

**STRASBURG BOROUGH AUTHORITY
JANUARY 19, 2017 – 8:00 A.M.
MINUTES**

Members Present: Harold Wiker Ken Johnson Ray Reeder Will Mullin

Others Present:

Lisa M. Boyd, Borough Manager Ed Zalewski, Public Works Lead Operator
Jeff Sweater, ELA Group

REQUESTS TO BE HEARD: John and Irene Sigler, 246 Miller Street, were in attendance to express their concern about their meter that's been fluctuating/malfunctioning. They had a very high bill for the last quarter of 2015 that cost them \$823 for 41,300 gallons. Mrs. Sigler said they checked for leaks and found none and they paid the bill anyway. Now their meter is slowing down with their most recent bill being 800 gallons for the minimum of \$84.54. It was the consensus of the members to have one of the Public Works employees meet with them to explain how the meter and remote work. A new meter and remote will be installed as soon as the meter and billing issues has been resolved.

WELCOME NEW MEMBER – WILL MULLIN: The members welcomed Will Mullin to the board and Harold thanked Will for his interest in the Authority and stated that he knows Will will be a great asset to the board.

REORGANIZATION:

CHAIRMAN (HAROLD WIKER)	VICE-CHAIRMAN (KEN JOHNSON)
SECRETARY/TREASURER (RAY REEDER)	SOLICITOR (APPEL & YOST)
BANK (BB&T)	ENGINEER (ELA GROUP)

A motion was made by Will Mullin, seconded by Ray Reeder and passed unanimously keep all the appointments the same for 2017.

Lisa Boyd noted that the BB&T banking fees recently increased significantly and are being evaluated by the bank to see if there is a better, less expensive account that the Authority's money can be put into. Lisa added that Ryan Boyd (who used to work for BB&T) of Univest (which is going into where the PNC Strasburg North branch used to be located) contacted her and asked if they could provide a proposal for banking services. They will be opening around April 1. Lisa indicated that she will be meeting with Ryan on January 26 to discuss the account details.

WILL MULLIN–WATER AND SEWER CONNECTION, 216 LANCASTER AVE., STRASBURG TOWNSHIP: After a thorough review of the two plans, a motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to approve the plans with the inclusion of the suggested changes discussed. Will Mullin abstained from the vote, since he is the applicant and an Authority member.

Jeff Sweater noted that he has opened a new job number for this project and that the Authority will invoice Will for Jeff's time to assist with the plans. Will agreed and expressed his appreciation for Jeff's assistance.

CONTINUED DISCUSSION OF SEWER PIPE RELINING AND MANHOLE RESTORATION

PROJECT & BIDDING PROCESS-JEFF SWEATER: Jeff Sweater reviewed the 24-page sewer project plan set in detail with the members. Jeff noted that since the December review of the plan set, he had to make a lot of changes since he originally worked from the design plans and has since received the as-built plans. A separate job number has been opened to track this additional cost which will be above and beyond his original proposal. It was the consensus of the members that this was acceptable. The open cut areas and Clover Avenue will take place at a later time. This project should give extended life to the pipes and manholes of about 40-45 years. Jeff will submit the draft front end bid documents, which he has started, to Ken for his review prior to next meeting at which time authorization to put the project out to be is anticipated to take place.

After reviewing the bid schedule, it was the consensus of the members to reschedule the March 16 Authority meeting to March 23, at which time the bids will be reviewed by the members.

PUBLIC WORKS REPORT – DECEMBER: It was noted that the ratios were good. A motion was made by Ray Reeder, seconded by Will Mullin and passed unanimously to approve the Public Works Report for the month of December, dated January 5, 2017.

PAYMENT OF MONTHLY BILLS: A motion was made by Ray Reeder, seconded by Will Mullin and passed unanimously to approve the list of bills for the period December 14, 2016 through January 10, 2017.

OTHER BUSINESS:

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

Gate and Concrete Pad – Ed reported the gate is to be installed yet this month by Abel Fence and the concrete pad installed in mid-February, weather permitting, by Lefever Concrete.

Pump Station #2 Generator – It was the consensus of the members to obtain a bid proposal from Dynatech for review and possible approval at the February meeting.

Water Certification Testing – Lisa noted that Thaddeus Stevens College in Lancaster is giving water certification tests this year on May 10, August 23 and December 8. It was the consensus of the members to ask Wayne Breneman to be ready to take the test on August 23 so that he is certified before Paul retires.

CITIZEN COMMENTS: None.

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

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
FEBRUARY 16, 2017 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ken Johnson Ray Reeder Ray Garraffa Will Mullin

Others Present:

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

Ed Zalewski, Public Works Lead Operator
Nick Ferretti, Strasburg Jaycee Park

Harold Wiker announced that the meetings are audiotaped and maintained until the minutes are approved.

REQUESTS TO BE HEARD: Nick Ferretti, representing the Strasburg Jaycee Park, was in attendance and reminded the members that a few years ago they made some improvements to the fields and primarily used to water the fields and for drinking fountains (which is not connected to the sewer and has a French drain) and very little goes back into the sewer system. They had planned to install a separate meter but when the work was being completed there was a mixup with the plumber and now there isn't sufficient room to install a second meter in the pit and it would be expensive for them to change. Mr. Ferretti stated that the only sewer they use is for two bathrooms and the usage was researched and there was only a couple times over the last several years that they were over the minimum before they installed the sprinklers on the fields and they actually shut the water off over the winter but still pay the minimum bill. He did note that they do have a separate meter on the barn. On behalf of the Jaycee Park, Mr. Ferretti is asking the Authority to consider billing them the minimum quarterly sewer bill for the meter for the fields, pavilion, drinking fountains and two bathrooms but they would continue to receive the water bill based on their usage. Harold Wiker noted that they have worked with community organizations in the past and Lisa Boyd noted that they do not receive any donation from the Borough.

Ray Reeder made a motion, seconded by Ken Johnson and passed unanimously to approve an arrangement with the Jaycee Park to provide a minimum quarterly sewer bill.

CONTINUED DISCUSSION OF SEWER PIPE RELINING AND MANHOLE RESTORATION PROJECT & BIDDING PROCESS-JEFF SWEATER:

Jeff Sweater of ELA Group, was in attendance and reviewed the draft front end bidding document. Mr. Sweater stated that he is planning to put the project out to bid on Monday, February 20, 2017 and it will be on the PennBid website and an abbreviated version will be advertised in the newspaper. The bids are due back on March 21, 2017. The work hours for the project were discussed and it was the consensus to set the hours as 7 a.m. to 7 p.m. and eliminate the normal holidays. Harold Wiker stated that the work should not interfere with the Borough's normal special activities such as the Memorial Day Parade and the Halloween Parade. The final completion date was discussed and Mr. Sweater suggested December 15, 2017 and Harold Wiker suggested including the ability of the contractor to ask for an extension. Notifying customers of temporary interruptions was discussed and Mr. Sweater stated that he believed those notices needed to come from the Authority and Lisa Boyd suggested that they could be handled through the Borough's Swiftreach automated phone call system. A prebid overview of the project including a walkthrough will be held for the bidders on March 7, 2017 at 10 a.m. Mr. Sweater stated that a few properties have been identified that will need to have direct communication with the property owners to discuss site-specific issues and that will be done in advance of the work being done. Will Mullin suggested and Lisa Boyd will have our insurance company review the bidder's insurance requirements to verify they are sufficient. Ken Johnson suggested and it was agreed to have the bidders add Strasburg Borough as an additional insured. Certified payrolls were discussed and Mr. Sweater stated that they will be submitted to the

Authority who will forward them to the Engineer for review and approval. A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to authorize Jeff Sweater to put the project out to bid.

REVIEW OF PUMP STATION #2 GENERATOR BID PROPOSAL: Lisa Boyd reported that a bid proposal to replace the generator at Pump Station #2 was received from Dynatech and they are a COSTARS vendor. She stated that this is the same company that we purchased the generator in 2016 for Pump Station #5 and we were pleased with their work on that project. She stated that Dynatech is recommending the shed be removed and their proposal for the generator at Pump Station #2 if it is not in the shed is \$24,713. Harold Wiker stated that he wanted to make sure the proposal to remove the shed was agreeable to the neighboring property owner, Glenn Eshelman.

Ken Johnson made a motion, seconded by Ray Garraffa and passed unanimously to accept the bid proposal from Dynatech in the amount of \$24,713 to replace the generator at Pump Station #2.

REVIEW OF BOND SALE DOCUMENTS: Lisa Boyd reported that the team of people that worked on this project did an excellent job. She stated that the Standard and Poor rating remained the same as it was in 2015 and is an excellent rating for a municipality our size. She reported that settlement on the borrowing is scheduled for March 15, 2017.

Harold Wiker suggested researching financial institutions to evaluate interest and bank fees with M&T Bank, Uninvest and Ephrata National Bank.

Lisa Boyd will provide an explanation of the bond process to the members when it is received from PFM.

MINUTES OF JULY 21, AUGUST 18 AND SEPTEMBER 8, 2016: Ray Garraffa made a motion, seconded by Ken Johnson and passed unanimously to approve the minutes of the July 21, August 18 and September 8, 2016 meetings as printed.

PUBLIC WORKS REPORT – JANUARY: Ed Zalewski reported that we mapped our service area with PA One Call and will now only receive notices for projects within our service area. A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to approve the Public Works Report for the month of January, dated February 9, 2017.

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 January 17 through February 7, 2017.

OTHER BUSINESS:

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

Paving at Treatment Plant – Harold Wiker stated that after discussion with Lisa Boyd regarding the paving at the Treatment Plant, he made the decision to postpone the paving until later in the year or even spring of 2018.

Concrete Pad at Treatment Plant – Harold Wiker stated that we need the concrete slips and photographs showing the rebar in place before concrete is poured.

Public Works Director in Training Raise - Lisa Boyd reported that Borough Council approved the raise recommended by the Authority for Ed Zalewski beginning April 1, 2017 and it was noted that an

additional raise will be given when he assumes full responsibility of the position in December 2017 when Paul Miller Jr. retires.

Collection of Water/Sewer Accounts – Lisa Boyd reported that the collection of water/sewer accounts is going well and she will provide an update to the members for review at a future meeting.

CITIZEN COMMENTS: None.

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

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

March 16, 2017 – Meeting Canceled

STRASBURG BOROUGH AUTHORITY
MARCH 23, 2017 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ray Reeder Ray Garraffa Will Mullin

Others Present:

Lisa M. Boyd, Borough Manager Paul Miller Jr., Public Works Director
Ed Zalewski, Public Works Lead Operator Jeff Sweater, ELA Group
Andrew Kehl, RKL

Harold Wiker announced that the meetings are audiotaped and maintained until the minutes are approved.

REQUESTS TO BE HEARD: None.

PRESENTATION OF 2016 AUTHORITY AUDIT – ANDREW KEHL, RKL: Andrew Kehl, of RKL LLC, was in attendance and provided a detailed overview of the 2016 Authority audit. He stated it was a very clean audit and everything went smoothly when working with the staff and the staff was very well prepared. He also stated that this was the first year that they were doing the Authority audit this early in the year and were able to complete both the Borough and Authority audit in one week. Mr. Kehl stated that they annually verify with the bank that the additional funds in the Authority's bank account that are over the \$250,000 FDIC covered amounts are covered by additional insurance as required under Act 72. Mr. Kehl stated that the comment regarding segregation of duties has been lowered because of additional controls that have been put in place. The Borough Manager acknowledged and thanked Ray Reeder for the work he does by reviewing the bank statements monthly.

REVIEW AND POSSIBLE AWARD OF SEWER PROJECT BIDS: Jeff Sweater from ELA Group stated that five bids were received for the sewer project bid. The apparent low bidder for Base Bid #5 which included all streets, was Progressive Pipe Management. All of the appropriate paperwork has been received and he did check one of their references and received a good reference. They have also submitted updated paperwork showing their work in progress with sufficient pipe lining experience. Mr. Sweater recommends awarding the project to Progressive Pipe Management. Mr. Sweater stated that because they are significantly the low bidder that there may be some additional construction management expenses to verify that everything is done the correct way. Mr. Sweater can provide checklists for Paul Miller Jr. to use when inspecting each run and Paul can contact the engineer with questions any time during the project.

Ray Reeder made a motion, seconded by Ray Garraffa and passed unanimously to award the sewer project bid for the pipeline and manhole Base Bid #5 to the low bidder, Progressive Pipeline Manager, at a cost of \$1,598,510, and authorize the Borough Engineer to move forward with sending the notice of award and to authorize Harold Wiker to sign the contract.

PUBLIC WORKS REPORT – FEBRUARY: Ed Zalewski reported that the gate has been installed and operating and the cement pad has been installed. Ed Zalewski will verify that the sealer has been installed and the project as-builts will be reviewed. It was the consensus that the Department did a great job handling the recent snowstorm. The generator will be installed at Pump Station #2 in the next few weeks and the propane tank company is reviewing the specifications to finalize their proposal.

A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to approve the Public Works Report for the month of February, dated March 9, 2017.

Harold Wiker suggested considering including in a future budget to replace the backup generator that is shared between Pump Station #3 and #4. The Borough Manager stated that following our Capital Improvements Plan, it is scheduled to be replaced in 2019.

PAYMENT OF MONTHLY BILLS: A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to approve the list of bills for the period February 16, 2017 through March 8, 2017.

MINUTES OF SEPTEMBER 15, OCTOBER 20, NOVEMBER 17, DECEMBER 15, 2016 AND JANUARY 19 & FEBRUARY 16, 2017: Ray Garraffa made a motion, seconded by Ray Reeder and passed unanimously to approve the minutes of the September 15, October 20, November 17, December 15, 2016 and January 19 & February 16, 2017 meetings as printed.

OTHER BUSINESS:

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

Leased Land at Watershed: Harold Wiker stated that we need to keep an eye on the land adjacent to the Borough land that is up for sale. He added that we need to discuss the lease and suggested possibly retaining the land and planting trees on it to protect the watershed. Lisa Boyd stated that she advised the sellers that the lease renewal is not automatically transferred to a new buyer.

Banking Proposals: The Borough Manager stated that, in light of the fees being charged by BB&T, she provided banking proposals for the Authority's banking. The proposals were reviewed by both her and Christine Shipman and they recommend moving the Authority's funds to Ephrata National Bank. She is verifying that they can provide the \$150,000 line of credit.

Sewer Bond Funds: The Borough Manager stated that the remaining funds after the sewer lining and manhole restoration project has been completed can be used for other sewer projects. When additional projects are identified in the future, she will verify the project(s) with the Bond Counsel.

5-Year Projection Spreadsheet: The Borough Manager stated that the 5-year projection spreadsheet will be updated and provided to the members for the May meeting.

CITIZEN COMMENTS: None.

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

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
APRIL 20, 2017 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ray Reeder Ray Garraffa Will Mullin

Others Present:

Lisa M. Boyd, Borough Manager Paul Miller Jr., Public Works Director
Ed Zalewski, Public Works Lead Operator Jeff Sweater, ELA Group
Matt Sterchak, REL

Harold Wiker announced that the meetings are audiotaped and maintained until the minutes are approved.

REQUESTS TO BE HEARD: None.

EPHRATA NATIONAL BANK PLANS – MATT STERCHAK, REL: Matt Sterchak, representing Ephrata National Bank, was in attendance and reviewed the history of the property and the plans to connect to the Authority's water and sewer system. They are proposing a 1" meter. Harold Wiker stated that there is a 20 foot easement around the sewer line and he is not in favor of the sewer line going through the detention basin because of future repairs. Harold Wiker suggested they relocate the main on the south side of the property line to go across and then tie in. Mr. Sterchak stated that his client desires to minimize moving the existing utilities. The manholes and lines were discussed in detail. Harold Wiker stated that if they don't relocate the line, this project would need an agreement similar to the one we have with Smoker regarding the line under his parking lot which states that if we have to repair a line that we would repair the line and patch the parking lot but would not repave the entire parking lot. Harold Wiker stated in addition to the agreement, he is still concerned with the sewer line being under the detention basin and would at least need two sections of sewer lines to have a liner installed and one manhole lined (matching the lining that is being done in the rest of the town) after the construction is completed. Harold Wiker stated that the line would need to be televised before it is lined to make sure the line is still in good shape after construction. Another option discussed was replacing the line with ductile iron and Mr. Sterchak stated that he would review the options with his client.

The water line was discussed and the Engineer had previously indicated and Ephrata National Bank has agreed to install a meter pit which is the same that was done at Rutter's.

Harold Wiker expressed his concern with them proposing to have a 1" tap and then increasing the size to a 1 1/2" inside. Mr. Sterchak was not sure if they were proposing to sprinkler the facility or not. Jeff Sweater suggested they install a 1 1/2" tap, go to the pit, and then install a 1" meter, noting that the tapping fees are based on the meter size. Harold Wiker reminded the applicant that there is a quarterly fire service fee if they choose to sprinkler the facility.

Mr. Sterchak stated that he plans to begin addressing comments and have revised plans to the Engineer early next week for their review. Mr. Sweater stated that they are welcome to work out the comments informally and submit to the engineer prior to placing them on the plans.

STATUS REPORT ON SEWER PROJECT – JEFF SWEATER, ELA: Jeff Sweater from ELA Group reported that a preconstruction meeting was held between the General Contractor who is doing the pipeline as well as the manhole liner and they are anticipating starting on-site May 15, 2017. The contractor stated that they planned to overnight mail the executed contracts. Mr. Sweater stated that he will review the documents and advise the Authority when it is appropriate to sign them. The contractor is

working on the schedule and will notify the Borough one week in advance for the Borough to utilize the automatic phone call system and the contractor will hang door hangers the day prior to the work.

WHITE OAK ROAD 5.8 ACRES – REQUEST TO PURCHASE: The Borough Manager stated that she received a verbal request from the new owners of the adjoining property to purchase two acres of the Borough's land that front on White Oak Road. Harold Wiker stated that the land was originally purchased for watershed protection and we have already subdivided and sold the farm lot that would not affect our watershed. He noted that these acres are below the buildings and do go into our watershed and the prior lease regulated what could be put on the ground. Ray Reeder asked and the Borough Manager confirmed that the new owner has no lease agreement. Harold Wiker stated that it is his opinion that we contact a forester and plant the area in trees which will help clean the air and will not create any runoff into the Springs. Harold Wiker added that possibly one of our representatives can advise of a free forestry tree planting program and it was the consensus to investigate a forestry conservancy and the possibility of grants. Will Mullin stated that possibly leaving the area as grass would be a better water filter than trees and the Borough Manager will investigate that as well.

A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to oppose the selling the property.

PUBLIC WORKS REPORT – MARCH: Harold Wiker noted that the water to sewer ratios are good and noted that we have had very little rain.

A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to approve the Public Works Report for the month of March, dated April 6, 2017.

PAYMENT OF MONTHLY BILLS: A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to approve the list of bills for the period of March 17, 2017 through April 11, 2017.

MINUTES OF MARCH 23, 2017: A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to approve the minutes of the March 23, 2017 meeting as printed.

OTHER BUSINESS:

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

Propane Tank and Fence at Pump Station #2: Paul Miller Jr. stated that they did level the concrete pad for the propane tank at Pump Station #2. Harold Wiker and Paul Miller Jr. stated that the propane tank company stated that we do not have a site where we can place it where it is at least 10 feet away from anything, which is not possible on the site. Jeff Sweater stated that he visually inspected the tank, all the welds look intact and that possibly the tank could be cosmetically cleaned up and/or check with the building code official regarding the setbacks. Paul Miller and Harold Wiker met with the neighboring property owner to Pump Station #2 and he would like and they are recommending that we install a fence to match his fence at a cost of \$1,840. It was discussed that if the opportunity to obtain additional land and/or a right-of-way at this location ever arises, it should be pursued or consider moving the location in the future.

A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to clean and paint the existing propane tank and to install a fence as proposed at a cost of \$1,840.00 at Pump Station #2.

Paving and Concrete Pad at Treatment Plant: The Borough Manager reported that three proposals for the paving and concrete pad at the treatment plant. The concrete pad low proposal was Paradise Masonry at \$3,527 and the low proposal for the paving was Beiler Paving at \$12,795. She stated that if you add both projects together, their total is \$16,322, which is under the official bidding requirement and only requires three proposals. We did receive two proposals for the concrete because no other companies would bid on the project (we did reach out to more which meets the requirement), and we did receive three proposals for the paving. The Borough Manager did verify that we are in compliance with the bidding requirements with the Authority's Solicitor.

A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to approve the installation of the concrete pad by Paradise Masonry at a cost of \$3,527 and the paving at the Treatment Plant by Beiler Paving at a cost of \$16,322 at the Treatment Plant.

Hartman Bridge Village Development: The Borough Manager reminded the members of the agreement with Hartman Bridge Village Development to begin paying the tapping fees was agreed to spread out over seven years and the first payment is due when the meter pit gets installed. The Borough Manager stated that the development has been delayed. Harold Wiker requested one of their representatives to attend our next meeting to provide a project update.

Charter Homes: Harold Wiker stated that a prior agreement was entered into with Charter Homes when they eliminated the pump station they agreed to provide us two grinder pumps and all electrical accessories plus the cash equivalent of a third one, and stated that this has not yet been done. Harold Wiker stated they are beginning to connect those homes to the system and that we need to check into this.

Fire Hydrant Damage Claim: The Borough Manager stated that the claim was uncontested at the District Magistrate's office, the Solicitor filed it with the Prothonotary's office, and additional information has been provided to the Solicitor.

Line of Credit – Ephrata National Bank: The Borough Manager stated that Ephrata National Bank is working on the final paperwork for the Letter of Credit and there is a small setup fee and \$100 annual fee.

A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to authorize the Line of Credit paperwork to be executed.

Posting Delinquent Customers: The Borough Manager stated that the certified letters for not paying their water/sewer accounts were mailed to several customers and we have not heard from two of those property owners. Ray Garraffa made a motion, seconded by Ray Reeder and passed unanimously to authorize the staff to post 111 East Main Street and 229 Crosskeys Drive for nonpayment of their water/sewer accounts and for failing to contact the office to setup a repayment agreement. The Borough Manager stated that we will keep the Authority updated regarding the collection of these accounts.

CITIZEN COMMENTS: Ray Reeder stated that there were recent articles in the newspaper regarding keeping an eye on Authorities. The Borough Manager will forward the articles to the members.

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

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
MAY 18, 2017 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ken Johnson Ray Reeder Ray Garraffa

Others Present:

Lisa M. Boyd, Borough Manager	Paul Miller Jr., Public Works Director
Ed Zalewski, Public Works Director in Training	Julian Mazero, ELA Group
Matt Sterchak, REL	Thomas Devenney, ELA Group Intern
Greg Hill, Keystone Custom Homes	

Harold Wiker announced that the meetings are audiotaped and maintained until the minutes are approved.

REQUESTS TO BE HEARD: None.

HARTMAN BRIDGE VILLAGE – GREG HILL: Greg Hill, representing Keystone Custom Homes, was in attendance and reviewed the Hartman Bridge Village project. He stated that the sewer line from the Hershey Farms plant and the water lines are installed to the site but capped without a meter pit. He stated that they have already spent approximately \$4 million in land, approvals, capacity and site work and their lenders want pre-leases. He stated that they have not yet signed the agreement and are planning to wait until they have the financing in place and install the meter pit to start field construction and then begin paying us for the capacity. Harold Wiker stated that he is concerned that the agreement has not yet been signed and suggested that the agreement be signed and the first payment is due upon the financing being in place and to increase the annual payments to have the full amount paid by 2022, which was the originally agreed-upon date. The Borough Manager explained the reservation of capacity fees and Mr. Hill stated that they could pay that by December 31, 2017.

Mr. Hill will draft a modification to the agreement to have the reservation of capacity fee in the amount of \$19,324.80 due by December 31, 2017 and, as previously agreed, to divide the tapping fee payments that begin when they install the meter pit into equal payments with the final payment due by December 31, 2024.

A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to have Keystone Custom Homes sign a modified agreement for the Hartman Bridge Village project to have the reservation of capacity fee in the amount of \$19,324.80 due by December 31, 2017 and, as previously agreed, to divide the tapping fee payments that begin when they install the meter pit into equal payments with the final payment due by December 31, 2024.

EPHRATA NATIONAL BANK PLANS – MATT STERCHAK, REL: Matt Sterchak, representing Ephrata National Bank, was in attendance and stated that, as approved by our Engineer, has revised the sewer line location to remove Manhole #8 which was in the stormwater basin and the line now goes from Manhole #7 to a moved Manhole #9 and completely avoids the stormwater basin. Mr. Sterchak stated that for the relocating of Manhole #9, the existing pipe will be filled with fill and the connection point from the old Manhole #8 will be patched with nonshrink grout so no water can get in. Harold Wiker stated that the easement will need to be recorded and trees and shrubs cannot be planted within the easement. Mr. Sterchak also stated that the pipe will have four feet of cover, which meets the requirement. Mr. Sterchak agreed to add a note that the Authority will be notified 96 or 72 hours prior to sewer line construction so the Borough can be on site to inspect.

A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to approve the revised plans for the Ephrata National Bank as drafted.

Harold Wiker stated that the cost opinion needs to be revised to correct the math calculations. Julian Mazero will provide the Borough Manager with a copy of the most recent document.

STATUS REPORT ON SEWER PROJECT: Julian Mazero, from ELA Group, reported that Jeff Sweater advised him that PPM is planning to begin the end of May. The Borough Manager stated that all contracts have been signed.

WELLS – 100’ RADIUS: The Borough Manager stated that she sent out letters to the affected property owners and have received the following feedback:

- * Steve Fisher (Fisher Well) – He is talking to his family and he wants to work with us.
- * Roger Rohrer (Rohrer Well) – He is willing to put in an easement.
- * Daniel King (King Well) – Have not had any response from him yet.

Julian Mazero will check with DEP regarding the regulations and what is recommended to be installed within that 100’ radius.

REVIEW OF WATER/SEWER SPECIFICATIONS: The Borough Manager stated that, in light of the review of the sewer specifications during the recent purchase of the grinder pumps for Charter Homes, the Borough Engineer stated that he was in agreement with the use of the Liberty pump assembly. She asked if our specifications needed to be revised. Harold Wiker stated that he discussed the sewer pumps with one of the owners from a local supply company and he recommends our specifications allow for the E-One, Liberty, or Flite (high-flow commercial-grade) sewer grinder pump because each have an appropriate application.

The members talked about the benefit of remote meter reading equipment but noted that at this time it is cost prohibitive.

A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to have the sewer grinder pumps included in the water/sewer specifications as an appendix and to allow for the E-One, Liberty, or Flite (high-flow commercial-grade) because each have an appropriate application.

PUBLIC WORKS REPORT – APRIL: Ray Reeder noted that the water to sewer ratios did increase and added that it will be good to get the sewer system sealed up. Paul Miller Jr. noted that the water table is increasing. Ray Reeder stated that he planned to work on a spreadsheet to show our projected savings for curing the infiltration problem. Harold Wiker noted that reducing infiltration opens up capacity that can be sold for tapping fees.

Paul Miller Jr. stated that the pump at Pump Station #5 failed and the cost to rebuild the pump was approximately \$1,700 and the cost for a new pump was approximately \$5,000. He stated that this motor is an obsolete pump and would need to be specially-made and would take from 12-17 weeks. Due to the cost difference and the amount of time to get a new pump, he had the existing pump repaired.

Harold Wiker asked the Borough Manager to investigate if new pumps (two new and one spare) could be purchased with the sewer bond money and possibly include them as a future bid package project. Julian Mazero stated that there are Act 13 small grant funds available through DCED that could be investigated for this project.

A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to approve the Public Works Report for the month of March, dated May 5, 2017.

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 of April 19, 2017 through May 9, 2017.

MINUTES OF APRIL 20, 2017: A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to approve the minutes of the April 20, 2017 meeting as printed.

REVIEW OF 5-YEAR PROJECTION: The 5-year financial projection spreadsheet was reviewed. The Borough Manager stated that the revenues are probably conservative and noted that the sewer fund does go into the negative in 2020 due to the loan payments. She noted that this spreadsheet will be updated during budget time and 2021 will be added. It was the consensus to update this document in July and to add 10% to the sewer usage revenues in 2018.

OTHER BUSINESS:

Bank Statement – As recommended by Authority auditor Mark Zettlemyer, Ray Reeder opened, reviewed, and initialed the bank statements and found everything to be in good order. He added that the statements are also being reviewed from the sewer bond proceeds account at M&T Bank.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Ken Johnson, 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
JUNE 15, 2017 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ken Johnson Ray Reeder Ray Garraffa

Others Present:

Lisa M. Boyd, Borough Manager

Phil Good, S&P Carwash and Laundromat

Ed Zalewski, Public Works Director in Training

Harold Wiker announced that the meetings are audiotaped and maintained until the minutes are approved.

REQUESTS TO BE HEARD: None.

S&P CARWASH AND LAUNDROMAT – PHIL GOOD: Phil Good pointed out to the members that his car wash was charged a high rate for the water it used, and he asked why that was the case. He asked for the reason that our rates increase with increasing water use.

Mr. Good did not dispute his billing or the reported amount of use. The ensuing discussion dealt with water reuse or the lack thereof, seasonal fluctuation of use, and comparison of water costs with his competitors.

Mr. Good indicated that he will most likely return to October Authority meeting to see if any changes to the rate structures are being considered.

WELLS – 100’ RADIUS: It was the consensus of the members that a follow-up call to the owners of the properties will be made by the Borough Manager.

EPHRATA NATIONAL BANK PLANS – WATER LINE LOCATION UPDATE: Matt Sterchak of REL Design has been working with Ed Zalewski, Harold Wiker and Jeff Sweater to finalize the location of the water line and just yesterday he submitted a plan that meets the Authority’s requirements.

STATUS REPORT ON SEWER PROJECT: On behalf of Paul Miller, Ed reported that the sewer project is moving along nicely. Progressive has had some equipment problems, but have been addressing those programs in a timely manner.

PUBLIC WORKS REPORT – MAY: A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to approve the Public Works Report for the month of May. It was confirmed that the fence at Pump Station #2 has been installed by Millcreek Fence & Decks to the satisfaction of the Public Works employees.

Harold stated that he is requesting that ELA prepare a proposal to bid the two future sewer projects; one being Clover Avenue and the other being the end of Susan/Mindy Avenue. Harold added that he would like the proposal for the July Authority meeting.

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 of May 17, 2017 through June 1, 2017.

MINUTES OF MAY 18, 2017: A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to approve the minutes of the May 18, 2017 meeting as printed.

OTHER BUSINESS:

Bank Statement – As recommended by Authority auditor Mark Zettlemyer, Ray Reeder is planning to open, review, and initial the bank statements immediately following the Authority meeting.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 9:42 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
JULY 20, 2017 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ray Reeder Ray Garraffa Will Mullin

Others Present:

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

Ed Zalewski, Public Works Director in Training

Harold Wiker announced that the meetings are audiotaped and maintained until the minutes are approved.

REQUESTS TO BE HEARD:

RAILROAD MUSEUM – REQUEST TO HOOK TO BOROUGH WATER SYSTEM: A representative was not in attendance from the Railroad Museum. A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to authorize the Borough Manager to advise the Railroad Museum that we have a bulk customer agreement with Strasburg Township and they should contact Strasburg Township to request water service from the Borough Authority.

TRAILS AT STRASBURG – REDUCTION IN LETTER OF CREDIT REQUEST: The Borough Manager stated that the lines were accepted in 2015, they had provided an 18-month maintenance guarantee which is expiring, she is unaware of any water and sewer line issues, and the Public Works Director-in-training is agreeable to the reduction in the letter of credit. The Borough Manager confirmed that the easements and rights-of-way have been recorded. A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to approve the reduction in the letter of credit/maintenance guarantee, leaving a zero balance.

HOLIDAY INN EXPRESS – ACCEPTANCE OF WATER & SEWER LINES AND APPROVAL OF REDUCTION IN LETTER OF CREDIT: A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously, to accept dedication of the water and sewer lines subject to the Borough Manager confirming that all easements and rights-of-way have been recorded , and to approve either: 1) reduce the construction letter of credit to a zero balance and the developer must provide an 18-month maintenance guarantee prior to the release of the construction letter of credit, or 2) increase the existing letter of credit to the amount required for the 18-month maintenance guarantee.

STATUS REPORT ON SEWER PROJECT:

PROGRESSIVE PIPELINE APPLICATION FOR PAYMENT #1: Jeff Sweater reported that Progressive Pipeline submitted an application for payment #1 for \$74,439.00 which includes length of pipe lined. The Engineer has agreed to this payment application and recommends approval.

A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to approve the payment of Application for Payment #1 in the amount of \$74,439.00 to Progressive Pipeline Management for sewer pipe relining work done, as recommended by the Engineer.

The Borough Manager thanked Ray Reeder for the informative article and photograph he provided for the Borough Newsletter.

Will Mullin asked if a progress report or map showing the completed lines could be provided either monthly or every other month during the regular meeting. Jeff Sweater stated that he can create and update a map which will include the entire borough so the pipe that has been lined is shown as well as the pipes that were not yet lined.

Ray Reeder suggested the map be provided in electronic format. Following discussion, Will Mullin stated that a small projector and portable screen could be purchased to be used during meetings and he offered to assist with selecting a projector.

The Borough Manager stated that she will be creating a spreadsheet to document the I&I numbers to show the difference between the pre-lined pipes compared to the project in-progress and then completed lining.

EPHRATA NATIONAL BANK PLANS – WATER LINE LOCATION UPDATE: The Borough Manager stated that the Engineer has reviewed all of the paperwork that has been submitted regarding relocating the water line and it meets all of the Borough's requirements. The Borough Manager has copies of all of the necessary paperwork. Harold Wiker stated that they need to be reminded that we need a 72-hour advance notice before they install the water line, our Public Works Department needs to be on-site during the connection, the line needs to be pressure tested and a disinfection water test completed.

A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to accept the revised water line plans for Ephrata National Bank.

REVIEW OF DRAFT BIDDING DOCUMENTS FOR SEWER PROJECT – CLOVER AVENUE AND END OF MINDY AVENUE: Jeff Sweater provided the draft bidding documents for the sewer project for Clover Avenue and the end of Mindy Avenue. He stated that for the Clover Avenue project is approximately 1600 feet of pipe to Pump Station #2. Harold Wiker suggested and Jeff Sweater agreed that the new line would be run parallel to the existing line and the contractor should work from the Pump Station backwards and connect the laterals as they go and the old line then becomes abandoned in place. Mr. Sweater stated that if the two projects are put together that the Engineering costs could be reduced. Harold Wiker suggested bidding the projects three ways which include: 1) Clover Avenue, 2) Mindy Avenue, and 3) both projects together. Mr. Sweater stated that new rights-of-ways for the Mindy Avenue project will need to be obtained. The members were reminded that the additional sewer bond funds will pay for these projects. Jeff Sweater will provide updated cost estimates so the Authority can plan for the expense.

A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to put the project out to bid in three bids in November/December 2017.

PLAQUE FOR WATER TREATMENT PLANT DISCUSSION: The Borough Manager provided a list of the members that were on the Authority in 2010, the contractors, and the Engineer. Jeff Sweater will check with his staff to see if they have any samples of size and wording for similar plaques on other projects. It was the consensus to check with Ken Johnson for his input on this project.

REVIEW OF 5-YEAR PROJECTION SPREADSHEET: The Borough Manager reviewed the draft 5-year projection spreadsheet and noted that she included a 10% increase in 2018 and another 10% in 2019 is not sufficient to cover the anticipated expenses in the sewer fund through 2023. Other options to implement the increase were discussed such as spreading it out over several quarters. Jeff Sweater suggested increasing the rates annually rather than quarterly to aid in the calculation of projections. Will Mullin and Ray Reeder will review the spreadsheet's assumptions and formulas. Harold Wiker reminded the members of the bulk payments to Suburban Lancaster Sewer Authority. Jeff Sweater stated that other

authorities he has worked with recommend maintaining an ending balance of approximately six months of expenses. Will Mullin suggested preparing a plan for future needed improvements.

Harold Wiker stated that some of the future water projects include replacement of the water lines on East Main Street and South Decatur Street and automatic meter readers. It was discussed that these projects will need to be included in future budgets and Harold Wiker stated that they will need to be discussed with Ed Zalewski for his input to prioritize them.

QUARTERLY TREASURER'S REPORT: The Borough Manager reviewed the 6/30/2017 Treasurer's Report and noted that we are in a good financial position.

A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to accept and file for audit the Treasurer's Report for the period ending June 30, 2017.

PUBLIC WORKS REPORT – JUNE: Harold Wiker asked them to document over several quarters the amount of time spent reading the meters as well as the mileage so a cost to read the meters can be calculated. Harold Wiker noted that the water/sewer ratios were good. A motion was made by Ray Reeder, seconded by Will Mullin and passed unanimously to approve the Public Works Report for June 2017.

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 of June 15, 2017 through July 11, 2017.

MINUTES OF JUNE 15, 2017: The minutes will be reviewed at a future meeting.

OTHER BUSINESS:

1305 Village Road – The updated cost analysis spreadsheet for the property at 1305 Village Road was reviewed.

Bank Statement – As recommended by Authority auditor Mark Zettlemyer, Ray Reeder opened, reviewed, and initialed the bank statements.

135 Miller Street – The Borough Manager stated that the owner of 135 Miller Street asked for permission to install a separate meter for irrigation for his garden, orchard, and berries. The Borough Manager provided photographs of his property which does show a garden, orchard and berries. He is asking for a separate meter so he would not have to pay for the sewer usage fees. Ray Reeder asked if it was a commercial orchard to which the Borough Manager stated that she was not sure and that she has not seen him sell the items at his property. Will Mullin stated that we would need to have the right to inspect to make sure that he is only using that water for irrigation. Jeff Sweater stated that a standard meter pit and meter needs to be installed and paid for by the homeowner. It was stated that this type of irrigation metering is being done at a few other locations in the Borough. Will Mullin and Ray Reeder will develop a draft policy regarding this type of connection to be considered at a future meeting.

Rate Study – Ray Reeder provided a rate structure study and provided it via email to the members for their review. He created an extended spreadsheet that utilizes assumptions through 2016 for every user comparing rates. He asked if the members were interested in reviewing the rate structures at this time, considering the other projects that are already in-progress. Discussion regarding the rate structure ensued and it was stated that in order to maintain the same level of revenue, if the high-end users rate structure is reduced that the residential rate structure would have to be increased. It was also discussed that the

commercial users are using the Borough's water and sewer to make money for their business. It was the consensus that the rate structure should remain the same at this time.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to adjourn the meeting at 11:15 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
AUGUST 17, 2017 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ken Johnson Ray Reeder Ray Garraffa Will Mullin

Others Present:

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

Ed Zalewski, Public Works Director in Training

Harold Wiker announced that the meetings are audiotaped and maintained until the minutes are approved.

REQUESTS TO BE HEARD:

COMMUNITY PARK WATER/SEWER RELIEF REQUEST: Ed Zalewski, representing the Strasburg Community Park, was in attendance and reviewed his written request for some relief on their most recent water/sewer bill. He stated that there was either a maintenance or vandalism issue in June at the Park Pavilion where the urinal in the restroom was damaged and drain clogged and water was running under the door, into a drain and in the rain garden. He stated that in this quarter, they used 39,600 gallons but they normally use under the 5,000 gallon minimum. He reminded the members that this park is community-funded and maintained by volunteers.

A motion was made by Will Mullin, seconded by Ray Reeder and passed unanimously to reduce the second quarter 2017 water/sewer bill for the Strasburg Community Park to the amount that it would have normally been in this quarter, which is the minimum bill of \$84.54.

On behalf of the Strasburg Community Park, Ed Zalewski thanked the board for their decision and expressed his appreciation.

SEWER PROJECT STATUS PRESENTATION: Jeff Sweater provided a map showing the pipe that has been lined, noting that the green is the lined pipe and the red is what still needs to be lined. Mr. Sweater stated that he will be meeting with the contractor to determine how they are choosing the locations to be lined. Harold Wiker and Jeff Sweater expressed their concern regarding the progress of the project and the deadline.

Jeff Sweater reviewed a change order submitted by Progressive Pipeline Management which is for an increase of \$1,500 for changes up to August 10, 2017 for two setup charges per the agreed upon unit cost of \$750 each for two sections of sewer that were not able to be lined due to the condition of the mains: Village Rd (MH-1 to EX MH-SLSA) and N. Jackson St. (MH-84 to MH-82).

A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to approve the change order as submitted for changes up to August 10, 2017 for the increase of \$1,500 as detailed above.

Harold Wiker stated that, unless it is an emergency, the contractor should be placing PA One Calls before digging.

Will Mullin thanked Jeff Sweater for providing the map detailing the progress of the project.

PROGRESSIVE PIPELINE APPLICATION FOR PAYMENT #2: Jeff Sweater reported that Progressive Pipeline submitted an application for payment #2 for \$109,777.50. The Engineer has agreed to this payment application and recommends approval.

A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to approve the payment of Application for Payment #2 in the amount of \$109,777.50 to Progressive Pipeline Management for sewer pipe relining work done, as recommended by the Engineer.

PLAQUE FOR WATER TREATMENT PLANT DISCUSSION: Ray Reeder provided a draft of a plaque for the Water Treatment Plant. It was the consensus of the members to have Ken Johnson send the proposal out for pricing for different treatments to be reviewed at a future meeting.

APPROVAL OF 2018 BUDGET CALENDAR: A motion as made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to approve the 2018 Budget Calendar.

Harold Wiker suggested reviewing the long-range plan of future projects and compare that to how the budget can support those projects. Ken Johnson offered to meet with Harold Wiker and the Borough Manager on this project. Jeff Sweater will provide per foot cost estimates for water line replacement costs for 12" and 8" lines.

PUBLIC WORKS REPORT – JULY: A motion was made by Ken Johnson, seconded by Ray Garraffa and passed unanimously to approve the Public Works Report for July 2017. It was noted that the ratios for water and sewer were good.

Harold Wiker asked for a status report of the progress to obtain additional land surrounding our wells and springs. The Borough Manager stated that she has left messages and that it may be necessary for her to go see them in person.

PAYMENT OF MONTHLY BILLS: A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to approve the list of bills for the period of July 18, 2017 through August 8, 2017.

MINUTES OF JUNE 15, 2017 AND JULY 20, 2017: A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to approve the minutes of the June 15, 2017 and July 20, 2017 meetings as submitted.

OTHER BUSINESS:

Charter Homes Phase 1 – ELA Water/sewer punch list – The Borough Manager provided a copy of ELA's water/sewer punch list items for their review. She stated that Charter Homes' representative is questioning #5, #6, #10 and #13. Regarding items #5 and #6, Jeff Sweater noted that their plans propose a .5% sewer slope for two sections but there is actually a .414% and .456% slope. He stated that this is above the state standard slope of .4% and there have not been any clogging problems over the past ten years. Harold Wiker asked the Borough Manager to verify that all right-of-ways have been noted and recorded. Regarding comment #10, Harold Wiker stated that the fire hydrants need to be the same throughout the entire town and the Borough Manager will verify with the fire company what color they prefer and if they need to be repainted that it should be done within two months. Ed Zalewski stated that it is his opinion that they be all red because of the ease of repainting. Jeff Sweater reviewed the easement issue detailed in #13 and stated that the developer will need to take some time to check and possibly modify the easement before the development is accepted for dedication.

A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to accept the water/sewer punch list as prepared by ELA Group Inc. for Charter Homes Phase 1 with the note that the color of the fire hydrants will be decided on by the fire company and if they need to be repainted that it should be done within two months.

Bank Statement – As recommended by Authority auditor Mark Zettlemyer, Ray Reeder opened, reviewed, and initialed the bank statements.

Future Projects – Ray Reeder asked the Board’s opinion on the strategy to raise additional funds to cover future sewer projects, such as several small increases, a larger one time increase, etc.

Harold Wiker stated that some future water projects are replacing the 12” main on East Main Street, increase the 4” line on South Decatur Street to an 8” line and installing remote meters. He added that if an additional Public Works employee is needed to replace our retiring employee, it may be necessary to delay the remote meters.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 9:39 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
SEPTEMBER 21, 2017 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ken Johnson Ray Reeder Ray Garraffa Will Mullin

Others Present:

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

Ed Zalewski, Public Works Director in Training

Harold Wiker announced that the meetings are audiotaped and maintained until the minutes are approved.

REQUESTS TO BE HEARD: None.

SEWER PROJECT STATUS PRESENTATION & CHANGE ORDER: Jeff Sweater provided a map showing the pipe that has been lined, noting that the green is the lined pipe and the red is what still needs to be lined. He stated that there is approximately 35% of the length and 43% of the sections of pipeline completed. Mr. Sweater stated that they have not started to line the manholes yet.

Jeff Sweater reviewed a change order submitted by Progressive Pipeline Management which is for an increase of \$30,098.00 for the addition of lining of MH-148(8.35 ft deep), P-242 (127 LF of 8” sewer), MH-148B (7 ft deep), P-243 (350 lf of 8” sewer), MH148C (7 ft deep), and installation of (2) heavy duty frames and covers, (2) setup charges for traffic control, reinstatement of (3) laterals based on the Contract, and extends the completion date seven days until December 22, 2017.

A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to approve the change order as submitted for changes up to September 20, 2017 for the increase of \$30,098.00 as detailed above.

Mr. Sweater stated that he did remind the contractor of the contract deadline, which was extended a week to December 22, 2017 because of the change order. He stated that the contractor did mention the possibility of requesting an extension due to weather and Mr. Sweater advised them that they would need to submit the dates and conditions to be reviewed. The Borough Manager noted that she has been forwarding Paul Miller’s inspection reports to the members for their review.

REQUEST FOR REDUCTION IN LETTER OF CREDIT – STRASBURG COMMONS PHASE 2:

The Borough Manager noted that the improvements were inspected by Paul Miller and he is in agreement with the reduction in the letter of credit. She stated that the reduction they are requesting is to leave \$99,264, which is the required 15% maintenance guarantee.

A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to approve the reduction in the letter of credit for Strasburg Commons Phase 2 to leave the required 15% maintenance guarantee balance of \$99,264, as recommended by the Public Works Director.

Harold Wiker asked about the easements for Strasburg Commons Phase 1 and Jeff Sweater stated that he is requiring Charter Homes, as called for in the Subdivision and Land Development Ordinance, to submit a survey showing the adjacent easements and lots on their as-built plans so it can be mapped.

PLAQUE FOR WATER TREATMENT PLANT DISCUSSION: Ken Johnson stated that he forwarded the proposal to Zimmerman Foundries in Columbia and is waiting for a price, and he will follow up with them.

REVIEW OF 5-YEAR PROJECTION SPREADSHEET INCLUDING FUTURE WATER

PROJECTS: The Borough Manager stated that she met with Harold Wiker, Ken Johnson and Ed Zalewski regarding future projects. She stated that the water projects will be incorporated into current and future budgets and the sewer projects can be paid out of the bond. She reviewed the water projects which include approximately 2,000 feet of 12” on East Main Street up to the Square and approximately 950 feet of 4” on South Decatur Street that needs to be replaced, at an approximate cost of \$520,000 in 2018. She also explained that there are 8 hydrants that need to be replaced and she is proposing to replace one regular (approximate cost of \$5,000) and one hydrant with a valve (approximate cost of \$7,500) in 2018. The remote meter reading program is included in the future projects in 2021, which is after the more important projects have been completed. The Borough Manager noted that no water rate increase is necessary to complete these water projects, as shown on the spreadsheet. Ray Reeder stated that he wanted to review the spreadsheet in more detail. Harold Wiker noted that improvements will be needed to the reservoir in ten years.

The sewer projects and rate increase, as shown on the spreadsheet, were reviewed. Will Mullin stated that he was in favor of a smaller rate increase for several years as opposed to a one-time large increase. Harold Wiker noted that no funds are being set aside for future replacement of lines or the lining of the Borough streets.

Harold Wiker suggested reviewing the split of general/water/sewer expenses that pay for Public Works items in the Borough’s budget. The Borough Manager stated that a time study would be necessary to determine the amount of time spent on each fund.

A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to approve a 7% sewer rate increase for 2018.

PUBLIC WORKS REPORT – AUGUST: A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to approve the Public Works Report for August 2017. It was noted that the ratios for water and sewer were good.

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 of August 11, 2017 through September 6, 2017.

MINUTES OF AUGUST 17, 2017: A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to approve the minutes of the August 17, 2017 meeting as submitted.

OTHER BUSINESS:

Bank Statements – As recommended by Authority auditor Mark Zettlemoyer, Ray Reeder opened, reviewed, and initialed the bank statements.

Ben Esh Request to Lease Meadow – Mr. Esh contacted the Borough Manager and asked if we would consider allowing him to lease two acres at our property for a pasture at the corner of White Oak Road and Peach Lane. Ed Zalewski stated that this is the area that washes out and flows into the Springs, and that is why we want to plant trees in this area. It was the consensus to deny the request because this area will be planted in trees to create a buffer.

CITIZEN COMMENTS: None.

EXECUTIVE SESSION – PERSONNEL: Harold Wiker adjourned the meeting into Executive Session at 9:54 a.m. to discuss a personnel matter.

The regular meeting was reconvened at 10:00 a.m. at which time a motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to authorize the placement of an ad to hire a full-time Public Works employee. Harold Wiker noted that this hiring was authorized by Borough Council.

ADJOURNMENT: A motion was made by Ken Johnson, seconded by Ray Garraffa and passed unanimously to adjourn the meeting at 10:04 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
OCTOBER 19, 2017 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ken Johnson Ray Reeder Ray Garraffa Will Mullin

Others Present:

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

Ed Zalewski, Public Works Director in Training

Harold Wiker announced that the meetings are audiotaped and maintained until the minutes are approved.

REQUESTS TO BE HEARD: None.

REQUEST TO PAY WATER/SEWER IN INSTALLMENTS – AMISH LANTERNS: The Borough Manager stated that the Amish Lanterns is under new ownership and they had a leak and are requesting to pay the current water/sewer bill in three installments, one each in October, November and December, without penalties.

A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to allow a one-time payment plan for the new owners of the Amish Lanterns Motel for their third quarter 2017 water/sewer bill to pay in three installments, one each in October, November and December, without penalties, as long as it is paid in full by December 31, 2017 and if the final payment is not made on time, the full penalties will be assessed.

Ed Zalewski reported that he talked to the property manager two years ago and explained to her again that their property is in three sections and he recommends installing a meter on each section to monitor the water use and to make it easier to identify the location of leaks. The Borough Manager was asked to provide this information to the new owner as well.

SEWER PROJECT STATUS PRESENTATION: Jeff Sweater reported that there was a staff change at PPM but it does not affect our crew, and that he anticipates a better working relationship. He added that the PPM President reached out to him and indicated that they intend to complete the project on time and will put the resources to it. Jeff Sweater provided and reviewed the map showing the progress of the project.

PROGRESSIVE PIPELINE APPLICATION FOR PAYMENT #3: Jeff Sweater reported that Progressive Pipeline submitted an application for payment #3 for \$369,008.10. The Engineer has agreed to this payment application and recommends approval.

A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to approve the payment of Application for Payment #3 in the amount of \$369,008.10 to Progressive Pipeline Management for sewer pipe relining work done, as recommended by the Engineer.

REVIEW PLAQUE FOR WATER TREATMENT PLANT QUOTE AND APPROVAL TO

EXECUTE: The quote from Paul Zimmerman Foundaries dba Erie Landmark Company was reviewed. A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to proceed with the plaque for the water treatment plant from Paul Zimmerman Foundaries dba Erie Landmark Company for a 30 x 30 bronze plaque at a cost of \$2,776.00.

REVIEW 2018 DRAFT AUTHORITY BUDGET: The Borough Manager provided a revised budget for review and stated that she and Ray Reeder had met and reviewed the document prior to the meeting. The Borough Manager provided a list of the additional budget items requested by the Public Works Department for 2018 for their review and she stated that she supports their requests.

The Borough Manager stated that the 5-year spreadsheet that was used to consider the sewer rate increase was created prior to the 2017 projections being updated and it was discovered that when those numbers were updated, the 7% sewer rate increase that was discussed at last month's meeting is not sufficient to cover the 5-year expenses. The members reviewed the updated 5-year spreadsheet and determined that an 8% sewer increase is necessary to accommodate the loan payments, expenses and projects.

A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to ratify and confirm an 8% sewer rate increase effective with the billing for the 4th Quarter of 2017.

PUBLIC WORKS EMPLOYEE UPDATE: The Borough Manager stated that yesterday was the deadline for applications, and three applications were received. The five-mile residency requirement was stated in the ad. It was the consensus of the members to interview one applicant and send letters to the other two applicants. It was the consensus that if a satisfactory candidate is not found that the position will be readvertised. If readvertisement becomes necessary, it was suggested to consider the Advertiser, Chronicle and Craigslist.

PUBLIC WORKS REPORT – SEPTEMBER: A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to approve the Public Works Report for September 2017. It was noted that the ratios for water and sewer were good except for a day when there was substantial rain.

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 of September 13, 2017 through October 10, 2017.

MINUTES OF SEPTEMBER 21, 2017: A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to approve the minutes of the September 21, 2017 meeting as submitted.

OTHER BUSINESS:

Bank Statements – As recommended by Authority auditor Mark Zettlemyer, Ray Reeder opened, reviewed, and initialed the bank statements.

Irrigation Meters – Will Mullin stated that he is still working on this and will report back at the next meeting with a recommendation. The group discussed various items including the computer program's ability to automatically calculate the usage and if an administrative fee should be considered.

Water Leak at 312 Susan Avenue – The Borough Manager reported that there was a leak in the pressure release valve on the hot water heater at 312 Susan Avenue that did not go back into the sewer. It was the consensus of the members that the same normal process should be followed to allowing a sewer credit as long as it can be proven that it didn't go back into the sewer.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Ray Garraffa, seconded by Will Mullin and passed unanimously to adjourn the meeting at 10:34 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
NOVEMBER 16, 2017 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ken Johnson Ray Reeder Ray Garraffa Will Mullin

Others Present:

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

Ed Zalewski, Public Works Director in Training

Harold Wiker announced that the meetings are audiotaped and maintained until the minutes are approved.

REQUESTS TO BE HEARD: None.

SEWER PROJECT STATUS PRESENTATION & EXTENSION OF TIME REQUEST: Jeff Sweater stated that approximately 61% of the pipes are lined and approximately 40% of the manhole work has been completed. He provided the map showing the progress to the members. He stated that Progressive Pipeline Management has submitted a 120-day extension request to the contract. Jeff Sweater stated that over the past month, it was discovered that approximately 1,600 feet of pipe was shown on our as-built plans as 8" but is actually 12". He stated that it will take approximately 3 weeks to get the correct liner; options to handle the change and request for extension of time were discussed. Harold Wiker suggested using the extra 8" liner on streets outside of the existing contract and mapped out suggested streets with Jeff Sweater. Will Mullin asked for a spreadsheet to be prepared outlining the various costs and savings to be considered at next month's meeting. Jeff Sweater will prepare the requested information and discuss the options with the contractor and bring it back for the next meeting for action.

PROGRESSIVE PIPELINE APPLICATION FOR PAYMENT #4: Jeff Sweater reported that Progressive Pipeline submitted an application for payment #4 for \$109,044.90. The Engineer has agreed to this payment application and recommends approval.

A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously, to approve the payment of Application for Payment #4 in the amount of \$109,044.90 to Progressive Pipeline Management for sewer pipe relining work done, as recommended by the Engineer.

REQUEST TO CROSS BOROUGH PROPERTY FOR TIMBERING – MARCUS BEILER: The Borough Manager reported that she received a call from property owners along Fernwood Drive who are requesting to cross the Borough's property off of Summit Hill Drive into our Mowrer Springs to access their property with equipment to timber their property. They stated that Fernwood Drive was recently paved and that is why they are submitting this request.

Ed Zalewski stated that the lane to the Mowrer Springs is only approximately 8 feet wide, Ken Johnson expressed his concern regarding a potential spill contaminating our springs, and Harold Wiker stated that logging equipment can mess up the area and we have previously not allowed this type of activity due to liability concerns.

A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously, to deny the request to cross the Borough property for timbering.

WELLS – 100’ RADIUS: The Borough Manager stated that the matter of securing a 100’ radius around the wells, as previously recommended by DEP, was reviewed by the Authority’s Solicitor who submitted a letter regarding this matter. It was not an original requirement when these wells were established, but Jeff Sweater stated that it will be necessary when the wells are re-permitted. There was consensus to have the Authority’s Solicitor continue with preparing the agreements and to have the Borough Engineer prepare a map showing the existing wells and exactly how much additional land is needed for each per DEP Regulations.

REVIEW 2018 PRELIMINARY AUTHORITY BUDGET: The Borough Manager reviewed the changes that were made to the budget since the last meeting. She noted that there are major projects proposed for both the water and sewer systems budgeted in 2018. It was the consensus that the sewer projects are more important and that the water projects should be included in the 2019 Budget.

PUBLIC WORKS REPORT – OCTOBER: A motion was made by Will Mullin, seconded by Ray Reeder and passed unanimously, to approve the Public Works Report for October 2017. It was noted that the ratios for water and sewer were good and the run times for Pump Station #2 are lower this month.

PAYMENT OF MONTHLY BILLS: A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously, to approve the list of bills for the period of October 17, 2017 through November 7, 2017.

MINUTES OF OCTOBER 19, 2017: A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously, to approve the minutes of the October 19, 2017 meeting as submitted.

OTHER BUSINESS:

Bank Statements – As recommended by Authority auditor Mark Zettlemyer, Ray Reeder opened, reviewed, and initialed the bank statements.

EXECUTIVE SESSION – PERSONNEL: At 9:37 a.m., Harold Wiker announced that the board will be going into an Executive Session to discuss a personnel matter.

The meeting was reconvened at 10:00 a.m. at which time a motion was made by Ken Johnson, seconded by Ray Garraffa and passed unanimously to set Paul Miller’s sewer relining consultant wage at \$30.00 per hour (not at prevailing wage), he should provide a liability certificate of insurance for no less than \$500,000, and submit payroll records.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously, to adjourn the meeting at 10:03 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
DECEMBER 21, 2017 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ken Johnson Ray Reeder Ray Garraffa Will Mullin

Others Present:

Lisa M. Boyd, Borough Manager

Ed Zalewski, Public Works Director in Training

Harold Wiker announced that the meetings are audiotaped and maintained until the minutes are approved.

REQUESTS TO BE HEARD: None.

SEWER PROJECT:

UPDATE: The Borough Manager distributed the report that was submitted by the Engineer and reported that Paul Miller Jr. is back as the inspector. Ed Zalewski reported that they are finishing up lining Jackson Street, Pleasant View Drive and Dallas Avenues.

Harold Wiker stated that lining other pipe to utilize the liner that was ordered was discussed at the last meeting and that was not necessary because they were able to use the liner on pipe within the scope of the project.

CHANGE ORDER #3: Harold Wiker reported that Jeff Sweater worked with the contractor and the following was negotiated for the extension of time request: 1) Install the liner in the 12” pipe that was incorrectly shown on the plans as 8” at no additional cost, 2) Install the liner in the 15” pipe section at the pump station that was incorrectly shown on the plans as 12” at no additional cost, 3) Deduct \$20,000 for additional costs for our inspector and the engineer’s work , 4) Extend contract 120 days with a substantial completion date of April 21, 2018 and no additional extensions will be considered and if this completion date is not met, the fine is \$2,000 per day. Ken Johnson noted that Item #4 under Purpose of the Change Order needs to be revised to state: “The contractor agrees...” and to correct other misspellings.

A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to approve Change Order #3 with the corrections as noted.

PAY APPLICATION #5: The Borough Manager stated that the Borough Engineer recommends approval of Pay Application #5. The members reviewed the application and determined that the correct amount to be paid is \$144,818.10.

A motion was made by Will Mullin, seconded by Ray Reeder and passed unanimously, to approve the payment of Application for Payment #5 in the amount of \$144,818.10 to Progressive Pipeline Management for sewer pipe relining work done, as recommended by the Engineer.

The Borough Manager will talk to the Borough Engineer about his recent performance.

UPDATE ON HIRING OF NEW PUBLIC WORKS EMPLOYEE: The Borough Manager reported that following the second interview, the candidate declined our employment offer and decided to remain loyal to his current employer.

It was the consensus to advertise the position again in the Spring and consider utilizing the Advertiser, internet sites, Craigslist and Thaddeus Stevens.

RATIFY AND CONFIRM PUBLIC WORKS DIRECTOR'S RAISE: Harold Wiker stated that it was previously agreed that when Ed Zalewski was appointed to the position of Public Works Director that he would receive a \$2.50 per hour raise but wanted this action ratified and confirmed by the Board.

A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to ratify and confirm a \$2.50 per hour raise for Ed Zalewski in light of his appointment to the position of Public Works Director effective December 5, 2017.

REQUEST REGARDING ON-CALL/RUNNING WEEKEND ROUTE TIME: Harold Wiker stated that this request was submitted by the Public Works Director and is acceptable to all of his employees. The Public Works On-Call/Running Weekend Route Time Proposal was reviewed. Harold Wiker stated that the current policy is that there is a Public Works Employee on call and that employee is the one that is responsible to check the entire system on Saturday and Sunday (which takes approximately 3 to 3 ½ hours per day) and they only work until noon the following Friday. The proposal is to allow the employee who worked the previous weekend to get 4 hours for Saturday and Sunday and have the entire day off on Friday (unless there is an emergency), which will help to reduce overtime. The Borough Manager stated that, if enacted, this will be put into the personnel policies. The Public Works Director is recommending this policy be put into effect when the Public Works Department is fully staffed with four employees.

A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to change the on-call/running weekend route time schedule to begin effective when the Public Works Department is fully staffed.

REVIEW OF WASTEWATER/WATER RATIO SPREADSHEET: The Borough Manager provided a draft of a wastewater/water ratio spreadsheet to show the impact of the sewer lining. An annual total line will be added.

PUBLIC WORKS REPORT – NOVEMBER: A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously, to approve the Public Works Report for November 2017. It was noted that the ratios for water and sewer were good.

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 of November 4, 2017 through December 12, 2017.

MINUTES OF NOVEMBER 16, 2017: A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously, to approve the minutes of the November 16, 2017 meeting as submitted.

SEWER LINING INSPECTOR: Harold Wiker stated that Paul Miller's wages were discussed and set at last month's meeting. The offer was not acceptable to Paul Miller and he suggested becoming a part-time seasonal Borough employee. Harold Wiker stated that he and the Borough Manager considered the proposal and reviewed benefit impacts with our insurance agent and Solicitor and the Borough Manager will track his hours to insure that we do not exceed more than 40 hours per week for more than nine months. Harold Wiker stated that there is a cost savings of utilizing Paul Miller as the inspector verses hiring our engineering firm to be the inspector.

A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to hire Paul Miller as the sewer lining inspector for this project as a part-time Borough employee and to set his wage at \$30.00 per hour.

2018 FINAL AUTHORITY BUDGET: The Borough Manager reviewed the 2018 Final Authority Budget and noted that based on the 2017 Projection updates, some of the 2018 Budget figures were updated as well. She also stated that a note was added to indicate that there will be some sewer projects in 2018 which will be paid from the bond.

A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to approve the 2018 Final Authority Budget as presented.

OTHER BUSINESS:

Draft Irrigation Meter Policy – Will Mullin reviewed a draft irrigation meter policy he prepared. Based on suggestions from the members, Mr. Mullin will revise the policy and it will be reconsidered at a future meeting.

Bank Statements – As recommended by Authority auditor Mark Zettlemyer, Ray Reeder opened, reviewed, and initialed the bank statements.

Plaque at Treatment Plant – Ray Reeder suggested the plaque be placed inside the Treatment Plant so it is in a good place to be visible and added that it would not be able to be read if it were placed on the outside of the building because of the fence. It was the consensus that the placement will be discussed at a future meeting.

CITIZEN COMMENTS: None.

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

Respectfully Submitted,

Lisa M. Boyd, Borough Manager