

**STRASBURG BOROUGH AUTHORITY
JANUARY 21, 2015 – 8:00 A.M.
MINUTES**

Members Present: Harold Wiker Ken Johnson Ray Reeder Tim Buko

Others Present:

Lisa M. Boyd, Borough Manager
Jamie Schlesinger, PFM

Paul Miller, Public Works Director

REQUESTS TO BE HEARD: None.

REORGANIZATION: A motion was made by Ken Johnson, seconded by Tim Buko that the board will remain the same for 2015:

CHAIRMAN: Harold Wiker

VICE-CHAIRMAN: Ken Johnson

SECRETARY/TREASURER: Ray Reeder

SOLICITOR: Harry Yost, Appel & Yost

BANK: National Penn Bank

REFINANCING DISCUSSION – JAMIE SCHLESINGER, PFM: Jamie Schlesinger of PFM explained that the Borough issued two series of bonds in 2009, the Series A of 2009 (“Series A bonds”) and the Series B of 2009 (“Series B Bonds”). The Series A 2009 Bonds were refinanced for savings last year with a bank loan through National Penn Bank. At the time, refinancing the Series B Bonds did not make economic sense. The Series B Bonds can be refunded on December 1, 2015; however the Borough/Authority has the right to refund the 2009 Bonds prior to the call date. The balance of the Series B Bonds is \$2,155,000 and the maturity date is December 1, 2039. The interest rates on the Series B Bonds range between 2.625% and 4.75%. Interest rates have dropped again and are near historic lows. Based on current market conditions, the Borough has the opportunity to refund the Series B Bonds and could achieve savings of \$200,000 (net of all fees) utilizing a bond issue.

Jamie added that he will be working with Chris Brewer, Bond Counsel; Harry Yost, Authority Solicitor; and Bill Crosswell, Borough Solicitor. He will be going to the Borough Council meeting on February 10 for their authorization to move forward with the refinancing, the bonds will be sold around March 10, and settlement will most likely take place on April 15, 2015.

Public Financial Management (PFM) is asking for authorization to work with the financing team to begin the process to refinance the Series B Bonds.

A motion was made by Ken Johnson, seconded by Tim Buko and passed unanimously to accept and authorize Jamie to move forward with the refinancing.

APPOINTMENT OF ENGINEER: A motion was made by Tim Buko, seconded by Ken Johnson and passed unanimously to appoint ELA Group, Inc. as the Authority engineer.

A letter will be sent to HRG requesting all Authority files.

PUBLIC WORKS REPORT – DECEMBER: A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to approve the Public Works Report for the month of December dated January 7, 2015.

Paul reported that there were two water main breaks (shear crack), one on the 6” main on N. Fulton Street on January 2 and the other on the 4” main on the southwest corner of the square on January 16.

Paul added that at the Charter Homes development Fox completed the water tap and Paul confirmed that the lateral from the Fireside Restaurant does go into an inside manhole.

PAYMENT OF MONTHLY BILLS: A motion was made by Tim Buko, seconded by Ken Johnson and passed unanimously to approve the list of bills for the period December 16, 2014 through January 13, 2015.

MINUTES OF DECEMBER 17, 2014: A motion was made by Tim Buko, seconded by Ken Johnson and passed unanimously to approve the minutes of the December 17, 2014 meeting as printed.

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 9:10 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY
FEBRUARY 18, 2015 – 8:00 A.M.
MINUTES**

Members Present: Harold Wiker Ken Johnson Ray Reeder Tim Buko

Others Present:

Lisa M. Boyd, Borough Manager

Paul Miller, Public Works Director

REQUESTS TO BE HEARD: None.

REVIEW AGREEMENT WITH STRASBURG TOWNSHIP: After a review of the current document, it was the consensus of the members to have Brad Zuke make the following changes and then to forward it to Josele Cleary, Strasburg Township Solicitor, for her review and comment.

1. Page 2, 3rd paragraph – “with Authority’s Sewer System”. Should this wording be removed?
2. Page 3, #5 – last full sentence – after the word sewer can “and/or water” be added?

Brad was also asked to address how the agreement impacts the agreement the Authority currently has with the Railroad (they are a bulk customer already).

PUBLIC WORKS REPORT – JANUARY: A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to approve the Public Works Report for the month of January dated February 5, 2015.

The members agreed to have a representative from Mueller Systems at the March meeting to present meter reading program options.

Paul reported that they were having problems with the air compressor on the ozonator and there was also a fault on the generator; both issues were at the Water Treatment Plant and Dynatech had to be called.

Paul also reported that he is having issues with the 4-wheel drive on his pickup truck, but Ed’s new truck is working great.

Harold reported that he received a call from Steve Fisher who asked if relief could be given to his farmer for his water bill which is approximately \$2,800. It was the consensus of the members that since the water was used to water his animals, no relief would be given.

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 January 20 through February 10, 2015.

MINUTES OF JANUARY 21, 2015: A motion was made by Tim Buko, seconded by Ken Johnson and passed unanimously to approve the minutes of the January 21, 2015 meeting as printed.

OTHER BUSINESS:

Pump Station #5 Bridge – Harold reported that he, Ray, and Lisa met with Larry Kauffman of J. D. Eckman on February 6, 2015 and a rental agreement was signed for them to pay the Authority \$400 per month for the trailer and \$600 per month for the yard at the Authority’s pump station #5 property during the construction of the new bridge.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Tim Buko, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 9:10 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY
MARCH 18, 2015 – 8:00 A.M.
MINUTES**

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

Others Present:

Lisa M. Boyd, Borough Manager
Gail Anderson, Water/Sewer Secretary
Wayne Breneman, Part-time Public Works

Paul Miller, Public Works Director
Tim Rineer, Asst. Public Works Director
Daniel Pence, Mueller Systems

REQUESTS TO BE HEARD: None.

PRESENTATION ON ADVANCED METERING SYSTEM – DANIEL PENCE, MUELLER SYSTEMS – Daniel Pence provided the members with a very informative power point presentation regarding two new meter reading options:

One of those being the Automated Meter Reading (AMR) systems which range from a simple touch-read solution to an advanced mobile data collection platform. The mobile solution provides two-way communication. It is a low cost option to collect meter reads. It improves revenue cycle, and it improves read and billing accuracy. The mobile data collection is where the meter readings are communicated wirelessly from the meters to the mobile unit and then wirelessly from the mobile unit to the municipal data server. One Public Works employee would drive through town to collect the reads and it is estimated that it would take less than an hour to collect the approximately 1,200 reads.

The other meter reading option is the Fixed Network (AMI) system which collects meter readings automatically. The data collection unit is located on a permanent structure. The meter readings are communicated wirelessly from the meters to the data collection unit and then wirelessly from the mobile unit to the municipal data server.

These systems have the following: leak flag, cut cable tamper flag, reverse flow flag, low battery alarm, 170 days of hourly data logging, auto-sensing for any encoder register-no programming, compact and various mounting options, open architecture allowing utility to have a choice of meter manufacturers.

REVIEW AGREEMENT WITH STRASBURG TOWNSHIP: The members reviewed the email from Brad Zuke dated March 6, 2015:

It was the consensus of the members that the Authority will serve, as its customers, those in the Borough and those outside the borough who are already connected at the time of the agreement. Any new connections outside the Borough and within the Urban Growth boundary would be Township customers.

PUBLIC WORKS REPORT – FEBRUARY: A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to approve the Public Works Report for the month of February dated March 6, 2015.

PAYMENT OF MONTHLY BILLS: A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to approve the list of bills for the period February 17 through March 3, 2015.

MINUTES OF FEBRUARY 18, 2015: A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to approve the minutes of the February 18, 2015 meeting as printed.

OTHER BUSINESS:

Water/Sewer Specifications – Lisa and Paul will meet with Harold and Ray Reeder on Wednesday, April 1 at 10 a.m. to begin the review of the water/sewer specs.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Ken Johnson, seconded by Ray Garraffa and passed unanimously to adjourn the meeting at 10:47 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
APRIL 15, 2015 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ken Johnson Ray Reeder Ray Garraffa

Others Present:

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| Lisa M. Boyd, Borough Manager | Paul Miller, Public Works Director |
| Gail Anderson, Water/Sewer Secretary | Tim Rineer, Asst. Public Works Director |
| Wayne Breneman, Part-time Public Works | Chris Wilson, Exeter Supply Company |

REQUESTS TO BE HEARD: None.

PRESENTATION ON ADVANCED METERING SYSTEM – CHRIS WILSON, EXETER SUPPLY CO. – Chris Wilson provided the members with a very informative power point presentation regarding two new meter reading options that Exeter Supply can provide.

AUTHORIZATION TO MOVE FORWARD WITH UPGRADE OF SHEDS AT OLD AND NEW SPRINGS AND THE BIDDING OF A REPLACEMENT GENERATOR AT PUMP STATION #5: A motion was made by Ray Reeder, seconded by Ken Johnson and approved unanimously to authorize the Public Works department to move forward with the upgrade of the sheds at the old and new springs and to put the generator for Pump Station #5 out for bids.

WATER/SEWER SPECIFICATION UPDATE DISCUSSION: It was the consensus of the members to have the staff work out the format of the water/sewer specifications before the Authority gets the engineer involved.

STATUS OF AGREEMENT WITH STRASBURG TOWNSHIP: This item was tabled since there was no new information to review and discuss.

PUBLIC WORKS REPORT – MARCH: A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to approve the Public Works Report for the month of March dated April 7, 2015.

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 March 12 through April 7, 2015.

MINUTES OF MARCH 18, 2015: A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to approve the minutes of the March 18, 2015 meeting as printed.

OTHER BUSINESS: None

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Ken Johnson, seconded by Ray Garraffa and passed unanimously to adjourn the meeting at 10:55 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY
MAY 20, 2015 – 8:00 A.M.
MINUTES**

Members Present: Harold Wiker Ken Johnson Tim Buko

Others Present:

Lisa M. Boyd, Borough Manager

REQUESTS TO BE HEARD: None.

HOLIDAY INN EXPRESS – REQUEST FOR REDUCTION IN LETTER OF CREDIT – Paul Miller has been inspecting the water and sewer work completed to date and he recommends the reduction. A motion was made by Tim Buko, seconded by Ken Johnson and passed unanimously to approve a reduction in the Letter of Credit #624-005 in the amount of \$199,683 leaving a balance of \$83,839.80.

Harold Wiker reminded that As-built plans and legal description for right-of-ways are required.

Harold also inquired about the invoicing for Paul’s time to inspect. Lisa stated that they will be billed within the next few weeks.

REVIEW ADVANCED METERING SYSTEMS QUOTES: A motion was made by Harold Wiker, seconded by Ken Johnson and passed unanimously to put this on hold, with the cost being the determining factor. If a grant would become available for such a purchase or if the Authority needs to do borrowing in the future, they will look at this again at that time.

PUBLIC WORKS REPORT – APRIL: A motion was made by Ken Johnson, seconded by Tim Buko and passed unanimously to approve the Public Works Report for the month of April dated May 7, 2015. It was noted that the flushing of the entire water system was completed on April 14.

PAYMENT OF MONTHLY BILLS: A motion was made by Ken Johnson, seconded by Tim Buko and passed unanimously to approve the list of bills for the period March 12 through April 7, 2015.

MINUTES OF APRIL 15, 2015: A motion was made by Ken Johnson, seconded by Tim Buko and passed unanimously to approve the April 15, 2015 minutes as printed.

OTHER BUSINESS: None

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Tim Buko, seconded by Ken Johnson and passed unanimously to adjourn the meeting at 8:34 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
JUNE 17, 2015 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ken Johnson Tim Buko

Others Present:

Lisa M. Boyd, Borough Manager

REQUESTS TO BE HEARD: None.

REQUEST OF CHARTER HOMES TO ELIMINATE THE PUMP STATION IN PHASE 2 –

Harold Wiker reported that he, Ken, Paul and Lisa met on June 10, 2015 with representatives of Charter Homes to again discuss the elimination of the pump station in Phase 2 as outlined in their letter dated June 10, 2015. Charter is proposing to raise the site to alleviate the hauling of the excess subsoil. By raising the site, they will gravity flow both Asbury Lane and Old Post Lane encompassing units 83 – 106. Units 76 – 78 will gravity feed to McCarter Lane. However, units 79 - 82 will require individual grinder pumps. Elimination of the pump station had been discussed and approved previously by the Authority, but then Charter decided to go back to the Pump Station plan. With this new request and the change in the elevation, the major change from the last request is that there will now be 4 homes with grinder pumps instead of two homes. Charter will submit updated plan and profiles of these field changes. A motion was made by Tim Buko, seconded by Ken Johnson and passed unanimously to accept the concept as outlined, subject to Charter providing two complete grinder pumps and submitting the updated plan and profiles at its earliest convenience.

DISCUSSION REGARDING SHEDS AT NEW AND OLD SPRINGS: It was the consensus of the members to have the Public Works employees repair the existing sheds at the new and old springs instead of replacing them. Paul Miller and Ed Zalewski will put together a list of the repairs to be made and a cost estimate. This information will be provided to the Authority at the July meeting for its review and approval to move forward. Lisa noted that we currently have a young man who has been doing community service for the Borough; he does construction as his regular job and would be able to assist with the repair of the sheds.

PUBLIC WORKS REPORT – MAY: A motion was made by Ken Johnson, seconded by Tim Buko and passed unanimously to approve the Public Works Report for the month of May, dated June 2, 2015. It was noted that the ratio between water and sewer looked good, but there was also not much rain through the month either.

PAYMENT OF MONTHLY BILLS: A motion was made by Tim Buko, seconded by Ken Johnson and passed unanimously to approve the list of bills for the period May 19 through June 9, 2015.

OTHER BUSINESS:

It was the consensus of the members that the billing of the electric at the job trailer for the replacement of the Village Road bridge will be done on a monthly basis from now on.

Based on a request from Harold Wiker, Lisa confirmed that a mid-year financial report for the period

ending June 30, 2015 will be provided at the July meeting. Lisa also noted that the results of the Pump Station #5 generator (unit and installation) bids will also be presented at the July meeting.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Ken Johnson, seconded by Tim Buko and passed unanimously to adjourn the meeting at 8:45 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
JULY 15, 2015 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ken Johnson Ray Reeder Ray Garraffa

Others Present:

Lisa M. Boyd, Borough Manager

Paul Miller, Public Works Director

REQUESTS TO BE HEARD: None.

GENERATOR FOR PUMP STATION #5 – Paul explained that a load test has been requested to insure the proper sized generator is purchased. The bids will be obtained through the Co-stars bidding program. It was the consensus of the members to obtain a bid for both a diesel and a propane generator.

SHEDS AT NEW AND OLD SPRINGS: Paul reported that he is working on obtaining pricing from different vendors in order to put together a complete cost proposal for the material needed for the repairs to both sheds. The cost proposal should be ready for the August meeting with the repairs being completed by the end of the year. The Public Works department will be making the repairs.

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 10, 2015. The ratio between water and sewer looked good, but it was noted that infiltration was probably happening through manholes and sewer vents.

Harold ask Paul if his department would inspect the manholes that Terry Hill repaired last year and also the manhole that was repaired the by the department and let the Authority know how they are holding up.

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 June 16 through June 30, 2015.

MID-YEAR FINANCIAL REPORT: After a thorough review of the Mid-year Financial Report, a motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to approve the Mid-year Report as submitted.

OTHER BUSINESS: It was the consensus of the members to advertise a special Authority meeting for Monday, July 20 at 8 a.m. and invite Brad Zuke to discuss the Agreement with Strasburg Township.

CITIZEN COMMENTS: None.

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

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY
SPECIAL MEETING
JULY 20, 2015 – 8:00 A.M.
MINUTES**

Members Present: Harold Wiker Ray Reeder Tim Buko Ray Garraffa

Others Present:

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

Brad Zuke, Appel & Yost

REQUESTS TO BE HEARD: None.

REVIEW OF WATER/SEWER AGREEMENT WITH STRASBURG TOWNSHIP – Brad Zuke of Appel & Yost was in attendance to clarify several items within the proposed Agreement with Strasburg Township. Brad will review the changes and clarifications suggested by the Board in more detail and let the Board know if they should and/or can be included in the Agreement.

OTHER BUSINESS: None.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 9:03 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY
AUGUST 19, 2015 – 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
Mark Zettlemoyer, Reinsel, Kuntz, Leshner

REQUESTS TO BE HEARD: None.

PRESENTATION OF AUTHORITY AUDIT – MARK ZETTLEMOYER: Mark Zettlemoyer provided a detail overview of the 2014 Authority audit. A motion was made by Ray Reeder, seconded by Tim Buko and passed unanimously to accept the Authority Audit for 2014 as presented and to authorize Ray Reeder and Tim Buko to examine the unopened bank statements from both PNC and National Penn banks as another way to mitigate the risk of fraud.

REVIEW AND POSSIBLE AWARD OF PUMP STATION #5 GENERATOR BIDS: A motion was made by Tim Buko, seconded by Ray Garraffa and passed unanimously to reject the one bid received from Dynatech since it was the only bid received.

WATER/SEWER AGREEMENT WITH STRASBURG TOWNSHIP – Based on Brad Zuke’s email and letter, both dated August 7, 2015, a motion was made by Ray Reeder, seconded by Tim Buko and passed unanimously that the Authority now takes the position that the customer located outside the Borough boundaries will become Strasburg Township customers with the exception of those 12 paradise township residents which will remain Borough Authority customers.

PUBLIC WORKS REPORT – JULY: A motion was made by Tim Buko, seconded by Ray Garraffa passed unanimously to approve the Public Works Report for the month of July, dated August 6, 2015.

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 June 16 through June 30, 2015.

MINUTES OF JULY 15 AND JULY 20, 2015: A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to approve the July 15 and July 20, 2015 minutes as printed.

OTHER BUSINESS: None.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Tim Buko, seconded by Ray Garraffa and passed unanimously to adjourn the meeting at 9:40 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY
SEPTEMBER 16, 2015 – 8:00 A.M.
MINUTES**

Members Present: Harold Wiker Ken Johnson Ray Reeder Tim Buko

Others Present:

Lisa M. Boyd, Borough Manager

Paul Miller, Public Works Director

REQUESTS TO BE HEARD: None.

REQUESTS FOR REDUCTION IN WATER/SEWER BILLING:

2 EAST MAIN STREET – A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to deny the request for a reduction in the water/sewer bill since the cause was a leaking toilet and the water went back into the sewer and is required to be treated by the Authority.

290 NORTH DECATUR STREET – A motion was made by Tim Buko, seconded by Ray Reeder and passed unanimously to deny the request for deletion of their late charges. A decision on this request was already made several months back right after the leaks actually occurred.

PUMP STATION #5 GENERATOR DISCUSSION: A motion was made by Tim Buko, seconded by Ray Reeder and passed unanimously to table this item until January 2016.

