

**STRASBURG BOROUGH AUTHORITY**  
**MAY 17, 2018 – 8:00 A.M.**  
**MINUTES**

**Members Present:** Harold Wiker Ray Reeder Ray Garraffa

**Others Present:**

Lisa M. Boyd, Borough Manager

Ed Zalewski, Public Works Director

Jeff Sweater, ELA Group

Harold Wiker announced that the meetings are audiotaped and maintained until the minutes are approved.

**REQUESTS TO BE HEARD:** None.

**REVIEW ENGINEER’S REPORT – JEFF SWEATER, ELA GROUP:** Jeff Sweater reviewed his report dated May 17, 2018.

Jeff Sweater reported that for the Water Allocation Permit, DEP is requesting two members of the Authority to meet with them in July 2018 at their Southcentral Regional Office to discuss this application. Mr. Sweater stated that the meeting will mainly focus on flow metering requirements for the Springs in order to comply with this new permit. It was the consensus that Harold Wiker, Jeff Sweater, Ray Reeder and Ed Zalewski will be attending this meeting and the Borough Manager will coordinate scheduling the meeting with the Engineer.

A feasibility study for the Pump Station #5 upgrades will be completed for the next meeting.

**SEWER PROJECT PROGRESS UPDATE:** Jeff Sweater reported that all of the lines in the original project have been lined and they have begun lining the section in Change Order #4 and approximately 80% of the manholes have been lined. He stated that the temporary paving needs to be removed from all of the manholes and the permanent paving installed.

**PPM PAY REQUEST #9:** Jeff Sweater reported that Progressive Pipeline Management submitted an Application for Payment #9 for \$60,135.30 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 Ray Garraffa and passed unanimously to approve the payment of Application for Payment #9 in the amount of \$60,135.30 to Progressive Pipeline Management for sewer pipe relining work done, as recommended by the Engineer.

**PPM CHANGE ORDER #5:** Jeff Sweater reported that the vertical loop for the traffic light and left turn lane at Decatur Street and Main Street was damaged by the contractor during the replacement of a manhole frame and cover. The Borough Manager received a quote from Telco to have it repaired and this change order is for that amount plus a 10% Administrative Fee, which is a total of a \$2,131.97 deduction, and the Engineer recommends signing Change Order #5.

A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to approve Change Order #5 as presented which is a \$2,131.97 deduction from the contract to cover the repair of the damaged left turn lane vertical loop at the Main Street and Decatur Street signal.

**STATUS OF CLOVER AVENUE AND INTERCEPTOR REROUTE AT STREAM CROSSING PROJECTS INCLUDING EASEMENT AGREEMENTS:** Jeff Sweater reported that they are working with the Solicitor to secure the easements. The construction documents are also being prepared and the bid is

anticipated to be released on June 21, 2018, bids due three weeks later on July 12, 2018 and award on July 19, 2018. The Water Obstruction and Encroachment General Permit for boring under the pond near Pump Station #2 and for open cutting through the stream and wetlands has been submitted to Lancaster County Conservation District for review and approval. These projects will be bid as separate projects and a combined project.

**SIGHT AND SOUND THEATRES' REQUEST:** The Borough Manager stated that she has begun researching this matter and found two agreements with the Railroad Museum and they did pay a \$137,828.24 fee that is detailed in the first amendment of the Developer's Agreement document. The Borough Manager will continue to review this matter and allow the members to review the Railroad Museum agreements and asked if this could be discussed again at the next meeting.

She will notify Doyle Heisey at Sight and Sound that their request is still being reviewed.

**SUSQUEHANNA RIVER BASIN WATER ALLOCATION PERMIT FOR FISHER WELL – MEETING AT DEP:** Jeff Sweater stated that a meeting will be held onsite next week including him, the Public Works Director and Steve Read to set up preliminary monitoring to hopefully reduce the pump test plan requirements. Jeff Sweater stated that he initiated the online SRBC application and that is due July 1, 2018 and SRBC predicts the pump test won't be able to be completed until the Spring of 2019.

**PUBLIC WORKS REPORT – APRIL:** Ray Reeder stated that the ratios for water and sewer are higher and asked what percentage of the sewer lines are being lined as part of the relining project. The Public Works Director stated that PPM still needs to plug the hole where they had incorrectly cut the hole at 117 Miller Street. Harold Wiker asked the status of receiving air compressor bids and the Public Works Director stated that he is waiting for return phone calls. The board discussed the process to obtain quotes for the air compressor. A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously, to approve the Public Works Report for April 2018.

**PAYMENT OF MONTHLY BILLS:** Ray Reeder stated that he believes the list of bills format is confusing and asked if the software company could make the report easier to read. Harold Wiker stated that it is set up this way because of the way the money is dispersed between the funds. A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously, to approve the list of bills for the period of April 17, 2018 through May 8, 2018.

**MINUTES OF APRIL 19, 2018:** A motion was made by Ray Reeder, seconded by Harold Wiker and passed unanimously to approve the minutes of the April 19, 2018 meeting as printed.

**OTHER BUSINESS:**

**1305 Village Road** – The Borough Manager provided a spreadsheet showing the revenues and expenses to date for this property.

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

**Railroad Museum** – The Public Works Director stated that they do test their sprinklers every month and they are using between 1500-3000 gallons of unmetered water each time. A quarterly sprinkler fee for the commercial users will be discussed at the next meeting.

**CITIZEN COMMENTS:** None.

**ADJOURNMENT:** A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously, to adjourn the meeting at 9:22 a.m.

Respectfully Submitted,

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Lisa M. Boyd, Borough Manager