

January 6, 2011 - Meeting Cancelled

**STRASBURG BOROUGH AUTHORITY**  
**January 20, 2011 – 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      Len Ferber  
Rich Shindle, Strasburg Pool  
Dick Hershey, Albert Herr Plumbing

**REQUESTS TO BE HEARD** – None

**REORGANIZATION**

<b>CHAIRMAN</b>	<b>SOLICITOR</b>
<b>VICE-CHAIRMAN</b>	<b>ENGINEER-RETAINER AGREEMENT</b>
<b>SECRETARY/TREASURER</b>	<b>BANK</b>

A motion was made by Don Bachman, seconded by Jim Kiscaden and passed unanimously to keep the Chairman Harold Wiker, Vice-Chairman Jim Kiscaden, Secretary/Treasurer Ray Reeder, Solicitor Harry Yost, Engineer HRG including the approval the 2011 Retainer Agreement. It was confirmed that The Engineer's meeting attendance is \$100 per meeting.

A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to put the banking services out for proposals to the following financial institutions: Hometowne Heritage Bank, Fulton Bank, Susquehanna Bank and PNC Bank. Action on the proposals will take place at the February 17<sup>th</sup> Authority meeting.

**STRASBURG POOL- REQUEST FOR SEWER SERVICE AND WAIVER OF FEE** –

Rich Shindle and Dick Hershey, on behalf of the Strasburg Pool, were in attendance to explain that the on-lot system is failing and they are now investigating options which include either a holding tank which will need pumped-out 2 or 3 times a year or to hook to the Borough's sewer system which will required a grinder pump. Rich indicated that if they hook-up to the Borough they would be requesting a waiver of the \$5,661 connection fee. Harold clarified that in the past when a waiver was given to community organization it was required that they be non-profit and open to everyone. Rich added that the pool is a non-profit organization, is open to the public for a membership fee, which is used to pay expenses. Harold added that the Authority has grinder pump specifications that Lisa will provide to Dick. Dick will run the costs for the two different options and this item will be discussed further at the February 3<sup>rd</sup> meeting.

**REQUEST FOR SEWER SERVICE-LANCASTER AVENUE (TOWNSHIP) AND UPDATE ON LEASE OF 1305 VILLAGE ROAD-LEN FERBER** –

Len Ferber explained that he has the property at 230 Lancaster Avenue, Strasburg Township, up for sale but the on-lot sewer system is failing and he was requesting, on behalf of the owners, to hook to the Borough's sewer system. Harold explained that since the property is located in the Township and there is no agreement with the Township, the hook-up to the Borough's sewer system would not be

permitted. A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to deny the request to hook 230 Lancaster Avenue to the Borough's sewer system. Len also reported that he has tenants, husband and wife, for 1305 Village Road who have an in-home business that has been approved by Mark Deimler, Township Zoning Officer, and which qualifies to keep the zoning at the property. Len will get this in writing from Mark. The lease amount is \$975 per month and is a one year lease with occupancy taking place February 1<sup>st</sup>. It was noted that there is an outstanding issue with the furnace, either the coil needs replaced or an electric hot water heater installed. It was the consensus of the members to have Len provide costs, obtained from Dick Hershey with Dick doing the work, for both options and then each member to advise Lisa which option to go with and Lisa to then pass that information onto Len.

#### **ENGINEER'S REPORT –**

**CHARTER HOMES' PUMP STATION** – Ed Spayd reported that Charter Homes has agreed to install a generator that would remain on-site, enclosed and other amenities but want to confirm if the Authority wants a 2" grinder or a 4" solid handling submersible pump. Harold reminded Ed that the next one or two manholes after the pump station must be lined/coated and that the pump station will be dedicated to the Authority. It was the consensus of the members that a submersible pump is required.

#### **WATER SYSTEM IMPROVEMENTS PROJECT UPDATE**

**LOUVERS & WALL SAMPLE** – Ed Spayd explained that there are 2 different types of activated louver, one is a dual louver which costs approximately \$5,000 and the other is single louver which costs approximately \$3,000. Jim Kiscaden asked if the cost would be shared by HRG since this was a design error. Ed said he would pose the question to his boss. Ed indicated there is one more item that needs the Authority's consideration which is part of the L&I fireproofing requirement, two fire dampers on the access door in the exhaust is needed which is estimated to cost \$400.

Ed reported that the contractor that did the wall staining has offered the Authority a 10 year warranty for the product on the block. They would provide the product but the Authority would need to pay and have someone apply it. The repairs to the existing block will take place in the spring at which time the Authority will revisit this issue and may consider requesting some kind of compensation.

Ed also reported that he has discussed Harold's question of is it necessary to insulate the pipes in the basement of the new treatment building. Ed will provide backup to substantiate not insulating the pipes and will confirm with KC Construction on the cost savings by RFI.

**KC CONSTRUCTION PAYMENT REQUEST #10** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve payment of KC Construction's Pay Request #10 in the amount of \$109,537.96.

**ROBERT P. LEPLEY PAYMENT REQUEST #5** – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve payment of Robert P. Lepley's Pay Request #5 in the amount of \$14,818.87.

**GARDEN SPOT MECHANICAL PAYMENT REQUEST #2** – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve payment of Garden Spot Mechanical’s Pay Request #2 in the amount of \$10,566.

**BENUEL ESH REQUEST-REIMBURSEMENT OF REMAINING FUNDS FOR ON-LOT SEWER INSTALLATION** – In 2004 Benuel Esh escrowed \$8,500 toward the installation of the sewer system installation at 3990 White Oak Road which was installed in 2006. The Agreement of Sale indicated that any left over funds would be returned to Mr. Esh. The staff has investigated the related costs of the installation and Mr. Esh is owed \$2,402.05. A motion was made by Don Bachman, seconded by Ray Reeder and passed unanimously to make payment in the amount of \$2,402.05 to Mr. Esh for the remaining funds after the installation of the sewer system at 3990 White Oak Road as outlined in the Addendum/Endorsement to the Agreement of Sale signed and dated 10/21/04.

**PERMISSION TO USE ePAYNET FOR WATER/SEWER PAYMENTS** – It was the consensus of the members to table this item until the staff has a chance to do the Banking Request for Proposals and see what the banks can provide which would allow the Authority to take credit card payments for water and sewer.

**INFLOW & INFILTRATION PROGRAM DISCUSSION** – Harold indicated that the information provided by the staff will be very useful during our evaluation of an I&I program. A workshop meeting will be scheduled in the next 2 weeks to a month.

**CELL TOWER UPDATE** – Harold reported that AT&T will need to obtain approval from PADOT for clear site at the new driveway proposed for the site. The Authority will most likely receive about \$1,500 a month. AT&T will probably come back with confirmation on the monthly lease amount at the next meeting. The members will review the comments that Harry Yost provided after his review of the proposed Lease Agreement.

**SEWER PLANT UPDATE** – Jim questioned whether a feasibility study is needed which we could then provide to DEP and the Township. Harold stated that Paul had an idea that we build our sewer plant on Prospect Road and sell Pump Station #5 to the Township so they can service Creekview Estates. Harold also reported that he spoke with Dave Mersky and he is very interested in discuss this matter further. It was noted that it might be a good idea if the Authority would meet with the representatives of 964 Strasburg Pike Associates, Tom Harnish, Mr. Mersky and those living along the old portion of 896.

**PAYMENT OF MONTHLY BILL, APPEL & YOST AND SLSA 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 December 16, 2010 through January 7, 2011 as well as the following invoices:

12/13/10	Appel & Yost	White Oak Rd.	\$120.00
11/29/10	SLSA	Capital Contribution	\$183,418.72

**PUBLIC WORKS REPORT – DECEMBER:** Ray Reeder made a motion, seconded by Don Bachman and passed unanimously to approve the Public Works Report for December 2010 as submitted by the Assistant Public Works Director, Tim Rineer. Ray also expressed his appreciation, which was echoed by the other members, for hard work and dedication the Public Works Department showed during the repair of the water main break on West Hillcrest Avenue on Christmas morning. Lisa noted that they have repaired 2 more water main leaks since then.

**MINUTES OF DECEMBER 2 AND 16, 2010** – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the December 2 and 20, 2010 minutes as printed.

**OTHER BUSINESS** –

**H2O GRANT** – Lisa confirmed that the entire \$600,000 from the H2O grant has been received.

**CITIZEN COMMENTS** – None

**ADJOURNMENT** – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to adjourn the meeting at 11:53 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY**  
**February 3, 2011 – 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                      Rich Shindle, Strasburg Pool  
Dick Hershey, Albert Herr Plumbing

**REQUESTS TO BE HEARD** – None

**STRASBURG POOL - FOLLOW-UP ON SEWER SERVICE REQUEST** – It was confirmed by Dick Hershey of Albert Herr Plumbing that connecting to the Borough's sewer system would be cheaper than installing holding tanks. Rich Shindle confirmed that the pool is open to the public every Friday in August and anyone is welcome to purchase a membership. A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve a 5 year payment plan (\$1,132.20 per year) of the \$5,661 connection fee to be paid in September of each year. If the pool is sold in the meantime the remaining balance of the connection fee is payable at settlement.

**ENGINEER'S REPORT** – Ed Spayd reported that the contractors will wrap-up the start up of the ozone today. They are also finalizing the raw water, utility water system, chemical feed system, and performance documentation and verification. Next Thursday they will be finalizing the system control panels. Some testing is still needed. Next Friday the two inner tanks will be filled. The whole bottom of the tank will be power washed prior to disinfecting. The water lines will also be tested. KC Construction is responsible for the punch list and to insure that the new plant and water tank function per specifications and design. Harold asked that HRG take a look at the landing on the stairs because there are several larger gaps between the sections. It was noted that the drawings show a gap. Harold stated that this may be an issue with Labor and Industry.

**GARDEN SPOT MECHANICAL CHANGE ORDER #2** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve Garden Spot Mechanical's change order #2 in the amount of \$437.32 for fire dampers in the ductwork penetrating the first floor of the building as requested by the Labor & Industry inspector.

**FOLLOW-UP ON CHARTER HOMES' PUMP STATION** – Ed Spayd reported that he has informed Charter Homes that the Authority is requiring a 4" solid handling submersible pump to be used at the pump station. Ed also noted to them that a blower would be necessary during low flow.

Harold Wiker reported that he has been discussing phase 1 as-built plans with Jim Shultz of Charter. Jim indicated that they can't prepare as-built plans until the sewer cover issue has been addressed by B.C. Desai as is required as part of the Hampton Inn plan. The requirement to

address the problem was originally to be Charters' responsibility, but since the area to be addressed is actually located on B. C. Desai property (Historic Strasburg), Mr. Desai agreed to address it when building the Hampton Inn. In order to get the problem addressed and submit as-built plans, Mr. Shultz is willing to have it addressed by Charter at no charge to Mr. Desai and to the satisfaction of the Authority as long as Mr. Desai provides them written permission to enter his property. Harold reminded that the manhole must be raised (not with 2" rings), tested and must be tight. The inlet box will need to be addressed as it may also be too low.

**FIREPROOFING TEST RESULTS** – The members of the Authority reviewed the fire proofing test results which were done by American Testing Laboratories, Inc. and which showed all test's passing. HRG will prepare the necessary report to Labor & Industry.

A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve payment of American Testing Laboratories' invoice in the amount of \$794.50

**INSULATION OF PIPING IN BASEMENT** – Ed Spayd stated that he will request K.C. Construction to provide a credit amount for the February 17<sup>th</sup> meeting for the Authority's consideration.

**LOUVERS** – Ed Spayd stated that K.C. Construction will be requested to provide a change order for the dual activate louver for the February 17<sup>th</sup> meeting for the Authority's consideration. Ed added that he did check with his boss about HRG paying half the cost of the louver which is estimated to cost \$5,000 and he does not feel that HRG is responsible to pay any portion of the cost.

**AMISH LANTERNS – WATER LEAK** – A motion was made Jim Kiscaden, seconded by Joe Anderson and passed unanimously to deny Amish Lanterns' request for a reduction on the sewer portion of their quarterly bill for the water leak they had in December. It was noted that they have been given two credits in the past and they should be informed that it is their responsibility to maintain the water pipes within their property.

**SCHEDULE WORKSHOP – INFLOW & INFILTRATION PROGRAM** – Harold Wiker stated that he will be going on vacation for the few weeks and will provide a date for the workshop when he returns at the beginning of March.

**CELL TOWER UPDATE AND REVIEW OF SOLICITOR COMMENTS** – Harold Wiker reported that he, Paul, Brian Laslo and two of AT&T's engineers walked the site. Some items that will need additional discussion are the increase amount, termination, and transfer of ownership. The members requested Lisa to notify Brian that the Authority will need to receive \$1,500 per month to make the lease work. Ray Reeder questioned if we need to make contact with the neighbors in the proposed site location as a public relations measure and it was determined that all neighbors will have the opportunity to express their opinions when we go through the approval/permitting process with Paradise Township.

**SEWER PLANT DISCUSSION** – Jim Kiscaden suggested that we wait until we have completed our Inflow & Infiltration study and determine our remaining sewer capacity to continue any further discussions on this matter and reiterated that a sewer plant is only possible if

Strasburg Township is agreeable. It was the consensus of the members to keep a dialogue open with SLSA, DEP, Strasburg Township, and West Lampeter Township. We would need to sell our sewer capacity and keep in mind the issue of nutrient trading.

**PAYMENT OF MONTHLY BILL** – A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to approve payment of the list of bills dated January 26, 2011.

**MINUTES OF JANUARY 20, 2011** – A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to approve the January 20, 1211 minutes as printed.

**OTHER BUSINESS** –

**CITIZEN COMMENTS** – None

**ADJOURNMENT** – A motion was made by Ray Reeder, seconded by Joe Anderson and passed unanimously to adjourn the meeting at 10:40 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager





approve Garden Spot Mechanical and Lepley Electric's pricing for the motorized damper and wiring. Jason will provide Change Orders for the work for the Harold Wiker's signature.

Jason also presented Lepley Electric's work change directive which is required by Building Code for 3 disconnects for the water tank. The cost will be \$1,621.53. A motion was made by Don Bachman, seconded by Ray Reeder and passed unanimously to approve Lepley Electric's Work Change Directive in the amount of \$1,621.53.

Jason also stated that approval will be needed for an additional cost from Lepley Electric to install/wire the trickle battery charger and jacket heater on the generator which is will be \$805.23. Paul stated that this work has already been completed. Jason will follow-up on this matter.

**CONTINGENCY PLAN FOR CHANGEOVER TO NEW TREATMENT PLANT** – Paul Miller reported he will be keeping the existing Act Pack and the piping in the vault will remain until the new plant is up and running and will be the last item demolished.

**PAYMENT OF MONTHLY BILL AND HRG INVOICES** – A motion was made by Jim Kiscaden, seconded by Joe Anderson and passed unanimously to approve payment of the list of bills dated February 9, 2011 and the following HRG invoices:

1/14/11	75294	Water Treatment Plant	\$2,929.23
2/10/11	75743	Water Treatment Plant	\$2,944.52

Both invoice amounts are within HRG's Contract Administration proposal in the amount of \$58,400 for the water treatment plant project.

**OTHER BUSINESS** – It was the consensus of the members that beginning in April the Authority will meet only one time per month on the third Thursday at 9 a.m. The change will be advertised and placed on the Borough's website.

