

**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,

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Lisa M. Boyd, Borough Manager