PUBLIC WORKS REPORT – AUGUST: A motion was made by Ken Johnson, seconded by Ray Garraffa and passed unanimously to approve the Public Works Report for the month of August, dated September 3, 2015 and it was noted that the ratio between water and sewer look good.

Lisa reported that there was one bad water sample with coliforms during the past month, but each of the three required follow-up samples came back clean. Therefore, a boil water was not required.

Paul was asked to confirm that a check valve has been installed at the Holiday Inn Express.

PAYMENT OF MONTHLY BILLS: A motion was made by Ken Johnson, seconded by Tim Buko and passed unanimously to approve the list of bills for the period August 18 through September 8, 2015.

MINUTES OF AUGUST 19, 2015: A motion was made by Tim Buko, seconded by Ken Johnson and passed unanimously to approve the August 19, 2015 minutes as printed.

OTHER BUSINESS:

Rutter's Farm Store – Lisa reported that the Borough has been notified that Rutter's Farm Store would like to come to the north side of the Bypass across from the Pharmacy. They are estimating their water and sewer usage to be between 1,000 and 1,200 gallons per day.

Audit – As recommended by Mark Zettlemyer, the Authority auditor, Ray Reeder and Tim Buko opened, reviewed, and initialed the bank statements and found everything to be in good order. They are planning to do this on a monthly basis.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to adjourn the meeting at 9:24 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY
OCTOBER 21, 2015 – 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.

REQUESTS FOR REDUCTION IN WATER/SEWER BILLING:

262 JULIA AVENUE – After a review of the information submitted by the owner of the property, a motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to deny the request for a reduction in the water/sewer bill. No late charges will be added.

231B MILLER STREET – After a review of the information submitted by the tenant of the property, a motion was made by Tim Buko, seconded by Ken Johnson and passed unanimously to deny the request for a reduction in the water/sewer bill. No late charges will be added and a payment arrangement can be made for up to a year to pay since this is a large bill in the amount of \$1,875.75.

REVIEW WATER AND SEWER AGREEMENT WITH STRASBURG TOWNSHIP: A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to approve the latest version of the Water and Sewer Agreement with Strasburg Township and to have it effective January 1, 2016 immediately following the end of the 4th quarter 2015.

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 9, 2015 and it was noted that the ratio between water and sewer look good.

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 September 16 through October 1, 2015.

MINUTES OF SEPTEMBER 16, 2015: A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to approve the September 16, 2015 minutes as printed.

2016 DRAFT AUTHORITY BUDGET: The ending balances: Water \$266,767 Sewer \$296,532

OTHER BUSINESS:

Construction Water Charges – A motion was made by Ken Johnson, seconded by Ray Garraffa and passed unanimously that from now on, the Authority will charge for water used during construction.

Bank Statements – As recommended by Mark Zettlemoyer, the Authority auditor, Ray Reeder and Tim Buko opened, reviewed, and initialed the bank statements and found everything to be in good order.

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

**STRASBURG BOROUGH AUTHORITY
NOVEMBER 18, 2015 – 8:00 A.M.
MINUTES**

Members Present: Harold Wiker Ray Reeder Tim Buko

Others Present:

Lisa M. Boyd, Borough Manager
Troy Abel, Pres/CEO Abel Recon

Paul Miller, Public Works Director
Scott Snyder, Abel Recon

REQUESTS TO BE HEARD: None.

PRESENTATION BY ABEL RECON ON P3 BIDDING – TROY ABEL AND SCOTT SNYDER:

Troy and Scott provided the Authority with a very detailed presentation regarding P3 bidding that may be an option for the sewer relining and manhole restoration project that the Authority is planning.

REVIEW RESPONSE TO PARADISE TOWNSHIP’S REQUEST FOR INFORMATION: A motion was made by Tim Buko, seconded by Ray Reeder and passed unanimously to authorize ELA to send the letter addressing the questions presented by Paradise Township.

PUBLIC WORKS REPORT – OCTOBER: A motion was made by Tim Buko, seconded by Ray Reeder and passed unanimously to approve the Public Works Report for the month of October, dated November 6, 2015 and it was noted that the ratio between water and sewer looked good.

PAYMENT OF MONTHLY BILLS: A motion was made by Tim Buko, seconded by Ray Reeder and passed unanimously to approve the list of bills for the period October 23 through October 27, 2015.

MINUTES OF OCTOBER 21, 2015: The minutes will be acted on at the December meeting.

2016 PRELIMINARY AUTHORITY BUDGET: The ending balances: Water fund \$263,033 and Sewer fund \$296,519.

OTHER BUSINESS:

Bank Statement – As recommended by Mark Zettlemoyer, the Authority auditor, Ray Reeder opened, reviewed, and initialed the bank statements and found everything to be in good order.

CITIZEN COMMENTS: None.

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

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY
DECEMBER 16, 2015 – 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

Tim Rineer, Asst. Public Works Director

REQUESTS TO BE HEARD: None.

ACCEPT DEDICATION OF TRAILS AT STRASBURG DEVELOPMENT WATER AND SEWER LINES:

It was noted that the as-built plans were received in paper form and CAD, the 18-month maintenance guarantee was received, the vacuum test completed and the easements provided. A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to accept dedication of the water and sewer lines subject to receiving the vacuum test results.

117 NORTH JACKSON STREET SEWER ISSUE DISCUSSION: Tim Rineer reported that the Public Works Department has been opening the line for the past 2 years. It is a public safety and MS4 issue when the sewer runs down North Jackson Street. A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to have Klins open the sewer line and see if they can determine if the problem is on the Authority or property owner's side. If it is determined to be on the property owner's side, they will be billed and if not paid, a lien will be filed against the property.

PUBLIC WORKS REPORT – NOVEMBER: A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to approve the Public Works Report for the month of November, dated December 3, 2015 and it was noted that the ratio between water and sewer looked good.

PAYMENT OF MONTHLY BILLS: A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to approve the list of bills for the period November 11 through December 9, 2015.

MINUTES OF OCTOBER 21 AND NOVEMBER 18, 2015: A motion was made by Tim Buko, seconded by Ken Johnson and passed unanimously to approve the minutes of the October 21 and November 18, 2015 meetings as printed.

APPROVAL OF 2016 FINAL AUTHORITY BUDGET: A motion was made by Tim Buko, seconded by Ken Johnson and passed unanimously to approve the 2016 Final Authority budget which does not include water or sewer rate increases and has the following ending balances: Water fund \$309,626 and Sewer fund \$299,695.

OTHER BUSINESS:

Bank Statement – As recommended by Mark Zettlemoyer, the Authority auditor, Ray Reeder opened, reviewed, and initialed the bank statements and found everything to be in good order.

Charter Homes Phase 2 – Harold reported that a workshop was held with representatives of Charter Homes who requested to add 3 more grinder pumps along McCarter Lane. A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to allow the 3 additional grinder pumps, for a total of 7, subject to Charter Homes providing 2 grinder pump assemblies and the cash equivalent of a third one.

Reappointment – Lisa reported that, based on his willingness to serve another term, Ken Johnson was reappointed by Borough Council to the Authority for a 5-year term until December 31, 2020.

Sight & Sound – Lisa reported that Doyle Heisey at Sight & Sound inquired if the Hartman Bridge Village Development will be required to install a fire hydrant at the entrance of their development, which may allow Sight & Sound’s fire insurance costs to be reduced. Harold stated that fire hydrants will be required every 400’ along the new line and one of them will most likely be at the entrance. This hydrant will also serve as a blow off. Once plans have been submitted to the Authority, Doyle will be notified so he can attend the meeting at which the plans are being reviewed.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Tim Buko, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 9:27 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager