

**STRASBURG BOROUGH AUTHORITY**  
**January 19, 2023 – 8:00 A.M.**  
**MINUTES**

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

**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. He announced that the meeting is being audiotaped and maintained until the minutes are approved.

**Request to be Heard:** None

**Minutes of December 15, 2022:** A motion was made by Ray Reeder, seconded by John Mroz, and passed unanimously, to approve the minutes of the December 15, 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: Stormwater improvements will be prepared for a PennDOT submission on January 27<sup>th</sup>.

SBA Minor Permit Modification for Ozone Removal: A permit modification package was submitted to PA DEP on December 15, 2022. Once PA DEP comments are received, ELA will respond with revisions or explanations.

1350 Village Road Sewer Connection: ELA is providing guidance to Pioneer Management for 1350 Village Road. ELA will review plans when received and provide comments.

**Public Works:** The monthly Public Works Report was reviewed.

**W/S Billing:** The monthly Water/Sewer Billing Report was reviewed. Smokestack BBQ's outstanding invoice for a sewage clog caused by their grease that has been outstanding was discussed.

**Payment of Monthly Bills:** A motion was made by Ray Garraffa, seconded by John Mroz, 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 at the December SBA meeting. At this time SBA has three options; not proceed with the sale of the sewer system, reach out to all interested parties and request bids, or attempt to directly negotiate with LASA.

The borough manager had a conference call with PFM and believes the best option would be to approach LASA first in hopes of consummating a deal. If SBA is not satisfied with LASA's offer, they may reach out to the other interested parties for their bids. It is believed that LASA could potentially be the best option for long term viability and reasonable customer rates. The other parties may place larger initial offers, but in return, customer rates will likely be higher in the long run.

A motion was made by Ray Garraffa, seconded by Michael Wolgemuth, and passed unanimously to move forward and direct PFM to approach LASA and give them the first opportunity to bid on SBA's sewer system.

### **Old Springs/DEP Discussion**

**Well Maintenance Update** – SBA needs to be sure that all system wells are running at peak performance and all equipment is operating properly.

There is an issue at the Rohrer Well with mechanical components that is being addressed. Staff has obtained a proposal from Eichelberger's to retrofit and do maintenance to Rohrer Well for an estimated \$12,000.00. Electrical work may be needed but the mechanical component needs to be completed first. This expense will be covered under the regular yearly budget.

**DEP Technical Assistance Program** – In two weeks another segment of DEP will be here to meet with SBA staff and Tom Devenney (ELA). They will be looking at SBA's water system and, in particular, the old springs for conversion to wells.

**Paradise Township Customer Work Around Update** – SBA needs to find work around for the eighteen customers in Paradise Township. They are on a permanent boil water advisory until a work around is found. SBA staff and engineers are evaluating the situation. It is possible that the Mowrer Springs could be used to supply those customers, but tests will be needed.

### **New Business:**

**PA Local Government Investment Trust (PLGIT)** – A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously to authorize staff to investigate and move funds as appropriate to PA Local Government Investment Trust (PLGIT).

**Resolution 2023-1 Creation of Stormwater Authority** – A motion was made by John Mroz, seconded by Michael Wolgemuth, and passed unanimously to adopt Resolution 2023-1 Creation of Stormwater Authority and submit the resolution to Borough Council for ratification at their February 14, 2023 meeting.

**Other Business:** None

**Citizen Comment:** None

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

Respectfully Submitted,

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Steven Echternach, Borough Manager

**STRASBURG BOROUGH AUTHORITY**  
**February 16, 2023 – 8:00 A.M.**  
**MINUTES**

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

**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. He announced that the meeting is being audiotaped and maintained until the minutes are approved.

**Request to be Heard:** None

**Minutes of January 19, 2023:** A motion was made by Ray Garraffa, seconded by Ray Reeder, and passed unanimously, to approve the minutes of the January 19, 2023 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;

2022 Chapter 94 Report: This is an annual DEP requirement for sewage systems. ELA is working with SBA staff to gather information to submit.

East Main/South Decatur St. Waterline Replacement: The water system design was revised based on PennDOT comments and resubmitted on February 3<sup>rd</sup>. ELA is preparing the bid documents.

**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 Maintenance Discussion –**

**Coating Finish Tank –** No update at this time.

**Bypass for Raw Water Tank –** This item discussed under Old Springs discussion.

**Sewer System/PFM Discussion –** PFM staff had their first meeting with Lancaster Area Sewer Authority (LASA). LASA was very excited with the path SBA chose to pursue for the possible sale of the sewer system. SBA staff will be working on compiling the information requested by LASA for their valuation of the sewer system.

**Old Springs/DEP Discussion –** A meeting was held with DEP employees in regard to the Old Springs. While onsite they also wanted to look at the New Springs. SBA needs to plan for the end of the use of spring water. When DEP conducts the filtration test at the New Springs we will take the New Springs offline until the test results are received. Staff believes they will be back within the next year. In the meantime, SBA staff will begin sampling at the Mowrer Springs to check for e coli and coliforms.

The ozone system was also discussed during the DEP meeting. Keeping the ozone system will not give any benefit for DEP permitting. Ozone does give added protection from groundwater under direct influence of surface water; however, SBA still has to chlorinate to keep the required residual. The ozone system causes public works to use more chlorine because ozone removes chlorine.

The borough manager also noted that he has contacted SRBC about losing the springs source of 120,000 gpd.

**Well Maintenance Update** – No update at this time.

**DEP Technical Assistance Program** – From the borough manager's understanding, this program would pay for most expenses involved in the location and drilling of new wells, with the exception of permitting and the final well construction. There were no objections to having SBA staff work with Mark Billus and pursue the assistance program. SBA will need to put together a full capital improvements plan for the water system.

**Paradise Township Customer Work Around Update** – Customers will remain on a boil water advisory since they are on the pretreatment side of the water system. SBA doesn't have the ability to get these customers off the boil water advisory without major changes to the system. The cost benefit of getting 18 customers online for short term is not feasible.

**Stormwater Update** – Borough Council adopted their version of the resolution authorizing the amendment to SBA's bylaws. SBA will need to sign the agreement and then the SBA solicitor will advertise it in the newspaper and law library. Once that is complete, it will be filed with the Secretary of State.

**Metering Update** – There are still a few unmetered connections on the SBA water system. Strasburg Cemetery, Tinney Pavilion and bathrooms, Scout House, borough shop and administrative office. For non-profits the borough manager suggested SBA pay for meter pits and have public works handle the installation. The SBA members agreed.

There was also discussion about backflow prevention. In the future, SBA may want to consider verifying all commercial vendors have backflow prevention on their systems. New residential connections have back flow prevention.

**Resolution 2023-2 – Joining PLGIT** – A motion was made by John Mroz, seconded by Michael Wolgemuth, and passed unanimously to adopt Resolution 2023-2 Joining PLGIT.

**New Business:** None

**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,

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Steven Echternach, Borough Manager

**STRASBURG BOROUGH AUTHORITY**  
**March 16, 2023 – 8:00 A.M.**  
**MINUTES**

**Members Present:** Ken Johnson  
Ray Reeder  
Michael Wolgemuth

Ray Garraffa  
John Mroz

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

Christine Moore  
Kim Rubincam

**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 February 16, 2023:** A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously, to approve the minutes of the February 16, 2023 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: The water system design was resubmitted March 7<sup>th</sup>. ELA is also preparing bid documents.

Charter Homes/Strasburg Commons: McNees is working on the necessary items for the dedication of the sanitary sewer system.

**Chapter 94:** The 2022 Chapter 94 report was submitted to Suburban Lancaster Sewer Authority (SLSA), City of Lancaster and DEP. SLSA and City of Lancaster appreciated how nicely the report was assembled and how easy it was to follow. It will be helpful for them to finalize their reports.

**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 Maintenance Discussion –**

**Coating Finish Tank** – March 20<sup>th</sup> the preparation work will begin for the painting of the roof and walls. Before they paint, the tank will be inspected by ELA or SBA staff.

**Bypass for Raw Water Tank** – This project is being held up by DEP review.

**Sewer System/PFM Discussion** – SBA staff completed a large data dump on Monday and sent additional requested information to Lancaster Area Sewer Authority (LASA) on Wednesday. At this point in the process, SBA staff will be back and forth with information as LASA does their due diligence. LASA asked if SBA is interested in having a seat on their board, if so there will be a reduction in their offer. SBA would like to have

an offer with them having a seat on the board and an offer without them having a seat at the board. Then they can compare the offers.

The sale process will most likely take until the end of the year. As a note moving forward, specific portions of the LASA draft asset agreement cannot be discussed in public meetings.

#### **Old Springs/DEP Discussion –**

**Well Maintenance Update –** The new hardware at the Rohrer Well has been installed.

Susquehanna River Basin Commission (SRBC) will be licensing the King and Rohrer Wells with a combined 99,000 gallons per day (gpd) limit. SRBC will be getting the well data beginning April 1<sup>st</sup>.

**DEP Technical Assistance Program –** SBA staff will be meeting with the DEP Technical Assistance team on March 21<sup>st</sup> to find out more information on the program. One of the requirements is to have a Capital Asset/Improvements Plan. SBA staff will work on this.

**Paradise Township Customer Work Around Update –** No update at this time.

#### **New Business:**

**Rate Categorization Discussion –** SBA staff brought to the attention of the Authority that while working with Tom on the Chapter 94 report some discrepancies were found in the categorization of the water/sewer accounts. For example, there are multi-unit residential parcels that are being counted as commercial parcels because they have more than 4 units. Also, Hartman Bridge Village that will be coming online will have one service connection, but have multiple residential and commercial units within the property.

The current rate categories are Residential (RES), Residential 2 Unit (RES2), Residential 3 Unit (RES3), Residential 4 Unit (RES4), and Commercial (COM). SBA staff would like to “clean up” the categorizations to make them more accurate and consistent with the parcel type of use. If there are any customers who would be affected by the change staff could notify them.

It was the consensus of the Authority that the categories should be adjusted. SBA staff will come back to SBA next month with recommended changes.

**Other Business:** None

**Citizen Comment:** None

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

Respectfully Submitted,

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Steven Echternach, Borough Manager

# STRASBURG BOROUGH AUTHORITY

April 20, 2023 – 8:00 A.M.

## MINUTES

**Members Present:** Ken Johnson  
Ray Reeder  
Michael Wolgemuth

Ray Garraffa  
John Mroz

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

Garrett Moore, PFM Senior Analyst  
John Fry, PFM Director  
Judy Steudler

**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:** Judy Steudler was in attendance and discussed some water concerns. She is still having issues with pink residue around her tub and her toilet now has grey residue on it. She stated that when we had the water crisis (boil water advisory) in December everything was clean as a whistle and as soon as that was over the problems came back.

The borough manager stated that nothing had changed at that time because the boil water advisory was not caused by our treated water, it was source of water. Operationally nothing was different, the authority was only required to “turn over” the water in our holding tank.

**Minutes of March 16, 2023:** A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously, to approve the minutes of the March 16, 2023 meeting as printed.

**Sewer System/PFM Update:** Garrett Moore and John Fry, of PFM, were in attendance to give an update on the progress of exploring the sale of the sewer system. As per SBA’s direction, at this point talks were being held only with Lancaster Area Sewer Authority (LASA), the only publicly owned authority interested in SBA’s system.

After multiple communications involving SBA staff, ELA, PFM, and LASA a verbal offer was presented. LASA’s offer was reviewed and discussed by authority members. LASA was very transparent and supplied their model for how they formulated their offer price.

At the end of discussion, it was the consensus of the board to not proceed any further with the sewer system sale process at this time. They would like to express their appreciation to LASA for their time and interest in the system. This topic may be explored again in the future.

In light of this decision, the borough manager suggested reviewing our budgetary process and adjusting the water/sewer/general percentage splits for the public works department. Also, a sewer system asset management plan should be created including upgrades to pump stations 2, 3, and 4.

### **Reports:**

**Manager:** The monthly Borough Manager’s Report was reviewed.

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

Charter Homes/Strasburg Commons: No update.

