

**STRASBURG BOROUGH AUTHORITY
MEETING
NOVEMBER 15, 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
Ed Zalewski, Public Works Director
Jeff Sweater, ELA Group
David Wickersham, PPM
Grainger Bowman

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

REQUESTS TO BE HEARD: None.

2019 PRELIMINARY BUDGET REVIEW:

The Borough Manager reviewed the 5-year Projection spreadsheet and 2019 Budget with the members.

The Borough Manager stated that one reason that the actual expenses were lower than budgeted for 2018 was that we budgeted to hire the additional full-time Public Works employee at the beginning of the year and he was not hired until August.

Harold Wiker stated that the sewer rate increase was necessary because we are only provided with approximate capital costs from Suburban Lancaster Sewer Authority. Will Mullin added that there are additional planned expenses such as the top hats that are not shown on the spreadsheets yet. The Borough Manager reminded the members that the current financial situation is reviewed annually and that future sewer rate increases are reviewed before the vote. Jeff Sweater stated that some municipalities show a line in their budget showing the life of the equipment so it is budgeted to replace the aging equipment and clear that the ending balance is not a surplus.

The remote meter project was discussed and a benefit is that high usages could be detected daily and checked to quickly notify owners of possible leaks. It was also discussed that this would allow the staff more time to work on other projects but would not result in a direct savings because the amount of time saved reading the meters would not result in the need to reduce staff. Harold Wiker stated that this system would also allow us to monitor the amount of water used on a timely basis for the Susquehanna River Basin Commission.

The Borough Manager reminded the members that the projections are updated again before the Final Budget approval.

Will Mullin suggested using Gant Spreadsheets for planning and implementing projects. The Borough Manager will review existing planning spreadsheets that have been used for other projects.

Ed Zalewski stated that there are some additional hydrants that should be replaced and asked if we could budget replacing four per year for the next four years. It was the consensus to make this change.

A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to approve the 2019 Preliminary Budget as presented.

9 A.M. DISCUSSION WITH PPM REGARDING SEWER RELINING PROJECT – DAVID

WICKERSHAM: David Wickersham from PPM, together with his Counsel, Grainger Bowman, entered the meeting to discuss the sewer relining project.

Jeff Sweater stated that he received some of the post-install videos and began reviewing them and stated that he believed he received approximately 60% of the videos. He added that other problems include overcuts and areas that need to be patched and openings need to be brushed because they are not smooth (solids can hang up on it which could cause clogs). He also stated that the overcuts where you can see stone would need to be patched with a top hat because grouting will only last a year or two.

Mr. Bowman stated that they do have a certificate of substantial completion issued by the Borough Engineer and Mr. Wickersham stated that they thought after the punchlist items were completed that the contract would be closed and they would move into the warranty phase. Mr. Wickersham stated that they intend to continue to work with the Borough but they need clarity of what needs to be done.

Harold Wiker stated that we cannot video the lines because of the amount of debris in them and they need to be vacuumed. He added that yesterday we received some of the post install videos from PPM and without them we couldn't determine the quality of the work. He stated that we issued the substantial completion certificate in good faith but we should have looked at all of the videos first.

Jeff Sweater stated that the documentation attached to the substantial completion stated: A punchlist of items to be completed or corrected is attached. This list may not be all inclusive and failure to include any items on such list does not alter the responsibility of the contractor to complete all work in accordance with the contract.

Mr. Bowman stated that they do not want the threat to be hammered with a liquid damage claim when they do have a substantial completion certificate and want a definition of the scope of work for them to determine if the work is within the body of the contract or not.

Mr. Wickersham agreed that the lines need to be flushed, brushed, inspected and videoed to allow them to start a warranty list. He noted that they can begin the work next week but this time of year may hinder them finishing the project before weather gets bad.

Ken Johnson noted that the initial completion date for the project was December of 2017, an extension was granted until April of 2018. In May, nine more runs to be lined were added, and in good faith by the Borough to help the contractor out and to allow the contractor more contract time and to add the one week's worth of work, the project was extended until June 2018, and the project is still not complete. Harold Wiker noted that we have also been paying for the additional flow to be treated at SLSA.

Mr. Wickersham asked for direction on where the Borough wanted them to start and the Public Works Director stated that he believed patching the holes on Main Street should be a priority. Harold Wiker asked them to provide a plan and schedule. The new videos will be turned over to the Borough Engineer the day they are videoed. The Borough Engineer will provide a punchlist and the contractor will provide an estimate of the amount of time needed to make the repairs.

Harold Wiker stated and Mr. Wickersham agreed that the three-year warranty period begins after the work has been completed.

Will Mullin made a motion to table consideration regarding liquidated damages until the next Authority meeting that is scheduled for December 20, 2018 at 8 a.m. Motion died for lack of a second.

Jeff Sweater stated that he will donate some of his time to come out to the site and check on the contractor. He will review some of their work and provide them with the standard of work expected.

Harold Wiker asked the Engineer to require the contractor to provide an itemized report detailing the work they complete.

PUBLIC WORKS REPORT – OCTOBER: The Public Works report for October 2018 was reviewed. The repairs to the new generators at Pump Stations #2 and #5 were discussed and the Borough Manager will make sure we are not invoiced for the warranty work.

The Public Works Director noted that during the televising of the sewer lines, a lot of grease was found between Sherk Avenue and the Square. He will verify that there is a grease trap at Pizza City and where Java Junction was. Jeff Sweater stated that in addition to having a grease trap, the businesses need to regularly pump out the grease traps. Ken Johnson stated that we need to have some inspection protocol put in place to require them to be professionally inspected on a yearly or bi-yearly basis. Harold Wiker asked the Borough Manager to prepare a listing of the commercial properties to address grease traps.

Will Mullin noted that a violation letter was recently sent to all water customers regarding missed testing. He stated that it is not good, asked what caused the mistake and what measures are being taken to ensure it doesn't happen again. Harold Wiker suggested having deadlines in the computer to track mandatory tasks. The Public Works Director stated that he is developing a spreadsheet schedule to track water tests. Will Mullin asked him to provide an update at the next meeting showing the steps they have taken to make sure this doesn't happen again.

Ray Reeder asked if we should look into a different water testing laboratory. Harold Wiker asked the Borough Manager to provide an annual estimate comparing the testing costs.

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

PAYMENT OF MONTHLY BILLS: A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to approve the list of bills for the period of October 10, 2018 through November 6, 2018.

MINUTES OF NOVEMBER 1, 2018: A motion was made by Ray Garraffa, seconded by Ken Johnson to approve the minutes of the November 1, 2018 meeting as printed. Motion carried with members Wiker, Johnson, Reeder and Garraffa cast assenting votes. Member Mullin abstained from voting because he was not in attendance for the meeting.

Ray Garraffa asked about the backup at the Jaycee Park. The Public Works Director stated that he talked to the plumber who stated that it has been resolved and that it was an internal problem.

OTHER BUSINESS:

Bank Statements – As recommended by Authority auditor Mark Zettlemyer, Ray Reeder opened, reviewed, and initialed the bank statements.

Bollard Installation – The Public Works Director stated that the contractor, Mentzer, has the bollards in stock

and that we would have to rent the equipment to do the installation if we did the work in-house. A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to accept the proposal from Mentzer Excavating for the installation of the 12 bollards around three of the manholes in the amount of \$7,344.00 with the conditions that 1) the work be completed during the winter months to reduce damage to properties and 2) to use the auger.

Susquehanna River Basin Commission – Ed Zalewski reported that he met with representatives from the Susquehanna River Basin Commission and their report will be reviewed at next month’s meeting.

A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to authorize the payment of the \$500 grandfathering application fee to the SRBC by 12/31/18.

CITIZEN COMMENTS: None.

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

Respectfully Submitted,

Lisa M. Boyd, Borough Manager