

**STRASBURG BOROUGH AUTHORITY
MEETING
JANUARY 17, 2019 – 8:00 A.M.
MINUTES**

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

Others Present:

Lisa M. Boyd, Borough Manager Ed Zalewski, Public Works Director
Jeff Sweater, ELA Group David Wickersham, PPM
Wayne Breneman, Public Works Operator II

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

REQUESTS TO BE HEARD: None

REORGANIZATION:

CHAIRMAN - A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to reappoint Harold Wiker as Chairman.

VICE CHAIRMAN - A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to reappoint Ken Johnson as the Vice-Chairman.

SECRETARY/TREASURER - A motion was made by Will Mullin, seconded by Ray Garraffa and passed unanimously to reappoint Ray Reeder as Secretary/Treasurer.

SOLICITOR - A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to reappoint Appel & Yost as the Authority Solicitor.

ENGINEER - A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to reappoint ELA as the Authority Engineer.

BANK - A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to reappoint Ephrata National Bank as the bank.

REVIEW OF WATER SAMPLE TESTING PLAN: Wayne Breneman, Public Works Operator II, was in attendance and reviewed the water sample testing plan tracking spreadsheet he created. He added that the testing was also added to the calendars at the Shop and Treatment Plant to alert other operators of the testing schedule. It was also stated that the tests will be completed at the beginning of the cycle they are due so there is sufficient time to retest if there are any problems. Ed Zalewski stated that he reviews the schedule and necessary bottles with the lab on a regular basis.

Will Mullin reviewed the process:

1. The DEP required water testing schedule is reviewed and converted to a Word document and written on the calendars which hang at the Shop and Water Treatment Plant.
2. From that Word document, a chart is created which is the operational checklist.
3. The paperwork is used to track that the lab completed the correct test and submitted the results.

ENGINEER'S REPORT – JEFF SWEATER: Mr. Sweater reviewed his Engineer's Report dated January 17, 2019.

SYNERGY AUTO SALES SEWER LATERAL: Mr. Sweater stated that they were requested to review the videos of the sewer lateral in the area of Synergy Auto Sales because of prior clogging issues in that location. He stated that they did find signs of what appears to be solidified oil at the lateral and recommends filing a Notice of Violation to Synergy along with the EPA Fact Sheet summarizing O&M requirements for oil/water separators. Mr. Sweater added that they did look at the laterals upstream and downstream and only saw the black solids at 106 West Main Street.

It was discussed that a regular inspection schedule to check oil/water separators needs to be established. The staff did prepare a list of commercial users in town and Mr. Sweater stated that the EPA regulations list the types of commercial users that are required to have oil/water separators installed. He also suggested having users test the strength of waste because there is a limit to the strength of waste they can discharge and can be charged if they exceed the limit. One step is for the Borough Manager, Engineer and Public Works Director to create a chart of commercial users that should have pre-treatment. Ray Reeder suggested and it was the consensus to send commercial users a nice letter reminding them of their responsibilities for them to check their own system before we come out to inspect. Jeff Sweater offered to provide a sample letter and will create a separate job number for billing purposes. Harold Wiker also suggested having the businesses send us a certificate showing their systems were pumped.

WATER ALLOCATION PERMIT: Jeff Sweater stated that he and the Public Works Director met with The Meter Guy on January 16, 2019 to visit the Springs to determine the best metering options for monitoring overflows and to better define the cost of needed materials. ELA will have a draft Monitoring Plan to review at a future meeting but estimates the materials cost to be between \$10,000 and \$15,000.

SEWER MAIN AND MANHOLE LINING PROJECT: For the lateral brushing and main cleaning, Mr. Sweater stated that he looked at 11 videos from East and West Main Street of approximately 4,500 feet of pipe that were jetted, vacuumed and rebrushed since the last meeting.

Mr. Sweater stated that so far 17 laterals in total were found to be damaged from overcutting and need top hats (13 of the 17 overcut laterals were found to have pretty bad leaks into the sewer mains). He also stated that 6 laterals appear to be leaking along the liner, 8 laterals appear to be leaking farther in the laterals and would need longer liners, and 2 laterals need to be re-brushed/trimmed up more. He added that it is his opinion that PPM is doing a good job.

8:30 A.M. PPM UPDATE - DAVID WICKERSHAM: David Wickersham from PPM was in attendance and reviewed his Project Completion Report Project Summary Report as of January 15, 2019. He stated that they did rent a heated garage in Parkesburg to keep their jet truck from freezing overnight and to increase production. He reported that he did receive one citizen complaint regarding how he was talked to by a PPM employee and that employee was talked to and he apologized to the resident. It was discussed that once we determine the final number of laterals that need top hats that are the responsibility of PPM and the number of laterals that are the responsibility of the Borough that we should meet to discuss the possibility of using the same contractor and/or amending the agreement. Mr. Wickersham stated that he didn't believe he was seeing overcuts that would result in the large infiltration and added that it is a possibility that prior to the liner installation that our system was exfiltrating.

SEWER MAIN AND MANHOLE LINING PROJECT (CONTINUED): After the project is complete, Will Mullin suggested having an after-action review workshop of the project to serve as a learning exercise for future projects. One suggestion Jeff Sweater had was to require the contractor to provide post-

installation videos to him as they were completing the areas, which would have been reviewed and problems identified sooner instead of having them submit all of the videos at the end of the project.

CLOVER AVENUE SEWER MAIN REPLACEMENT & SUSAN AVE INTERCEPTOR STREAM CROSSING REALIGNMENT: Mr. Sweater reported that the Susan Avenue interceptor stream crossing realignment project has been completed and he has begun his punchlist. He did point out that one problem he is aware of is a soft area at Mindy Avenue and there is not a lot that can be done right now but can be seeded and mulched in the Spring.

Mr. Sweater reported that the Clover Avenue project was amended to meet the property owner's wishes which resulted in revised easements. Mr. Sweater will check with PPL to see what they suggest for the pole.

Mr. Sweater reviewed the signage for the Clover Avenue project.

FISHER WELL SRBC DOCKET RENEWAL AND PUMP TEST: Mr. Sweater stated that we are waiting for SRBC to review and approve the test plan that we submitted.

PUMP STATION NO. 5 UPGRADES: Mr. Sweater stated that we have reached out to different vendors to obtain quotes to replace the pumps. ELA prepared and reviewed a scale schematic of the pump station dry well based on field measurements. The members discussed options for upgrades to the pump station due to the limited size of the dry well and the need to add metering equipment. Mr. Sweater stated an estimate to design, permit, prepare construction documents and bid the project would be \$65,000 and a rough estimate total project cost, including engineering, is \$250,000. In order to have more information to make a decision on how to proceed, Mr. Sweater will obtain an approximate cost for the slide-rail option to place the pump in the wet well.

WEXCON PAY REQUEST #1: A motion was made by Harold Wiker, seconded by Ray Reeder and passed unanimously to approve Wexcon's Pay Request # 001 in the amount of \$86,479.47 as recommended by the Authority Engineer.

CHANGE ORDER #002 – INCREASE OF \$7,332.82 DUE TO DUCK UNDER A WATER MAIN THAT WAS NOT STIPULATED IN THE ORIGINAL CONTRACT DOCUMENTS: Mr. Sweater stated that the change order is an increase of \$7,332.82 due to a duck under of the Mindy Avenue water main as part of the interceptor replacement project. He stated that he reviewed Wexcon's cost justification documentation and recommends approving the Change Order #002.

A motion was made by Harold Wiker, seconded by Ray Reeder and passed unanimously to approve Wexcon's Change Order # 002 to increase the contract by \$7,332.82 due to a duck under the Mindy Avenue water main that was not stipulated in the original contract documents.

GANTT CHART REVIEW – WILL MULLIN: Will Mullin provided a sample Gantt Chart and reviewed how it could be used to assist with managing projects. Harold Wiker asked the staff to review the chart and come back to next month's meeting with a recommendation.

WATER TESTING PRICING – SUBURBAN TESTING LAB: The Borough Manager stated that pricing was obtained from Suburban Testing Lab. She stated that we are currently using Eurofins for coliform testing (because ALS was decertified to do this testing) and ALS for all other water testing. She reminded the members that, in addition to the higher cost of the water test and tolls, it takes a staff person approximately 6 hours per week to drive to Eurofins to drop off the sample. Ken Johnson calculated an approximate cost for gas

and staff time to take the weekly sample to Eurofins is between \$8,600 and \$12,600 per year. The Public Works Director stated that it is his understanding that ALS paid their fine and is working on getting their testing certification reinstated. It was the consensus to reach out to Suburban Testing Lab to see if they would be able to meet with the Board next month.

PUBLIC WORKS REPORT – DECEMBER: The Public Works report for December 2018 was reviewed. A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to approve the Public Works Report for December 2018.

The Public Works Director submitted a spreadsheet showing the sewer flows compared to rainfall and it was reviewed.

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 December 14, 2018 through January 8, 2019.

MINUTES OF DECEMBER 20, 2018: A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to approve the minutes of the December 20, 2018 meeting as printed.

OTHER BUSINESS:

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

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously, to adjourn the meeting at 10:50 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager