

**STRASBURG BOROUGH AUTHORITY
JANUARY 16, 2014 – 8:00 A.M.
MINUTES**

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

Others Present:

Lisa M. Boyd, Borough Manager	Bob Shenk, HRG
Paul Miller, Public Works Director	Jamie Schlesinger, PFM

REQUESTS TO BE HEARD – None.

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

Chairman	Harold Wiker	Vice-Chairman	Ken Johnson
Secretary/Treasurer	Ray Reeder	Solicitor	Appel & Yost
Bank	Fulton Bank		

REVIEW 2014 HRG RETAINER AGREEMENT – BOB SHENK – Bob Shenk explained that the rates from 2005 through 2009 remained at the 2005 rates. A \$125 flat fee per meeting was established in 2012 so no matter how long the meeting is, the fee will always be \$125. The fees then remained the same from 2010 through 2013 so the increase in 2014 is an average of 3.5% over the 2005 rates. Bob added that HRG is trying to establish a consistent rate schedule for all their municipalities. One concern expressed by the Authority is under reimbursable expenses on the 2014 Municipal Fee Schedule where it indicated they are billed at cost plus 10%. Mr. Shenk was agreeable to remove the “plus 10%” from the 2014 Municipal Fee Schedule. A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to approve the 2014 HRG Retainer Agreement with the removal of the 10% on reimbursable costs reappointing HRG as the Authority engineer.

REVIEW POSSIBLE REFINANCING OPPORTUNITY – JAMIE SCHLESINGER OF PFM GROUP - Jamie Schlesinger, representing a different department of Public Financial Management (PFM), the Borough’s Pension Fund administrator, was in attendance to discuss the possibility of his company refinancing a portion of the Borough’s water debt. At this time, he is requesting authorization to solicit bank proposals on behalf of the Borough/Authority and analyze the proposals to report back to the Borough Council and Authority at a future meeting. He is proposing that the loan payoff would be the same schedule as is currently and depending on bank proposals, he estimates a net savings of approximately \$35,000 net of closing costs. Mr. Schlesinger stated that this proposal for refinancing debt did receive approval from Pennsylvania DCED at the end of 2013. If the refinancing goes through, Mr. Schlesinger plans to structure the loan to have the Borough/Authority realize the savings the first year but that can be changed to spread out the savings or shorten the loan if desired. Mr. Schlesinger added that he will be attending the February 11 Borough Council meeting, a special joint meeting may be needed prior to the next Council meeting on March 11, and settlement would most likely take place in April. A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to recommend to Borough Council that we proceed with the possible refinancing.

REVIEW BULK CUSTOMER AGREEMENT WITH STRASBURG TOWNSHIP – COMMENTS FROM AUTHORITY AND TOWNSHIP SOLICITORS – It was the consensus of the members to invite Mark Deimler, Township Administrator, to the February 20 Authority meeting.

150' RULE – REVIEW COMMENTS FROM AUTHORITY SOLICITOR – The members reviewed the e-mail memo from Brad Zuke, of Appel & Yost, with no further action taken.

APPROVAL OF FIRST AMENDMENT TO DEVELOPER AGREEMENT – RAILROAD MUSEUM OF PENNSYLVANIA – A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to approve the First Amendment to the Developer Agreement with the Railroad Museum of Pennsylvania.

PUBLIC WORKS REPORT – DECEMBER – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the Public Works Report for the month of December dated January 9, 2014.

It was the consensus of the members to have the Public Works Department do some additional investigation in the Pump Station #2 area.

Paul reported that he has been inspecting the water, sewer and stormwater work done to-date in Phase 2 of Heritage Strasburg. Paul added that he is tracking his time and will have the office invoice Charter Homes for that time.

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 December 17, 2013 through January 6, 2014.

MINUTES OF DECEMBER 19, 2014 – A motion was made by Jim Kiscaden, seconded by Ken Johnson, and passed unanimously to approve the minutes of the December 19, 2014 meeting as printed.

OTHER BUSINESS – None.

CITIZEN COMMENTS – None.

EXECUTIVE SESSION – PERSONNEL MATTERS – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to adjourn into Executive Session at 9:25 a.m. to discuss personnel matters and on a motion by Jim Kiscaden seconded by Ken Johnson and passed unanimously to reconvene into regular session at 9:48 a.m. and to recommend to Borough Council that a \$600 per month payment specifically for health benefits should be provided to each non-uniformed employee who meets the required criteria.

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

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY
FEBRUARY 20, 2014 – 8:00 A.M.
MINUTES**

Members Present: Harold Wiker Ken Johnson Jim Kiscaden Ray Reeder

Others Present:

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

REQUESTS TO BE HEARD

Holiday Inn Express Hotel – Dennis Gehringer, Land Planner, provided an update regarding water and sewer items for the Hotel. He noted that the utilities were relocated from the front to the rear of the building in order to accomplish the loop that the Authority requested. They have been in discussions with representatives of Charter Homes’ on several occasions since October 2013. The plans have been submitted to HRG and they have received the review letter and are working on addressing the items listed.

REVIEW AND POSSIBLE APPROVAL OF THE TREATMENT CAPACITY

REALLOCATION AGREEMENT WITH SUBURBAN LANCASTER SEWER AUTHORITY –

A motion was made by Jim Kiscaden, seconded by Ken Johnson passed unanimously to approve the Treatment Capacity Reallocation Agreement with Suburban Lancaster Sewer Authority which reduces the Authority sewer capacity from 420,000 gpd to 360,000 gpd. It was noted that Harry Yost has reviewed the Agreement on behalf of the Authority and he recommends that it be approved.

REVIEW BULK CUSTOMER AGREEMENT WITH STRASBURG TOWNSHIP – Harold

reported that he, Ken and Lisa met with Mark Deimler and Josele Cleary, the Township’s attorney on February 18, 2014 to discuss the Agreement in detail. Josele will be making the revisions that were discussed. The agreement will come back to the Authority at a future meeting for review.

PUBLIC WORKS REPORT – JANUARY –

A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the Public Works Report for the month of January dated February 6, 2014.

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 January 9 through February 11, 2014.

MINUTES OF JANUARY 16, 2014 –

A motion was made by Ray Reeder, seconded by Jim Kiscaden, and passed unanimously to approve the minutes of the January 16, 2014 meeting as printed.

OTHER BUSINESS – None.

CITIZEN COMMENTS – None.

EXECUTIVE SESSION – PERSONNEL MATTERS –

A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to adjourn into Executive Session at 9:15 a.m. to discuss personnel matters and on a motion by Jim Kiscaden seconded by Ken Johnson and passed

unanimously to reconvene into regular session at 9:42 a.m. and to forward the recommendation of the Authority regarding the replacement of Paul Miller at his retirement onto Borough Council.

ADJOURNMENT – A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to adjourn the meeting at 9:50 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
MARCH 12, 2014 – 8:00 A.M.
SPECIAL MEETING
MINUTES

Members Present: Harold Wiker Ken Johnson Ray Reeder Tim Buko

Others Present:

Lisa M. Boyd, Borough Manager
Jamie Schlesinger, PFM

Chris Brewer, Dinsmore & Shohls

REQUESTS TO BE HEARD – None.

WATER DEBT REFINANCING – CONSIDERATION AND POSSIBLE ADOPTION OF RESOLUTION 2014-1

– Jamie Schlesinger from PFM as well as Chris Brewer from Dinsmore & Shohls, were in attendance to discuss the possible refinancing of the Series A loan of the water debt. Jamie Schlesinger stated this will be a 10 year loan of approximately \$1.8 Million Dollars. They solicited rates of both a fixed rate and a five or seven year term with a variable rate component after the fixed rate period. The best proposal was received from National Penn Bank with conditions, one of which was to move the Authority's accounts to National Penn Bank. National Penn Bank actually offered two options: 1) a 2.6% fixed rate or 2) a 2.35% rate for seven years which then converts to a variable rate of 66% of prime with a set maximum rate of 4.5%. To consider the variable rate portion of Option 2, they evaluated both the 10 year history of what the prime interest rate has been as well as the maximum of the variable interest rate. Mr. Schlesinger stated that for Option 2, the overall rate (taking into account the fixed portion and variable maximum) is 2.54%, which is still lower than the full term fixed rate. Therefore, they are recommending Option 2 with an estimated net savings between \$32,639 and \$46,825 because of the variable rate.

Chris Brewer reviewed the proposed Resolution 2014-1 associated with the refinancing.

A motion was made by Ken Johnson, seconded by Tim Buko and passed unanimously to enact Debt Resolution 2014-1 in order to refinance a portion of the Borough water debt utilizing Option 2 with National Penn Bank.

OTHER BUSINESS –

Post-Retirement Health Benefits for Non-Uniformed A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to strongly recommend to Borough Council that the post-retirement health benefits that are under consideration for the non-uniformed employees should not be offered beyond the existing employees who meet the criteria. It was noted that in their opinion, due to rising costs, other businesses are reducing benefits rather than increasing them.

CITIZEN COMMENTS – None.

ADJOURNMENT – A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 9:11 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
MARCH 20, 2014 – 8:00 A.M.
MINUTES

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

Others Present:

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

REQUESTS TO BE HEARD – None.

REVIEW OF HOLIDAY INN EXPRESS PLAN RELATING TO WATER AND SEWER ITEMS – DENNIS GEHRINGER – Dennis Gehringer reviewed the plan and the following HRG comments outlined in their letter dated March 19, 2014:

General

#2. Confirm with the Strasburg Borough Authority that the presence of other utilities within the water and sewer easements is acceptable. It was the consensus of the Authority members that this was acceptable since in most cases this occurs with private service lines and storm sewers. It was noted that this should be shown on the detail sheet.

#5. Show all existing water and sewer easements. Dennis stated that all plottable existing water and sewer easements are shown as provided on the project survey. It was the consensus of the Authority members that this was acceptable. The members noted that the new hotel does go into a manhole, but that the line coming out of the existing Restaurant Kitchen is missing a manhole. Dennis agreed to address this item.

#6. Water meter requirements, including sizing and locations, should be coordinated with the Authority. Sizing calculations sealed by a Pennsylvania professional engineer would be submitted for review. Dennis stated that the architectural are in with the franchise for review. Dennis will bring back to the Authority for review. This was acceptable to the Authority.

#7. Submit an Engineer's Opinion of Probable Construction Cost, sealed by a Pennsylvania professional engineer, for review and use in establishing the required financial security for the water and sewer facilities. Dennis said this will be submitted as required to the Authority for review and approval. This was acceptable to the Authority.

Sheet ECD-01

#4. Existing water and sewer lines are shown without easements. This is acceptable to the Authority.

Sheet ECD-02

#2. The existing 20' sanitary sewer easement called out and dimensioned northeast of Building D is not shown. Other existing water and sewer lines are shown without easements. This is acceptable to the Authority.

Sheet UP-01

#1. Clarify whether McCarter Lane is a dedicated public road and/or the existing water main has been dedicated to Strasburg Borough Authority, and the existence of an easement for the existing water main if it is a public utility and not within a public right-of-way. Dennis reported that he obtained easements from Charter to connect to water/sewer lines. This is acceptable to the Authority.

#2 The proposed easement at the wet tap should stop at the limits of the existing easement or public right-of-way, whichever is appropriate. Either is acceptable to the Authority.

#4. At Station 8+21.22 on the new 8" water main, northwest of the proposed Holiday Inn Express, provide a temporary blowoff with concrete bulkhead and rodding, to allow for future extension of the water main. Add a detail of the temporary blowoff to Sheet DT-04. The Authority stated that a meter box is not needed.

#12. The sewer lateral from the proposed Holiday Inn Express to the grease trap leaves the building at elevation 459.00 and travels 14' to an invert into the grease trap of 457.09, which equates to a pipe slope of 13.6%, but the plan notes the line to be at 1%. The Authority is requesting an exterior grease trap.

#18. Provide computations sealed by a Pennsylvania professional civil engineer detailing the sizing of the Holiday Inn Express grease trap. Dennis will provide. This is acceptable to the Authority.

Sheet UP-02

#3. Why is the east-to-west stretch of proposed 8" DIP water main Run A turned 90 degrees and extending south to a connection to the existing water main, adding 4 horizontal bends and over 100' of pipe, rather than just continuing directly east to connect to the existing water main? Dennis noted that they will be tying on at the meter pit and building a new line from meter pit. This is acceptable to the Authority.

Sheet PR-03

#1. The proposed new sanitary sewer main from Manhole A-5 to the existing manhole on the Charter Homes tract is very deep, with manholes as deep as 16' and 18'. Confirm that the sewer must be so deep and that the Authority has the equipment for and is willing to accept dedication of the sewer for ownership and operation. Dennis noted that that the manhole and sewer lines are deep in order to get to the other side of the site. This is acceptable to the Authority.

Addition of third fire hydrant

#1. The water line and hydrant should be moved slightly west to provide 10' horizontal separation from the adjacent storm sewer, get both out of the storm sewer easement, and facilitate access and use of the fire hydrant if a vehicle is parked immediately above the storm sewer. It was the consensus of the Authority members that this can remain as shown on the plan.

#2. Should the hydrant not be relocated to 2' behind the curb adjacent to the travel lane, to facilitate access, fire hose hook up, and pulling down the travel lane by the pumper truck? It was the consensus of the Authority members that this can remain as shown on the plan.

#3. The required public water line easement for the fire hydrant and its supply line is not shown. Dennis will have the easement added.

#4. Sheet ESM needs to also be updated to include the additional water line easement. Dennis will have the easement added.

PUBLIC WORKS REPORT - FEBRUARY – A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to approve the Public Works Report for the month of February dated March 4, 2014.

PAYMENT OF MONTHLY BILLS – A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to approve the list of bills for the period February 18 through March 11, 2014.

MINUTES OF FEBRUARY 20 AND MARCH 12, 2014 - A motion was made by Jim Kiscaden, seconded by Ken Johnson passed unanimously to approve the minutes of the February 20, 2014 meeting as printed. A motion was made by Ken Johnson, seconded by Tim Buko to approve the minutes of the March 12, 2014 as printed. Members Wiker, Johnson, Reeder and Buko cast assenting votes. Member Kiscaden abstained from voting since was not in attendance at the meeting.

EXECUTIVE SESSION – PERSONNEL MATTERS – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to adjourn into Executive Session at 9:45 a.m. to discuss personnel matters. The regular meeting was reconvened at 10:10 a.m. at which time a motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to recommend to Borough Council that they approve \$600 a month for the five current employees, if they meet all criteria, for post-retirement benefits from age 62 to age 65 when they become eligible for medicare. This benefit should not be offered to new employees. The Authority will be paying 73% of the cost from the water and sewer funds.

OTHER BUSINESS – None

CITIZEN COMMENTS – None.

ADJOURNMENT – A motion was made by Jim Kiscaden, seconded by Tim Buko and passed unanimously to adjourn the meeting at 10:13 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
APRIL 17, 2014 – 8:00 A.M.
MINUTES

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

Others Present:

Lisa M. Boyd, Borough Manager	Dennis Gehringer
Paul Miller, Public Works Director	Bob Hopkins, HRG
Tom Blair, Charter Homes	Anthony Faranda-Diedrich, Charter Homes
Alex Tweedie, Nave Newell	

REQUESTS TO BE HEARD – None.

REVIEW OF HOLIDAY INN EXPRESS PLAN RELATING TO WATER AND SEWER ITEMS – DENNIS GEHRINGER AND A REPRESENTATIVE FROM CHARTER HOMES –

Dennis Gehringer explained that B.C. Desai and representatives of Charter Homes are working together regarding water/sewer issues, landscaping and lighting. Dennis added that it has been determined that Charter Homes can eliminate the pump station and tie into by gravity to the Holiday Inn Express' sewer lines. Charter is agreeable to provide any necessary water and sewer easements in order to accomplish the tie-ins. All but two homes in Phase 2 of the Strasburg Commons development's sewer will be able to go by gravity through the Holiday Inn Express sewer line. The two homes will have low pressure grinder pumps that will be to the Authority specifications. Charter Homes will also be utilizing the Holiday Inn Express water lines.

Dennis explained that their current schedule is to begin site work this fall conditioned upon the franchise obtaining financing.

REVIEW PA SMALL WATER AND SEWER GRANT OPPORTUNITY – BOB HOPKINS, HRG –

Bob Hopkins of HRG explained the details of the PA Small Water and Sewer Grant Program which is for projects costing between \$50,000 and \$150,000 and must have a 15% match of the total project cost. Bob stated there is \$3 million in total funds that are available for award with the award taking place in mid-July. Applications are due on May 16. The project that has been discussed is the relining of the sewer main in N. Decatur Street and the rehabilitation of 11 manholes. Bob will submit a proposal for HRG to prepare and submit a grant application for this project.

REVIEW SEWER SERVICE AGREEMENT – The members reviewed the latest draft of the agreement and expressed two concerns. In paragraph 19 the agreement indicates that the Township will be purchasing capacity in the Authority's system which is not the case. Also, in paragraph 22 where the agreement provides that the Authority would have to pay damages to the Township, the members feel this language is too strong and should be reworded.

REVIEW COMMONWEALTH OF PA UTILITY AGREEMENT – It was the consensus of the members to have Harry Yost review the Agreement on the Authority's behalf and to forward comments to the Commonwealth of PA.

PUBLIC WORKS REPORT - MARCH – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the Public Works Report for the month of March dated April 4, 2014.

Paul indicated that during I&I inspections, they noticed quite a bit of infiltration at the sewer pipe and stormwater box in front of 105 Washington Street. The stormwater pipe and sewer pipe are broken at this location so a small stream of water from the stormwater pipe is constantly running into the sewer. It was the consensus of the members to obtain a quote to have the sewer pipe repaired and to ask Borough Council to have the stormwater pipe repaired at the same time.

Paul reported that he has a meeting with representatives of PADOT to discuss the replacement of the bridge at Pump Station #5 on Village Road on April 24 at 9:30 a.m. Ray and Tim will also try to attend on the Authority's behalf.

Paul also reported that the Public Works Department will begin installation of the sewer line in Phase 1 of Strasburg Commons to the property at 7 Kinder Lane on April 28.

PAYMENT OF MONTHLY BILLS – A motion was made by Ray Reeder, seconded by Tim Buko and passed unanimously to approve the list of bills for the period March 18 through April 8, 2014.

MINUTES OF MARCH 20, 2014 – A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to approve the minutes of the March 20, 2014 meeting as printed.

EXECUTIVE SESSION – PERSONNEL MATTERS – An Executive Session was not needed.

OTHER BUSINESS – None

CITIZEN COMMENTS – None.

ADJOURNMENT – A motion was made by Tim Buko, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 10:30 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
MAY 15, 2014 – 8:00 A.M.
MINUTES

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

Others Present:

Lisa M. Boyd, Borough Manager	Dennis Gehringer
Paul Miller, Public Works Director	Ed Spayd, HRG
Tom Blair, Charter Homes	Alex Tweedie, Nave Newell

REQUESTS TO BE HEARD – None.

CONSIDERATION AND POSSIBLE ADOPTION OF RESOLUTION 2014-2 – PA SMALL WATER AND SEWER PROGRAM GRANT – A motion was made by Jim Kiscaden, seconded by Tim Buko and passed unanimously to adopt Resolution 2014-2 which authorizes and supports the submission of the PA Small Water and Sewer Program Grant for the North Decatur Street sewer project and designates the Chairman and Secretary to execute all grant documents and agreements.

GEORGETOWN ROAD LOT 1 – REQUEST FOR WATER SERVICE – A motion was made by Ken Johnson, seconded by Jim Kiscaden and passed unanimously to approve water service to Lot 1 on Georgetown Road since it is located within 150’ of the water main. Rob Hess, owner of the property, has indicated that he will most likely build a single family home on the property at some point in the future.

REVIEW OF STRASBURG COMMONS PHASE 2 SEWER REVISIONS PLAN – Dennis Gehringer stated that the easement documents are being finalized. It was noted that with this plan, grades are met, pipe sizes are appropriate, and that the area where the Pump Station was to go will now become open space. The old existing force main will be abandoned in place. The Authority does not want to see any manholes which will not be abandoned and HRG will provide that detail.

A motion was made Jim Kiscaden, seconded by Ken Johnson and passed unanimously to recommend approval of the plan to Borough Council with the condition that they provide a new grinder pump including controls (no tank) to the Authority for use at the two homes in an emergency with the homeowner reimbursing the Authority for costs.

AMISH LANTERNS MOTEL – RELIEF FROM WATER AND SEWER CHARGES – The members reviewed the letter dated May 1, 2014 which was submitted by the owner of Amish Lanterns Motel, Jitu Parekh, in which he explained they had another leak for which is received a bill for about \$12,000 and he is asking for a reduction/relief of the bill. A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to deny the request for relief from water and sewer charges for the Amish Lanterns Motel, as relief was given twice in the past. The Authority did agree to waive the late fees and that the owners could have a year to pay off the current bill of \$9,096.20 with a repayment plan to be approved by the Borough Manager.

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 April dated May 6, 2014.

Paul reported that the Public Works Department has completed the sewer line installation in Phase 1 of Strasburg Commons.

Paul also reported that he received a PA One Call notice that test drilling will be done in preparation for the replacement of the bridge at Pump Station #5 on Village Road.

PAYMENT OF MONTHLY BILLS – A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to approve the list of bills for the period April 15 through May 6, 2014.

TREASURER’S REPORT ENDING MARCH 31, 2014 – After a review of the first quarter Treasurer’s Report, a motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to approve and file the report for audit.

EXECUTIVE SESSION – PERSONNEL MATTERS – Executive Session was not needed.

OTHER BUSINESS –

Post-Retirement Health Benefits for Non-Uniformed - Lisa reported that at the May 13, 2014 meeting, Borough Council took action to not provide any post-retirement health benefits to the non-uniformed employees. It was noted that the Authority was agreeable to pay 73% of the cost to provide \$600 a month for the five current employees as long as they met the criteria. The members agreed that the employees are very dedicated and deserved the benefit and they were surprised that the benefit was denied.

Plaque – A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to purchase a marker/plaque to be placed on the water treatment plant listing the authority members, engineer, and solicitor who participated with the planning and completion of the water treatment plant and water storage tank in 2012. Ken Johnson stated that he will design the plaque.

CITIZEN COMMENTS – None.

ADJOURNMENT – A motion was made by Jim Kiscaden, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 9:12 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
JUNE 19, 2014 – 8:00 A.M.
MINUTES

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

Others Present:

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

Wayne Groff, Reinsel Kuntz Leshner

REQUESTS TO BE HEARD – None.

PRESENTATION OF ANNUAL AUTHORITY AUDIT – Wayne Groff of Reinsel Kuntz Leshner provided an overview of the 2013 Authority Audit and the Report to the Board. Mr. Groff stated that the Authority received a clean opinion for the audit, the staff was very helpful, and all information requested was provided in a timely manner.

CONSIDERATION AND POSSIBLE ADOPTION OF RESOLUTION 2014-3 – AUTHORIZATION TO ESTABLISH A LINE OF CREDIT AT NATIONAL PENN BANK – A motion was made by Ken Johnson, seconded by Jim Kiscaden and passed unanimously to adopt Resolution 2014-3 which authorizes National Penn Bank to establish a line of credit in the amount of \$149,000 to be utilized in emergency situations only for water or sewer purposes and authorizes the Chairman, Secretary/Treasurer and Borough Manager to execute all necessary paperwork in order to establish the line of credit.

CONSIDERATION AND POSSIBLE APPROVAL OF BULK SEWER AGREEMENT WITH STRASBURG TOWNSHIP – A motion was made Jim Kiscaden, seconded by Ken Johnson and passed unanimously to approve the Sewer Service Agreement with Strasburg Township.

PUBLIC WORKS REPORT - MAY – A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to approve the Public Works Report for the month of May dated June 2, 2014. It was noted that, based on the reports, the Inflow & Infiltration problem seems to be the worst in the Pump Station 2 area. Historic Strasburg and the leak found on Denlinger Avenue are both in this area.

Paul reported that he has evaluated the flow at Historic Strasburg and has concluded that he believes there is a leak because there is clear water running constantly even when there are very few patrons at the restaurant and hotel.

A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to authorize Lisa Boyd to obtain a cost proposal for a portable flow meter.

PAYMENT OF MONTHLY BILLS – A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to approve the list of bills for the period May 13 through June 10, 2014.

MINUTES OF APRIL 17 AND MAY 15, 2014 – A motion was made by Tim Buko, seconded by Ray Reeder and passed unanimously to approve the minutes of the April 17 and May 15, 2014 meetings as printed.

OTHER BUSINESS –

Richard E. Mentzer & Sons Inc. Proposal – A motion was made by Jim Kiscaden, seconded by Tim Buko and passed unanimously to receive the proposal from Richard E. Mentzer & Sons’ dated June 6, 2014 for the repairs to the sewer line on Washington Street in the amount of \$4,640 and request a breakdown of hours, labor, and equipment and, if the additional information meets the expectations of the Borough Manager and Authority Chairman, to proceed with awarding the proposal.

HRG Capacity Valuation Confirmation of Assignment Proposal – A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to not have HRG proceed with the Capacity Valuation Study as outlined in their proposal dated June 19, 2014 totaling \$4,700.

Request to Use Authority Property – Lisa explained that she received a call from Levi, an adjoining property owner to the Authority’s property on Spring Road, requesting permission to mow a portion of the Authority’s property and install a round pen for his horses. A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to deny the request due to liability issues.

CITIZEN COMMENTS – None.

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

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
JULY 17, 2014 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ken Johnson Ray Reeder

Others Present:

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

Nick Ferretti, Jaycee Park Board Member
Marlin Smoker, Jaycee Park Board Member

REQUESTS TO BE HEARD –

JAYCEE PARK REQUEST – Based on the justification provided by Nick Ferretti and Marlin Smoker, a motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to approve a reduction in the amount of the water bill to the minimum amount of \$33.06 for the Jaycee Park with the total quarterly bill for the 2nd quarter being \$84.54.

CONSIDERATION AND POSSIBLE APPROVAL OF UTILITY AGREEMENT WITH THE DEPARTMENT OF GENERAL SERVICES FOR THE RAILROAD MUSEUM OF PENNSYLVANIA

– A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to approve the Utility Agreement with the Department of General Services for the Railroad Museum of Pennsylvania. It was noted that Harry Yost, on behalf of the Authority, reviewed and recommended that the Authority enter into the Agreement.

PUBLIC WORKS REPORT - JUNE

– A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to approve the Public Works Report for the month of June dated July 1, 2014.

PAYMENT OF MONTHLY BILLS

– A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to approve the list of bills for the period June 17 through July 8, 2014.

MINUTES OF JUNE 19, 2014

– A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to approve the minutes of the June 19, 2014 meetings as printed.

OTHER BUSINESS –

Amish Lanterns Motel Request – Again the Amish Lanterns Motel is requesting a reduction in their water and sewer bill due to another/continued leak in the 2nd quarter. A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to deny the request since the Motel received the one-time reduction back 2009. Lisa Boyd was also authorized to contact Harry Yost to discuss whether a lien should be filed on the property.

CITIZEN COMMENTS – None.

ADJOURNMENT

– A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to adjourn the meeting at 9:26 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY
AUGUST 21, 2014 – 8:00 A.M.
MINUTES**

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

Others Present:

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

REQUESTS TO BE HEARD – None.

REPLACEMENT OF BRIDGE AT PUMP STATION #5-CONSIDERATION AND POSSIBLE APPROVAL OF:

PADOT OFFER TO PURCHASE AND SUMMARY OF JUST COMPENSATION, DEED, AND AGREEMENT OF SALE: A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to approve the PADOT Right-of-Way offer of \$7,400.50.

PPL RIGHT-OF-WAY AGREEMENT: A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to approve the PPL Right-of-Way Agreement.

J.D. ECKMAN-SPACE RENTAL: The members reviewed the space rental offer received from J.D. Eckman dated August 13, 2014. The letter offered \$200 per month to place just the 36’ office trailer and then \$400 per month to rent a yard area for storage for equipment and storage box. Harold had mentioned that when he met with the representative from J.D. Eckman at the site, Harold had told him the Authority would want \$400 to place the trailer and \$600 for the yard area. A motion was made by Jim Kiscaden, seconded by Ray Reeder to have Lisa to inform J.D. Eckman that the Authority requests the amounts that were discussed on site: \$400 for trailer placement and \$600 for the yard area.

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 6, 2014.

PAYMENT OF MONTHLY BILLS – A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to approve the list of bills for the period July 15 through August 12, 2014.

MINUTES OF JULY 17, 2014 – A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to approve the minutes of the July 17, 2014 meeting as printed.

TREASURER’S REPORT/MID-YEAR FINANCIAL OVERVIEW – ENDING JUNE 30, 2014 – The members reviewed the mid-year Treasurer’s report ending June 30, 2014 and Jim Kiscaden noted that we are substantially under budget in both the water and sewer connection revenue fees. The remaining revenues and expenses are in line at this point in the year.

OTHER BUSINESS –

Jim Kiscaden’s Resignation – Jim Kiscaden read the following letter to the Board: “This letter is to inform you that I am submitting my resignation from the Strasburg Borough Authority effective September 18, 2014 at the conclusion of that scheduled meeting. I have sold my property in Strasburg

and settlement will occur on or about that date. Since I will no longer be a property owner in the Borough my term on the Authority will expire.

“I have enjoyed my service to the community as a member of this body and believe that I have had a positive impact on sewer and water infrastructure improvements that this body has overseen since it became an Operating Authority, and as a member of Borough Council when I chaired the water and sewer committee in the late Seventies and early Eighties.

“During my thirty (30) years in this service I would note that the following improvements have occurred:

1. Tripled the water capacity through the acquisition of the King, Fisher, and Rohrer well sites as well as the hook-up of the Mowrer Springs into the system.
2. Enlarged the public works department and constructed a new public works operations building.
3. Stabilized the sewer operations budget after a disastrous beginning of the sewer system in 1974 when the annual bond payments were not met due to a miscalculation by the engineering firm that there would be 800 users of the system but only 650 were hooked up initially.
4. Worked in conjunction with the Authority members to replace the 1898 eight inch water line with a new twelve (12) inch line in 2012.
5. Worked with the Authority to construct a new 750,000 gallon reservoir and treatment plant that went into operation in 2014.
6. Worked with the Authority to acquire land adjacent to our existing watershed areas at both spring sites thus protecting our sources from encroaching development.

“I would be remiss not to mention the outstanding leadership that Harold Wiker has provided this Authority as Chairman over the past ten years as well as all the other contributions Ken Johnson and Ray Reeder give to maintain this operation. It has been my honor and privilege to have been a contributing member. “Best wishes for future success in your endeavors to upgrade the existing systems.”

The members thanked Jim for his service and for all he has done for the Authority and the Borough over his many years of service.

1305 Village Road – Lisa reported that Mrs. Mowrer, tenant at the Authority’s property, is requesting reimbursement for out-of-pocket medical bills from her illness from the contaminated water from the on-lot well at the property. A motion was made by Ken Johnson, seconded by Tim Buko and passed unanimously to have Lisa submit the request to the Authority’s insurance company for consideration. It was noted that since this occurred, an ultraviolet water disinfection system has been installed.

CITIZEN COMMENTS – None.

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

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
SEPTEMBER 18, 2014 – 8:00 A.M.
MINUTES

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

Others Present:

Lisa M. Boyd, Borough Manager	Ray Garraffa
Paul Miller, Public Works Director	Greg Hill, Keystone Custom Homes
Larry Lawyer, ELA Group	Julian Mazer, ELA Group
Jeff Sweater, ELA Group	

REQUESTS TO BE HEARD – None.

HARTMAN STATION PROJECT – WATER SERVICE DISCUSSION: Greg Hill with Keystone Custom Homes explained the they currently are having the land planning and traffic study completed for the this project. They need water service and are asking if the Authority would be able to provide it. Harold indicated that it would be Keystone’s responsibility to run the water lines from the Borough (at Amish Lanterns) to the site. Easements would have to be provided to the Authority and the lines would eventually have to be dedicated to the Authority. The property is 11 acres. Each unit will have a sprinkler system. They are proposing 110 apartment units and 26,000 square feet of retail space. Retail space would be on the first floor and the living space would be on the second and third floors. They are proposing to run a 8” water line up Route 896 from Amish Lanterns to Zimmerman’s Hardware and then cross over to the project site, staying within the PADOT’s right-of-way. There is a well on the site and they will provide the gallons per minute calculation and any other pertinent information to the Authority. Harold indicated that the Authority would not have a use for the well since it would be almost impossible to get the water to the treatment plant which is located on Reservoir Road. Harold noted that there is no longer reimbursement of extension costs. ELA will conduct a flow test at Amish Lanterns over the next few weeks. The Borough Authority specifications would be used, with submissions going to the Township, and then also being reviewed by the Authority. Keystone has an agreement and has paid for EDU’s in Hershey Farms’ sewer plant.

REVIEW PROPOSAL FOR SEWER PIPE RELINING AND MANHOLE RESTORATION PROJECT:

Jeff Sweater and Julian Mazer reviewed ELA’s sewer pipe relining and manhole restoration project proposal date September 10, 2014.

SEWER TREATMENT PLANT DISCUSSION: This item will be discussed at a future meeting.

PUBLIC WORKS REPORT - AUGUST – A motion was made by Tim Buko, seconded by Ken Johnson and passed unanimously to approve the Public Works Report for the month of August dated September 5, 2014.

PAYMENT OF MONTHLY BILLS – A motion was made by Jim Kiscaden seconded by Ken Johnson and passed unanimously to approve the list of bills for the period August 19 through September 10, 2014.

MINUTES OF AUGUST 21, 2014 – A motion was made by Tim Buko, seconded by Ken Johnson and passed unanimously to approve the minutes of the August 21, 2014 meeting as printed.

OTHER BUSINESS –

Agreement with Strasburg Township – A motion was Jim Kiscaden, seconded by Ray Reeder and passed unanimously to approve the Agreement with the Township with the following amendments:

Paragraph 23. Strasburg Township would be liable for any discharge that exceeds City of Lancaster and SLSA’s requirements.

Paragraph 30. The cost would be split 50%/50%.

CITIZEN COMMENTS – None.

ADJOURNMENT – A motion was made by Jim Kiscaden, seconded by Ken Johnson and passed unanimously to adjourn the meeting at 9:53 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
OCTOBER 16, 2014 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ken Johnson Ray Reeder Tim Buko Ray Garraffa

Others Present:

Lisa M. Boyd, Borough Manager

Paul Miller, Public Works Director

REQUESTS TO BE HEARD – None.

REVIEW PROPOSAL FOR SEWER PIPE RELINING AND MANHOLE RESTORATION

PROJECT: The members discussed the proposal in detail. It was noted that the sewer line on Miller Street is a 12” line instead of a 10”. East Lampeter Township could be asked if they could assist with the televising of the lines. The Authority has also utilized JetVac in the past. The transcite sewer lines are now 40 years old, and the life expectancy of this type of line is usually between 40 and 50 years.

SEWER TREATMENT PLANT DISCUSSION: After being notified by SLSA that they are not interested in purchasing the Authority’s sewer capacity, a motion was made by Ray Reeder, seconded by Tim Buko and passed unanimously to suspend the pursuit of the new sewage plant option.

REVIEW AGREEMENT WITH STRASBURG TOWNSHIP: Harold reported that Harry Yost has reviewed the latest draft and recommends that amendments are needed to the water side of the agreement so that the water lines end up dedicated and owned by the Township, with a long term maintenance agreement with the Authority for maintenance and repairs to the lines at the Authority’s expense. It was the consensus of the members to have Harry Yost work with Josele Cleary to make these amendments.

REVIEW OF DRAFT 2015 AUTHORITY BUDGET: The members reviewed the draft 2015 Authority Budget in detail. It was noted that there will not be increases in rates in either the water or the sewer.

PUBLIC WORKS REPORT - SEPTEMBER – A motion was made by Tim Buko, seconded by Ken Johnson and passed unanimously to approve the Public Works Report for the month of September dated October 8, 2014.

PAYMENT OF MONTHLY BILLS – A motion was made by Ken Johnson seconded by Ray Garraffa and passed unanimously to approve the list of bills for the period September 16 through October 7, 2014.

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 9:50 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
NOVEMBER 19, 2014 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ken Johnson Ray Reeder Tim Buko

Others Present:

Lisa M. Boyd, Borough Manager
Jeff Sweater, ELA Group

Paul Miller, Public Works Director

REQUESTS TO BE HEARD – None.

HARTMAN BRIDGE VILLAGE DEVELOPMENT DISCUSSION: Jeff Sweater reported that they completed the flow test at the Amish Lanterns and the results were 1,160 psi. Jeff asked the Authority members if they would assist with securing right-of-ways from the private property owners, which is about 2,000' for the four properties on the East side of Rt. 896. Harold stated that the request would have to go to Strasburg Township once the agreement has been signed. Jeff added that fire suppression for the development would require 20 psi and the entire development would require about 2,000 gpd. Also discussed was the upcoming PADOT project to widen the road, with the bridge near Katie's Kitchen being replaced in 2015 and the widening of the road taking place in 2016. Jeff added that construction of the development would take place in 2015 with occupancy anticipated to take place in the Spring of 2016.

REVIEW AGREEMENT WITH STRASBURG TOWNSHIP: The Agreement with Strasburg Township is still being finalized by Harry Yost and Josele Cleary.

AUTHORIZATION TO SEND OUT REQUESTS FOR PROPOSALS FOR ENGINEERING SERVICES: A motion was made Ken Johnson, seconded by Ray Reeder and passed unanimously to authorize Lisa to put out a Request for Proposals for engineering services.

REVIEW OF PRELIMINARY 2015 AUTHORITY BUDGET: A motion was made by Ken Johnson, seconded by Tim Buko and passed unanimously to approve the preliminary 2015 Authority budget.

PUBLIC WORKS REPORT - OCTOBER – A motion was made by Ray Reeder, seconded by Tim Buko and passed unanimously to approve the Public Works Report for the month of October dated November 5, 2014. Paul added that they have purchased and received the I&I meter, but have not had a chance to use it yet. Paul also noted that the circulator on the pump on the ozonator quit working so a new pump was purchased. The old pump has been rebuilt and is on the shelf as a backup.

PAYMENT OF MONTHLY BILLS – A motion was made by Ray Reeder seconded by Tim Buko and passed unanimously to approve the list of bills for the period October 16 through November 11, 2014.

OTHER BUSINESS –

REVIEW SLSA CAPITAL CONTRIBUTION SPREADSHEET – The members reviewed the SLSA Capital Contribution Spreadsheet provided by Gail Robinson at CDM on October 31, 2014 with the following contributions outlined:

<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>
\$164,862	\$39,079	\$25,120	\$78,750	\$78,750

STRASBURG RAILROAD MUSEUM ROUNDHOUSE AGREEMENT: A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to approve the Strasburg Railroad Museum Roundhouse Agreement.

CITIZEN COMMENTS – None.

ADJOURNMENT – A motion was made by Tim Buko, seconded by Ken Johnson and passed unanimously to adjourn the meeting at 9:57 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY
DECEMBER 17, 2014 – 8:00 A.M.
MINUTES**

Members Present: Harold Wiker Ken Johnson Tim Buko Ray Garraffa

Others Present:

Lisa M. Boyd, Borough Manager

Paul Miller, Public Works Director

REQUESTS TO BE HEARD: None.

APPROVAL OF FINAL 2015 AUTHORITY BUDGET: A motion was made by Tim Buko, seconded by Ken Johnson and passed unanimously to approve the Final 2015 Authority Budget. Lisa noted that the health insurance increase came in at 6.7% which will be a savings of about \$7,400 in the water fund and about \$2,400 in the sewer fund. We had budgeted 15%.

STATUS OF ENGINEERING STATEMENT OF QUALIFICATIONS: Harold reported that four submissions were received, from HRG, ELA, Arro, and Becker engineering firms. The Statements of Qualifications have been reviewed in detail by Harold, Ken and Lisa and they recommend that ELA and Arro be interviewed. The interviews will take place the first week of January with a recommendation being made for an appointment at the January 21 Authority meeting.

PUBLIC WORKS REPORT – NOVEMBER: A motion was made by Ken Johnson, seconded by Ray Garraffa and passed unanimously to approve the Public Works Report for the month of November dated December 5, 2014.

Paul reported that Charter Homes would like to change from the 1” meter to a ¾” meter because they are having problems getting the 1” meters from L/B Water. Paul and Lisa were asked to check the approved plans and submitted information regarding the meters and sprinkler system and inform the Authority what was approved.

PAYMENT OF MONTHLY BILLS: A motion was made by Ken Johnson seconded by Ray Garraffa and passed unanimously to approve the list of bills for the period November 25 through December 9, 2014.

MINUTES OF SEPTEMBER 18, OCTOBER 16 AND NOVEMBER 19, 2014: A motion was made by Tim Buko, seconded by Ray Garraffa and passed unanimously to approve the minutes of the September 18, October 16, and November 19 meetings as printed.

OTHER BUSINESS:

SEWER RELINING AND MANHOLE RESTORATION PROJECT – Harold reported that he is recommending that we phase the sewer relining and manhole restoration project over several years and pay for it from our own funds instead of borrowing the money and paying interest. It was the consensus of the members to proceed with the project in a phasing manner with our own funds. The Authority will self-fund, search for grants, use our line of credit, do a temporary borrowing from the water fund, and possibly sell our property at 1305 Village Road. There could also be new products which could be better and cheaper.

1305 VILLAGE ROAD: The members reviewed the Expenses & Revenue Comparison spreadsheet and noted that the net profit as of 12/10/2014 is \$16,944.68. Lisa added that repairs to the roof and repairs to moisture damage along one of the walls were just authorized and the cost will be included on the spreadsheet when paid.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Tim Buko, seconded by Ray Garraffa and passed unanimously to adjourn the meeting at 9:20 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager