

STRASBURG BOROUGH AUTHORITY
JULY 19, 2018 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ken Johnson Ray Garraffa

Others Present:

Lisa M. Boyd, Borough Manager	Craig Johnson
Ed Zalewski, Public Works Director	Scott Warner
Jeff Sweater, ELA Group	Doyle Heisey

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

REQUESTS TO BE HEARD:

REQUEST FOR SEWER SERVICE – 215 SOUTH JACKSON STREET: Scott Warner was in attendance and reviewed his request for one sewer service connection for 215 South Jackson Street. He did submit a request for sewer service to Strasburg Township and it was conditionally approved at their meeting on July 2, 2018. One of the conditions is for Strasburg Township and the Strasburg Borough Authority to review and approve construction drawings. Our engineer provided Mr. Warner with the lateral sewer and service line installation specifications.

A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to approve the sewer service connection for 215 South Jackson Street and noted that they need to apply for a street opening permit from the Borough, have the work inspected by the Borough prior to backfilling and restore the roadway after the project is complete.

SIGHT AND SOUND THEATRE'S REQUEST – DOYLE HEISEY: Doyle Heisey was in attendance to review his request to connect to the Borough's water system to extend the water line to connect to the Sight & Sound fire system sprinkler tank. They are proposing to run the line across the field they own. Mr. Heisey stated that this line is only a backup for their wells that fill the tank for their sprinkler system. Mr. Heisey stated that they will work with our Engineer to determine what size of line should be installed. Harold Wiker stated that a signed agreement and a fee will be necessary and should be installed with a "T" for possible future expansion. Ed Zalewski asked and Mr. Heisey stated that a check valve will be installed. Harold Wiker stated that a hydrant should be installed on the other end which can both be used in an emergency and for flushing the system. Mr. Heisey stated that the system will be flow tested and flushed at least annually. Jeff Sweater stated that a meter pit should be installed at the road, the line should most likely be an 8" line, and a valve and backflow preventer should be installed. Harold Wiker stated that we will obtain input from the fire company regarding the fire hydrant location. Harold Wiker stated that the Authority will work on the tapping fees and Mr. Heisey is to proceed with the engineering details and come back to a future meeting.

A motion was made by Ken Johnson, seconded by Ray Garraffa and passed unanimously to proceed with negotiations to work through the process to extend the Borough's water line to connect to a be a backup supply line to the dedicated Sight & Sound fire sprinkler tank.

CONTINUED DISCUSSION REGARDING IRRIGATION METERING: Mr. Craig Johnson, owner of 135 Miller Street, was in attendance and reviewed his previous request for irrigation metering so he does not have to pay for the sewer to water his orchard and garden. He stated that he has a drip irrigation system with several taps for berries, fruit trees, etc.

Following discussion, Harold Wiker stated that he believed the cleanest and best precedent way to handle the

request is to establish a dedicated irrigation metering line (which would not be charged for sewer usage) by purchasing a meter from the Borough, installing that meter just past the main meter inside the house (with an outside remote to allow the Public Works Department to read the meter) and install an AWWA-approved backflow preventer (an RPG, which has a drain line).

Mr. Johnson stated that his existing water line that he uses for irrigation goes through his laid stone foundation and does not want to put another hole through the foundation in the same area but he does want to have outside water available to wash his cars. It was discussed that he could connect the new meter and backflow preventer line to his existing irrigation line and then he could install a new outside hose bib which would meter the water used (and be charged for sewer like everyone else) for general outside water uses such as washing cars.

The next steps were discussed and it was the consensus for Mr. Johnson to provide a sketch of how he is proposing to install the irrigation meter, that plan will be reviewed and approved if appropriate, the work will be completed, the installation will be inspected to verify compliance, and then a certificate verifying that it was installed correctly will be issued. Harold Wiker stressed that if any changes are proposed to be done (by either the current owner or future owners) after the certificate has been issued, the changes need to be reviewed and approved by the Authority.

Harold Wiker reminded Mr. Johnson that if there is ever a drought situation, our drought policy states that disconnecting irrigation systems is one of the first steps that is required.

A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to approve the establishment of a dedicated irrigation metering line (which would not be charged for sewer usage) by using a meter purchased from the Borough which will be installed just past the main meter inside the house (with an outside remote to allow the Public Works Department to read the meter) and install an AWWA-approved backflow preventer (an RPG, which has a drain line), which will be inspected and certified that it was installed according to our specifications.

REVIEW ENGINEER'S REPORT – JEFF SWEATER, ELA GROUP: Jeff Sweater reviewed his report dated July 19, 2018.

A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to accept the Engineer's Report dated July 19, 2018.

WATER ALLOCATION PERMIT: Mr. Sweater stated that representatives from the Borough Authority met with DEP On July 11, 2018. He stated that DEP's biggest concern is that the overflow from the springs is not metered so they do not have enough data to see how much water is being taken from the stream so DEP is proposing that the Authority come up with a plan within the next year on how that can be metered and tracked. That metering system is to be installed within two years after and flow rate tracked for 10 years. After that 10 year period, a report to show how much water was used and how much remains will be reviewed by DEP. Mr. Sweater stated that he believed the worst case scenario is that the flow will be required to be reduced by 20%. Mr. Sweater stated that another issue is that DEP listed our Old Springs and New Springs as separate requests and DEP and Authority representatives agreed to have the New and Old Springs as a combined allocation which allows for greater operational flexibility, and Mr. Sweater drafted a letter for the Authority to sign to request DEP to amend that portion of the permit.

SEWER MAIN AND MANHOLE LINING PROJECT: Mr. Sweater stated that a punchlist of items to be completed was prepared. Mr. Sweater confirmed that PPM did not request an additional extension.

ACCEPTANCE OF SUBSTANTIAL COMPLETION FORM: A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to accept the Substantial Completion form that was submitted by PPM on July 9, 2018, which is the date that the sewer linings and repairs to the laterals were completed.

APPROVAL OF WRITTEN NOTICE FROM THE AUTHORITY TO PPM – SET-OFF

AGAINST PAYMENT IS BEING IMPOSED: A motion was made by Ken Johnson, seconded by Ray Garraffa to put PPM on notice that a Set-Off against Payment is being imposed for liquidated damages.

Harold Wiker noted that the Authority has incurred a lot of additional expense from the additional water that has entered the system due to the leaks such as the one at 117 Miller Street and asked the Borough Manager to calculate the additional sewer usage above the normal that was pumped to SLSA beginning on the day that the incorrect lateral was cut. Mr. Wiker noted that in addition to the additional gallons charged by SLSA, the Authority also incurred additional expenses such as the electric for Pump Station #5.

AUTHORIZATION OF FINAL PAYMENT REQUEST APPLICATION #10: Jeff Sweater stated that the contractor will submit one last payment at the end of the project.

AWARD OF CLOVER AVENUE SEWER MAIN AND SUSAN AVENUE INTERCEPTOR

REPLACEMENT BID: Jeff Sweater stated that bids were received for these projects and the low bid was for \$364,994 for the Clover Avenue Sewer Main Project and \$115,398 for the Susan Avenue Interceptor Replacement Bid, with a \$10,000 deduct was submitted if they are awarded both jobs. The next lowest bid was approximately \$600,000 for both projects. The project needs to be awarded within 60 days. Members discussed options regarding timing of the award in order to save the \$10,000 if awarded both projects in light of the fact that the Clover Avenue easements and permits are in place but the Susan Avenue Project easements and permit have not yet been approved.

A motion was made by Ken Johnson, seconded by Ray Garraffa and passed unanimously to award the Clover Avenue Sewer Main and Susan Avenue Interceptor Replacement Projects to Wexcon in the amount of \$364,994 and \$115,398, respectively, with a \$10,000 deduct if awarded both jobs, with the date of the award to be adjusted accordingly based on obtaining the necessary easements and permits.

DISCUSS BRENDLE EASEMENT FOR SUSAN AVENUE INTERCEPTOR SEWER

PROJECT: Mr. Sweater stated that the Brendle Easement has not yet been signed for the Susan Avenue Interceptor Sewer Project. Harold Wiker offered to meet with them to discuss the agreement.

FISHER WELL SRBC DOCKET RENEWAL AND PUMP TEST: Jeff Sweater reported that the pump test has been completed and had favorable results showing that the SRBC should not require extending the pump test in the Spring of 2019. The SRBC Groundwater Application was submitted on July 12, 2018 and the invoice for \$9,449 for the application is due by August 11, 2018.

A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to authorize the payment of the SRBC Groundwater Application fee of \$9,449.00.

RECOMMENDATION FOR FULL-TIME PUBLIC WORKS EMPLOYEE: The Borough Manager reported that we received and reviewed eight applications, had three candidates in for a first interview and two candidates back for a second interview. She reported that the final two applicants interviewed were both excellent candidates. The Committee narrowed the selection to one of the applicants and the Police Chief

conducted a background interview, which he passed. The applicant now needs to submit to a drug test and a physical with an anticipated start date of August 6, 2018, depending on the timing of testing and availability of the applicant.

A motion was made by Ken Johnson, seconded by Ray Garraffa and passed unanimously to offer the position of full-time Public Works employee to Don Gregory contingent upon him passing the drug test and physical.

PUBLIC WORKS REPORT – JUNE: The Public Works Director stated that we received good pricing on fire hydrants and the air compressor has been ordered and anticipated to arrive in early August. The Public Works Director stated that the flows at Pump Station #5 have decreased drastically since the incorrectly cut sewer laterals were repaired by PPM.

A motion was made by Ken Johnson, seconded by Ray Garraffa and passed unanimously to approve the Public Works Report for June 2018.

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 of June 19, 2018 through July 10, 2018.

MINUTES OF JUNE 21, 2018: A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to approve the minutes of the June 21, 2018 meeting as printed.

OTHER BUSINESS:

Fire Service Tapping Fee –The Borough Manager reviewed the Water Service Tapping Fees dated 2/5/2016 and it was the consensus that she can advise Sight & Sound that, following the established rates, the tapping fee for the 8" Fire Service line is \$29,976.00 and they would be subject to the quarterly water billing that is currently a \$33.06 minimum for 5,000 gallons and under or would follow the rate structure if over 5,000 gallons.

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

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Ken Johnson, seconded by Ray Garraffa and passed unanimously, to adjourn the meeting at 10:38 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager