

STRASBURG BOROUGH AUTHORITY
January 19, 2012 – 9:00 A.M.
MINUTES

Members Present: Harold Wiker Jim Kiscaden Ray Reeder Don Bachman

Others Present:

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

Jason Saylor, HRG

REQUESTS TO BE HEARD – None

REORGANIZATION – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to retain the following:

CHAIRMAN – Harold Wiker

SOLICITOR – Harry Yost

VICE-CHAIRMAN - Jim Kiscaden

ENGINEER – HRG, Inc.

SECRETARY/TREASURER – Ray Reeder

BANK – Fulton Bank

ENGINEER'S REPORT

WATER SYSTEM IMPROVEMENTS PROJECT UPDATE – Jason reported that he completed the final inspection on January 6, with all items on the punch list being complete, the ozone machine is working properly, and the pipes in the basement have been repainted. Jason is suggesting that January 6, 2012 be the project completion date. Jason added that the flow meter heads have been returned back to the manufacturer as they are still not working properly, but they probably won't be covered under the warranty as the problem seems to be caused by debris in the meter. The estimated cost to repair the three will be \$860 each. Paul stated that the paperwork for the meters state that the meters require a minimum of 15 psi and they currently only have 7 to 10 psi. Jason said the pressure can be increased by closing valves but this is not necessary because the problem was caused by debris. The screens could also be modified to have smaller holes thereby blocking more of the debris before it gets into the meters. Jason outlined the following:

Authority is currently Holding	\$156,577.50
Substantial Liquidated Damages	\$12,090.00
Final Liquidated Damages as of Jan. 6	\$43,133.00
Credits	<u>\$787.50</u>
Approx. amount due to Contractor	\$100,567.00

A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to authorize Jason Saylor to issue the final pay request, including liquidated damages, and the final change order to K.C. Construction and authorize the final payment of approximately \$100,567 to close-out the water project contact as of January 6, 2012 per the recommendation of Jason Saylor of HRG, the Authority's engineer.

Jason reminded the Authority that at the last meeting he had submitted a letter outlining the additional costs which HRG has incurred, since the project was not completed on-time, in the amount of \$19,120.

WORKING JOINTLY WITH STRASBURG TOWNSHIP ON SEWER ISSUES DISCUSSION – Lisa reported that Strasburg Township Supervisors have taken official action to approve the Township to move forward to explore the possibility of forming a joint authority with the Borough. Tom Willig will attend any meetings as the Township's representative until a manager/administrator is hired.

PAYMENT OF MONTHLY BILLS AND SLSA CAPITAL PROJECTS CONTRIBUTION

INVOICE – 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 12/13/11 through 1/10/12 and the SLSA invoice dated December 9, 2011 in the amount of \$89,569.99 for the Authority’s share of the capital project which included the City of Lancaster’s Waste Water Treatment Plant Grit and Screenings Facilities amendment No. 1 for construction and construction management.

PUBLIC WORKS REPORT – DECEMBER: Paul reported that the sewer I&I work has begun and he will be preparing a report. A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to accept the December Public Works report prepared by Paul Miller dated January 4, 2012 as printed. Paul reported that the Public Works Department repaired a 6” water main break on Washington Street on Saturday, January 14. The pipe is sitting on rock.

Jason noted that HRG has many options to assist with the I&I project including studies and videoing at a cost between \$20,000 to \$30,000.

MINUTES OF NOVEMBER 17 AND DECEMBER 15, 2011 – A motion was made by Don Bachman, seconded by Jim Kiscaden and passed unanimously to approve the November 17 and December 15, 2011 meeting minutes as printed.

OTHER BUSINESS – None

CITIZEN COMMENTS – None

ADJOURNMENT – A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to adjourn the meeting at 10:24 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
February 16, 2012 – 9:00 A.M.
MINUTES

Members Present: Harold Wiker Jim Kiscaden Ray Reeder Ken Johnson

Others Present:

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

REQUESTS TO BE HEARD – None.

WATER SYSTEM IMPROVEMENTS PROJECT UPDATE – The Authority reviewed the letter received from KC Construction dated February 14, 2012 which outlined items that are still outstanding with the project. A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to forward the letter to Jason Saylor at HRG and request a written response, including a corrective action plan, by February 22 and request his attendance at a special Authority meeting on February 23 at 4 p.m. Special Authority meetings will be advertised for February 23 at 4 p.m., March 1 at 9 a.m., and March 8 at 9 a.m. so this matter can be finalized as quickly as possible. The letter from KC Construction will also be provided to Harry Yost and he will be brought up-to-date on the matter. KC Construction will be instructed to resubmit, through the proper channels, a pay request for the amount less the liquidated damages.

It was the consensus of the members that no action will be taken on HRG's supplemental project billing request until the water project issues have been finalized.

HRG'S RETAINER AGREEMENT – It was the consensus of the Authority members that no action be taken on the retainer agreement until the water project issues have been finalized.

LINE OF CREDIT – It was the consensus of the members that only 1305 Village Road will be offered as collateral for the line of credit to see what line of credit amount can be approved based on this collateral and approve the Chairman and Secretary to execute all paperwork.

WATER TANK TRAIN RENDERING – A motion was made by Jim Kiscaden, seconded by Ken Johnson and approved unanimously to approve the colored train rendering and to authorize Dutchland to proceed.

PUBLIC WORKS REPORT – JANUARY - A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to accept the January Public Works report prepared by Paul Miller dated February 8, 2012 as printed and to recognize the effort the Public Works Department and Harold made to repair the sewer line expeditiously and at a cost savings for the Authority.

MINUTES OF JANUARY 19, 2012 – A motion was made by Jim Kiscaden, seconded by Ray Reeder to approve the January 19, 2012 meeting minutes as printed. Ken Johnson abstained from voting since he did not attend the meeting.

PAYMENT OF MONTHLY BILLS – A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to approve payment of the list of bills for the period 1/26/12 through 2/9/12.

OTHER BUSINESS – Harold noted that Lisa will be preparing a 5 to 6 year budget projection on the sewer system to assist with knowing what funding will be available for maintenance of the pipes in the sewer system, including but not limited to relining of the pipes. Maintenance of manholes will be the Public Works Department’s focus over the next two years, but once the sewer bond issue is paid off in December 2013 more major, more expensive maintenance of the 40-year-old pipes will become the focus.

CITIZEN COMMENTS – None.

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

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
FEBRUARY 23, 2012 – 4:00 P.M.
SPECIAL MEETING
MINUTES

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

Others Present:

Lisa M. Boyd, Borough Manager

Jason Saylor, HRG

Paul Miller, Jr., Public Works Director

REQUESTS TO BE HEARD – None

WATER SYSTEM IMPROVEMENTS PROJECT – Jason Saylor provided an overview of his letter dated February 14, 2012 which was in response to the letter from KC Construction dated February 14, 2012. Jason noted that in addressing the issue of liquidated damages the payment of liquidated damages is a contractual provision contained in the Agreement between the Authority and KC Construction.

The two outstanding items outlined in KC Construction's letter are the dissolved ozone monitors and the three 4-inch Sensus Omni Flow meters. Jason stated these two items would still be covered under the warranty. KC Construction contends that the outstanding issues were caused by engineering design issues. Jason stated that HRG disagrees with this statement. Jason noted that the ozone monitors were to be located vertically in the head space area of the tanks not horizontal in the hatch opening where there is constant moisture. Jason added that ozone monitors have been located in the head space of tanks in Littlestown, Northumberland, and two in Harrisburg. Jason's recommendation to correct the issues encountered with these instruments is that KC Construction should be required to replace the failed units and re-install them in accordance with the Contract requirements and the manufacturer's recommendations.

Jason stated that organic debris was ultimately confirmed by Sensus to be the reason for the failure of the three flow meters. Inadequate back pressure was also discussed as a possible reason for failure but was ruled out because the 15 psi only pertains to meters which are installed in "high flow conditions or near open air discharge". The conclusion reached was that the meters, as installed for this project, are not subjected to these conditions and, therefore, the 15 psi recommendation for backpressure was not a factor which contributed to the failure of the meters. Jason again stated that HRG disagrees with KC Construction's assumption that the failures were due to engineering design issues. Jason's recommendation to correct the issues with the failing meters due to organic debris is to have the Authority install fine mesh screens over or in place of the existing screens. This would require increased maintenance and cleaning by the operators to ensure that a blockage of flow does not occur, but would provide a means for removal of finer sediment and algae to protect the meter head.

Jason added while these two issues noted by KC Construction have raised concerns for both the Authority and HRG, they are not the sole issues responsible for the delay in completion of the Work of the Contract by KC Construction. As discussed and documented by HRG on several occasions, operational issues with the plant PLC and the ozone system has led to numerous shutdowns of the facility and many hours of troubleshooting by the Authority and HRG. In additions, unexplained delays by KC Construction in completing other building, site, and contract- required Work has led to additional costs to be incurred by HRG and the Authority.

Jason added that January 6, 2012 was the final acceptance date and he stands by his recommendation on this date and based on his recommendation, the Authority at the January 19, 2012 meeting authorized HRG to prepare the final close-out documents which KC Construction did not execute.

Jason stated that one solution to the meter issue would be to have HRG, KC Construction, and the Authority each pay the cost to replace one of the three meters at an estimated cost of \$860.

It was the consensus of the members to have both HRG and KC Construction attend the advertised special meeting next Thursday, March 1 at 9:00 a.m.

CITIZEN COMMENTS – None

ADJOURNMENT – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 5:50 p.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
MARCH 1, 2012 – 9:00 A.M.
SPECIAL MEETING
MINUTES

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

Others Present:

Lisa M. Boyd, Borough Manager

Jason Saylor, HRG

Paul Miller, Jr., Public Works Director

Jack Samoni, KC's Project Manager

John Lima, KC's Vice-President

REQUESTS TO BE HEARD – None

WATER SYSTEM IMPROVEMENTS PROJECT – A lengthy discussion ensued between Jason of HRG and Jack & John of KC Construction regarding their differing opinions of the two outstanding issues, warranty and liquidated damages.

Harold noted that, other than a few days at the beginning of the project, KC Construction didn't request an extension of time. Harold added that the Authority will make no decisions that are not already part of the contract documents.

John stated that KC Construction has never had liquidated damages assessed against them and they won't partner with the Authority and HRG to finalize the project. John requested that the Authority invoice KC Construction for the \$56,010 and to call it something other than liquidated damages in order for them to maintain their reputation and bonding ability.

Jason reviewed how the liquidated damages were calculated. Jason stated that HRG will be reducing their \$19,000 additional billing by \$2,000 and again suggested that each of the parties could pay for one of the meters.

It was the consensus of the members to have KC Construction work with HRG to put together a sketch to address the location of the ozone monitors, and to confirm if the two outstanding items are covered under warranty and if not to obtain a quote to replace the meters. Jason was requested to check into screening options for the meters and to check the life of the meter's impellers.

Harold stated that the Authority will check with our solicitor as to handle the liquidated damages.

CITIZEN COMMENTS – None

ADJOURNMENT – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 12:48 p.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
MARCH 8, 2012 – 9:00 A.M.
SPECIAL MEETING
MINUTES

Members Present: Jim Kiscaden Ray Reeder Don Bachman

Others Present:

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

REQUESTS TO BE HEARD – None

WATER SYSTEM IMPROVEMENTS PROJECT – Lisa noted that no new information was received from either HRG or KC Construction since last week's special meeting. Lisa stated that she has updated Brad Zuke at Appel & Yost of the issues with the project and provided him with copies of project documents as requested. It is Brad's opinion that the Authority is entitled to the liquidated damages as calculated by HRG and as outlined in the contract documents. It is his recommendation that KC Construction be required to submit a change order to address the \$56,020 in liquidated damages and a final pay request for the remaining \$123,884.56 in order to conclude the project. The change order and final pay request will be reviewed and approved by the Authority auditors, Appel & Yost and HRG prior to any funds being released. KC Construction will also be requested to submit a proposal to repair the two outstanding items.

A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to have Lisa prepare a certified letter to KC Construction, outlining the above discussion and to have Jim Kiscaden and Brad Zuke review it prior to it being mailed.

OTHER BUSINESS –

Resurfacing of Strasburg Pike – Paul stated that there are approximately 10 water services within the project area, but it was his recommendation that they do not need to be replaced prior to the resurfacing, which won't begin until at least 2013 depending on funding availability.

Tour of Water Plant – Lisa reported that one of the Strasburg Girl Scout Troops has requested to take a tour of the new treatment plant and water tank around the third week of March. The Authority said they would like to provide the tour, but is unable to until the project is completely done which most likely won't be by the third week of March.

Historic Strasburg Meter – Lisa reported that she just received a call from B.C. Desai who indicates that they know that the one meter in the pit is not registering correctly. He will be contacting us in about two weeks to setup at time when we will be invited out to the meter pit so they can show us the issue with the meter.

CITIZEN COMMENTS – None

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

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
MARCH 15, 2012 – 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, Jr., Public Works Director

REQUESTS TO BE HEARD – None

WATER SYSTEM IMPROVEMENTS PROJECT – It was the consensus of the members to forward KC Construction's response to the Authority's certified letter dated March 8, 2012 to the members, Brad Zuke at Appel & Yost, Mark Zettlemyer at Reinsel Kuntz Leshner, and Jason Saylor at HRG for their review and comments as soon as received. A special meeting will be scheduled and advertised if needed.

REVIEW OF STRASBURG BUSINESS PLACE AS-BUILTS/RECORD DRAWINGS – Harold reported that he and Paul have reviewed the drawings, and he requests that a detailed drawing showing items such as fittings, valves, etc. be provided for the area of the tie-in at the rear of the new building.

REVIEW PA RAILROAD MUSEUM WATER LINE DEDICATION DOCUMENTS – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the Railroad Museum Waterline Dedications documents as recommended by the solicitor.

PUBLIC WORKS REPORT – FEBRUARY – A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to approve the Public Works Report for the month of February dated March 6, 2012. It was noted that with the dry weather, the sewer usage is not much more than the water usage for the month.

I&I Project Update: Paul reported that several repairs have been made to manholes along the sewer interceptor line from the Trails at Strasburg development to Pump Station #5. Paul added that manhole #29 is leaking where Keystone ran their sewer line into the manhole. It was the consensus of the members to have Lisa notify Keystone to make the repair within the next 30 days. It was noted that the sewer main from Prospect Road to the Trails at Strasburg development should be the first area to be lined since there are no services in this area. Paul will provide a map showing the manholes that were inspected and/or repaired.

PAYMENT OF MONTHLY BILLS – A motion was made by Ray Reeder, seconded by Jim Kiscaden and passed unanimously to approve payment of the list of bills for the period February 14 through March 9, 2012.

MINUTES OF FEBRUARY 16, FEBRUARY 23, MARCH 1 AND MARCH 8, 2012 – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the minutes of the February 16 meeting as printed and to hold approval of the February 23, March 1 and March 8 meetings until the next regular meeting since they were just received.

OTHER BUSINESS –

Swimming Pool – It was noted that the double meter set-up and 5 year billing for the sewer tapping fee is

working great for both the Borough and the Pool.

Strasburg Township's Sewer Issues – It was the consensus of the members to invite Mark Deimler, Strasburg Township Manager, Senator Smucker, and his assistant Matt Parido to our next meeting on April 19 to continue discussion on possible sewer service to the urban growth boundaries in the Township. Lisa will provide the members with a copy of the agreement with the Railroad for sewer service to be used as a possible template to serve the Township.

Bridge at Pump Station #5 – Paul reported that the Borough and Authority were notified by PADOT that the east side of the bridge will be relocated away from the Authority's property and the west side will stay in the same location as it currently is. Paul does not anticipate any impact on the Authority's sewer lines and has forwarded plans of the Authority's Pump Station #5 property to show the location of the Authority's sewer lines in this area. Paul will work closely with PADOT as the project moves forward. Construction is planned for 2013 contingent upon the availability of funding.

CITIZEN COMMENTS – None

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

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY
SPECIAL MEETING
MARCH 29, 2012 – 9:00 A.M.
MINUTES**

Members Present: Harold Wiker Jim Kiscaden Ray Reeder Ken Johnson

Others Present:

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

REQUESTS TO BE HEARD – None

WATER SYSTEM IMPROVEMENTS PROJECT – Lisa reported that Jason Saylor at HRG, Brad Zuke at Appel & Yost, and Mark Zettlemoyer at Reinsel Kuntz Leshner have reviewed the change order and final pay request and all have given their approval.

A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to approve KC Construction's change order #4 in the amount of a decrease of \$56,010 which included:

1. Decrease of \$90.00 as credit for defective work relative to lab casework pencil drawer.
2. Decrease of \$450.00 as credit for defective work relative to chemical feed piping.
3. Decrease of \$250.00 as credit for defective work relative to maintenance room louver finish.
4. Decrease of \$55,220 as credit for reimbursement of cost associated with additional time required for Substantial and Final Completion.

A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve KC Construction's Final Pay Request in the amount of \$123,884.56.

A motion was made by Jim Kiscaden, seconded by Ray Reeder to forward KC Construction's proposal to repair the remaining two items dated March 28, 2012 to HRG for review and comment.

It was the consensus of the Authority members to hold action on HRG's extra charges until the April 19 meeting. Lisa will collect all relative documentation, agreements with HRG, minutes, and HRG's two letters from July and December outlining the costs and forward it all to the members prior to the April 19 meeting for their review.

CITIZEN COMMENTS – None

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

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
APRIL 19, 2012 – 9:00 A.M.
MINUTES

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

Others Present:

Lisa M. Boyd, Borough Manager

Senator Lloyd Smucker

Paul Miller, Jr., Public Works Director

Matt Parido, Sen. Smucker's Chief of Staff

Mark Deimler, Strasburg Twp. Administrator

REQUESTS TO BE HEARD – None.

SEWER DISCUSSION WITH STRASBURG TOWNSHIP – Senator Smucker reported that according to representatives at the Public Utility Commission (PUC), the Authority would need the approval of the PUC to set water and sewer rates for new customers in the Township. One way that this could be avoided is if the Authority and Township formed a Joint Authority. Jim Kiscaden suggested the idea of the Township becoming a bulk customer of the Authority and it was the opinion of all that PUC would not be involved in the setting of water and sewer rates for the Township customers. It would basically be set-up like the bulk customer arrangement between the Authority and the Strasburg Rail Road with the Authority and Township possibly being able to utilize the same type of agreements. The Railroad is treated exactly the same as any Borough customer, including being charged the same quarterly rates and connection fees.

Mark Deimler stated that the Township is still interested in working with the Authority to address sewer service to areas within the Urban Growth Boundary (UGB) and feels that the Township being a bulk customer to the Authority is worthwhile investigating and he would like to present the idea to the Township Supervisors.

Mark added that HRG is almost ready to present a draft of the Township's Act 537 Plan to the Supervisors. There are three main areas of concern and they are Refton, which will have its own plant; the 896 Corridor with the Sight and Sound Treatment Plant being considered as possibly being available to address that area (Keystone Custom Homes has 2 plans pending for the corner of Herr Road and 896); and the R-1 Zone around the Borough (UGB areas). Jim Kiscaden added that the Authority currently has the capacity available to serve the UGB areas. Don Bachman questioned if the area along Georgetown Road is being addressed in the Township's Act 537 Plan since there used to be failing on-lot sewer systems in that area, to which Mark replied that it was not being addressed.

Senator Smucker said he is pleased to see the two municipalities working together on these issues and would be willing to suggest changes/updates to current laws/legislation if needed to solve the issues.

Mark will provide the information discussed today to the Township Supervisors at their meeting on May 7 and will return to the Authority's next meeting on May 17 with their response.

WATER SYSTEM IMPROVEMENTS PROJECT – Paul reported that the Public Works Department has ordered the meter chambers, installed the small screens, and will be ordering the cabinet recommended by Ken. He added that the Public Works Department has a definite plan to make the necessary repairs to get the plant running properly. A motion was made by Don Bachman, seconded by Ken Johnson and approved unanimously to authorize the Public Works Department to move forward with the remaining repairs and to approve the purchase of any equipment in order to do so. Lisa will provide a cost tabulation of the Project Repairs at the May 17 meeting. It was noted that the warranties for the

equipment that needs repaired/replaced have probably expired since those items were not on the punch list.

With regard to HRG's additional costs, a motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to send a letter to Jason Saylor at HRG indicating that it is the Authority's opinion that the additional costs were included in the Phases of the agreements that were signed by the Authority and that HRG has been justly compensated for those services.

PUBLIC WORKS REPORT – MARCH – A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to approve the Public Works Report for the month of March dated April 4, 2012. Lisa reported that Jeff Stoltzfus's last day was yesterday, and she is planning to advertise the part-time 24 hour per week position in the next few weeks.

The Authority accepted, with much thanks, Ray's offer to prepare a presentation that can be utilized for those groups, such as the Lions Club, who are interested in taking a tour of the water treatment plant and storage facility.

Harold Wiker questioned the status of the repairs to the leaking manhole in the Trails at Strasburg development which are to be done by Keystone Custom Homes. Lisa reported that their maintenance workers will be completing the repairs in the next week or so. Lisa will contact Bob Weaver and let him know that the repairs need to be completed as soon as possible.

A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to have Lisa contact B.C. Desai indicating that the Authority needs to know what work is being done to the Historic Strasburg meters which are located in the meter pit at the corner of Old Post Lane and McCarter Lane.

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 March 15 through April 10, 2012.

MINUTES OF FEBRUARY 23, MARCH 1, MARCH 8, MARCH 15, AND MARCH 29, 2012 - A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to approve the minutes of the February 23, March 1, March 8, March 15, and March 29 meetings as printed

OTHER BUSINESS – Lisa confirmed that the line of credit being established through Fulton Bank will only be based on the Authority's property located at 1305 Village Road.

CITIZEN COMMENTS – None.

ADJOURNMENT – A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to adjourn the meeting at 10:33 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
MAY 17, 2012 – 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, Jr., Public Works Director

Jason Saylor, HRG

REQUESTS TO BE HEARD – None.

WATER SYSTEM IMPROVEMENTS PROJECT – Jason Saylor reminded the members that the total being invoiced for extra engineering during the Water Project is \$19,200 less \$2,000 for their share of the meter replacements/repairs. Jason added that most of the time delay which required additional time from HRG was not under their control and was caused by KC Construction (HRG was a victim of circumstance).

A motion was made by Jim Kiscaden to authorize going out for Request for Proposals for engineering services for the future of the Authority. The motion died to the lack of a second.

A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to offer \$7,500 for the extra engineering costs for the Water Project.

Jason stated that he would take the figure of \$7,500 back to his bosses and let the Authority know their decision by the end of the next week.

PUBLIC WORKS REPORT – APRIL – A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to approve the Public Works Report for the month of March dated April 4, 2012. Lisa reported that Jeff Stoltzfus's last day was yesterday, and she is planning to advertise the part-time, 24 hour per week, position in the next few weeks. It was noted that Keystone Custom Homes has made the repairs to the manhole in the Trails at Strasburg development and Stephen Smoker has raised the hydrant and has submitted more detailed plans in regards to water and sewer items in the Strasburg Business Place commercial development. Also noted was that Dutchland Inc. has restrained the roof of the new water tank. The final total cost of the water project repairs is \$5,768.64.

PAYMENT OF MONTHLY BILLS – A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to approve payment of the list of bills for the period April 26 through May 8, 2012. It was the consensus of the members to delay payment of the Russell, Krafft & Gruber invoice in the amount of \$2,889.20 for legal services in establishing a line of credit for the Authority until the June 21 meeting so that Lisa can confirm if the letter of credit expires at some point and if there are any renewal fees.

MINUTES OF APRIL 19, 2012 - A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to approve the minutes of the April 19, 2012 meeting as printed.

OTHER BUSINESS – Harold noted that Keystone Custom Homes will be required to retest the manholes and pressure test the lines prior to the Authority taking dedication.

CITIZEN COMMENTS – None.

ADJOURNMENT – A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to adjourn the meeting at 10:23 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

PUBLIC WORKS REPORT – MAY – A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to approve the Public Works Report for the month of May dated June 6, 2012. Lisa was asked to check the status of the painting of the train on the water tank.

PAYMENT OF MONTHLY BILLS, FULTON BANK AND RUSSELL, KRAFFT AND GRUBER
– 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 22 through June 12, 2012, and the invoices from Fulton Bank and Russell, Krafft and Gruber.

MINUTES OF MAY 17, 2012 - A motion was made by Don Bachman, seconded by Ken Johnson, and passed unanimously to approve the minutes of the May 17, 2012 meeting as printed

OTHER BUSINESS –

Water Project – Harold Wiker stated that overall he is pleased with the outcome of the Water Project, but there is one item that he would still like to see get completed and that is the paving of the driveway and parking area at the site. It was noted that the paving of the area was considered during the land development phase when addressing storm water management. Ken indicated that the price index should be utilized for the paving cost. The paving most likely will not be \$25,000 or more and therefore prevailing wage would not come into play. Also if funds are available, Harold may also like the members to consider the installation of an electronic gate opener. Lisa was asked to provide a Final Cost Summary of the project 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 10:15 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
JULY 19, 2012 – 9:00 A.M.
MINUTES

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

Others Present:

Lisa M. Boyd, Borough Manager
Wayne Groff, Reinsel Kuntz Lesher

Marian Guzik, Reinsel Kuntz Lesher

REQUESTS TO BE HEARD – None.

PRESENTATION OF 2011 AUTHORITY AUDIT – WAYNE GROFF – Wayne Groff reviewed the 2011 Authority Audit in detail with the members.

REQUEST TO REMOVE TREES ON AUTHORITY PROPERTY ON SUMMIT HILL DRIVE – ELAM & AMOS SMUCKER – It was the consensus of the members to table this item since the Smucker's did not submit the required paperwork that was requested at the June meeting.

HISTORIC STRASBURG METERS – It was the consensus of the members to have the 2" meter calibrated and the check valves inspected by L/B Water.

DEP DRINKING WATER INTERNSHIP PROGRAM – It was the consensus of the members to not participate in the DEP Internship program.

PUBLIC WORKS REPORT – JUNE – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the Public Works Report for the month of June dated July 6, 2012. Lisa was asked to check the status of the painting of the train on the water tank.

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 June 21 through July 10, 2012.

MINUTES OF JUNE 21, 2012 - A motion was made by Jim Kiscaden, seconded by Ray Reeder, and passed unanimously to approve the minutes of the June 21, 2012 meeting as printed

REVIEW OF WATER PROJECT COSTS – Lisa reviewed the Water Treatment Project spreadsheet dated July 16, 2012 with the members, which shows a remaining balance of \$58,902 with the project and repairs being complete.

MID-YEAR FINANCIAL OVERVIEW – Lisa reviewed the mid-year report for the period ending July 11, 2012 with the members, and indicated that her main concern at this point in the year is the lack of revenues in both the water and sewer funds from connection fees. She also noted that we budgeted 9 months of cell tower lease payments totaling \$13,500 and due to the delay in the construction of the cell tower none has been received to-date.

OTHER BUSINESS – A motion was made by Ken Johnson, seconded by Ray Reeder to authorize the purchase of two 4" mag meters for the spring lines.

It was the consensus of the members to cancel the August 16 meeting since several members and the Borough Manager would be out of town.

CITIZEN COMMENTS – None.

ADJOURNMENT – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 10:06 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

August 16, 2012 – Meeting Canceled

STRASBURG BOROUGH AUTHORITY
SEPTEMBER 20, 2012 – 9:00 A.M.
MINUTES

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

Others Present:

Lisa M. Boyd, Borough Manager Jason Saylor, HRG
Paul Miller, Public Works Director Kathy Ruhl
Tim Rineer, Asst. Public Works Director

REQUESTS TO BE HEARD – Kathy Ruhl of Georgetown Road in Strasburg Township asked what caused the Boil Water Advisory and what was in the water.

OVERVIEW OF BOIL WATER ADVISORY – Lisa and the members outlined the following in regard to the Boil Water Advisory that was in place from Thursday, September 6 until Saturday, September 8:

Thursday, August 30 - As DEP's standard operating procedure requires, three water tests were taken (two from the old and new springs and one in town in the distribution system).

Saturday, September 1 - We were notified by DEP and ALS Environmental Lab that the test results from the lab showed that one of the three water tests taken Thursday, August 30 was positive for e-coli. DEP noted that a level of 31 col/100mL is basically unheard of. DEP directed to have the Borough take three repeat water tests on Tuesday, September 4. It was noted that to have an e-coli test result at this level, test results leading up to this should have been showing coliform and/or e-coli. We should have had some indication that something might be wrong. It was confirmed that there have been no test results showing any kind of contaminants for the past several years. Could this have just been a lab error? There is a process to have the lab check other water test results that same day to see if there were more than normal test results coming back positive, and this process has been requested from ALS Environmental Lab. As of today, September 25, no follow-up has been received from the lab. It was also noted that the water test was taken on a Thursday, results from the lab were not received until Saturday (their testing process takes 24 to 48 hrs.), and so people were drinking the water for several days without reports of anyone getting sick. We assume if there was this level of e-coli in our water, that people probably would have been getting sick and diagnosed by a physician as having e-coli. No such diagnoses have been reported to the Borough office as of today, September 25.

Thursday, September 6 - We were notified by DEP and ALS Environmental Lab that one of the three retests taken on Tuesday, September 4 was positive for total coliform. The level was a 1 col/100mL, the lowest level to trigger a violation (if it would have been a .99 col/100mL, it would not have been a violation). Since there were two positive tests results in a row, a boil water advisory became required by DEP policies. We were then required to take six additional retests on two separate days, and all six tests came back SAFE (no detection of contaminants). Due to receiving the six safe water tests, on Saturday, September 8 at around 3 p.m. we were able to lift the Boil Water Advisory.

There was no other explanation or reason for the boil water such as a water main break. A neighboring municipality experienced a similar event on the same testing day as Strasburg.

The water sampling process by an Authority employee was evaluated and it was confirmed that the proper steps are being taken (i.e. disinfection of the spigot/area/hands, use of a sealed water testing bottle, testing for a chlorine residual prior to taking the test, etc.).

It was noted that in the past 10 years, there have been a total of four boil water advisories for the customers of the Strasburg Borough Authority's water system. Two boil water advisories were in 2008 due to two water main breaks, one advisory was in 2010 due to new testing requirements, and the most recent a few weeks ago as outlined above.

APPROVE 2013 BUDGET CALENDAR – A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to approve the 2013 Authority Budget Calendar.

PRE-BUDGET FINANCIAL DISCUSSION – The members briefly reviewed the pre-budget spreadsheet for the water and sewer funds dated September 19 which outlined very rough numbers for 2012 projections and 2013 budget figures. Lisa again noted, as discussed during the mid-year review, that in the water fund the main concern is that connection fees and the cell tower lease revenue have not come in at nearly the level budgeted. It is the same case for connection fees in the sewer fund. Lisa also noted that Historic Strasburg has located and repaired a leak which will have an impact on both water and sewer quarterly sales revenues. Additional discussion will be needed at the Draft budget stage regarding ending balances in both funds in 2013. It was also discussed about the need to move forward with the possibility of establishing Strasburg Township as a bulk customer for both water and sewer within its urban growth boundaries. It was noted that with the I&I repairs made in the sewer system yielding a notable reduction in average use, the Authority should be able to take on the Township's urban growth boundaries without the need to build a sewer plant. Based on the average water use, the Authority should also be able to provide water service to those same areas. There also may be a need to reevaluate the property at 1305 Village Road.

PUBLIC WORKS REPORT – AUGUST – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the Public Works Report for the month of August dated September 5, 2012.

Tim informed the members that a hydrant at Washington and Denlinger Avenue is leaking out of the weep holes and there is no valve to shut it off to make repairs so he is suggesting that a 6" insert valve be purchased and installed on the hydrant lateral by Blue Water Construction Services. Lisa was authorized to obtain a price and to forward it to the members for their consideration and approval with purchase to be made as soon as possible.

Tim also informed the members that the Public Works Department is currently replacing water service lines on Julia Avenue and Pleasant View Drive in preparation for the paving of the two streets in 2013.

Tim added that he was recently informed by L/B Water that the two mag meters for the spring lines will be delayed by about 12 to 16 weeks.

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 July 26 through September 11, 2012.

MINUTES OF JULY 19, 2012 - A motion was made by Ray Reeder, seconded by Ken Johnson Reeder, and passed unanimously to approve the minutes of the July 19, 2012 meeting as printed

OTHER BUSINESS – Ray informed the Authority that he has completed the Treatment Plant/Water Storage Facility program. The Authority members requested that he present the program at the October 18 meeting.

CITIZEN COMMENTS – None.

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

STRASBURG BOROUGH AUTHORITY
OCTOBER 18, 2012 – 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

REQUESTS TO BE HEARD – None.

PUBLIC WORKS REPORT – SEPTEMBER – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the Public Works Report for the month of September dated October 2, 2012.

Jim Kiscaden noted that based on the August water and sewer numbers, and even with 5 inches rain, that the I&I work completed earlier this year by the Public Works employees has worked.

Paul indicated that the Public Works Department is planning to do inspections in the Pump Station 2 area such as Julia, Fulton and Pleasant View.

Harold stated that Charter Homes will be required to retest the lines after they pave and dedicate them. Harold also asked if manhole dishes have be installed on Miller and Main Streets, to which Paul replied he would need to confirm. Paul stated that they have been removing bricks in the manholes and replacing them with cement donuts.

Paul reported that the core samples have been completed for the Cell Tower. Paul also added that the mag meters have come in, but the clamps are on back order.

Lisa was asked to confirm the one-year warranty period for the Water Project.

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 September 19 through October 9, 2012.

MINUTES OF SEPTEMBER 20, 2012 - A motion was made by Jim Kiscaden, seconded by Ken Johnson, and passed unanimously to approve the minutes of the September 20, 2012 meeting as printed.

PRESENTATION OF WATER TREATMENT PLANT/STORAGE FACILITY PROGRAM – RAY REEDER – Ray stated that he presented the presentation to the Lions Club members and it was well received. The members of the Authority were very impressed with the presentation and thanked Ray for all the work he put into it.

2013 DRAFT AUTHORITY BUDGET - Lisa reviewed the Draft Budget with the members. It was noted that a sewer rate increase of 10% – 15% would need to be evaluated. The last sewer rate increase was in 2001. Jim Kiscaden stated that the Authority has paid at least \$600,000 to SLSA for Capital Contributions in the past and are expected to pay a portion of all future improvements, which is the main

reason a sewer rate increase may be necessary. It was noted that the sewer loan will be paid off in December of 2013. Jim added that the infrastructure of the Authority's system is aging and will need upgrades in future years which could be very costly. Lisa will check on the possibility of refinancing the water debt in light of the very low interest rates. Revenues will be added for inspection fees for Phase 2 of Charter Homes. Lisa will follow-up with Strasburg Township to find out the timing for moving forward with them becoming a bulk customer of the Authority.

OTHER BUSINESS – None.

CITIZEN COMMENTS – None.

ADJOURNMENT – A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 10:45 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
NOVEMBER 15, 2012 – 9:00 A.M.
MINUTES

Members Present: Harold Wiker Ray Reeder Don Bachman Ken Johnson

Others Present:

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

REQUESTS TO BE HEARD – None.

DAVID HAWK – REQUEST TO PLACE STRUCTURE WITHIN SEWER EASEMENT – David Hawk of 144 Pleasant View Drive was in attendance to request that the 24'x28' free standing building on a stone foundation be permitted to be located over the 8" sewer line which crosses the middle of his back yard. His lot is odd-shaped and in order to be able to enter the building he would need to locate it over the sewer line. It was verified that the flooring of the building would be wood, not concrete. Mr. Hawk indicated that he would be willing to sign something indicating that he would be responsible for moving the building at his cost if the Authority needed to make repairs to the sewer line.

Harold explained that his concern is that the sewer line is over 40 years old, is very fragile, and is a Transite pipe which is made of concrete and asbestos. It was estimated that the sewer line is between 5 to 7 feet deep. Sewer pipes are now PVC pipes which is a much better, long-lasting material. Mr. Hawk confirmed that the building would not be located over the lateral.

A motion was made by Don Bachman, seconded by Ken Johnson and approved unanimously to authorize Lisa to work with Harry Yost on an agreement for Mr. Hawk to sign:

- The building must be located at least 10' from the rear property line.
- Mr. Hawk must move the building, at his cost, if there is a sewer line break.
- It is the intention of the Authority in the future, as a capital project, to relocate the sewer line to the rear property line and Mr. Hawk must be agreeable to a 10' utility easement on his property.
- The signed agreement must be attached to the deed.

CHARTER HOMES – PHASE 2 - Harold, Jim and I met with Rob Bowman, Rob Derck, and Jim Shultz of Charter Homes on October 24 to discuss Phase 2:

- They are planning to go before the Borough Planning Commission in January and then before Council in February with a combined Preliminary/Final plan.
- They are hoping to begin the site work sometime in May 2013.
- 72 units instead of 84 units due to the homes having larger square footage on the first floor.
- All homes will be sprinklered with either 6' or 8' side-yard setbacks.
- All homes will have front load garages, therefore there will be no alleys in this phase.

- They will move forward with half the 2nd phase in 2013 and then move on to the other half when the first half is close to build-out. The second half includes a pump station which they will locate on the plans but will not design at this point. They will be required to come before the Authority once they get close to the second half and get approval of the design.

- They will address the sewer cover issue which is still outstanding from Phase 1.
- They will pay all 74 reservation of capacity fees beginning in 2013.
- They will provide a utility easement across their property on the opposite side of McCarter Lane into Historic Strasburg property to allow the looping of water lines.
- They will install manhole dishes in all manholes in Phase 1 and 2.
- They will provide new stormwater calculations.
- They will provide the correct number of fire hydrants.
- They will reimburse the Authority for Paul to do inspections (instead of having HRG do them).
- They will comply with all previous conditions.

Charter's representatives seemed very serious about moving forward with Phase 2 and very willing to cooperate with the Planning Commission, Borough Council and Authority.

PUBLIC WORKS REPORT – OCTOBER – A motion was made by Don Bachman, seconded by Ken Johnson and passed unanimously to approve the Public Works Report for the month of October dated November 7, 2012. Paul reported the Public Works Department repaired a water leak at the intersection of W. Hillcrest Avenue and Southview Drive. Paul also added that they are still having some minor problems with the ozonator. Paul requested permission to obtain a quote for a year-to-year Maintenance Contract from Dave Johnson of Ozone Service. It was the consensus of the Authority to have Paul obtain the quote and provide it to them at the December meeting for their review and approval. Paul also stated that the two new mag meters have been installed. Harold suggested that Paul cancel the order for the 4” clamps.

PAYMENT OF MONTHLY BILLS – A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to approve payment of the list of bills for the period October 26 through November 6, 2012.

MINUTES OF OCTOBER 18, 2012 - A motion was made by Don Bachman, seconded by Ken Johnson, and passed unanimously to approve the minutes of the October 18, 2012 meeting as printed.

2013 PRELIMINARY AUTHORITY BUDGET - Lisa reviewed the Preliminary Budget with the members.

- Revenue has been included in both the water and sewer funds for Paul to inspect all items related to water and sewer in Phase 2 of Strasburg Commons.
- Includes connection fee revenue in both the water and sewer funds for 5 homes, 72 reservation of capacity fees for Strasburg Commons and the 3rd payment of the Pool's sewer connection fee.
- Includes revenue of \$18,000 in the water fund for the Cell Tower lease for a full year.
- The water fund ends with an ending balance of \$29,142.
- Includes a 17% sewer rate increase. (It was noted that there has not been a sewer rate increase since 2002 and that the rate increase is needed because the Authority has made over \$633,000 in Capital Construction payments to SLSA since 2002.)
- Includes revenues in the sewer fund for the lease of the property at 1305 Village Road.
- Includes a payment to SLSA for Capital Construction in the sewer fund in the amount of \$54,145.
- Includes the last sewer loan payment in the amount of \$168,713.
- The sewer fund ends with an ending balance of \$3,335.

The Final Budget will be reviewed and approved at the December 20 Authority meeting. The sewer rate

increase resolution will also be approved at that meeting.

OTHER BUSINESS – None.

CITIZEN COMMENTS – None.

ADJOURNMENT – A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 10:37 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
DECEMBER 20, 2012 – 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

David Hawk

REQUESTS TO BE HEARD – None.

DAVID HAWK – REQUEST TO PLACE STRUCTURE WITHIN SEWER EASEMENT – Mr. Hawk and the members reviewed the draft Agreement which was prepared by Harry Yost. Lisa was ask to verify with Harry if the easement described in the 1974 agreement was a construction or permanent easement. Mr. Hawk explained that the 1974 agreement states that it's the Authority's responsibility to pay and the proposed agreement in #3 says it's his responsibility. Mr. Hawk said if he signs the agreement, he may be giving away some of his rights. Mr. Hawk also mentioned that the proposed agreement does not mention that the Authority will relocate the sewer line in the future to the rear property line as discussed at the last meeting. Lisa will follow up with Harry Yost on the above items.

REQUEST TO REMOVE TREES ON AUTHORITY PROPERTY ON SUMMIT HILL DRIVE – ELAM & AMOS SMUCKER – A motion was made by Ken Johnson, seconded by Jim Kiscaden and passed unanimously to deny the request of Elam and Amos Smucker to remove trees from the Authority property.

CONSIDERATION OF ALL SERVE OZONE PROPOSAL – A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to approve the Preventive Maintenance Service Proposal in the amount of \$4,460 for one year.

STRASBURG COMMONS PHASE 2 – REVIEW PUMP STATION LOCATION – It was the consensus of the members that the new pump station location at the end of Old Post Lane and Kendig Way has better accessibility than the previous location and that the proposed location is satisfactory to the Authority.

PUBLIC WORKS REPORT – NOVEMBER – A motion was made by Don Bachman, seconded by Ken Johnson and passed unanimously to approve the Public Works Report for the month of November dated December 6, 2012. It was noted that the Public Works Department made repairs to two water main breaks one on N. Jackson St. and the other on Pleasant View Dr.

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 November 15 through December 11, 2012.

MINUTES OF NOVEMBER 15, 2012 - A motion was made by Jim Kiscaden, seconded by Ken Johnson, and passed unanimously to approve the minutes of the November 15, 2012 meeting as printed.

2013 FINAL AUTHORITY BUDGET – A motion was made by Jim Kiscaden, seconded by Ray

Reeder and passed unanimously to approve the 2013 Final Authority budget which includes a sewer rate increase.

ADOPTION OF SEWER RATE INCREASE RESOLUTION 2012-1 – A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve the sewer rate increase Resolution #2012-1.

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 10:22 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager