

**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,

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Lisa M. Boyd, Borough Manager