

STRASBURG BOROUGH AUTHORITY
JANUARY 20, 2016 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ken Johnson Ray Reeder Tim Buko Ray Garraffa

Others Present:

Lisa M. Boyd, Borough Manager Paul Miller, Public Works Director
Mark Deimler, Strasburg Township Administrator

REQUESTS TO BE HEARD: None.

REORGANIZATION: A motion was made by Tim Buko, seconded by Ray Garraffa and passed unanimously to reappoint the following:

CHAIRMAN: Harold Wiker	VICE-CHAIRMAN: Ken Johnson
SECRETARY/TREASURER: Ray Reeder	SOLICITOR: Appel & Yost
BANK: National Penn Bank	ENGINEER: ELA Group

HARTMAN BRIDGE VILLAGE WATER SERVICE DISCUSSION – MARK DEIMLER: Mark noted that Keystone will be requesting 30,000 gallons per day of water and an 8” main and meter will be utilized. Mark also added that Keystone is planning to start construction this summer. After a lengthy discussion, the following were agreed upon by all: There will be an 8" main from the Borough to the development, which will be dedicated to Strasburg Township with the Authority maintaining it under the maintenance agreement. A master meter will be installed on that line and will be read each quarter by our Public Works staff, the bill will go to Keystone Custom Homes, and they will make payment to Strasburg Township. Strasburg Township will pay the full amount due to the Authority within 60 days per the agreement. The Borough office staff will prepare and mail the billing on behalf of the Township. The Township will receive a copy of the master billing. The water lines within the development will remain private and the Township and the Authority will have no responsibility for their maintenance. The billing between the residents/businesses within the community and Keystone Custom Homes will be a private matter between them. 8” run across road tee on valve on each side back to terminus of PADOT right-of-way or behind right-of-way on private property. Harold reminded that backflow preventers must be installed. A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to approve the use of a master meter, with all the criteria listed above, and to authorize Lisa to have the 8” tapping fees and fire service fee calculated and added to the Tapping Fee spreadsheet.

It was noted that the 8” tapping fee will be \$299,760 and the 8” fire service fee will be \$29,976.

Mark indicated that he will ask the Supervisors to authorize payment of the \$250 invoice for the cost to have Munibilling set up the water/sewer program for the Township billing.

WATER SYSTEM SERVICE AGREEMENT DISCUSSION – MARK DEIMLER: It was the consensus of the members to have Brad Zuke work with Josele Cleary to work through any outstanding items.

117 NORTH JACKSON STREET SEWER ISSUE DISCUSSION: Paul reported that Kline’s came out and couldn’t put their water blaster through the trap. They used their cutter blade with the spring and chain device, went in about 35’. They then took their small camera in through the trap and it got to the transition of the 4” and 6” lines and they could see a tree root. Paul said that since they put their cutter

blade through, he thinks they must have moved the root, because they haven't had any problems since. Paul added that to fix the problem properly, it should be dug up and torn apart. Paul thinks the repairs would take place right behind the curb on the owner's property. It was the consensus to wait to see if it clogs again, and if so, Public Works would be able to do the work. If once the repairs are made it is determined to be the property owners' responsibility, the owners will be billed for the repairs and if payment isn't received, a lien will be filed against the property.

REQUEST FOR REDUCTION IN LETTER OF CREDIT – HOLIDAY INN EXPRESS: Paul confirmed that the work was inspected and completed to his satisfaction. A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to approve the reduction in the letter of credit for \$67,718 leaving a balance of \$9,350 for record drawings, water/sewer inspections and the 10% contingency.

PUBLIC WORKS REPORT – DECEMBER: A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to approve the Public Works Report for the month of December, dated January 5, 2016.

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 December 16 through December 30, 2015.

MINUTES OF DECEMBER 16, 2015: A motion was made by Ray Garraffa, seconded by Tim Buko and passed unanimously to approve the minutes of the December 16, 2015 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. Lisa reported that National Penn Bank will become BB&T.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to adjourn the meeting at 10 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY
FEBRUARY 17, 2016 – 8:00 A.M.
MINUTES**

Members Present: Harold Wiker Ken Johnson Ray Reeder Ray Garraffa

Others Present:

Lisa M. Boyd, Borough Manager

Paul Miller, Public Works Director

REQUESTS TO BE HEARD: None.

HARTMAN BRIDGE VILLAGE WATER SERVICE DISCUSSION

WATER CAPACITY REQUEST: Keystone Custom Homes is requesting water capacity of 30,000 gpd. It was noted that they will be required to complete the Authority's Reservation of Capacity form. The tapping fees will be required to be paid when the water line is accepted for dedication. The 8" water tapping fee will be \$299,760 and the 8" fire service fee will be \$29,976. A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to approve the capacity request for 30,000 gpd, subject to Keystone meeting the requirements of the Township and Authority including, but not limited to, an 8" main, an 8" meter, an 8" bypass and a backflow preventer.

SEPARATE DOMESTIC AND FIRE FLOW WATER MAINS AND METER PITS: A motion was made by Ken Johnson, seconded by Ray Garraffa and passed unanimously that the domestic and fire flow mains can be in the same double meter pit. Specification will be provided to Keystone.

RATIFY AND CONFIRM – 8" TAPPING FEES: A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to ratify and confirm that the cost for 8" tapping fees are as follows:

Water Tapping - \$299,760

Water Fire Service - \$29,976

Sewer Tapping - \$452,880

PUBLIC WORKS REPORT – JANUARY: A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to approve the Public Works Report for the month of January, dated February 3, 2016.

Paul noted that Michael's Bakery had a leak, the chlorine line froze and was repaired, they installed a new Muller pump and sent the old one to be serviced to be utilized for a spare, and they repaired a water main break on W. Hillcrest.

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 January 13 through February 9, 2016.

OTHER BUSINESS:

Bank Statement – As recommended by Authority auditor Mark Zettlemoyer, Ray Reeder opened, reviewed, and initialed the bank statements and found everything to be in good order.

101 Summit Hill – Lisa reported that John Kauffman, the renter of the property, is requesting that the Authority replace the existing 6'x6' shed that houses the well and pump for the irrigation system for the blueberry patch which has a bad roof. Mr. Kauffman is requesting an 8'x10' shed. Mr. Kauffman is also wondering if the Authority would be interested in selling him the 3.5 acres. A motion was made by Ken

Johnson, seconded by Ray Garraffa and passed unanimously to deny both requests. Mr. Kauffman is more than welcome to repair or replace the shed at his own expense, but should confirm with Paradise Township if a zoning/building permit is required.

216 Lancaster Avenue – It was noted that the house, owned by Samuel Fisher, which is located in the Township, burned down earlier this month. Mr. Fisher is now looking at options for the use of the property such as townhouses. There is only one water EDU assigned to the property at this time, but with the Agreement with the Township for water and sewer being approved, additional water and sewer EDU's could be purchased.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 9:30 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
MARCH 16, 2016 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ken Johnson Ray Reeder Tim Buko Ray Garraffa

Others Present:

Lisa M. Boyd, Borough Manager

Paul Miller, Public Works Director

REQUESTS TO BE HEARD: None.

REVIEW GENERATOR SPECIFICATIONS: The following specifications are to be considered: Co-stars, 85 KW, propane, transfer switch, enclosure. It was the consensus of the members to have Paul and Lisa work with Ken to finalize the specifications. A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to authorize the bidding of a generator for pump station #5 through Co-stars.

PUBLIC WORKS REPORT – FEBRUARY: A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to approve the Public Works Report for the month of February, dated March 4, 2016.

PAYMENT OF MONTHLY BILLS: A motion was made by Tim Buko, seconded by Ray Garraffa and passed unanimously to approve the list of bills for the period February 17 through March 9, 2016.

OTHER BUSINESS:

Bank Statement – As recommended by Authority auditor Mark Zettlemyer, Ray Reeder and Tim Buko opened, reviewed, and initialed the bank statements and found everything to be in good order.

Treasurer’s Report – Harold requested a report through the end of April to be reviewed at the May meeting.

Audit – Lisa reported that the Authority audit will take place the week of April 18.

Holiday Inn Express - Lisa reported that the hotel is scheduled to open April 15.

TRIP TO PUMP STATION #5 - GENERATOR: All in attendance took a trip to pump station #5 to review the existing set-up of the generator and to discuss options for its replacement. Ken offered to meet with an electrical engineer to discuss the project.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Tim Buko, seconded by Ken Johnson and passed unanimously to adjourn the meeting at 8:58 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY
SPECIAL MEETING
MARCH 29, 2016 – 8:00 A.M.
MINUTES**

Members Present: Harold Wiker Ken Johnson Ray Reeder Ray Garraffa

Others Present:

Lisa M. Boyd, Borough Manager
Sandy Kime, ELA

Greg Hill, Keystone Custom Homes
Julian Mazero, ELA

It was announced that this special meeting was advertised as required.

REQUESTS TO BE HEARD: None.

HARTMAN BRIDGE VILLAGE WATER – REVIEW OF WATER MAIN PLANS: Harold Wiker noted that the Township regulations are mirroring the Borough. What we approve here today, Harold Wiker stated that he believed there is probably a 99% chance it will be approved by the Township, but they want us to put our blessing on this first. Sandy Kime explained that he did the site design and that Julian Mazero is the sewer and water engineer who is responsible for the water line extension we will be discussing. Sandy provided an overview of the overall plan noting that the project will be phased and the two front buildings will be constructed first. The buildout is expected to be between and 2018 and 2022 and there is a building sequence included on the plan. The first phase is to be started by June 1, 2018 and hopefully sooner than that because PADOT’s paving schedule is moving up from spring of 2016 to fall of 2015 and they need to stay ahead of their project. Greg stated that the HOP application has been submitted, but PADOT will not issue the HOP until they receive a schedule for of the construction for water and sewer. Lisa outlined the reservation of capacity fee which is \$105.60 per EDU per year. The reservation of capacity is for 7 years and can be extended by the Authority. It was noted that the Authority originally decided that the tapping fee and fire service fee would be required to be paid when the water line was accepted for dedication. The members said that based on the phasing of the project other payment options could be considered. ELA is to submit a tapping fee payment plan to be reviewed and approved by the Authority.

A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to approve the utility plan showing the water main, subject to review and approval by Paul Miller, Strasburg Borough Public Works Director.

OTHER BUSINESS:

Rutter’s Farm Store – A motion was made by Ken Johnson, seconded by Ray Garraffa and passed unanimously to approve the water and sewer EDUs for a 2” line with costs being \$29,976 for water and \$45,288 for sewer which is payable at the time the building and zoning permits are issued.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to adjourn the meeting at 9:34 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
APRIL 20, 2016 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ken Johnson Ray Reeder Ray Garraffa Tim Buko

Others Present:

Lisa M. Boyd, Borough Manager

Paul Miller, Public Works Director

REQUESTS TO BE HEARD: None.

REVIEW RUTTER'S FARM STORE PLAN: Harold noted that the Authority received a review letter from ELA dated April 14, 2016 which was very thorough. After a brief discussion regarding the sewer alignment and tie-in, it was also noted that the Future Potential Sewer Alignment Plan is shown on page 15 of the plan. It was confirmed that as shown on the plan, a loop for the water system has been accomplished. The water/sewer easement must get recorded to the intersection at Driveway B. It was the consensus of the members to have ELA make a recommendation to address #3 of their review letter regarding the point of connection for the water main extension. Lisa is to confirm with ELA if the manhole at Driveway B is deep enough.

A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to approve the utility plan subject to them addressing ELA's comments in their review letter dated April 14, 2016.

REVIEW COSTS FOR THE PREPARATION OF THE AGREEMENT WITH STRASBURG TOWNSHIP: Lisa presented a detailed spreadsheet outlining the costs to-date with the total being \$16,731.50 for the preparation of the water/sewer agreement with Strasburg Township. The members then reviewed the email from the Township Administrator, Mark Deimler, dated April 5, 2016 in which he states that the Township approved reimbursement of \$4,069 for the preparation and review of the sewer portion of the water/sewer agreement. That is the total of the first 8 invoices from Appel and Yost which was before the water agreement discussion began. A motion was made Ken Johnson, seconded by Ray Garraffa and passed unanimously to request that they reimburse the Authority 50% of the costs.

PUBLIC WORKS REPORT – MARCH: A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to approve the Public Works Report for the month of March, dated April 5, 2016.

PAYMENT OF MONTHLY BILLS: A motion was made by Ray Garraffa, seconded by Tim Buko and passed unanimously to approve the list of bills for the period March 15 through April 5, 2016.

MINUTES OF JANUARY 20, FEBRUARY 17, AND MARCH 16, 2016: A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to approve the minutes of the January 20, 2016 with corrections and the February 17 and March 16, 2016 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.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to adjourn the meeting at 9:10 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
MAY 18, 2016 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ken Johnson Ray Reeder Ray Garraffa

Others Present:

Lisa M. Boyd, Borough Manager

Ed Zalewski, Public Works Lead Operator

REQUESTS TO BE HEARD: None.

REVIEW RUTTER’S FARM STORE PLAN: The members reviewed the latest plans which were last revised May 12, 2016 in regards to water and sewer items. The members also reviewed the latest review letter from ELA dated May 17, 2016 and it was noted that all previous comments were addressed by Rutter’s. ELA added 9 new comments and Lisa reported that David Koratich of LSC Design, Rutter’s engineer, has already agreed to address all but two of the comments. David requested the Authority consider #24 regarding the fire hydrant and #25 regarding inlet I-10 based on a prior discussion at a staff meeting.

ELA Comment #24 - A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to approve the fire hydrant at the location shown on the plan as long as they can meet the water and sewer line separation standard.

ELA Comment #25 - A motion was made by Ken Johnson, seconded by Ray Garraffa and passed unanimously to approve the location of inlet I-10 at the location shown on the plan.

A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to approve the water and sewer plans as submitted subject to them addressing the 7 remaining ELA comments, noting that comments #24 & #25 can be deleted as they have been addressed with the two above motions.

A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to approve the Total Estimated Construction Cost subject to the inclusion of ELA’s costs in comment #28 and address comment #29, add a line item of \$3,000 for water and sewer record drawings/as-built plans and increase the Engineering and Inspection line item to 15%.

REVIEW COSTS FOR THE PREPARATION OF THE AGREEMENT WITH STRASBURG TOWNSHIP: A motion was made by Ken Johnson, seconded by Ray Garraffa and passed unanimously to accept Strasburg Township’s reimbursement of \$4,069 for legal fees for the preparation of the Water and Sewer agreement between the Authority and Township.

HOLIDAY INN EXPRESS-REQUEST FOR REDUCTION IN LETTER OF CREDIT: A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to approve the reduction in the letter of credit by \$5,500, leaving a balance of \$3,850. Lisa noted that they will be required to provide an 18-month maintenance guarantee in the amount of 15% of the original letter of credit.

PUBLIC WORKS REPORT – APRIL: 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 May 5, 2016.

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 April 18 through May 10, 2016.

MINUTES OF MARCH 29 AND APRIL 20, 2016: A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to approve the minutes of the March 29 and April 20, 2016 meetings as printed.

HARTMAN BRIDGE VILLAGE PLAN: The members reviewed the latest version of the utility plans for the water line installation along Hartman Bridge Road which were last revised March 22, 2016. A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to approve the plans as submitted, subject to the receipt of the Reservation of Capacity paperwork and the submission of a payment plan for the water tapping and fire service fees which will need approval by the Authority.

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.

216 Lancaster Avenue – Harold Wiker reported that he received a phone call from the owner of the property, Melvin Fisher, who indicated that he was hoping to build 5 units, but with setbacks he will most likely be able to build 3 units. Mr. Fisher is interested in purchasing additional water EDUs for the units and then to also tie into the Borough's sewer system purchasing sewer EDUs for the property also.

Pump Station #5 Generator – The members reviewed the Bid information received from Scott Roda of Dynatech. It was the consensus of the members to request additional bids from other vendors on the CoStars listing.

CITIZEN COMMENTS: None.

EXECUTIVE SESSION – PERSONNEL ITEM: At 9:28 a.m. a motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to adjourn into Executive Session to discuss a personnel item. At 9:47 a.m. motion made by Ray Reeder, seconded by Ken Johnson and passed unanimously to reconvene the regular meeting at which time Ray Garraffa made a motion, seconded by Ray Reeder and passed unanimously to recommend to Borough Council that Wayne Brenneman be hired as a fulltime Public Works employee on July 1, 2016 and to promote Ed Zalewski as Public Works Director effective October 1, 2017 as Paul Miller will have vacation time until he officially retires on December 5, 2017.

ADJOURNMENT: A motion was made by Ken Johnson, seconded by Ray Garraffa and passed unanimously to adjourn the meeting at 10 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
JUNE 15, 2016 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ray Reeder Ray Garraffa Tim Buko

Others Present:

Lisa M. Boyd, Borough Manager Paul Miller, Jr., Public Works Director

REQUESTS TO BE HEARD: None.

CONSIDERATION AND POSSIBLE APPROVAL OF WATER SYSTEM SERVICE

AGREEMENT WITH STRASBURG TOWNSHIP: A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to approve the Water System Service Agreement with Strasburg Township subject to Lisa obtaining confirmation from Brad Zuke that it is clear in the agreement that water service is only provided when water is available and only in the Township’s urban growth boundary.

AMISH LANTERNS MOTEL – REQUEST FOR RELIEF FROM WATER AND SEWER

CHARGES: A motion was made by Tim Buko, seconded by Ray Reeder and passed unanimously, to again deny the Amish Lanterns Motel’s request for relief from their current quarter water and sewer billing due to a leak. The Authority, during the last request, which was also denied, informed Amish Lanterns that over the past several years they have had leaks and the Authority previously gave them relief on a few of their quarterly bills, but have, as of the last request, taken the stance that they need to keep their water lines in good condition. The Authority also purchased a meter reading gun, for which the hotel reimbursed the Authority, so the hotel management could track their usage on a regular basis.

PUMP STATION #5 GENERATOR BIDS: The members reviewed the two Costars bids that were received which were as follows:

Dynatech:	Option 1 \$49,863	Option 2 \$71,979
McClure:	Option 1 \$53,460	Option 2 \$89,779

It was the consensus of the members to have a special meeting on Thursday, June 23 at 8 a.m. to meet with Scott Roda to discuss Dynatech’s quote in detail.

PUBLIC WORKS REPORT – MAY: A motion was made by Tim Buko, seconded by Ray Garraffa and passed unanimously to approve the Public Works Report for the month of May, dated June 2, 2016. Paul reported that the pump at PS#5 was replaced this past Monday. Lisa informed the members that as recommended by the Authority, Borough Council approved hiring Wayne Breneman as a fulltime Public Works employee effective July 1, 2016.

PAYMENT OF MONTHLY BILLS: A motion was made by Tim Buko, seconded by Ray Reeder and passed unanimously to approve the list of bills for the period May 17 through June 1, 2016.

MINUTES OF MAY 18, 2016: A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to approve the minutes of the May 18, 2016 meeting as printed.

OTHER BUSINESS:

Hartman Bridge Village Tapping, Fire Service, and Reservation of Capacity Fees – Lisa reported that Greg Hill of Keystone Custom Homes was informed of the tapping, fire service, and reservation of capacity fees and he is requesting a payment plan for the \$299,760 tapping fee. A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to approve a five-year payment plan for the tapping fee, with the first payment of \$59,952 of the tapping fee and the full fire service fee of \$29,976 being due when the meter pit is installed.

Bank Statement – As recommended by Authority auditor Mark Zettlemyer, Ray Reeder and Tim Buko will open, review, and initial the bank statements this Friday, June 17 at 8 a.m.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to adjourn the meeting at 9:36 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY
SPECIAL MEETING
JUNE 23, 2016 – 8:00 A.M.
MINUTES**

Members Present: Harold Wiker Ray Reeder Ray Garraffa Tim Buko

Others Present:

Lisa M. Boyd, Borough Manager
Scott Roda, Dynatech

Paul Miller, Jr., Public Works Director
Greg Hill, Keystone Custom Homes

Lisa announced that this special meeting was advertised and the notice posted at the office and on the Borough's website.

REQUESTS TO BE HEARD: None.

HARTMAN BRIDGE VILLAGE TAPPING FEES DISCUSSION: Greg Hill explained that he very much appreciated the Authority's willingness to approve payment of his project's water tapping fee over a 5-year period, but explained the buildout schedule and asked if they would consider a 7-year payment plan to coincide with the buildout of the project. A motion was made by Tim Buko, seconded by Ray Reeder and passed unanimously to approve the 7-year payment plan.

PUMP STATION #5 GENERATOR BID DISCUSSION: A motion was made by Tim Buko, seconded by Ray Reeder and passed unanimously to award the bid to the low bidder Dynatech for Option 1 at a bid amount of \$49,863 plus \$1,000 additional for a rental mobile standby generator for a total of \$50,863. Scott Roda stated that it will take approximately 6 to 8 weeks to get the generator and the installation should be completed by October 1.

OTHER BUSINESS:

Meeting Dates: A motion was made by Ray Reeder, seconded by Tim Buko to change the Authority's meeting dates to the third Thursday of each month at 8 a.m. Lisa Boyd stated that the new dates will be advertised.

Water System Service Agreement with Strasburg Township: Lisa Boyd reported that at the June 15 meeting, the agreement was approved subject to her obtaining confirmation from Brad Zuke that it is clear in the agreement that water service is only provided when water is available and only within the Township's urban growth boundary. Brad has confirmed that both items are clearly addressed. A motion was made by Tim Buko, seconded by Ray Garraffa and passed unanimously to authorize Harold Wiker and Ray Reeder to execute the Agreement.

Amish Lanterns: Lisa Boyd reported that Jitu was informed that the Authority denied his request for relief in his water/sewer billing due to another leak. Lisa added that he is requesting that we at least waive any late fees that were added. A motion was made by Ray Garraffa, seconded by Tim Buke and passed unanimously to deny the request due to no new supporting documentation being submitted.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Tim Buko, seconded by Ray Garraffa and passed unanimously to adjourn the meeting at 9:02 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
JULY 21, 2016 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ray Reeder Ray Garraffa Tim Buko

Others Present:

Lisa M. Boyd, Borough Manager

Paul Miller, Jr., Public Works Director

REQUESTS TO BE HEARD: None.

MID-YEAR FINANCIAL AND 5-YEAR PROJECTIONS REVIEW: The Borough Manager reviewed the 5-year projections in detail with the members and obtained input on future projections. The large capital expenses to SLSA are because we are a bulk customer and the Authority is required to pay approximately 10% of SLSA's cost for any maintenance or upgrades to their sewer lines. It was noted, that as it stands at current, the Authority ends with good ending balances in each fund throughout the 5-year period.

Sewer pipe relining was discussed and Harold Wiker stated that the pipes that we have checked so far were not in that bad of shape, but all are at least 40 years old. Harold Wiker suggested that the project be broken into sections to be relined, beginning with a pipe that has a lot of flow such as Miller Street, with those pipes under state road being top priority. The Borough Manager reminded the members that a substantial cost each time would be for the preparation and administration of the bidding documents. Ray Reeder stated that he would like to see the price difference between relining sections each year compared to doing one complete project. Ray Garraffa suggested investigating borrowing the funds to complete the relining because the interest rates are low right now. The Borough Manager will obtain debt payment schedules from our bond counsel to borrow \$1.5 or \$2 million for 30 years to see how much the payments would be.

WATER/SEWER SHUT-OFF DISCUSSION: A list of water/sewer delinquent customers showing how much owed and how many quarters they are past-due was provided to the members for their review. The Borough Manager stated that some customers have repayment agreements and are making regular payments. She reviewed the current process for delinquent customers:

- 1) A 10% penalty is applied to any unpaid portion of the bill after 30 days,
- 2) An additional 5% penalty is applied to any unpaid portion of the bill after 30 more days,
- 3) A certified letter that was drafted by our attorney is sent to the customer giving them an additional 30 days to pay,
- 4) If the bill remains unpaid, a 72, 48 and 24 hour posting notice is posted on the service address,
- 5) If the customer comes in to the office to make a partial payment, it is accepted and we ask them to sign a repayment agreement which they are supposed to keep the current bills paid on time and agree to a set amount on a regular schedule to be paid toward the past-due balance.

The Borough Manager reminded the members that there are a lot of regulations regarding shutting off a customer including they can't be shut off in the winter and they can't shut off if they have a hardship. She also stated that when a property is sold all outstanding water/sewer amounts are collected by the settlement company. Tim Buko stated that each case needs to be reviewed on an individual basis and Harold Wiker suggested that if they a hardship they must write a letter and come to an Authority meeting.

Harold Wiker stated that there are two types of delinquent customers – property owners and rental units. He suggested investigating with the attorney if we are able to bill the rental units to the property owners and then it would be up to the property owner to collect the money from their tenants.

Ray Garraffa suggested having additional penalties and increasing the reconnection fee.

PUBLIC WORKS REPORT – JUNE: A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to approve the Public Works Report for the month of June, dated July 8, 2016.

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 June 3 through July 12, 2016.

MINUTES OF JUNE 15, 2016: A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to approve the minutes of the June 15, 2016 meeting as printed.

OTHER BUSINESS:

Larry Wixon Request Regarding Water/Sewer Bill – Mr. Wixon contacted the office and asked that his concerns regarding the water/sewer bill be brought to the Authority’s attention. His first concern is that he does not like the current postcard bill because he believes it shows too much information. His second concern is that his bill was misdelivered by the post office (it was delivered to another address and that owner brought the bill back into the office to re-send to Mr. Wixon) and he thinks we should believe a customer if they say they did not receive their bill and not charge late fees because the post office makes mistakes. Mr. Wixon was advised by the staff that he can receive his bill via email but Mr. Wixon said he does not have a computer. Mr. Wixon was also advised that the office policy allows for a one-time late fee reversal if the customer states they did not receive the bill. The Borough Manager added that the information that is visible on the water/sewer bills is public information. The Borough Manager added that the dates the water/sewer bills are sent and due are posted on the Borough’s website and the customers know that they are billed quarterly. It was the consensus of the members to continue the same billing process and using the cards.

Amish Lanterns – Jitu Parekh, owner of the Amish Lanterns Motel, asked the Borough Manager to ask the Authority to reconsider a reduction on the sewer portion of the bill for the previous quarter and/or late fees. It was the consensus of the members that the reduction was denied at last month’s meeting based on the facts that were presented and since no new additional information was submitted, the request for reconsideration is denied.

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.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to adjourn the meeting at 10:12 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY
AUGUST 18, 2016 – 8:00 A.M.
MINUTES**

Members Present: Harold Wiker Ray Reeder Ray Garraffa
 Tim Buko Ken Johnson

Others Present:

 Lisa M. Boyd, Borough Manager Paul Miller, Jr., Public Works Director
 Scot Snyder, Abel Recon Mark Zettlemoyer, RKL

REQUESTS TO BE HEARD: None.

PRESENTATION BY ABEL RECON ON P3 BIDDING – SCOT SNYDER: Scot Snyder, a business development manager for Abel Recon Services, was in attendance and explained their infrastructure rehabilitation program. He stated that their guidelines require a 50-year life program for anything that carries water or wastewater and reviewed the testing process to certify the materials.

Mr. Snyder explained that sewer pipe lining is done by manufacturing a seamless fiberglass composite pipe within the existing pipe. The manholes are relined by spraying a structural polyurethane coating. Mr. Snyder stated they have done a lot of this relining work for LASA and will provide a list of other local municipal customers. Mr. Snyder suggested them doing a demonstration of a pipe section and a manhole for us to see the final product. Mr. Snyder stated that a request for proposals can be used and suggested working with the Solicitor to specify the comparable rating system.

Mr. Snyder explained that the P3 bidding (public private partnerships) is where the private sector assists the public side for a rapid project delivery and can work through innovative purchasing such as through COSTARS as opposed to public bid. He stated that this is process has been utilized by PennDOT for rapid bridge replacements and road resurfacing projects and they would work with our existing engineer. The cost for private sector funding is more expensive but eliminates the costs involved with the bond issue process. Mr. Snyder reviewed the different cost scenarios which include bond issue, private financing and 7-year financing. The Authority would need to determine the scope of the project.

Warranties were discussed and Mr. Snyder stated that Abel Recon can offer a warranty to cover the material and labor.

Procurement options were discussed and Mr. Snyder stated that they include: 1) COSTARS (which he believes is the simplest), 2) Request for Proposals, or 3) Bid.

PRESENTATION OF AUTHORITY AUDIT – MARK ZETTLEMOYER: Mark Zettlemoyer, of RKL LLC, was in attendance and provided a detailed overview of the 2015 Authority audit. He stated it was a very clean audit and everything went very smoothly when working with the staff. Mr. Zettlemoyer stated that he was aware of the Authority members opening the bank statements and reviewing the transactions monthly. Mr. Zettlemoyer stated that as long as the funds are designated as public funds, banks cover the additional amount over the \$250,000 that is covered by the FDIC, and they verify annually with the Authority's bank that the additional amounts are covered. A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to accept the Authority Audit for 2015 as presented.

CONTINUE WATER/SEWER SHUT-OFF DISCUSSION: The Borough Manager did not receive the information from the Solicitor so this will be discussed at the next meeting. The Borough Manager stated that there is one customer that she would recommend be shut off because he has the water on the inside of his house turned off and is not using any water but will not respond to communication from this office to request the service be disconnected to avoid accumulation of minimum quarterly bills. It was the consensus to wait for the information from the Solicitor. Harold Wiker stated that he has read the Suburban Lancaster Sewer Authority minutes and they have hardship cases come in to meet with the Board directly.

PUBLIC WORKS REPORT – JULY: It was noted that the ratios were good. A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to approve the Public Works Report for the month of June, dated July 8, 2016.

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 July 19 through August 9, 2016.

MINUTES OF JUNE 23, 2016: A motion was made by Ray Garraffa and seconded by Ray Reeder to approve the minutes of the June 23, 2016 meeting as printed. Motion carried with members Wiker, Reeder, Garraffa and Buko casting assenting votes. Member Johnson abstained from voting because he was not in attendance for that meeting.

OTHER BUSINESS:

Grant for Sewer Project – A motion was made by Ken Johnson, seconded Ray Garraffa and passed unanimously to have ELA Group prepare a proposal of their cost to submit an application on the Authority's behalf.

Water Supply Inspection – Harold Wiker reviewed the DEP water supply inspection report and Lisa Boyd stated that they come out every year and complete this inspection and every year we get the same report that there is not enough area surrounding our wells, such as the Fisher Well, and these comments will not go away unless we purchase more land. Harold Wiker stated that we should reach out to the property owners in those areas to see if they would be willing to sell us the land and we could fence it in and the farmers could lease it back from us to grow hay instead of not doing anything.

Materials - Ray Reeder stated that water is tested for contaminants that we believe could be in the system but the chemicals (such as chlorine, aqua mag and caustic soda) that we put in the water are not tested to ensure there is nothing else in them. He noted that the chemical companies state that they are ANSI/NSF 60 compliant and we should trust they are meeting the testing requirements and we purchase from reputable suppliers. Mr. Reeder stated that he discussed this with one of the Water Operators, Ed Zalewski, and he reminded Mr. Reeder that the treated water is tested prior to being distributed to the town and contaminants would be picked up at that point.

Bank Statement – As recommended by Authority auditor Mark Zettlemyer, Ray Reeder and Tim Buko opened, reviewed, and initialed the bank statements and found everything to be in good order.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to adjourn the meeting at 9:55 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY
SPECIAL MEETING
SEPTEMBER 8, 2016 – 8:00 A.M.
MINUTES**

Members Present: Harold Wiker Ray Reeder Ray Garraffa
 Tim Buko Ken Johnson

Others Present:
 Lisa M. Boyd, Borough Manager Paul Miller, Jr., Public Works Director

REQUESTS TO BE HEARD: None.

CONSIDERATION AND POSSIBLE ADOPTION OF RESOLUTION 2016-1 – ESTABLISHING PROCEDURE FOR SENDING UTILITY INVOICES TO PROPERTY OWNERS: Lisa Boyd stated that this resolution would establish the procedure to send utility invoices to property owners. She asked the Board how they wanted to handle commercial tenant customers and stated we have never had a problem collecting funds from a business tenant. She did check with the Solicitor and he said we can have the policy set to invoice residential property owners (not residential tenants) and not change the policy regarding commercial customers. It was the consensus of the Authority to invoice residential property owners but leave the billing of the commercial property owners the same as it is now.

She also asked if Strasburg Township has to have the same policy of invoicing residential property owners and the Solicitor said that they do not have to follow our same policy because Strasburg Township is the Borough's customer.

Lisa Boyd stated she checked with the Solicitor regarding the posting process because if we are invoicing residential property owners and they are who is in default, the Solicitor stated that we would still post the property where the water/sewer is delinquent and where the service will be shut off. He noted that this is the same process that would be done if the mortgage would be delinquent. It was suggested that a copy of the Solicitor's shut-off letter be sent to the tenant if an owner is not paying the bill so the tenant is aware that the water may be shutoff at that property.

The Solicitor stated that if the property owner utilizes a property management company to handle their residential rental, it is ok if we send the bill to the property management company.

Lisa Boyd explained another issue with only billing the residential property owners is that we used to do final bills and partial period bills when a tenant moved in or out in the middle of a quarter. The Solicitor's suggestion on this is that we would not do final bills for residential rental properties and it would be up to the property owner to determine how to invoice their tenant for any partial period and it is her recommendation that we follow his suggestion. Paul Miller Jr. stated that the owners can read the meter and prorate the bill themselves.

Another issue discussed was if there is a current delinquent balance on existing residential rental properties. Lisa Boyd stated that the current proposed letter to be sent from the Solicitor advises the property owners of any tenant delinquency and advises them to pay delinquent amounts to the Authority. If the residential property owner wants to ask the Authority for an extended period of time to pay off an outstanding tenant delinquency, they would need to come to the Authority and ask for special arrangements.

Ray Garraffa made a motion, seconded by Ken Johnson and passed unanimously to adopt Resolution 2016-1 establishing procedure for sending utility invoices to residential property owners with an effective date of today.

OTHER BUSINESS: Paul Miller Jr. provided a map showing the Fisher Well and King Well properties, and mentioned the DEP recommendation is to own and fence 100 feet surrounding the wells. He stated that the original wells were permitted by DEP and they are now seeking compliance with new regulations.

Harold Wiker stated that to begin compliance with DEP, we should ask the property owners if they are willing to sell property to the Authority.

Ken Johnson made a motion, seconded by Ray Reeder and passed unanimously to authorize the staff to draft a letter and confirm the properties affected to obtain the 100 feet surrounding the wells as recommended by DEP.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Tim Buko, seconded by Ray Garraffa and passed unanimously to adjourn the meeting at 8:56 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
SEPTEMBER 15, 2016 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ken Johnson Ray Reeder Ray Garraffa Tim Buko

Others Present:

Lisa M. Boyd, Borough Manager

Paul Miller, Jr., Public Works Director

REQUESTS TO BE HEARD: None.

CONTINUE WATER/SEWER SHUT-OFF DISCUSSION: Lisa Boyd stated that the letters to the owners from the Solicitor notifying them that we are no longer going to send bills to their tenants are finalized and, if approved, are scheduled to be mailed on September 19, 2016. The members were reminded that the owners of rental properties have been receiving copies of their tenant's late notices.

Ken Johnson made a motion, seconded by Ray Garraffa and passed unanimously to approve the Solicitor to send the letter to the residential property owners advising them that we will no longer be billing their tenants for water and sewer and will only be sending the bills directly to the residential property owners.

All delinquent customers were discussed and it was the consensus that if they cannot pay the bill in full within 90 days then they need to either come in person or write a letter to the Authority who will review their hardship. Harold Wiker stated that this is the same policy that is used by Suburban Lancaster Sewer Authority as noted in their minutes.

Lisa Boyd asked for the board's direction regarding the shut-off process. She stated that one question she received from a landlord was that if their tenant wasn't paying them back for the water and sewer, would they be permitted to turn the water off at the street?

It was the consensus to have the policy that if a property owner requests to have the water and sewer shut off at the curb because their tenant isn't paying them back for the water and sewer that they need to request us, in writing, to shut the water off at the curb and understand that they are responsible to pay the \$60 reconnection fee when they want the service turned back on.

The process for shutting off a residential rental unit where no payments are being made toward their water and sewer was discussed and Lisa Boyd reminded the members that the current policy is to send the letters notifying them of the 10% penalty when they are 30 days delinquent, the 5% penalty letter when they are 60 days delinquent, the certified Solicitor letter is sent to the owner giving them 30 additional days to pay and mail a copy of that letter addressed to "occupant," then the property is posted for shutoff for 72, 48 and then 24 hours prior to the service being shut off. The same process is followed for owner-occupied properties except there is no additional letter sent to the occupant.

It was the consensus to have the staff send the certified Solicitor letter to the delinquent owner-occupied properties to take the next step in the shutoff process for those customers as soon as possible. It was discussed that at this time this letter is only being sent to the owner-occupied because of the timing of just sending the residential rental owners.

The timing of when to send the certified Solicitor letter in the future was discussed and it was the consensus that the new policy is that following the normal 30 and 60 day delinquent notifications, if a

quarterly bill remains unpaid for 15 days following the mailing of the next quarterly bill, they should be sent the Solicitor shutoff letter.

The threshold and process for placing a lien on a property was discussed and Lisa Boyd will discuss this with the Solicitor and report back at a future meeting.

REVIEW OF ADDITIONAL INFORMATION FROM SCOT SNYDER, ABEL RECON: Lisa Boyd reported that the additional information requested from Scot Snyder from Abel Recon was received and forwarded to every member for their review. Harold Wiker stated that he didn't believe the P3 funding was a financial option because with the capital payments to SLSA the existing revenues would not be able to support these payments six or seven years down the road. The bond option was discussed and it was noted that the interest rates are still low and those payments do fit within our budget because of being over a longer term.

It was the consensus to have Paul Miller Jr. would serve as the construction inspector for the project.

Harold Wiker stated that he believed the same company should reline the manholes and the pipes because if it is split into separate projects with different contractors, it could create warranty issues where the two areas connect.

Ken Johnson made a motion, seconded by Tim Buko and passed unanimously to not pursue the small grant project but to have Lisa Boyd check with the engineer and see if there is a grant available for the large project and if having the bond funds in place would impact the possibility of us being awarded a grant and if any of the work done for the grant application can actually be used for the project.

PUBLIC WORKS REPORT – AUGUST: It was noted that the ratio was good. A motion was made by Ken Johnson, seconded by Tim Buko and passed unanimously to approve the Public Works Report for the month of August, dated September 2, 2016.

PAYMENT OF MONTHLY BILLS: A motion was made by Tim Buko, seconded by Ken Johnson and passed unanimously to approve the list of bills for the period August 16 through September 13, 2016.

OTHER BUSINESS:

Treatment Plant Cleaning – Ken Johnson made a motion, seconded by Tim Buko and passed unanimously to have the treatment plant cleaned once a month.

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.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Ken Johnson, seconded by Tim Buko and passed unanimously to adjourn the meeting at 9:37 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
OCTOBER 20, 2016 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ken Johnson
 Tim Buko Ray Garraffa

Others Present:
 Lisa M. Boyd, Borough Manager Ed Zalewski, Public Works Lead Operator

REQUESTS TO BE HEARD: None.

CONTINUED DISCUSSION OF SEWER PIPE RELINING AND MANHOLE RESTORATION PROJECT: Lisa Boyd reported that she, Ray Reeder and Harold Wiker met with Representative Greiner and he stated that the grant application process is very competitive and recommended we pursue low-interest Pennvest funding or Pennvest or DCED grant funds.

Harold Wiker stated that the interest rates are still low for bonds and that costs are going to continue to rise and the sewer pipes and manholes need to be relined/restored.

Lisa Boyd stated that she checked with ELA and they stated that the bid documents and grant documents will have a lot of the same information. Ken Johnson inquired whether the bid documents could be written that there is the base bid area and alternate bid areas so that grants could be sought for alternate bid areas. Harold Wiker stated that he believed the base bid area should be everything from Lampeter to the Borough and all of the state roads, Alternate Area 1 should be all of the Borough streets and the original sewer lines that were installed 45 years ago and Alternate Area 2 is the sewer lines in back yards. The force main is not included in this bid.

Harold Wiker suggested borrowing \$2 million for the project through a 25 or 30 year bond and see how much lining could be done for that amount.

Lisa Boyd reviewed the 5-year projection document, which she believes is conservative on revenues and includes the projected SLSA Capital Contributions, and stated that the ending balances are sufficient to cover the projected \$2 million loan payment schedule through 2020.

Ed Zalewski asked if any of the sewer lines through the fields should be replaced rather than relined because they are so shallow. Harold Wiker stated that the cost to replace those lines rather than reline could be evaluated because those manholes have been repaired several due to being hit.

Paul Miller Jr. provided his calculations of the length of sewer lines by pipe size based on the as-built plans.

Ken Johnson made a motion, seconded by Ray Garraffa and passed unanimously to authorize ELA to proceed with the preparation of bid documents with the understanding of the base bid and two alternate areas.

Ray Garraffa made a motion, seconded by Tim Buko and passed unanimously to begin the process to obtain a \$2 million bond for the sewer pipe relining and manhole restoration project with the understanding that this also needs to be approved by Borough Council.

CONTINUED DISCUSSION OF DELINQUENT WATER/SEWER ACCOUNTS: Lisa Boyd reported that the letters notifying residential property owners that we would only be sending their water/sewer bills to the owners went out and only a few complaints were received.

It was the consensus to have the staff send out the Solicitor's certified letter to the delinquent property owners by Friday, November 4, 2016. It was the consensus to allow these people to set up payment plans. Lisa Boyd will confirm with the Solicitor the process to follow if they have received the Solicitor's certified letter and signed a payment plan but then miss a payment.

Lisa Boyd stated that at the end of every quarter a current delinquent list will be provided to the Authority.

PUBLIC WORKS REPORT – SEPTEMBER: It was noted that the ratios were good. A motion was made by Ken Johnson, seconded by Ray Garraffa and passed unanimously to approve the Public Works Report for the month of September, dated October 4, 2016.

PAYMENT OF MONTHLY BILLS: A motion was made by Ray Garraffa, seconded by Tim Buko and passed unanimously to approve the list of bills for the period September 15 through October 11, 2016.

2017 PRELIMINARY AUTHORITY BUDGET: Lisa Boyd reviewed the Authority's 2017 Preliminary Budget in detail. Lisa Boyd stated that the preliminary budget includes the new gate at the Treatment Plant and the concrete at the Treatment Plant to make it easier to unload the chemicals. Harold Wiker suggested obtaining a price to pave the rest of the driveway at the Treatment Plant to see how that would fit into the budget and Lisa Boyd will verify that the plans for the Treatment Plant were already approved to include the paving. The ending balances: Water \$527,145 Sewer \$352,781.

Lisa Boyd reminded the members that the projections do get updated again and the budget can be approved at the next meeting.

OTHER BUSINESS:

Eagle Gun Museum – Lisa Boyd reported that there is a new owner for the old Eagle Gun Museum on Village Road and he believes he can connect to our sewer system via the manhole on Village Road. Paul Miller Jr. stated that he advised the owner that he would have to contact Strasburg Township.

Bank Statement – As recommended by Authority auditor Mark Zettlemyer, Ray Reeder and Tim Buko opened, reviewed, and initialed the bank statements and found everything to be in good order.

Tim Buko Reappointment – Tim Buko stated that he is selling his house and moving to Florida and would not be seeking reappointment to the Authority. Mr. Buko was thanked for his years of service on the Authority.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Tim Buko, seconded by Ray Garraffa and passed unanimously to adjourn the meeting at 9:55 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
NOVEMBER 17, 2016 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ken Johnson Ray Reeder Tim Buko

Others Present:

Lisa M. Boyd, Borough Manager

Ed Zalewski, Public Works Lead Operator

REQUESTS TO BE HEARD: None.

CONTINUED DISCUSSION OF SEWER PIPE RELINING AND MANHOLE RESTORATION

PROJECT: The project understanding, proposed bid documents and phases for the sewer pipe relining and manhole restorations were reviewed. Harold Wiker stated that Alternate Bid #4 area was added which includes Strasburg Pike and North and South Jackson Streets and Alternate Bid #5 is the replacement of the 8” sewer line to a 10” on Clover Avenue. The bid phasing was discussed and the consensus to have language in the bid to allow phases to be combined. The raising of the manholes in the farm fields two feet should be included in the bid.

Harold Wiker asked Lisa Boyd to obtain bond debt repayment schedules for \$2.5 million to make sure the payments fit into the budget.

Ken Johnson made a motion, seconded by Tim Buko and passed unanimously to have ELA proceed with the bid documents for the bidding of the sewer pipe relining/Clover Avenue replacement project broken down into five bids.

Tim Buko made a motion, seconded by Ray Reeder and passed unanimously to authorize Lisa Boyd to pursue a \$2.5 million bond for the sewer pipe relining/Clover Avenue replacement and manhole restoration project.

Lisa Boyd was asked to check with ELA to see if their proposal needs to be updated since we are not planning to phase the project.

CONTINUED DISCUSSION OF DELINQUENT WATER/SEWER ACCOUNTS: Lisa Boyd stated that the Solicitor letters to the delinquent owners will be sent but needed the Authority’s input regarding how to handle requests for payment plans. It was the consensus of the members that if the property owner has a hardship and are seeking additional time to pay that they should submit their information in writing to be considered by the Authority. The staff is asked to provide their recommendation to the Authority in such cases. It was the consensus that the practice of allowing delinquent customers complete a repayment agreement and when the terms of the repayment agreement are not met, those cases are to be reviewed by the Authority. Lisa Boyd stated that the Solicitor letters to delinquent property owners will be sent out by the end of the month.

Strasburg Township is considering adding an administrative fee to their customers but they will advise us in advance if they choose to proceed.

Lisa Boyd stated that she has been advised by the Solicitor that final water/sewer bills over three years old cannot be collected. She will to check with the auditors and Solicitor to see if the uncollectable old accounts can be written off.

REVIEW PROPOSALS FOR REPLACEMENT OF PROPANE TANK AT PUMP STATION #5:

Lisa Boyd stated that proposals to replace the propane tank at Pump Station #5 were received for a 500 gallon tank and a 1,000 gallon tank. It was noted that Paul Miller Jr. recommends we replace the tank with the same size we have currently which is a 500 gallon tank. Ken Johnson stated that if we increased the tank to the 1,000 gallon tank, additional concrete would need to be poured as well as other improvements. Ed Zalewski stated that the propane level is checked and topped off regularly.

Tim Buko made a motion, seconded by Ken Johnson and passed unanimously to replace the 500 gallon propane tank at Pump Station #5 with a 500 gallon propane tank.

REVIEW ESTIMATES FOR PAVING AT WATER TREATMENT PLANT: It was the consensus of the members to move forward in early 2017 with the installation of the new gate and concrete pad and at the same time discuss the timing of the paving of the parking area.

PUBLIC WORKS REPORT – OCTOBER: A motion was made by Tim Buko, seconded by Ray Reeder and passed unanimously to approve the Public Works Report for the month of October, dated November 3, 2016.

PAYMENT OF MONTHLY BILLS: A motion was made by Tim Buko, seconded by Ray Reeder and passed unanimously to approve the list of bills for the period October 24 through November 8, 2016.

2017 PRELIMINARY AUTHORITY BUDGET: Lisa Boyd reviewed the Preliminary Budget in detail. The ending balances were: Water fund \$526,820 and Sewer fund \$371,128. It was the consensus of the members to increase line item 480.300 from \$11,000 to \$29,000 to include the sliding gate, concrete pad at the loading area and paving of the parking area at the Treatment Plant.

OTHER BUSINESS:

Bank Statement – As recommended by Authority auditor Mark Zettlemyer, Ray Reeder and Tim Buko opened, reviewed, and initialed the bank statements and found everything to be in good order.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to adjourn the meeting at 10:05 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY
DECEMBER 15, 2016 – 8:00 A.M.
MINUTES**

Members Present: Harold Wiker Ken Johnson Ray Reeder Ray Garraffa Tim Buko

Others Present:

Lisa M. Boyd, Borough Manager	Ed Zalewski, Public Works Lead Operator
Paul Miller, Public Works Director	Jeff Sweater, ELA Group
Will Mullin	

REQUESTS TO BE HEARD:

WILL MULLIN–WATER AND SEWER CONNECTION, 216 LANCASTER AVE, STRASBURG TOWNSHIP – Will Mullin, the new owner of the lot at 216 Lancaster Avenue, was in attendance and provided a site plan showing his proposal to construct two duplexes. He stated that he is taking the proposal to a future Strasburg Township meeting. Mr. Mullin will check with Strasburg Township to see who should be the applicant to PADOT for the excavation on the state road. Mr. Mullin stated that he is not proposing to install a sprinkler system. Harold Wiker reviewed the construction details for the connection and Mr. Mullin will have his engineer prepare the drawings to be reviewed and approved. Lisa Boyd advised Mr. Mullin of the water/sewer tapping fees for each unit and it was the consensus that the lot has one existing water connection from the previous home that burned down.

A motion was made by Ken Johnson, seconded by Tim Buko and passed unanimously to approve 4 sewer EDUs (one for each unit) and 3 water EDU’s since as noted above there is one existing from the previous home that burned down.

CONTINUED DISCUSSION OF SEWER PIPE RELINING AND MANHOLE RESTORATION PROJECT & BIDDING PROCESS-JEFF SWEATER:

Jeff Sweater, of ELA Group, stated that they have been working on preparing the bidding documents for the sewer pipe relining and manhole restoration project. He provided a colored map showing the project areas as previously directed and it was reviewed in detail. The manholes in the farm fields will be raised and marked. Mr. Sweater stated that a permit is necessary to increase the size of the pipe on Clover Avenue. It was the consensus to have the project areas bid separately and then a combination bid for projects 1-4 and a combination bid for projects 1-5 and language to accept or reject any or all bids.

The timing for the project was discussed and Lisa Boyd stated that the bond is being considered by Borough Council at their special meeting which is scheduled for December 19, 2016. It was the consensus that if the bond is approved by Council that the project should be bid approximately in February 2017 with the bids due in four weeks.

Lisa Boyd asked the Authority if they would be available to attend a special meeting with the Borough Council on January 10, 2017 at 7:30 pm for the financing and it was the consensus that a quorum would be available to attend. She will advertise the special meeting as required.

REQUEST FOR REDUCTION IN LETTER OF CREDIT – RUTTER’S FARM STORE: Lisa Boyd reported that the project was inspected by both Paul Miller Jr. and the Engineer, Jeff Sweater. Mr. Sweater’s inspection report was reviewed. Ken Johnson made a motion, seconded by Ray Garraffa and passed unanimously to approve the reduction in the letter of credit for the Rutter’s Farm Store in the amount of \$94,502.08, leaving a remaining balance of \$14,389.12 as recommended by the Engineer.

PUBLIC WORKS REPORT – NOVEMBER: It was noted that the ratios were good. A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to approve the Public Works Report for the month of November, dated December 8, 2016.

PAYMENT OF MONTHLY BILLS: A motion was made by Ray Garraffa, seconded by Tim Buko and passed unanimously to approve the list of bills for the period November 8 through December 6, 2016.

2017 FINAL AUTHORITY BUDGET: Lisa Boyd reported that the projections have been updated and she reviewed the budget in detail. A loan payment of \$140,000 has been included in the 2017 Expenses for the Sewer fund. The ending balances are: Water fund \$539,482 and Sewer fund \$237,401.

Tim Buko made a motion, seconded by Ray Garraffa and passed unanimously to approve the 2017 Authority Budget as presented.

OTHER BUSINESS:

Bank Statement – As recommended by Authority auditor Mark Zettlemyer, Ray Reeder and Tim Buko opened, reviewed, and initialed the bank statements and found everything to be in good order.

Tim Buko – Since this will be Tim’s last meeting, the members thanked him for his service on the Authority and to the community.

EXECUTIVE SESSION – PERSONNEL: The meeting was adjourned into an Executive Session to discuss a personnel matter. The regular meeting was reconvened at which time Ray Reeder made a motion, seconded by Ken Johnson and passed unanimously to increase Ed Zalewski’s wage \$2.50 per hour to \$25.31 per hour beginning April 1, 2017 when he assumes the position of Public Works Director in Training and the Authority will discuss an additional raise when he assumes the Public Works Director position in December 2017.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to adjourn the meeting at 10:15 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager