

**STRASBURG BOROUGH AUTHORITY
JANUARY 11, 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

Steve Read, Read & Associates, LLC.

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

REQUESTS TO BE HEARD: None.

REORGANIZATION:

CHAIRMAN (HAROLD WIKER)

VICE-CHAIRMAN (KEN JOHNSON)

SECRETARY/TREASURER (RAY REEDER)

SOLICITOR (APPEL & YOST)

BANK (EPHRATA NATIONAL)

ENGINEER (ELA GROUP)

A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously keep all the appointments the same for 2018.

WELLS 100' RADIUS – DISCUSS SURVEY: Jeff Sweater stated that his surveyors can complete the exhibits for \$1,200 per site. He stated that if we do not do this, this will be a DEP comment every three years. It was the consensus to table this matter until after the discussion with SRBC.

PUBLIC WORKS REPORT – DECEMBER: A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously, to approve the Public Works Report for December 2017. It was noted that the ratios for water and sewer were good. Harold Wiker asked about the jetting of the sewer line on Clover Avenue and Ed Zalewski stated that it is being done as maintenance to avoid a sewer backup. The Borough Manager will verify with the Fireside Tavern that they are maintaining their grease traps. Harold Wiker suggested checking with Rutter's and Smokestack Barbeque regarding their grease handling.

Jeff Sweater stated that he began the research into replacing the sewer line on Clover Avenue and he is planning to have the project out to bid in April.

Harold Wiker stated that Paul Miller Jr. has a video of a section of pipe on Village Road that is not in very good shape. Jeff Sweater will view the video and provide his opinion.

Jeff Sweater reviewed the plans for replacing the sewer line connecting to Pump Station #2. In light of the possible need to bore underneath of the pond, it was discussed that it is also possible to bore underneath the tree. Mr. Sweater will develop a rough draft for Harold Wiker to use to talk to the property owner.

PAYMENT OF MONTHLY BILLS: A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously, to approve the list of bills for the period of December 19, 2017 through January 2, 2018.

MINUTES OF DECEMBER 21, 2017: A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to approve the minutes of the December 21, 2017 meeting as submitted.

STEVE READ – RENEWING PERMITS FOR WELLS THROUGH SUSQUEHANNA RIVER BASIN

COMMISSION: Steve Read was in attendance and stated that the SRBC is a Federally-operating program that regulates sources which have water withdrawals of more than 100,000 gpd for a consecutive 30-day period. Our Fisher Well permit is up for renewal. He stated that for renewal applications, aquifer tests may be required but waivers can be applied for if satisfactory evidence is submitted. He reviewed the application process for the aquifer test. Mr. Read stated that operational data for the Fisher Well is needed for the waiver application. He also stated the possibility that SRBC may review our wells as a “well field.” It was the consensus that it would be a good idea to have them all renewed at the same time. Mr. Read stated that the maximum amount of water needed from the wells for any 30-day period should be evaluated and then add a percentage of increase and determine if we would exceed 288,000 gallons for any 30-day period.

OTHER BUSINESS:

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

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously, to adjourn the meeting at 10:00 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
FEBRUARY 15, 2018 – 8:00 A.M.
MINUTES

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

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.

SEWER PROJECT – JEFF SWEATER, ELA GROUP

PROGRESS UPDATE: Jeff Sweater reported that there are approximately 20 runs remaining to be lined and that lining couldn't be done when it was too cold.

Jeff Sweater reported that there was a complaint filed on January 24, 2018 to PennDOT about the cold patch paving around the manholes and the contractor responded and made the repairs quickly. He also stated that after the paving companies open up for the season, the cold patch will be removed and replaced with hot mix.

PPM PAY REQUEST #6: Jeff Sweater reported that Progressive Pipeline Management submitted an application for payment #6 for \$ \$201,087.00 which includes length of pipe lined. The Engineer has agreed to this payment application and recommends approval.

A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to approve the payment of Application for Payment #6 in the amount of \$201,087.00 to Progressive Pipeline Management for sewer pipe relining work done, as recommended by the Engineer.

POTENTIAL CHANGE ORDER #4 FOR MANHOLE MH-4 TO MH-3, AND POTENTIAL AUTHORIZATION TO INCLUDE REPLACEMENT OF THIS LINE WITHIN THE BID: A section of sewer pipe from MH-4 to MH-3 needs to be relined, and was not included in the original bid. Jeff Sweater recommends it be relined.

A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to approve Change Order #4 to reline the sewer pipe from MH-4 to MH-3 and include it as part of the project. Jeff Sweater will advise the contractor of this action.

CLOVER AVENUE SEWER MAIN REPLACEMENT PLAN AND DESIGN REVIEW: Jeff Sweater stated that they designed it to have slope the whole way. It was discussed that this is a repair project that needs to be done because of the sags in the line.

A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously that the Clover Avenue sewer main replacement project is being considered a repair and to proceed with the project with it going out to bid in April or May of 2018.

INTERCEPTOR REROUTE AT STREAM CROSSINGS PLAN AND DESIGN REVIEW
PHASE 1 BOG TURTLE SURVEY REQUIRED BY US FISH AND WILDLIFE \$550: Jeff Sweater showed the members the location where the pipe is exposed to the stream in two places and this pipe needs to

be repaired. He stated that easements will be needed. Jeff Sweater stated that the Bog Turtle Survey is required but the habitat is not there.

A motion was made by Ken Johnson, seconded by Ray Garraffa and passed unanimously to authorize the Phase 1 Bog Turtle Survey that is required by the US Fish and Wildlife in the amount of \$550.00.

CONSIDERATION OF PROPOSAL FOR FISHER WELL SRBC DOCKET RENEWAL

APPLICATION AND PUMP TEST: Jeff Sweater stated that he did prepare a proposal in coordination with Steve Read from Read & Associates, which includes the pump test, prepare the pump plan and review the report to have the Fisher Well re-permitted by SRBC. He stated that if we would have applied for a waiver, the capacity would have been drastically cut. Jeff Sweater had some recommendations to keep costs down which include: the Borough contracting directly with the hydrogeologist, Borough staff mailing questionnaires to property owners, Borough staff doing the public notice in the newspaper, Public Works employees assisting with setting up some of the equipment, and volunteers assisting with monitoring during the pumping.

Harold Wiker suggested having the level in the Reservoir low enough so that during the testing that the water can be put into the Reservoir instead of being discharged elsewhere. Jeff Sweater stated that he will need to coordinate with the Public Works Director.

A motion was made by Will Mullin, seconded by Ray Garraffa and passed unanimously to enter into separate agreements with ELA Group, Inc. for \$9,856.40 and Read & Associates LLC at an estimated cost of \$29,676.00 for the Fisher Well SRBC Docket Renewal Application and Pump Test Project.

PUBLIC WORKS REPORT – JANUARY: A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously, to approve the Public Works Report for January 2018. It was noted that the ratios for water and sewer were good.

The Borough Manager and Public Works Director reported that there was a sewer backup at 117 Miller Street and we are still trying to locate the problem with the assistance of Albert Herr Plumbing, Kline's and Mentzer's Excavating. It was noted that this section of pipe was recently lined by PPM and PPM stated that they are absolutely sure that they cut open the lateral.

The Borough Manager stated that our Building Code Official did confirm that Smokestack Barbeque at 15 West Main Street does have a grease trap in the basement. She also confirmed that Rutter's and the Fireside Tavern have grease traps and are pumped out by Kline's. She also stated that Rutter's has recently began recycling their oil and it is being taken off-site.

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 January 9, 2018 through February 6, 2018.

MINUTES OF JANUARY 11, 2018: A motion was made by Ray Garraffa, seconded by Ray Reeder to approve the minutes of the January 11, 2018 meeting as submitted. Motion carried with members Wiker, Reeder, Garraffa and Johnson casting assenting votes. Member Mullin abstained from voting because he was not in attendance for the meeting.

OTHER BUSINESS:

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

Audit - Ray Reeder stated that he received a call from one of the Auditors and responded to their questions. The Borough Manager stated that the audit went very smoothly and a lot of information was provided to the auditors ahead of time and they were only on-site for two days. She reminded the members that the auditor will present the audit to them at a future meeting.

215 Old Post Lane – The Borough Manager reported that the Public Works Department responded to a frozen meter call at 215 Old Post Lane and they have filed a claim against the Authority. Ed Zalewski stated that there was a 1” plastic meter that was located in an unheated garage and the homeowner had wrapped the meter because she knew it was exposed. He went on to say that during the extreme cold, the meter broke and flooded her garage. The Public Works Department replaced the meter for her because she did not have any water and he does not know why they would submit a claim against the Borough. Ed Zalewski added that he believes it is the builder’s fault because they installed the meter in the unheated garage with an uninsulated garage door and the homeowner was aware that this was a potential problem because she had already wrapped it in tape. The Borough Manager will forward the notice to the insurance company.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously, to adjourn the meeting at 9:55 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
MARCH 15, 2018 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ray Reeder Ray Garraffa Ken Johnson

Others Present:

Lisa M. Boyd, Borough Manager

Ed Zalewski, Public Works Director

Jeff Sweater, ELA Group

Andrew Kehl, RKL

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

REQUESTS TO BE HEARD: None.

PRESENTATION OF 2017 AUTHORITY AUDIT – ANDREW KEHL, RKL: Andrew Kehl, of RKL LLC, was in attendance and provided an overview of the 2017 Authority audit. He stated it was a very clean audit, the staff was well prepared and there were no audit adjustments. He stated that previous audits included a note regarding segregation of duties but it has been removed this year because of the additional oversight of the board and monthly reviews. He stated that the funds in the bank are covered by both FDIC insurance and the additional insurance as required under Act 72 has been verified. The Borough Manager acknowledged and thanked Ray Reeder for reviewing the bank statements monthly.

REVIEW ENGINEER’S REPORT – JEFF SWEATER, ELA GROUP: Jeff Sweater reviewed his report dated March 15, 2018.

SEWER PROJECT PROGRESS UPDATE: Jeff Sweater reported that as of 3/9/18, PPM had about 10 more runs of sewer main to line. The manhole frame and lids portion of the project is only about 77% complete and they are aware of the substantial completion date deadline. Jeff Sweater reported that a Prevailing Wage question arose and it was investigated and the state advised that the contractor should submit the PA state form instead of the federal form.

PPM PAY REQUEST #7: Jeff Sweater reported that Progressive Pipeline Management submitted an Application for Payment #7 for \$213,879.60 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 Ken Johnson and passed unanimously to approve the payment of Application for Payment #7 in the amount of \$213,879.60 to Progressive Pipeline Management for sewer pipe relining work done, as recommended by the Engineer.

UPDATE ON 117 MILLER STREET: Jeff Sweater reminded the members that the sewer lateral at 117 Miller Street was lined over and never reinstated by PPM when the 12” sewer main liner was installed and consequently they had a sewer backup. He further stated that the Public Works Department originally thought it was a service line issue and the home owner’s responsibility to repair and professionals were hired to investigate the blockage which totaled \$10,923.75 plus a 10% administrative fee on the subcontractors for a total of \$11,876.13. Mr. Sweater submitted the invoice to PPM and he stated it will most likely be handled as a change order deduct to the Lining Contract to simplify things.

A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to authorize the Borough to pay the invoices to the contractors for the repair at 117 Miller Street.

CLOVER AVENUE AND INTERCEPTOR REROUTE AT STREAM CROSSING PROJECTS – REVIEW OF REMAINING FUNDS AND APPROVAL TO USE FUNDS IN BOND:

Jeff Sweater reported that the designs have been redesigned based on the Authority’s comments from last month and he and the staff are working on obtaining the necessary easements. He also stated that he is hoping to put the project out to bid in May.

The Borough Manager reviewed the opinion of probable cost estimates from ELA Group Inc.:

Interceptor Stream Crossing Realignment	\$122,765.50
Clover Avenue Sewer Replacement	\$259,963.00

The Borough Manager verified with the Bond Counsel and the Financial Planner that the remaining funds in the bond can be used for the Clover Avenue and Interceptor Reroute at Stream Crossing Projects. She provided a spreadsheet outlining the M&T Sewer Bond funds which shows the funds spent, funds committed and the estimates for the Interceptor Stream Crossing Realignment and the Clover Avenue Sewer Replacement projects leaving approximately \$385,115 in the bond for other sewer projects. She stated that the bond funds need to be used by April 2020.

DISCUSS ADDITIONAL SEWER LINE REPAIRS AND VIEW TELEVISION VIDEO – SOUTHVIEW

DRIVE: The Borough Manager stated that the Public Works Department identified sewer repairs that are needed on Southview Drive and they viewed the video. It was the consensus that the sewer pipe in this area of town also needs to be jetted to be cleaned out. The Borough Manager reminded the members that there are uncommitted Bond funds that could be used to make the necessary repairs. The possibility of negotiating an extension to PPM’s contract to reline/repair was discussed and Jeff Sweater stated that he will communicate with PPM. It was noted that the Authority does meet on April 19, 2018, and the contract substantial completion deadline is April 21, 2018, and appropriate action could be taken at that meeting if necessary. Jeff Sweater also suggested the Authority investigate the Costars pricing for sewer lining. Harold Wiker stated that another option is to put a new project out to bid.

In addition to the Southview Drive sewer project discussed above, Harold Wiker stated that he was in favor of using some of the bond funds to reline additional sections of town such as North Fulton Street from Jackson Street to Pump Station #2. Harold Wiker also stated that he believed the pumps at Pump Station #5 need to be upgraded and suggested we use any remaining bond funds for this project. Jeff Sweater will provide a cost estimate for the pump replacement and the Borough Manager will verify if the bond funds can be used for this project.

PUBLIC WORKS REPORT – FEBRUARY: A motion was made by Ken Johnson, seconded by Ray Garraffa and passed unanimously, to approve the Public Works Report for February 2018.

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 February 13, 2018 through March 6, 2018.

MINUTES OF FEBRUARY 15, 2018: A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to approve the minutes of the February 15, 2018 meeting as printed.

OTHER BUSINESS:

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

Lighting at Municipal Building – Ken Johnson suggested the staff investigate using LED lightbulbs and stated that the LED lightbulbs can go in our existing T-8 fixtures.

106 West Main Street – The Borough Manager provided photographs of a sewer backup at 106 West Main Street. The owner believes it is a municipal problem but the Public Works Director stated that when they did the courtesy line opening that there was a lot of sewer because the line runs the whole way back to their shop. He stated that he viewed grease, oil and rags in the sewer when the line was opened and they have opened the line several times. The owner stated that he has an oil separator on his property and believes it is our sewer backing up his line. It was the consensus that it is the property owner’s sewer issue and they need to hire a plumber for all future clogs. Harold Wiker stated that he wants to know how often they clean out the oil separator.

New Employee – It was the consensus to proceed with the re-advertisement for the hiring of the Public Works employee and advertise online on Indeed, ZipRecruiter, Craigslist and post something at Thaddeus Stevens. The possibility of putting out a sign in the Square or the park was also discussed. It was the consensus to revise the job description to require the employee to live within a seven-mile radius of the Square and change the ad to state that the employee must obtain water and sewer certifications within two years.

Tim Rineer – The Borough Manager stated that he is still on Workers’ Compensation for his injury and has been authorized to return to work for light duty but we did not have sufficient light duty work for him to return to work. She suggested having him on-site to document the manhole testing but following discussion it was the consensus that with the unknown schedule for the manhole testing it would be difficult to coordinate with his Workers’ Compensation benefits.

Plaque at the Treatment Plant – The plaque at the Treatment Plant has been hung inside the building.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously, to adjourn the meeting at 10:33 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

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

Members Present: Harold Wiker Ray Reeder Ken Johnson Will Mullin

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 April 19, 2018.

SEWER PROJECT PROGRESS UPDATE: Jeff Sweater reported that there is one sewer line left to be lined which is on Dallas Avenue from Ada Avenue to Lancaster Avenue. The interceptor work has been completed. They are about 60% completed with the manhole lining and about 85% completed with the manhole frame and lids.

PPM PAY REQUEST #8: Jeff Sweater reported that Progressive Pipeline Management submitted an Application for Payment #8 for \$212,904.00 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 Ken Johnson and passed unanimously to approve the payment of Application for Payment #8 in the amount of \$212,904.00 to Progressive Pipeline Management for sewer pipe relining work done, as recommended by the Engineer.

PPM CHANGE ORDER #4: Jeff Sweater reported that, as discussed at last month’s meeting, an additional 1,815 feet of sewer pipe needs to be lined on West Hillcrest Avenue, Heritage Avenue and Southview Drive, as well as manhole lining and manhole frame and lids. He discussed the change with the contractor has agreed to the pricing and to a reduction for the costs involved with the sewer repair at 117 Miller Street with a substantial contract extension of 70 days to June 30, 2018.

A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to approve Change Order #4 as presented which includes 1,815 LF of 8” sewer lining, lateral reinstatement, manhole lining and manhole frame and lids on West Hillcrest Avenue, Heritage Avenue and Southview Drive, to extend the substantial completion date to June 30, 2018 and to deduct costs incurred for the sewer backup at 117 Miller Street in the amount of \$11,876.13.

STATUS OF CLOVER AVENUE AND INTERCEPTOR REROUTE AT STREAM CROSSING

PROJECTS: Jeff Sweater reported that the Borough Manager is working with the property owners to secure the necessary easement agreements. The Solicitor will assist with the preparation of the agreements and Harold Wiker suggested including language to abandon the old easements. Mr. Sweater stated that the revised design for the Clover Avenue sewer main replacement has the potential to eliminate the need for the old wet well at Pump Station #2 and avoids the trees on his property.

A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to authorize Appel & Yost to assist with the preparation of the easement agreements for these projects.

The President of the Trails at Strasburg Homeowners' Association submitted the following questions:

1. Does the easement agreement include any compensation for the easement? Harold Wiker stated that we have traditionally paid \$3.00 per foot and it is a 132 foot easement. It was discussed that we can maintain the original easement. There are no manholes necessary in the new easement.

2. Would the Authority want to purchase the land instead of having an easement? It was the consensus that we are not interested in purchasing the property.

3. Does the existing piping need to be removed? Jeff Sweater stated that the pipes do not need to be removed, they will be filled with concrete and abandoned and the manholes will be knocked down.

A motion was made by Harold Wiker, seconded by Will Mullin and passed unanimously to offer the Trails at Strasburg Homeowners' Association \$3.00 per foot for the 132 foot easement.

CREEKVIEW LANE SEWER CONNECTION REVIEW: The Borough Manager reported that a letter was received from the Strasburg Township Administrator regarding the possibility of connecting 20 lots on Creekview Lane to public sewer within the next three years, which is in accordance with their Act 537 Plan. She stated that she did provide our interceptor plans and Strasburg Township's next step is to scope the lines to determine their condition.

SIGHT AND SOUND THEATRES' REQUEST: Harold Wiker stated that Sight and Sound Theater submitted a letter asking if we would consider providing 175,000 gallons of water for their fire protection water tower.

The staff will research how other requests were handled in the past. Tapping fees, a meter installed to monitor usage, and a minimum quarterly fee were discussed. The Borough Manager will check with other Authorities regarding their policies.

Harold Wiker suggested advising Sight and Sound that we will develop a policy for their consideration and to remind them that this request needs to go through Strasburg Township.

REVIEW ELA FEASIBILITY PROPOSAL CONSIDERATION FOR PUMP STATION #5: Jeff Sweater reported that he conducted a site visit of the pump station and took photographs after the last meeting. He stated that ELA prepared a feasibility study to determine the most cost-effective manner to upgrade Pump Station No. 5 because spare parts are no longer made for these old pumps and they need to be custom made every time there are issues with the pumps. He stated that options to be investigated include 1) direct pump replacement with a different manufacturer and installation of flow meter pit, 2) Conversion to submersible pumping system, and 3) installation of a larger dry well and pumping system. He stated that some of the remaining funds in the bond could be used for this project. An estimated cost for the construction portion of the project is between \$125,000 and \$175,000.

A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to authorize ELA to proceed with the feasibility study for Pump Station #5 upgrades at a cost of \$5,500.

REVIEW SUSQUEHANNA RIVER BASIN/FISHER WELL REQUIREMENTS: Jeff Sweater reported that he has been working with the Borough Manager and Public Works Director for the renewal. He also stated that Steve Read would like to do some preliminary pump testing which will hopefully reduce the pump test plan requirements. SRBC predicts the pump test won't be able to be completed until the Spring of 2019. Jeff Sweater stated that we may receive hard water complaints from our water customers during the pumping.

Jeff Sweater explained the need for a data logger for the Fisher Well, which is needed for the pump testing and

to provide the required data to the SRBC. The estimated cost is between \$1,000 to \$1,200 per well.

A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to authorize the purchase of a 1” data logger at an estimated cost between \$1,000 and \$1,200.

Public Works Director Ed Zalewski left the meeting to respond to a problem at Sewage Pump Station #5.

PUBLIC WORKS REPORT – MARCH: Harold Wiker stated that our semi-annual flushing recently took place and asked the Borough Manager to verify with the Public Works Director if all of the hydrants were functioning properly. A motion was made by Ray Reeder, seconded by Will Mullin and passed unanimously, to approve the Public Works Report for March 2018.

PAYMENT OF MONTHLY BILLS: A motion was made by Ray Reeder, seconded by Will Mullin and passed unanimously, to approve the list of bills for the period of March 13, 2018 through April 10, 2018.

MINUTES OF MARCH 15, 2018: A motion was made by Ray Reeder, seconded by Harold Wiker and passed unanimously to approve the minutes of the March 15, 2018 meeting as printed.

OTHER BUSINESS:

Treasurer’s Report – A motion was made by Ray Reeder, seconded by Will Mullin and passed unanimously to accept and file for audit the Treasurer’s Report for the period ending March 31, 2018.

New Employee – The Borough Manager stated that a potential applicant contacted the office and will be completing an application.

Status of Hartman Bridge Village – The Borough Manager provided an update from the developer regarding Hartman Bridge Village and he stated that they are working on obtaining commercial uses.

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 Zettlemyer, Ray Reeder will open, review, and initial the bank statements immediately following the meeting.

Railroad Museum – The Public Works Director will work with Dave Dunn regarding the fire suppression meter at the Railroad Museum. The Borough Manger will review the plans and agreement and it may need to be followed up with a letter from the Attorney.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Ray Reeder, seconded by Will Mullin and passed unanimously, to adjourn the meeting at 10:08 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

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 Zettlemyer, 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,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
JUNE 21, 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

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 June 21, 2018.

A meeting has been scheduled for July 11, 2018 at 10:00 am at the Southcentral Regional DEP Office to discuss the water allocation permit.

SIGHT AND SOUND THEATRES’ REQUEST: Jeff Sweater reported that he researched fire suppression fee options and other authorities’ rates. One calculation method he found was to base it on the meter size.

A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to table the matter to allow for additional consideration.

The Borough Manager was asked to invite Doyle Heisey to attend the next meeting to discuss their request.

SEWER PROJECT PROGRESS UPDATE: Jeff Sweater reported that all of the mains are lined. He added that as of June 15, 2018, the following is some of the work that needs to be completed: 1) five frame and covers replaced, 2) nine manholes need to be lined, 3) 25 manholes liners needed to be Spark tested, 4) nine sets of bollards around manholes in farm fields installed, 5) three repairs on the line that are needed (two at 117 Miller Street and a pipe repair at the end of Hillcrest Avenue). Harold Wiker asked Mr. Sweater to inform the contractor that there may be a backcharge due to the additional water that has gotten into our sewer system from these holes and require the repaired pipe to be videoed due to the high amount of wastewater in May 2018.

The Borough Manager stated that the Borough’s inspector stated that 15 of the final restorations have been completed around the manholes by Beiler Paving and Mentzer Excavating and Mentzer Excavating was planning to work on some more final restorations due to Beiler Paving employees being on vacation. Jeff Sweater stated that the substantial completion date (lining the manholes and pipes) is June 30, 2018. He stated that paving is an item covered under the final completion date which is July 14, 2018. The Engineer will prepare a list of what items need to be completed under substantial completion and already reminded the contractor that penalties will be assessed if deadlines are not met.

A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously that the Board intends to stick with the terms of the existing contract and will not consider any additional extensions.

AUTHORIZATION OF CLOVER AVENUE/INTERCEPTOR SEWER LINE REPLACEMENT

PROJECT TO BE PUT OUT FOR BIDS: Jeff Sweater reported that we are waiting for signatures on the easements. 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 (LCCD) for review and approval. Mr. Sweater reported that the LCCD may require a different kind of permit for the interceptor stream crossing because there is a paper street approved for an extension of Susan Avenue and he is working with the LCCD on this matter.

A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to authorize up to an additional \$5,000 to ELA to coordinate and prepare the LCCD GP-11 application, if necessary, for the interceptor stream crossing project.

A motion was made by Ken Johnson, seconded by Ray Garraffa and passed unanimously to put the Clover Avenue/Interceptor Sewer Line Replacement Project out for bids.

FISHER WELL SRBC DOCKET RENEWAL AND PUMP TEST: Jeff Sweater reported that he and Read & Associates have been working with our Public Works Director to set up preliminary monitoring equipment which will hopefully reduce the pump test plan requirements. Mr. Sweater stated that he will be completing the online application, which is due by July 14, 2018 and it is his understanding that Susquehanna River Basin Commission will invoice the Authority for the \$9,264 application fee, which will be due within 30 days.

PUMP STATION NO. 5 UPGRADES: Mr. Sweater stated that the feasibility study has not yet been completed but submitted and reviewed some of the research detailed in his Engineer's Report.

PUBLIC WORKS REPORT – MAY: Harold Wiker stated that he was disappointed with the water to wastewater ratios. The Public Works Director reminded him that the pipes on Miller Street and in the area of Pump Station #2 have not yet been repaired and that he believed there may be sump pumps connected into the sewer system. Harold Wiker stated that new residents may not be aware that sump pumps are not permitted to be connected to the sewer system. The Borough Manager reminded the members that there is an article in the newsletter reminding residents that it is illegal to have a sump pump connected to the system and that they should be disconnected and will put a notice on the website.

Jeff Sweater stated that he was familiar with a municipality in the past that inspected each home for sump pumps. The Borough Manager will research the minutes to see what was being done in the past regarding inspecting for sump pumps and check with the Solicitor to discuss legal issues and fines.

A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to approve the Public Works Report for May 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 May 15, 2018 through June 12, 2018.

MINUTES OF MAY 17, 2018: A motion was made by Ray Reeder, seconded by Harold Wiker to approve the minutes of the May 17, 2018 meeting as printed. Motion carried with members Reeder, Wiker and Garraffa casting assenting votes. Members Mullin and Johnson abstained from voting because they were not in attendance for the meeting.

OTHER BUSINESS:

New Public Works Employee – The Borough Manager reported that eight applications were received and with the assistance of the Public Works Director and Ray Garraffa, three candidates were selected for a first

interview and two will be coming back for a second interview. She is hoping that the new employee will be selected and able to start by August 1, 2018.

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

Railroad Museum – The Public Works Director reported that the Railroad Museum did install the meters to calculate the amount of water being used.

Air Compressor – The Public Works Director stated that we are waiting for additional information from a salesman regarding an upgraded Kaeser air compressor that is on sale and is through Costars. Harold Wiker stated that the other air compressor should be sold and Ken Johnson suggested researching Municibid.

A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to authorize the Borough Manager to purchase the Kaeser Air Compressor in the amount of \$19,725.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Ken Johnson, seconded by Will Mullin and passed unanimously, to adjourn the meeting at 10:02 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

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 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 Zettlemyer, 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

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

STRASBURG BOROUGH AUTHORITY
SEPTEMBER 20, 2018 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ken Johnson Ray Reeder
Ray Garraffa

Others Present:

Lisa M. Boyd, Borough Manager
Jeff Sweater, ELA Group
David Wickersham, PPM President (Conference Call)

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

REQUESTS TO BE HEARD:

FIRE HYDRANT HARTMAN BRIDGE VILLAGE – BILL KOCH: Bill Koch was not in attendance do to being on a fire call.

REVIEW ENGINEER’S REPORT – JEFF SWEATER, ELA GROUP

WATER ALLOCATION PERMIT: Jeff Sweater reported the following:

- The Water Allocation Permit has been approved,
- It is valid for 15 years.
- A proposal of how the Authority plans to monitor daily spring overflows should be completed, along with any permit amendments by August 21, 2019.
- The monitoring equipment must be installed by August 21, 2021 to start the 10-year monitoring study.
- A Final Report detailing the results of the 10-year monitoring study must be provided by August 21, 2032 (one year after the 10-years of monitoring concludes).
- The Authority’s current Drought Contingency Plan must be updated and submitted to DEP by August 21, 2019 for review and it must continue to be updated and resubmitted to DEP every 3 years for review, or within 6 months of development or abandonment of a new source.
- The Authority must update its water conservation program and develop an official policy if one has not already been developed.

ELA will provide a proposal for implementation of the Year-1 requirements (Water Monitoring Study Development, Public Water Supply Permit Amendment Costs, assistance with the Drought Contingency Plan as well as with the Water Conservation Program).

SEWER MAIN AND MANHOLE LINING PROJECT: Jeff Sweater reported the following:

The Interceptor Stream Crossing was discussed and Harold Wiker reported that for the interceptor line easements, one is signed, one is expected to be signed soon and one party is only willing to sign the easement agreement only if a long list of demands are met.

Jeff Sweater stated that PPM has outstanding items on the punchlist that need to be completed. Members discussed options to work with PPM on reducing the penalties in exchange for them extending the contract to line the three interceptor runs within a short deadline and Jeff Sweater was given the authorization to discuss this matter with PPM. Other options to realign the interceptor were discussed.

REQUEST FOR REDUCTION IN LETTER OF CREDIT - EPHRATA NATIONAL BANK:

Jeff Sweater reported that Ephrata National Bank is requesting a reduction in their letter of credit. Mr. Sweater completed an inspection and is recommending a reduction to \$10,514.25, which is for a \$6,014.25 maintenance guarantee, \$2,500 for As-built plans and \$2,000 for a touchpad to read the meter.

A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to authorize the reduction in the letter of credit for the Ephrata National Bank to \$10,514.25.

CLOVER AVENUE SEWER MAIN AND INTERCEPTOR STREAM CROSSING

REPLACEMENT: Jeff Sweater stated that the contract was fully executed on September 13, 2018 and Wexcon has been given notice to proceed with the understanding that the Susan Avenue part of the project/contract is indefinitely on hold. A preconstruction meeting has been scheduled.

FISHER WELL SRBC DOCKET RENEWAL AND PUMP TEST: Jeff Sweater reported that the SRBC has requested the Authority to provide grandfather registration for the Rohrer Well and King Well and he is working with our Public Works Director.

PUMP STATION #5 UPGRADES: Jeff Sweater stated that ELA needs to provide design sketches and a proposal to help the Board understand how upgrades will take place.

PUBLIC WORKS REPORT – AUGUST: The Public Works report for August 2018 was reviewed. Harold Wiker and Ray Reeder expressed their disappointment that the sewer flows are high.

The Borough Manager will work with the staff to put something on the Borough's website regarding illegal connections of sump pumps to the sewer system.

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

It was the consensus to discuss sump pump connections at the next meeting.

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 August 22, 2018 through September 11, 2018.

Ray Reeder questioned the status of ALS Laboratories becoming recertified to test the water for coliforms. The Borough Manager stated that they are not yet recertified. Ken Johnson suggested checking with PureTest Laboratories.

MINUTES OF AUGUST 16, 2018: A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to approve the minutes of the August 16, 2018 meeting as printed.

OTHER BUSINESS:

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

Conference Call With David Wickersham, PPM President: Jeff Sweater advised Mr. Wickersham that Harold Wiker gave approval to not replace the frames and covers on Manholes #1 and #2 and that would be removed from the punchlist.

Mr. Wickersham stated that they will complete the items on the punchlist.

Harold Wiker discussed the lining of the 12” interceptor Susan Avenue line and Mr. Wickersham stated that it would take the lining manufacturer approximately 4-6 weeks to make the liner. He added that he could schedule his crews to install the liner, which he anticipates to be the beginning of November, and should only take about 3-5 days.

Jeff Sweater made it clear that the Authority has not made a decision regarding the penalties.

Harold Wiker stated that we would like these three runs on Susan Avenue to be lined by Thanksgiving. Mr. Wickersham stated that he will confirm with his team but he doesn’t see why it can’t happen as long as the liner comes in on time. Harold Wiker asked him to forward an email to our Engineer confirming when the liner is ordered, a confirmation on the delivery date from the manufacturer, when PPM will be onsite to install the liner and that PPM anticipates it to take approximately 3-5 days to install the liner. Mr. Wickersham agreed to provide the requested information in writing.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously, to adjourn the meeting at 10:15 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY
SPECIAL MEETING
OCTOBER 4, 2018 – 8:00 A.M.
MINUTES**

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

Others Present:

Lisa M. Boyd, Borough Manager
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:

DISCUSSION AND POSSIBLE ACTION REGARDING SEWER PROJECTS: Harold Wiker stated that this special meeting was called because there are time sensitive matters that needed to be discussed.

CLOVER AVENUE SEWER MAIN REPLACEMENT AND SUSAN AVENUE INTERCEPTOR REPLACEMENT PROJECTS: Jeff Sweater and Harold Wiker stated that during a preconstruction meeting with Wexcon for the Clover Avenue Sewer Main and Susan Avenue Interceptor replacement projects, Wexcon reviewed the redesigned sewer and determined that they can install the Susan Avenue replacement line within the existing easement at no additional cost to their Susan Avenue bid. The Engineer checked with DEP and received permission to complete the work under the existing Emergency Permit and apply for a GP-11. Additional limited documentation is needed for DEP's permit process and ELA's proposal to prepare and process the Emergency Permit and GP-11 is \$5,000 or less.

Harold Wiker stated that Wexcon indicated that they can start this project during the first week of November 2018, which will allow this permanent solution to resolve the exposed interceptor project in the existing right-of-way to be completed prior to winter.

A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to approve ELA to move forward with preparing and processing the Emergency Permit and GP-11 for the Susan Avenue Sewer Interceptor Redesign at a cost not to exceed \$5,000.

A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to approve a Change Order for Wexcon to move forward with the redesign at no additional cost to the Authority and for substantial completion to be moved to April 30th.

A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to approve to cancel the lining order with PPM to line the exposed sections of the Interceptor. Jeff Sweater will notify them in writing.

A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to authorize a letter be sent to thank and notify the Trails at Strasburg HOA President and Glenn Brendle that the easements they signed are no longer needed.

SEWER MAIN AND MANHOLE LINING PROJECT: Jeff Sweater reported that a draft of Change Order No. 6 was prepared for the Board’s review, which addresses all remaining Contract closeout issues and assesses costs and damages for not completing the project on time, Jaycee Park lateral blockage invoices, sets of bollards not installed and manhole frame and covers not installed.

Harold Wiker expressed his concern that there is still water infiltrating into the system. Paul Miller stated that he believed the water is getting into the system due to the groundwater being high. Jeff Sweater showed the members a “top hat” that can be installed to seal the “t” between the lateral and the main, and he will investigate and provide an estimate for their installation.

The members discussed other options to Change Order No. 6 and the fact that the project is not yet completed.

A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to authorize East Lampeter to televise the sewer lines on East Main Street, West Main Street and Miller Street to see where the infiltration is getting into the system.

This matter will be discussed again at the next meeting.

OTHER BUSINESS: None.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously, to adjourn the meeting at 9:00 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**STRASBURG BOROUGH AUTHORITY
SPECIAL MEETING
NOVEMBER 1, 2018 – 8:00 A.M.
MINUTES**

Members Present: Harold Wiker Ken Johnson
 Ray Reeder Ray Garraffa

Others Present:

Lisa M. Boyd, Borough Manager
Ed Zalewski, Public Works Director
Jeff Sweater, ELA Group
Bill Koch, Strasburg Fire Co.

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

REQUESTS TO BE HEARD:

FIRE HYDRANT ACROSS FROM HARTMAN BRIDGE VILLAGE – BILL KOCH: Bill Koch, representing Strasburg Fire Company, expressed his concern that there is a fire hydrant across from Hartman Bridge Village that is not functioning and officially requested that the hydrant be put in service. Mr. Koch stated that he is putting the Borough on notice that he believes the hydrant should be activated.

Harold Wiker stated that we cannot turn the water on for the hydrant because of the way the agreement is written and the developer has not met the financial requirements. He stated that the line is currently owned by the developer and will eventually be owned by Strasburg Township, who is a bulk customer of the Strasburg Borough Authority. Harold Wiker stated that the hydrant was installed and tested but there is currently no water in the line and it will not be charged until the meter pit is installed. Ken Johnson noted that there is a request from Sight & Sound to connect to our water system as a backup and the hydrant would be turned on if they extend the line and connect before the Hartman Bridge Village development is ready.

Harold Wiker stated that we are currently replacing three non-functioning hydrants per year and the Borough does notify the Fire Chief when a hydrant has been repaired. Bill Koch asked and the Borough Manager agreed to copy him on hydrant emails.

REVIEW AND POSSIBLE ADOPTION OF SEWER RATE INCREASE RESOLUTION 2018-1:

Harold Wiker reminded the members that raising the sewer rates was discussed during budget time last year and following that schedule, the rates were set to increase 8% per year for 2018-2022.

A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to adopt Resolution 2018-1 which increases the sewer rates by 8%.

PAYMENT OF MONTHLY BILLS: A motion was made by Ken Johnson, seconded by Ray Garraffa and passed unanimously, to approve the list of bills for the period of September 14, 2018 through October 8, 2018, plus an invoice to East Lampeter Township for \$2,107.50 in payment of televising the sewer lines.

MINUTES OF SEPTEMBER 20 AND OCTOBER 4, 2018: A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to approve the minutes of the September 20, 2018 meeting as printed.

A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to approve the minutes of the October 4, 2018 meeting as printed.

PUBLIC WORKS REPORT – SEPTEMBER: The Public Works report for September 2018 was reviewed. Harold Wiker noted that the sewer flows are still high.

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

JC PARK SEWER ISSUE DISCUSSION: The Borough Manager stated that a representative of the Jaycee Park Board advised her that they continue to have sewer backups in the barn. Ed Zalewski stated that he was reassured that PPM patched the correct hole and have the other line open and that it is on video.

RESULTS OF E & W MAIN, MILLER AND SOUTHVIEW AREA TELEVISIONING: Ed Zalewski stated that they had to stop the televising of the line at West Main Street because the lines need to be flushed because there is too much sediment and stones in the line. He added that he believes there is sediment and stones in the line from where PPM punched holes in the line where there were no laterals and from when they worked on the manholes. He stated that he placed the televising of Miller Street on hold until after the lines are either jetted or vacuumed because the camera can't get through. Harold Wiker stated that we do have video of the lines before the lining which shows that the sediment and stones were not there prior to the lining.

Harold Wiker stated that he is recommending that we hire East Lampeter Township to vacuum and televise all of the lines that were lined because the new lines should be clean and we do not want the sediment and stones to get into our pump station. Harold Wiker stated that it would be good to have a good video of the line so we can see where the water is coming in.

Ken Johnson asked about the cost of having our own camera and Jeff Sweater stated that a used camera is in the \$30,000-\$100,000 range but he is not sure of the cost of a trailer mounted one. Jeff Sweater stated that you typically can't get good pictures if the lines aren't jetted first.

A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to authorize East Lampeter, if they are able to do the project within a timely basis, to vacuum and televise all of the lines that we lined that contain laterals and videotape only the lines that haven't been videoed, beginning on East Main Street.

A portion of the sewer line video was viewed and a hole that was punched in the line that does not go to a lateral was viewed and the Public Works Director stated that he believed it was near the Speckled Hen. PPM will need to repair this hole and the large amount of infiltration that is coming in this hole was viewed. The sewer line where PPM overcut the connection and then grouted it on Southview Drive was viewed on the video and it showed that the grouting did not seal the hole and water is still coming through. The Public Works Director also stated that 2B stone in the pipe and water still coming in is also visible on the video for the overcut line that PPM repaired on Heritage Avenue.

Jeff Sweater stated that he did advise PPM of the problems that we discovered during the televising and will re-contact PPM and advise them that there are several issues and the overall system is not working and that they need to prove that the system works by vacuuming the lines and televising them if it can be done in a timely manner. Jeff Sweater stated that the contractor is required to warranty their work. Jeff Sweater stated that we can provide PPM with the video of the portion of approximately 4,000 feet as evidence that we do not feel the project is done correctly and they are required to prove that the rest of the system is done correctly. It was the consensus that if PPM vacuums and televises the lines that it needs to be done by a third party and Jeff Sweater

stated that our staff needs to be on-site to view it at the same time. Jeff Sweater stated that real damages include the higher flows to Suburban Lancaster Sewer Authority.

Harold Wiker suggested seeing if there is a company that could clean, televise and repair the lines at the same time.

Jeff Sweater stated that the Engineering work since the substantial completion date is being documented.

Ray Reeder discussed the top hat project to seal the lateral connections and Harold Wiker suggested only installing the top hats where there are leaks.

REVIEW ENGINEER'S REPORT – JEFF SWEATER, ELA GROUP:

SUSAN AVENUE INTERCEPTOR REPLACEMENT: Jeff Sweater stated that WEXCON is scheduled to begin work on December 3, 2018 and he has advised the contractor that the Authority expects them to begin as scheduled.

CLOVER AVENUE SEWER MAIN REPLACEMENT: Jeff Sweater reported that the Clover Avenue project will commence after the Susan Avenue Project and is anticipated to start around the middle of January 2019. Jeff Sweater will draft a letter explaining the project to notify the residents and owners.

BOLLARDS: The Borough Manager will obtain an itemized proposal from Mentzer's Excavating and Glen Denlinger to install the bollards.

PUMP STATION #5: The Borough Manager clarified that the proposal for the pump is for the motor portion of the pump only. The Borough Manager is requesting current proposals for the pump motors from various vendors. Jeff Sweater stated that we are limited by the small space in our pump station and our pump works well and it may just need a deragger, macerator or grinder pump to help it from clogging. Jeff Sweater stated that our pump station does have a backup pump and would just need the labor to unclog it. The Public Works Director added that the pumps are running an average of at least double as they were a year ago due to the higher flows. Jeff Sweater suggested having Slaymaker Electric Motor & Supply come out to make a recommendation. The Public Works Director stated that the impellers are approximately 50 years old and are worn. Harold Wiker suggested finishing the sewer projects that are already started and investigate the motors.

2019 DRAFT BUDGET AND 5-YEAR PROJECTION SPREADSHEET REVIEW: Harold Wiker stated that he briefly reviewed the 2019 Draft Budget and it will be reviewed again at the next meeting.

OTHER BUSINESS:

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

Fire Hydrant Across From Hartman Bridge Village – Steve Echternach, Emergency Manager for Strasburg Borough and Strasburg Township, stated that he previously discussed this hydrant with the Strasburg Fire Chief and he reminded the members that the largest fire in the history of Lancaster County was at that intersection and that fire was managed. Steve Echternach stated that he understands that line cannot be put in service yet because it is a dry line at this time that was installed as part of the Route 896 Construction Project. Also recognizing it will be put in service as soon as possible, Steve Echternach added that non-functioning hydrants are clearly marked and known by the Fire Company.

CITIZEN COMMENTS: None.

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

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

**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 Shenk 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

**STRASBURG BOROUGH AUTHORITY
MEETING
DECEMBER 20, 2018 – 8:00 A.M.
MINUTES**

Members Present: Harold Wiker Ken Johnson
 Ray Reeder Ray Garraffa Will Mullin (8:45 am)

Others Present:

Lisa M. Boyd, Borough Manager	Stephen Smoker
Ed Zalewski, Public Works Director	Clark Stoltzfus
Jeff Sweater, ELA Group	Tom Nestoras
David Wickersham, PPM	Bill DeMarco, PPM
Tim Rineer, Asst. Public Works Director	

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

REQUESTS TO BE HEARD: Stephen Smoker was in attendance and stated that he has been working with a landowner in Strasburg Township regarding the development of a parcel of land and questioned the ability to connect the parcel to water and sewer. Harold Wiker stated that the sewer line in that location is owned by the Strasburg Rail Road and they are a bulk customer. Our agreement with Strasburg Township is to only provide sewer capacity (when capacity is available) to properties within their Urban Growth Boundary. Stephen Smoker stated that this parcel is adjacent to Strasburg Township's UGB. Harold Wiker stated that the water line runs through this property and would therefore be eligible to connect to the water system. Following discussion, it was noted that there are some homes in Strasburg Township's UGB in this area that may need to connect to the public sewer system and if Strasburg Township approaches the Authority to provide public sewer to this area that the Authority would entertain the request.

8:30 A.M. PPM UPDATE - DAVID WICKERSHAM: David Wickersham and Bill DeMarco from PPM, together with Tom Nestoras were in attendance to provide a project update. Mr. Wickersham stated that since the last meeting, they have put together a punchlist based on our punchlist and are back out inspecting lines, brushing laterals, jetting lines and making repairs as needed. He stated that they have been focusing on Main Street and corrected some traffic issues. To date, they have inspected 59 laterals, brushed 32 and made 8 spot repairs. He stated that so far, 6 of the 59 laterals need top hats that are their responsibility. They do receive daily in-pipe photographs of the work each day and provide that information and schedule to Jeff Sweater. He stated that he believes some of the laterals met the contract terms for the brushing but they are brushing them again because they are in there. Mr. Wickersham stated that the blockage that was noted by the Authority has been cleared.

Mr. Wickersham stated that they did pay the property owner for the fence damage and apologized for it being delayed.

Mr. Wickersham stated that he did not have a timeline for when the project will be completed because he does not know how long it will take and noted that they have been focusing on the lines that are concentrated with laterals. He stated that with the mild weather so far this winter they have been able to work but when it gets colder they will not be able to work because the equipment will freeze up. Mr. Wickersham asked to sit with the Borough to discuss the lines without laterals to review the original post-cleaning inspections to sign off on those and asked if they could use their pole camera to spot check those locations to verify they are clear, flowing and debris-free.

Mr. Wickersham stated that they do not install top hats and stated that their plan is to brush the laterals, determine how many top hats are needed and he asked how we would like to proceed with the top hat installation. He stated that they will continue to do the spot repairs as they are found. Mr. Sweater stated that with the weather and scheduling, he believed it would be best to determine the locations that top hats are needed and have the contractor come in and install them all at once. Mr. Sweater will provide a list of top hat contractors to Mr. Wickersham and this matter will be discussed at the next meeting.

Mr. Sweater stated that only one top hat can be installed on each lateral. He added that there are some laterals where the Authority would want to go back further than the 6" that is required to repair where PPM damaged the line, and suggests an option where the Authority would to pay the additional to line it farther back.

Mr. Sweater stated that the locations are being noted where it is leaking between the liner and the pipe. He stated that they are not PPM's responsibility to repair them but they are being noted because the Authority may want to consider installing top hats in those locations.

Mr. Wiker stated that he was concerned that the groundwater level would be decreasing and the inspections may not show problem areas until the groundwater level rises again. Mr. Wickersham stated that the leaks coming through the laterals are few and the leaks they are repairing are from missed cuts will be evident regardless of the groundwater level. Mr. Wickersham stated that he understands that our flow data shows higher flows but he stated that he did not believe they have not yet found a damaged area to warrant the high flows.

The Borough Manager stated that we have received comments from some businesses in the Square stating that they understand the work needs to be done but when the contractor is working it reduces parking and affects their business. Mr. Wiker stated that he has also received comments from citizens who are not happy with how long it is taking to complete this project.

Mr. Reeder stated that he was happy that the contractor started working on the repairs right after the last meeting.

Mr. Wickersham stated that he intends to make this contract right and that is how his company operates and that they will clean the lines the whole way to the pump station.

ENGINEER'S REPORT – JEFF SWEATER: Mr. Sweater reviewed his Engineer's Report dated December 20, 2018.

The Assistant Public Works Director stated that the sewer line location at Glenn Eshleman's property was marked yesterday and the property owner is concerned because he was advised by the contractor that they will not be boring under the pond but will be digging straight through the pond. Mr. Sweater stated this was not correct and the project was bid to be bored under and will contact the contractor.

SEWER MAIN AND MANHOLE LINING PROJECT: Mr. Sweater stated that this item was already discussed and reminded the members that he is reviewing the work and is satisfied. He added that he does believe that the infiltration on the areas that are being repaired do add up to create the high flows and hopes that as the repairs are made that we start seeing reduced flows.

Mr. Sweater stated that the repairs are being made by using a full liner with resin and fiberglass that overlaps the hole by one foot on each side and cures in place.

CLOVER AVENUE SEWER MAIN REPLACEMENT & SUSAN AVE INTERCEPTOR STREAM

CROSSING REALIGNMENT: Mr. Sweater stated that the first two pipe runs for the Susan Avenue interceptor stream crossing realignment have been completed and it is going slow due to rock, mud and water.

The Clover Avenue project will begin after the Susan Avenue project is completed and will take approximately 3-4 months and could take more time depending on the amount of rock.

Mr. Wiker explained the traffic flow pattern that was recommended by the Police Chief and Mr. Sweater stated that he will forward this information to the contractor.

Mr. Sweater stated that a letter will be sent to the residents regarding the project and parking instructions.

FISHER WELL SRBC DOCKET RENEWAL AND PUMP TEST: Mr. Sweater stated that the SRBC grandfather registration for the Rohrer Well and King Well has been completed.

PUMP STATION NO. 5 UPGRADES: Mr. Sweater stated that this project has been put on hold until the lateral lining costs can be determined to ensure that sufficient funds are remaining for this project. If these upgrades are being delayed, he is recommending the purchase of additional spare parts and pumps.

The age and bad condition of the pumps was discussed. One quote was received for a replacement pump matching the existing pump, which is a maintenance project. The Borough Manager will contact other vendors to obtain written proposals for a pump and if they cannot match the pump, that information will be retained as documentation. It was noted that it will take approximately 3-4 months for a pump to be manufactured.

A motion was made by Ken Johnson, seconded by Ray Garraffa and passed unanimously to authorize the Borough Manager to obtain written proposals to replace the pumps at Pump Station #5.

WEXCON CHANGE ORDER #001 – REQUEST FOR EXTENSION OF CONTRACT TIME: Mr. Sweater stated that he is recommending approval of this change order due to the Authority executing the contract 57 days after the bids were received and because the Authority requested the Susan Avenue project to be done prior to the Clover Avenue project, which caused delays. Mr. Sweater stated that he extended the contract times to allow seeding and mulching to be done during the appropriate growing season and so hot-mix asphalt can be acquired.

A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to approve Wexcon's Change Order # 001 to extend the contract time for a substantial completion date of April 30, 2019.

REVIEW AND POSSIBLE ADOPTION OF RESOLUTION 2018-2 TO ADOPT THE INDUSTRIAL WASTE PRETREATMENT AND DISCHARGE REGULATIONS OF THE CITY OF LANCASTER:

The Borough Manager reported that this resolution was reviewed by the Solicitor and Engineer who recommend adoption, noting that it followed the model prepared by Suburban Lancaster Sewer Authority.

A motion was made by Ken Johnson, seconded by Ray Garraffa and passed unanimously to adopt Resolution 2018-2 for the Industrial Waste Pretreatment and Discharge Regulations of the City of Lancaster.

2019 FINAL BUDGET REVIEW AND APPROVAL: The Borough Manager reviewed the changes in the 2019 Final Budget and noted that they are based on the updated projections for 2018. She recommended approval of the 2019 Final Budget, which she reminded the members that the 2019 Budget does include an 8% sewer rate increase.

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

The Borough Manager stated that she did meet with the Chairman to reviewed the 5-year projection spreadsheet and outlined the changes that were made to future years. Mr. Wiker stated that water projects were delayed due to the sewer projects but if we hear that PennDOT is going to pave Miller, Main or South Decatur Street that we will need to move those projects up.

The Borough Manager stated that she did look at the GANT Chart and will review the cost and feasibility in more detail. Will Mullin stated that he can develop a spreadsheet template and present it at the next meeting.

PUBLIC WORKS REPORT – NOVEMBER: The Public Works report for November 2018 was reviewed. Mr. Wiker stated that he continues to be disappointed by the high flows. Mr. Sweater will verify with the Solicitor before the next meeting to determine what needs to take place in order to proceed with the top hat installation project.

Will Mull asked for a multi-year chart to be prepared showing the total rainfall and average flows.

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

PAYMENT OF MONTHLY BILLS: A motion was made by Ken Johnson, seconded by Ray Garraffa and passed unanimously to approve the list of bills for the period of November 13, 2018 through December 11, 2018.

MINUTES OF NOVEMBER 15, 2018: A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to approve the minutes of the November 15, 2018 meeting as printed.

OTHER BUSINESS:

138 West Main Street – Mr. Wiker stated that the Borough Manager provided an email regarding a situation with a rental property at 138 West Main Street that the tenant states there are leaks and the property owner is not making the repairs. The Borough Manager is asking for authorization to work with the Authority Solicitor Bill Cassidy to take the next legal steps that he recommends when appropriate and to pass along those legal expenses to the property owner.

Ray Garraffa recommended and it was agreed by all members that all necessary legal notifications be sent so if the tenant moves out that the water should be turned off so the owner cannot have a new tenant move in until the bill is paid in full by the property owner.

Water Testing – Will Mullin asked that the water testing schedule to verify that we remain in compliance with all required water testing be placed on next month's agenda.

Water Testing Lab – The Borough Manager stated that she is obtaining water testing pricing from different labs and will present that information at next month's agenda.

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 Garraffa, seconded by Ken Johnson and passed unanimously, to adjourn the meeting at 10:04 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager