

STRASBURG BOROUGH AUTHORITY
AUGUST 16, 2018 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ken Johnson Ray Reeder
Ray Garraffa Will Mullin

Others Present:

Lisa M. Boyd, Borough Manager Shaun Albert, PPM
Ed Zalewski, Public Works Director Paul Miller Jr.
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

DETERMINATION ON PPM CONTRACT TO FINISH LAST THREE BOLLARDS: Jeff Sweater reported that all of the work has been completed except for the installation of three bollards and grouting at two locations (Southview Drive and Miller Street). Mr. Albert stated that he is only aware of two companies that do grouting and the one that he contracted with for Monday advised that their truck is down.

Harold Wiker asked them to check that the manhole at the corner in Edisonville was sealed.

The incorrect lateral that they opened up and then plugged for the Jaycee Park was discussed and it was the consensus to seal it with a patch to close it.

The lateral that wasn’t cut going into the Jaycee Park was discussed. Shaun Albert stated that they take full responsibility for that because the lateral was not cut. Harold Wiker stated that the Authority incurred expenses and Mr. Albert agreed to handle the expenses as a change order deduct.

Harold Wiker stated that we incurred additional expense for the groundwater that got into the sewer pipe where the incorrect lateral was cut on Miller Street. He stated that the Borough would compare our usage to prior years and come up with a fair number.

Jeff Sweater stated that the owner of the location that needs to have the bollards installed does not want the contractor using his driveway, and using the easement is not feasible, so we do have to work with the owner. He believes the owner may allow access once the crops are down. The reason it is not feasible to use the easement is that we will have to take out fences and crops to access the area. The farmer does not want the bollards and feels that he is losing farmland. Paul Miller stated that they are in the meadow. Mr. Albert stated that he offered to pay the owner but the owner did not want any compensation, there were no crops damaged and he just didn’t want us on the land. Harold Wiker offered to go talk to the owner and stated that we should try to get in there right after the corn is down but before he plants rye.

Mr. Albert suggested that we come up with an amount to remove the installation of the three bollards from the contract and then we can work with any contractor we want to have them installed. Jeff Sweater checked the contract and if they are removed, it is a \$5,500 deduction for each bollard, for a total of \$16,500, and Mr. Albert was in agreement. Another option discussed was to stop the liquidated damages and have PPM come back and install the bollards after the corn is harvested.

Mr. Albert asked when the liquidated damages stop accumulating and reminded the members that he is trying to get a company to come in to complete the grouting of the two locations.

Jeff Sweater stated that the substantial completion deadline was June 30, 2018 and substantial completion was officially completed on July 9, 2018 and that penalty is \$1,000 per day. The final completion deadline was July 14, 2018 and the penalty for not meeting that deadline is \$2,500 per day.

Jeff Sweater stated that we still need the prevailing wage slips from Mentzer, they need to make sure the sealing is completed around the paving

Will Mullin stated that he is not in favor of large liquidated damages because the majority of the work has been completed, provided we have the retainage.

Harold Wiker stated that we did work with the contractor and reminded the members that during the Southview Drive change order we agreed to extend the completion date to the date they requested, July 14, 2018, which was later than the date we originally suggested, that they would try to meet that deadline. Mr. Albert stated that they tried and were not able to get subcontractors to assist them with completing the project and they had weather delays and breakdowns.

Ray Reeder asked what date everything was completed with the exception of the bollards and grouting. Mr. Albert stated that he believed that was the week of August 6, 2018, but he would have to verify that date with Tate Mentzer to obtain the date the last manhole was sealed.

Harold Wiker stated that we did incur additional expenses with our inspector, engineer and additional sewer flows from the two locations that needed to be grouted where the lining was damaged.

Harold Wiker suggested keeping the \$9,000 penalty for not meeting the substantial completion date, remove the installation of the three bollards from the contract and backcharge the contractor for expenses associated with the error at the Jaycee Park.

Will Mullin suggested tabling the discussion regarding the liquidated damages until the next meeting to allow for dates and work to be verified.

A motion was made by Ken Johnson, seconded by Ray Garraffa and passed unanimously to remove the installation of the three bollards in the farmer's field South of Edisonville Road from the contract.

A motion was made by Will Mullin, seconded by Ray Reeder and passed unanimously to postpone the discussion regarding liquidated damages until the next meeting, which is scheduled for September 20, 2018.

A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to authorize the payment of the invoices for the repairs related to the Jaycee Park uncut lateral and to authorize a change order deduct from the PPM contract.

WATER ALLOCATION PERMIT: Jeff Sweater stated that the application to combine the New and Old Springs to one allocation has been submitted and we are waiting on DEP's response. Harold Wiker asked the Engineer to prepare a cost estimate for engineering and equipment for this project for inclusion in the 2019 Budget. Ed Zalewski stated that the labor will most likely be completed by the staff, and Harold Wiker stated that he believed this labor should be done in-house.

CLOVER AVENUE SEWER MAIN AND INTERCEPTOR STREAM CROSSING

REPLACEMENT: Jeff Sweater stated that bids were received for these projects and Wexcon Inc. was the low bidder and the references were good. The Trails at Strasburg HOA easement is anticipated to be signed soon, Glen Brendle signed the easement agreement, and Linda Arnold still needs to sign. Harold Wiker stated that he will try to set up a meeting with Linda Arnold and Lisa Boyd and show her the photographs of the exposed sewer line that needs to be repaired.

The Intent to Award letter to Wexcon was reviewed and approved to be sent with the addition that if the easements cannot be obtained in time that the Authority has the right to move out the contract.

APPROVAL OF SRBC INVOICE FOR ATP APPLICATION: The Aquifer Test Plan (ATP) and SRBC Application was submitted on August 10, 2018 and the SRBC application fee invoice is \$3,909.00, which is a slightly higher fee than originally discussed because they raised their fees on July 1, 2018.

A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to approve the payment of the SRBC invoice for the ATP application in the amount of \$3,909.00.

Lisa Boyd asked the Engineer if there were additional expenses for this project that should be included in the 2019 Budget. Jeff Sweater stated that he did not believe there would be any additional costs other than those already approved with Read & Associates and ELA.

PUMP STATION #5 UPGRADES: Jeff Sweater stated that the preliminary investigation into pump options has occurred and Harold Wiker asked him to prepare a proposal to finalize the costs for the project and have it ready to put out to bid, which would use bond funds.

The project was discussed and Jeff Sweater described the existing conditions and his recommendations in detail.

REVIEW OF SLSA FLOW PROJECTIONS: Harold Wiker reviewed the correspondence from Gail Robinson which states that the City Municipal Partners are about to begin a Facilities Plan for the Treatment Plant for the next 20 years, which will be reviewed on a four-year planning interval. She stated that in reviewing the Borough's usage history, we are within our capacity allocation, typically with a good margin for higher flow times, and asked if the Borough would foresee the need for additional capacity over the next 20 years. Jeff Sweater stated that he did calculate our projected usage as part of the Water Allocation Permit but would need to calculate the sewage flow percentage based on water consumption.

The members discussed future developments and the fact that if we get close to our capacity that connection requests would be denied.

It was the consensus of the members to have Jeff Sweater review the water projections that we included in the Water Allocation Permit and as long as they are below our allowable sewer flow to advise CDM that are not foreseeing the need for any additional capacity over the next 20-year period. If his calculations exceed our sewer capacity, this matter will be discussed again at a future meeting.

REVIEW CITY'S RESTATED SANITARY SEWER REGULATIONS: A motion was made by Ken Johnson, seconded by Ray Garraffa and passed unanimously to approve the expense for the Engineer to work with our Solicitor to review the restated sanitary sewer regulations.

APPROVAL OF 2019 BUDGET CALENDAR: A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to adopt the 2019 Budget Calendar.

PUBLIC WORKS REPORT – JULY: The Public Works report for July 2018 was reviewed.

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

PAYMENT OF MONTHLY BILLS: A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously, to approve the list of bills for the period of July 17, 2018 through August 7, 2018.

MINUTES OF JULY 19, 2018: A motion was made by Ken Johnson and seconded by Ray Garraffa to approve the minutes of the July 19, 2018 meeting as printed. Motion carried with members Wiker, Johnson, Reeder and Garraffa casting assenting votes. Member Mullin abstained from voting because he was not in attendance for the meeting.

OTHER BUSINESS:

M&T Sewer Bond Fund Spreadsheet – The Borough Manager reviewed the spreadsheet and proposed ending balance.

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

Paul Miller Jr. – Harold Wiker thanked Paul Miller Jr. for his dedication with assisting the Borough through the relining process. He stated that he will continue to work for the Borough on future projects as allowed by fiscal regulations.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously, to adjourn the meeting at 10:45 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager