

STRASBURG BOROUGH AUTHORITY
MARCH 15, 2018 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ray Reeder Ray Garraffa Ken Johnson

Others Present:

Lisa M. Boyd, Borough Manager	Ed Zalewski, Public Works Director
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 2017 AUTHORITY AUDIT – ANDREW KEHL, RKL: Andrew Kehl, of RKL LLC, was in attendance and provided an overview of the 2017 Authority audit. He stated it was a very clean audit, the staff was well prepared and there were no audit adjustments. He stated that previous audits included a note regarding segregation of duties but it has been removed this year because of the additional oversight of the board and monthly reviews. He stated that the funds in the bank are covered by both FDIC insurance and the additional insurance as required under Act 72 has been verified. The Borough Manager acknowledged and thanked Ray Reeder for reviewing the bank statements monthly.

REVIEW ENGINEER'S REPORT – JEFF SWEATER, ELA GROUP: Jeff Sweater reviewed his report dated March 15, 2018.

SEWER PROJECT PROGRESS UPDATE: Jeff Sweater reported that as of 3/9/18, PPM had about 10 more runs of sewer main to line. The manhole frame and lids portion of the project is only about 77% complete and they are aware of the substantial completion date deadline. Jeff Sweater reported that a Prevailing Wage question arose and it was investigated and the state advised that the contractor should submit the PA state form instead of the federal form.

PPM PAY REQUEST #7: Jeff Sweater reported that Progressive Pipeline Management submitted an Application for Payment #7 for \$213,879.60 which includes length of pipe lined. The Engineer has agreed to this payment application and recommends approval.

A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to approve the payment of Application for Payment #7 in the amount of \$213,879.60 to Progressive Pipeline Management for sewer pipe relining work done, as recommended by the Engineer.

UPDATE ON 117 MILLER STREET: Jeff Sweater reminded the members that the sewer lateral at 117 Miller Street was lined over and never reinstated by PPM when the 12" sewer main liner was installed and consequently they had a sewer backup. He further stated that the Public Works Department originally thought it was a service line issue and the home owner's responsibility to repair and professionals were hired to investigate the blockage which totaled \$10,923.75 plus a 10% administrative fee on the subcontractors for a total of \$11,876.13. Mr. Sweater submitted the invoice to PPM and he stated it will most likely be handled as a change order deduct to the Lining Contract to simplify things.

A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to authorize the Borough to pay the invoices to the contractors for the repair at 117 Miller Street.

CLOVER AVENUE AND INTERCEPTOR REROUTE AT STREAM CROSSING PROJECTS –

REVIEW OF REMAINING FUNDS AND APPROVAL TO USE FUNDS IN BOND:

Jeff Sweater reported that the designs have been redesigned based on the Authority's comments from last month and he and the staff are working on obtaining the necessary easements. He also stated that he is hoping to put the project out to bid in May.

The Borough Manager reviewed the opinion of probable cost estimates from ELA Group Inc.:

Interceptor Stream Crossing Realignment	\$122,765.50
Clover Avenue Sewer Replacement	\$259,963.00

The Borough Manager verified with the Bond Counsel and the Financial Planner that the remaining funds in the bond can be used for the Clover Avenue and Interceptor Reroute at Stream Crossing Projects. She provided a spreadsheet outlining the M&T Sewer Bond funds which shows the funds spent, funds committed and the estimates for the Interceptor Stream Crossing Realignment and the Clover Avenue Sewer Replacement projects leaving approximately \$385,115 in the bond for other sewer projects. She stated that the bond funds need to be used by April 2020.

DISCUSS ADDITIONAL SEWER LINE REPAIRS AND VIEW TELEVISING VIDEO – SOUTHVIEW DRIVE:

DRIVE: The Borough Manager stated that the Public Works Department identified sewer repairs that are needed on Southview Drive and they viewed the video. It was the consensus that the sewer pipe in this area of town also needs to be jetted to be cleaned out. The Borough Manager reminded the members that there are uncommitted Bond funds that could be used to make the necessary repairs. The possibility of negotiating an extension to PPM's contract to reline/repair was discussed and Jeff Sweater stated that he will communicate with PPM. It was noted that the Authority does meet on April 19, 2018, and the contract substantial completion deadline is April 21, 2018, and appropriate action could be taken at that meeting if necessary. Jeff Sweater also suggested the Authority investigate the Costars pricing for sewer lining. Harold Wiker stated that another option is to put a new project out to bid.

In addition to the Southview Drive sewer project discussed above, Harold Wiker stated that he was in favor of using some of the bond funds to relining additional sections of town such as North Fulton Street from Jackson Street to Pump Station #2. Harold Wiker also stated that he believed the pumps at Pump Station #5 need to be upgraded and suggested we use any remaining bond funds for this project. Jeff Sweater will provide a cost estimate for the pump replacement and the Borough Manager will verify if the bond funds can be used for this project.

PUBLIC WORKS REPORT – FEBRUARY: A motion was made by Ken Johnson, seconded by Ray Garraffa and passed unanimously, to approve the Public Works Report for February 2018.

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 of February 13, 2018 through March 6, 2018.

MINUTES OF FEBRUARY 15, 2018: A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to approve the minutes of the February 15, 2018 meeting as printed.

OTHER BUSINESS:

Bank Statements – As recommended by Authority auditor Mark Zettlemoyer, Ray Reeder will open, review, and initial the bank statements immediately following the meeting.

Lighting at Municipal Building – Ken Johnson suggested the staff investigate using LED lightbulbs and stated that the LED lightbulbs can go in our existing T-8 fixtures.

106 West Main Street – The Borough Manager provided photographs of a sewer backup at 106 West Main Street. The owner believes it is a municipal problem but the Public Works Director stated that when they did the courtesy line opening that there was a lot of sewer because the line runs the whole way back to their shop. He stated that he viewed grease, oil and rags in the sewer when the line was opened and they have opened the line several times. The owner stated that he has an oil separator on his property and believes it is our sewer backing up his line. It was the consensus that it is the property owner's sewer issue and they need to hire a plumber for all future clogs. Harold Wiker stated that he wants to know how often they clean out the oil separator.

New Employee – It was the consensus to proceed with the re-advertisement for the hiring of the Public Works employee and advertise online on Indeed, ZipRecruiter, Craigslist and post something at Thaddeus Stevens. The possibility of putting out a sign in the Square or the park was also discussed. It was the consensus to revise the job description to require the employee to live within a seven-mile radius of the Square and change the ad to state that the employee must obtain water and sewer certifications within two years.

Tim Rineer – The Borough Manager stated that he is still on Workers' Compensation for his injury and has been authorized to return to work for light duty but we did not have sufficient light duty work for him to return to work. She suggested having him on-site to document the manhole testing but following discussion it was the consensus that with the unknown schedule for the manhole testing it would be difficult to coordinate with his Workers' Compensation benefits.

Plaque at the Treatment Plant – The plaque at the Treatment Plant has been hung inside the building.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously, to adjourn the meeting at 10:33 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager