

**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 ½” inside. Mr. Sterchak was not sure if they were proposing to sprinkler the facility or not. Jeff Sweater suggested they install a 1 ½” 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,

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Lisa M. Boyd, Borough Manager