

**STRASBURG BOROUGH AUTHORITY**  
**January 7, 2010 – 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

**REORGANIZE** – A motion was made by Don Bachman, seconded by Jim Kiscaden and passed unanimously to keep the officer's, solicitor, engineer and bank as they were in 2009 as listed below:

**APPOINT CHAIRMAN** – Harold Wiker  
**VICE-CHAIRMAN** – Jim Kiscaden  
**SECRETARY/TREASURER** – Ray Reeder  
**SOLICITOR** – Harry Yost  
**ENGINEER** - Herbert, Rowland & Grubic  
**BANK** - PNC

**WATER SYSTEM IMPROVEMENTS PROJECT UPDATE**

**REVIEW PHASE 5 (RPR) PROPOSAL** – The members reviewed the information provided by Ed Spayd which outlined the responsibilities of the RPR and which was included in the bid documents. Paul, Harold and Jim will meet next week to discuss how this position should be filled.

**STATUS OF PROJECT CONTRACTS (ISSUE NOTICE OF AWARD/NOTICE TO PROCEED LETTERS TO CONTACTORS)** – Lisa Boyd reported that Harry Yost has reviewed the contract documents and he recommends that the Authority's name be corrected and titles be included under the signature lines. A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to have the contract documents corrected as recommended by Harry Yost and then resigned by the contractors, in preparation of execution by the Authority.

Harold Wiker stated that any change order requests must be approved by the Authority.

**AUTHORIZATION OF PROPERTY DEEDS - WHITE OAK ROAD AND PEACH LANE** – A motion was made by Joe Anderson, seconded by Don Bachman and passed unanimously to authorize the execution of the three property deeds by the proper Authority officials and to approve the sale of the 2 acre lot along Peach Lane to Abner Esh.

**REVIEW OF HRG'S 2010 RETAINER CONTRACT** – HRG's 2010 Retainer Agreement was approved along with their appointment for the year.

**REVIEW OF NOTIFICATION SYSTEM** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve utilizing Swiftreach Network for the Authority’s notification system at an annual cost of \$1,715 to be shared with the Borough and Police Department (if they desire to participate).

**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 December 2 through December 29, 2009.

**OTHER BUSINESS**

**DEP 4-log Demonstration Requirement** – It was the consensus of the members that Ed Zalewski be authorized to work with Ed Spayd to complete the 4-log demonstration paperwork and it should be a priority.

**CITIZEN COMMENTS** – None

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

Respectfully Submitted,

Lisa M. Boyd, Borough Manager



Jeff also explained that the old and new springs' chlorinators will now be considered treatment plants. The Authority will now have three plants and additional water testing will be required at each of the three entry points, including by not limited to testing for IOCs and SOCs.

Jeff added that there are new emergency notifications requirements which the Authority is taking steps to meet by approving the partnership with Swiftreach a phone & e-mail notification system.

**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 January 1, 2010 through January 12, 2010.

**MINUTES OF NOVEMBER 19 AND DECEMBER 3, 2009** – A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to approve both the November 19, 2009 and the December 3, 2009 minutes as printed.

**OTHER BUSINESS** - None

**CITIZEN COMMENTS** – None

**EXECUTIVE SESSION** – The regular meeting was convened into Executive Session at 10:25 a.m. to discuss personnel matters. The regular meeting was reconvened at 10:43 a.m. at which time the following motions were made:

A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to change Tim Rineer's title to Assistant Public Works Director with an increase of \$1 per hour effective at the beginning of the Treatment Plant and Storage Facility project or when the new Public Works employee is hired, whichever comes first.

A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to authorize the advertisement for a part-time temporary Public Works employee for 3 days per week and every third weekend with a pay range of \$12 to \$16, with no other benefits, depending on qualifications and experience.

A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to appoint Paul Miller as the Resident Project Representative for this project.

A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to procure the technical equipment necessary for the RPR to conduct his duties.

A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to have Ray Reeder serve as Paul and Lisa's liaison to acquire the technical equipment.

A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to authorize the creation of a job description for the Assistant Public Works Director and one for the Part-time position.

It was the consensus of the members to have Lisa, Paul, Tim, Jim and Harold conduct the interviews and make the hiring recommendations.

**ADJOURNMENT** – A motion was made by Ray Reeder, seconded by Joe Anderson and passed unanimously to adjourn the meeting at 10:53 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY**  
**February 4, 2010 – 9:00 A.M.**  
**MINUTES**

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

**Others Present:**

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

**REQUESTS TO BE HEARD** – None

**ADOPTION OF WATERLINE EASEMENT & AUTHORIZATION TO SIGN**

**MYLARS – TWO ACRE LOT ON SUMMIT HILL ROAD** – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to adopt the waterline easement, prepared by Harry Yost, for the two acre lot adjoining 94 Summit Hill Road which is being sold by the Authority. It was noted that the list of restrictions accepted by the buyer were removed from the plans at the request of Paradise Township but should be confirmed as part of the settlement process.

**WATER SYSTEM IMPROVEMENTS PROJECT UPDATE**

**STATUS OF PROJECT CONTRACTS (ISSUE NOTICE OF AWARD/NOTICE TO PROCEED LETTERS TO CONTRACTORS)** – Ed Spayd stated that the notice of award will be sent on February 8, 2010 and the notice to proceed date will be the date of the preconstruction meeting. The preconstruction meeting will be conducted by Jason Saylor of HRG. With all members in agreement, the pre-construction will be held on Monday, February 22<sup>nd</sup> at 9 a.m. here in the Borough offices. Ed added that at the February 18<sup>th</sup> Authority meeting construction drawings will be provided and the change orders for moving 2 sprinkler heads and coating the brick will be reviewed and considered for approval. It was noted that the RPR reviews the Payroll Certifications and the CA approves them. It was also noted that the contractors are responsible for the job site including the posting of no trespassing signs.

**STATUS OF HIRING OF TEMPORARY PART-TIME PUBLIC WORKS**

**EMPLOYEE** – Lisa Boyd reported that the position has been advertised with applications being due by February 10<sup>th</sup>. Interviews will begin the week of February 15<sup>th</sup> with the hiring of the employee taking place at the March 4, 2010 Authority meeting.

**HAMPTON INN – REVISED PLANS** – Ed Spayd explained that the revised plans include the addition of a parking lot to the rear of the existing motel/restaurant. The items that the HRG is reviewing on behalf of the Authority are the cover issue at the final manhole, the cost estimate and easements.

**STATUS REPORT ON 4-LOG DEMONSTRATION REQUIREMENTS** – Ed Spayd

reported that the required 4-log information and reports were submitted to DEP last week. DEP's response should be received within the next week or so.

**AUTHORIZATION FOR PUBLIC WORKS' EMPLOYEES TO COLLECT WATER**

**SAMPLES** – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to authorize the Public Works' employee to collect all water samples commencing immediately.

**PAYMENT OF MONTHLY 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 January 26, 2010.

**MINUTES OF JANUARY 7 AND JANUARY 21, 2010** – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve both the January 7, 2010 and the January 21, 2010 minutes as printed.

**OTHER BUSINESS** –

Lisa Boyd reported that Abner Esh of Peach Lane has requested permission to remove the dead trees on the Authority's water shed area. It was the consensus of the members to deny the request due to any existing policy which only allows Borough employee's to remove the dead trees and also due to liability issues.

Jim Kiscaden stated that he reviewed the SLSA minutes that were provided and inquired when the last time the Authority put the insurance out for proposals and suggested that it should be done in the near future. Jim also suggested that the Auditing Service for the Authority be put out for proposals in July or August.

The staff will research the history and need for timbering of the water shed area.

A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to authorize the purchase of a job building/trailer to be used as an office for Paul Miller the RPR during the water system project.

Lisa reported that the camera and laptop computer have been purchased for Paul's use. Lisa added that the Notification System is up and running.

**CITIZEN COMMENTS** – None

**EXECUTIVE SESSION** – It was the consensus of the members that the Executive Session was not needed at this time.

**ADJOURNMENT** – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to adjourn the meeting at 10:43 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY**  
**March 4, 2010 – 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                      Kathy Ruhl

**REQUESTS TO BE HEARD** – Kathy Ruhl questioned the process for the approval of the Hampton Inn tapping fees specifically asking if interest is being charged, if other developers would be permitted to make payments, and with the break in payment in 2011 will they be required to pay the full amount. Harold Wiker indicated that there was not interest assessed to the tapping fees and they are required to pay the full amount of the tapping fees. Future developers will be required to comply with the Authority's Resolutions.

**ENGINEER'S REPORT – ED SPAYD**

**STATUS OF WATER TREATMENT PLANT PROJECT** – Ed Spayd reported that the Notices of Award/Proceed were mailed to the contractors at the end of last week. The first job conference is currently scheduled for April 8<sup>th</sup> here at the Borough office. The contractors are in the process of completing the schedule. Ed also added that Mike Brown at Dutchland is interested in providing the Authority with a proposal for special stamping/painting of the water storage facility. Jim Kiscaden indicated that if the stamping/painting is offered at no additional cost to the Authority, the Authority would review any submissions for approval. Depending what is being proposed, Township approval may also be required. Ed also confirmed that the wage rates included in the bids are set for the entire project.

**DEP 4-LOG COMPLIANCE** – As reported at the last meeting, the required information and reports have been submitted to DEP. The Authority was informed by DEP in their letter dated February 16, 2010, that the Authority has been issued a Public Water Supply Operation Permit. The Authority is now required to complete additional testing for a 10-day period which should be completed March 9<sup>th</sup>.

**HAMPTON INN REVIEW** – Ed Spayd reviewed his Hampton Inn comment letter dated February 25, 2010 in which he indicates that most water and sewer issues have been addressed with the exception of the requirement that their engineer must verify that the available system pressure is adequate to meet the pressure requirements for both the domestic and fire service, the Opinion of Probable Cost should be revised to include a 2% Inspection Fee, and that a 4 feet of cover must be provided on the 6 inch PVC sanitary sewer lateral adjacent to the building and that the existing manhole be raised as necessary.

**REVIEW AND APPROVAL OF TREATMENT PLANT CHANGE ORDER** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to authorize the following three Work Change Directives at a price not to exceed \$6,900.00.



Contract 2009-1: General Construction: Revise construction of the Chemical Room to a 3-hour fire rated system. Required revisions include use of 3-hour fire rated concrete masonry units, additional firestopping to beam penetrations, and application of fireproofing to building floor beams. Estimated cost: \$2,512.00.

Contract 2009-2: Electrical Construction: Revise electrical construction to include three (3) service disconnects for equipment within the Finished Water Tank, additional electrical grounding, additional conduit and wiring for Raw Water Storage instrumentation, and revised breakers for heat trading. Estimated cost: \$3661.00.

Contract 2009-3: Mechanical Construction: Revise mechanical construction to include a fire suppression system for the Chemical Room. Estimated cost: \$808.00.

**HIRING OF TEMPORARY PART-TIME PUBLIC WORKS EMPLOYEE** – Lisa Boyd provided and reviewed her memorandum dated March 3, 2010 which outlined the hiring recommendation for the temporary part-time public works employee. The position was advertised in both the Strasburg Weekly News and the Lancaster Newspaper and was listed on the Borough's website with applications/resumes being due by February 10, 2010. A total of 31 applications/resumes were received. Six applicants were interviewed. Based on the recommendation of Tim Rineer, Paul Miller, and Lisa Boyd, a motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to hire Jeff Stoltzfus, contingent upon satisfactory physical and drug test results, at a wage of \$16.00 per hour.

**PAYMENT OF MONTHLY BILLS, HRG INVOICES, AND SLSA INVOICE** – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve payment of the list of bills dated February 5, 2010.

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

11/9/09	67276	Hampton Inn Tapping Fees	\$212.00
11/18/09	67435	Water Treatment Plant	\$3000.00
12/4/09	67722	Paradise Township Subdivisions	\$564.31
12/8/09	67877	Hampton Inn Tapping Fees & Chlorine Contact Analysis	\$380.66
12/29/09	68150	Paradise Township Subdivisions	\$163.01
12/31/09	68260	Emergency Response Plan & Chlorine Contact Analysis	\$295.50

It was noted that the engineering costs for the Hampton Inn Tapping Fees will be reimbursed by 44 Strasburg Assoc.

A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to approve the SLSA invoice dated February 5, 2010 for the Borough's share of the WWTP Grit Removal and Screening Facilities Engineering Design Project in the amount of \$10,864.02.

**MINUTES OF FEBRUARY 4, 2010** – The February 4<sup>th</sup> minutes will be considered at the next meeting.

**OTHER BUSINESS** – Jim Kiscaden reported that during the recent fire calls that the water pressure was exceptionally good and was one of the benefits from the installation of the 12” water main at the east end of town. There was 72 lbs. of pressure on Lancaster Avenue and 60-65 lbs. of pressure on East Main Street. Since the hydrant pressure and flows have improved, not as many tank trucks are required to be called-in.

**CITIZEN COMMENTS** – None

**EXECUTIVE SESSION** – It was the consensus of the members that the Executive Session was not needed at this time.

**ADJOURNMENT** – A motion was made by Ray Reeder, seconded by Joe Anderson and passed unanimously to adjourn the meeting at 10:02 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY**  
**March 18, 2010 – 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      Kathy Ruhl

**REQUESTS TO BE HEARD** – Kathy Ruhl requested clarification on the tapping fees for the Hampton Inn. Harold Wiker indicating that it is a 10 year payment plan and the Authority is not receiving interest. The project will generate approximately \$14,000 in Real Estate Tax revenue, approximately \$25,000 in annual water and sewer revenue, wage taxes, jobs, school tax revenue, and County tax revenue. The project is good for both the Borough and Township citizens.

**ENGINEER’S REPORT – ED SPAYD**

**STATUS OF WATER TREATMENT PLANT PROJECT** – Ed Spayd provided the members with a copy of the Monthly Progress Report dated March 15, 2010 which included the following:

Preliminary survey and stake-out work conducted on 3/10/10. HRG is awaiting submission of the final construction schedules for each contractor.

HRG has received an Application for Payment from Garden Spot for the project. This application has been rejected as Garden Spot has not complied with the Contract requirements concerning submission of schedules and their related approvals.

Work Change Directive No. 1 was forwarded to each of the Contractors on March 12, 2010. HRG is waiting on the Contractor’s proposals for completion of the additional work included in the Work Directive. Upon receipt, HRG will review the proposals and will make recommendations to the Authority. Ed also reported that the contractors have not yet responded to the work directives for the changes needed to address the ADA requirements.

The first Job Conference was conducted on April 8 at the Borough office at 9 a.m. Minutes of the meeting were provided. Monthly Job Conferences will be held on the 2<sup>nd</sup> Thursday at 9 a.m. at the Borough office. Ed said that he has heard nothing more on the stamping/painting of the water tank.

**DEP 4-LOG COMPLIANCE** – Ed Spayd reported that the Public Works Department collected additional water samples are required. DEP has not responded to the Authority submission yet. Ed will contact Tom Shaul of DEP to check the status of their review.

**HAMPTON INN REVIEW** – Ed Spayd reported that 44 Strasburg Associates has responded to all engineering comments. There is still an issue with where they are tying in at the meter pit and assurance and clarification is needed that the water and sewer lines will be

dedicated to the Authority with the property easements. Dennis Gehringer will be requested to attend a future meeting to discuss this with the members.

**REVIEW OF CDM/SLSA CAPITAL CONTRIBUTIONS** – The members reviewed the letter from Gail Robinson of CDM dated February 24, 2010, the City of Lancaster Capital Sewer Projects spreadsheet, and the Projected Five Year City Payments spreadsheet which outlined the following Capital Contributions for the Authority:

2009/2010	\$146,179	2010/2011	\$39,014	2011/2012	\$88,759
2012/2013	\$54,145	2013/2014	\$54,145		

A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to authorize Harry Yost to proceed to the next step in obtaining the property on Village Road.

The members agreed that we should start some open dialog with Strasburg Township regarding sewer within the Urban Growth Boundaries.

**PAYMENT OF MONTHLY BILLS** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve payment of the list of bills for the period February 9 through March 9, 2010.

**MINUTES OF FEBRUARY 4 AND MARCH 4, 2010** – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the February 4 and March 4, 2010 minutes as corrected.

**OTHER BUSINESS** –

**94 Summit Hill Road** – Lisa reported that settlement on the 2 acres should take place with in the next month.

**3990 White Oak Road** – Len Ferber will be requested to provide an update on the sale of the farmette.

**Timbering of Watershed Properties** – Dan Gerber will be requested to inspect the properties to see if timbering should be done.

**CITIZEN COMMENTS** – None

**EXECUTIVE SESSION** – It was the consensus of the members that the Executive Session was not needed at this time.

**ADJOURNMENT** – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to adjourn the meeting at 10:32 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY**

**April 1, 2010 – 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

**REQUESTS TO BE HEARD** – None

**ENGINEER’S REPORT – ED SPAYD**

**STATUS OF WATER TREATMENT PLANT PROJECT** – Ed Spayd reported that the Job Conference will be held on Tuesday, April 6<sup>th</sup> at 8:30 a.m. Jason Saylor will run the meeting. The project clock has started as the issuance of the Notice to Proceed. Color samples will be submitted soon for the Authority’s approval.

**DEP 4-LOG COMPLIANCE** – Ed Spayd reported that he contacted Tom Shaul at the end of last week and was told DEP had not completed its review. Ed will contact Tom again next week.

**HAMPTON INN REVIEW** – The members discussed the requirement for the developer to tie on before the meter in the meter pit. Dennis Gehringer agreed. Dennis indicated that his client will be tapping off the water line for at least one other use. The members reminded Dennis that a looping system is required. In order to determine the option of utilizing the existing water lines, the size and condition of the lines will be inspected to the rear of the existing restaurant/hotel. The water lines must be 8” and cement lined. The developer is required to provide 20’ water and sewer line easements. The easement agreements must mirror those utilized by Stephen Smoker for those lines located under the parking lot.

**PAYMENT OF MONTHLY BILLS AND HRG INVOICES** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve payment of the list of bills dated March 18<sup>th</sup> and 19<sup>th</sup>, 2010.

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

2/08/10	68802	4-Log Removal	\$967.62
2/19/10	69156	Water Treatment Plant-Contract Admin.	\$5,811.38
3/15/10	69642	Attendance at Feb 4 Authority Meeting	\$92.70

**MINUTES OF MARCH 18, 2010** – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the February 4 and March 4, 2010 minutes as corrected.

**OTHER BUSINESS** –

**Build America Bonds** – Lisa will check with John Mcshane to see if the borrowing included bonds that would be eligible for the reimbursement of 35% of the interest the Authority pays out over the period of the loan.

**Village Road Property** – Lisa reported that she spoke with Harry Yost about what the next step would be to obtain the property. Mr. Yost said the Authority should obtain some assurance from DEP about the proposed location of the plant and checking with Strasburg Township's Zoning Officer about the use of the property before laying out any money for the Village Road property.

**3990 White Oak Road** – Lisa reported that she received an e-mail from Len Ferber which included the following update on the sale of the property. Len is receiving several calls weekly. Most callers are wanting more land. A church group is considering the site and a few others have expressed interest.

**Annual Audit** – Lisa reported that the annual audit will take place the week of April 12<sup>th</sup>.

**CITIZEN COMMENTS** – None

**EXECUTIVE SESSION** – It was the consensus of the members that the Executive Session was not needed at this time.

**ADJOURNMENT** – A motion was made by Joe Anderson, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 10:18 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY**  
**April 15, 2010 – 9:00 A.M.**  
**MINUTES**

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

**Others Present:**

Lisa M. Boyd, Borough Manager                      Ed Spayd, HRG  
Paul Miller, Public Works Director                      Kathy Ruhl  
Len Ferber

**REQUESTS TO BE HEARD** – Len Ferber reported the current lease for 3990 White Oak Road expires on May 30, 2010. He has updated the lease to a month-to-month and has brought it into legal compliance. The monthly lease payment will be \$797.50 per month for 3.2 acres. Len stated that he does have a showing of the property next Tuesday. It was the consensus of the members that the purchaser of the 3.2 acre farmette would have the option of leasing the 7 acres which are being retained by the Authority.

A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to accept the Residential Lease Agreement for 3990 White Oak Road and authorize the Borough Manager to sign it on behalf of the Authority.

**ENGINEER’S REPORT – ED SPAYD**

**STATUS OF WATER TREATMENT PLANT PROJECT** – Ed Spayd reported that site work, including work on establishing the stormwater basin, is in progress. The installation of the stone construction driveway and silt fence continues, along with surveying of the treatment plant building and tank.

**DEP 4-LOG COMPLIANCE** – Ed Spayd reported that he has been informed that the compliance submission has been approved by DEP and the Authority should receive the approval paperwork this week. The Authority will no longer be required to sample at the first users.

**HAMPTON INN REVIEW** – Ed Spayd indicated that Dennis Gehringer will be attending a future Authority meeting to finalize water and sewer items.

**WATER SYSTEM PROJECT – CONTRACTOR’S REQUEST FOR PAYMENT** – A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to approve Pay Request #1 from K C Construction in the amount of \$27,000 for bonds and insurance.

**MARCH 2010 PUBLIC WORKS REPORT** – It was the consensus of the members to accept the March 2010 Public Works Report dated April 9, 2010. Jim Kiscaden noted that based on the average sewer usage over the average water usage for the month, it indicates that there is an inflow and infiltration problem in the sewer system. The sewer lines should be TV inspected

beginning with the interceptor line to Pump Station #5. Manholes should be pulled and inspected sometime in April or May.

**OTHER BUSINESS** –

**94 Summit Hill** – Lisa Boyd reported that according to Mr. Smucker settlement should take place within the next month.

**3990 White Oak Road** – Lisa Boyd reported that according to Len Ferber there have been a few people who have expressed interest in the property, but most have indicated that they would like more property and none to date has submitted an offer.

**Build America Bonds** – Jim Kiscaden indicated that he will forward the information that he received to Lisa, and she will confirm with our Financial Planning Consultant, John McShane, if this would apply to the Authority's recent bond issue.

**CITIZEN COMMENTS** – None

**ADJOURNMENT** – A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to adjourn the meeting at 9:57 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager



**STRASBURG BOROUGH AUTHORITY**  
**May 6, 2010 – 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, Jr., Public Works Director                      Dennis Gehringer

**REQUESTS TO BE HEARD** – None

**HAMPTON INN PLAN DISCUSSION – DENNIS GEHRINGER** – Dennis Gehringer reported that 44 Strasburg Associates is on schedule to pull a building/zoning permit in August. It was the consensus of the members, after a lengthy discussion, that the installation of new water and sewer lines with 20' easements, tying-in before the meter in the meter pit within the Authority's 20' easement, would be the best way to comply with the Authority's specifications and the most cost effective solution. Dennis will have their engineer prepare a final set of plans with these changes included.

**ENGINEER'S REPORT – ED SPAYD**

**STATUS OF DEP 4-LOG COMPLIANCE** – The Authority reviewed the letter from PADEP dated April 16, 2010 in which the 4-Log compliance was approved with the revised Operation Permit issued to the Authority.

**STATUS OF WATER SYSTEM IMPROVEMENTS PROJECT AND ACKNOWLEDGEMENT OF FIELD ORDER #1** – Ed Spayd reported that site work continues, including preparation for temporary electrical and phone service.

Paul Miller suggested a revision to the existing source connections: Installation of 8"x12" tee and 8" valve and move the existing 8" meter to the 8" water line that parallels the new 12" water line to make a bypass. It was the consensus of the members to approve Field Order No. 1 which will cause no additional time or cost to the project.

Ed also noted that the next Job Conference is scheduled for Thursday, May 13, 2010.

**GEORGETOWN ROAD WATER SERVICE LINE PROPOSAL** – A motion was made by Don Bachman, seconded by Jim Kiscaden and passed unanimously to approve the proposal from Richard Mentzer & Sons, Inc. in the amount of \$3,840 for the installation of 6 water service lines along Route 896.

**94 SUMMIT HILL ROAD – ADOPTION OF RESOLUTION 2010-1** – A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously adopting Resolution 2010-1 which authorizes the sale of 2.3 acres along Summit Hill Road.

**PAYMENT OF MONTHLY BILLS AND CDM/SLSA INVOICES** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve payment of the list of bills dated March 30 through April 13, 2010. A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve payment of the following CDM/SLSA invoices:

4/13/10	Electrical Charges for 1 <sup>st</sup> Quarter	\$8,632.73
4/13/10	Flow Charges for 1 <sup>st</sup> Quarter	\$36,060.69

**MARCH 18 AND APRIL 1, 2010 MINUTES** – A motion was made by Ray Reeder, seconded by Jim Kiscaden and passed unanimously to approve the March 18 and April 1, 2010 minutes as printed.

**OTHER BUSINESS** –

**Grease Traps** – A meeting will be scheduled with Dave and/or Steve of the Fireside Tavern to discuss the restaurant's grease trap and the schedule for cleaning it. The members reviewed the Authority's current Grease Trap specifications.

**Inflow & Infiltration** – A meeting will be scheduled with East Lampeter Township to discuss their I&I program and the possibility of utilizing their services to inspect and televise some of the Authority's sewer lines.

**CITIZEN COMMENTS** – None

**ADJOURNMENT** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 10:58 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY**

**May 20, 2010 – 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, Jr., Public Works Director      Dave Beiler, Dutchland Inc.

**REQUESTS TO BE HEARD** – None

**ENGINEER'S REPORT – ED SPAYD**

**STATUS OF PROJECT** – Ed Spayd reported that the stormwater basin has been completed. The Lancaster County Conservation District has been notified that the project has begun. Excavation for the treatment building has also begun. The construction fence has been installed and all required permits and paperwork have been posted.

**PAYMENT REQUEST #2 – KC CONSTRUCTION CO.** – A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to approve KC Construction's Payment Request #2 in the amount of \$34,659. The work included in this pay request was mobilizations, erosion controls, temporary sanitary facilities, project signage, survey layout, clearing & grubbing, strip topsoil & stockpile, install tire cleaner, connections & tie-ins, basin one, and basin outlet including aggregate trench.

**CHANGE ORDER #1 – GARDEN SPOT MECHANICAL** – This Change Order is in response to the work change directive based on L&I criteria to address ADA requirements including fire proofing, block coating, installation of additional copper piping, installation of sprinkler heads, etc. Charge Order #1 is in the amount of \$808. A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve Garden Spot Mechanical's Change Order #1 in the amount of \$808.

**FIELD ORDER DEDUCTION – K.C. CONSTRUCTION CO.** – A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to approve K.C. Construction's Field Order credit to the Authority of \$1,226.01 for the meter pit relocation.

**DUTCHLAND INC. – DAVID BEILER** – Mr. Beiler confirmed that Dutchland Inc. would like to stain the water tank and add a train rendering to the tank at no cost to the Authority. The estimated cost for both normally would be approximately \$18,000. In return, Dutchland would like permission to visit the site for marketing purposes for a 15 year period with the understanding that all on-site visits must be approved and scheduled with the Borough office. It was the consensus of the members to approve Mr. Beiler's request with the above noted conditions. Mr. Beiler confirmed that the water tank has a 10 year warranty.

**PAYMENT OF MONTHLY BILLS, HRG AND APPEL & YOST INVOICES** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve payment of the list of bills for the period April 19 May 7, 2010. A motion was made by Ray Reeder, seconded by Joe Anderson and passed unanimously to approve payment of the following HRG invoices:

4/14/10	70191	Meeting Attendance 3/4 & 3/18/10	\$85.00
4/19/10	70241	Water Treatment Plant	\$3,727.03

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

4/14/10	6447	Village Road Property	\$75.00
4/14/10	6448	Authority Water Line	\$180.00
4/14/10	6449	Elam Smucker	\$141.00
4/14/10	6450	General Misc. Items	\$299.50

**PUBLIC WORKS REPORT – APRIL** - A motion was made by Ray Reeder, seconded by Jim Kiscaden and passed unanimously to approve the April 2010 Public Works Report as submitted.

**OTHER BUSINESS** –

**Strasburg Railroad Water Line** – Lisa Boyd reported that, according to Linn Moedinger, the Railroad is not planning to hook to the new water main until next year. In light of the Water Project, a temporary hook-up will be performed by the Public Works Department with the assistance of Mentzer’s Excavating. The job will include the installation of two 1” water services with the possibility of a tap being installed by Fox Tapping & Welding.

**Inflow & Infiltration** – Larry Frankford from East Lampeter Township will be invited to a future meeting to discuss their I&I program and the possibility of utilizing their services to inspect and televise some of the Authority’s sewer lines.

**CITIZEN COMMENTS** – None

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

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY**  
**June 3, 2010 – 9:00 A.M.**  
**MINUTES**

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

**Others Present:**

Lisa M. Boyd, Borough Manager	Ed Spayd, HRG
Paul Miller, Jr., Public Works Director	Jason Saylor, HRG
Donna Vigilante	

**REQUESTS TO BE HEARD** – None

**ENGINEER'S REPORT – ED SPAYD**

**WATER SYSTEM IMPROVEMENTS PROJECT UPDATE** – Jason Saylor reported that the project is slightly behind schedule, but the contractors should be able to catch up. The contractors are ready to install the pipe gallery in the building basement and the walls. Dutchland has submitted new drawings to HRG. On June 14<sup>th</sup> the contractors will start the installation of the tank pad under piping. HRG is currently reviewing the chemical and ozone equipment. Jason added that he thinks we are getting good quality work so far from the contractors. The next Job Conference meeting is June 10<sup>th</sup> at 9 a.m. The tie-in to the existing line on the 12" side and the relocation of the 8" meter is being completed today. The timing of the installation of tree plantings/buffering was discussed and the contractor will be asked to submit a schedule. Jason explained that the warranty for the trees will begin when the completion inspection had been done, sometime in February/March 2011.

**HAMPTON INN FINAL PLAN** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to accept the revised final plan for 44 Strasburg Associates which includes the installation of new water lines and 20' easements.

**PAYMENT OF MONTHLY BILLS** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve payment of the list of bills for the period May 20 through May 28, 2010.

**MINUTES OF APRIL 15 AND MAY 6, 2010** - A motion was made by Joe Anderson, seconded by Jim Kiscaden and passed unanimously to approve the April 15 and May 6, 2010 minutes as printed.

**OTHER BUSINESS** –

**Inflow and Infiltration** – Larry Frankford from East Lampeter Township will be attending the next meeting, June 17<sup>th</sup>, at 10 a.m. to discuss their I&I program and the services they may be able to provide the Authority.

**Fireside Tavern** – Dave and Steve will be contacted to inquire about the restaurants grease pit and the schedule for having it cleaned-out.

**Timbering** – Dan Gerber hasn't had a chance to inspect the watershed area, but is hoping to in the next two weeks.

**Fire Hydrants** – Jim Kiscaden indicated that the firefighters had a hard time getting the steamer open on the fire hydrant being used during the fire on N. Jackson Street. It was the consensus of the members that the Public Works Department should make it a top priority to grease the three caps on all hydrants in the water system. Jim also indicated that the pressure and amount of volume has improved since the 12" water main was installed at the east end of town to the reservoir.

**CITIZEN COMMENTS** – Ms. Vigilante stated she has no issues, but used to be involved in her local government when she lived in New York and wants to get involved here in Strasburg.

**ADJOURNMENT** – A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to adjourn the meeting at 9:45 a.m.

Respectfully Submitted,

Lisa M. Boyd

**STRASBURG BOROUGH AUTHORITY**  
**June 17, 2010 – 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, Jr., Public Works Director Jason Saylor, HRG

**REQUESTS TO BE HEARD** – None

**ENGINEER'S REPORT – ED SPAYD**

**WATER SYSTEM IMPROVEMENTS PROJECT UPDATE & POSSIBLE COLOR SELECTION** – Jason reported that the following work has been completed over the past month: Sediment basin, relocation of 8” meter pit and temporary connection to 12” line, pipe gallery excavation, pipe gallery slab reinforcement, pipe gallery concrete slab, excavation to tank subgrade, and temporary electrical service and relocation. The following work is in progress: tank underslab piping, pipe gallery wall reinforcement, and security fencing and signage installation. Jason added that the communication between all is going very well.

The members made the selection of exterior colors for the treatment plant and storage facility. A sample wall will be prepared for review by the members.

**REQUEST FOR PAYMENT #3 – K. C. CONSTRUCTION** – As recommended by the Borough engineer, HRG, a motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve K. C. Construction's Request for Payment #3 in amount of \$132,318.

**PAYMENT OF MONTHLY BILLS, HRG AND APPEL & YOST INVOICES** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve payment of the list of bills dated June 4, 2010.

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

5/19/2010	70785	Meeting attendance	\$42.50
5/19/2010	70786	Water Treatment Plant	\$10,512.24

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

5/12/2010	7257	Sale to Elam Smucker	\$45.00
6/9/2010	8169	Sale to Elam Smucker	\$90.00

**MINUTES OF MAY 20, 2010** - A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the May 20, 2010 minutes as printed.

**PUBLIC WORKS REPORT – MAY** – It the consensus of the members to accept the May Public Works Report which was prepared by Tim Rineer the Assistant Public Works Director.

**REVIEW OF DRAFT NEWSLETTER ARTICLE** – The members reviewed the draft newsletter article which was prepared by Ray Reeder and all agreed it was well drafted and very informative. Ray will rework the rendering of the treatment plant and storage facility. This article will be the main front page article.

**OTHER BUSINESS** –

**Hampton Inn** – Jim Kiscaden reported that he met on site with BC Desai two weeks ago and learned that due to a delay in obtaining financing they won't be pulling a building/zoning permit until the beginning of 2011.

**Georgetown Road 12" Water Main and Pavement Restoration** – Lisa Boyd reported that the restoration of the yards involved in the 12" water main installation have been completed by the Public Works Department but they will need outside assistance for the pavement restoration.

**Fire Hydrant Maintenance** – Lisa Boyd reported that the Public Works Department has greased about 50 of the 120 Fire hydrants in the system.

**Shenk Avenue Valve** – Harold Wiker indicated that he will work with the Public Works Department on how this will be done and the timing of the project. Paul reported that they have the valve and pipe, but a sleeve is needed. The gate valve will be exercised before the project begins.

**Railroad Museum** - Jim Kiscaden reported that he along with other fire fighters took a tour of the Railroad Museum pump house and they have 40 lbs. of static pressure since the 12" water main was installed.

**CITIZEN COMMENTS** – None

**EXECUTIVE SESSION** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to go into Executive Session at 9:50 a.m. The regular meeting was reconvened at 10:22 p.m. at which time no official action was taken.

**INFLOW & INFILTRATION – LARRY FRANKFORD, EAST LAMPETER TWP.** – Jim Kiscaden stated that the sewer lines were installed in the early 70's, are trancite pipe, and the lines have had very little maintenance over the years.

Larry Frankford stated that East Lampeter has a televising camera, trailer with 1,000 foot reel which they hook to a truck or roadside mower and a flush truck. Prioritizing what sections of pipe need the most attention is the first step. Televising can tell you the condition of the pipe, show leaks and defects in the pipe. They have been to shows in Nashville and Kentucky. One option for repairing a leaking pipe is to do a cured in place liner (which is basically a pipe inside a pipe) which is in most cases is cheaper than digging up and replacement. Manholes should be inspected for structural strength and if needed a spray on epoxy can be utilized for repairs. It was noted that dishes have already been installed in the Authority's manholes and that the



Authority does own a flow meter. Larry suggested we televise, prioritize, and then make the repairs. Larry estimated that they should be able to televise about 2000' in an 8 hour period. During the televising they can also look at each pipe joint, and all televising will be recorded on a DVD with audio.

It was the consensus of the members to have Larry provide a proposal for televising and flush truck per foot per hour.

**EXECUTIVE SESSION** – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to go back into Executive Session at 10:42 a.m. The regular meeting was reconvened at 10:55 p.m. at which time a motion was made by Don Bachman, seconded by Jim Kiscaden and passed unanimously to approve the tentative agreement dated July 11, 2010 with Ryan Vaughn for the purchase of the property at 1305 Village Road contingent on a review by Harry Yost with a final decision possibly being made at the July 1<sup>st</sup> meeting.

**ADJOURNMENT** – A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to adjourn the meeting at 10:57 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY**  
**July 1, 2010 – 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, Jr., Public Works Director                      Brian Masterson, Regester Assoc.

**REQUESTS TO BE HEARD** – Brian Masterson of Regester Associates on behalf of his clients 964 Strasburg Pike Associates reported that his clients are considering developing the 13.5 acres tract of land which is located in the R-1 zoning district in Strasburg Township and which has frontage on Strasburg Pike as well as Prospect Road. In order to develop the property at the maximum number of units as outlined in the Strasburg Township Zoning Ordinance they would need to obtain water and sewer from the Authority. Harold Wiker stated that at the current time with the Borough build-out in mind, the Authority would most likely not be able to provide the services. The water and sewer systems are capable of serving the Borough's current and future (build-out) residents but they are not designed to handle any additional customers from outside the Borough limits. If however, in the future, an additional water source would be located or if plans for the Authority to build its own sewer plant become a reality, at that time the Authority may be able to provide the services.

**ENGINEER'S REPORT – ED SPAYD** – Ed reported that HRG has completed a final review of the Hampton Inn plans in regards to water and sewer issues which were revised based on discussion with the Authority and all items have been addressed and shown properly on the plan.

**WATER SYSTEM IMPROVEMENTS PROJECT UPDATE & APPROVAL OF TRAIN DESIGN**

– Ed reported that the following work has been completed or is in process:

- Rohrer is getting ready to pore the treatment building walls.
- The slab was pored yesterday and the outside forms will be removed this week.
- Waterproofing and backfilling will take place this week.
- Dutchland has begun making the panels for the water storage facility.
- Structural submittals have be received and approved.

Mark Deimler, Township Zoning, will be asked to provide written approval of the train rendering to be placed on the water storage facility.

The sample wall should be completed within the next two weeks. The next Job Conference will take place on July 8<sup>th</sup> at 9 a.m.

**REVIEW OF EAST LAMPETER TOWNSHIP'S TELEVISIONING & FLUSHING PRICING**

– The members reviewed the proposal from East Lampeter Township for televising and flushing. Televising would be the first step taken and East Lampeter Township's proposal for televising is \$0.75 per foot. It was noted that the price seems very reasonable based on others

charging \$1.25 to \$1.50 per foot. A motion was made by Don Bachman, seconded by Jim Kiscaden and passed unanimously to proceed with

the televising project by first confirming the available funds in the budget and then defining the extent of the project. It is anticipated that we will begin with the sewer interceptor at Pump Station #5 and work our way up to Susan Avenue. All manholes along the line would also be inspected. The Public Works Department was asked to confirm the total footage of the line to be televised and to provide the estimated cost. East Lampeter Township's proposal also included GapVAX Flush Truck Rental rates:

- |  |               |
|--|---------------|
| • Sanitary & Storm Sewer Cleaning Only | \$150.00/HR   |
| • Sanitary Sewer Clean & Vacuum        | \$165.00/HR   |
| • Storm Sewer Clean & Vacuum           | \$170.00/HR   |
| • Vacuum/Clean Grinder Tanks           | \$150.00/HR   |
| • Clean/Vacuum Wet Wells               | \$200.00/Each |

**PAYMENT OF MONTHLY BILLS** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve payment of the list of bills dated June 24, 2010.

**MINUTES OF JUNE 3, 2010** - A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the June 3, 2010 minutes as printed.

**OTHER BUSINESS** –

**Fire Hydrant Maintenance** – Lisa reported that about 70 hydrants are done.

**Mid-year Financial Review** – Lisa reported that she will provide a mid-year financial review at the July 15<sup>th</sup> meeting.

**Sale of 3990 White Oak Road** – Len Ferber will be asked to provide a status report.

**CITIZEN COMMENTS** – None

**EXECUTIVE SESSION** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to go into Executive Session at 9:43 a.m. The regular meeting was reconvened at 10:14 at which time no action was taken.

**ADJOURNMENT** – A motion was made by Ray Reeder, seconded by Jim Kiscaden and passed unanimously to adjourn the meeting at 10:15 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager



document, a motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to accept the 2009 Audit report and to forward it to the State for proper filing.

**REVIEW OF CDM PROJECTED FIVE YEAR CITY PAYMENTS** – The members reviewed Gail Robinson’s letter dated June 29, 2010 which outlined the project five year city payments as follows:

<u>2010/2011</u>	<u>2011/2012</u>	<u>2012/2013</u>	<u>2013/2014</u>	<u>2014/2015</u>
\$159,532	\$48,742	\$54,145	\$54,145	\$54,145

**MID-YEAR FINANCIAL REVIEW** – Lisa provided a mid-year overview of the Treasurer’s Report for the period ending June 30, 2010. The members requested additional information regarding the sale of 3990 White Oak Road and the related costs and also ask the implication to the budget if the property is not sold this year as budgeted. Also reviewed was the Water Treatment Project cost tabulation spreadsheet which outlines the funds available, expenses approved to-date, and any change orders which have been approved. The spreadsheet also lists the contract amounts for each the general, electrical, and mechanical contracts totaling \$2,543,710. The spreadsheet will provide an up-date tally of the remaining funds in the project account, including the PA H20 grant in the amount of \$600,000.

**OTHER BUSINESS** –

**Sewer Plant** – Lisa reported that she did receive a call from Jay Patel of DEP who indicated that discharge into the Pequea Creek is possible, but the Authority would be required to offset the entire nutrient load. This could be done by nonpoint source, stream bank restoration or other Best Management Practices (BMP). Mr. Patel also indicated that a sewer plant sized for 660,000 gpd may be able to fit on the site but he feels it would be extremely tight and this would need to be determined with the help of the Authority’s engineer. Finally, Mr. Patel added that at some point DEP will be redoing the Total Maximum Daily Load (TMDL) for phosphorus, nitrogen, and sediment which could take some time. Mr. Patel will provide an e-mail outlining this information in more detail.

**Televising** – The staff was ask to provide a five-year history of water and sewer usage to assist will determining the actual amount of infiltration into the sewer system.

**Timbering** – Dan Gerber inspected the Authority’s watershed area and provided his recommendation pertaining to the timbering of the Authority’s watershed area in his letter dated July 14, 2010. Lisa will provide information to the Authority regarding the last time the watershed area was timbered and this item will be discussed in detail at the next meeting.

**Fire Hydrants** – Lisa reported that 103 of the 128 hydrants are done.

**Georgetown Road Dig Jobs Paving Restoration** – Lisa reported that she will be obtaining a quote from Long’s Asphalt (they were just awarded the Borough’s 2010 Paving Project) for the paving restoration of the Georgetown Road dig jobs.

**Emergency Repairs at Pump Station #5** – Paul reported that the transducer and controls at Pump Station #5 were replaced by Slaymaker Electrical since they had quit working.

**CITIZEN COMMENTS** – None

**EXECUTIVE SESSION** – It was determined by the members that an Executive Session was not needed at this time.

**ADJOURNMENT** – A motion was made by Joe Anderson, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 9:45 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

August 5, 2010 - Meeting Cancelled

**STRASBURG BOROUGH AUTHORITY**  
**August 19, 2010 – 9:00 A.M.**  
**MINUTES**

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

**Others Present:**

Christine D. Drennen, Admin. Asst. Ed Spayd, HRG  
Paul Miller, Jr., Public Works Director Jason Saylor, HRG  
Len Ferber

**REQUESTS TO BE HEARD** – None.

**ENGINEER'S REPORT – ED SPAYD** – Ed Spayd reported on the progress for the new reservoir in that the exterior walls are up, the slab is finished, the contractor is working on grouting joints and piping and that the project is going well with completion at approximately 48%. Harold Wiker stated that the floor and seal is most critical and the engineers stated that they agreed and would be closely inspecting. Jason Saylor stated that he denied a change order request submitted for non-ductile lined valves to which the Authority was in agreement. Jason Saylor stated that the next contractor's meeting is scheduled for September 9, 2010 at 9 am.

**WATER SYSTEM IMPROVEMENTS PROJECT UPDATE**

**K.C. CONSTRUCTION PAY REQUEST #5, ROBERT P. LEPLEY PAY REQUEST #1 AND K.C. CONSTRUCTION CHANGE ORDER #1** – As recommended by the Borough engineer, HRG, a motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve K. C. Construction's Request for Payment #5 in amount of \$321,867, Robert P. Lepley's Request for Payment #1 in the amount of \$12,465.90 and K.C. Construction's Change Order #1 which results in a credit of \$2,019.93.

**PROGRESS REPORT ON SALE OF 3990 WHITE OAK ROAD** – Len Ferber stated that he had three showings of the property within the last two weeks and that a verbal offer was received.

**DISCUSS TIMBERING OF WATERSHED AREA** – Harold Wiker asked that this item remain on the agenda and it was noted that Dan Gerber stated that he will attend the September 16, 2010 meeting.

**INFILTRATION & INFLOW SCOPE OF WORK AND AUTHORIZATION TO PROCEED – EAST LAMPETER TOWNSHIP** – Two areas were identified by the Public Works Department as being able to be televised at this time without impacting the crops that are growing, one being from Pump Station #5 to the crops at an approximate length of 1700 feet and the second being from Susan Avenue to the farm, at an approximate length of 1600 feet. With the proposal of \$0.75 per foot from East Lampeter, the cost to televise these two areas is \$2,475.00.



Jim Kiscaden made a motion, seconded by Ray Reeder and passed unanimously to proceed with the televising of the two sections of the sewer line as described and shown on the map, contracting with East Lampeter Township for a total cost of \$2,475.00.

**REVIEW OF LONG'S ASPHALT PROPOSAL FOR BLACK TOP RESTORATION OF GEORGETOWN ROAD DIG JOBS & PARKING LOT**

– A proposal from Long's Asphalt was received and the members were very concerned with the estimated cost and the staff was asked to compare this bid to the street restoration work that was done last year to determine how much material should be used for the driveway area and to verify that we are meeting Township street restoration regulations. It was stated that after the thickness for the various areas was determined that three written quotes would be needed.

Jim Kiscaden made a motion, seconded by Don Bachman and passed unanimously to reject the street restoration proposal received from Long's Asphalt and to request new proposals with established thicknesses.

**PAYMENT OF MONTHLY BILLS, APPEL & YOST AND HRG INVOICES**

– Jim Kiscaden made a motion, seconded by Joe Anderson and passed unanimously to pay the monthly bills as well as the following Appel & Yost and HRG Invoices:

Appel & Yost Invoice 6448	\$180.00	Mortgage Easements for Waterline
Appel & Yost Invoice 8960	\$15.00	Discuss Status of Waterline Easements
HRG, Inc. Invoice 71859	\$2,211.25	Water Treat. Plant Contract Admin.
HRG, Inc. Invoice 72241	\$2,125.01	Water Treat. Plant Contract Admin.

**MINUTES OF JUNE 17, JULY 1 AND JULY 15, 2010** – Jim Kiscaden made a motion, seconded by Ray Reeder and passed unanimously to approve the minutes of the June 17, July 1 and July 15, 2010 meetings as printed.

**OTHER BUSINESS** –

**Dirty Water** – Joe Anderson reported that he had discolored water last week. Paul Miller Jr. stated that no other calls were received at the office and asked him to call in immediately when there is a problem so it can be researched. The possibility of an internal problem at his residence was discussed since no other calls were received.

**Fire Hydrants in Charter/Smoker Development** – Jim Kiscaden asked if all the hydrants were operational on Historic Drive. Paul Miller Jr. stated that the water lines in that area are private and that we do not know. Jim Kiscaden stated that it is very important to know the status for the fire company because of the businesses and homes in the area. It was also discussed that it is unknown if the water line is looped as required. Harold Wiker suggested the possibility of withholding building permits until the looping is known to have been completed. Harold Wiker will get together with the Borough Manager next week to decide how to proceed with this matter and the possibility of a joint meeting between the property owners was suggested. Paul Miller stated that he will have the Public Works staff see if the valve on North Decatur Street is open.

**Fire Hydrant Greasing** – Christine Drennen reported that the Public Works Department completed the greasing of all of the fire hydrants as requested.

**CITIZEN COMMENTS** – None

**EXECUTIVE SESSION** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to go into Executive Session at 10:18 a.m. The regular meeting was reconvened at 10:53 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 10:57 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY**  
**September 2, 2010 – 9:00 A.M.**  
**MINUTES**

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

**Others Present:**

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

**REQUESTS TO BE HEARD** – None

**ENGINEER’S REPORT – ED SPAYD –**

**WATER SYSTEM IMPROVEMENTS PROJECT UPDATE** - Ed Spayd reported that Dutchland is currently sealing the tank joints and laying block for the treatment plant storage room. They will be installing the roof panels next week. A brief discussion was held regarding the use of Borough water for disinfecting the storage tank and the use/waste of that water once the disinfection is complete. It was decided that Ed Spayd and Jason Saylor will discuss this with Paul Miller to finalize this process. Ed will review the fencing and paving issues at the project site.

It was determined that the staff will select the interior colors for the treatment plant with the assistance of Ray Reeder.

**REVIEW PROPOSALS FOR BLACK TOP RESTORATION OF GEORGETOWN ROAD DIG JOBS & PARKING LOT** – Lisa Boyd reported that the following three quotes were obtained:

Grassel Paving, Inc.	Conestoga	\$4,450
Wiker Paving	Smoketown	\$5,688
Long’s Asphalt	Quarryville	\$9,700

A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to award the black top restoration of the Georgetown Road dig jobs and parking lot proposal to the low bidder Grassel Paving at a bid of \$4,450.

**MINUTES OF AUGUST 19, 2010** – Jim Kiscaden made a motion, seconded by Ray Reeder and passed unanimously to approve the minutes of the August 19, 2010 meetings as printed.

**FINANCIAL OVERVIEW** – After a review of the Financial Evaluation of Sale and Purchase of Property spreadsheets it was determined, without knowing when the property at 3990 White Oak Road will be sold, the Authority will be unable to use cash on hand to purchase the property from sewer funds (since the water fund will be unable to repay the loan that is owed to the sewer fund) and a loan will need to be obtained. Lisa Boyd did remind the members that there is a Certificate of Deposit at the First National Bank of Chester County in the amount of \$100,000

which matures in July 2011. The members authorized Lisa Boyd to obtain borrowing information from several local banks.

**OTHER BUSINESS** –

**Sewer Plant** – A brief discussion took place regarding the sewer treatment plant to be located at the Pump Station #5 property. Lisa questioned whether a feasibility study should be completed. It was determined

by the members that the cost of such a study was not necessary as we can obtain all necessary information from Les Houck of Salisbury Township. It was the consensus of the members to have Lisa Boyd contact the Strasburg Township Supervisors to invite them to a meeting on Monday, September 20<sup>th</sup> at the Borough at 9 a.m. to discuss their sewer needs and the location of a future sewer plant.

**Purchase of 1305 Village Road** – A motion was made by Ray Reeder, seconded by Joe Anderson and passed unanimously to have Lisa Boyd prepare a letter offering \$220,000 for the property, with settlement taking place on or before October 15<sup>th</sup>, the sellers holding settlement and preparing all necessary documents.

**Letter of Support for Strasburg Railroad Growing Greener Grant Application** – A motion was made by Ray Reeder, seconded by Joe Anderson and passed unanimously to have Lisa Boyd prepare a letter of support for the Strasburg Railroad grant application for stormwater improvements.

**Sale of 3990 White Oak Road Property** – It was the consensus of the members to not reduce the asking price for the property from \$390,000.

**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 Ray Reeder, seconded by Joe Anderson and passed unanimously to adjourn the meeting at 10:20 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager



**SELECTION OF COLOR FOR COPING ON THE TREATMENT BUILDING** – A motion was made by Don Bachman, seconded by Jim Kiscaden and passed unanimously to select dark bronze as the color for the coping on the treatment building.

**3990 WHITE OAK ROAD** – Len Ferber reported that Levi Miller is presenting an offer of \$325,000 for the property and is interested in leasing the remaining property. It was the consensus of the members to reduce the sale price to \$365,000.

**PAYMENT OF MONTHLY BILLS** – A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to approve payment of the list of bills for the period August 31, 2010 through September 9, 2010.

**PUBLIC WORKS REPORT - AUGUST** – It the consensus of the members to accept the August Public Works Report which was prepared by Tim Rineer the Assistant Public Works Director.

It was the consensus of the members to delay the Inflow & Infiltration Inspection that will be completed by East Lampeter Township for a couple of months since it's been so dry lately.

The members requested copies of Jeff Cunningham's (PADEP) annual inspection report.

It was noted that the hydrant and loop issues at Steven Smoker's property on the South side of the Bypass still need to be addressed.

**OTHER BUSINESS** – None

**CITIZEN COMMENTS** – None

**EXECUTIVE SESSION** – It was the consensus of the members that an 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 10:35 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager



**Sewer Treatment Plant** – It was the consensus of the members to have Lisa contact Strasburg Township to get on the next Supervisors’ meeting agenda to discuss a Sewer Treatment Plant and its location.

**Strasburg Pike Request for Water and Sewer Service** – Lisa Boyd reported that she recently received a call from Brian Masterson of Register Associates, on behalf of his clients 964 Strasburg Pike Assoc, indicating that they are planning to return to the Authority to discuss further the possibility of the Authority providing sewer and water service to the 13.5 acre property.

**Seminar** – Ray Reeder indicated that he is willing to attend the following seminars being presented by the Lancaster Farmland Trust: “The Chesapeake Bay Watershed: Current Topics, Local Implications: What should your township be doing?” and “Save Money & Avoid Rebuilding: Meeting Regulatory Requirements with Nutrient Credits.”

**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 Ray Reeder, seconded by Don Bachman and passed unanimously to adjourn the meeting at 10:42 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager



**STRASBURG BOROUGH AUTHORITY**  
**October 21, 2010 – 9:00 A.M.**  
**MINUTES**

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

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

**REQUESTS TO BE HEARD** – None

**TAPPING FEE DISCUSSION-STEPHEN SMOKER** – Stephen Smoker was in attendance to obtain clarification of the tapping fees for building 300 which is the addition to the pharmacy. He expressed his concern with the tapping fees of \$51,800 for the 3 proposed uses. Mr. Smoker actually thought the fees were for both the addition to building 300 and building 500. It was outlined that these fees were based on the meter sizes provided by his plumber, determined by HRG, for the proposed uses in addition to the pharmacy (building 300):

	Water	Sewer
2 ¾” meters	\$5,600	\$8,500
	\$5,600	\$8,500
1 1” meter	<u>\$9,400</u>	<u>\$14,200</u>
	\$20,600	\$31,200 = \$51,800

Mr. Smoker stated he purchased 1 EDU seven years ago for the pharmacy which he understood to be also for the addition. It was explained that would be the case if the addition was for the pharmacy’s use. Stephen added that in seven years the pharmacy only used 71,400 gallons which is 24.79 gpd. An EDU equals 164 gpd for water and 227 gpd for sewer. The proposed uses will be office/retail type uses and these kinds of tapping fees for those types of uses is not financially feasible. Stephen added he spent over one million dollars on the land, one million dollars on the building, and put \$750,000 towards the bypass project.

A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously, that based on the prior understanding of Mr. Smoker, there will be no additional tapping fees required for the addition to building 300, but each use must be separately metered, and read and invoiced by the Authority.

A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously that for building 500 which is proposed to contain two uses; a meter will be required for each use, the fees will be based on the Authority’s current fee schedule, the tapping fees can be paid once the uses have been determined not necessarily at the time the building and zoning permits are obtained.

Mr. Smoker also reported that the only remaining item is 180’ of new water line which is being installed as part of the construction of building 500. He realizes the one fire hydrant is still not

working and the valve not turned on at Decatur Street, but once the line is installed and the valve turned on the hydrant will work. The delay was due to on-going conflict with Charter Homes. Mr. Smoker added that he had Robert Stoltzfus turn the N. Decatur Street valve on yesterday. Harold questioned if the line was pressure tested and chlorine and bacteria tested to which Mr. Smoker answered no it wasn't. Mr. Smoker agreed to have Robert Stoltzfus turn the valve back off, complete all the testing and submit all required paperwork.

**GERBER FORESTRY – TIMBERING OF WATERSHED AREA** – Since Mr. Gerber was unable to attend, this item will be on a future agenda.

**ENGINEER'S REPORT – ED SPAYD –**

**WATER SYSTEM IMPROVEMENTS PROJECT UPDATE** – Ed reported that the water improvements project is approximately 65% complete and it is within the schedule. Ed outlined some of the work that's been completed over the past month:

- Finished water tank; precast roof panels and tank testing
- Building: exterior masonry walls
- Maintenance Room: steel joist, metal roof deck, roofing membrane
- Concrete: chemical tank curb, pad for generator & ozone equipment
- Yard Piping: 39 – 12" DIP
- Pipe Gallery: electrical rough in & temporary lighting
- Mechanical roof curbs

Ed added that the following work is in progress:

- Tank perimeter drain
- Setting electrical service panels in Maintenance Room

**K. C. CONSTRUCTION PAY REQUEST #7** – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the payment of KC Construction's Pay Request #7 in the amount of \$228,659.07 as recommended by HRG.

**ROBERT P. LEPLEY PAYMENT REQUEST #2** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the payment of Robert P. Lepley's Pay Request #2 in the amount of \$4,666.50 as recommended by HRG.

**PAYMENT OF MONTHLY BILLS** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve payment of the list of bills for the period September 24, 2010 through October 8, 2010.

**MINUTES OF SEPTEMBER 2 AND SEPTEMBER 20, 2010** – A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to approve the minutes of the September 2 and September 20, 2010 meetings as amended.

**2011 DRAFT BUDGET** – Lisa reviewed the Draft 2011 Budget dated October 12<sup>th</sup> which included a 23% water rate increase. The budget includes the water fund paying back the temporary loan to the sewer fund. The water budget includes revenue of \$100,000 for the timbering of the watershed area. It also anticipates that the Authority will purchase the property at 1305 Village Road from sewer funds and sell the property at 3990 White Oak Road which will

be water revenue. Lisa noted that this is the final year for an increase of \$50,000 to \$301,000 in the loan payment for the water system improvements. The budget also includes a capital contribution payment to SLSA in the sewer fund of \$202,500. The budget includes increasing the part-time employee to a full-time employee with benefits. Lisa provided the following justifications for this position: Since 1987 when she started with the Borough there have been at least 7 new developments which came on-line which increase plowing, meter reading and general call out time. The office and Police department have both added staff since that time. Increased water testing and paperwork to address more stringent requirements from DEP. Additional time that will be required at the new water treatment plant. Anticipation of additional staff needed for new sewer treatment plant. The staff will be confirming all numbers, evaluate the water rate increase, and will present a Preliminary budget at the November 18<sup>th</sup> meeting as outlined in the budget calendar.

**OTHER BUSINESS** –

**1305 Village Road** – Lisa announced that settlement can either take place this afternoon or tomorrow. A motion was made by Ray Reeder, seconded by Jim Kiscaden and passed unanimously to authorize the Borough Manager to sign the settlement documents in Ray Reeder's place since he will not be available this afternoon or tomorrow.

**H2O Grant** – Lisa reported that to-date we have received \$568,236 reimbursement of the \$600,000 grant. A final submission will be sent requesting the remaining \$31,764 based on today's approved invoices.

**CITIZEN COMMENTS** – None

**EXECUTIVE SESSION** – It was the consensus of the members that an Executive Session was not needed.

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

Respectfully Submitted,

Lisa M. Boyd, Borough Manager



**ENGINEER'S REPORT – ED SPAYD – WATER SYSTEM IMPROVEMENTS**

**PROJECT UPDATE** – Ed Spayd reported that Dutchland has repaired the damp spot on the water tank by patching it from the inside. The tank will be retested. The treatment building is coming along on schedule. Piping and connection of the raw water line to the Fisher well has been completed.

**RENTAL OF 1305 VILLAGE ROAD PROPERTY** – The members reviewed the agreement provided by Len Ferber for him to lease and manage the property at 1305 Village Road. A motion was made by Don Bachman, seconded by Joe Anderson and passed unanimously to approve the agreement and informing Len to lease the property as an office if at all possible so the Authority does not lose the office/commercial designation.

**PAYMENT OF MONTHLY BILLS** – A motion was made by Joe Anderson, seconded by Don Bachman and passed unanimously to approve payment of the list of bills dated October 27, 2010.

**MINUTES OF OCTOBER 7, 2010** – A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to approve the minutes of the October 7, meeting as printed.

**OTHER BUSINESS** –

**Status Report from Len Ferber-Sale of 3990 White Oak Road** – Len, in his letter dated November 4<sup>th</sup> indicated that the current buyer has made application to Fulton Bank for the purchase of the property and the appraisal was completed on October 12<sup>th</sup>. The buyer has indicated they may have a possible delay of a few days or a week in the settlement date depending on the completion of the 1031 documents. The loan has been approved. Len also indicated that we are awaiting completion of Title work by Attorney Sam Goodley for the buyer and the completion of the 1031 Tax Free Exchange on the property the buyer's son is purchasing from Mr. Miller.

**Resolution 2010-2** – Lisa requested the Authority to adopt Resolution 2010-2 which authorizes the sale of 3990 White Oak Road and also authorized the Chairman, Vice Chairman, or Secretary to execute any and all deeds, settlement sheets, owner affidavits and any other documents necessary or proper to sell the property.

**Seminar** – Ray Reeder gave a brief overview of the seminar he attending on Nutrient Trading Credits which was sponsored by the Lancaster Farmland Trust. Peter Hughes of Red Barn Consultants is a good contact as we move forward with a Sewer Treatment Plant.

**Meeting with Strasburg Township to discuss a Sewer Treatment Plant and Location** – It was the consensus of the members to invite the Township Supervisors to the November 18<sup>th</sup> Authority meeting.

**CITIZEN COMMENTS** – None

**ADJOURNMENT** – A motion was made by Joe Anderson, 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**

**November 18, 2010 – 9:00 A.M.**

**MINUTES**

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

**Others Present:**

Christine D. Drennen, Administrative Assistant      Ed Spayd, HRG  
Paul Miller, Jr., Public Works Director      Jason Saylor, HRG  
Brian Laslo, AT&T

**REQUESTS TO BE HEARD** – None

**AT&T POSSIBLE CELL PHONE TOWER LOCATION AT AUTHORITY'S**

**WATERSHED PROPERTY** – Brian Laslo from AT&T Wireless was in attendance and reviewed the documents he had provided to the Borough Manager for the Authority's consideration to construct an additional cellular phone tower to improve the phone coverage in the area. He stated that they would install a gravel driveway into a 75' x 75' area that they would lease which would contain a 60' x 60' fenced in area, a prefabricated concrete shelter and a 180' tall monopole with 12 panel antennas. Mr. Laslo stated that the foundation support for the pole will go in the ground approximately 35 feet deep. A copy of their standard lease agreement was provided for the Authority's consideration as well as a site plan and photographs of an existing site. Mr. Laslo stated that he has personally gone through the zoning approval process in Paradise Township previously and does not expect any problems. He stated that the site they are proposing would sit approximately 200 feet off of White Oak Road and approximately 200 feet off of the eastern property line, but that could be moved to the west if necessary. He added that Paradise Township's zoning requires the pole to be set back at least equal to the height of the pole. When asked, Mr. Laslo confirmed that they pay for all zoning, building, legal descriptions and construction costs and that he can request AT&T to establish an escrow fund for reimbursement of the Authority's professional review fees.

Harold Wiker suggested that they consider installing the driveway along the woods to keep the tree removal to a minimum to reduce erosion. Mr. Laslo stated that they would need to clear the trees in their 75' x 75' leased area. Ray Reeder suggested coordinating any necessary tree removal with the upcoming timbering. When asked about a gate, Mr. Laslo stated that because the site is so hidden that they probably would install a gate on the driveway and that the shelter has an alarm system which is monitored. Mr. Laslo added that any trees that fall onto their leased area or fence is their responsibility to repair.

When asked about how often they would access the site, Mr. Laslo stated that after construction and initial setup that they would only be accessing the site after lightning storms and then only approximately once every 4-6 weeks. He also stated that their pole would be constructed with the ability to serve four additional carriers that they could lease out and that a light on top of the pole should not be necessary.

Harold Wiker asked and Mr. Laslo agreed that the electric and telephone service to the site could be installed underground. When asked about FCC compliance, Mr. Laslo stated that they would provide documentation that they are well under the FCC regulations for thermal effect.

Harold Wiker asked if anything they do could affect the watershed. Mr. Laslo stated that they installed a cellular tower on another watershed property and the only thing they could think of was to require that any diesel coming onto the site for their backup generators be brought in on road approved containers. Mr. Laslo added that their shelter does not have any office space nor restroom facilities. The terms of the lease were reviewed and Mr. Laslo stated that the lease terms could be increased based on their total cost analysis to construct on the site. It was also discussed that the lease has provisions for the land to be restored if they choose to not renew the lease in the future.

Harold Wiker stated that he would want the Engineer to review the proposal to make sure it wouldn't affect our watershed in any way.

Jim Kiscaden made a motion, seconded by Don Bachman and passed unanimously to authorize the Authority to proceed with moving forward with the project and to have the Authority's solicitor review the proposal.

**ENGINEER'S REPORT – ED SPAYD –**

**WATER SYSTEM IMPROVEMENTS PROJECT UPDATE–JASON SAYLOR–**

**K. C. CONSTRUCTION PAY REQUEST #8, ROBERT P. LEPLEY PAYMENT REQUEST #3, GARDEN SPOT MECHANICAL PAYMENT REQUEST #1**– A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the payment of the following pay requests as recommended by HRG:

K.C. Construction Pay Request #8	\$222,617.49
Robert P. Lepley Electrical, Pay Request #3	\$25,181.40
Garden Spot Mechanical, Pay Request #1	\$15,399.00

**KC CONSTRUCTION WORK CHANGE DIRECTIVE #1:** Jason Saylor reported that at last week's construction meeting, the fireproofing as required by the building inspector was discussed. K.C. Construction provided an initial quote of \$20,327 with the option for a \$4,000 reduction for using an alternative material. After review of the alternative material, HRG approved using the alternate material but Mr. Saylor still felt that the quote was too high and did not take into account the work that was already covered under the original contract because the only thing they are proposing to change is the materials. After review, Mr. Saylor has determined that the change will cost approximately \$11,000 more. He apologized that his original estimate was much lower and stated that it was because the unit cost did not multiply by the number of units. He stated that his estimate of \$11,000 additional is reasonable and that is currently being reviewed by K.C. Construction.

Jason Saylor reported on an issue with the block on the new water treatment plant in that because of the amount of cleanup needed after the masonry contractors, it was necessary for K.C. Construction to do an extensive acid wash. However, after being acid washed (which they did

not do the acid washing on the sample wall as was required in the contract) the coloring of the block is severely damaged. The contractor proposed a solution to stain the block but Mr. Saylor is concerned with staining the block because the block has an integral water repellent built in and he is concerned that the stain will not absorb into the block. Mr. Saylor stated that he contacted the block manufacturer and that they are meeting at the site today. Mr. Saylor stated that he wants to pursue all possible options and provide alternatives to the Authority to decide how to proceed at a future meeting.

Harold Wiker stated that he was concerned with the louvers not closing in the generator room. Jason Saylor stated that he will review the plans to see if they have a damper control so they can close when the generator is not in use to avoid heat and air conditioning loss.

**PAYMENT OF MONTHLY BILLS, HRG AND APPEL & YOST INVOICES** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve payment of the list of bills for the period November 5, 2010 through November 12, 2010 as well as the following HRG and Appel & Yost invoices:

HRG, Inc. dated September 15, 2010	\$5,100.01
HRG, Inc. dated October 15, 2010	\$2,619.06
Appel & Yost dated October 14, 2010	\$603.00
Appel & Yost dated October 14, 2010	\$22.50
Appel & Yost dated November 8, 2010	\$450.00

**MINUTES OF OCTOBER 21, 2010** – A motion was made by Ray Reeder, seconded by Jim Kiscaden and passed unanimously to approve the minutes of the October 21, 2010 meeting as printed.

**PUBLIC WORKS REPORT – OCTOBER:** Harold Wiker asked if our contractors have been following specifications for sidewalk installations to which Paul Miller stated that we do get concrete slips.

Ray Reeder made a motion, seconded by Don Bachman and passed unanimously to approve the Public Works Report for October 2010 as submitted.

**2011 PRELIMINARY BUDGET** – Harold Wiker stated that he was concerned with the timing of receiving the timbering proceeds compared to paying the bills. It was the consensus that the sewer fund is showing a \$150,000 ending balance and if necessary a temporary loan could be used and Jim Kiscaden noted that the largest expense is the bond payment which is due December 1.

Harold Wiker stated that this is the preliminary budget and the members will review the document as well as the detailed memorandum provided by the Borough Manager and consider the Final Budget at their December 2, 2010 meeting.

**OTHER BUSINESS** –

**Meeting with Charter Homes Representative to Discuss Phase 2 and Pump Station** – The meeting with Charter Homes has been set for Monday, November 22, 2010 at 9 am at the Borough Office and that Harold Wiker and Jim Kiscaden will be attending.



**CITIZEN COMMENTS** – None

**ADJOURNMENT** – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to adjourn the meeting at 10:45 a.m.

Respectfully Submitted,

Christine D. Drennen  
Administrative Assistant

**STRASBURG BOROUGH AUTHORITY**  
**December 2, 2010 – 9:00 A.M.**  
**MINUTES**

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

**Others Present:**

   Lisa M. Boyd, Borough Manager      Ed Spayd, HRG  
   Mike Sollenberger

**REQUESTS TO BE HEARD** – None

**ENGINEER’S REPORT – ED SPAYD** – Ed reported that he, along with Paul, Lisa and Harold will be meeting with B. C. Desai on December 7, 2010 to discuss their high water/sewer bill. Harold asked Ed to provide an Engineering Retainer Agreement for 2011 which included meeting attendance costs for the January 20<sup>th</sup> meeting. Ed reported that Scott Russel is no longer with HRG and that Don Koser is now in charge of the Lancaster Office.

**WATER SYSTEM IMPROVEMENTS PROJECT UPDATE** – Ed reported that Jason Saylor has provided the Authority with a list of inspectors for the fire proofing inspection that is required. Ed also outlined the options for addressing the wall/block streaking. Jim stated that his opinion is that the block should be replaced. Ed stated that the block was improperly washed and that it is not defective block. Ed added that KC Construction is anticipating that it will be mid to end of January for substantial completion of the project. Harold questioned the anticipated completion date for the landscaping and Ed noted that portion of the project will wait until early spring when the weather is better. The caulking color will match the window color. The galvanized metal around the doors should be prepared properly and then painted to match the doors and wall color. The tank still needs to be tested at the wet area. KC is finishing up the yard piping and Lepley will be doing the electrical work for the heating units next week.

Harold questioned the louvers which are fixed and should be operational at the generator. Ed will look into this and provide additional information for other types.

**STEVE FISHER REQUEST FOR CROP DAMAGE REIMBURSEMENT** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the payment of \$1,650 to Stephen F. Fisher for crop damage during the installation of the 12” water main to the reservoir.

**MINUTES OF NOVEMBER 4 AND NOVEMBER 18, 2010** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the minutes of the October 21 and November 18, 2010 meetings as printed.

**APPROVAL OF 2011 FINAL BUDGET** – The Authority members reviewed the 2011 Final Budget which included a water rate increase and increasing the current part-time employee to a full-time employee with benefits.

A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to revise the Final Budget showing the current part-time employee as a part-time employee without benefits working 24 hours a week.

A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to table action on the Final Budget until the revisions discussed today have been made with action taking place at the December 16<sup>th</sup> meeting.

**ADOPTION OF WATER RATE INCREASE RESOLUTION 2010-3:** A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to table action on the Water Rate Increase Resolution until revenues and expenses have been reviewed again and confirm with action on the resolution taking place at the December 16<sup>th</sup> meeting.

**OTHER BUSINESS** –

**Cell Tower** – Ray Reeder stated that he went on-line and found that there are no health affects or dangers with the installation of a cell tower.

**CITIZEN COMMENTS** – None

**ADJOURNMENT** – A motion was made by Joe Anderson, seconded by Jim Kiscaden and passed unanimously to adjourn the meeting at 10:50 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY**  
**December 16, 2010 – 9:00 A.M.**  
**MINUTES**

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

**Others Present:**

Lisa M. Boyd, Borough Manager      Jason Saylor, HRG  
Paul Miller, Jr., Public Works Director

**REQUESTS TO BE HEARD** – None

**AT&T POSSIBLE CELL PHONE TOWER LOCATION AT AUTHORITY'S WATERSHED PROPERTY** – Lisa reported that we have not heard back from Brian Laslo who was to schedule a meeting with Paul. The draft agreement has been forwarded to Harry Yost for his review and comment.

**ENGINEER'S REPORT – ED SPAYD** – Due to another commitment, Ed was unable to attend. On behalf of Ed, Jason provided the Authority with the Engineer's Retainer Agreement for 2011.

**WATER SYSTEM IMPROVEMENTS PROJECT UPDATE – JASON SAYLOR** – Jason reported that the project is going well and that a lot of work was completed since the last meeting. Equipment has been mounted, pipe work and ductwork completed, and the fireproofing has been inspected by American Testing Lab. K.C. Construction is still anticipating that start-up will be mid to end of January. The only delay, due to weather, will be the grass, fence and trees. The sample wall for the block stain has been completed and is ready for the Authority's inspection.

**K.C. CONSTRUCTION CHANGE ORDER DIRECTIVE #6** – Jason provided the Authority with the change order directive for the fireproofing work that is required by Labor & Industry in the amount of \$15,491.44 and includes 5 additional calendar working days. A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve K.C. Construction's change order directive #6 and to authorize Harold Wiker to sign necessary paperwork.

Jason indicated that HRG will provide a tabulation of pay requests paid and change orders to-date.

Jason also reported that there will be a change order from Lepley for the additional electrical work to address the fireproofing requirement which should be between \$1,000 and \$2,000. There may also be another change order from K.C. Construction for the size and location of the piping for the Rohrer Well line.

Jason reported that he looked into the cost of operational louvers and they should be less than \$3,000.

**K. C. CONSTRUCTION PAY REQUEST #9 AND ROBERT P. LEPLEY**

**PAYMENT REQUEST #4**– A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the payment of the following pay requests as recommended by HRG:

K.C. Construction Pay Request #9	\$510,436.33
Robert P. Lepley Electrical, Pay Request #4	\$37,458.81

**GARDEN SPOT MECHANICAL PAYMENT REQUEST #2** – Due to incorrect paperwork being submitted to the Authority instead of HRG, no payment will be authorized.

**RATIFY & CONFIRM FIREPROOFING INSPECTION PROPOSAL** – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to ratify and confirm the proposal from American Testing dated December 13, 2010 for the fireproofing inspection.

**PAYMENT OF MONTHLY BILLS & HRG INVOICE** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve payment of the list of bills for the period November 30, 2010 through December 7, 2010 as well as the following HRG invoice:

12/9/10	74544	Water Treatment Plant	\$2,824.69
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The invoice charge is within HRG's Contract Administration proposal in the amount of \$58,400 for the water treatment plant project.

**PUBLIC WORKS REPORT – NOVEMBER:** Ray Reeder made a motion, seconded by Joe Anderson and passed unanimously to approve the Public Works Report for November 2010 as submitted as submitted by the Assistant Public Works Director, Tim Rineer. .

Harold indicated that we will be studying the amount of Infiltration and Inflow that gets into the sewer system at a workshop meeting in January and will review information provided by the staff.

**2011 FINAL BUDGET** – A motion was made by Ray Reeder, seconded by Joe Anderson and passed unanimously to approve the 2011 Final Budget dated December 14, 2010.

**ADOPTION OF WATER RATE INCREASE RESOLUTION 2010-3** – A motion was made by Joe Anderson, seconded by Don Bachman and passed unanimously to approve the water rate increase Resolution 2010-3 which for a minimum user at 5,000 gallons or less per quarter the monthly charge will increase \$1.64 and for the average user at 12,500 gallons per quarter the monthly charge will increase \$5.78.

**REQUEST FOR REDUCTION IN LETTER OF CREDIT – HISTORIC PROPERTIES PARTNERS** – A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to approve Historic Properties Partners reduction in letter of credit #1108 in the amount of \$2,065.47 as recommended by HRG with \$11,570.13 remaining as the 18-month maintenance guarantee.

**OTHER BUSINESS** –

**3990 White Oak Road** – Lisa reported that Benuel Esh, the previous owner of 3990 White Oak Road, has contacted her stating that an agreement was signed several years ago which stated the Authority would reimburse the difference from the \$10,000 they set aside for the sewer system installation and the actual cost of the installation. Lisa stated that she located the agreement which was signed in October 2004 and the sewer system wasn't installed until May or June of 2006 and it does indicate that a reimbursement would be made but Mr. Esh only set aside \$8,500 and the staff is confirming the cost and will bring this matter back to the Authority at the next meeting.

**CITIZEN COMMENTS** – None

**ADJOURNMENT** – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to adjourn the meeting at 10:45 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager