

STRASBURG BOROUGH AUTHORITY
JANUARY 17, 2013 – 9:00 A.M.
MINUTES

Members Present: Harold Wiker Ray Reeder Don Bachman Ken Johnson

Others Present:

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

David Hawk
Ed Spayd, HRG

REQUESTS TO BE HEARD – None.

DAVID HAWK – REQUEST TO PLACE STRUCTURE WITHIN SEWER EASEMENT – Mr. Hawk reiterated that the structure will not have footers or a foundation. The structure which will be 24'x28' will come in two sections, will have extra skids, and be constructed and delivered by Stoltzfus Structures in Atglen.

The option of someday moving the sewer line to the rear of the property within the 7.5' utility easement was discussed and it was noted that this would need some additional investigation since cable, electric and possibly phone lines are within that easement.

Harold stated that there are approximately nine properties in this area that have the same situation of the sewer line going through the rear of the property, and most likely without a 20' permanent sewer easement. This is a low usage/flow sewer line. This forty-year-old 8" line would need to be televised to determine if it is in good enough shape to be lined. The manholes along the line would also need to be inspected and repaired if necessary. The Authority at that time would need to look at all options.

A motion was made by Don Bachman, seconded by Ken Johnson to have Harry Yost make the revisions to the Agreement as discussed today, provide it to Mr. Hawk for his review and signature, and authorize Harold Wiker to execute it on behalf of the Authority.

REORGANIZATION – A motion was made by Don Bachman, seconded by Ray Reeder and passed unanimously to reappoint the following:

CHAIRMAN: Harold Wiker

VICE-CHAIRMAN: Jim Kiscaden

SECRETARY/TREASURER: Ray Reeder

SOLICITOR: Appel & Yost

ENGINEER: HRG, Inc.

BANK: Fulton Bank

Ed Spayd stated that he will forward the Retainer Agreement for 2013 for signature, which will include the same hourly billing rates as 2012.

DISCUSS PADOT PAVING PROJECT OF STRASBURG PIKE WITH REGARD TO AUTHORITY'S UTILITIES

– The members reviewed the letter from PADOT dated December 27, 2012. The proposed construction consists of a highway overlay with 3" mill and with an anticipated letting date of June 6, 2013. The construction area will be Lancaster Avenue from the Swan Hotel to the Borough line. Paul reported that there are nine (six long and three short) water services from Dallas Avenue to Prospect Road which need to be replaced prior to the paving and there are 13

manholes which will need height adjustment. The water main is galvanized and is located on the west side of the street.

PADOT's letter stated that costs for work performed and materials furnished to accommodate highway design and construction may be reimbursable to the extent provided by applicable state highway laws. Ed Spayd said he would inquire with PADOT about any reimbursement that might be available for this project and any other funding/grants that may be available for future sewer system improvements.

Paul was asked to provide an estimate of the cost for the water service line replacements and manhole repairs and adjustments.

DISCUSS WATER MAIN BREAKS ON NORTH JACKSON STREET – Paul reported that since North Jackson Street was paved in 2003, the Public Works Department has repaired seven 6" water main breaks (breaks were straight up and down) and three sewer force main breaks. The main reason for the breaks is because the lines are on rock and made of cast iron pipe. Paul also added that there have been four or five water main breaks in the Garden Spot development on Washington Street and Denlinger Avenue.

Paul was asked to provide a rough estimate of how much it costs to repair the water and sewer main breaks.

REVIEW PUMPSTATION #5 YEARLY SEWER FLOWS SPREADSHEET – The members reviewed the Pumpstation #5 Yearly Sewer Flows spreadsheet prepared by Paul. It was noted that there was less flow in 2012 (69,939,771) than in 1999 (79,815,332). Also noted was the reduction in flows from 2011 (94,441,101) to 2012 (69,939,771). It was the consensus of the members that this was due to the tightening of the sewer system through the Inflow & Infiltration program implemented the past two years.

PUBLIC WORKS REPORT – DECEMBER – A motion was made by Don Bachman, seconded by Ken Johnson and passed unanimously to approve the Public Works Report for the month of December dated January 4, 2013. Paul confirmed that the two meters have been installed on the spring lines and are working fine and that the clamps were canceled. Paul also reported that they have been having some problems with the seals and valves leaking on the ozonator, but have recently found a new sealer product to address this issue. It was noted that AT&T has not begun to remove the trees at the cell tower site. Lisa will contact Brian Laslo to obtain a schedule for the project.

Ed Spayd commended the Public Works Department on a fine job with the adjustments they have made at the water treatment plant.

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 December 27, 2012 through January 8, 2013.

MINUTES OF DECEMBER 20, 2012 - A motion was made by Ken Johnson, seconded by Ray Reeder, and passed unanimously to approve the minutes of the December 20, 2012 meeting as printed.

OTHER BUSINESS – None.

CITIZEN COMMENTS – None.

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

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
FEBRUARY 21, 2013 – 9:00 A.M.
MINUTES

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

Others Present:

Lisa M. Boyd, Borough Manager	Elam Smucker
Dan Lake	Mel Riehl
Benuel Fisher	

REQUESTS TO BE HEARD – None.

PEACEFUL VALLEY AMISH FUNITURE – REQUEST FOR SEWER SERVICE – Dan Lake was in attendance on behalf of his client, John Glick, owner of Peaceful Valley Amish Furniture at 300 North Decatur Street. Mr. Glick's property is the first parcel outside the borough in Strasburg Township, and Mr. Glick recently purchased the property next door from Stephen Smoker just inside the Borough abutting the Bypass. Mr. Lake provided each member with a very rough plan showing a 300' x 124' (37,200 sq. ft.) building straddling the borough/township line with a small portion of the building being in the borough facing the bypass. Mr. Glick added that the two uses that are currently under consideration are a family restaurant to the front of the building facing the bypass and a farmers' market in the remainder of the building. The new parking lot would tie into the existing parking lot. Mr. Lake requested sewer service from the Authority, since a portion of the building is in the borough. Harold Wiker said that Mr. Lake will first have to go to Strasburg Township to inquire with their administrator and zoning officer, Mark Deimler, about the township becoming a bulk customer of the Authority which would require the execution of an agreement between the Authority and the township. Harold added that sewer service to this 10-acre property should not be piecemeal, but addressed for the entire property. Mr. Lake indicated that he will inquire with Mark and Strasburg Township and then return to the Authority. It was noted that adding sewer service in this area will require an impact study on Sewer Pump Station #2.

ELAM SMUCKER & BENUEL FISHER – POSSIBLE AMISH SCHOOL LOCATION – Benuel Fisher, Elam Smucker, and Mel Riehl were in attendance to discuss possible location for an Amish school. One location that is being considered is to the rear corner of Elam Smucker property on Summit Drive which is next door and downhill from the 3 acres that the Authority leases to John Kaufman at 101 Summit Hill Drive. The schoolhouse and outbuildings will be located on Mr. Smucker's property but with the way the land lays, 33' of the playground would need to be located on the property leased to Mr. Kauffman. There is a PPL right-of-way along the property line and the Authority also has a water main (need to confirm exact location and depth) in the same area. The proposed driveway would be within the PPL right-of-way. Fill would be needed from the 3 acres being leased by Mr. Kauffman to level the area on the Smucker property where the buildings will be located. Mr. Kaufman would need to be agreeable to any changes in his lease agreement. Lisa informed the gentlemen that they would need to discuss set-back requirements with Paradise Township to inquire if the use can straddle property lines. It was the consensus of the members to meet at the site, inviting Mr. Kauffman, on Monday, March 4 at 4:30 p.m.

TRAILS AT STRASBURG – DEDICATION PROCESS – A motion was made by Jim Kiscaden, seconded by Ken Johnson that the Borough Engineer be directed and authorized to inspect all of the

public water and sewer appurtenances for Trails at Strasburg and file a written report with the Borough Authority within 30 days, with a copy mailed to the developer by certified mail in response to the request from Dian Frame of Chatham Creek, LLC dated February 12, 2013.

PUBLIC WORKS REPORT – JANUARY – A motion was made by Don Bachman, seconded by Ken Johnson and passed unanimously to approve the Public Works Report for the month of January dated February 8, 2013. It was noted that the wastewater usage was up over December and January with 3.5” of rain in January. Jim Kiscaden requested that the Public Works Department inspect the manhole in the Trails of Strasburg development which was repaired recently to insure the repairs are still in place.

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 January 24 through February 12, 2013.

MINUTES OF JANUARY 17, 2013 - A motion was made by Ray Reeder, seconded by Don Bachman, and passed unanimously to approve the minutes of the January 17, 2013 meeting as printed.

OTHER BUSINESS – None.

CITIZEN COMMENTS – None.

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

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
MARCH 21, 2013 – 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
Jake Stoltzfus

REQUESTS TO BE HEARD – None.

REQUEST TO PURCHASE PROPERTY FROM THE AUTHORITY – JAKE STOLTZFUS –

Mr. Stoltzfus explained that he lives at the end of Fernwood Drive in Strasburg Township and is interested in purchasing 10 acres from the Authority. The 10 acres would be taken from 12.8 acres which adjoins his property and is currently being leased from the Authority by Samuel Smucker. Mr. Stoltzfus would like to start a family produce/orchard business in the near future and has been in contact with his other neighbors and none are willing to sell him any of their property. Mr. Stoltzfus added that if he is unable to purchase some additional land he will probably need to move. It was the consensus of the Authority that they would not sell the property, as it is for protection of the Authority's water shed area, but would be willing to continue to lease the property with a long-term lease. Mr. Stoltzfus stated that it is his understanding that Samuel Smucker, who currently leases the property, will be moving in the next year or so and that he would be interested in leasing the property when Mr. Smucker gives it up. Mr. Stoltzfus clarified that he would use most of the property as an orchard and about 2 acres as a meadow, with neither use causing much run-off. The members explained that the use and type of pesticides would be a concern to the Authority and would need to be approved prior to its use. Harold Wiker explained that if there is more than one person interested in the property, the Authority would put the lease out to bid.

CONSIDER REQUEST FOR DEDICATION AND RELEASE OF FINANCIAL SECURITY PERTAING TO TRAILS AT STRASBURG –

A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to approve the report and recommendations of the Borough Engineer as set forth in its letter to the Borough Authority dated March 8, 2013, with regard to the Dedication Request of Chatham Creek, LLC, dated February 7, 2013, for the Trails at Strasburg. The motion was further moved that the Borough Manager notify the Developer in writing by certified mail, return receipt requested, of this action.

REDUCE MAXIMUM DAILY LIMIT OF PERMITTED DISCHARGE OF MERCURY – RESOLUTION 2013-1 –

A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to adopt Resolution 2013-1 which amends the Authority's sewer system regulations to reduce the maximum daily limit of permitted discharge of mercury to its sewer system from 0.005 MG/L to 0.002 MG/L.

PUBLIC WORKS REPORT – FEBRUARY –

A motion was made by Don Bachman, seconded by Ken Johnson and passed unanimously to approve the Public Works Report for the month of February dated March 1, 2013. It was noted that the wastewater usage was up December through February. Harold noted that there may be another leaking manhole in the Trails at Strasburg development on

Candle Lane and he and the Public Works Department are currently investigating. Lisa reported that as requested at the last meeting, the Public Works Department did inspect the other manhole again and found it to be in good working order with the leak repairs that were made by Keystone still intact.

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 February 27 through March 8, 2013.

MINUTES OF FEBRUARY 21, 2013 - A motion was made by Ken Johnson, seconded by Ray Reeder, and passed unanimously to approve the minutes of the February 21, 2013 meeting as printed.

OTHER BUSINESS –

Proposed First Amendment to Developer Agreement – The commonwealth of PA, Department of General Services (Railroad Museum of PA fire suppression water line) – It was the consensus of the members that since the proposed amendment was just received earlier this week, they would take another month to review it and take action on it at the April 18, 2013 Authority meeting.

Cell Tower – Lisa reported that there has been no site work on the cell tower project as of today. Lisa added that she has requested a schedule from Brian Laslo and will forward it to the members once received.

Amish School Location – Lisa reported that there has been no further action or contact on this item.

Peaceful Valley Amish Furniture Request for Sewer Service – Lisa reported that she doesn't think Dan Lake has gone to Strasburg Township yet and has heard nothing further on this item.

Hawk Agreement – Lisa reported that the agreement has been finalized and executed by Mr. and Mrs. Hawk and by Harold Wiker, on behalf of the Authority. The agreement will be recorded.

CITIZEN COMMENTS – None.

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

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
APRIL 18, 2013 – 9:00 A.M.
MINUTES

Members Present: Jim Kiscaden Ray Reeder Don Bachman

Others Present:

Lisa M. Boyd, Borough Manager	Mary Smucker
Paul Miller, Public Works Director	Christ Smucker
Samuel S. Smucker	

REQUESTS TO BE HEARD – None.

REQUEST TO LEASE AUTHORITY PROPERTY NEAR MOWRER SPRINGS – Samuel Smucker, current tenant of about 12 acres of the Authority’s property located near the Mowrer Springs and across Summit Hill Road from his farm, was in attendance along with his mother Mary Smucker and his brother Christ Smucker to discuss continuing the lease of the property even after he moves. It was noted that Jake Stoltzfus is also interested in leasing the property when it becomes available. Sam indicated that he will be moving from the farm at the beginning of 2014, but would like for Mary and Christ to continue to farm the acreage. Sam added that being able to farm the acreage is a vital part of their farming operation and is considered when calculating the animal unit per acre. It was noted that whomever’s name is on the lease should be the one farming the 12 acres. The Authority suggested that they talk to Jake Stoltzfus and notify the Authority well in advance, maybe October, of when Sam will be moving from the farm so a determination can be finalized on whether to bid the lease.

CONSIDERATION AND POSSIBLE APPROVAL OF FIRST AMENDMENT TO DEVELOPER AGREEMENT FOR THE COMMONWEALTH OF PA, DEPARTMENT OF GENERAL SERVICES (RAILROAD MUSEUM OF PA) – A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to approve the First Amendment to the Developer Agreement for the Commonwealth of PA, Department of General Services (Railroad Museum of PA) as recommend by Harry Yost.

SEWER EASEMENT THROUGH STRASBURG COMMONS FOR PROPERTY ON KINDER LANE – Lisa explained that Harold Wiker had asked Jim Shultz of Charter Homes if they would provide a sewer easement for the last property on Kinder Lane through the Neighborhood Green in Phase 1 to the first manhole on Old Post Lane. The property currently has an on-lot sewer system and when that system fails, they will be required to hook to the Borough’s sewer system. Charter is only providing the easement; the Borough/property owner will be required to install the sewer pipe. Charter has agreed to provide the easement.

PUBLIC WORKS REPORT – MARCH – A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to approve the Public Works Report for the month of March dated April 5, 2013.

Paul reported that the Public Works Department has been busy over the past month doing Inflow & Infiltration inspections in the Pump Station #2 area. They have inspected 70 manholes, with 20 more to inspect. He noted that several areas will need televised, sealing, and/or repairs. A detailed inspection report, including suggested repairs, will be provided at the May 16 meeting.

Jim suggested that not too far in the future the Authority should proceed with a sewer bond issue to replace/line the 40-year-old sewer pipes in the Borough. At the same time, the 4” water line on N. Decatur Street should be replaced with an 8” line.

PAYMENT OF MONTHLY BILLS – A motion was made by Don Bachman, seconded by Ray Reeder and passed unanimously to approve payment of the list of bills for the period March 22 through April 5, 2013.

MINUTES OF MARCH 21, 2013 - A motion was made by Don Bachman, seconded by Ray Reeder, and passed unanimously to approve the minutes of the March 21, 2013 meeting 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 9:42 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
May 16, 2013 – 9:00 A.M.
MINUTES

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

Others Present:

Lisa M. Boyd, Borough Manager
Tim Rineer, Asst. Public Works Director

Stephen Smoker

REQUESTS TO BE HEARD – Stephen Smoker was in attendance to discuss tapping fees as they relate to the half of building 400 that is available for lease. He is currently working with several possible tenants for smaller spaces and is concerned with the \$14,100 water and sewer tapping fee for each of those spaces and asked the Authority if they would consider a lesser tapping fee for spaces 1,500 square feet or less. The quarterly usage of each tenant would be monitored and if it is determined that they exceed 1 EDU, an additional tapping fee can be charged. A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to approve a tapping fee of \$7,000 for water and sewer for commercial or professional offices, but non-food related uses for spaces with 1,500 square feet or less.

1305 VILLAGE ROAD – UPDATE & WINDOW REPLACEMENT APPROVAL – Len Ferber provided a written update on the status of renting the property at 1305 Village Road. Len also provided two quotes from Sam S. Smucker & Sons, Inc. for replacement windows because the existing ones leak and create a mold issue. The quotes were 15 windows for \$7,996 or 2 windows for \$2,455. It was the consensus of the members to have Len obtain two additional quotes, one from John Stoltzfus and another from Clayton Winters. The members also reviewed the proposal from Shull's Tree Service to prune the trees between our rental property and the Long property at a cost of \$1,310. It was the consensus of the members to have the tree pruning work done in-house by our Public Works employees, therefore the proposal was denied.

INFLOW & INFILTRATION PROGRAM UPDATE – Tim Rineer reviewed the I&I Program spreadsheet showing the 70 manhole inspections that the Public Works employees completed to-date. Lisa was asked to put together a cost estimate for the work to be done. The members suggested that proposals should be obtained from two additional vendors for televising. Tim explained that the installation of the dishes create a rust issue which makes it hard to remove the manhole lids. The members suggested that there may be some kind of grease that could be put around the edges of the lids.

PUBLIC WORKS REPORT – APRIL – A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to approve the Public Works Report for the month of April dated May 1, 2013.

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 April 18 through May 7, 2013.

MINUTES OF APRIL 18, 2013 - A motion was made by Ray Reeder, seconded by Jim Kiscaden,

and passed unanimously to approve the minutes of the April 18, 2013 meeting as printed.

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 10:25 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
June 13, 2013 – 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

Mark Deimler, Strasburg Twp. Administrator
Ed Spayd, HRG

REQUESTS TO BE HEARD – None.

STRASBURG TOWNSHIP ACT 537 LETTER – MARK DEIMLER – Mark reviewed the draft letter dated June 12, 2013 with the members. A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to approve the draft letter to the Strasburg Township Supervisors which will be included in the Township’s draft Act 537 Plan regarding the Authority’s willingness to provide sewer service to the areas in the Urban Growth Boundaries in Strasburg Township as long as capacity is available.

It was the consensus of the members to have Harry Yost draft a bulk customer agreement and sewer billing agreement, similar to the ones the Authority has with the Strasburg Rail Road, which will be between the Authority and Strasburg Township. Lisa confirmed with Mark that the Township will reimburse the Authority for Harry Yost and HRG’s time for the preparation of documents pertaining to the Authority providing sewer service to the Township.

1305 VILLAGE ROAD – UPDATE & WINDOW REPLACEMENT APPROVAL – Len Ferber provided a written update on the status of renting the property at 1305 Village Road. Len also provided two quotes from Sam S. Smucker & Sons, Inc. for replacement windows because the existing ones leak and create a mold issue. A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to approve the proposal for five Harvey replacement windows from Countryside Roofing in the amount of \$2,208.55.

REVIEW AND POSSIBLE ADOPTION OF UPDATED TAPPING FEE RESOLUTIONS – ED SPAYD – A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to approve the updated water and sewer tapping fee Resolutions 2013-2 and 2013-3.

For non-residential properties using less than seventy-five percent (75%) of the standard residential daily volume allotment, as defined in the Authority’s Tapping Fee study, the Authority will collect seventy-five percent (75%) of the tapping fee subject to twelve (12) month verification of water consumption data. The Authority reserves the right to bill additional tapping fee charges based upon actual water consumption records.

Also adopted was a Fire Service Charge for residential homes with sprinkler systems which will be based on 10% of the minimum Tapping Fee for the selected water meter size.

Ed was also asked to have HRG provide the background calculations and a quarterly service fee to be considered for those properties on the Borough’s water system that will have sprinklers installed in their homes.

INFLOW & INFILTRATION PROGRAM UPDATE – A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to approve proceeding with the I&I Program work as outlined in the Manhole Inspection Program spreadsheet dated 5/16/2013 and per the I&I Program Repair Costs tabulation which includes four manhole restorations, mortar mix, cement risers, televising of four sections of pipe, and manhole dishes at an estimated cost of \$15,700. Most of the repairs will be completed by the Public Works employees, with assistance from an outside vendor on the manhole restorations. Lisa indicated that prices will be obtained from two more vendors for the four manhole restorations prior to beginning the project.

REQUESTS FOR WATER/SEWER BILLING ADJUSTMENTS –
18 N. Decatur St. - A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to approve waiving the late fees of \$183.73 and approve the installment payment as outlined in the request regarding the leak at the property.

322 Miller St. - A motion was made by Don Bachman, seconded by Ray Reeder and passed unanimously to deny the request for a reduction in their water/sewer bill as based on information provided by the Public Works Department that there was most likely a leaking valve or pipe in the water line from the house to the garage.

PUBLIC WORKS REPORT – MAY – A motion was made by Don Bachman, seconded by Ray Reeder and passed unanimously to approve the Public Works Report for the month of May dated June 7, 2013.

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 May 14 through May 23, 2013.

MINUTES OF MAY 16, 2013 - A motion was made by Don Bachman, seconded by Ray Reeder, and passed unanimously to approve the minutes of the May 16, 2013 meeting 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 11:13 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

July 18, 2013 – Meeting Canceled

STRASBURG BOROUGH AUTHORITY
JULY 25, 2013 – 9:00 A.M.
MINUTES

Members Present: Harold Wiker Ray Reeder Don Bachman Ken Johnson

Others Present:

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

Wayne Groff, Reinsel Kuntz Leshar
Marian Guzik, Reinsel Kuntz Leshar

REQUESTS TO BE HEARD – None.

PRESENTATION OF 2012 AUTHORITY AUDIT – Wayne Groff and Marian Guzik of Reinsel Kuntz Leshar reviewed the 2012 Authority Audit in detail with the members. Wayne stated that the audit process went well and all information was provided upon request. A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to accept the audit report as presented.

REVIEW PROPOSED QUARTERLY CHARGE FOR SPRINKLER SERVICE – RESOLUTION 2013-4 – The members reviewed the Strasburg Borough Authority Calculation of Private Sprinkler Charges spreadsheet prepared by HRG which calculated the recommended quarterly sprinkler fee to be \$16.75 per customer with sprinkler system installed in the home. A motion was made by Don Bachman, seconded by Ken Johnson and passed unanimously to adopt Resolution 2013-4 which establishes the quarterly sprinkler fee of \$16.75 per customer.

It was the consensus of the members to have Lisa forward the Authority's 1" meter specification to Charter Homes as that is the size meter they will be utilizing. Since a 1" meter is considered an oversized meter, the developer will be required to purchase the first meter, and the Authority will supply replacements when needed.

REVIEW OF ADDITIONAL PROPOSAL FOR INFLOW & INFILTRATION PROGRAM – The members reviewed the proposals from Abel Recon dated June 7, 2013 and Terre Hill Composites dated July 2, 2013. The members preferred the process outlined in the Terry Hill Composites' proposal for the lining/rehabilitation of four manholes. It was the consensus of the members to invite Bill Oberti of Terre Hill Composites to the August 15 Authority meeting for a presentation on how the relining/rehabilitation is done and to have the Public Works Department inspect the manholes on Miller Street from the Trails at Strasburg development to the Swan Hotel to determine if additional manholes should be added to the project.

REVIEW DRAFT SEWER SERVICE AGREEMENT AND ADMINISTRATIVE SERVICES AGREEMENT – SEWER BILLING – It was the consensus of the members to accept the three comments from Mark Deimler, Strasburg Township Administrator, dated July 25, 2013 and to forward them to Harry Yost for his review and consideration.

REVIEW NUTRIENT LIMITATION REQUIREMENTS – The members reviewed the e-mail memo from Lisa dated June 21, 2013 regarding the future reduction of the Authority's current sewer capacity from 420,000 gpd to approximately 360,000 gpd due to new Nutrient Limitation requirements. According to Gail Robinson at CDM, SLSA engineer, the Authority will be receiving an amendment to our Capacity Agreement with SLSA.

It was the consensus of the members to have Lisa ask Harry Yost if there is something that can be done so that the Authority would not lose the approximately 60,000 gpd.

PUBLIC WORKS REPORT – JUNE – A motion was made by Ray Reeder, seconded by Don Bachman and passed unanimously to approve the Public Works Report for the month of June dated July 5, 2013.

Paul Miller reported that the waterline replacements on Lancaster Avenue, in anticipation of PADOT paving, are complete. Paul noted that the 2013 paving project, Julia Avenue and a portion of Pleasant View Drive, is also complete. Paul added that the tree line, between pump station #5 and the Authority's rental property, has been cleaned up. All projects went well.

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 June 6 through July 5, 2013.

MINUTES OF JUNE 13, 2013 - A motion was made by Ken Johnson, seconded by Ray Reeder, and passed unanimously to approve the minutes of the June 13, 2012 meeting as printed.

OTHER BUSINESS – Harold Wiker requested that the Public Works Department clean up the tree pile at pump station #5.

CITIZEN COMMENTS – None.

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

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
AUGUST 15, 2013 – 9:00 A.M.
MINUTES

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

Others Present:

Lisa M. Boyd, Borough Manager	Ed Spayd, HRG
Paul Miller, Public Works Director	Harry Yost, Appel & Yost
Mark Deimler, Strasburg Twp. Administrator	Brad Zuke, Appel & Yost
Bill Oberti, Terre Hill Composites	

REQUESTS TO BE HEARD – None.

DISCUSS DRAFT SEWER SERVICE AGREEMENT AND ADMINISTRATIVE SERVICES AGREEMENT SEWER BILLING - MARK DEIMLER & HARRY YOST – After a lengthy review of the draft agreements, it was the consensus of the members to have Harry Yost make revisions to the Sewer Service Agreement.

DISCUSS MANHOLE RESTORATION PROPOSAL – BILL OBERTI, TERRE HILL COMPOSITES – Bill Oberti of Terre Hill Composites provided a very detailed slide show on the manhole rehabilitation process. A booklet of information and the DVD were provided to each member. The members agreed that it was a good product and process and the price seemed reasonable. The manhole liners take about 2 weeks to make and they have a 10-year warranty. A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to approve the rehabilitation of four manholes, not to exceed the bidding restrictions, and to proceed as soon as possible.

REVIEW OF DEP INSPECTION REPORT – The members reviewed the Water Supply Inspection Report prepared by Jeffrey Cunningham at DEP which was dated July 18, 2013. Paul noted that the wells are triple cased, in a cement vault, fenced and were approved DEP at the time of installation. Paul also noted that the Authority has been using aqua mag since 1996. Ed will be obtaining the two sub-classes suggested in the report. The report was reviewed and filed.

PRE-BUDGET PREPARATION FINANCIAL OVERVIEW – Lisa reviewed the 5-year projection spreadsheets and the front budget water and sewer operating budget which also show the percentage that the general, water, and sewer funds contribute to each expense. Based on the time spent in each department by the Public Works employees in the past few years, the breakdown for employee-related expenses changed from 15% general/60% water/25% sewer to 15% general/40% water/45% sewer. Based on the 5-year water fund spreadsheet, including the change in the employee expenses breakdown, it was determined that a 12% water increase will be required. A motion was made by Jim Kiscaden, seconded by Don Bachman and passed unanimously to adopt the 12% water rate increase Resolution 2013-4 effective with the billing in January to include four quarters of receipts in 2014 and to approve the new percentages of 15% general/40% water/45% sewer for Public Works employee-related expenses.

PUBLIC WORKS REPORT – JULY – A motion was made by Ken Johnson, seconded by Ray

Reeder and passed unanimously to approve the Public Works Report for the month of July dated August 7, 2013.

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 July 9 through August 8, 2013.

OTHER BUSINESS – None.

CITIZEN COMMENTS – None.

ADJOURNMENT – A motion was made by Don Bachman, seconded by Jim Kiscaden and passed unanimously to adjourn the meeting at 11:10 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
SEPTEMBER 26, 2013 – 9:00 A.M.
MINUTES

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

Others Present:

Lisa M. Boyd, Borough Manager Phil Good, S&P Wash
Paul Miller, Public Works Director

REQUESTS TO BE HEARD

WATER & SEWER RATES DISCUSSION REGARDING STRASBURG CARWASH & LAUNDRY – PHIL GOOD

– Phil Good explained that he and his brother Steve purchased the Strasburg Carwash and Laundromat in 2010 and he is in attendance to discuss the water and sewer rate schedule relating to commercial users. Mr. Good explained that the sewer costs seem more in line, but the ascending/increasing water rates as you use more water actually penalizes a commercial user for having more business. Mr. Good said he has inquired with his competitors and the Authorities' rates are the only ones that increase as more water is used. In response to Harold Wiker's question, Mr. Good said that they do recycle their water, but using the recycling equipment is expensive and they have had some problems recently with bacteria and have turned it off. Jim Kiscaden explained the history of the improvements made to the Authority's water system and the costs involved. Jim added that when the rates were originally established, the Authority wanted to control the amount of usage because we had less water available. Jim also provided some of the history in regards to the carwash and laundromat properties. Mr. Good explained that the spike in their water usage for this last quarter can be explained by them shutting off the reclaim/recycling equipment and a problem with the spot free machine working inefficiently.

It was the consensus of the members that they will take a look at the current rate structure.

REVIEW OF UPDATED INFLOW & INFILTRATION PROGRAM SPREADSHEET – The members reviewed the spreadsheet updated September 19, 2013. Harold Wiker asked the Public Works employees come up with a temporary patch on the manhole that was removed from the bid.

REVIEW OF STATUS/UPDATES REPORTS – One of the items included was an update from B.C. Desai that he is now considering to build a Holiday Inn Express and wanted to confirm the amounts of the water and sewer tapping fees. The members confirmed that if the meter remains at a 4" meter, the water tapping fee will be \$93,700 and the sewer tapping fee will be \$141,500 and those fees are per the Authority's approved fee schedule and can't be modified for this project.

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, 2013. It was noted that again this month the ratio between water and sewer looked good. Ray Reeder asked if the staff could determine the amount of savings being realized with the repairs being done through the Inflow & Infiltration Program.

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 August 15 through September 6, 2013.

MINUTES OF JULY 25 AND AUGUST 15, 2013 - A motion was made by Ken Johnson, seconded by Ray Reeder, and passed unanimously to approve the minutes of the July 25 and August 15, 2013 meetings as printed.

OTHER BUSINESS – None.

CITIZEN COMMENTS – None.

EXECUTIVE SESSION – At 9:17 a.m. a motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to go into Executive Session to discuss the possible purchase of real estate.

At 9:50 a motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to go out of Executive Session and back into regular session at which time no action was taken.

ADJOURNMENT – A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to adjourn the meeting at 9:51 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY
OCTOBER 17, 2013 – 9:00 A.M.
MINUTES**

Members Present: Harold Wiker Jim Kiscaden Ray Reeder Ken Johnson

Others Present:

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

The members observed a moment of silence for Don Bachman.

REQUESTS TO BE HEARD – None.

B. C. DESAI-HOLIDAY INN EXPRESS – WATER AND SEWER TAPPING FEE

DISCUSSION – A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to approve the letter to B.C. Desai outlining the tapping fee payment plan and terms of the approval.

CHARTER HOMES – CONSIDERATION AND POSSIBLE APPROVAL TO USE BONDS TO POST FINANCIAL SECURITY

- A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously approving the use of Bonds, and the following specific motions, for Charter's Phase 1 and 2 contingent upon Charter Homes' granting the Authority the use of the water and sewer lines not yet dedicated to the Authority, and provide a 16' easement to manhole SC-9 on Old Post Lane and completion of all other conditions previously established.

(FINANCIAL SECURITY – PHASE 1)

To move to permit financial security in the form of a bond to be substituted for the existing letter of credit, for Phase 1 of Strasburg Commons subject to the following conditions:

- (i) The bond must be in a form and content satisfactory to the Borough Solicitor;
- (ii) The bond must be in an amount satisfactory to the Authority Engineer;
- (iii) The surety must be authorized to do business in the Commonwealth of Pennsylvania;
- (iv) The surety must be currently listed in the United States Department of Treasury Circular 570; and
- (v) The surety must have an AM Best rating of A or higher.

(FINANCIAL SECURITY – PHASE 2)

To approve the posting of financial security for Phase 2 of Strasburg Commons, in the form of a bond, subject to the following conditions:

- (i) The bond must be in a form and content satisfactory to the Borough Solicitor;
- (ii) The bond must be in an amount satisfactory to the Authority Engineer;
- (iii) The surety must be authorized to do business in the Commonwealth of Pennsylvania;
- (iv) The surety must be currently listed in the United States Department of Treasury Circular 570; and
- (v) The surety must have an AM Best rating of A or higher.

(AUTHORIZATION TO EXECUTE DOCUMENTS PERTAINING TO STRASBURG COMMONS-PHASE 2)

That the Borough Authority authorize the Chairman or Vice Chairman of the Authority be authorized to execute and acknowledge, if necessary, and that the Authority Secretary be authorized to attest all necessary and appropriate documents pertaining to the Phase 2 Subdivision and Land Development Plan for Strasburg Commons, a Planned Community, upon compliance with the conditions of Plan approval and upon such documents being in a form and content acceptable to the Borough Staff, the Authority Engineer, and the Borough and Authority Solicitors. In the event any dispute or disagreement arises prior to the recording of the Phase 2 Final Plan for Strasburg Commons between the Applicant, on the one hand, and the Borough Staff, the Authority Engineer and/or the Borough and Authority Solicitors, on the other hand, as to the requirements and documents pertaining to the Phase 2 Final Plan, any issue in dispute or disagreement must be submitted to the Authority at least seven (7) days before a regularly scheduled meeting of the Authority for resolution by the Authority Board.

A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to approve the water and sewer cost opinion submitted by Charter Homes dated October 11, 2013, contingent upon \$250,000 being added for the pump station and force main.

Lisa will have Harry Yost review the 150' rule for water connection as it may relate to providing water service to Strasburg Township within the urban growth boundaries as the Authority is planning to do for sewer service through the bulk customer agreement that is currently being reviewed by Strasburg Township solicitor Josele Cleary.

REVIEW OF 2014 DRAFT AUTHORITY BUDGET – Lisa reviewed the draft budget dated October 17, 2013, highlighting the following:

- Includes a 12% water rate increase for 4 quarters.
- Is based on the new breakdown in the Public Works employee's expenses of 15% general fund, 40% water fund, and 45% sewer fund.
- Does not include revenues for the cell tower, which would have been \$18,000 for the year, because of the uncertainty of the project.
- Does not include any revenues for the proposed Holiday Inn Express hotel.
- Does not take into account any changes that might take place to the water and/or sewer rates based on the Authority's discussions with Phil Good of the Strasburg Carwash and Laundry.
- Does not include a sewer loan payment in 2014 since the loan will be paid off this December.
- Includes the following ending balances: Water \$100,120 Sewer \$104,989

The projections will be updated two more times before the Final budget is approved.

The Preliminary budget will be presented at the November 21 meeting and the Final budget will be presented at the December 19 meeting.

PUBLIC WORKS REPORT – SEPTEMBER – A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to approve the Public Works Report for the month of September dated October 3, 2013. It was noted that again this month the ratio between water and sewer looked good. Ray indicated that he is working on determining the savings that are being realized with the improvements being made to the sewer system through the I&I program, and he explained his process for determining the savings.

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 8, 2013.

MINUTES OF SEPTEMBER 26, 2013 - A motion was made by Ray Reeder, seconded by Ken Johnson, and passed unanimously to approve the minutes of the September 26, 2013 meeting as printed.

OTHER BUSINESS –

Jaycee Park Request – Lisa explained that Nick Ferretti, on behalf of the Jaycee Park, is requesting to add a separate water meter for four water spigots and two hose bibs which will be used to water the infield of the ball fields and they are requesting to be charged for water only. They would plan to tap off the pavilion. A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the request, since the Jaycee Park is a community/civic organization with the work being subject to an inspection by one of the Public Works employees.

Water & Sewer Rates Review – Lisa reported that the staff is currently obtaining copies of other municipalities rates.

Manhole Restoration – Lisa reminded the members that Terre Hill Composite will be repairing three manholes this coming Monday, Tuesday and Wednesday.

CITIZEN COMMENTS – None.

ADJOURNMENT – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 10:38 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
NOVEMBER 21, 2013 – 9:00 A.M.
MINUTES

Members Present: Harold Wiker Jim Kiscaden Ray Reeder Ken Johnson Tim Buko

Others Present:

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

REQUESTS TO BE HEARD – None.

Harold welcomed Tim Buko to the Authority and said he will be a great asset.

REVIEW OF ALBERT HERR INQUIRY – Albert Herr was questioning why his water and sewer usage for the 1st quarter was 16,500 gallons and the 2nd quarter 18,400 gallons even though he had only two tenants living in the apartment. Mr. Herr noted that the front house and apartment utilize the same meter. Once the Public Works Department installed a new meter at the beginning of the 3rd quarter, the usage dropped to 8,600 gallons. Mr. Herr was in Florida for four months at the beginning of the year. He can't figure out how the usage went from an average of 12,900 in 2012 to 16,500 and 18,400 the first two quarters of 2013 and then drop to 8,600 when a new meter is installed. The meter that was removed was tested by the Public Works Department and it tested gallon for gallon.

A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to have the meter certified by L/B Water.

REVIEW OF 2014 PRELIMINARY AUTHORITY BUDGET – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the 2014 Authority budget as presented.

REVIEW SLSA CAPITAL CONTRIBUTION SPREADSHEET – The members reviewed the SLSA Capital Contribution Spreadsheet provided by Gail Robinson at CDM on October 13, 2013 with the following contributions outlined:

2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
\$81,068	\$39,997	\$21,192	\$21,192	\$94,188

It was noted that the Authority should continue its discussions regarding a sewer plant which is part of the Authority's 5 year plan.

Lisa reported that she is waiting to hear back from Harry Yost or Brad Zuke at Appel & Yost regarding the 150' rule as it may relate to providing water service within Strasburg Township's urban growth boundaries.

PUBLIC WORKS REPORT – OCTOBER – A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to approve the Public Works Report for the month of October dated November 7, 2013.

Ray stated he is still working on the I&I program cost savings analysis, with first indications being that

we saved approximately \$20,000 per year so far.

Paul reported that the new water treatment plant is working great.

Paul reported that the manhole lining project went very well and he would recommend this process as part of our on going I&I program. The cost was very reasonable. It was the consensus of the members that the I&I program should be a priority during the beginning of 2014.

Harold asked Ed Spayd to provide the Engineering Retainer Agreement by the next meeting.

PAYMENT OF MONTHLY BILLS – A motion was made by Ken Johnson, seconded by Jim Kiscaden and passed unanimously to approve payment of the list of bills for the period October 15 through November 12, 2013.

MINUTES OF OCTOBER 17, 2013 - A motion was made by Jim Kiscaden, seconded by Ken Johnson, and passed unanimously to approve the minutes of the October 17, 2013 meeting as printed.

OTHER BUSINESS – None.

CITIZEN COMMENTS – None.

ADJOURNMENT – A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to adjourn the meeting at 9:55 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
DECEMBER 19, 2013 – 9:00 A.M.
MINUTES

Members Present: Harold Wiker Jim Kiscaden Ray Reeder Ken Johnson Tim Buko

Others Present:

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

REQUESTS TO BE HEARD – None.

Bob Hopkins of HRG introduced himself and indicated that he will be working with Ed Spayd to provide engineering services to the Authority. Bob also presented a basket of baked goods to the members for the holiday season.

REVIEW OF COMMERCIAL WATER AND SEWER RATES – The members reviewed the Water Rates–Commercial spreadsheet which provided other municipalities’ water and sewer rate schedules. The members also reviewed the Quarterly Carwash Water/Sewer Rate Comparison spreadsheet which showed the carwash’s highest and average usages using other municipalities’ water and sewer rates. It was the consensus of the members to have the staff run some numbers utilizing the rate structures provided by Ray to be discussed further at a future meeting.

PUBLIC WORKS REPORT – NOVEMBER – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the Public Works Report for the month of November dated December 5, 2013.

The members reviewed the Meter Inspection report from L/B Water regarding Albert Herr’s meter which indicates the meter is working properly and is in accordance with the American Water Works Association standards. A letter will be sent to Mr. Herr along with a copy of the report.

Paul reported that everything at the Water Treatment Plant has been working properly.

After some additional evaluation by Ray Reeder of the Inflow & Infiltration program savings, he has determined that the savings are approximately \$30,000 per year.

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 19 through December 10, 2013.

MINUTES OF NOVEMBER 21, 2013 – A motion was made by Jim Kiscaden, seconded by Ken Johnson, and passed unanimously to approve the minutes of the November 21, 2013 meeting as printed.

OTHER BUSINESS

Meeting Time – It was the consensus of the members to have the 2014 Authority meetings begin at 8 a.m. This change in meeting time will be advertised and posted.

150' Rule – Lisa provided the members with a copy of Brad Zuke of Appel & Yost's, comments regarding the 150' Rule which were just received and will be reviewed at the next meeting.

Bulk Sewer Agreement with Strasburg Township – Lisa provided the members with a copy of the comments received from the Township solicitor and noted that comments will be received by the end of the week from Harry Yost. Mr. Yost's comments will be provided to the members as soon as received and all will be reviewed at the next meeting.

HRG Retainer Agreement – It was the consensus of the members to have Bob Shenk of HRG attend the next meeting to review the increased hourly rates and the 10% added to reimbursable expenses included in the 2014 Retainer Agreement.

CITIZEN COMMENTS – None.

EXECUTIVE SESSION – PERSONNEL MATTERS – The meeting was adjourned into Executive Session at 9:40 a.m. to discuss personnel matters and reconvened into regular session at 10:10 a.m. at which time no official action was taken.

ADJOURNMENT – A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to adjourn the meeting at 10:21 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager