

STRASBURG BOROUGH AUTHORITY
January 16, 2020 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ken Johnson Ray Reeder
Ray Garraffa

Others Present:

Lisa M. Boyd, Borough Manager	John Mroz
Ed Zalewski, Public Works Director	Tom Devenney, ELA Group
Chad Smith, Core & Main	Tim Fuller, Core & Main
James McGiven, Core & Main	Chuck Haley, ELA Group

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

REORGANIZATION:

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

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

SECRETARY/TREASURER – A motion was made by Harold Wiker, seconded by Ken Johnson and passed unanimously to reappoint Ray Reeder as the Secretary/Treasurer.

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

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

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

REQUESTS TO BE HEARD:

Kamstrup AMI/AMR Drive-By System presentation, Core & Main - Chad Smith, Core & Main, a local company providing water/sewer supplies. This is a follow up to a small meeting to present the new meters they offer to the entire Authority. Kamstrup is a company based out of Denmark, they have been doing ultrasonic water meters for 35 years, it is their specialty. We discussed at the last meeting that currently the Borough reads the meters with a touch pad system. Kamstrup meter is a wireless, smart meter. The radio is built-in beneath the glass. When you read the meter you use an android cell phone/tablet and Bluetooth technology. Pair it up and you can walk or drive around and pick up meter readings. The AMI meter can have tower collectors put up around town and readings can be brought in by the office.

Tim Fuller stated that most have gone from manual meters, to drive by meter systems, and now moving to the AMI/Tower meters. The new meters allow for accurate meter reads, no movable parts, guarantee accuracy up to 20 years. Kamstrup has been in the states for about 8 years now. Not only do you get more accurate reads but the meter also has alarms that will help identify leaks and other issues. All read data is stored and available to use as needed. They also give you the ambient temperature of the water in the meter, and there is an alarm if the water is too cold to hopefully prevent line bursts. The goal is to give you a better picture of your system.

They host all of the data so that it is not only on our computer in the office. Meters are read and then data is sent to the office and billing can be done. AMR you need to drive around to pick up meter readings, AMI system you can do drive by or place towers around town to pick up meter reads and they come straight into the office. Battery life is at least 20 years, may last longer. If the battery is starting to go low you will get a notification. When the battery goes the whole meter needs replaced. You can start by using the drive-by system and then progress to the tower system later if you use the AMI meter. Later this year they will be rolling out meters w/acoustics for leak detection.

Ray Reeder asks if there has been any studies done of failure modes on these meters?

Tim Fuller stated there is nothing mechanical in the meters, would only be electronic. Everything is tracked throughout the life of the meter. There is a 20 year warranty. Core & Main has been in business for 40 years, some of which under other names. They are largest distributor of Neptune & Sensus meters. The switch over is easy, if you can operate a cell phone you can read these meters.

Lisa stated we did do some reference checks on Core & Man and the meters, everything was very positive.

Tim Fuller stated that their prices are very competitive. The AMR “drive-by” system is \$1800.00 for two convertor and vehicle mounts compared to Sensus which is \$25000.-\$30000.00.

Harold Wiker wonders if the 6 inch meters will work and send back information like the smaller ones.

Tim Fuller says yes it would work the same. Everything 2” and below is standard. Can be installed any direction, horizontal/vertical and will still work.

Chad Smith stated they are here to support us, they are selling a product, but will not be gone after the sale.

Ray Garraffa asks if these meters would give a more accurate meter flow read and then that would transfer to the billing. Tim Fuller says yes, it would be more accurate.

Harold would like more information for the bigger size meters, 6” & 8”. Lisa is wondering if there is any reason to hold out for the roll out?

Mr. Smith stated there isn’t unless you want the acoustic meters.

Harold stated we need to wait some time and get some other projects bid out first.

Mr. Smith stated the quote is good for 3 years and that they can be purchased in batches, doesn't have to be all at once. If you ever want to see the system in action we could set something up with Red Lion or another Borough to see it live. They did a study of our current area and with two towers we should be able to get 98% of our meter reads.

ENGINEER'S REPORT – CHUCK HALEY AND TOM DEVENNEY: Chuck Haley & Tom Devenney reviewed the Engineer's Report dated January 16, 2020:

GIS SYSTEM – Chuck Haley updated, stating they have all the surface/horizontals put in but are waiting for the as-builts information from the engineers for the development. The engineer doing the work is leaving the firm. We could use their design drawings; however, they made some changes that aren't accurate. We do not want to enter data and then have to go back and redo that data. Ray Reeder asks if they are stalling or if they are acting in good faith. Chuck Haley believes they are acting in good faith, they are just behind. Tom Devenney stated they have been in contact with DEP and Lancaster City on how to handle the processing of the modules for the new projects. They are in the beginning stages.

CHARTER HOMES – STRASBURG COMMONS: Harold's concerns are all the right-of-ways and easements, starting on East Main Street. We need to make sure they are all recorded. There is always a grey area at East Main Street. Mr. Haley stated they will check again on it for the next meeting, and keep pushing to get the as builds. Ray Reeder asks if there is anything the Borough can do to lean on them, money held? Mr. Haley says we still have money from all the water and sewer and a chunk of money from the land development side also.

SEWER MAIN AND MANHOLE LINING PROJECT: Mr. Devenney stated he reached out to Mr. Rehab, they did address the last outstanding lateral and they have the pre and post video. We are still waiting on the video to come in and the prevailing wage reports from PPM and Mr. Rehab. The warranty and statement of warranty will also need to be provided so they can get the start date.

ENB: Mr. Haley stated they are still waiting for updated profiles.

FISHER WELL: Mr. Haley stated they are trying to have a meeting at SRBC. Looking at the first week in February to schedule a meeting together.

MERSKY TRACT: Mr. Haley stated they have not received anything since their last meeting. Mr. Wiker stated we usually have the fire company take a look at the plans also, was that done. Mr. Haley says they will check.

SIGHT & SOUND THEATERS FIRE LINE EXTENSION: Mr. Haley stated there are no updates.

PUMP STATION #5 UPGRADES: Mr. Haley stated everything is in to DEP, anticipating their approval by March 12, 2020. May be able to approve invitation to bid in February to speed up the process. Mr. Wiker asked if DEP looks at the structural plans or just the permitting for the wetlands. Mr. Devenney said they might want calculations, but not necessarily the physical structure.

Harold Wiker wonders what are the other wells permitted for , when and if the permit runs out, when we have to apply for a new one, a piece of paper that says the well name and the status. Standing of all our water sources.

A motion was made by Ken Johnson, seconded by Ray Garraffa, and passed unanimously to accept the engineers report.

MERSKY TRACT SUBDIVISION SEWER & WATER CAPACITY REQUEST: Lisa stated that the Township has already approved and have passed it onto us to make it official.

Harold stated he would feel a lot better if we had Harrisburg behind us rather than in front of us. When we started bringing on the Township we assumed what we had permitted wasn't going to change. Now concerned about water capacity in the future. Lisa stated we need to reserve capacity for within the Borough also.

A motion was made by Ray Garraffa, seconded by Ray Reeder, and after discussion, passed unanimously to approve the Mersky Tract Subdivision sewer and water capacity request.

PUBLIC WORKS REPORT – DECEMBER 2019: The members reviewed the December 2019 Public Works report. Ray Reeder stated the ratios are looking good, but may be some inflow places we may not have addressed yet. Ed stated that when we get a significant amount of rain that happens and we got 2 inches of rain within 5 days.

A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to approve the Public Works Report for December 2019.

PAYMENT OF MONTHLY BILLS: A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to approve the list of bills for the period of December 17, 2019 through January 6, 2020

MINUTES OF December 19, 2019: A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to approve the minutes of the December 19, 2019 meeting as printed.

OTHER BUSINESS:

117 North Jackson Street – Ed stated that at 117 North Jackson, which is on the corner at the intersection with Pleasant View and Dallas, they have a sewer issue. They have had issues with it backing up for the last 5 years. We cleaned it out 2/2015 & 3/2016. Kline's came in and cut roots out of it. There is a large tree on the corner that doesn't belong to 117, but the roots are growing onto their property. Paper is then collecting in the trap and overflowing. The problem is since it is going downhill it's collecting the water, jumping over the curb, and going down Jackson Street and across Dallas Avenue. It's not overflowing right now because the Public Works Department has been plunging it to keep it cleaned out. It's creating a hazard on the roadway freezing up and also having raw sewage on the road. It should be dug up and the whole trap should be rebuilt. It's probably 3-4 feet deep.

Lisa stated it is our policy that if it is on private property the homeowner is responsible. In 2015 and in

2016 we did pick up the bill, for some reason we chose to do that. We have just sent letters out to a few homeowners based on our inspections with PPM information and are having them repair some things on their side. We want to really watch what we are doing here, because the most recent letter went to S. Jackson Street. He got his letter and a USB drive and he is more than willing to take care of it. So we surely don't want to be fixing somebody else's private property if we're making this gentleman and others take care of their stuff on private property. I just think we need to take that into consideration. In the past they said they have hardship and couldn't afford to fix it.

Ray Garraffa asks if we have had contact with the homeowner and what kind of expenses we are looking at to repair the problem. Lisa stated we have not had contact with them this year.

Ed stated he estimates it will cost between \$1500.00 and \$2000.00 to repair.

Ray Garraffa stated you need to have a conversation with the homeowner, and you have to be consistent. You can't show favoritism or you'll get yourself jammed in a discrimination type situation. Ray Reeder questions if because of the location it may be a 50/50 cost share situation. It sounds like the roots are right where the joint is between our pipe and their pipe.

Tom Devenney stated for the manhole lining project the one lateral that we did see on the lateral side of it there was issue with it leaking at the 4" transition and that was considered the property owner's responsibility. So just for consistency sake that was how we ruled on that one.

Ray Garraffa asks how long the homeowners have been there. Ed stated it has been 5-8 years.

Harold stated we need to consider it a health hazard since it is sewage. The truth is we really don't know until you dig down and see what the problem is. We're only assuming what is happening, but it appears like it is definitely the owners responsibility, but do you dig down and really see it.

Ray Garraffa stated we can have a conversation with them and approach it that way and say "listen, this is your responsibility, if we get down in there and see it is different we will have that conversation, but as of right now this is you responsibility and it needs taken care of."

Ray Reeder stated as a possible direction sounds like we really need to get this taken care of before we get anymore cold weather. To facilitate that someone needs to get on the job and that is going to incur costs. If we determine it is their responsibility are we in any kind of position to offer then a payback plan. Lisa stated that we do that for quarterly water and sewer for some people. So if the Authority would be agreeable, I wouldn't have a problem with that.

Harold stated if they haven't been contacted lately, personally or by letter, he would hate to act on anything without the homeowner knowing anything. Ray Garraffa stated he thinks we should send a certified letter to start the dialogue, letting them know this is a situation and they need to address it and go from there. Since it is a health hazard we need to check our ordinances. Harold stated that whoever writes the letter shouldn't be afraid to be firm and blunt.

Harold stated it would probably be fixed before we meet next time. Lisa stated she will share a copy of the letter that is sent with the members.

A motion was made by Ray Garraffa, seconded by Ray Reeder, and passed unanimously to send a certified letter to the owner of 117 North Jackson Street.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Ray Garraffa, seconded by Ray Reeder, and passed unanimously to adjourn the meeting at 10:21 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
February 20, 2020 – 8:00 A.M.
MINUTES

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

Others Present:

Lisa M. Boyd, Borough Manager John Mroz
Ed Zalewski, Public Works Director Tom Devenney, ELA Group

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

REQUESTS TO BE HEARD: Mr. Mroz asked if the lawsuit in Manheim Township has any bearing on this Authority? The Borough Manager stated that, as required, Strasburg Borough Authority's rates are established by Resolution.

ENGINEER'S REPORT – CHUCK HALEY AND TOM DEVENNEY: Chuck Haley & Tom Devenney reviewed the Engineer's Report dated February 20, 2020:

CHAPTER 94 REPORT: Mr. Haley reported that ELA will have a draft Report for SBA staff to review and the Authority will need to vote by the March meeting to authorize the Chairman to sign the report so it can be submitted to DEP prior to the due date of March 31, 2020.

A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to authorize the Chairman to sign the Chapter 94 Report once it is complete so it can be submitted to DEP by the due date.

CHARTER HOMES – STRASBURG COMMONS: Mr. Devenney reported that Charter Homes has hired a company to begin working on the as-built plans.

SEWER MAIN AND MANHOLE LINING PROJECT: Mr. Devenney stated he did receive the video from Mr. Rehab showing the repaired lateral. It did not show any evidence of a leak at that time so the repair was acceptable. He reminded Mr. Rehab that they still need to submit their Prevailing Wage Reports from PPM and Mr. Rehab through the final date of work and the statement of warranty for the liners from PPM.

ENB: Mr. Haley reported that the construction for a right turn lane into the bank from North Decatur Street is scheduled for spring of 2020. He also stated that the installation of the meter pit touchpad and proper water and sewer as-built plans will be completed when the turn lane construction is being completed.

FISHER WELL: Harold Wiker, Ken Johnson, Lisa Boyd, Ed Zalewski, Jeff Sweater and Steve Read met with the SRBC on February 6, 2020 to discuss the preliminary pump test results that were provided. Harold Wiker reported that an additional pump test will be required to supplement the

original test to allow SRBC to make a more informed decision for the SBA on an acceptable withdrawal rate and impact on the stream. A Supplemental Pump Test Plan for the retest will be developed by Steve Read and reviewed by our Public Works Director before it is sent to SRBC for their approval. Harold Wiker stated that this source should be grandfathered because it met all of the regulations that were in place when it was established. The Borough Manager is planning to meet with Representative Greiner. Will Mullin suggested also contacting Representative Cutler because he has jurisdiction over Paradise Township, which is where the well is located.

MERSKY TRACT: The Engineer is waiting on a redesign and response to their comment letter.

SIGHT & SOUND THEATERS FIRE LINE EXTENSION: The Engineer is waiting on a redesign and response to their comment letter.

PUMP STATION #5 UPGRADES: Mr. Devenney stated that PADEP has completed their review of the Water Quality Management permit application and the results are being mailed. PADEP stated that they have until April 15, 2020 to complete their review of the GP-11 Permit for work within a floodway. Mr. Haley stated that this may delay the preliminary construction schedule and he will know more at the next meeting.

The Borough Manager will submit the draft Invitation to Bid, Abbreviated Invitation to Bid, Bid Forms for Contracts #1 and #2, and the Agreement of Stipulated Price for Contract #1 to the Authority Solicitor for his review.

A motion was made by Ken Johnson, seconded by Ray Garraffa and passed unanimously to authorize the advertising of the Pump Station No. 5 Upgrades Project contingent upon receiving Water Quality Permits.

Will Mullin stated that it was previously discussed that we should have a roundtable discussion to review problems with previous projects so the same ones do not recur. He stated that it is possible that some of the items discussed at this meeting could result in additions that we want to make to the contract. Harold Wiker stated that the relining project was a project that none of us had any experience with. Chuck Haley stated he believed that submitting intermittent videos of the televised lines was one thing that should have been included to catch the problems before the end of that project. It was the consensus to hold a workshop meeting to review previous projects after the regular meeting that is scheduled and advertised for March 19, 2020.

117 NORTH JACKSON STREET: The Borough Manager reported that there was a sewer issue at 117 North Jackson Street and a letter was sent to the property owner giving them a deadline to make the necessary public health/safety/hazard repairs. The property owner did not make the repairs by the deadline so the Manager contracted with Mentzer Excavating LLC to make the repairs. The Borough Public Works Department was also on-site. Mentzer Excavating submitted an invoice for \$828.00 and the Public Works Director stated that this bill and this portion of the work is the homeowner's responsibility. The Public Works Director is recommending that we not charge them for our staff time to be on-site, which he estimates at \$350.00 to \$400.00. The Public Works Director stated that the

property owner's father was on-site with our Public Works employees and saw firsthand that the repairs are their responsibility.

A motion was made by Ray Garraffa, seconded by Ken Johnson to authorize the Authority to pay Mentzer Excavating LLC's Invoice #449 in the amount of \$828.00 for the work to repair the line at 117 North Jackson Street, to invoice the property owner, and to authorize the Borough Manager to develop a payment plan, if needed, with the property owner.

213 WEST MAIN STREET: Chairman Wiker reported that this property was billed for water and sewer at the two-unit rate for many years. The property sold to new owners approximately a year and a half ago and the same two-unit rate code carried over to the new owners in the utility billing program. We recently learned that the new owners have used the property as a single unit since they purchased it and they were unaware that they were being billed as a two-unit and are requesting a credit. The Borough Manager stated that the difference between a one-unit and a two-unit for the period of November 2017 to current is \$583.36. The Borough Manager reminded the members that the Borough does not do an inspection of properties between owners or tenants and we were unaware that the building was now being used as a one-unit. She also reported that she discussed this matter with the Authority Solicitor and he states that we are not obligated to give the credit and we can change the billing rate code for future bills after it is inspected to verify that there is only one unit.

A motion was made by Will Mullin, seconded by Ray Garraffa and passed unanimously to reimburse \$583.36 to the owners of 213 West Main Street because the property has been a single unit since it was purchased by the new owners in November of 2017.

214 MILLER STREET: The Borough Manager stated that new residents moved in on July 3, 2019 to 214 Miller Street. During the third quarter 2019 billing, the staff noticed that their usage was high and mailed our standard high usage letter with that bill. The owners paid that quarterly bill and did not contact the office regarding the letter that was included with their bill. The owners contacted the office after receiving their fourth quarter 2019 bill, which was also high. The owners investigated the problem and found it to be an underground leak from the water line going to their garage, which did not go back into the sewer. The owners stated that they did not repair the line at this time but they did turn the water off to the garage to stop the leak.

The Borough Manager stated that we normally give sewer credits considering what the normal quarterly usage is for a property. However, these new owners did not have a normal quarter for us to consider so, after consulting with the Chairman, she used a normal average usage of 200 gallons per day. Using this average, the calculated sewer credit for the third and fourth quarters of 2019 is \$1,319.01.

A motion was made by Will Mullin, seconded by Ken Johnson and passed unanimously to authorize a sewer credit of \$1,319.01 for the third and fourth quarters of 2019 for 214 Miller Street, which was calculated by a reasonable calculation of 200 gallons per day.

CORE & MAIN – METER SYSTEM UPDATE: It was the consensus to put this project on hold until the cost of the Pump Station #5 project is known.

PUBLIC WORKS REPORT – JANUARY 2020: The members reviewed the January 2020 Public Works Report. Ray Reeder noted that the ratios are good but there is still inflow when it rains. The Public Works Director stated that the inflow is coming into the lines that feed into Pump Stations #3 and #4, and believes it could be coming from sump pumps. Ken Johnson noted that it could also be coming in from sump pumps and stated that the new meters will help us locate them. The Public Works Director stated that he will be scheduling the fire hydrant replacements and he will need to contract with Blue Water or Fox Tap to assist with the project because these six hydrants that need to be replaced do not have shut-off valves.

A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to approve the Public Works Report for January 2020.

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 21, 2020 through February 11, 2020.

MINUTES OF JANUARY 16, 2020: A motion was made by Ray Garraffa and seconded by Ken Johnson to approve the minutes of the January 16, 2020 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:

Delinquent Accounts – The Borough Manager will provide the members with a list of the delinquent customers at their next meeting.

Audit – The Borough Manager also reported that the auditors completed the 2019 audit, it went very well, and they will be providing a presentation at the March 2020 meeting.

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

Keystone Custom Homes Proposed Development at 1533 Village Road – The Borough Manager reported that Keystone Custom Homes is proposing to build a 12 house development in Strasburg Township. She noted that this development is within Strasburg Township's Urban Growth Boundary. Our Planning Commission will be doing a courtesy review of the plans, and the plans are available for the members' review.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Ken Johnson, seconded by Ray Reeder, and passed unanimously to adjourn the meeting at 9:30 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

March 19, 2020 – Meeting Canceled

April 16, 2020 – Meeting Canceled

STRASBURG BOROUGH AUTHORITY
May 21, 2020 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ken Johnson
Ray Garraffa Ray Reeder (via Zoom)
Will Mullin (via Zoom)

Others Present:

Lisa M. Boyd, Borough Manager
Chuck Haley, ELA Group (via Zoom)
Jeff Sweater, ELA Group (via Zoom)

Ed Zalewski, Public Works Director
Tom Devenney, ELA Group (via Zoom)

Harold Wiker asked Vice Chairman Ken Johnson to run the meeting because he was having difficulty hearing due to the meeting being partially attended by Zoom participants. Vice President Johnson announced that the meetings are audiotaped and maintained until the minutes are approved. Due to COVID-19 and during the emergency declaration, it was noted that this meeting is being held with some members participating via Zoom, which is in accordance with Act 15 of 2020 which states that a physical quorum is not required but a quorum is still required which includes members participating remotely.

REQUESTS TO BE HEARD: None.

ENGINEER'S REPORT – CHUCK HALEY, JEFF SWEATER AND TOM DEVENNEY: Chuck Haley, Jeff Sweater and Tom Devenney reviewed the Engineer's Report dated May 21, 2020:

CHAPTER 94 REPORT: Mr. Sweater reported that the 2019 Chapter 94 Report was submitted electronically to DEP on March 25, 2020 due to the Stay at Home Order.

CAPACITY REQUESTS: ELA prepared a draft Policy for processing capacity requests, design review and approvals for review and consideration at a future meeting.

314 MINDY AVENUE: On April 13, 2020, the owner of 314 Mindy Avenue reported issues with his lawn following the interceptor replacement. ELA contacted WEXCON and they completed the repairs on April 20, 2020. The shrubs were replaced by the Borough.

CHARTER HOMES – STRASBURG COMMONS: ELA reviewed the As-Built Plans that were submitted by Charter Homes and ELA’s comments are in the Review Letter. The Borough Manager stated that the plans are available in the office for review.

SEWER MAIN AND MANHOLE LINING PROJECT: Mr. Sweater stated that there are still some items needed from PPM and Mr. Rehab to close out the project. The contractors have been reminded.

FISHER WELL: A testing procedure for the Supplemental Pump Test was submitted to SRBC on April 28, 2020 for review and comment.

MERSKY TRACT: Mr. Sweater reported that the Developer is planning to resubmit plans for the planning module.

SIGHT & SOUND THEATERS FIRE LINE EXTENSION: The Engineer reported that Sight & Sound wants to start construction as soon as possible. He will provide a list of items that they need to submit prior to the approval for the start of construction.

PUMP STATION #5 UPGRADES: Mr. Sweater provided a draft bidding and construction schedule in the monthly report for this project.

PUMP STATION #5 REPLACEMENT PROJECT – RELEASE FOR BID AUTHORIZATION AND USE OF COSTARS FOR PURCHASE OF PUMP EQUIPMENT: Mr. Sweater reported that the pump supplier offered an option to go with the CoStars Contract to purchase the pump equipment and control panels. Benefits of going this route include avoiding delays in ordering equipment, ensures that the Authority gets the equipment they want, and avoids contractor markups on equipment. In addition to these benefits, Ken Johnson stated that an advantage to the Authority purchasing this equipment through CoStars is that the equipment can be ordered while the project is being bid so the equipment begins being manufactured so it will be ready when the contractor is ready to install it.

Harold Wiker asked how equipment disputes with a contractor will be handled. Jeff Sweater stated that a specific list of the equipment we are supplying will be included in the bid documents and additional language will be included in the contract to state that it is the contractor's responsibility to supply any necessary connecting equipment.

Ken Johnson suggested requiring the contractor to submit their COVID Plan and, following discussion, it was the consensus to include this because we don't know if it will be necessary during the project. Ray Reeder asked if possible shutdowns due to a second wave of COVID could affect the project? Jeff Sweater stated that this is a critical construction project and can receive a waiver.

Chuck Haley stated that the bids for this project will be done through Penn Bid and paper.

A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to move forward with the Pump Station #5 Replacement Project.

A motion was made by Harold Wiker, seconded by Ray Garraffa and passed unanimously for the Borough to utilize CoStars to purchase the pumping equipment and a spare pump for the project.

CAPACITY, DESIGN, CONSTRUCTION AND DEDICATION POLICY FOR NEW APPLICANTS: The members will review the draft Process Policy that was prepared by the Engineer and will discuss it at the June 18, 2020 meeting.

SUBURBAN LANCASTER SEWER AUTHORITY – COST SHARING FOR CAPITAL PROJECTS: The memorandum from CDM Smith dated April 1, 2020 was reviewed which stated that our original agreement with SLISA required us to share in the expenses involved with upgrades of the Mill Creek and Lyndon Pumping Stations, which began in 2004. SLISA's Board decided to bill us only for the past five years and provided a detailed cost spreadsheet for the \$39,254.21 invoice.

A motion was made by Harold Wiker and seconded by Ray Garraffa to pay the \$39,254.21 SLSA Capital Projects cost sharing invoice. Motion carried with members Wiker, Johnson, Garraffa, and Reeder casting assenting votes. Member Mullin abstained from voting because he was not on the Zoom at the time of the motion.

PUBLIC WORKS REPORT – APRIL 2020: The members reviewed the April 2020 Public Works Report. The Public Works Director stated that the SRBC test preparations will start on May 28, 2020 and that Steve Read will be here to prepare for the Fisher Well test that will begin on June 1, 2020.

Ken Johnson noted that we have less stormwater infiltration into the system than we have had in the past. Ray Reeder asked if we have a spreadsheet showing the reduced stormwater infiltration into the system compared to previous years and how much we saved by doing the relining? Ray Reeder offered to work on creating that spreadsheet.

A motion was made by Ray Garraffa, seconded by Harold Wiker and passed unanimously to approve the Public Works Report for April 2020.

PAYMENT OF MONTHLY BILLS: A motion was made by Ray Garraffa, seconded by Harold Wiker and passed unanimously to approve the list of bills for the period of March 17, 2020 through May 13, 2020.

MINUTES OF FEBRUARY 20, 2020: A motion was made by Ray Garraffa, seconded by Harold Wiker and passed unanimously to approve the minutes of the February 20, 2020 meeting as printed.

AFTER PROJECT REVIEW – SEWER RELINING PROJECT: Jeff Sweater stated that these are some of the problems encountered with the Sewer Relining Project:

- The lack of quality control by the contractor.
- The lack of communication between the Authority and our Field Representative.
- We should have trained our Field Representative more to show him what to look for.
- Staffing problems with the contractor.
- We should have had a policy of who is doing what and the intent.
- The contractor did not provide the videos in a timely manner as required.
- Consider unit cost/lump sum bidding options.

Will Mullin stated that the lessons we learned from this project that should be used for future projects include establishing clearly-defined roles and responsibilities and having sufficient roles to cover each responsibility. He added that he felt it would be helpful to continue to look back over this project over the next few meetings to review what kinds of things we should be looking for on future projects.

Chuck Haley stated that they will review the Pump Station #5 Project and work with the Public Works Director and possibly consider some additional inspections.

Ken Johnson and Harold Wiker stated that we appreciated the time and hard work done by Jeff Sweater to complete the review memorandum. Harold Wiker stated that this was a very tough construction project and added that we were able to complete a lot of additional work because of the difficulties

encountered with this project. Ray Reeder stated that we are thankful that Dave Wickersham stepped up and took responsibility for their mistakes and for our negotiators for the liquidated damages we received.

OTHER BUSINESS:

Bond Counsel – Harold Wiker asked if we should check with our Bond Counsel because interest rates are low. The Borough Manager stated that our financial advisor, John McShane, called her about a month ago and stated that he would contact us when it is a good time to move forward. She will check back with him.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Harold Wiker, seconded by Ray Garraffa, and passed unanimously to adjourn the meeting at 9:49 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY
June 18, 2020 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ken Johnson
Ray Garraffa Ray Reeder (via Zoom)

Others Present:

Lisa M. Boyd, Borough Manager	Ed Zalewski, Public Works Director
Chuck Haley, ELA Group (via Zoom)	Tom Devenney, ELA Group (via Zoom)
Jeff Sweater, ELA Group (via Zoom)	Andrew Prosser (via Zoom)

Harold Wiker announced that the meetings are audiotaped and maintained until the minutes are approved. Due to COVID-19 and during the emergency declaration, it was noted that this meeting is being held with some members participating via Zoom, which is in accordance with Act 15 of 2020 which states that a physical quorum is not required but a quorum is still required which includes members participating remotely.

REQUESTS TO BE HEARD: None.

ENGINEER'S REPORT – CHUCK HALEY, JEFF SWEATER, TOM DEVENNEY AND

ANDREW PROSSER: Chuck Haley, Jeff Sweater, Tom Devenney and Andrew Prosser reviewed the Engineer's Report dated June 18, 2020:

CAPACITY, DESIGN & CONSTRUCTION APPROVAL PROCESS POLICY: It was the consensus of the members to review this document and discuss it at the next meeting. For new customers inside the UGB that have their own wells, Harold Wiker suggested adding the requirement for either a water or sewer meter to invoice them for their actual usage.

PUMP STATION #5 UPGRADES PROJECT BID DISCUSSION: The project was put out to bid on June 2, 2020. A pre-bid meeting will be held on June 23, 2020 and protective guidelines were provided to potential bidders to ensure safety.

Tom Devenney stated that they contacted the pump supplier and the panel manufacturer made some incorrect assumptions about the panel equipment needed to work with our existing generator. As a result, ELA's new Regional Director of Water Resources Engineering for the Mid-Atlantic Region, Andrew Prosser, was able to propose an alternate design that will reduce the CoStars Contract for the pump equipment and control panels from \$144,000 down to \$125,000. Andrew Prosser reviewed his experience and his research into the ABB 240V ultra-low harmonic drives (Option 1) and the ABB 240V 6 pulse drives with 5% AC Load reactors on each to reduce harmonics (Option 2). Harold Wiker stated that he wants to make sure the engineers are recommending an option that will last long-term. Ken Johnson stated that he also reviewed this with an electrician and he did not see an issue with us pursuing Option 2. Jeff Sweater stated that the \$20,000 savings could be used to replace the VFD's, if needed. Andrew Prosser stated that he recommends we follow Option 2. Jeff Sweater stated he believes that Option 2 is the best cost-effective plan to serve the Authority for 30 years.

AUTHORIZATION OF REFINANCING WATER DEBT, APPROVE PREPARATION OF RESOLUTION AND PAPERWORK, AND THE APPROPRIATE SIGNERS:

Harold Wiker stated that the estimates prepared by the Bond Counsel show an approximate \$202,000 net savings if the water debt is refinanced. The Borough Manager stated that the savings is shown by reduced payments and the years for the bond remain the same. Harold Wiker asked if the term of the bond could be shortened. The Borough Manager contacted the financial advisor and advise the members of his answer.

The Borough Manager stated that Borough Council authorized the refinancing to proceed on June 9, 2020 and a joint meeting will be held with the Borough Council on July 14, 2020.

A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to move forward and approve the preparation of the resolution and paperwork to authorize the refinancing of the water debt.

PUBLIC WORKS REPORT – MAY 2020: The members reviewed the May 2020 Public Works Report. The Public Works Director state that they are finishing up the testing of the Fisher Well and the sewer flows are low.

A motion was made by Ken Johnson, seconded by Ray Garraffa and passed unanimously to approve the Public Works Report for May 2020.

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 May 19, 2020 through June 9, 2020.

MINUTES OF MAY 21, 2020: A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to approve the minutes of the May 21, 2020 meeting as printed.

OTHER BUSINESS:

117 North Jackson Street – The Borough Manager stated that the owners of 117 North Jackson Street were invoiced for the \$828.00 for the sewer work that was completed by Mentzer Excavating. The payment was due in March and we have not received payment and the owners have not contacted us to make payment arrangements. The Borough Manager stated that she has tried to contact the property owners and has not had any response. It was the consensus of the Board to send a certified letter before filing a lien.

Delinquent Accounts – The Borough Manager stated that payments for this quarter are coming in as normal. She will provide the members with a list of the delinquent customers at their next meeting. Ray Garraffa asked that the Board be provided with a delinquent list at least quarterly.

Treasurer's Report – A Treasurer's Report will be provided to the members for their review before budget discussions begin.

M&T Bond – The Borough Manager reported that we have approximately \$380,000 remaining in the M&T Bond Account.

Bank Statements – As recommended by Authority auditor Mark Zettle-moyer, 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 8:50 a.m.

Respectfully Submitted,

Lisa M. Boyd, Borough Manager

STRASBURG BOROUGH AUTHORITY

July 23, 2020 – 8:00 A.M.

MINUTES

Members Present: Harold Wiker Ken Johnson
Ray Garraffa Ray Reeder
Will Mullin (via Zoom)

Others Present:

F. Steven Echternach, Borough Manager	Ed Zalewski, Public Works Director
Jason Fantom	Len Ferber
Nick Ferretti	
Chuck Haley, ELA Group (via Zoom)	Tom Devenney, ELA Group (via Zoom)
Jeff Sweater, ELA Group (via Zoom)	Bill Cassidy, Appel & Yost (via Zoom)

Harold Wiker announced that the meetings are audiotaped and maintained until the minutes are approved. Due to COVID-19 and during the emergency declaration, it was noted that this meeting is being held with some members participating via Zoom, which is in accordance with Act 15 of 2020 which states that a physical quorum is not required but a quorum is still required which includes members participating remotely.

REQUESTS TO BE HEARD:

JASON FANTOM – 209 GAP ROAD WATER SUPPLY ISSUES: Mr. Fantom stated that he purchased 209 Gap Road and Strasburg Township required him to install a sprinkler system because there is an apartment upstairs. After he installed the sprinkler system and tested it, he discovered that he does not have enough water pressure for the system. He was advised that he has two options which include: 1) installing 400-600 gallon holding tanks somewhere inside the building (he doesn't have room for them) and add a pump or 2) upgrade his water line. He stated that he already relocated the 1 ¼" water line on his property to come into the back of the building and the sprinkler system was designed based on the Borough-supplied pressure test. He has since learned that their tap into the Borough's water line is a ¾" tap into the 8" main and it expands to a 1¼" line for 450 feet on their property. He stated that he is only getting 19 or 20 psi at his building when the valves are open but they did get a static pressure of 58 psi. Harold Wiker stated that the service line is a private line that is owned by the property owner.

Mr. Fantom stated that he would like to tap into our 12" water main and cut through the Antique Market property, and that he has received verbal permission from that property owner. He would also like to upgrade his connection to be a 2" line. Mr. Fantom stated that he is already an existing customer and asked that the tapping permit fee be waived. Harold Wiker stated that the permit cost to tap is based on the size of the line and we could not waive the established fee.

Mr. Fantom stated that he received an estimate to install his new line to connect to the 12" main and that cost is approximately \$18,000, which would be in addition to our tapping permit fee.

Based on a question raised by the Borough Manager, Harold Wiker stated and it was the consensus of the board that the tapping permit fee would be the difference between the cost of the existing tap and the new tap.

Ken Johnson suggested that Mr. Fantom have his fire suppression system designer run calculations to see if increasing the existing $\frac{3}{4}$ " tap on the 8" line to a $1\frac{1}{4}$ " tap would provide sufficient pressure.

Jeff Sweater stated that they could do the calculations if they are provided with the needed flows for the fire suppression system. Mr. Fantom will email the Borough Manager his contact information.

ED ZALEWSKI – REDUCTION IN 2020-Q2 SEWER BILL: Ed Zalewski stated that he was away on vacation and his property caretakers were filling the pool and accidentally left the water on for several days. He stated that the high water usage was discovered by Wayne Breneman during the normal quarterly water meter readings. Since the water did not go into the sewer, he is asking for a sewer credit for the additional water that overflowed from the pool. The Borough Manager stated that he had the staff calculate the sewer credit and it would be \$200.10 for 20,325 gallons.

Harold Wiker stated that similar sewer credits have been approved in the past when it is proven that it was not done intentionally and the water did not go into the sewer.

A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to waive the \$200.10 portion of the second quarter 2020 sewer bill that was due to the water that overflowed from the pool and did not go into the sewer, as recommended by the staff and Borough Manager.

STRASBURG JAYCEE PARK – REDUCTION OF 2020-Q2 SEWER BILL: Nick Ferretti stated that they noticed that the first quarter 2020 water/sewer bill was high and they did find a toilet that was running so they attributed that to the usage. In the barn they then replaced all of the toilets with pressure toilets, installed new faucets that turn off automatically, and had the water off because they were not renting the facility due to COVID-19. They turned the water back on and were getting ready to rent the facility and received another high water/sewer bill. They had a plumber come out to look for leaks and found a pipe that goes from the meter under the barn into the bathrooms was leaking. Mr. Ferretti is asking for a sewer credit since the additional water used did not go into the sewer system. The Borough Manager stated that he had the staff calculate the sewer credit and it would be \$103.94 for 9,725 gallons.

Ray Garraffa stated that this is the same situation as the previous agenda item where similar sewer credits have been approved in the past when it is proven that it was not done intentionally and the water did not go into the sewer.

A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to waive the \$103.94 portion of the second quarter 2020 sewer bill that was due to the water that leaked from the pipe between the meter and the bathroom and did not go into the sewer, as recommended by the staff and Borough Manager.

LEN FERBER – REVIEW 0 WATER USAGE WATER/SEWER INVOICE FOR BUSINESS CLOSED DUE TO COVID-19: Len Ferber was in attendance and stated that he is the property manager for the Odd Fellows. He stated that due to Governor Wolf's mandated shutdown of businesses

during COVID-19, his tenant at 9 East Main Street received the minimum water/sewer bill but was not able to be open during the entire quarter, did not use any water, and asked if the Authority would consider any relief of the \$97.31 minimum bill. Mr. Ferber stated that as the landlord, they gave their tenants a 50% reduction in their rent during the shutdown and added that most small businesses did not receive any State economic relief.

Harold Wiker expressed his concern regarding setting a precedence because there are other businesses in the same situation. Will Mullin stated that he believed it would be a very small number of customers that are in the same situation of being shut down and no usage and it was his opinion that it was a request we could consider. The Borough Manager offered to have the staff research how many other accounts had zero usage but also stated that PP&L electric still charges a minimum bill for customers with no usage. Ray Reeder stated that one thing to consider is that businesses were state mandated to be shut down. It was the consensus to reconsider this request at the next meeting.

ENGINEER'S REPORT: Chuck Haley, Jeff Sweater, Tom Devenney reviewed the Engineer's Report dated July 23, 2020:

CAPACITY, DESIGN & CONSTRUCTION APPROVAL PROCESS POLICY: In light of the full agenda, it was the consensus of the members to table this item and discuss it at the next meeting.

COMMERCIAL /INDUSTRIAL USER LETTER NOTIFYING OF THE AUTHORITY'S INDUSTRIAL WASTE ORDINANCE RESTRICTIONS AND PENALTIES: Jeff Sweater stated that a draft letter was prepared and can be approved, finalized, and mailed at a later date.

CHARTER HOMES: Jeff Sweater and Tom Devenney stated that there are outstanding items on the Charter Homes Strasburg Commons punchlist. Tom Devenney stated that he did contact Charter Homes and Alpha Consulting stated they would be on-site this week to obtain the additional requested information.

SEWER MAIN AND MANHOLE LINING PROJECT: On July 1, 2020, PPM provided their final certified payroll, manhole warranty statement, and pipe lining warranty statement. ELA can now officially close this project.

FISHER WELL SRBC DOCKET RENEWAL AND PUMP TEST: As approved by SRBC, the additional pump testing occurred during the week of June 15, 2020. Unfortunately, the stream flow was still too high to allow a trendline to form to make a definitive correlation between stream impacts and well pumping and the supplemental pump test will need to be reran when the stream flows are lower, hopefully in August. It will cost Read & Associates approximately another \$1,500 to run this test again. Even with this additional run, Steve Read stated that his cost will still be closer or slightly over his original budget/proposal for the project.

MEADOWS AT STRASBURG (MERSKY TRACT): Jeff Sweater stated that they reviewed the plans and provided a review letter on June 18, 2020. ELA received a request from Rettew to complete paperwork for the Sewage Facilities Planning Module and provide a sewer path map through the Strasburg Borough Authority system. If desired by the Board, ELA can sign off on the system

capacity limitations in Sections G & J, which is only certifying the calculations that ELA previously developed determine limitations in the sewer system for the sewer lining project and the capacities in the Chapter 94 Report are true and correct and that the addition of this project's flow to the system is not anticipated to create an actual or projected 5-year overload. ELA's signature in no way is, or could be, considered an approval or allocation of capacity because only the Strasburg Borough Authority can allocate capacity by an official vote. It was the consensus of the Board to authorize ELA to sign off on the paperwork as described.

SPRINGS MONITORING PLAN AND PWS PERMIT: The spring monitoring equipment must be installed and recording flow date on or before August 21, 2021, as per the approved DEP Water Allocation Permit. The 4" flume has a long lead time for delivery and ELA recommends starting this project now. ELA is working on obtaining two additional telephonic quotes for meters. Jeff Sweater reported that there are some additional expenses that will put this project over their previously-approved budget by approximately \$1,000-\$1,500. It was the consensus of the members to authorize the additional work and expense.

SIGHT & SOUND THEATER FIRE LINE EXTENSION: The pre-construction meeting was held on June 29, 2020. Sight and Sound still needs to provide the signed Allocation Request for Capacity and tapping fees. Based on a question raised from the Manager, Jeff Sweater stated that the water line from the Borough to the hydrant should and will be dedicated to Strasburg Township. The Manager will check with Strasburg Township's Manager. It was the consensus that the Fire Tapping Fee for Sight and Sound's fire line extension is \$29,976.

PUMP STATION #5 UPGRADES: Jeff Sweater reviewed the final revision of the Costars quote for pump equipment from Riordan Materials. He recommended the Authority to approve the revised design/quote because it is less expensive than originally budgeted and includes the ABB 240V 6 pulse drives with 5% AC Load reactors on each to reduce the harmonics Option 2 design that was discussed at last month's meeting and recommended by ELA, which has less opportunity to become obsolete. Jeff Sweater also reported that an additional expense of \$5,000 is estimated for PPL to install a service drop.

The bids were reviewed and Jeff Sweater reported that at their meeting on July 20, 2020, Strasburg Township authorized Alternate #2 by Wexcon for \$31,909. The members were reminded that we hold the contract with Wexcon and will pay that invoice and be reimbursed by Strasburg Township.

ELA is recommending the Authority approve the bid which includes the Base Contracts with the spare pump and Bid Alternate #1 Wet Well Lining, which includes the CoStars pricing but does not include inspection fees or the PPL expense.

A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to award the General Construction Contract for Pump Station #5 Upgrades in the amount of \$231,748.00 Base bid with Alternate #1 for Wet Well Lining for \$37,631.00, Alternate #2 for Strasburg Township's portion of the on-site sewer extension for \$31,909 to Wexcon, Inc. and also Contract #2 for the Pump Station #5 Upgrades Electrical Work to Hirneisen Electric for the bid of \$42,740.00, and the authorization for CoStars Contract 016-104 to Riordan Materials for the purchase of the equipment for the base quote with the spare pump for \$162,200.00.

Jeff Sweater provided Project Change Order/Addendum No. 1 for the Pump Station No. 5 Upgrades for the Authority's consideration. He stated that their Original Scope of Work for this project includes 7 site visits/inspections and estimates 19 inspections/site visits could be needed, at an additional cost of \$4,800. The Manager stated that he met with the Public Works staff and he directed them to be on-site at each of the projects daily. The Public Works Director stated that they are at every project site at least daily and sometimes multiple times per day to answer questions. Chuck Haley stated that they provided this Addendum in response to prior discussions regarding what went wrong with the previous project. It was the consensus of the members to have the additional inspections completed by our existing Public Works Department Staff and to contract with Paul Miller if we need additional manpower.

Jeff Sweater also provided Project Change Order/Addendum No. 2 for the Pump Station No. 5 Upgrades for the Authority's consideration which outlines the additional professional services required for this project, at an additional cost of \$37,629.22. It was the consensus of the members to review this proposal and take action at next month's meeting.

Jeff Sweater reviewed the anticipated construction schedule for the project and Harold Wiker stated that we need to keep the contractor moving to stay on schedule.

PUBLIC WORKS REPORT – JUNE 2020: The members reviewed the June 2020 Public Works Report. The Public Works Director stated that the Fisher Well test will be done around August 8, 2020 because Steve Read wants to shut the springs down three days before the test is started. Harold Wiker expressed his concern regarding the additional costs associated with the retesting.

The Public Works Director stated that the ratio of water to sewer flows is good.

Harold Wiker asked about the annual Water Consumer Confidence Report and the Public Works Director stated that there were no violations in 2019. Ray Reeder stated that we should also review the list of pollutants that we test for and the Public Works Director stated that we follow the testing schedule required by DEP. Harold Wiker asked about the testing of the Springs as required by DEP. The Public Works Director stated that the Engineer and The Meter Guy have started working on the project and he will start the project when possible, including ordering the necessary supplies.

A motion was made by Ken Johnson, seconded by Ray Garraffa and passed unanimously to approve the Public Works Report for June 2020.

REVIEW OF DELINQUENT CUSTOMER WATER/SEWER LIST: The Manager stated that we are still not permitted by the PUC due to the Governor's Decree to shut of service. The Manager will consult with the Authority's Solicitor regarding a collection policy, if additional fees can be added, and the process to write off uncollectable amounts for properties that have changed ownership.

TREASURER'S REPORT AS OF JUNE 30, 2020: The Borough Manager stated that his staff advises that we see no deficit in people making their quarterly water/sewer payments and does not see any increase in delinquent customers.

A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to accept and file for audit the Treasurer's Report for the period ending June 30, 2020.

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 June 16, 2020 through July 14, 2020.

MINUTES OF JUNE 18, 2020: A motion was made by Ray Garraffa and seconded by Ray Reeder to approve the minutes of the June 18, 2020 meeting as printed. Motion carried with members Wiker, Johnson, Garraffa and Reeder 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 Zettlemoyer, Ray Reeder opened, reviewed, and initialed the bank statements.

PA Rural Water – The Manager stated that a representative from PA Rural Water's Environmental Quality Incentives Program stopped by and said that we qualify for grant money. It was the consensus of the members to authorize the Borough Manager to work with PA Rural Water.

EXECUTIVE SESSION – PERSONNEL MATTERS: A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to adjourn the meeting into an Executive Session to discuss employment issues of a past Borough Officer and Employee.

The regular meeting was reconvened at which time no official action was taken.

CITIZEN COMMENTS: None.

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

Respectfully Submitted,

F. Steven Echternach, Borough Manager

STRASBURG BOROUGH AUTHORITY
August 20, 2020 – 8:00 A.M.
MINUTES

Members Present: Harold Wiker Ray Garraffa
Ray Reeder Will Mullin

Others Present:

F. Steven Echternach, Borough Manager	Ed Zalewski, Public Works Director
Jeff Sweater, ELA Group (via Zoom)	Andrew Prosser, ELA Group
Tom Devenney, ELA Group	

Harold Wiker announced that the meetings are audiotaped and maintained until the minutes are approved. Due to COVID-19 and during the emergency declaration, it was noted that this meeting is being held with some members participating via Zoom, which is in accordance with Act 15 of 2020 which states that a physical quorum is not required but a quorum is still required which includes members participating remotely.

Harold Wiker stated that Ken Johnson contacted him prior to the meeting and stated that he was unable to attend due to his work schedule.

REQUESTS TO BE HEARD: None.

MINUTES OF JULY 23, 2020: A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to approve the minutes of the July 23, 2020 meeting as printed.

REPORTS:

Manager: The monthly Borough Manager's report was reviewed and he highlighted items on the report including the generator sold on MunicBid for \$2,200 and we will not be doing a 2020 Newsletter because information is changing so rapidly due to COVID regulations. He also stated that the Annual Water Quality Report (Consumer Confidence Report) is available on the website, at the office, and a Swiftreach phone call notification to all residents was sent which satisfied the Department of Environmental Protection's public notice requirement. A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to accept the July 2020 Manager's Report.

Public Works: The monthly Public Works report was reviewed and the Public Works Director stated that he communicated with Steve Read regarding the retesting of the Fisher Well and they are scheduled to begin next week depending on the weather. He stated that he has communicated with the six affected customers and they will continue to have treated water during the testing. Harold Wiker asked and Ed Zalewski confirmed that everyone involved is in agreement to the timing of this retesting. The Public Works Director stated that the fire hydrants that are scheduled to be installed in 2020 will be installed on September 14-16, 2020. A motion was made by Ray Garraffa, seconded by Will Mullin and passed unanimously to accept the Public Works Report for July 2020.

Engineer: Chuck Haley, Jeff Sweater, Tom Devenney, and Andrew Prosser reviewed the Engineer's Report dated August 20, 2020:

Draft Capacity, Design & Construction Approval Process Policy: The purpose of the document is to outline a process to handle requests. Tom Devenney stated that this policy was created while working through developer requests at no direct cost to the Authority. The Borough Manager stated that he will have the staff review the document and come back to the next meeting with a recommendation.

Commercial/Industrial User Letter Notifying of the Authority's Industrial Waste Ordinance Restrictions and Penalties: Tom Devenney stated that this letter can be finalized, approved, and mailed at a later date if the Authority has issues with grease accumulations again.

Charter Homes/Strasburg Commons Project: Tom Devenney stated that they received updated as-built water and sewer plans for Phase 1 and Phase 2 on August 17, 2020. These plans did not include everything that would be helpful to the Authority and Andrew Prosser stated that our policy does not list everything they are recommending. Tom Devenney stated that Chuck Haley from his office has been working with the developer to finalize the information needed for the Borough for items such as the stormwater basin. The Borough Manager stated that the Police Department is also putting pressure on the developer regarding the maintenance of the stormwater basin.

Ephrata National Bank: Tom Devenney stated that he and the Borough Manager have been working with the developer to have them finalize outstanding items for this project.

Fisher Well SRBC Docket Renewal and Pump Test: Tom Devenney stated that, as previously reported by the Public Works Director, the goal is to complete the testing next week, weather permitting. The most recent pump testing occurred on June 15, 2020 but the stream flow was too high to allow for a trendline to form. Steve Read estimated his cost to assist with the testing to be approximately \$1,500 but will still come in near or only slightly over his original proposal. Harold Wiker stated that we need the flow to continue to allow us to use 200,000 gallons per day as we were previously permitted. Harold Wiker noted that there could be upstream uses that are pulling water for things like watering a garden or supplying a chicken house that we cannot control. Jeff Sweater stated that the SRBC only regulates users that pull more than 100,000 gallons per day but that could be taken into consideration by a higher authority if we have to proceed that route.

Meadows at Strasburg (Mersky Tract): Tom Devenney stated that ELA signed off on the Component 3 Planning Module and sent it to EG Stoltzfus's Engineer.

Springs Monitoring Plan and PWS Permit: The spring monitoring equipment must be installed and recording flow date on or before August 21, 2021, as per the approved DEP Water Allocation Permit. ELA is obtaining quotes for the outfall metering equipment. Tom Devenney reviewed the list of additional equipment that is outlined in the monthly report that is needed to be purchased by the Authority to meet the requirements of the monitoring plan.

Sight & Sound Theater Fire Line Extension: Andrew Prosser stated that that they are expected to hopefully tie in the line next week. The meter pit is on hold. Harold Wiker stated that the line needs to be as deep as the original road is plus five feet so it will not impact Strasburg Township by a future

repaving of 896. Tom Devenney stated that was already communicated to the developer and they will inspect that as part of the project. Harold Wiker stated that the pipe to the meter pit needs to be ductile iron.

Pump Station #5 Upgrades: Tom Devenney stated that the agreements were signed and the work has begun. The Pre-Construction Meeting was held on August 18, 2020 and preliminary minutes were provided.

ELA provided a request for additional services for the Authority's consideration for costs and services that were outside ELA's original scope of services within the proposal for issues with the electrical supply, the generator, additional equipment requests, COVID-19 issues during bidding, and the Authority's specifications being outdated in some areas which created additional RFIs and addendums.

Harold Wiker stated that the costs for the project are much higher than was originally anticipated. Tom Devenney stated that the time for the Creekview Lane extension will be tracked carefully and properly invoiced to Strasburg Township.

ELA's Project Change Order/Addendum No. 2 was reviewed. Jeff Sweater stated that one major change in their scope of work was for the revised electrical work and stated that they will eliminate all or part of the \$14,286.77 cost associated with construction documents and permitting. Harold Wiker stated that ELA is requesting an addendum to their engineering contract for the project and he didn't believe it should be an additional cost to the Authority because they didn't include all the work.

A motion was made by Will Mullin, seconded by Ray Garraffa and passed unanimously to have ELA review the invoicing and change order and consider it from the customer's standpoint and come back to the next meeting with another proposal and a clear breakdown.

Harold Wiker also asked ELA to provide a list of each of the projects/job numbers that they are working on for the Authority, the contracted amount, how much was spent, and how much is remaining for budget purposes and so the Authority can review the list and decide if it is something that we will want them to work on.

UNFINISHED BUSINESS

Pump Station #5: This item was discussed under the Engineer's Report.

Review proposal from ELA regarding additional professional services required for Pump Station #5: This item was discussed under the Engineer's Report.

Review of capacity, design, and construction approval process policy: This item was discussed under the Engineer's Report.

Review delinquent water/sewer customer list, billing & penalty fees for 2020-Q2: The Borough Manager stated that, as requested, he talked with other Authorities and the Solicitor regarding the process to collect delinquent accounts. The Borough Manager is waiting to hear from the Solicitor

regarding the PUC regulations regarding service disconnections due to COVID-19. Ray Reeder provided several thoughts on the handling of the delinquent accounts including:

- have delinquent water/sewer customers prepare a written and signed statement describing what, in their view, has led to the debt and what they see as a remedy and that becomes part of the public record
- action of the Authority might be to require financial counseling of the bill payer in order to qualify for payment agreements
- continue to have customers pay their current quarterly bills and make payments on outstanding balance
- signed repayment agreements become part of the public record
- 0.81% of our customers are delinquent

The Borough Manager stated that he is a financial counselor and believes we were not diligent in addressing the customers who do not pay and if they don't pay the quarterly bills their outstanding balance just continues to increase. He stated that other utilities such as PP&L and Comcast disconnect service when a customer does not pay. He stated that he did review Quarryville Borough's collection policy and their process is diligent.

The Borough Manager stated that, due to COVID-19, there were no late fees applied to the first quarter 2020 water/sewer bills. A motion was made by Ray Garraffa, seconded by Will Mullin and passed unanimously to reinstate the application of late fees to delinquent water/sewer accounts.

The Borough Manager will check with the Solicitor to see if additional late fees can be added to the inactive unpaid accounts. He will provide the final date on each inactive account at the next meeting and will email a copy of our existing collection policy to the members and provide comments where our policy could be improved. A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to impose late fees on the inactive delinquent accounts if legal counsel advises if that is appropriate.

Len Ferber's 2020-Q2 W/S request: The Borough Manager stated that the Solicitor advises that we not write off these bills, as we should treat all equally. He noted that it was previously stated that there was no water usage during the quarter but there actually was a small amount of water used as this property transitioned from being vacant to being remodeled by a new tenant. A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to follow our Counsel's advice and to keep the second quarter 2020 water/sewer bill for 9 East Main Street as originally invoiced.

117 North Jackson Street: Harold Wiker stated that this is the property that had sewage running down the road and they did not respond to our requests to make the necessary repairs so we had the repairs completed and invoiced the property owners for our actual expense. The Borough Manager stated that the invoice was sent and signed for via certified mail, this invoice has not yet been paid, and we have not heard anything from them. The Borough Manager will consult with the Solicitor to find out our options.

NEW BUSINESS

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 July 23, 2020 through August 11, 2020.

Budget Calendar: A motion was made by Ray Reeder, seconded by Will Mullin and passed unanimously to approve the 2021 Budget Calendar as presented.

EG Stoltzfus Homes letter/request: The Borough Manager stated that EG Stoltzfus submitted a letter requesting permission to pay rent to put up a sign on property in the Borough on Lancaster Avenue that is owned by the Authority that was used as the site for Pump Station #1 until it was vacated in approximately 1985. EG Stoltzfus is willing to do all of the work, including permitting. The Borough Manager stated that their initial rent offer was \$1,000 per year.

A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to approve to allow EG Stoltzfus Homes to rent a portion of the lot on Lancaster Avenue that is owned by the Authority, Parcel 570-82817-0-0000, for the placement of a 4' X 8' sign that depicts the builder and other pertinent information about the neighborhood homes at a minimum cost of \$200 per month with the understanding that EG Stoltzfus will do all of the work including obtaining the necessary permits.

OTHER BUSINESS:

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

2019 Audit – The Borough Manager provided copies of the 2019 Audit from Reinsel Kuntz Leshner. The Borough Manager stated that he reviewed the audit and everything was in good standing. It was the consensus of the members that if the presentation to Borough Council included the Authority that there is no need for them to attend an Authority meeting to review the audit.

The Borough Manager stated that the additional auditing expense from Reinsel Kuntz Leshner this year is estimated to be between \$5,500-\$8,500.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Will Mullin, seconded by Ray Garraffa, and passed unanimously to adjourn the meeting.

Respectfully Submitted,

F. Steven Echternach, Borough Manager

**STRASBURG BOROUGH AUTHORITY
SEPTEMBER 17, 2020 – 8:00 A.M.
MINUTES**

Members Present: Harold Wiker
Ray Reeder

Ray Garraffa
Ken Johnson

Others Present:

F. Steven Echternach, Borough Manager
Jeff Sweater, ELA Group (via Zoom)
Tom Devenney, ELA Group
Len Ferber
Kim Rubincam

Ed Zalewski, Public Works Director
Andrew Prosser, ELA Group
Chuck Haley, ELA (via Zoom)
John Mroz

Harold Wiker announced that the meetings are audiotaped and maintained until the minutes are approved. Due to COVID-19 and during the emergency declaration, it was noted that this meeting is being held with some members participating via Zoom, which is in accordance with Act 15 of 2020 which states that a physical quorum is not required but a quorum is still required which includes members participating remotely.

REQUESTS TO BE HEARD: Len Ferber requested the Authority pay to replace a dehumidifier for the basement of the 1305 Village Road rental property. The Borough Manager requested a copy of the receipt be presented before payment can be made.

MINUTES OF AUGUST 20, 2020: A motion was made by Ray Garraffa, seconded by Ray Reeder and passed, with Ken Johnson abstaining, to approve the minutes of the August 20, 2020 meeting as printed.

REPORTS:

Manager: The monthly Borough Manager's report was reviewed. The Annual Borough Banquet was discussed and it was the Authority's opinion to postpone the banquet until the end of COVID-19 restrictions. The Borough Manager will pass along their opinion to the Council members. A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to accept the August 2020 Manager's Report.

Public Works: The monthly Public Works report was reviewed. The Public Works Director stated that the retesting of the Fisher Well is complete as of this morning. He expects to have something from Steve Read by Monday of next week. This should be it for testing and we should be able to get a determination from SRBC. Ray Reeder questioned a day on the flow chart that had almost double the flow and we had a lot of rain that day. The Public Works Director thought the extra flow is from the events or may be coming in through sewer vents since they are flush with the ground. Tom Devenney noted that the Pump Station #2 area was the one being affected and it is located in the center of town. A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to accept the Public Works Report for August 2020.

Engineer: Chuck Haley, Jeff Sweater, Tom Devenney, and Andrew Prosser reviewed the Engineer's Report dated September 17, 2020:

Draft Capacity, Design & Construction Approval Process Policy: Andrew Prosser stated the document was reviewed collectively and suggest the Authority approve the document be sent to the solicitor. It will be beneficial for the developers to have a clear list and outline so they know what is expected of them. Borough Manager noted that Ed, Christine, Kim, & he looked at the document but should have the solicitor review it and make sure it is sound. A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to refer the document to the solicitor for review.

Charter Homes/Strasburg Commons Project: Andrew Prosser stated ELA has reviewed their as-builts. There are a handful of outstanding items that are missing and not acceptable. They will be sending a review letter.

Ephrata National Bank: Andrew Prosser stated that Steve and he have been trying to get the meter remote and some other missing items from their as-builts addressed. Jeff Sweater suggested giving them 30 days to complete the items or the Borough will complete the items and bill them.

Fisher Well SRBC Docket Renewal and Pump Test: Andrew Prosser stated the SRBC fee was already paid by the Authority. If this test comes out good there shouldn't be any carry over costs for 2021.

Meadows at Strasburg (Mersky Tract): No updates for this project as of 09/11/2020.

Springs Monitoring Plan and PWS Permit: No update at this time.

Sight & Sound Theater Fire Line Extension: Andrew Prosser stated they are installing the meter pit tomorrow. He will be onsite to inspect the sub-base. They are waiting for their HOP to install the water line and run it to the meter pit. Ken Johnson stated that it looks like they are doing more with the water line than the Authority originally was aware of. There are a lot more hydrants. This was a line to supplement their tank that they already have. Harold would like to make sure that it is clear that the line from the meter pit on 896 up to the fire protection does not meet Borough specs and that it may not be used for domestic water. The Borough Manager stated that the line needs to be flushed regularly. Jeff Sweater prepared a spreadsheet to determine the quarterly fee for their system will be approximately \$294.54; he still needs the actual cost of the meter and installation. The cost will just cover the fire line; if there is usage on top of that they would be billed for the water use.

Pump Station #5 Upgrades: Tom Devenney stated that Wexcon had sent a schedule this morning; they are planning on mobilizing on September 28. They will begin earth moving on September 30 to dig out for the bypass pit and meter valve vault. There are a few items not included on the schedule so he will touch base with them. He also spoke with Art Achenbach w/ Riordan; they will be coordinating with Wexcon on receipt of the materials including the pumps and control panels.

Deckman Property, Project No.: 952-018: Tom stated that Borough Council received a sewage planning exemption request from them for a three lot subdivision that will have two single family homes built. They did not complete a sewage capacity request, but they have asked them to send one. It is ELA's recommendation that capacity be approved upon receipt of their request. Tom Devenney stated he notified them they will need to go to DEP for a sewage planning module.

ELA Additional Professional Services: Andrew Prosser stated that ELA and SBA staff coordinated to revise the document to make it easier and clearer. They would like to be transparent, straight forward, and fair. There were changes made during the design process where some things needed redesigned and some things needed designed around in an effort to try and keep the existing generator. The additional design work cost more because of doing some things multiple times. In April SBA started holding the invoices because there was no formal approval of the additional services other than conversation and approval of the bills. This is formalizing everything ELA has done on the project. Harold stated that SBA was given a price by ELA, did ELA check the power source before giving that price. Andrew Prosser stated that ELA was given the generator information by the Borough staff; ELA was not part of sizing or designing the existing generator. Because the power was insufficient they had to go to grinder pumps instead of chopper pumps. They took the information as fact instead of double checking it themselves. Jeff Sweater stated that we did all these additional services, but we didn't specifically state that they were additional services to the board. There will be a total of \$14,000.00 taken off of the additional services charges. There will be invoices that they will need to resubmit or remove.

UNFINISHED BUSINESS

Pump Station #5: This item was discussed under the Engineer's Report.

Review proposal from ELA regarding additional professional services required for Pump Station #5: This item was discussed under the Engineer's Report.

Review of capacity, design, and construction approval process policy: This item was discussed under the Engineer's Report.

Review delinquent water/sewer customer list: Borough Manager stated he wanted to provide the Authority with the current delinquent list, a lot of which will get paid down, but we also want to move forward if that is the Authority's desire. It is a split decision with local Authorities, some are posting and some are not. He suggests sticking with Quarryville, as we represent the Southern End. We are not PUC regulated so we do not fall under the guidance of the Governor's office. Kim Rubincam stated that most of the accounts on the delinquent list were on the list prior to COVID and had been scheduled for posting in March. Harold recommended starting postings. On a motion made by Ray Garraffa, and seconded by Ken Johnson and passed unanimously to give the office authorization to post properties. Borough Manager stated he would like to send a letter to the inactive delinquent account owners, on behalf of the Authority, notifying the property owners that there is an outstanding balance and that fees may be added or a lien may be placed on their property if not paid. Harold stated that we should send letters.

117 North Jackson Street: The Borough Manager stated that this invoice has not yet been paid, and we have not heard anything from them. The Borough Manager consulted with the solicitor and the Authority is within its right to place a lien on the property for the past due amount plus any legal fees incurred. It was the Authority's decision to send another letter notifying the White's that a lien will be placed on their property if the past due balance is not paid within 30 days.

EG Stoltzfus Homes letter/request: The Borough Manager stated that EG Stoltzfus has agreed to a lease agreement for \$200/month to place a sign on the small lot on Lancaster Avenue owned by the Authority, Parcel 570-82817-0-0000. The Borough Manager also stated that he notified the owner of the surrounding property to make him aware of the Authority's plan.

NEW BUSINESS

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 12, 2020 through September 8, 2020.

OTHER BUSINESS: Ray Reeder questioned where the information that was provided to ELA regarding the generator at Pump Station #5 originated. ELA stated earlier in the meeting that it came from the Borough and Ray would like to know from whom, not to place blame, but so we can find out how this happened so it doesn't happen again for future projects.

CITIZEN COMMENTS: None.

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

Respectfully Submitted,

F. Steven Echternach, Borough Manager

**STRASBURG BOROUGH AUTHORITY
OCTOBER 15, 2020 – 8:00 A.M.
MINUTES**

Members Present: Harold Wiker Ray Garraffa
Ray Reeder Ken Johnson

Others Present:

F. Steven Echternach, Borough Manager
Andrew Prosser, ELA Group

Ed Zalewski, Public Works Director
Kim Rubincam

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

REQUESTS TO BE HEARD: None

MINUTES OF SEPTEMBER 17, 2020: A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to approve the minutes of the September 17, 2020 meeting as printed.

REPORTS:

Manager: The monthly Borough Manager's report was reviewed. Steve Echternach stated that the Borough Recognition Banquet has been canceled for this year. A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to accept the Manager's Report for September 2020.

Public Works: The monthly Public Works report was reviewed. The members stated they liked getting the added spreadsheets and to please continue providing them. A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to accept the Public Works Report for September 2020.

Engineer: Andrew Prosser reviewed the Engineer's Report dated October 15, 2020:

Draft Capacity, Design & Construction Approval Process Policy: Andrew Prosser stated they should have it prepared for approval at the November meeting.

Charter Homes/Strasburg Commons Project: Andrew Prosser stated there are no updates.

Ephrata National Bank: Andrew Prosser stated they are waiting on as-builts.

Fisher Well SRBC Docket Renewal and Pump Test: Andrew Prosser stated testing is complete. Read & Assoc. anticipate a flow rate around 130gpm or 187,200gpd from the Fisher well to have minimal or no impact on the stream. The SBA does not want that number below 200,000gpd. Andrew Prosser stated that the SRBC will be willing to work with the Authority. Harold Wiker stated that nothing should be accepted from SRBC without discussion.

Meadows at Strasburg (Mersky Tract): No updates for this project as of 09/11/2020.

Springs Monitoring Plan and PWS Permit: Andrew Prosser questioned how involved SBA wanted ELA with this project. Harold stated that ELA should provide layout drawings and information on equipment that needs purchased. Harold asked if the Public Works Department would be able to install the equipment. It was the consensus of Ed Zalewski and Andrew Prosser that they would be able to. Ray Reeder questioned if the equipment needed to be installed and recording data by August 21, 2021. Andrew Prosser answered yes.

Sight & Sound Theater Fire Line Extension: Andrew Prosser stated the meter pit and waterline have been installed. Excavation in the roadway began yesterday. Harold Wiker questioned why they were digging in the roadway. Andrew Prosser stated that the as-builts were not accurate. Harold Wiker stated he would like to make sure the main is buried deep enough so that it will not be disturbed if there is any future projects in that area.

Pump Station #5 Upgrades: Andrew Prosser stated the project should be starting in the two weeks. Their schedule is aggressive but shows it will be completed on time. Wexcon has two items that would save them time and money. One is to create a new platform and build a new control panel on the new platform so they don't have to take the pump station offline as long. They also had another option on how to modify the piping. There should be no additional cost to SBA, and if it is saving them money SBA would want a credit.

Deckman Property, Project No.: 952-018: Andrew Prosser stated that ELA has just received revised plans. There is information missing and incomplete so there are items they need to get sorted out.

Additional Services: Andrew Prosser along with Jessie, their accountant, Christine, and Steve have gotten the details worked out so it matches what was agreed upon at the last Authority meeting. A motion was made by Ray Garraffa, second by Ken Johnson and passed unanimously to accept Contract Addendum 2 from ELA dated October 12, 2020.

UNFINISHED BUSINESS

Review of capacity, design, and construction approval process policy: This item was tabled.

Review delinquent water/sewer customer list: Borough Manager stated we will wait until January to begin posting active delinquent W/S properties to be consistent with other surrounding municipalities. A letter will be sent to the current delinquent account property owners, on behalf of the Authority, to encourage these property owners begin making payment on their outstanding balances to avoid posting and possible shutoff in January. Some progress has been made on the inactive delinquent accounts. A few have been paid or have made payment arrangements, but some have not responded. Borough Manager stated he would like to send letters to those who have not responded stating they have 30 days to make payment arrangements or their properties will be liened. A motion was made by Ken Johnson, seconded by Ray Garraffa and passed unanimously to authorize a second letter be sent to the inactive delinquent account holders.

117 North Jackson Street: The Borough Manager stated that there has been no effort on the White's part to pay this invoice. The certified letter was sent, but we have not received the return receipt. The letter gave the White's until October 23, 2020 to pay the invoice or the property would be lien. The Borough Manager stated if the invoice is not paid by October 23, 2020 he will move forward with the solicitor to place a lien on the property for the past due amount plus any legal fees incurred

NEW BUSINESS

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 September 16, 2020 through October 6, 2020.

Review 2021 Draft Budget: Harold presented a list of outstanding Authority projects that need to be done in the future to update our systems to take into consideration for future budgeting. Steve stated that these items need to be factored into the long term budget so there is a plan moving forward. A sewer rate increase was discussed with differing opinions from the Authority members. This will be discussed further at the next meeting and budgets showing both options will be presented.

OTHER BUSINESS:

Meter Pits: Steve Echternach and Andrew Prosser recommend a change to the Authority specs as it pertains to meter pits in the urban growth boundary. They recommend, beginning in the Mersky Tract, to install meter pits. They are beneficial to prevent Public Works from having to go onto privately owned properties and into homes. It is only a one sentence modification that needs added to the spec for it to be a requirement. Andrew stated that the way he has seen it done in other Authorities is the home owner is responsible for the meter pit and the Authority owns and is responsible for the meter itself. Steve stated that the objective is to make the operations better for us long term. We also want to be installing meters that are able to be used in the future with an updated remote meter read system. A motion made by Ray Reeder, seconded by Ken Johnson and unanimously passed to approve the changes to the specs.

CITIZEN COMMENTS: None

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

Respectfully Submitted,

F. Steven Echternach, Borough Manager

**STRASBURG BOROUGH AUTHORITY
NOVEMBER 19, 2020 – 8:00 A.M.
MINUTES**

Members Present: Harold Wiker Ray Garraffa
Ray Reeder Ken Johnson

Others Present:

F. Steven Echternach, Borough Manager	Ed Zalewski, Public Works Director
Andrew Prosser, ELA Group	Kim Rubincam
John Mroz	

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

REQUESTS TO BE HEARD: None

MINUTES OF OCTOBER 15, 2020: A motion was made by Ray Garraffa, seconded by Ray Reeder and passed unanimously to approve the minutes of the October 15, 2020 meeting as printed.

REPORTS:

Manager: The monthly Borough Manager's report was reviewed.

Engineer: Andrew Prosser reviewed the Engineer's Report dated November 19, 2020:

General Projects, Project No.: 952-001, Commercial/Industrial Wastewater Discharge: ELA provided a draft letter that may be sent to all commercial/Industrial users to remind them of their responsibilities regarding wastewater discharge into SBA's system. This is something that was discussed a few years ago by SBA. SBA members suggested changes to the draft letter to make it more easily understandable, would like an information sheet to go along with the letter and would like to see a list of customers it would be distributed to. Steve Echternach stated this item will be brought back before SBA once the letter has been revised.

Ephrata National Bank: Andrew Prosser stated acceptable as-builts have been received and the meter touch pad has been installed. ELA recommends to SBA that the existing Letter of Credit be reduced to leave a balance of \$6014.25.

A motion was made by Ken Johnson, seconded by Ray Garraffa and passed unanimously to authorize the reduction in the letter of credit for the Ephrata National Bank to \$6,014.25.

Fisher Well SRBC Docket Renewal and Pump Test: SBA, SRBC, ELA & Read Associates held a virtual meeting to discuss the Fisher Well. SRBC indicated a reduction in monthly average is likely to occur, but they cannot determine anything until SBA's full application is submitted. Andrew Prosser stated that a draft of the full application will be provided to SBA for review/approval at the December meeting, before being submitted to SRBC. ELA will recommend SRBC to delay making a

determination for 5 years to allow SBA to collect more data and so SRBC and DEP can look at that data collectively.

Meadows at Strasburg (Mersky Tract): ELA provided review comments to Rettew for the project, including the addition of meter pits to the project. The HOP Permit Application has also been reviewed.

A motion was made by Ray Garraffa, seconded by Ken Johnson and approved unanimously to approve for Steve Echternach to sign the HOP Permit Application on SBA's behalf.

Springs Monitoring Plan and PWS Permit: Andrew Prosser presented an Agreement for Consulting Services for the Springs Monitoring Project. The plan includes limited survey work, plan and elevation drawings for guidance for the installation of the monitoring equipment and concrete foundation plans for all three spring sites. ELA has obtained three prices from Costars members for the purchase and start-up of monitoring.

A motion was made by Ray Reeder, seconded by Ray Garraffa and approved unanimously to accept the Consulting Services Agreement from ELA for the Springs Monitoring Implementation at a cost of \$4,170.00.

Sight & Sound Theater Fire Line Extension: Andrew Prosser stated construction is complete and in-service. ELA is awaiting the as-builts. A fire service fee needs to be established. An Agreement for Consulting Services for a fire protection rate study was presented. This study will use information from SBA's water system and AWWA guidelines to determine a quarterly fire protection service fee.

A motion was made by Ray Garraffa, seconded by Ken Johnson and approved unanimously to accept the Consulting Services Agreement from ELA for the Private Fire Protection Rate Study at a cost of \$4,500.00.

Pump Station #5 Upgrades: Andrew Prosser provided Change Order No. 1 for the project. The proposed changes will be done by Wexcon at no additional cost to SBA. These changes are more convenient for Wexcon but include upgrades for SBA, such as a new platform.

A motion was made by Ray Reeder, seconded by Ray Garraffa and approved unanimously to approve Pump Station #5 Upgrades Change Order No. 1.

Deckman Property, Project No.: 952-018: Andrew Prosser stated that ELA has reviewed and provided a second comment letter for the project. RGS still needs to provide information regarding the sewer easement, which they are stating is only 10 feet wide. If that cannot be provided they must show a 20 foot wide easement.

East Main & South Decatur Street Waterline Replacement Proposal: ELA will provide a site survey and engineering services including; erosion and sedimentation control permitting, design and construction documentation preparation, and additional services that may be needed. If approved today the project should be ready to go out for bid in March or April 2021.

A motion was made by Ray Reeder, seconded by Ray Garraffa and approved unanimously to accept Professional Services Agreement No. PL08-1121 for the East Main & South Decatur Street Waterline Replacement at a cost of \$39,690.00.

Draft Capacity, Design & Construction Approval Process Policy: Andrew Prosser stated the draft policy has been reviewed by SBA legal team, Steve Echternach and himself and they believe it is ready for SBA to review/approve so it may be provided to all new construction projects. Harold Wiker would like a section added requiring vacuum testing of man holes after final paving is done.

A motion was made by Ray Garraffa, seconded by Ken Johnson and approved unanimously to approve the policy with the addition of manhole testing stated above.

Public Works: A motion was made by Ray Reeder, seconded by Ray Garraffa and passed unanimously to accept the Public Works Report for October 2020.

UNFINISHED BUSINESS

Review of capacity, design, and construction approval process policy: This item was addressed under the Engine's Report.

NEW BUSINESS

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 October 13, 2020 through November 10, 2020.

Review 2021 Preliminary Budget: Budget options were presented showing no increase to rates and also showing an 8% increase. Steve Echternach encouraged SBA to proceed with no increase at this time due to the COVID-19 pandemic and also until future project costs can be determined and planned for appropriately. A motion was made by Ray Garraffa, seconded by Ken Johnson and passed unanimously to approve the Preliminary Budget with no rate increase.

Review delinquent water/sewer customer list: Lists were reviewed. Steve Echternach stated that letters were mailed to the inactive account delinquents giving them until December 31, 2020 to pay the amount due and that after Resolution 2020-6 is approved SBA will be able to recuperate legal fees incurred during the lien process if it is needed.

Resolution 2020-6- Legal Fees: A motion was made by Ray Garraffa, seconded by Ken Johnson, and passed unanimously to approve Resolution 2020-6 regarding collection procedures and adopting schedule of attorney fees to be added to the amount collected as part of municipal claims for delinquent accounts.

Kreider Project-1912 Edisonville Road: A motion was made by Ken Johnson, second by Ray Garraffa, and passed unanimously to approve a request for a stone driveway crossing SBA's sewer line and easement located on the property and to send a letter stating such to Strasburg Township.

Authority White Oak Road/Peach Lane Property Discussion: Steve Echternach informed SBA that he was approached by an amish man requesting to move some fencing on this property to allow for animal grazing. Ed stated that the property is well taken care of and he doesn't foresee any problems. Steve will meet with the gentleman again and provide more information at the next meeting, including a plan with specifics of what is being proposed. Harold Wiker stated there needs to be a lease agreement.

ENB Dedication Letter of Credit Reduction: This item was addressed under the Engineer's Report.

Industrial Waste Water Letter: This item was addressed under the Engineer's Report.

OTHER BUSINESS:

Fire Hydrants: Steve Echternach informed SBA that the fire hydrants on Sight & Sound's fire line are charged and in service. Strasburg Township needs to bill the tapping fees. Also the fire hydrant at the dead end of Rutter's is now in service.

CITIZEN COMMENTS: None

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

Respectfully Submitted,

F. Steven Echternach, Borough Manager

**STRASBURG BOROUGH AUTHORITY
DECEMBER 17, 2020 – 1:00 P.M.
MINUTES**

Members Present: Harold Wiker
Ray Reeder

Ken Johnson (by Zoom)

Others Present:

F. Steven Echternach, Borough Manager
Andrew Prosser, ELA Group

Ed Zalewski, Public Works Director

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

REQUESTS TO BE HEARD: None

MINUTES OF NOVEMBER 19, 2020: A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to approve the minutes of the November 19, 2020 meeting as printed.

REPORTS:

Manager: The monthly Borough Manager's report was reviewed.

Engineer: The monthly Engineer's Report dated December 17, 2020 was reviewed with mention of the following items:

General Projects, Project No.: 952-001, Commercial/Industrial Wastewater Discharge: ELA provided a revised draft letter and educational sheet that may be sent to all commercial/Industrial users annually to remind them of their responsibilities regarding wastewater discharge into SBA's system.

Springs Monitoring ; East Main & South Decatur Street Waterline Replacement: Both surveys are scheduled to be completed in late December or early January, dependent on the weather

Pump Station #5 Upgrades: Wexcon has made significant progress. The new control panel has been constructed and the existing generator platform has been extended. Wexcon has submitted their first Payment Application for \$66,600.00.

Public Works: The monthly Public Works report was reviewed.

CONSENT AGENDA: A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to approve the following items on the Consent Agenda:

Payment of Bills dated 11/19, 11/24, 12/2, and 12/8/2020

Final Capacity Policy & Procedure Resolution No. 2020-7

UNFINISHED BUSINESS:

Commercial/Industrial Wastewater Discharge Letter: A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to approve the Commercial/Industrial Wastewater Letter to be mailed at the beginning of each calendar year.

Pump Station #5, Wexcon Payment Application: A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to approve Wexcon's first payment application for Pump Station #5 and make payment in the amount of \$66,600.00

2021 Final Budget Approval: A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to approve the 2021 Final Budget, which does not include a water or sewer rate increase.

Private Fire Service Quarterly Fee Study: The Private Fire Service Quarterly Fee Study was discussed. A notification letter will be mailed to the three commercial accounts affected in January 2021; the fee for 2021 first quarter will be waved and begin with the 2021 second quarter. The residential customer fire service fee will increase for the 2021 second quarter and a letter will also be mailed to them notifying them of the increase. The Authority reserves the right to review/change the increase start date in consideration of the current economic state.

A motion was made by Ken Johnson, seconded by Ray Reeder and passed unanimously to accept ELA's Private Fire Service Quarterly Fee Study and adopt Resolution No. 2020-8 making the new quarterly fire service fee for residential customers \$22.05 and for commercial customers \$844.94.

NEW BUSINESS: None

OTHER BUSINESS:

Fisher Well Additional Discussion: The original ELA proposal predates Andrew Prosser and Steve Echternach's involvement in this project. The original proposal is not going to be adequate to cover costs; they were expecting a straight forward and quick process. ELA was not expecting SRBC to requiring written justification and documentation of future growth. Items to date have been billed by ELA and paid by SBA but there will be more cost going forward. ELA is proposing not to exceed \$3,500.00.

A motion was made by Ray Reeder, seconded by Ken Johnson and passed unanimously to authorize ELA to proceed with the Fisher Well Project but not to exceed \$3,500.00.

Andrew Prosser stated ELA can get a reasonable extension from SRBC. ELA will look at the numbers and information before the January SBA meeting, because they may be able to justify 200 gallons a minute. Steve Echternach will talk to the SBA solicitor and a few other contacts to find a recommendation as to legal strategy. This item will be revisited at the January SBA meeting.

CITIZEN COMMENTS: None

ADJOURNMENT: A motion was made by Ray Reeder, seconded by Ken Johnson, and passed unanimously to adjourn the meeting.

Respectfully Submitted,

F. Steven Echternach, Borough Manager