

**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,

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Lisa M. Boyd, Borough Manager