

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, Univest 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