**CITIZEN COMMENTS** – None

**EXECUTIVE SESSION – PERSONNEL** – The meeting was convened into Executive Session at 9:45 a.m. The regular meeting was reconvened at 9:52 at which time a motion was made by Ray Reeder, seconded by Don Bachman that while Paul Miller is on medical leave, Jeff Stoltzfus' hours will be increased to 40 hours per week, no benefits, with the additional 16 hours per week be paid from the Sickleave Reserve Fund.

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

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY**  
**March 3, 2011 – 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  
B.C. Desai      Dennis Gehringer

**REQUESTS TO BE HEARD** – None

**44 STRASBURG ASSOCIATES-HAMPTON INN – TAPPING FEES:** Dennis Gehringer explained that it is his opinion that based on the Authority's current tapping fees and quarterly water fees that developers will have a hard time developing in the Borough. The Authority rates are out of line with the region. Jim Kiscaden stated that the tapping and quarterly fees are based on the individual water and sewer construction and operating costs and the Borough only has 1100 customers paying into the water and sewer systems. Our sewer capital costs are based on the fees that SLSA passes onto the Authority based on construction done within their system. Mr. Desai explained that he is unable to obtain funding due to the operating costs of the project and that the marketplace will not support the project because the construction and operating costs are beyond the income the bank predicts a Hampton Inn in this location will generate. Jim noted that because the Authority was willing to work with Mr. Desai and allow a 10 year payment plan, it may have hurt with the financing since it increased their annual operating costs rather than a one time construction cost at the beginning of the project. Mr. Desai said it didn't matter how the fee was considered, the overall cost of the project is too high. The costs for tapping fees and monthly operating are 46% higher in the Borough. The soft costs alone, such as the planning process, so far to-date has been approximately \$200,000. Seven banks have rejected his funding application for the project. Jim Kiscaden stated that we are in a different borrowing climate than we were when they first started planning the project. Funding is much harder to obtain by all contractors and developers.

Mr. Desai stated that he has spent \$8,000 to check for a leak at the existing hotel and haven't found any. They will be installing the sub meter at the Fireside Tavern this coming Monday.

The owners of the Fireside Tavern would like to purchase their portion of the building and the property where it's located which would require a subdivision and a few variances from the Zoning Hearing Board. They would also need to request from the Authority that even after the sale of the property and building that Mr. Desai continues to own the water and sewer lines and keep the lines private until his entire property is developed at which time all water and sewer lines will be offered to the Authority for dedication. The Hampton Inn project is on hold.

**ENGINEER'S REPORT** –

**WATER SYSTEM IMPROVEMENTS PROJECT UPDATE** – Ed Spayd reported that DEP completed their inspection and were very pleased with the new treatment plant and storage facility and should be releasing the new operating permits in the next few weeks. DEP also

indicated that the Authority will be able to reduce the chlorine residual from a 1 to a .04 at the treatment plant. The detectable amount in town will be a .02.

Ed stated that there are 2 outstanding items: 1) PLC computer screen. 2) Ozone system. There was a UPS system power glitch which required a manual reset. It should be automatic. The soft shut down required air be bled from the system. Air pockets should not form in the line. A hatch will need to be installed so the pipe work can remain in the event the new plant fails. It will allow us to hook to the existing system.

The water tank has been disinfected and was filled at the end of last week. The leak that was repaired is no longer leaking.

Harold Wiker requested a list of contacts, including a back-up contact and phone numbers for each in case of an emergency. Harold also requested a list of warranties. Harold asked if we met the Construction Schedule to which Ed responded yes it was.

**GENERATOR – TRICKLE BATTERY CHARGER AND JACKET HEATER** – Ed Spayd reported that trickle battery charger and jacket heater were already connected because the generator start up representative required it.

**INSULATION OF PIPING IN BASEMENT** – Ed Spayd reported that the credit proposal from KC Construction for excluding the insulation of the piping in the treatment building basement has not been received as of this morning. Ed will follow-up with KC Construction.

**PAYMENT OF MONTHLY BILL AND APPEL & YOST INVOICE** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve payment of the list of bills dated February 16, 2011 and the Appel & Yost invoice dated February 24, 2011 in the amount of \$923.

**MINUTES OF FEBRUARY 3 AND 17, 2011** – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the February 2 and 17, 2011 minutes as printed.

**OTHER BUSINESS** –

**Strasburg Swimming Pool** – Lisa Boyd reported that she was contacted by Rich Shindle, Strasburg Pool President, who wondered if the Authority would be interested in purchasing a portion of the pool property located behind the Herr property at 141 S. Jackson Street. It was the consensus of the members that they would not be interested in purchasing the property piecemeal, but would be interested in having the right of first refusal if the entire property came up for sale.

**Sam Smucker Request** – Lisa reported that she was contacted by Sam Smucker wants to know if the Authority would be interested in leasing them about half an acre of ground at the entrance of the Mowrer Spring on Summit Hill Road for them to build an Amish School house. It was the

consensus of the members that additional information is needed before any decision can be made.

**CITIZEN COMMENTS** – None

**ADJOURNMENT** – A motion was made by Joe Anderson, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 10:55 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY**  
**March 17, 2011 – 9:00 A.M.**  
**MINUTES**

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

**Others Present:**

Lisa M. Boyd, Borough Manager                      Tim Rineer, Asst. Public Works Director  
Ed Zalewski, Public Works Operator                      Jason Saylor, HRG  
Ed Spayd, HRG

**REQUESTS TO BE HEARD** – None

**ENGINEER'S REPORT** –

**WATER SYSTEM IMPROVEMENTS PROJECT UPDATE** – Ed Spayd reported that the Public Water Supply Permit has been received for 490 gallons per minute. Ed stated that there is 10' of water for fire flow. Ed added that once the plant is on line you should notice steadier pressure and more consistent quality. The Chlorine residual in town is now required to be detectable and must be a .4 at the treatment plant.

**REVIEW SUBSTANTIAL COMPLETION REPORTS** – Jason Saylor reported that completion inspections were completed on March 7, 2011 for each contractor and determined that Garden Spot Mechanical and Robert P. Lepley Electrical were Substantially Complete as of February 24, 2011 (which is the Contract Completion Date). Jason then proceeded to go over the Tentative List of Items to be Completed or Corrected for these two contractors. Most of these items were minor.

K. C. Construction's portion of the project was not Substantially Complete for the following reasons:

- Ozone System PLC Programming: The system programming currently operates the booster pump continuously. This causes the pump to become air bound during "sleep mode", which in turn requires the air to be manually purged from the system. This condition does not permit operation of the system as designed and intended.
- Ozone System Cooling Water: The system permit cooling water flow during "sleep mode" which results in continual operation of the utility water booster pump.
- Ozone System PLC: The PLC was not provided with the required uninterrupted power supply (UPS). This condition causes the entire system to shut down and require a manual restart when the facility runs on emergency power.

Jason then proceeded to go over the Tentative List of Items to be Completed or Corrected for K.C. Construction. A re-inspection will be completed once K.C. Construction notifies HRG in writing when they consider the work noted to be substantially complete. Jason also noted that the contractors have started to submit as-builts and they are being reviewed.

It was noted by the Authority that although K.C. Construction did not meet the Contract Completion date of February 24, 2011 they are willing to wait it out a few weeks before discussing liquidated damages.

**KC CONSTRUCTION'S PAY REQUEST #12** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve KC Construction's #12 pay request in the amount of \$21,038.70.

**KC CONSTRUCTION'S CHANGE ORDER #3** – Jason explained that this change order includes several change orders to-date as follows:

1. Incorporate the Work identified in Request for Proposal No. 1 and in related Contractor's Change Order Request No. 001-REV1 into the Contract.  
Decrease \$3,205.74
2. Incorporate the Work identified in Field Order No. 1 and in related Contractor's Change Order Request No. 002-REV1 into the Contract.  
Increase \$4,060.08
3. Delete installation of pipe insulation for interior process piping and related painting of Insulation from the Contract as identified in Contractor's Change Order Request No. 007  
Decrease \$6,756.00
4. Provide and install new surface mounted aluminum access hatch on existing valve vault per Engineer's RFI #24 response and as identified in Contractor's Change Order Request No. 008  
Increase \$2,540.73
5. Incorporate the Work identified in Field Order No. 5 and in related Contractor's Change Order Request No. 009  
Increase \$1,132.71

TOTAL DECREASE \$2,228.22

A motion was made by Jim Kiscaden, seconded by Don Bachman and approved unanimously to approve Change Order #3 for a deduction in the Contract Price by \$2,228.22.

**LEPLEY ELECTRIC'S PAY REQUEST #7** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve Lepley Electric's #7 pay request in the amount of \$13,703.63.

**REVIEW REVISED CELL TOWER AGREEMENT** – Lisa reported that Brian Laslo has made the changes requested by the Authority. A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the Option and Lease Agreement for a cell tower to be located in the Authority's watershed area off of White Oak Road in Paradise Township.

**REVIEW WATERSHED TIMBERLING AGREEMENT** – Lisa stated that the proposed Agreement from Gerber Forestry Services is basically the same as the one Mr. Gerber used for the timbering done in 2001 and she confirmed that his commission and payment requirements are exactly the same. Lisa added that Mr. Gerber is planning to mark the trees and put the timbering out to bid by the end of March.

**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 dated February 9, 2011.

**PUBLIC WORKS REPORT –FEBRUARY** - Jim Kiscaden noted that even though it was a dry month with only 1.1 inches of rain, the average sewer usage was approximately 64,000 gallons over water usage. Inflow and Infiltration is definitely an issue and Harold Wiker requested that the staff determine the Pump Station service areas and then determine the customer usage within each area to assist in locating the area with the most I&I. This will be completed after the next water/sewer billing. A note will be placed on the website and in next newsletter reminding residents that you are not permitted to tie your sump pump into the Authority's sewer system.

**MINUTES OF MARCH 3, 2011** – A motion was made by Ray Reeder, seconded by Joe Anderson and passed unanimously to approve the March 2, 2011 minutes as printed.

**BANKING REQUEST FOR PROPOSALS** – Lisa reported that banking request for proposals were sent to PNC Bank, Fulton Bank, Home Towne Heritage Bank and Susquehanna Bank. Proposals were received from PNC Bank, Fulton Bank and Susquehanna Bank. After a review of the Banking Cost Proposal Schedule spreadsheet, it was the consensus of the members to have a representative from PNC Bank and Fulton Bank attend the next Authority meeting on April 21 to give an overview of their proposal and costs.

**OTHER BUSINESS** – None

**CITIZEN COMMENTS** – None

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

Respectfully Submitted,

Lisa M. Boyd, Borough Manager



**STRASBURG BOROUGH AUTHORITY**  
**April 21, 2011 – 9:00 A.M.**  
**MINUTES**

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

**Others Present:**

Lisa M. Boyd, Borough Manager	Paul Miller, Public Works Director
Jason Saylor, HRG	Ed Spayd, HRG
Christopher Marschka, PNC Bank	John Martin, Fulton Bank
Gary Bukeavich, PNC Bank	Wm. Smokey Glover, Fulton Bank

**REQUESTS TO BE HEARD** – None

**BANKING REQUESTS FOR PROPOSALS**

**PNC BANK 9 a.m.** – Christopher Marschka and Gary Bukeavich reviewed their proposal to continue banking services with the Authority. In response to Jim Kiscaden’s question of how long it would take to get approval for a “bridge loan”, Mr. Marschka responded that it would take between one to two months and approval would be given by their loan board in Philadelphia.

**FULTON BANK 9:45 a.m.** – John Martin and Smokey Glover reviewed their proposal to provide banking services to the Authority. In response to Jim Kiscaden’s question of how long it would take to get approval for a “bridge loan”, Mr. Martin responded, and Mr. Glover confirmed, that it would take between one to two weeks and approval would be given by their loan board at the Fulton Bank branch in Penn Square Lancaster City which meets every Thursday at 2 p.m. Mr. Glover added that if the Authority would move to Fulton Bank, a line of credit could be established right away, for which the Authority could tap into anytime needed.

The Authority requested that each provide an additional proposal on the Lockbox option and requested that they return to the next meeting on May 19<sup>th</sup> to present the proposal at the same times as today.

**ENGINEER’S REPORT** –

**WATER SYSTEM IMPROVEMENTS PROJECT UPDATE** – Jason reported that the new plant has been running for a few weeks. Travis and Troy have both left KC Construction. Jack Simone is now our main contact and we have been allowing some lead way so he can get up to speed. The staining of the block was discussed and it was noted that the weather has not been cooperating and this will be completed once the weather has been at 60 degrees for a continuous week.

Jason noted that according to the contract substantial completion was to be done by February 22, 2011. KC Construction is currently 31 days late. They had requested a substantial completion inspection on February 25<sup>th</sup> which was not approved. The second inspection took place on March 25, 2011 and substantial completion was approved. Final acceptance and payment will

only be given once the punch list items have been completed to the engineers and Authority satisfaction. It was not that the liquidated damages to-date would be approximately \$12,000. After May 26<sup>th</sup> the fine per day increases. Jason will provide an update at our next meeting. The three main outstanding items, in addition to punch list, are the staining of the block, the ozonator, and the demolition of the old plant.

Also discussed was the existing letter of credit for the project. The letter of credit cost opinion includes line items for paving which were not included on the plan. Lisa will discuss this matter with Mark Deimler at Strasburg Township.

Harold stated that the Public Works Department needs to assign one Public Works employee to the water plant with that person reporting there first thing each morning to complete all water related testing, reporting, paperwork, etc. Once that employee has completed the water tasks he could then assist the Department with other work.

**GARDEN SPOT MECHANICAL'S FINAL PAY REQUEST #3** – It was the recommendation of Jason to hold off on the payment of Garden Spot Mechanical's Final Pay Request until they have submitted the additional required paperwork. The Pay Request will be considered at the May 19<sup>th</sup> meeting.

**REVIEW RAILROAD MUSEUM WATER AND SEWER SERVICE REQUEST (HUNT ENGINEERING COMPANY)** – The Authority members reviewed the letters from Hunt Engineering Company dated February 9, 2011 and determined that additional and clarifying information is needed.

Harold asked the status of the easements for the water line. Lisa reported that she just received an e-mail from Frank Ruth from the State dated April 14, 2011 in which he indicated that he had just checked with their lawyer who is working on this and apparently she was tied up due to additional services that she had to provide for another department. That has now ended and she is now proceeding with this project. They apologized for the delay.

**DISPOSAL OF SHED** – It was the consensus to sell the shed with an asking price of \$995 as long as that is the permitted process for its disposal. Lisa will check the Authority's Act to insure it is disposed of properly.

**TESTING EQUIPMENT DISCUSSION** – Lisa provided each member with information on the three water testing machines that Paul and Ray have determined will be needed for the new treatment plant. The total cost for the three machines is approximately \$4,100. Paul indicated that he would like to call the manufacturer, Hach, before submitting his final recommendation to the Authority. The Authority agreed that once the Public Works Department has made their final selection they should bring it back to the Authority for approval.

**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 for the period March 28, 2011 through April 12, 2011.

**PUBLIC WORKS REPORT –MARCH** – The members reviewed the March Public Works Report dated April 7, 2011 and noted that the sewer gallons of 10,672,766 were twice that of the

water gallons of 5,511,000 for the month of March, with 5.5 inches of rain which indicates major inflow and infiltration.

Lisa reviewed the "I&I Evaluation – 1/1/2011-3/31/2011" spreadsheet with the members. This matter will be discussed again at the next meeting.

Jason indicated that HRG can offer assistance with this issue and will provide the Authority with a proposal of the services they can offer.

**MINUTES OF MARCH 17, 2011** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the March 17, 2011 minutes as corrected.

**OTHER BUSINESS** –

**Timbering of Watershed Area** – Lisa distributed the letter from Dan Gerber dated April 19, 2011 which included the bid document. Dan anticipates that the value of the timber sale to be at least \$175,000.

**Cell Tower Agreement and Letter to Paradise Township** – Lisa reported that the final version of the Cell Tower Agreement has been received and Harold will be executing it today. Harold will also be signing a letter to Paradise Township which indicates the Authority's permission for AT&T to go to their Zoning Hearing Board for a Special Exception to place the cell tower on the Authority's watershed property.

**Strasburg Swimming Pool** – Jim Kiscaden asked the status of the swimming pool and it was noted that they are advertising "to save the pool sign up by May 1". Jim stated the Authority should consider the purchase of the property if the pool is unable to be opened. Harold said a formal plan should be prepared before the Authority could consider the purchase. Jim stated if the Authority purchased the property the frontage could be sold off with the back portion which abuts the Public Works property being utilized for additional storage for the Public Works Department.

**2012 Budget** – Harold stated that with the new treatment plant and storage facility, we should begin working on the 2012 budget now to insure all revenues and expenses have been evaluated to insure we have a sound budget at approval time and to give us plenty of time to study if another increase will be necessary.

**Hampton Inn** – Harold Wiker asked if we had heard anymore from the B.C. Desai on the Hampton Inn project. Lisa indicated that the staff has not.

**Smoker's Tapping Fees** – The status of the tapping fees for Stephen Smoker's new building was discussed. Lisa indicated that they have not been paid yet but the uses for the building have been determined to be a Beverage Mart and a Pizza Shop. Harold stated that Mr. Smoker should be reminded that it is now time to pay the fees and he should be reminded that HRG must review and approve the meter(s) size. Lisa will contact Mr. Smoker on this issue.

**CITIZEN COMMENTS** – None

**ADJOURNMENT** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 12:05 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY**  
**Special Meeting**  
**May 5, 2011 – 9:00 A.M.**  
**MINUTES**

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

**Others Present:**

Lisa M. Boyd, Borough Manager John Martin, Fulton Bank  
Wm. Smokey Glover, Fulton Bank

**REQUESTS TO BE HEARD** – None

**FULTON BANK – LOCKBOX PROPOSAL PRESENTATION**

John Martin and Smokey Glover reviewed page for page their lockbox presentation. The annual cost will be \$4,403.

**OTHER BUSINESS** – None

**CITIZEN COMMENTS** – None

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

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

May 19, 2011 - Meeting Cancelled

**STRASBURG BOROUGH AUTHORITY**  
**Special Meeting**  
**June 2, 2011 – 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  
Jason Saylor, HRG

**REQUESTS TO BE HEARD** – None

**TIMBERING BIDS-OPEN AND POSSIBLE AWARD** – Harold opened the 11 bids and Jim Kiscaden read them aloud as follows:

R.J. Junk Lumber	Honey Grove, PA	\$182,686
Weaver's Sawmill	Liverpool, PA	\$244,722
Stoltzfus Forest Products	Peach Bottom, PA	\$205,825
Jones Logging	Mifflintown, PA	\$170,000
Bricker's Logging	Ephrata, PA	\$135,000
Ritchie's Sawmill	Bethel, PA	\$178,870
Mt. Airy Lumber Co.	New Providence, PA	\$244,019
White Oak Sawmill	Strasburg, PA	\$182,900
Weaber, Inc.	Lebanon, PA	\$215,997.97
J&L Logging	Lancaster, PA	\$172,104.32
Lapp Lumber Co.	Paradise, PA	\$265,579

Dan Gerber, the forester for the project, announced that a bid was received by Haycock Lumber \$221,750 which was disqualified by the Authority since it was not submitted as a sealed bid as required by the bid documents. Dan also added that this is the nicest quality timber sale that he has ever seen.

A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to award the timber bid to the highest bidder Lapp Lumber Co. for a bid of \$265,579 contingent upon receipt of the money by June 30, 2012.

The Authority members thanked Dan for the great job he did with the bidding process.

**ENGINEER'S REPORT**

**WATER SYSTEM IMPROVEMENT'S PROJECT UPDATE** – Jason reported that there is still a problem with the ozone system. Due to low flow and the lack of oxygen getting into the unit it causes the pumps to not start-up right away as they should. This requires one of the Public Works guys to manually turn on the raw water pumps. The staining of the block also needs to be completed along with the demolition of the old plant.

Jason noted that liquidated damages are \$390 per day after the contract's substantial completion date and \$190 per date after the contract's final completion date.

**GARDEN SPOT MECHANICAL'S FINAL PAY REQUEST #3** - A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve Garden Spot Mechanical's final pay request #3 in the amount of \$55,172.02.

**LEPLEY ELECTRIC'S FINAL PAY REQUEST #8** - A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve Lepley Electric's final pay request #7 in the amount of \$18,630.

**INFILTRATION & INFLOW DISCUSSION** – Jason reported that HRG will be able to provide whatever level of service as the Authority may need. They can provide studies, search for funding and complete inspections along with videos. He estimated depending on the amount of involvement by HRG the cost could be \$25,000 to \$60,000 or more.

**BANKING SERVICES** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to switch the Authority's banking to Fulton Bank based on their proposal and loan process. The staff will provide additional information on iconnect provided by the Authority's current water/sewer program provider Harris. This option would allow customers, through the Borough's website, retrieve two years of their payment history, usage, billing information and they could click to pay their bill either by credit card or bank account. It was the consensus of the members to not pursue the lockbox option due to cost.

**TESTING EQUIPMENT DISCUSSION** – Ray Reeder reviewed the quote provided by Hach for water testing equipment. A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the purchase of a DR3900 Spectrophotometer with RFID, Warranty Plus, Pocket CLRMTR II Chlorine MR/HR Syst., and a sensION + pH31 Benchtop Kit from Hach as outlined in their quote #309681772 dated May 16, 2011 at a price of \$5,435.27 plus any additional supplies needed for operation.

**REVIEW RAILROAD MUSEUM WATER AND SEWER SERVICE REQUEST (HUNT ENGINEERING COMPANY)** – The members briefly reviewed the e-mail from Lisa to Michael Thomas dated May 9, 2011 which outlines the information/items the Authority will require for the Railroad Museum's request for water service for their roundhouse for fire suppression purposes.

**REPLACEMENT OF 40 WATER SERVICES – N FULTON STREET, JULIA AVENUE AND - PORTION OF PLEASANT VIEW DRIVE** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to have the Public Works Department complete the replacement of the 16 water service on N. Fulton Street this year in preparation of paving in 2012 and to complete the replacement of the 14 water services on Julia Avenue and the 10 services on Pleasant View in 2012 in preparation of paving in 2013.

**PAYMENT OF MONTHLY BILLS AND SLSA FLOW & ELECTRICAL CHARGES INVOICES** – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed



unanimously to approve payment of the list of bills for the period 4/21/11 through 5/10/11 and the following SLSA invoices:

4/28/11	SLSA	Flow Charges	\$25,265.08
4/28/11	SLSA	Electrical Charges	\$5,687.49

**PUBLIC WORKS REPORT – APRIL** – The May Public Works Report prepared by Tim Rineer dated May 9, 2011 was accepted as printed.

**MINUTES OF APRIL 21 AND MAY 5, 2011** – A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to approve the April 21 and May 5, 2011 minutes as printed.

**OTHER BUSINESS** –

**Certificate of Deposit** – The \$102,934.18 Certificate of Deposit at the Greystone Bank matures on June 15, 2011. Lisa will investigate interest rates with Greystone and other banks.

**CITIZEN COMMENTS** – None

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

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY**  
**June 16, 2011 – 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                      Dan Lake  
Mark Zettlemoyer, Reinsel Kuntz Leshner                      John Glick

**REQUESTS TO BE HEARD** – None

**REVIEW OF 2010 AUDIT REPORT-MARK ZETTLEMOYER OF REINSEL KUNTZ LESHNER** – After a thorough review of the 2010 Borough Authority Audit by Mark Zettlemoyer, a motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to accept the Audit Report with a two week comment period.

**PEACEFUL VALLEY AMISH FUNITURE, 300 NORTH DECATUR STREET – REQUEST FOR SEWER SERVICE** – John Glick, owner of 300 North Decatur Street and Dan Lake his engineer were in attendance and explained that recently Mr. Glick purchased an acre or so from Stephen Smoker in the Borough along the bypass at N. Decatur Street and there is about half an acre of buildable area within the Borough which adjoins 300 North Decatur Street which is a separate lot located in Strasburg Township. Mr. Glick explained that their future plan is to conduct a farmers’ market on the two properties and would like to request sewer service. Normally the principal structure and use must be located in the Borough to obtain sewer service. It was the consensus of the members to have Mr. Glick and Mr. Lake meet with Strasburg Township and then report back to the Authority for further discussion.

**ENGINEER’S REPORT**

**WATER SYSTEM IMPROVEMENT’S PROJECT UPDATE** – Ed reported that TriJay has revamped the PLC. Equipment has been dropped-off for the demolition of the old plant which should begin next week. It was noted that there are still issues with the ozonator, the wall needs restrained and the feed gas sensor is being worked on. It was noted again that liquidated damages are \$390 per day after the contract’s substantial completion date and \$190 per date after the contract’s final completion date.

**INFILTRATION & INFLOW DISCUSSION** – Ed Spayd provided the Authority members with a listing of I&I projects which they were involved in with several other Authority and municipalities. Ed stated that the Authority could form a committee of which he could be a part of. Harold stated that we have a 40 year old sewer system and to-date not much maintenance has been completed. Harold suggests we complete a maintenance and inspection program of the system starting with areas where we suspect problems. Manholes, grade rings and seal covers will all be evaluated as the first item. Once that has been completed it will be determined if any of the sewer mains need maintenance and whether or not they could be relined. It was noted that

the sewer system loan will be paid-off in December 2013. Ed will provide a Manhole Inspection Sheet.

**SHENK AVENUE VALVE PROJECT** – It was the consensus of the members to obtain pricing for a 12” line stopper for the cast iron water main at the end of Shenk Avenue.

**PAYMENT OF MONTHLY BILLS** – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve payment of the list of bills for the period 6/2/11 through 6/9/11 and the following HRG invoice:

6/13/11	HRG	Water Treatment Plant	\$855.04
---------	-----	-----------------------	----------

**PUBLIC WORKS REPORT – MAY** – The May Public Works Report prepared by Tim Rineer dated May 9, 2011 was accepted as printed.

**MINUTES OF JUNE 2, 2011** – A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to approve the June 2, 2001 minutes as corrected.

**OTHER BUSINESS** –

**Certificate of Deposit** – The \$102,934.18 Certificate of Deposit at the Greystone Bank matures on June 15, 2011. Lisa will investigate interest rates with Greystone and other banks.

**CITIZEN COMMENTS** – None

**EXECUTIVE SESSION-PERSONNEL** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to adjourn the meeting into executive session at 10:42 a.m. for the purpose of discussing personnel matters. On a motion by Jim Kiscaden, seconded by Ray Reeder and passed unanimously the regular meeting was reconvened at 10:55 a.m. at which time Jim Kiscaden made a motion, seconded by Ray Reeder to have our part-time employee Jeff Stoltzfus, for his three days a week, at his current rate, to be paid out of the sewer fund to work on the I&I investigation and repairs and authorize the purchase of safety equipment. Jeff will work with one of the full-time employees on this project.

**ADJOURNMENT** – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to adjourn the meeting at 10:55 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY**  
**July 21, 2011 – 9:00 A.M.**  
**MINUTES**

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

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

**REQUESTS TO BE HEARD** – None

**ENGINEER'S REPORT**

**WATER SYSTEM IMPROVEMENT'S PROJECT UPDATE** – Ed Spayd explained there is an issue with pressure in the ozone system. There is a disagreement between KC Construction and the ozone vendor as to who is responsible to fix the problem. If the problem is not fixed soon, per the contract, the Authority can declare it to be defective work based on HRG's recommendation. The Authority can back charge KC Construction. The Authority currently has liquidated damages for substantial completion in the amount of \$12,090 and for final completion in the amount of \$11,020. There is currently \$156,577 remaining in on the project and Ed will provide a breakdown. The major items that still remain are painting, cleaning, repair of the ozone system, and restraining of the block. Since the ozonator is not working properly, Paul Miller has turned the unit off since it was wasting electricity. The regulator on the compressor is leaking and will need replaced. There are also items remaining on the punch list.

**REVIEW OF SLSA CAPITAL CONTRIBUTIONS** : The members reviewed the letter and spreadsheets dated June 28, 2011 from Gail Robinson of Camp, Dresser and McKee on behalf of Suburban Lancaster Sewer Authority. The following are the five year projected contributions:

FY 11/12 \$94,382      FY 12/13 \$34,614      FY 13/14 \$0  
FY 14/15 \$14,128      FY15/16 \$54,145

**REVIEW OF SPRINKLER SYSTEM HOOK-UP FEES** – Fees for sprinkler systems were addressed in the 2008 water tapping fee resolution and spreadsheet will be included with the tapping fee resolution listing the sprinkler fees as 10% of the tapping fee based on meter size.

**MID-YEAR FINANCIAL OVERVIEW** – Lisa provided a detailed mid-year report and it was determined that based on this report dated 6/30/2011 that there are no areas of concern.

**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 6/23/11 through 7/12/11.

**PUBLIC WORKS REPORT – JUNE** – The June Public Works Report prepared by Tim Rineer dated July 14, 2011 was accepted as printed. It was noted that infiltration was low and that was due to lack of rain.

**OTHER BUSINESS** –

**ICONNECT** – This program will enable water and sewer customers to make payments on-line by check or credit card and obtain 2 years consumption and payment history. A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to authorize the staff to proceed with establishing this program at a cost of: 1 x fee of \$1,800 and an annual fee of \$1,525.

**12" VALVE ON SHENK AVE** - This project is scheduled for Wednesday, August 3, 2011.

**N. FULTON STREET WATER DIG JOBS** – This project will be started within the next 2 weeks. There are approximately 20 services to be replaced.

**PREVENTATIVE MAINTENANCE AGREEMENT** - Cleveland Brothers Equipment Company, Inc. provided a maintenance agreement for the new generator at the water treatment plant. The cost for 2012 would be \$1,056. It was the consensus of the members to obtain a price from Dyna Tech who is our current vendor for preventative maintenance for all our other generators and to go with the lowest price.

**CITIZEN COMMENTS** – None

**ADJOURNMENT** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 11:22 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY**  
**August 18, 2011 – 9:00 A.M.**  
**MINUTES**

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

**Others Present:**

Lisa M. Boyd, Borough Manager	Ed Spayd, HRG
Paul Miller, Public Works Director	Stephen F. Fisher
Jacob S. King	Levy Blank

**REQUESTS TO BE HEARD** – None

**BENUEL FISHER REQUEST – LEASE OR PURCHASE PROPERTY**: Jacob King stated that they are in need of land to build another Amish school and would prefer to lease rather than purchase. Steve Fisher provided a drawing showing the 4 locations that they have looked at, and Steve stated that they prefer the property owned by the Authority which is located to the rear of 101 Summit Hill Drive which is currently owned by John Kauffman (formerly owned by the Authority). The members explained that Mr. Kauffman currently has a long term lease with the Authority for the property being discussed and we all would need to be very sensitive to that, and would need Mr. Kauffman's permission to modify that lease if he is agreeable. Since this property is located in Paradise Township, Jacob, Steven and Levy were directed to meet with them to discuss their plans and then report back to the Authority for further discussion.

**ENGINEER'S REPORT**

**WATER SYSTEM IMPROVEMENT'S PROJECT UPDATE** – Ed Spayd reported that Dave Johnson from Ozone Water Systems was out and fixed the leaks. Parts and probes were repaired. Two of the floats in the raw water tank have been replaced but there is still an issue with the transmitter. There are still items remaining on the punch list.

The restraining of the block walls was discussed and a motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to authorize Ed Spayd to insure that the contractors have references, that the finished project will be acceptable to the Authority, and to be very specific on the scope of work.

Ed Spayd stated that after completion and final inspection of all remaining items we will then settle up with payment. Harold stated that the Soil Conservation will need to close-out the project. The grass, grading, weed kill, and fertilization will also need to be completed by the beginning of September.

It was the consensus of the members to authorize Paul Miller to purchase a dehumidified for the basement of the treatment plant.

Lisa will check with Strasburg Township on the status of the reduction in the letter of credit.

**AWARD SHED BID** – The sale of the shed was advertised as required. Three bids were received:

Douglas Rubincam \$250

J. Travis Neubert \$600

Strasburg Swimming & Recreation Assn. \$500

A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to award the bid for the shed to the highest bidder J. Travis Neubert at a bid of \$600.

**REQUEST FROM LIONS CLUB TO TOUR WATER TREATMENT PLANT** – Mike Sollenberger, on behalf of the Strasburg Lions Club, requested a tour of the water treatment plant. It was the consensus of the members that the tour should wait until the painting and work is totally completed. The tour could probably take place in the spring of 2012.

**FILLING OF VACANCY DISCUSSION** - It was the consensus of the members to request that Borough Council advertise Joe Anderson's position.

**PAYMENT OF MONTHLY BILLS** – A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to approve payment of the list of bills for the period 7/21/11 through 8/4/11.

**PUBLIC WORKS REPORT – JULY** – The July Public Works Report prepared by Paul Miller dated August 1, 2011 was accepted as printed. It was noted that for the first time in a long time total water flow of 7,470,000 gallons exceeded total sewer flow of 5,373,648 gallons for the month.

**OTHER BUSINESS** – Harold will be meeting with Paul and Lisa to discuss the sewer system.

**CITIZEN COMMENTS** – None

**ADJOURNMENT** – A motion was made by Don Bachman, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 10:40 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY**

September 15, 2011 – 9:00 A.M.

**MINUTES**

Members Present: Harold Wiker Jim Kiscaden Ray Reeder Don Bachman

Others Present:

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

Ed Spayd, HRG  
Jason Saylor, HRG

**REQUESTS TO BE HEARD** – None

**ENGINEER'S REPORT**

**WATER SYSTEM IMPROVEMENT'S PROJECT UPDATE** – Ed Spayd reported that the propes, sensors and ozone PLC have been repaired. The plant is dialed-in and running great. In regards to the restaining of the block, the entire building has been cleaned and prepped and a sample area with the clear coat/sealer has been provided. Jason stated that at this point, the discoloration of the block would be considered defective work and the Authority could request reimbursement and have another contractor do the restaining at the Authority's timeframe. Jason reported that most of the warranty paperwork has been received. Ed stated that when the as-builts are completed, Mark Deimler, Township Zoning Office, will confirm the calculations. There are still items on the punch list that are currently being addressed by the K. C. Construction. The other items are the block, hatch, grading around the tank and building.

Lisa reported that the Letter of Credit has been reduced from \$140,595 to \$6,902.50.

Jason also noted that HRG has generated an additional \$13,000 to \$14,000 in engineering fees as of September 15 with the additional time, inspections, site visits that have been necessary with the delay of the project by K. C. Construction.

Harold noted that the grass is not coming in as should be. Jason stated that this should be looked at again in the spring and if it's not to the Authority's satisfaction it will be covered under the warranty.

It was the consensus of the members to schedule a special meeting on Thursday, September 15 at 9 a.m. to discuss and possibly make a final decision on the restaining of the block.

It was also noted that the water tank roof coating is peeling off. Ed will check with Dutchland for an explanation.

**2010 BUDGET CALENDAR** – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to accept the 2012 Budget Calendar as presented.

**PAYMENT OF MONTHLY BILLS** – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve payment of the list of bills for the period 8/24/11 through 9/9/11.



**MINUTES OF JUNE 16, JULY 21, AND AUGUST 18, 2011** - A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the minutes of the June 16 and July 21 meeting as printed.

A motion was made by Don Bachman, seconded by Ray Reeder to approve the minutes of the August 18 meeting as printed. Jim Kiscaden obtained from voting since he was not in attendance at the meeting.

**PUBLIC WORKS REPORT – AUGUST** – A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously accept the August Public Works Report prepared by Paul Miller dated September 8, 2011 was accepted as printed.

**OTHER BUSINESS** –

Sewer Pipe Lining - According to Gail Robinson at Camp Dresser and McKee on 9/15/11:

1. The manufacturer claims that pipe lining lasts at least 50 years
2. In response to the question about how do they determine when a pipe gets replaced or lined, she said that the pipe only gets replaced if the pipe is deteriorated so much that there is no wall and can't be lined. She said that the cost to excavate and replace a pipe is more than 3 times the cost than to have it lined.
3. CDM is currently in year 3 of a 6 year pipe lining project because they have 31 miles of transite pipe. That type of pipe deteriorates from the inside out because of the sewer gasses. She said that before the pipes get lined that they clean the pipes and video them and replace only sections of pipe that are deteriorated so much that they can't just be lined.

**N. Fulton Street Water Service Replacement** – Paul reported that there is one more service to replace.

**Historic Strasburg Inn** – Paul reported that the pipe has be cut and capped.

**CITIZEN COMMENTS** – None

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

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY**  
**September 22, 2011 – 9:00 A.M.**  
**MINUTES**

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

**Others Present:**

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

**REQUESTS TO BE HEARD** – None

**WATER SYSTEM IMPROVEMENT'S PROJECT**

**RESTAINING OF BLOCK-WATER TREATMENT PLANT** – After a long discussion of the options to correct the discolored blocks on the water treatment plant, including a telephone conference with Jason Saylor at HRG, a motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to have the contractor apply two coats of the pigmented stain to the smooth face block and to repair the 2 or 3 hairline step cracks on the mortar sections at the expansion joint on the block. Harold also noted that some of the block has corners that are broken off.

**OTHER BUSINESS** –

**CITIZEN COMMENTS** – None

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

Respectfully Submitted,

Lisa M. Boyd, Borough Manager



members of the Authority to go over the items to be included. Refton and the Creekview Development are two of the areas of concern.

**2012 DRAFT BUDGET** – After a review of the 2012 Draft Budget, the Authority requested that the staff prepare information on a 20% water rate increase (since the water fund's ending balance for 2012 was shown as \$4,334), outline the impact a 4% raises increase would have on both the water and sewer funds, include \$15,000 for the Inflow & Infiltration program, and confirm the breakdown in wages for the Public Works employees that will be working on the I&I program. It was determined that the 1989 backhoe does need to be replaced.

**OTHER BUSINESS** –

**Line of Credit** - Harold Wiker asked the status of the line of credit which would be utilized for emergency situations only. Lisa indicated that John Martin at Fulton Bank would be finalizing the information for the next meeting.

**CITIZEN COMMENTS** – None

**ADJOURNMENT** – A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to adjourn the meeting at 10:43 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY**  
**November 17, 2011 – 9:00 A.M.**  
**MINUTES**

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

**Others Present:**

Lisa M. Boyd, Borough Manager	Paul Miller, Public Works Director
Ed Spayd, HRG	Joe Neustadter
John Martin, Fulton Bank	Josh Griffith, Fulton Bank
Chris Lainhoff	

**REQUESTS TO BE HEARD** – None

**STRASBURG HERITAGE SOCIETY'S REQUEST FOR WATER AND SEWER BILLING RELIEF** – Mr. Lainhoff explained that the spigot in a detached restroom building at 124 South Decatur Street, owned by the Strasburg Heritage Society, which is utilized for special events, had a major leak due to a valve that went bad. A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to waive all water and sewer charges but the amount normally used by the tenant and an additional \$350 it will cost the Authority to have it treated by SLSA.

**PRESENTATION OF LINE OF CREDIT-JOHN MARTIN AND JOSH GRIFFITH OF FULTON BANK** – Mr. Martin and Mr. Griffith presented two options – one being a taxable and the other being a qualified tax-exempt line of credit. The line of credit will be \$500,000 and can only be utilized for emergency situations. Based on the additional expenses involved for the tax-exempt line of credit, a motion was made by Jim Kiscaden, seconded by Don Bachman to approve proceeding with a \$500,000 taxable line of credit. Lisa confirmed that the Borough/Authority auditor stated establishing this line of credit is good financial planning and would not have a negative impact on the annual audit.

**ENGINEER'S REPORT**

**WATER SYSTEM IMPROVEMENTS PROJECT UPDATE** – Ed Spayd reported that the contractors continue to work on the ozonator and punch list items. Harold Wiker asked the status of the grading of the stone driveway and the cracks in the brick mortar. Ed indicated that HRG will formulate a plan of action, including proper notification to the contractors, to get all outstanding issues completed within the next 30 to 45 days.

**REQUEST TO REMOVE FIREWOOD FROM AUTHORITY'S WATERSHED AREA** – Joe Neustadter was in attendance to request permission to remove firewood from the Authority's watershed area. Lisa also noted that she had several other people express interest in removing firewood and all are willing to sign a waiver of liability. It was the consensus of the members to table this item until the December 15 meeting. A letter will be requested from those interested in firewood removal and the Manager will obtain an opinion from the Solicitor.

**REQUEST FOR MAPLE TREE REMOVAL AT 1305 VILLAGE ROAD** – Lisa reported that Tom Long, neighbor to the Authority’s rental property at 1305 Village Road, indicated that during the most recent snow storm the maple trees along his property line, located on our rental property, were leaning on his house roof. He also indicated that rather than being trimmed, they should be removed as they are in poor condition. It was the consensus of the members to have Len Ferber, the property manager, take a look at the condition and make a recommendation.

**CELL TOWER STATUS REPORT** – Lisa reported that according to Brian Laslo the site is a higher priority site for AT&T and he believes it will be funded for 2012 but it is on hold until the budget freeze is lifted.

**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 10/20/11 through 11/11/11.

**MINUTES OF OCTOBER 20, 2011** - A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to approve the minutes of the October 20 meeting as printed.

**PUBLIC WORKS REPORT – OCTOBER** - A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to accept the October Public Works report prepared by Paul Miller dated November 3, 2011 as printed.

**2012 PRELIMINARY BUDGET** – It was noted that the sewer loan will be paid off in 2013 with the last payment of \$197,000 being paid in December of that year. It was also noted that the current water loan payment averaging \$308,000 per year will decrease to \$190,000 per year in 2024. A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the 2012 Preliminary Budget which includes a water rate increase, which for the minimum users amounts to \$4.92 quarterly and for the average user \$17.34 quarterly. The Final Budget and Water Rate Resolution will be approved/adopted at the December 15 meeting.

**OTHER BUSINESS** – The members reviewed a letter received this morning from Bernie Tulino, the owner of the property located at 247 Gap Road, which had a high water bill for the 3<sup>rd</sup> quarter and was asking for relief of a portion of the bill. Mr. Tulino indicates that he feels the meter is malfunctioning. A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously that without proof that the meter malfunctioned the request is denied.

**CITIZEN COMMENTS** – None

**ADJOURNMENT** – A motion was made by Ken Johnson, seconded by Don Bachman and passed unanimously to adjourn the meeting at 10:52 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY**  
**December 15, 2011 – 9:00 A.M.**  
**MINUTES**

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

**Others Present:**

Lisa M. Boyd, Borough Manager      Paul Miller, Public Works Director  
Jason Saylor, HRG      Benuel Fisher  
Jacob King      Samuel Smucker

**REQUESTS TO BE HEARD** – None

**ENGINEER'S REPORT**

**WATER SYSTEM IMPROVEMENTS PROJECT UPDATE** – Jason Saylor reported that the cleaning of the treatment plant is currently underway. Mark Deimler has inspected the basin and will provide a recommendation letter. The as-builts will be provided to Mark so he can make a final review and determine if the volume is correct. It is anticipated that the request will go to the Township Supervisor's for approval at their meeting at the end of the month. Jason expects all paperwork, including manuals, by the end of next week. The step cracks in the brick mortar have been repaired. Harold indicated that he is not satisfied with the repair. The driveway stone has been regarded. The ozone circulation pump quit running at which time the system did not shut-down properly. During this shut-down the room filled with ozone and the alarm did not go off. This seems to be a wiring problem which is being evaluated by the contractor. The ozone system is currently off as it is a safety hazard until repairs are completed.

Jim Kiscaden indicated that the Authority spent approximately \$300,000 on the new ozone system, which hasn't work properly since day one and wants to know if it was a design error by HRG to which Jason responded that it is the manufactures design issue and they dropped the ball. Jason added that the manufacture didn't build the ozone system as HRG designed it.

Jason stated that he is optimistic that all issues will be addressed and wrapped-up by the end of the year or at the latest the January 19 meeting. The current retainage is \$156,577.50. Liquidated damages are currently: 1<sup>st</sup> Phase Substantial completion \$12,090  
2<sup>nd</sup> Phase Final Completion \$38,090 which will continue to accumulate at \$190 per day

Jason presented the Authority with his letter dated December 9, 2011 which outlined the additional cost incurred by HRG during the delay of the project which is currently \$19,120.

**AMISH SCHOOL HOUSE LOCATION** – Mr. Fisher explained they have looked at two more possible locations for a new school. One would be along Fernwood Drive and the other near the Borough's shooting range both off Summit Hill Drive. It was the consensus of the members that neither of these locations would be approved due to the possible impact on the watershed area. The members stated that the location behind 101 Summit Hill Drive, which was previously discussed, is the location to be pursued as it is the one the Authority could approve.

**REQUEST TO REMOVE FIREWOOD FROM AUTHORITY'S WATERSHED AREA** –

A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously, based on Harry Yost's recommendation, to continue with our currently policy which only allows Borough employee's to remove firewood from the Authority's watershed area.

**PROPOSAL FOR MAPLE TREE REMOVAL AT 1305 VILLAGE ROAD** –

The members reviewed the proposal supplied by Shull's Tree Service in the amount of \$440 to remove the dead maple tree. A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to have the tree cut off at ground level, not grinding the stump, at a cost of \$275.

**PAYMENT OF MONTHLY BILLS** - A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to approve payment of the list of bills for the period 11/30/11 through 12/07/11.

**PUBLIC WORKS REPORT – NOVEMBER** - A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to accept the November Public Works report prepared by Ed Zalewski dated December 9, 2011 as printed. It was noted that Tim Rineer and Jeff Stoltzfus will begin the sewer I&I work in January.

**2012 FINAL BUDGET** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the 2012 Final Budget which includes a water rate increase.

**ADOPTION OF WATER RATE RESOLUTION 2011-1** – A motion was Jim Kiscaden, seconded by Ken Johnson and passed unanimously to adopt the Water Rate Resolution 2011-1.

**OTHER BUSINESS** – Harold reported that Charter Homes has agreed to address the sewer cover issue and to provide a utility easement across the 15' landscape buffer area along McCarter Lane between phase 2 of their development and Historic Strasburg's property.

It was the consensus of the members to have the staff investigate, with the Game Commission, the permitted hunting on the Authority's watershed property.

**CITIZEN COMMENTS** – None

**ADJOURNMENT** – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 11:20 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager