2.6 million so additional financing will be needed. It was the consensus of the members that a public meeting should be held after the bid opening to explain the project, costs, and the need for a water rate increase. Requests for information should be received a week before bids are due and will go directly to HRG, with a copy to the Borough. John McShane, financial planner, will be requested to attend our next meeting.

A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to proceed with advertising for bids for the Water System Improvements Project with bids being due September 2 by 10 a.m. and opened at our next meeting on September 3.

OTHER BUSINESS – Paul Miller reported that Ed Zalewski is off due to a broken leg and won't be returning to work for at least another 4 weeks, and with Tim Rineer on vacation next week the water services on the 12" waterline won't be started until sometime in August. Paul indicated that the Public Works Department will need assistance with the water services. It was the consensus of the members to authorize Paul to hire part-time help to assist with the project.

CITIZEN COMMENTS – None

ADJOURNMENT – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 8:55 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

August 6, 2009 - Meeting Canceled

August 13, 2009 - Meeting Canceled

STRASBURG BOROUGH AUTHORITY

August 20, 2009 – 10:00 A.M.

MINUTES

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

Others Present:

Lisa M. Boyd, Borough Manager John McShane, Financial Planner
Paul Miller, Jr. Ed Spayd, HRG
Brian Meyers, Landcore Dennis Gehringer
Christine Drennen, Admin. Asst. Gail Robinson, CDM

REQUESTS TO BE HEARD – None

WATER SYSTEM IMPROVEMENTS PROJECT

FINANCING OPTIONS – JOHN MCSHANE - John McShane was present and stated that when the Authority approached him a few months ago that the market was just coming out of a flux in the market and it was not a good time to borrow. However, the market is now up and rates have dropped and this is an excellent time to borrow. Mr. McShane explained that there are two options, one is borrowing just enough new money for the project and the other is to borrow the new money and refinance the existing debt. He estimates that refinancing the existing debt will result in approximately \$50,000 in savings and that the loan life of the existing debt would remain the same. Mr. McShane stated that the process to obtain the bond is as follows: prepare the offering document, obtain bond insurance, get bond rating to get lowest rates, then finance transaction. He stated that if he receives approval to proceed immediately, the project could be financed as early as October.

Mr. McShane offered to talk to banks to verify that the best rate is being obtained. Mr. McShane was asked about his fees to which he stated is 1% which is paid to brokers and approximately \$30,000 to \$40,000 for legal team, and bond insurance. These costs were considered when he calculated the \$50,000 savings.

Regarding whose name the bond would be issued in, Mr. McShane stated that he preferred the bonds to be issued on the Borough's name to obtain lower rates and then the Borough would forward those funds to the Authority through an agreement. Mr. McShane suggested that a term of 30 years be considered for the bond.

CONSIDERATION OF HRG'S RETAINER AGREEMENT – Ed Spayd reviewed the Retainer Agreement with the members. Harold Wiker explained that the Authority is only considering the Bidding (Phase 3) portion of the Retainer Agreement at this time which includes the following tasks:

- Issue documents
- Attend pre-bid meeting and provide minutes
- Respond to bidder questions and issue addenda as necessary
- Attend the bid opening

Review the bids and make recommendation regarding Notice of Intent to Award

A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the Bidding portion of the HRG's Retainer Agreement at a lump sum cost of \$3,000. The remainder of the Retainer Agreement will be acted on once the bids have been awarded.

STATUS OF BIDDING AND PERMITS – A pre-bid meeting was conducted by HRG on August 17 at 1 p.m. and HRG will provide minutes of the meeting once finalized. Ed Spayd reported that 17 bid packets have been purchased to-date. Bids are due by 10 a.m. on September 8th at which time they will be opened and read aloud. The bids will be forwarded to HRG for review for complete ness and their recommendation. The Zoning permit has been obtained from Strasburg Township. The Building permit application has been submitted to Labor and Industry.

REVIEW OF FUTURE SLSA CAPITAL CONTIBUTIONS – GAIL ROBINSON – Gail Robinson of Camp, Dresser & McKee reviewed the two spreadsheets which were provided to the members "City of Lancaster – Capital Sewer Projects and Suburban Lancaster Sewer Authority – Projected Five Year Payments. At this point, and these are subject to change, the following payments based on 420,000 gpd or 10.12% which is the Authority's share of the projects being completed by the City of Lancaster will be required from the Authority over the next five years:

09/10 \$213,502 10/11 \$14,128 11/12 \$88,759 12/13 \$54,145 13/14 \$54,145

Gail also provided a status report on the Nutrient Loading issue which could lower our gpd to 360,000. Gail added that there will always be a need for sewer capacity, especially by West Lampeter Township.

REVIEW OF HAMPTON INN WATER AND SEWER ISSUES – BRIAN MEYERS AND DENNIS GEHRINGER – Dennis Gehringer explained that he has tried to contact Charter Homes about the looping of the water lines, and has received no response to-date. Dennis added that they have designed the water lines with an interior looping system within their development. The pressure test is to be conducted today or tomorrow. The Authority needs to approve the meter sizes and provide the amount for tapping fees.

3990 WHITE OAK ROAD – STATUS OF PLANNING MODULE – The planning module has been submitted to the Lancaster County Planning Commission and Paradise Township Planning Commission for their review and approval.

PAYMENT OF MONTHLY BILLS AND HRG INVOICE - 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 July 9, 2009 through July 30, 2009 and the HRG invoice #64761 dated July 9, 2009 for engineering expenses for the submission of the revised sewer module for the White Oak Road property.

The members reviewed the Engineering Cost Tabulation and confirmed that the HRG invoice was within the \$8,100 proposal for the preparation of the revised sewer module.

MINUTES OF JULY 2 AND JULY 23, 2009 – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the minutes of the July 2 and July 23, 2009 meetings as printed.

OTHER BUSINESS – Jim Kiscaden stated that instead of paying to have an HRG representative do the daily on-site inspections during the Water System Improvements, the Authority should consider appointing Paul Miller as the “Clerk of the Works” with him being responsible for these daily on-site inspections, and the possibility of adding a Public employee will need to be determined prior to the Water System Improvements begin.

CITIZEN COMMENTS – None

ADJOURNMENT – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 12:27 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

September 3, 2009 - Meeting Canceled

**STRASBURG BOROUGH AUTHORITY
SPECIAL MEETING
September 8, 2009 – 11:00 A.M.
MINUTES**

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

Others Present:

Lisa M. Boyd, Borough Manager	Ed Spayd, HRG
Paul Miller, Public Works Director	Ron Strout, PSI
Michael F. Ronca	John L. Chrostets, K. C. Construction
Keith Kreider, Paul Risk Assoc.	Kinsley Construction

REQUESTS TO BE HEARD – None

WATER SYSTEM IMPROVEMENTS PROJECT - BID OPENING – Jim Kiscaden opened and read aloud the following bids:

General Contractors	
KC Construction Company, Ivyland PA	\$2,323,000
Kinsley Industrial, York PA	\$2,592,200
PSI Pumping Solutions, Inc, York Springs PA	\$2,889,000
Michael F. Ronca & Sons, Inc, Bethlehem PA	\$2,623,000
Wickersham Construction & Eningeering, Lancaster PA	\$2,542,500
Electrical Contractors	
Garden Spot Electric, Inc, Manheim PA	\$224,000
Robert P. Lepley, Lewistown PA	\$145,710
G. A. Vietri, Inc, Coatesville, PA	\$161,800
Mechanical Contractors	
Garden Spot Mechanical, Inc, Manheim PA	\$75,000
Michael F. Ronca & Sons, Inc., Bethlehem PA	\$163,000

The Authority has up to 60 days or longer, based on obtaining financing, to award the bid. HRG will review the bids and make recommendations on award for the General, Electrical and Mechanical components of the bid. They will also request references and a history of work for the low bidders.

Since the bids have been received and the cost of the project confirmed and the cost of financing discussed, the Authority will now need to evaluate the impact the project will have on the water rates.

HAMPTON INN – REVIEW OF WATER AND SEWER ISSUES – Ed Spayd will provide a tabulation of the tapping fees for this project.

PAYMENT OF MONTHLY 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 August 11 through August 20, 2009.

OTHER BUSINESS –

Proposal from Beaver Creek Constructions for miscellaneous repairs at 3990 White Oak Road – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to authorize Steve Fisher and his crew to complete the miscellaneous repairs at 3990 White Oak Road at cost of \$1,850 as outlined in his proposal dated August 18, 2009.

CITIZEN COMMENTS – None

ADJOURNMENT – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 1:00 p.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

September 17, 2009 - Meeting Canceled

STRASBURG BOROUGH AUTHORITY
October 1, 2009 – 9:00 A.M.
MINUTES

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

Others Present:

Lisa M. Boyd, Borough Manager Ed Spayd, HRG
Paul Miller, Public Works Director

REQUESTS TO BE HEARD – None

WATER SYSTEM IMPROVEMENTS

REVIEW OF HRG'S BID RECOMMENDATIONS : Ed Spayd reported that the low bidders were requested to and have provided a listing of previous projects and references, a qualification package, and current financial data and present commitments. Based on this information and follow-up calls with references, he has determined that the low bidders are capable of providing quality services for the completion of the project and would meet the needs of the Authority. In addition, in order to provide the Authority with the additional time and flexibility necessary to procure the funding for the project, Ed recommends that the Authority not award the Contracts until funding for the project has been secured. The 60-day acceptance period will expire on November 7, 2009 and the 120-day acceptance period will expire on January 6, 2010. Ed added that it is his recommendation that the Authority, when appropriate, award the Construction Contracts as follows:

- Contract 09-1 General – KC Construction Company for a lump sum bid amount of \$2,323,000.00, subject to receipt of acceptable Performance and Payment Bonds.
- Contract 09-2 Electrical – Robert P. Lepley electrical Contractor for a lump sum bid amount of \$145,710.00, subject to receipt of acceptable Performance and Payments Bonds.
- Contract 09-3 Mechanical – Garden Spot Mechanical for a lump sum bid amount of \$75,000.00, subject to receipt of acceptable Performance and Payment Bonds.

FINANACING UPDATE: Jim Kiscaden reported that the Bond ordinance goes before Borough Council for enactment at their October 13th meeting. The Authority will be adopting the Bond resolution and subsidy agreements at our meeting on October 15th. John McShane will be in attendance for both meeting.

A motion was made by Joe Anderson, seconded by Jim Kiscaden and passed unanimously to accept Ed Spayd's recommendation regarding the award of the Construction Contracts and to move forward with the project and financing.

MINUTES OF AUGUST 20 AND SEPTEMBER 8, 2009 - A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to approve the minutes of the August 20 and September 8, 2009 meetings as printed.

PAYMENT OF MONTHLY 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 September 3 through September 23, 2009.

OTHER BUSINESS

12” Water Main Restoration – It was the consensus of the members to obtain proposals for the restoration of the 12” water main trench.

Water Rates – Water rates will be reviewed at the November 5th meeting.

CITIZEN COMMENTS – None

EXECUTIVE SESSION: It was the consensus of the members that an Executive Session was not necessary.

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

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
October 15, 2009 – 9:00 A.M.
MINUTES

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

Others Present:

Lisa M. Boyd, Borough Manager	Ed Spayd, HRG
Paul Miller, Public Works Director	Dennis Gehringer
Christine D. Drennen, Admin. Asst.	John McShane

REQUESTS TO BE HEARD – None

WATER SYSTEM IMPROVEMENTS BOND ISSUE – JOHN MCSHANE: John McShane was in attendance and reviewed the details of the bond, stating that the bond was locked in on Tuesday and that the refunding of the 2003 bonds will result in an approximate \$80,000 savings. Mr. McShane stated that two weeks ago, the market hit an all time low and that if we would have had to wait to lock in the rates until today that there would be no refinancing savings. Mr. McShane explained that the \$80,000 savings will be realized in December 2009. He added that in order to minimize the payment increase for 2010 and 2011 for borrowing the new money, some additional money was included in the bond. Lastly, Mr. McShane stated that the bond is set to close on November 19, 2009 and that he believes it is safe to award the water system improvement contracts.

ADOPTION OF BOND RESOLUTION 2009 – 1: Don Bachman made a motion, seconded by Ray Reeder and passed unanimously to approve Resolution 2009-1 approving the bond issuance.

APPROVAL OF SUPPLEMENT TO SUBSIDY AGREEMENT: John McShane explained that this is the first supplement to the subsidy agreement that was adopted in 2003 which agrees to pay Strasburg Borough back for the bond.

Jim Kiscaden made a motion, seconded by Don Bachman and passed unanimously to approve the first amendment to the subsidy agreement form and that the amounts for the water and sewer will be inserted at settlement.

HAMPTON INN – REVIEW OF WATER AND SEWER TAPPING FEES – Dennis Gehringer, representing 44 Strasburg Associates and the Hampton Inn project, was in attendance and stated that he recently obtained Strasburg Borough's tapping fees and that he and the developer believed that our tapping fees were so high that they made the project unable to obtain funding. He added that our tapping fees are higher than any they have previously encountered.

Mr. Gehringer stated that he researched our Act 57 study and that we are within our legal bounds for establishing our fees. He went on to explain that the Act 57 study allows us to charge for specific costs and equity value recoup but most other authorities do not include the equity value recoup costs. In comparing median housing using 2007 values, he stated that our tapping fee is

approximately 5% which is significant. A comparison of other tapping fees the developer has encountered was reviewed using the Hampton Inn in Pine Grove, Days Inn in Lebanon and the Comfort Inn in East Lampeter which resulted in an average of \$747 per room for tapping fees compared to our tapping fee of \$4,766 per room. Mr. Gehringer stated that the industry standard is \$1000 per room and that they are unable to obtain financing with our rates at this level and banks would encourage building in another municipality.

Mr. Gehringer stated that he believes that the high rate of our fees cause a developer to look away from higher utility uses such as restaurants, hotels and grocery stores but rather to uses such as offices. Mr. Gehringer also stated that he should have noticed the high amount of our tapping fees but he missed it and that the developer has spent approximately \$80,000 in engineering. He added that if our area's per night hotel rate were in the \$300/night range that these tapping fees would be feasible but especially since the Strasburg Area is secondary to Route 30, they are asking us to reconsider our tapping fee calculation.

Harold Wiker stated that our tapping fees were based on our engineering study, that there are other municipalities with similar rates, and that any deviation from the established rates would set precedence.

Mr. Gehringer stated that hotel occupancy is not always full capacity but rather in the 65-66% occupancy range. Ed Spayd stated that our EDU calculation was completed based on the 7718 gallons per day that was requested by the developer and that instead of the 80 EDUs (based on 1 per room), the 7718 gallons was converted to 47 EDUs for water (using 164 gallons per day as provided in our tapping fees) and 34 EDUs for sewer (using 227 gallons per day as provided in the tapping fee). Mr. Spayd stated that the tapping fee calculation method adopted by our Ordinance utilizes American Water Works Associations' regulations using meter size which does result in a reduced rate for tapping fees for non-residential customers.

Alternatives suggested by Dennis Gehringer included:

- * If they could tap off of an existing meter pit if that could eliminate part of a tapping fee. Harold Wiker stated that the water line has to be dedicated and that option would not be possible.

- * Having higher rates for all users rather than having high tapping fees for new users.

Jim Kiscaden suggested a delayed tapping fee payment, whereas the full fees would be paid over a period of time such as five years. Ed Spayd and Ray Reeder stated that possibly the usage could be re-evaluated during the payoff time and adjust the EDUs as necessary.

Harold Wiker asked Mr. Gehringer to present the option of paying off the tapping fees over a period of time, with the EDUs being re-evaluated during that time, to the developer to see if that could save the Strasburg Hampton Inn project. Jim Kiscaden stated that he is only willing to offer this option because the developer has been willing to construct the building in a means acceptable to the Borough using design standards and architectural details and would offer the same option to other developers using the design standards. He added that he hopes that the project can be saved so that the commercial tax base can be increased.

Harold Wiker stated that another option to evaluate is to look at sprinkler system tapping fees and costs. Mr. Gehringer stated that East Lampeter charges a monthly sprinkler fee of \$75.00 per month per meter.

OTHER BUSINESS

New Federal Water Regulations – Paul indicated that there are some new Ground Water regulations which will require the Authority to confirm contact time and other information. Paul will be working with Ed Spayd in order to supply this information to DEP in a timely manner.

Letter from Strasburg Jaycee Park Board – The members reviewed the letter from Pete Kingsley dated October 14, 2009 in which the Park Board requested that the Authority invoice them for one flat rate for a year rather than four quarterly payments. After a review of the water and sewer billing program, it was determined that bills are required to be paid on a quarterly basis to avoid late charges. A motion was made Joe Anderson, seconded by Ray Reeder and passed unanimously to send a letter indicating that they will receive quarterly bills, but the two meters will be combined which if billed the minimum, only one minimum will be invoiced.

Water Services – It was the consensus of the members to authorize the hiring of up to two helpers from Mentzers to assist with the 14 remaining water services utilizing our equipment. Ed Zalewski is back to work, but is required to be on light duty.

Seccamanie Tree Damage – A motion was made by Don Bachman, seconded by Joe Anderson and passed unanimously to authorize the payment of \$10 per tree for the 12 trees that were damaged during the installation of the 12” water main and the restoration of the area.

CITIZEN COMMENTS – None

EXECUTIVE SESSION: The regular meeting was convened into executive session at 11:13 a.m. The regular meeting was reconvened at 11:22 a.m. at which time a motion was made by Jim Kiscaden, seconded by Ray Reeder to list the 3990 White Oak Road property with Len Ferber and to forward the letter from Jeffrey Mohler to Harry Yost for his review and comment.

ADJOURNMENT – A motion was made by Joe Anderson, seconded by Jim Kiscaden and passed unanimously to adjourn the meeting at 11:24 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
November 5, 2009 – 9:00 A.M.
MINUTES

Members Present: Harold Wiker Ray Reeder
Don Bachman Joe Anderson

Others Present:
Lisa M. Boyd, Borough Manager Ed Spayd, HRG
Dennis Gehringer

REQUESTS TO BE HEARD – None

HAMPTON INN PROJECT DISCUSSION – DENNIS GEHRINGER: Dennis Gehringer was in attendance and stated that they believed our tapping fees were too high and that they discourage a developer from building in town and that it was a municipal decision to determine development to filter in the kind of uses they want. He stated that he looked at the Hampton Inn and if there was a way that the utility fee could be reduced and came up with options:

1. The tapping fees are for property owners making connection to the system and stated that many non-residential uses as well as residential condominiums have a single customer connection to utility companies where the utility invoices only one entity and their responsibility stops at the meter. The single customer then installs private meters to individual uses and collects fees from its tenants. He stated that he believes this option reduces the Borough's exposure for water and sewer lines and simplifies our billing process and bill collection process because there is a single customer. He believes if this option is chosen that a tapping fee would not apply because they would be connecting off of the existing service at the location and because their hotel is an expansion of the existing hotel.

2. Re-evaluating their usage for calculating tapping fees. Mr. Gehringer stated that their usage originally requested was based on a DEP calculation per hotel room. He stated that he evaluated the usage at the Holiday Inn Express in Rockvale and the Comfort Inn where the waterslides used to be. He compared their usages taking into account actual occupancy and their average GPD is 122/124. He states that this method reduces their usage from 7,000 to 4,500 GPD. He added that this calculation takes into account that a hotel is not 100% occupancy every day but explained that the hotels he used for comparison actually have higher occupancy than the market for Lancaster hotels (these are 66% and 89% compared to the current Lancaster County rate of 43-44% in 2008). He then stated that he used the County occupancy average for the Hampton Inn because the Route 30 hotel will have a higher occupancy than the off Route 30 hotels and that their occupancy rates for the Holiday Inn Express and Comfort Inn are the top performers on Route 30.

3. Consider a five year payment schedule that takes into account that the tapping fees are paid as the property is acquiring money coupled with the ability to recalculate the tapping fees on an annual basis based on usage.

Mr. Gehringer stated that he has presented these options to the owners and they are willing to proceed with any of these options. He added that the owners have pretty much moved on from this project and are focusing on a project in Cumberland County.

Harold Wiker stated that as part of their development, Charter Homes installed the existing meter pit and that it was installed to accommodate Historic Strasburg and not to have additional users tied onto it. Mr. Wiker stated that it was the Authority's decision to have a public water line loop through the complex because of the problems we have experienced with private water lines for the past 25 years. Mr. Wiker stated that he had previously suggested to Mr. Gehringer to make a deal with Charter Homes and to connect closer to their hotel instead of their proposed connection point, which would reduce their infrastructure expenses. Mr. Wiker added that Mr. Gehringer is only proposing to have private water lines because they do not want the financial responsibility with having a private sewer line. Mr. Wiker asked Mr. Gehringer to understand the Authority's concerns with having private water lines considering the problems we have had in the past with private water lines. Mr. Gehringer stated that he is asking that the Authority consider the issues with private water lines incrementally and see that there are solutions beyond the public lines including backflow valves.

Mr. Gehringer stated that when they started this project three years ago that our tapping fees were a third of what they are today. Mr. Wiker stated that five years ago, the water and sewer tapping fees combined per EDU was at least \$7,500 and this last analysis was done in 2008 and they have not increased that much. Mr. Wiker added that we have not had any resistance at all regarding our tapping fees from the private sector. Mr. Wiker reminded Mr. Gehringer that both East and West Lampeter Townships do not have water tapping fees because they are connected to the city and that is a completely different situation than here.

Mr. Wiker reminded Mr. Gehringer that he presented information based on 40% occupancy when actually there will be days when they will have 100% occupancy. He added that the Authority has to reserve the capacity for them for the days when they will use the full amount even if they don't use the full capacity every day and the availability of the capacity is built into the tapping fee calculations.

The Borough Manager stated that when the tapping fees were re-evaluated in 2008 that they actually were a decrease of \$181 for sewer and a decrease of \$635 for water.

Ray Reeder stated that he did not feel comfortable using the low projected occupancy that Mr. Gehringer had suggested and that it does reduce the price somewhat but does not close the gap between the tapping fee that we have calculated and the tapping fees that they budgeted. Ray Reeder stated that was in favor of spreading out the payments over five years.

Ray Reeder stated that he would like the Borough Council's opinion if the Authority should be looking for ways to adjust the tapping fees because of additional community benefits with the project. Ray Reeder stated that he reviewed the Act 57 Study and that there are other fees which could be reevaluated with calculating the tapping fees. Mr. Gehringer stated that he felt the fees should be associated with the operating costs including wells and sewage treatment but not connected with the pipes in the ground.

Ed Spayd stated that he agreed with the Authority that the private line was not an option. He was also concerned that there was too much discussion and decisions necessary to respond within the 45 day time limit. Mr. Gehringer stated that he felt his client needed a response in that timeframe in order to have the bidding process take place in time for construction to begin in Spring.

Mr. Gehringer stated that his clients are hotel builders/developers and would be seeking a separate investor for operating the restaurant and the hotel.

Mr. Gehringer stated that he could go back to his client and tell them that the Authority is considering options. Mr. Wiker stated that he does not want to struggle for two to three months to come up with a different solution and have the developer back out of the project anyway. He was also concerned that the Authority needs a rate increase and that the users would not be very happy if a break was being given to developers.

Mr. Gehringer stated that the project has approximately \$200,000 invested so far in architectural and engineering fees.

The Borough Manager stated that the Borough Council meets on November 10, 2009 and will seek their opinion on this matter at that meeting. The Borough Manager was also asked to see if the Chairman of the Planning Commission could attend a future Authority meeting.

Mr. Wiker told Mr. Gehringer that the same tapping fee per EDU was used recently for another commercial user, the Strasburg Railroad which is outside of the Borough, and this fee structure has been in place.

Mr. Gehringer stated that if he would have given due diligence to the project two years ago and had realized the tapping fees that they would not have spent the money on the engineering or they would not have agreed to construct a brick building.

Mr. Wiker asked if the Authority has until December 15, 2009, to make a decision regarding the tapping fees to which Mr. Gehringer stated that in order to begin building in the Spring that they would like an answer by the end of the year. Mr. Wiker stated that right now construction costs are low and if they delay opening that construction costs will be 15% higher.

Mr. Gehringer asked the Authority to notify him if they are unable to reach any additional options for their consideration.

Don Bachman expressed his concern that the hotel's high usage time coincides with the time that our infiltration and inflow is highest and that we need to be careful to not exceed our daily allowable gallons of sewer to SLSA.

Ed Spayd explained a different approach to calculating the tapping fee was considered using the meter size, which is allowed within our existing tapping fee ordinance.

Harold Wiker stated that he was in favor of offering the tapping fee calculation using the meter size and offering it to be paid over a period of five years.

A motion was made by Ray Reeder, seconded by Joe Anderson and passed unanimously to offer that the tapping fee be, based on a 4" meter size, of \$93,700 for water and \$141,500 for sewer for a total of \$235,200 to be paid over a 5 year period contingent upon the supporting opinion of the Planning Commission and Borough Council. The motion also included the rejection of private lines. This type of tapping fee calculation is an option permitted under the Tapping Fee resolution.

WATER SYSTEM IMPROVEMENTS PROJECT UPDATE – The financing settlement is scheduled for Thursday, November 19th, and since the financing of the project will be in place, the Authority will also be awarding the project bids at their November 19th meeting. The remaining task in the HRG Retainer Agreement will also be reviewed to determine which tasks HRG will be involved with throughout the project. In regards to our water treatment plant accessibility variance request, the form and letter have been finalized and along with the check and plan sets are being delivered today to the Accessibility Advisory Board for action at their November 17th meeting.

MINUTES OF OCTOBER 1 AND OCTOBER 15, 2009 - A motion was made by Ray Reeder, seconded by Joe Anderson and passed unanimously to approve the minutes of the October 1 and October 15, 2009 meetings as printed.

PAYMENT OF HRG'S INVOICES AND MONTHLY 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 September 30 through October 30, 2009 and the following HRG invoices:

7/9/09	64761	Paradise Twp. Subdivisions	\$630.00
8/11/09	65241	Paradise Twp. Subdivisions	\$1,108.56
9/8/09	65831	Paradise Twp. Subdivisions	\$35.16
10/8/09	66545	Paradise Twp. Subdivisions	\$169.40
10/9/09	66626	General Services-RR Mus.	\$1,057.00

The members reviewed the Engineering Cost Tabulations and found the expenses to be within the proposal amounts provided by HRG or to be reimbursable.

WATER RATE EVALUATION REVIEW – Ray Reeder reported that based on our initial evaluation, it looks like a 45% water increase may be necessary to cover increased operation costs and the increased loan payments which are required for the borrowing for the second storage facility and the upgrade to the water treatment plant. As the preparation of the 2010 Preliminary Budget is finalized, which will be presented to the Authority at their November 19th meeting, a final determination on the exact amount of the water rate increase will be provided. A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to have the staff proceed with the preparation of the budget and the water rate increase resolution.

Lisa provided the members with a Quarterly Water Rates Comparison which included the rates for fourteen municipalities in Lancaster County.

OTHER BUSINESS

12” Water Main Trench Restoration – Lisa reviewed the three written proposals that were submitted: Wiker Paving \$8,975 Long Asphalt \$9,900 Lyons & Hohl \$17,572
A motion was made by Don Bachman, seconded by Ray Reeder and passed unanimously to award the project to the low bidder Wiker Paving at a cost of \$8,975.

12” Water Main Services – Lisa reported that there are approximately 14 services remaining. The Public Works Department, with the assistant of the Borough’s two part-time employees, will be working on them with three to be completed today with our own equipment. Mentzer’s employee’s with be utilized when necessary.

101 Summit Hill Road Property Clean-up – Lisa reported that has submitted a proposal to do the work in the amount of \$2,100 and will complete the work within the few weeks weather permitting.

3990 White Oak Road – Lisa reported that she has met with Len Ferber and signed the contract for Len to sell the properties on behalf of the Authority. The subdivision mylars will be here early next week for signature and once the signatures have been obtained from Paradise Township and the Lancaster County Planning Commission the plans will be recorded.

Birnie Tulino-247 Gap Road – Lisa reported that Birnie will be requesting to hook his new single family to the Borough water system. Lisa will have Birnie submit the required paperwork.

CDM/SLSA Capital Contribution Invoice and Reimbursement of Share of City Payment – Lisa distributed a copy of the capital contribution invoice for the Authority’s share of SLSA engineering and construction payments to the City of Lancaster in the amount of \$49,555.22 which will be reviewed and approved at the next meeting. The Authority also received a check in the amount of \$9,436.44 for our share of SLSA’s reimbursement from the City of Lancaster for remaining funds in the Act 537 Plan projects escrow account.

CITIZEN COMMENTS – None

EXECUTIVE SESSION: It was the consensus of the members that due to the time, the Executive Session will be held at the next meeting.

ADJOURNMENT – A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to adjourn the meeting at 11:50 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY

November 19 2009 – 9:00 A.M.

MINUTES

Members Present: Harold Wiker Jim Kiscaden
Ray Reeder Don Bachman

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

REQUESTS TO BE HEARD – None

WATER SYSTEM IMPROVEMENTS PROJECT - AWARD BIDS – A motion was made by Don Bachman, seconded by Jim Kiscaden and passed unanimously to award the bids to the low bidders as follows as recommended by HRG:

- Contract 09-1 General – KC Construction Company for a lump sum bid amount of \$2,323,000.00, subject to receipt of acceptable Performance and Payment Bonds.
- Contract 09-2 Electrical – Robert P. Lepley electrical Contractor for a lump sum bid amount of \$145,710.00, subject to receipt of acceptable Performance and Payments Bonds.
- Contract 09-3 Mechanical – Garden Spot Mechanical for a lump sum bid amount of \$75,000.00, subject to receipt of acceptable Performance and Payment Bonds.

Ed Spayd indicated that he will issue the letters of award. It was confirmed that the funds that were borrowed for the project have been deposited into the Project Fund as of this morning.

Harold Wiker explained to Ed Spayd that there would be no room for change orders as no contingencies for extra costs were built into the borrowing. Ed Spayd explained that there is currently one change order for the additional sprinkler and cement block coating which were required in order to obtain the waiver from the accessibility requirements.

It was noted that the upgraded treatment plant will handle the build-out of the town.

CONSIDERATION OF REMAINING TASKS IN HRG'S PROPOSAL FOR SERVICES –

The members reviewed HRG's Retainer Agreement Project Assignment proposal in regards to the Water System Improvements project. The proposal included the following services:

1. Bidding (Phase 3) \$3,000 – This was approved at the August 20, 2010 Authority meeting.
2. Construction Administration (Phase 4)
3. Resident Project Representation (Phase 5)
4. Operations (Phase 6)

The members reviewed the tasks included in the Construction Administration Phase (4):

1. Review and process Contractor Applications for Payment.

2. Administer Job Conferences (12 estimated).
3. Issue Contract Clarifications.
4. Review and process Claims and Change Orders.
5. Review and process Contractor Submittals.
6. Perform engineering site visits (1 per week estimated).
7. Perform Substantial and Final Completion Inspections.
8. Prepare Contract Closeout Documents.

A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the Construction Administration Phase (4) at a lump sum fee of \$58,400.

A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to have Ed Spayd provide updated proposals for the Resident Project Representation Phase (5) and Operations Phase (6) and that delaying consideration of the two tasks to a future meeting would not cause the project from proceeding.

HAMPTON INN PROJECT DISCUSSION - Jim Kiscaden explained that during the Route 896 Ribbon Cutting Ceremony he discussed the Hampton Inn tapping fees with B. C. Desai. Mr. Desai indicated that he is also considering a Hampton Inn in Cumberland County and he has until January 15th to close on the land. He needs to finalize his decision if he will be able to proceed with the Hampton Inn here in the Borough before making a final decision on the Cumberland County land. Jim suggested that the Authority allow Mr. Desai to make payments which Mr. Desai was very interested in. There are economic advantages to having the Hampton Inn in the Borough such as approximately \$11,000 per year in Real Estate Taxes, \$14,000 to \$17,000 per year in water and sewer revenue, no impact to the school district and employment opportunities to mention a few. The agreement to allow payments will include the requirement that if the property is sold all outstanding tapping fees must be paid before or at settlement. Mr. Desai also mentioned that the existing hotel at Historic Strasburg, beginning in January, will be operated as a Clarion Hotel. Lisa Boyd reported that Borough Council, the Mayor and the Police Chief and support the project. A motion was made by Ray Reeder, seconded by Jim Kiscaden and passed unanimously to offer a combined tapping of \$235,200 which can be paid over 10 years with \$23,520 being paid annually with the initial payment being paid when the building/zoning permit is picked-up in 2010 and the final payment to be made by 2020.

MINUTES OF NOVEMBER 5, 2009 – A motion was made by Don Bachman, seconded by Ray Reeder to approve the minutes of the November 5, 2009 meeting with the correction of the tapping fee amount on page 3 to \$235,200. Jim Kiscaden abstained as he was not in attendance at the November 5th meeting.

PAYMENT OF MONTHLY BILLS – A motion was made by Ray Reeder, seconded by Jim Kiscaden and passed unanimously to approve the payment of the list of bills for the period November 2, 2009 through November 10, 2009.

2010 PRELIMINARY BUDGET REVIEW - The Preliminary Budget was reviewed which indicated that a 23% water rate increase was required to pay the new loan payments required for the borrowing for the upgrade to the water treatment plant and the second storage facility.

WATER RATE EVALUATION AND ADOPTION OF WATER RATE RESOLUTION

2009-2 – A motion was made Jim Kiscaden, seconded by Ray Reeder and passed unanimously to adopt Resolution 2009-2 which increases water rates by 23% effective with the first quarter billing in 2010.

OTHER BUSINESS

Birnie Tulino – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the water connection at 247 Gap Road at a tapping fee of \$3,747.

Railroad Museum – Harold Wiker asked the status of the 20' easement for the water line. Harold also asked if the water line was flushed to which Paul Miller responded that it was and that he had witnessed the pressure test. Harold asked that we obtain a copy of the water test.

West Main Street Tree Planting by Tree Committee – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to require that the tree must be planted at least 3 – 4' from the water service line.

CITIZEN COMMENTS – None

EXECUTIVE SESSION – The regular meeting was convened into executive session at 11:43 a.m. The regular meeting was reconvened at 11:50 a.m. at which time a motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to obtain a second appraisal from Mary Clinton at Appraisal Associates for the property located at 1305 Village Road.

ADJOURNMENT – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 11:51 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
December 3, 2009 – 9:00 A.M.
MINUTES

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

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

REQUESTS TO BE HEARD – None

WATER SYSTEM IMPROVEMENTS PROJECT UPDATE - Ed Spayd reported that we received an informal approval from Labor & Industry for the accessibility waiver we requested for the Water Treatment Plant. The additional paperwork will be submitted this week and we should receive the formal approval next week. The contractors have started submission of the required paperwork and bonds. The Authority will need to execute the paperwork and bonds once all have been received from the three contractors. Ed said he is hoping that we can hold the pre-construction meeting sometime in late January. Harold reminded Ed that we will need copies of all shop drawings.

The members reviewed the updated retainer agreement for the Resident Project Representative Phase (5) and Operations Phase (6). Ed did indicate that HRG's 2009 rate schedule is being used for this project. Jim Kiscaden suggested that the Authority should consider the RPR phase being handled in-house by Paul Miller. Paul would work closely with the HRG representative who is responsible for the Contract Administration Phase (4) which was approved at the November 19th meeting at a lump sum cost of \$58,400. Phase 5 & 6 will be discussed further at the December 17th meeting.

HAMPTON INN PROJECT UPDATE – Jim Kiscaden reported that B. C. Desai has informed him that they are planning to proceed with the Hampton Inn project. It was the consensus of the members to allow Mr. Desai to pay the first installment in 2010 when the building/zoning permit is picked-up, skip the payment in 2011 to allow them to get up and running, and will make annual payments from 2012 to 2020.

PAYMENT OF MONTHLY BILLS – A motion was made by Joe Anderson, seconded by Jim Kiscaden and passed unanimously to approve the payment of the list of bills for the period November 17 through November 20, 2009.

2010 FINAL BUDGET REVIEW - A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the water and sewer funds in the 2010 Final Budget as amended which includes at 23% water rate increase.

OTHER BUSINESS

Reorganization - Harold Wiker reminded the members that we will be reorganizing at the January 7, 2010 meeting. Harold asked Ed Spayd to provide the annual engineering retainer agreement prior to the January 7th meeting to allow ample time for the members to review it.

3990 White Oak Road Properties – Lisa Boyd reported that the legal descriptions have been prepared by HRG for the three lots and they have been forwarded to Harry Yost for preparation of the deeds.

CITIZEN COMMENTS – None

ADJOURNMENT – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 10:16 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

December 17, 2009 - Meeting Canceled