

STRASBURG BOROUGH AUTHORITY
January 20, 2022 – 8:00 A.M.
MINUTES

Members Present: Ken Johnson Ray Garraffa
John Mroz Michael Wolgemuth
Ray Reeder

Others Present: Steven Echternach, Borough Manager
Andrew Prosser, ELA Group
Bruce Ryder, Borough Mayor

Call to Order: Ken Johnson, Chairman, called the meeting to order; followed by the salute to the flag. He announced that the meeting is being audiotaped and maintained until the minutes are approved.

Request to be Heard: None

Minutes of December 16, 2021: A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously, to approve the minutes of the December 16, 2021 meeting as printed.

Reports:

Manager: The monthly Borough Manager's Report was reviewed with mention of the following items:

Borough Dinner: The annual dinner will be held at Fireside on Wednesday, November 2, 2022.

PSAB Plus Membership: PSAB offers numerous training classes. Please visit their site to see a list of offerings, www.boroughs.org.

Sewer System Valuation: SBA has entered into a contract with PFM and staff will begin collecting information for the process.

Verizon Wireless Lease: Verizon has completed a site visit at the Reservoir and staff has provided them with infrastructure plans.

Timber Update: SBA has received all contracted money, but there will be another check coming for some extra timber that was taken. The project will not be complete until clean up, grading and seeding can be done in the spring. There has been some public interest in cutting firewood, that has not been allowed in the past for liability reasons.

Engineer: The monthly Engineer's Report dated January 20, 2022 was reviewed with mention of the following items;

Chapter 94 Report: A draft was completed for review by the Borough Manager.

Charter Homes: GPS data collection of the water and sewer system surface features has been completed. The GIS map has been updated. Dedication is still outstanding.

Meadows of Strasburg: They are requesting a reduction of their escrow; ELA has provided recommendations for consideration later in the meeting.

LGH Project: Earth moving activities have begun, but a revised utility plan has yet to be submitted. Water infrastructure should not be permitted until revised plans are submitted.

1533 Village Road Subdivision: There is a segment of waterline that needs relocated to accommodate this development's proposed stormwater piping. This issue has been referred to SBA's solicitor, Bill Cassidy.

Peaceful Valley Sewer Tie-In: This construction is complete and was well done.

Public Works: The monthly Public Works Report was reviewed.

W/S Billing: The monthly Water/Sewer Billing Report was reviewed.

Payment of Bills: A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously to approve the items under the Consent Agenda, with note that Ray Garraffa reviewed checks and bank statements.

Unfinished Business:

Ozonation Discussion – This item was discussed last month, and it was the consensus of SBA that staff should work towards decommissioning the ozonation system. Currently the system is still operating. The Borough Manager will contact DEP to see what license modifications may be needed.

New Business:

Meadows Bond Reduction – A motion was made by Ray Reeder, seconded by John Mroz, and passed unanimously to reduce Meadows at Strasburg escrow amount to \$59,214.35, as recommended by SBA Engineer, ELA, after their review of Abel Constructions Bond Request Form.

SRBC Grant – ELA reached out to SRBC about some future projects. SRBC is looking for substantial/impactful projects for these grants, around \$100,000.00, and will have annual grant funds between four and six million dollars available. These projects can include stormwater, MS4, or general water conservation. Grant applications for 2022 projects were already due, but this could be a good future option for project funds.

The Borough Manager has also been in contact with the Center for Water Quality Excellence (CWQE), funded by PENNVEST. They assist with items such as, the creation of stormwater authorities and funding models, public relations, and finance structure.

Metering of all Services – The Borough Manager brought to attention that, historically speaking, there are certain places SBA has not metered/monitored/billed for water usage. These places would include the Strasburg Borough Buildings, Strasburg Fire Company, Tinney Pavilion, Strasburg Pond and possibly a few more locations. The Borough Manager recommended that SBA meter and collect readings from all these locations, so that water being used from our system is being accounted for. This would also help in the detection of leaks that otherwise may be missed. Metering these locations doesn't mean we have to bill for the usage. SBA staff should also start recording numbers to account for water used when flushing hydrants.

Other Business: None

Citizen Comment: None

Adjournment: A motion was made by John Mroz, seconded by Ray Garraffa, and passed unanimously to adjourn the meeting.

Respectfully Submitted,

Steven Echternach, Borough Manager

STRASBURG BOROUGH AUTHORITY
February 17, 2022 – 8:00 A.M.
MINUTES

Members Present: Ken Johnson Ray Garraffa
John Mroz Michael Wolgemuth
Ray Reeder

Others Present: Steven Echternach, Borough Manager
Andrew Prosser, ELA Group
Ed Zalewski, Public Works Director
Judy Steudler

Call to Order: Ken Johnson, Chairman, called the meeting to order; followed by the salute to the flag. He announced that the meeting is being audiotaped and maintained until the minutes are approved.

Request to be Heard: Judy Steudler, 4 Hemlock Lane, was present to discuss her water concerns. She has been getting residue in her toilets and humidifiers. She has lived here 34 years and never had this issue before. The issue began before Christmas and then for a three-week period it went away but came back again. The items in her shower turn pink and slimy and her humidifiers get a brown sludge on them.

The Public Works Director stated that the water is checked every day and that there have not been any issues with water test or water quality. Andrew Prosser, of ELA, stated that it may be from mineral buildup, such as iron. From a regulatory standpoint, iron or iron bacteria are a nuisance, SBA's system iron levels are below what they need to be. Nothing has changed, the treatment process is the same as it has always been. The source of the water, more spring water or well water, would be the only variable. At this time the system is probably using more spring water.

Flushing the Hemlock Lane cul-de-sac may improve the issue if it is an iron build up. SBA staff will try flushing every Monday and see if it improves the issue and asked that Judy let them know if it helps. Judy thanked SBA for listening.

Minutes of January 20, 2022: A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously, to approve the minutes of the January 20, 2022 meeting as printed.

Reports:

Manager: The monthly Borough Manager's Report was reviewed with mention of the following item;

LIHWAP: SBA is now a vendor for the state water/sewer assistance program for low-income households. An information sheet on the program was included with late notices.

Engineer: The monthly Engineer's Report dated February 17, 2022 was reviewed with mention of the following items;

Chapter 94 Report: It has been completed and submitted on SBA's behalf for 2021.

Meadows of Strasburg: The developer is making progress and will be tying into Lancaster Avenue soon.

LGH Project: This project is currently on hold.

1533 Village Road: ELA received and approved the sewer planning module and DEP has also given approval.

Chapter 94 Report: The yearly Chapter 94 Report was reviewed.

Public Works: The monthly Public Works Report was reviewed with mention of the following item;

Twp. Resident Complaint: The Public Works Director added that he was contacted by Reid Coyle, 151 East Main Street, with a complaint about a lot of dirty water. Ed proposed flushing more often and that the issue should improve once the East Main Street waterline is replaced. Andrew Prosser noted that the flushing should be done at an adequate speed to scour the line, not at a slow rate.

W/S Billing: The monthly Water/Sewer Billing Report was reviewed.

Payment of Monthly Bills: A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously to approve the payment of the monthly bills, with note that Ray Reeder reviewed checks and bank statements.

Unfinished Business:

Ozonation – Steve Echternach, Borough Manager, stated that ELA’s recommendation is to begin the permit change process discussed previously. If we are not going to make the permit changes, we need to move forward with the \$12,000.00 update to the ozonation system. He spoke with Susan from DEP, and she put Andrew Prosser in connection with the DEP engineer. We reviewed everything and had a site visit to make sure there were no issues with removing the system. Andrew suggested starting on the permit modification once DEP comes out for their three-year inspection later this year.

A motion was made by John Mroz, seconded by Ray Reeder, and passed unanimously to accept the ELA agreement pursuant to the ozonation system minor permit modification.

New Business:

“New Construction” Testing – The Borough Manager suggested making a minor modification to our water specifications because of issues with recent testing. For the integrity of the testing process, SBA staff should be the only ones authorized to pull samples and take samples to the lab. This would also improve the chain of custody and there would be no flushing without SBA staff’s knowledge.

A motion was made by Ray Garraffa, seconded by Ray Reeder, and passed unanimously to amend the water specifications to require all “new construction” testing be completed by SBA personnel, at the developer’s expense.

Water Specification and Detail Updates – Andrew Prosser stated that SBA water specifications were last updated in 2004. There are references that aren’t correct anymore, that cause contractors to have questions, and some materials have standards that have changed since 2004. ELA’s recommendation is to update the water standards and details for the water specifications. This would not involve rewriting the whole document, just checking the references are going to the correct information. There are also details that don’t match the specifications.

A motion was made by Ray Reeder, seconded by John Mroz, and passed unanimously to accept the agreement with ELA to modify and update the water specifications.

Reservoir Tank Inspection – The tank inspection reports from I. K. Stoltzfus on the treatment plant tanks were reviewed. No significant issues of any kind were reported, but some maintenance issues were mentioned.

The inside of the treatment tank is in great condition with some minor items, such as mesh that needs replaced. There are also rebar issues that should be addressed sooner rather than later. Since Dutchland installed the tank, they should be contacted about the work that is needed and if they aren't able to address the issues, see who they would recommend.

It was recommended the well water reservoir sediment be cleaned out and that the mesh fence is not up to standards. I. K. Stoltzfus will only perform the sediment cleaning if the tank is offline. It was also suggested to plug abandoned pipes so they are not a problem in the future.

SBA agreed that the maintenance should be performed on the tanks. The Borough Manager will get more information and come back to SBA with proposals.

CDBG Grant – The Borough Manager informed SBA of available funding opportunities for upcoming projects.

Strasburg Borough may apply for two, \$200,000.00, Community Development Block Grants (CDBG). One would be in Strasburg Borough's name for stormwater and the other SBA's name for the waterline project. The funds would need to be spent by December of 2024.

Borough Council has also agreed the initial CARES funds of roughly \$327,000 should be utilized for stormwater improvements.

The Borough Manager is also working with Senator Martin's office on alternative grant funds for infrastructure improvements. A DCED ARPA grant for \$1,000,000.00 from the Commonwealth of PA has tentatively been awarded for the East Main Street stormwater project.

The Borough Manager also met with representatives from the Center for Water Quality Excellence to discuss the process of establishing a stormwater authority. CWQE will be at the next borough council meeting to explain what their organization does, and they will also be preparing a news article for our spring newsletter. Later this spring, possibly in May, they will hold an open meeting focused on stormwater.

Other Business: None

Citizen Comment: None

Adjournment: A motion was made by John Mroz, seconded by Ray Garraffa, and passed unanimously to adjourn the meeting.

Respectfully Submitted,

Steven Echternach, Borough Manager

STRASBURG BOROUGH AUTHORITY

March 17, 2022 – 8:00 A.M.

MINUTES

Members Present: Ken Johnson
John Mroz
Ray Reeder
Ray Garraffa
Michael Wolgemuth

Others Present: Steven Echternach, Borough Manager
Andrew Prosser, ELA Group
Edward Zalewski, Public Works Director
Rosa Nolt

Call to Order: Ken Johnson, Chairman, called the meeting to order; followed by the salute to the flag. He announced that the meeting is being audiotaped and maintained until the minutes are approved.

Request to be Heard: None

Minutes of February 17, 2022: A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously, to approve the minutes of the February 17, 2022 meeting as printed.

Reports:

Manager: The monthly Borough Manager's Report was reviewed with mention of the following item;
Audit: The final component from Duda Actuary for the audit was submitted this week. RKL will be at a future meeting to give the audit presentation.
Water/Sewer: One customer has applied for LIHWAP assistance. There are two customers scheduled for shut-off later today.

Engineer: The monthly Engineer's Report dated March 17, 2021 was reviewed with mention of the following items;

Meadows of Strasburg: The Prospect Road waterline has been completed except for the relocation to accommodate 1533 Village Road stormwater piping. Rettew has provided water and sewer as-builts that ELA will provide a review letter for.

1533 Village Road Subdivision, Project No.: The issue with the segment of waterline that must be relocated to accommodate the development's proposed stormwater pipping is being evaluated.

SBA Water Specification and Details Updates: Updated water specifications and details have been provided to SBA staff to review.

SBA Minor Permit Modification for Ozone Removal: ELA has completed the GIF, application and module for ozone removal, but this will be on hold until the PA DEP inspection.

Public Works: The monthly Public Works Report was reviewed with mention of the following items;
225 Miller Street: There was a galvanized service failure with an emergency dig and temporary repair on a Sunday and then a permanent repair at the beginning of the week during working hours. This service was missed when the others on Miller Street were replaced.

W/S Billing: The monthly Water/Sewer Billing Report was reviewed.

Payment of Bills: A motion was made by Ray Garraffa, seconded by Ray Reeder, and passed unanimously to approve the payment of monthly bills, with note that Ray Reeder reviewed checks and bank statements.

Unfinished Business: None

New Business:

Strasburg Scooters – A motion was made by Michael Wolgemuth, seconded by Ray Garraffa, and passed unanimously to confirm water and sewer capacity at a total of 2 EDUs for the Strasburg Scooters expansion.

Dutchland Incorporated Proposal - A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously to accept the Dutchland Incorporated proposal for repairs to the reservoir water storage tank, in the amount of \$6,400.00, with the manager to inquire about unit cost and warranty information.

I.K. Stoltzfus Service Corp. Proposal –

1. Raw Water Tank Cleaning – Sediment that has been accumulating in the tank should be cleaned out. This can be done with the tank online (more expensive option) or out of service. If done while out of service, the project should take approximately 48 hours. Because of the cost, SBA is required to get two other telephonic bids for the job. SBA staff have never tested taking the tank out of service but should be able to. The tank could be out of service for three days without causing any disturbance to water usage. SBA should keep in mind that other needed repairs may be found once the tank is cleaned. The Borough Manager will get two additional proposals and report back to SBA with the information at a future meeting.
2. Finished Water Tank Exterior Cleaning & Painting – Painting and resealing of the finished water reservoir tank is estimated at \$85,000.00. It is suggested that this job be worked into the 2023 budget. Andrew Prosser of ELA noted that surface preparation and proper application of materials is crucial for this job and would suggest having the job inspected throughout the process.

Other Business: The Borough Manager updated the Authority in regard to the Verizon cell tower on the Reservoir property. He has been in contact with Verizon and has sent a proposed contract to Bill Cassidy for legal review. Mr. Cassidy believes the value is reasonable, \$2,400.00/mo. and can provide a redlined version to return to Verizon. SBA could also ask for Verizon to provide internet service at the reservoir. There is no action needed at this time.

Citizen Comment: None

Adjournment: A motion was made by John Mroz, seconded by Ray Garraffa, and passed unanimously to adjourn the meeting.

Respectfully Submitted,

Steven Echternach, Borough Manager

STRASBURG BOROUGH AUTHORITY
April 21, 2022 – 8:00 A.M.
MINUTES

Members Present: Ken Johnson Ray Garraffa
John Mroz Ray Reeder

Others Present: Steven Echternach, Borough Manager
Andrew Prosser, ELA Group
Ed Zalewski, Public Works Director
Glenn & Rosa Nolt

Call to Order: Ken Johnson, Chairman, called the meeting to order; followed by the salute to the flag. He announced that the meeting is being audiotaped and maintained until the minutes are approved.

Request to be Heard: None

Minutes of March 17, 2022: A motion was made by Ray Reeder, seconded by John Mroz, and passed unanimously, to approve the minutes of the March 17, 2022 meeting as printed.

Reports:

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

Engineer: The monthly Engineer's Report dated April 21, 2022 was reviewed with mention of the following items;

Meadows of Strasburg: The waterline along Prospect Road is acceptable to RGS, ELA, and SBA. ELA is waiting for revised as-builts.

74 Iva Road: ELA reviewed the proposed development and raised concerns regarding the cover around the existing SBA waterline. A permanent easement is required.

Public Works: The monthly Public Works Report was reviewed.

W/S Billing: The monthly Water/Sewer Billing Report was reviewed.

Treasurer: The quarterly Treasurer Report was reviewed.

A motion was made by John Mroz, seconded by Ray Reeder, and passed unanimously to accept and file for audit the March 31, 2022 Treasurer's Report.

Payment of Bills: A motion was made by Ray Reeder, seconded by Ray Garraffa, and passed unanimously to approve the payment of bills, with note that Ray Reeder reviewed checks and bank statements.

Unfinished Business:

SRBC Update – SBA is still in the process of relicensing the Fisher Well (since 2018). SRBC kicked the application back again with a list of questions to address. Justifications were revised by SBA staff and resubmitted. New equipment is being priced to make collecting well readings easier and then all wells would be able to be read daily. SRBC has a grant available to purchase the equipment needed that SBA staff will be applying for.

Water Specification – A motion was made by Ray Garraffa, seconded by Ray Reeder, and passed unanimously to adopt the updated and revised April 2022 SBA Water Specifications and Details.

Reservoir Discussion –

- A. Coating Finish Tank** – Themec was here last week, they are costars and are considered gold standard in their field. The entire finish tank should be coated, and the cost would be between \$80,000-\$100,000 and would carry a ten-year warranty. The coating should last between ten and thirty years. The Borough Manager will check on scheduling availability and have a proposal for next meeting.
- B. Bypass for Raw Water Tank** – At this time SBA does not have a way to bypass the raw water tank out of our system. It is a design flaw because at the time of the project we were trying to save money. The Borough Manager recommended SBA staff come up with a solid engineered proposal to bypass the raw water tank in an emergency or for maintenance purposes. Once that is complete, SBA can move forward with the tank cleaning and the procedure can be exercised annually. The addition of the bypass will require minor permit modification when the DEP inspection takes place. An engineering proposal will be presented next month.
- C. Clean-Out Raw Tank** – Until a bypass is complete this project will be on the back burner.
- D. Raw Water Over-Flow** – The raw water tank has an overflow that is piped down to an unnamed tributary. If the tank is overflowing, there is no way of knowing since it is going down to the creek. The way the system is set up, if there was an overflow, the discharged would be chlorinated and would enter into water of the Commonwealth. DEP would frown upon and have issues if that should happen.

The preference would be to have the overflow onsite since there is a level transducer, and SBAs staff would be able to physically see the overflow. The current overflow was installed around 2000. Overflow is a rare occurrence but should be accounted for. A resolution for this issue needs to be determined. A pit could be dug and filled with riprap onsite, and the overflow pipe fitted with a screen. The transducer would set the overflow alarm off, and SBA staff could throttle back the flow until the overflow was resolved.

SBA staff will come back with a proposal that can be done in-house.

New Business:

Xylem/Flygt Pump Station #5 Proposal - A motion was made by Ray Garraffa, seconded by Ray Reeder, and passed unanimously to accept the Xylem/Flygt preventative maintenance proposal for Pump Station #5 pump, in the amount of \$1,400.00.

Lead Mitigation Discussion – The Borough Manager wanted to make SBA aware that with the proposed EPA rules, which the state has not updated regulations with this revision yet, Lead/Copper rules would change. By October 2023 every public water system would be required to have an inventory of all lead service lines and there needs to be a publicly available map of all the service lines. The definition of lead would be changed to include galvanized lines with lead. Sampling would also change, requiring a sample from every service of known lines. Based on SBA staff records we currently have 48 services that would be affected. Twelve of these services will be done with next years project. If the proposed changes are accepted by the state, SBA would be responsible for replacing the line from the street to first valve in the house, not just to the curb stop.

Other Business: The Borough Manager has applied for county ARPA funds for the East Main/South Decatur Streets waterline replacement and stormwater.

Citizen Comment: None

Adjournment: A motion was made by John Mroz, seconded by Ray Garraffa, and passed unanimously to adjourn the meeting.

Respectfully Submitted,

Steven Echternach, Borough Manager

STRASBURG BOROUGH AUTHORITY
May 19, 2022 – 8:00 A.M.
MINUTES

Members Present: Ken Johnson Ray Garraffa
John Mroz Michael Wolgemuth
Ray Reeder

Others Present: Steven Echternach, Borough Manager
Tom Devenney, ELA Group
John Frey, PFM
Garrett Moore, PFM
Mark Zettlemoyer, RKL (by Zoom)
Adam Weaver , RKL (by Zoom)

Call to Order: The meeting was held at the Strasburg Borough Municipal Office, 145 Precision Avenue, Strasburg, PA. Ken Johnson, Chairman, called the meeting to order, followed by the salute to the flag. He announced that the meeting is being audiotaped and maintained until the minutes are approved.

Request to be Heard:

RKL Audit Presentation – Mark Zettlemoyer of RKL was present by Zoom and reviewed the Audit Report for the year ended December 31, 2021.

A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously to accept the 2021 Audit Report.

Executive Session:

At 8:15 a.m., Chairman Ken Johnson stated that the regular meeting was being adjourned into an Executive Session to discuss the PFM Value Report. A motion was made by Ray Garraffa, seconded by Ray Reeder, and passed unanimously to enter into executive session

The regular meeting was reconvened at 9:10 a.m., at which time Vice Chairman Ray Garraffa stated that no official action was taken. A motion was made by Mike Wolgemuth, seconded by Ray Reeder, and passed unanimously to adjourn the executive session and continue with the regular meeting.

Minutes of April 21, 2022: A motion was made by John Mroz, seconded by Ray Reeder, and passed with Mike Wolgemuth abstaining, to approve the minutes of the April 21, 2022 meeting as printed.

Reports:

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

Engineer: The monthly Engineer's Report dated May 19, 2022 was reviewed with mention of the following items;

Meadows of Strasburg: Revised as-built plans from Abel Construction for the Prospect Road waterline were received and appear to be accurate.

74 Iva Road: ELA recommends conditional approval for this project.

Public Works: The monthly Public Works Report was reviewed.

W/S Billing: The monthly Water/Sewer Billing Report was reviewed.

Payment of Monthly Bills: A motion was made by Mike Wolgemuth, seconded by Ray Reeder, and passed unanimously to approve the payment of monthly bills, with note that Ray Reeder reviewed checks and bank statements.

Unfinished Business:

Reservoir Discussion –

Coating Finish Tank – This item will be left on agenda until the project is complete. Two companies have looked at the project and will be preparing proposals once they have all the information required.

Bypass for Raw Water Tank – A motion was made by Ray Reeder, seconded by John Mroz, and passed unanimously to accept the ELA Agreement for Consulting Services for the bypass of the raw water tank and minor permitting modifications.

Raw Water Over-Flow – The Public Works Director has drawn up a sketch plan for this project that ELA will review. A 6' x 6' x 5' pit filled with riprap is being proposed. The overflow pipe will be cut and screened so if there is overflow it will be visible, as required by DEP.

New Business:

Ridgewall/1533 Village Road Agreement(s) –

A motion was made by John Mroz, seconded by Mike Wolgemuth, and passed unanimously to accept the water and sewer agreements from Ridgewall LLC.

A motion was made by Mike Wolgemuth, seconded by John Mroz, and passed unanimously to approve and accept the sewer and water improvements bond from Ridgewall LLC.

Other Business:

Smokestack Sewer Blockage - Friday night Smokestack had Kline Services out for a sewage backup in their basement. Kline Services were called out again on Saturday because of continued issues. Because of stone and dirt debris seen in the line they thought the sewer line had collapsed beyond the trap and notified SBA staff.

Public Works were out Monday morning with Dig to excavate the area. It was discovered that the line had not collapsed, but that their grease trap overflowed and clogged it. Public Works couldn't get it open because it was so full of fat and grease and had to have Kline Services out again. The property owner was called and told his system failed and it was not our line that collapsed. The Borough Manager requested proof of the grease trap maintenance but was told there were no records since he was cleaning it quarterly himself.

Since the issue only involved the property's lateral, SBA will bill the owner once we have received all the invoices. When next year's annual letter is sent we may add additional requirements, such as, providing SBA staff with certifications of cleanings.

Rearden/Stacom Visit to Pump Station #5 – Rearden and Stacom were out on Tuesday to check electrical issues when the system is going off generator power and back to PPL power. They believe that there is a possible conflict due to a wire from the generator to the panel being bad. They will be sending SBA a report.

Sewer System Sale – The topic of public input for the possible sale of the sewer system was discussed.

Citizen Comment: None

Adjournment: A motion was made by John Mroz, seconded by Ray Reeder, and passed unanimously to adjourn the meeting.

Respectfully Submitted,

Steven Echternach, Borough Manager

June 16, 2022 – Meeting Canceled

STRASBURG BOROUGH AUTHORITY
July 21, 2022 – 8:00 A.M.
MINUTES

Members Present: Ken Johnson Ray Garraffa
John Mroz Ray Reeder

Others Present: Steven Echternach, Borough Manager
Tom Devenney, ELA Group
Ed Zalewski, Public Works Director
Peter Wertz, McNees Wallace & Nurick

Call to Order: The meeting was held at the Strasburg Borough Municipal Office, 145 Precision Avenue, Strasburg, PA. Ken Johnson, Chairman, called the meeting to order, followed by the salute to the flag. He announced that the meeting is being audiotaped and maintained until the minutes are approved.

Request to be Heard: None

Minutes of May 19, 2022: A motion was made by Ray Garraffa, seconded by Ray Reeder, and passed unanimously to approve the minutes of the May 19, 2022 meeting as printed.

Reports:

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

Engineer: The monthly Engineer's Report dated July 21, 2022 was reviewed with mention of the following items;

Pump Station No. 5: Stacon was out and replaced and on/off light and fuses, that were repeatedly blowing, with breakers. They will need to come back out to replace those breakers with the correct model.

Meadows at Strasburg: EG Stoltzfus wants to proceed with Phases 2 & 3 of their project. ELA reviewed the plans and provided a review letter.

1533 Village Road: A pre-construction meeting was held. Submittals all looked good and meet authority standards. SBA staff will need to monitor the private waterlines along Village Road during the project.

Minor Permit Modification for Ozone Removal: Waiting on DEP inspection to be completed.

Public Works: The monthly Public Works Report was reviewed.

W/S Billing: The monthly Water/Sewer Billing Report was reviewed.

Payment of Monthly Bills: A motion was made by John Mroz, seconded by Ray Garraffa, and passed unanimously to approve the payment of monthly bills, with note that Ray Reeder reviewed checks and bank statements.

Unfinished Business:

Reservoir Discussion –

Coating Finish Tank – Two proposals were provided, each for a different scope of work, which was reflected in the cost. Tnemec, whose product would be applied by IK Stoltzfus, was for \$101,500.00 and would consist of applying an epoxy coating on the exterior and roof of the tank. Tremco's proposal would cost \$265,000.00 for the roof only, or \$418,000.00 for the roof and a coating on the walls. The product used on the roof is a type of rubber membrane.

The borough manager will reach out to Dutchland for their recommendations and will follow up with the companies and bring more information back to a future meeting.

Bypass for Raw Water Tank – Waiting for DEP's inspection.

Raw Water Over-Flow – Completed.

Verizon Wireless Land Lease Agreement – A motion was made by John Mroz, seconded by Ray Garraffa, and passed unanimously to enter into the land lease agreement with Verizon Wireless and authorize the borough manager to sign the lease agreement on SBA's behalf.

PFM Agreement for Financial Advisor Services – A motion was made by Ray Garraffa, seconded by Ray Reeder, and passed unanimously to enter into an agreement for financial advisor services with PFM and authorize the borough manager to sign the agreement on SBA's behalf, with the question of stage verses phase being clarified.

New Business:

Prospect Road Associates, LLC Agreement(s) – A motion was made by John Mroz, seconded by Ray Garraffa, and passed unanimously to conditionally accept the agreement(s) with Prospect Road Associates, LLC, conditional upon having approval from SBA's solicitor and engineer.

Beiler/74 Iva Road Water Line Easement Agreement – A motion was made by Ray Garraffa, seconded by Ray Reeder, and passed unanimously to approve the Beiler/74 Iva Road Water Line Easement Agreement as prepared by Bill Cassidy and reviewed by ELA.

Other Business: None

Citizen Comment: None

Adjournment: A motion was made by John Mroz, seconded by Ray Reeder, and passed unanimously to adjourn the meeting at 9:40 a.m.

Respectfully Submitted,

Steven Echternach, Borough Manager

August 18, 2022 – Meeting Canceled

STRASBURG BOROUGH AUTHORITY
September 15, 2022 – 8:00 A.M.
MINUTES

Members Present: Ken Johnson Ray Garraffa
John Mroz Ray Reeder
Michael Wolgemuth

Others Present: Steven Echternach, Borough Manager
Tom Devenney, ELA Group
Ed Zalewski, Public Works Director
Garrett Moore, PFM Senior Analyst

Call to Order: The meeting was held at the Strasburg Borough Municipal Office, 145 Precision Avenue, Strasburg, PA. Ken Johnson, Chairman, called the meeting to order, followed by the salute to the flag. He announced that the meeting is being audiotaped and maintained until the minutes are approved.

Request to be Heard:

PFM Update/Discussion – Garrett Moore, PFM Senior Analyst, was in attendance to give an update on the potential sewer system sale process.

Request for qualifications were sent out on August 12 to over one-hundred different entities. The indication of interest were due on Aug 26th, six were received. Final submissions were due on Sept 12th. SLASA withdrew their indication of interest, they believed the request for qualification was too lengthy for them to fill out.

The next step in the process would be for SBA to decide which firms they wish to move forward with. Then invite each of those firms to the borough for presentations, one on themselves and one by SBA highlighting our system. It is a good learning opportunity for them and SBA. SBA retains the right to disqualify any entity at any point. Interested entities would also go on a tour of SBA assets. These presentations should take place mid-late October. If the process continues on track, SBA should be taking bids early 2023.

The asset purchase agreement would involve the SBA solicitor, if they are comfortable doing so, PFM has examples available. If an entity is PUC regulated, SBA will have to assist with the PUC proceedings, which is a long process.

A motion was made by Ray Garraffa, seconded by Ray Reeder, and passed unanimously to prequalify all entities. Presentations will be scheduled for October.

Minutes of July 21, 2022: A motion was made by Ray Garraffa, seconded by Ray Reeder, and passed unanimously, with Michael Wolgemuth abstaining, to approve the minutes of the July 21, 2022 meeting as printed.

Reports:

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

Engineer: The monthly Engineer's Report dated September 15, 2022 was reviewed with mention of the following items;

Meadows at Strasburg: Construction is underway on phases 2 & 3.

LGH: A sinkhole was discovered near the water main along the road frontage. It was filled with flowable fill, and under the water main trench, a layer of clay was added around the water main.

1533 Village Road: Construction is underway. Existing water services will be watched for any issues.

74 Iva Road: ELA will be inspecting this project on September 16th.

Public Works: The monthly Public Works Report was reviewed.

W/S Billing: The monthly Water/Sewer Billing Report was reviewed.

Consent Agenda: A motion was made by John Mroz, seconded by Michael Wolgemuth, and passed unanimously to approve the items listed under the Consent Agenda, with note that Ray Reeder reviewed checks and bank statements.

Unfinished Business:**Reservoir Discussion –**

Coating Finish Tank – Kappe Associates Inc. provided a revised proposal to better match the services Tremco's proposal provided. The Tremco warranty is 10 years on the tank walls and 20 years on the roof. Kappe Associates Inc. warranty is 10-years on the tank walls and roof. Everything else in the proposals is relatively similar. It comes down to different products, by different companies, for the same purpose.

The overall proposal price for Tremco \$418,000.00 and Kappe Associates Inc. (Tnemec product) \$323,800.00. The SBA would like to get feedback from other entities that have used these products. Tom Devenney will call and get some references for the next meeting. This project would not be completed until next year.

Bypass for Raw Water Tank – Staff is still waiting for the DEP inspection. Tom Devenney, ELA, will get measurements for the bypass. The permit modification for the bypass and ozonation system removal has not been submitted. SBA agreed that they would like the permit modification application submitted, since the DEP inspections are delayed, so the project can move forward.

A motion was made by John Mroz, seconded by Ray Reeder, and passed unanimously to submit the permit modifications for the removal of the ozonation system and creation of the bypass for the raw water tank to DEP.

East Main Street – The borough manager proposed putting a bid package together this fall for next spring construction regardless of where we are with stormwater. The waterman replacement shouldn't be delayed because of stormwater. SBA agreed to schedule the project for the 2023 budget.

New Business: None

Other Business: None

Citizen Comment: None

Adjournment: A motion was made by John Mroz, seconded by Ray Reeder, and passed unanimously to adjourn the meeting.

Respectfully Submitted,

Steven Echternach, Borough Manager

STRASBURG BOROUGH AUTHORITY
October 20, 2022 – 8:00 A.M.
MINUTES

Members Present: Ken Johnson Ray Garraffa
John Mroz Ray Reeder
Michael Wolgemuth (by Zoom)

Others Present: Steven Echternach, Borough Manager
Chuck Haley, ELA Group
Don Gregory, Public Works

Call to Order: The meeting was held at the Strasburg Borough Municipal Office, 145 Precision Avenue, Strasburg, PA. Ken Johnson, Chairman, called the meeting to order, followed by the salute to the flag. He announced that the meeting is being audiotaped and maintained until the minutes are approved.

Request to be Heard:

Richard Jessup: Mr. Jessup requested a sewer credit because a sprinkler controller malfunctioned while they were in Kentucky for 2 months. The water went into the yard and not the sewer. The problem has been corrected.

Gil Pratt: Mr. Pratt requested a sewer credit because he had an outdoor garden hose leaking this summer (a broken plastic fitting). The water went into the yard & foundation of the house not the sewer. The problem has been corrected.

A motion was by Ray Garraffa, seconded by Ray Reeder, and passed unanimously to approve sewer credits for Jessup, 170 Asbury Lane, in the amount of \$218.06, and Pratt, 203 Tinsmith Lane, in the amount of \$277.87.

Minutes of September 15, 2022: A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously, to approve the minutes of the September 15, 2022 meeting with a correction to the second paragraph, last sentence, under unfinished business.

Reports:

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

Engineer: The monthly Engineer's Report dated October 20, 2022 was reviewed with mention of the following items;

East Main/South Decatur St. Waterline Replacement: ELA made plan changes to submit to PennDOT for their review. These plan changes also included allowing enough room for stormwater improvements to be installed following the waterline installation while minimizing the impact on paving.

Fisher Well: SRBC requested additional information from the original application on September 16. This additional information was uploaded, and the application was resubmitted to SRBC for their review.

SBA Minor Permit Modification for Ozone Removal: ELA visited the Treatment Plant to take measurements and determine the most suitable method of by-passing the raw water tank while accounting for the removal of the ozone system. ELA also took some measurements to

determine the elevation difference between the Springs and the Plant to see if by-passing will allow gravity flow to reach the finish water tank.

74 Iva Road: ELA inspected the concrete encasement of the waterline, and no issues were noted.

Public Works: The monthly Public Works Report was reviewed.

W/S Billing: The monthly Water/Sewer Billing Report was reviewed.

Payment of Monthly Bills: A motion was made by John Mroz, seconded by Ray Reeder, and passed unanimously to approve the payment of monthly bills, with note that Ray Reeder reviewed checks and bank statements.

Unfinished Business:

PFM-Management Meeting Discussion – Meetings are set for next Monday, Tuesday, and Thursday. Two members of SBA are welcome to sit in on any of the meetings, but it may only be two members at a time to avoid having a quorum. Also attending the meetings will be Steve, Tom w/ELA, Bill Cassidy, PFM representatives, and a public works representative. The prospective bidders will also be taken on a tour of the SBA pump stations. There will be an online room available for vendors to ask questions that SBA will provide answers to. All vendors will be able to see the questions and answers. A review of the meetings will take place at the November SBA meeting.

Reservoir Discussion –

Coating Finish Tank – Kappe Inc (Tnemec product) proposal total is \$323,800.00. This is a coating product. The price is guaranteed through spring of next year. Tom w/ELA spoke with a Minnesota company that used the Tnemec product. They said it has held up nicely and has been on for 20 years. They are just now looking to refresh the coating and it will not be as in depth or costly to do as the original application.

The other proposals presented were from three certified contractors to apply the Tremco product, all are co-stars vendors. This is more of a structural product involving a mesh layer and a rubber membrane. Proposals were as follows,

- Progressive Roofing of Mt. Joy \$439,390.00 with and additional \$8,850.00 added after October 20th
- Elite Restorations of West Chester \$356800.00 with an additional \$4,800.00 added after October 20th
- Houck Services of Harrisburg \$351,611.00 with an additional \$7,800.00 added after October 20th

The borough manager and Tom w/ELA will verify warranty information for comparison and will come back with recommendation at the November meeting.

Bypass for Raw Water Tank – Reported on under the Engineers report.

New Business:

Review 2023 Draft Budget – The 2023 draft budget was reviewed.

The borough manager suggested that SBA consider creating capital water and sewer reserve funds for future projects. SBA should determine what future projects may be upcoming and budget funds each year, so it is not such a large sum at once. An example would be painting the exterior of treatment plant and replacing the roof, no money is being saved specifically for this project, but it is something that we know will need done in the near future.

Water rates were also discussed. There has been no increase since 2013, this may not be wise business planning. It may be better to increase the rates in small increments, rather than a large increase that would most likely gain more criticism. Chemical and other maintenance cost of the water system continue to increase. Strasburg Borough water rates are lower than most in the area. Staff can do research on other borough rates before the next SBA meeting.

It was also noted that SLASA projections may not be accurate, because the city is behind on getting their billing out.

Other Business: None

Citizen Comment: None

Adjournment: A motion was made by John Mroz, seconded by Ray Reeder, and passed unanimously to adjourn the meeting.

Respectfully Submitted,

Steven Echternach, Borough Manager

STRASBURG BOROUGH AUTHORITY
November 17, 2022 – 8:00 A.M.
MINUTES

Members Present: Ken Johnson Ray Garraffa
John Mroz Ray Reeder
Michael Wolgemuth

Others Present: Steven Echternach, Borough Manager
Tom Devenney, ELA Group
Ed Zalewski, Public Works Director
Tim Rineer, Public Works
Garrett Moore, PFM Senior Analyst
John Fry, PFM Director

Call to Order: The meeting was held at the Strasburg Borough Municipal Office, 145 Precision Avenue, Strasburg, PA. Ken Johnson, Chairman, called the meeting to order, followed by the salute to the flag. He announced that the meeting is being audiotaped and maintained until the minutes are approved.

Request to be Heard: None

PFM Discussion: Garrett Moore and John Fry with PFM were in attendance to review the sewer system management meetings that were held in late October with potential buyers. SBA will need to decide how to proceed from this point. If the sale process continues, the next step would be to draft an asset purchase agreement to circulate with the buyers.

After discussion it was decided to table the topic until the December meeting.

Minutes of October 20, 2022: A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously, to approve the minutes of the October 20, 2022 meeting as printed.

Reports:

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

Engineer: The monthly Engineer's Report dated November 17, 2022 was reviewed with mention of the following items;

East Main/South Decatur St. Waterline Replacement: PennDOT comments were provided on the submitted plans. ELA will continue work on this project.

1533 Village Road: Construction is currently underway.

SBA Minor Permit Modification for Ozone Removal: ELA visited the treatment plant and is working on plans. When they are complete, ELA will submit an application to DEP.

Public Works: The monthly Public Works Report was reviewed.

W/S Billing: The monthly Water/Sewer Billing Report was reviewed.

Payment of Monthly Bills: A motion was made by John Mroz, seconded by Ray Garraffa, and passed unanimously to approve the payment of monthly bills, with note that Ray Reeder reviewed checks and bank statements.

Unfinished Business:

Reservoir Discussion –

Coating Finish Tank – A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously to enter into an agreement with Houck Services, Inc. for the coating of the finishing tank with the Tremco product for total cost of \$351,611.00, and to execute payment of progress billing #1 for the product at the 2022 price of \$108,608.00.

Bypass for Raw Water Tank – Update was given under the Engineer's Report.

New Business:

2023 Preliminary Budget – A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously to approve the 2023 preliminary budget.

1533 Village Road – A motion was made by Ray Garraffa, seconded by Ray Reeder, and passed unanimously to approve a water & sewer bond reduction of \$317,934.10, based on ELA's review, leaving \$189,716.40 in the bond for the project.

Other Business: None

Citizen Comment: None

Adjournment: A motion was made by John Mroz, seconded by Ray Garraffa, and passed unanimously to adjourn the meeting.

Respectfully Submitted,

Steven Echternach, Borough Manager

STRASBURG BOROUGH AUTHORITY
December 15, 2022 – 8:00 A.M.
MINUTES

Members Present: Ken Johnson Ray Reeder
John Mroz

Others Present: Steven Echternach, Borough Manager
Tom Devenney, ELA Group
Ed Zalewski, Public Works Director

Call to Order: The meeting was held at the Strasburg Borough Municipal Office, 145 Precision Avenue, Strasburg, PA. Ken Johnson, Chairman, called the meeting to order, followed by the salute to the flag, and moment of silence for Jim Kiscaden, former Strasburg Borough Authority member. He announced that the meeting is being audiotaped and maintained until the minutes are approved.

Request to be Heard: None

Minutes of November 17, 2022: A motion was made by John Mroz, seconded by Ray Reeder, and passed unanimously, to approve the minutes of the November 17, 2022 meeting as printed.

Reports:

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

Engineer: The monthly Engineer's Report was reviewed with mention of the following items;

East Main/South Decatur St. Waterline Replacement: ELA is working to get the water and stormwater projects in under the same PennDOT application.

SBA Minor Permit Modification for Ozone Removal: Plans are almost ready to send into DEP. Plans include the ozone system removal and raw water tank bypass.

Public Works: The monthly Public Works Report was reviewed.

W/S Billing: The monthly Water/Sewer Billing Report was reviewed.

Payment of Monthly Bills: A motion was made by John Mroz, seconded by Ray Reeder, and passed unanimously to approve the payment of monthly bills, with note that Ray Reeder reviewed checks and bank statements.

Unfinished Business:

Reservoir Maintenance Discussion –

Coating Finish Tank – No update at this time.

Bypass for Raw Water Tank – Update was given under the Engineer's Report.

Sewer System/PFM Discussion – This item was tabled until the January meeting since two members were not present.

New Business:

2023 Final Budget – A motion was made by John Mroz, seconded by Ray Reeder, and passed unanimously to approve the 2023 Final Budget.

Old Springs/DEP Discussion – SBA members discussed the boil water advisory that was put in effect on Wednesday, December 7, 2022 by the Department of Environmental Protection (DEP). This was the first boil water advisory since September 2012.

DEP performed a filtration test at the Old Springs source November 30-December 1, 2022. The resulting sample contained algae, a sign of surface water infiltration. Borough manager and staff were notified by DEP on December 7th and ordered to shut down the Old Spring line and put out a boil water advisory.

The advisory was to stay in place until the water already in our system was cycled through and we received 10 negative results on tests from our treated water taken throughout town. The water samples were taken on December 12th and 13th, all results were negative. The boil water advisory was lifted for all customers, except the 18 units on the Old Spring line, on December 14th and the necessary forms were completed and submitted to DEP. The 18 units on the Old Spring line will remain on a boil water advisory until a solution can be found.

A possible short-term solution is for SBA staff to work with ELA to develop a plan to backflow treated water to the customers on the Old Springs line. This would require modifications to the treatment plant, but no permit modifications. DEP members suggested looking for possible well locations on the springs ground for a long-term solution. DEP currently has a program with money available to assist with this type of project. The borough manager will pursue this avenue and report back to SBA.

Other Business: None

Citizen Comment: None

Adjournment: A motion was made by John Mroz, seconded by Ray Reeder, and passed unanimously to adjourn the meeting.

Respectfully Submitted,

Steven Echternach, Borough Manager