Meadows at Strasburg: Construction of Phase 3 will begin soon.

Deckman Property– Construction has begun on this project.

1350 Village Road: Work is continuing on this project.

**Public Works:** The monthly Public Works Report was reviewed.

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

**Treasurer:** The Treasurer Report was reviewed.

**Consumer Confidence:** The Water Consumer Confidence Report was reviewed.

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

**Unfinished Business:**

**Reservoir Maintenance Discussion –**

**Coating Finish Tank –** Work continues on the coating project. Houck Services have been doing a professional job.

**Bypass for Raw Water Tank –** This project is being held up by DEP review.

**Finish Tank Coating/Houck Payment Request #2 –** A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously to approve payment request #2 from Houck Services, Inc. for project materials and issue payment in the amount of \$144,550.00.

**Update on PFAS-New Rule from DEP –** The borough manager wanted to make SBA aware of a new DEP testing rule. SBA will soon need to begin testing for Per- and polyfluoroalkyl substances (PFAS). Examples of PFAS include firefighting foam, stain, waterproofing products, food packing, etc. Our lab is aware of the new rule but will most likely need to outsource it because not many labs perform the test at this time.

**Old Springs/DEP Discussion –**

**Well Maintenance Update –** Monitoring equipment has been installed.

**DEP Technical Assistance Program –** Work continues on this project, including a feasibility study and asset management.

**Paradise Township Customer Work Around Update –** The SBA solicitor is reviewing information.

**Rate Categorization Discussion –** The borough manager provided a copy of our current rate schedule resolution. Staff will continue working on a rate restructuring and increase plan to present to SBA. Do it well, do it once, do it right. Still formulating a plan.

**New Business:**

**East Main/South Decatur St. Waterline Replacement Authorization to Bid –** A motion was made by Ray Garraffa, seconded by Michael Wolgemuth, and passed unanimously to authorize placing the East Main & South Decatur Street Waterline Replacement Project on PennBid and advertise for bids.

**Other Business:** None

**Citizen Comment:** None

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

Respectfully Submitted,

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Steven Echternach, Borough Manager



**STRASBURG BOROUGH AUTHORITY**  
**May 18, 2023 – 8:00 A.M.**  
**MINUTES**

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

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

**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

**RKL Audit Presentation:** Samantha Claar, of RKL, reviewed the prepared 2022 financial statements and audit. She stated that it was a clean audit with no findings.

**Minutes of April 20, 2023:** A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously, to approve the minutes of the April 20, 2023 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;

Strasburg Township Creekview Road Sewer Replacement: Strasburg Township is receiving bids on this project, with substantial completion by September. Houses will not be connected as part of this project. The Township is expected to require residential connection by the first quarter of 2024.

Meadows at Strasburg: Phase 3 construction has begun. They recently had onsite issues because of workers hitting lines that had been installed.

East Main St. & South Decatur St. Waterline Replacement: The non-mandatory pre-bid meeting is schedule for May 25<sup>th</sup> and bids will be due on June 23<sup>rd</sup>.

**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 Reeder, seconded by John Mroz, 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** – The work on the tank roof is nearly complete and work on the walls is underway.

**Bypass for Raw Water Tank** – No update at this time.

### **Old Springs/DEP Discussion –**

**Well Maintenance Update** – A new data logger has been ordered for Rohrer Well, it should be installed Friday.

**DEP Technical Assistance Program** – The borough manager stated that he was informed a few weeks ago that SBA was approved for the DEP Technical Assistance Program. The budgeted amount of DEP assistance is \$67,000.00. These funds will be used to find an additional source of water at the Old Springs or wherever DEP determines the best location would be. They have been extremely helpful in this process.

**Paradise Township Customer Work Around Update** – There are no fast options for a work around. SBA options include removing these customers from our system, identify another well source and put them back online as they were, or backflowing water from the SBA treatment plant. UV treatment options were discussed also and will be researched. All options have challenges.

**Rate Categorization Discussion** – No update at this time.

## **New Business:**

**Strasburg Commons/Charter Homes Sewer Dedication-Waiver Request** - A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously to authorize SBA staff/engineer to communicate with Strasburg Commons/Charter Homes that SBA will not consider the requested sewer dedication-waiver until the development has been CCTV'ed by an SBA approved vendor. Strasburg Commons/Charter Homes will also be responsible for all costs associated with the CCTVing and for any repairs that are required for the system to meet SBA specifications.

**Pool/Hot Tub/Spa Water Discharge Policy** – A motion was made by Ray Reeder, seconded by John Mroz, and passed unanimously to adopt the Pool/Hot Tub/ Spa Water Discharge Policy as presented. SBA staff will mail a copy of the policy and DEP guidelines to borough pool owners.

**Eshelman Run Streambank Stabilization MS4 Project Presentation** – The Borough Manager stated that an annual MS4 public presentation is required. He reviewed a PowerPoint presentation of the project, which included photographs and details. He added that additional streambank stabilization is needed further east from the project area to the back of the Clover Avenue apartments.

**Other Business:** None

**Citizen Comment:** None

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

Respectfully Submitted,

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Steven Echternach, Borough Manager

**STRASBURG BOROUGH AUTHORITY**  
**June 15, 2023 – 8:00 A.M.**  
**MINUTES**

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

**Others Present:** Kim Rubincam

**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 18, 2023:** A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously, to approve the minutes of the May 18, 2023 meeting as printed.

**Reports:**

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

**Engineer:** The monthly Engineer's Report was reviewed.

**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 Reeder, 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:** None

**New Business:**

**The Grove at Strasburg Village (Deckman)** – A motion was made by John Mroz, seconded by Michael Wolgemuth, and passed unanimously to approve the Water & Sewer Bond Reduction Request from Keystone Custom Homes for the Grove at Strasburg Village Project (Deckman) for Bond #2327252 in the amount of \$14,055.00, leaving a 10% contingency to be held until the work surrounding these facilities is completed or nearly completed, as recommended by the Borough Engineer.

**The Retreat at Strasburg Village (1533 Village Road)** - A motion was made by Ray Reeder, seconded by John Mroz, and passed unanimously to approve the Water & Sewer Bond Improvements Reduction Request from Ridgewall, LLC for the Retreat at Strasburg Village (1533 Village Road) for Bond #2330866 in the amount of \$122,016.40, leaving a bond balance of \$67,700, as recommended by the Borough Engineer.

**The Meadows at Strasburg (Mersky Tract) Phase 1 Bond Reduction Request** – A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously to approve the Water & Sewer Bond Improvements Reduction Request from Abel Construction for the Meadows at Strasburg (Mersky Tract) Phase 1 for Bond #233000 in the amount of \$59,214.35, leaving a bond balance of \$0, as recommended by the Borough Engineer.

**The Meadows at Strasburg (Mersky Tract) Phase 2 & 3 Bond Reduction Request** – A motion was made by John Mroz, seconded by Ray Reeder, and passed unanimously to approve the Water & Sewer Bond Improvements Reduction Request from Abel Construction for the Meadows at Strasburg (Mersky Tract) Phase 2 & 3 for Bond #246191 in the amount of \$364,424.50, leaving a bond balance of \$427,399.50 (which includes a 10% contingency), as recommended by the Borough Engineer.

**Other Business:** None

**Citizen Comment:** None

**Adjournment:** A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously to adjourn the meeting at 8:09 a.m.

Respectfully Submitted,

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Steven Echternach, Borough Manager

**STRASBURG BOROUGH AUTHORITY**  
**July 20, 2023 – 8:00 A.M.**  
**MINUTES**

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

**Others Present:** Steve 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. He announced that the meeting is being audiotaped and maintained until the minutes are approved.

**Request to be Heard:** None

**Minutes of June 15, 2023:** A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously, to approve the minutes of the June 15, 2023 meeting as printed.

**Reports:**

**Manager:** The monthly Borough Manager's Report was reviewed. The Manager added a note that he was contacted by the owner of 3760 White Oak Road and told that if SBA is ever interested in selling the 8-acre lot behind him he would be interested in purchasing it.

**Engineer:** The monthly Engineer's Report was reviewed.

**Public Works:** The monthly Public Works Report was reviewed.

**W/S Billing:** The monthly Water/Sewer Billing Report was reviewed. The Manager informed SBA about a few high bill calls that were received. 1) IOOF – high bill from a toilet, high letter was sent in April and also with the most recent bill. 2) Bridle Lane/Meadows customer about a sewer discount since they were watering their lawns. The Manager told them we do not offer a sewer credit since it would not be fair to all the other residents who may have been watering extra or filling pools. SBA had no objections to that response.

Also, 102 South Fulton Street, which we have had numerous billing issues with the last few years, was sold twice this last week and will be renovated by Awakened Properties LLC.

**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:**

**Water/Sewer Rate Structure Discussion** – No update at this time.

**Verizon Tower Update** – There was a Zoning Hearing at Strasburg Township, it has been continued. Verizon is looking to relocate the tower from the front to the rear of the property to address resident concerns.

**Reservoir Bypass/Ozone Removal Permit** – SBA received the permit in late June. SBA will need to get proposals. Tom Devenney has reached out to three companies, two of which are costars, for proposals for the work. If the proposals come in under \$22,500.00 SBA would like the project to progress. If the proposals are higher SBA would like to review them.

#### **New Business:**

##### **East Main/South Decatur Street Water Line Replacement Bid Award –**

- A motion was made by John Mroz, seconded by Ray Garraffa, and passed unanimously to follow the recommendation of SBA Engineer and award the bid for the East Main/South Decatur Street Water Line Replacement to PACT ONE, LLC, and execute the agreement.
- A motion was made by John Mroz, seconded by Ray Reeder, and passed unanimously to approve a contract addendum for the SBA Waterline Replacement project (Verizon & construction admin.)

**Sewer Spec Updates** – Water specifications were updated in 2022. At that time the sewer specifications were not done since SBA was considering the possibility of selling the system. They were last updated in 2004. Since SBA has decided to keep system at this time, the sewer specifications should be updated.

A motion was made by Michael Wolgemuth, seconded by Ray Reeder, and passed unanimously to proceed with the wastewater specifications update. ELA is authorized to update SBA Sewer Specifications, not to exceed \$10,000.00.

**Sewer Pump Station Upgrades** – Since SBA has decided to keep the sewer system there should be consideration given to updating the three pump stations. The three pumpstations are Eshelman, Kingscote and Southview. The stations should have the Guard Dog alarm system and metering installed. ELA will prepare a proposal for the feasibility/due diligence of the updates. SBA will then make a decision on the updates.

**Creekview Lane, Strasburg Township Sewage Metering** – The Manager met with Mark Deimler, Strasburg Township Administrator, for a discussion. There will be 18 new sewer connections on Creekview Lane due to aging private systems. The township residents, that will be required to connect, were concerned because of the metering their well lines. Not all of the residents have wells (one has three wells, and one has a cistern). Two ideas were discussed to address this concern.

One idea was to have a flat rate sewer charge for residents. The other was installing one flow meter and billing the township as our bulk customer. They would then assign a fee to their own customers. Mike Wolgemuth pointed out that with the low volume of flow, it would be hard to meter. Another idea from SBA was to have them install a wet well/pumps and be metered that way.

SBA expressed concerns about billing these customers differently than others on our system. Billing needs to be consistent. The Manager pointed out that there are no other residential, sewer only, customers on SBA's system. He will discuss the flat fee option with the SBA solicitor. If that is the way SBA goes, staff will make sure the fee is defensible and a resolution will be drafted. The flat fee would only be for residential connections, commercial sewer only connections would be required to meter. The Olde Village Mill, a new Township commercial sewer only connection, will be required to put a meter on their well and will be billed from that usage.

**Strasburg Township Maintenance Agreement** – There is no documented sewer maintenance agreement on file. There is a water maintenance agreement. Under the water agreement Strasburg Township owns the lines

but SBA maintains them, with Strasburg Township responsible to reimburse SBA for the maintenance. The Manager suggested that the Township should be responsible for roadway restoration, but SBA should be responsible for the maintenance of the lines. SBA's water/sewer rates are structured to include maintenance of the system. The Manager will continue talks with Township and keep SBA updated.

**Other Business:**

**August SBA Meeting** – A motion was made by John Mroz, seconded by Ray Reeder, and passed unanimously to reschedule the August SBA meeting from August 17<sup>th</sup> to August 24<sup>th</sup>. The change will be advertised in LNP as required.

**Citizen Comment:** None

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

Respectfully Submitted,

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Steven Echternach, Borough Manager



**STRASBURG BOROUGH AUTHORITY**  
**August 24, 2023 – 8:00 A.M.**  
**MINUTES**

**Members Present:** Ken Johnson  
Ray Reeder  
Michael Wolgemuth (by Zoom)

Ray Garraffa  
John Mroz

**Others Present:** Steve Echternach, Borough Manager  
Tom Devenney, ELA Group  
Ed Zalewski, Public Works Director  
Selene Presley, ELA Group

**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 July 20, 2023:** A motion was made by John Mroz, seconded by Ray Garraffa, and passed unanimously, to approve the minutes of the July 20, 2023 meeting as printed.

**Reports:**

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

35 Prospect Road: The manager informed SBA that he had an informal meeting with Mark Deimler, Strasburg Township Administrator, and EG Stoltzfus, who recently purchased the Brendle Farm/35 Prospect Road. They are planning a 55-lot subdivision, 3 lots in the borough and 52 lots in the township.

Unmetered Connection: The Public Works Department has installed meter pits at the Tinney Pavilion and the Scout House/Public Works Building. The Strasburg Cemetery would like to continue to use its hydrant so Public Works will also be installing a pit for them. These connections will be metered, but not billed.

Stormwater Authority: The Manager just received confirmation that Department of State has accepted the articles of incorporation.

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

Charter Homes/Strasburg Commons Sewer Line Dedication: Charter Homes will be televising sewer lines and ELA will have someone on site. ELA will also review the video to make sure there are no issues before accepting dedication.

1533 Village Road/Keystone: There is an issue with water connections. Old connections were used instead of the new connection per the approved plans. The issue will need corrected, and the old connections capped off.

**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 Ray Reeder, seconded by John Mroz, and passed unanimously to approve the items under the Consent Agenda, with note that Ray Reeder reviewed checks and bank statements.

**Unfinished Business:**

**Water/Sewer Rate Structure Discussion** – SBA staff presented a simplified water/sewer rate schedule for consideration. Research was done on surrounding municipalities that offer public water and/or sewer and SBA's current schedule is very complex in comparison. The minimum usage would remain 5,000 gallons, the next tier would cover 5,100-20,000 gallons of usage (most residential users), and the last tier would be 20,100+. SBA was in agreeance that a deeper dive into the actual numbers should be done. SBA staff will work on the project and come back to SBA with more information.

**Verizon Tower Update** – This project continues to move forward and has received Strasburg Township Zoning Hearing Board approval. A survey crew will be on scene to complete final build plans. This will be passive income for SBA and will not jeopardize the security of the water treatment plant.

**Reservoir Bypass/Ozone Removal Permit** – A motion was made by Ray Reeder, seconded by Ray Garraffa, and passed unanimously to authorize staff to proceed with the reservoir bypass/ozone removal project, not to exceed \$44,000.

**New Business:**

**East Main/South Decatur Street Water Line Replacement** – There was an issue with Verizon on this project because they had not marked their lines when PA One Calls were completed. Test bores were done on Tuesday and Wednesday to check the line's location. Plan adjustments will need to be made because their line is in direct conflict on South Decatur Street. Revisions will need to be made to the alignment of the line or it may be moved to other side of the street.

There will be a preconstruction meeting on September 5, 2023 at 1:30pm w/PACT One LLC. SBA staff will be sending a letter to East Main and South Decatur Street residents that will be most affected by the project. The letter will have information on joining a project update e-mail group. SBA staff will also post updates to the website as they are available.

**Sewer Specification Updates** – ELA continues work on this project. They expect to have draft specifications or details ahead of next month's meeting and have the complete package for roll out by 2024.

**Sewer Pump Station Upgrades** – ELA is working on the feasibility of updating pump stations 2, 3, and 4. ELA is waiting on a response from an electrical engineer to make sure the current power available is suitable.

**Creekview Lane, Strasburg Township Sewage Metering** –

- Strasburg Township Request for EDUs – A motion was made by John Mroz, seconded by Ray Garraffa, and passed unanimously to approve Strasburg Township Board of Supervisor's request for 20 EDUs of sewer capacity for Creekview Subdivision, which is outside the urban growth area.
- Resolution 2023-3 - A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously to adopt Resolution 2023-3 establishing sewer only customer rates and billing procedure.

**Strasburg Township Maintenance Agreement** – No update at this time.

**1305 Village Road Property** – SBA bought this property many years ago with the intention of building a sewer treatment plant. Since a plant will not be built the Manager questioned whether SBA would like to keep the property or sell it. The Manager consulted SBA solicitor and since the property is owned by SBA there are no restrictions as to how it can be sold. SBA could offer it to the current tenant, list it, or auction it. SBA would like the Manager to begin dialogue with Len Ferber, current property manager, and come back with additional information for the next meeting.

**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,

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Steven Echternach, Borough Manager

**STRASBURG BOROUGH AUTHORITY**  
**September 21, 2023 – 8:00 A.M.**  
**MINUTES**

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

**Others Present:** Steve 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. He announced that the meeting is being audiotaped and maintained until the minutes are approved.

**Request to be Heard:** None

**Minutes of August 24, 2023:** A motion was made by Ray Garraffa, seconded by Ray Reeder, and passed unanimously, to approve the minutes of the August 24, 2023 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;

Creekview Lane: All the mains and manholes are in, and they are working on laterals. Testing has been completed along the way; vacuum testing under ELA supervision will be completed after paving. Substantial completion is expected by October 1<sup>st</sup>.

Charter Homes/Strasburg Commons Sewer Line Dedication: Items for easement agreements are being worked on and are under review by SBA solicitor, Bill Cassidy. The sewer lines have been televised by Ecotech, who will provide reports/videos.

1533 Village Road/Keystone: There are water services that still need to be connected. The stubs were extended to the edge of the right-of-way line, but they didn't connect them to the existing services. Those services need to be disconnected from the old services and connected to the new stubs as agreed upon. They will need to do that before the rest of the bond is released.

**Public Works:** The monthly Public Works Report was reviewed.

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

A motion was made by Ray Reeder, seconded by John Mroz, and passed unanimously to approve a sewer credit for 250 Old Post Lane on their 2023 3<sup>rd</sup> quarter bill due to an incident where their outside faucet was left on overnight.

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

**Unfinished Business:**

**Water/Sewer Rate Structure –** Information continues to be compiled for this project.

**Old Springs/DEP Water Source Update** – A teams meeting will be scheduled with ELA and Steve Reads to discuss Mr. Reads’ report and possible locations for new wells.

**Verizon Tower Update** – Verizon has been out twice since the last meeting, once with a Geotech firm and another time with an engineer for final designs.

**Reservoir Bypass/Ozone Removal Permit** – ELA/SBA staff are still waiting for a quote from one of the vendors.

**East Main/South Decatur Street Water Line Replacement** – A preconstruction meeting was held at the beginning of September and PACT One LLC will be coming out next week to inspect material storage sites that are available. They are projecting a mid-October start for the project. Once a better timeline is established a message will be sent to the project update resident e-mail group.

Tom Devenney stated that the stormwater plans have been redesigned to avoid the Verizon lines, and the waterline project plans have been revised to avoid the stormwater lines. The waterline, originally planned for the east side of South Decatur Street, has been moved to the west side of the street. The changes have been provided to the contractor and ELA will also be submitting them to PennDOT.

**Sewer Pump Station Upgrades** – A motion was made by Ray Garraffa, seconded by Michael Wolgemuth, and passed unanimously to enter into Professional Service Agreement PL14-1121 with ELA Group, Inc. for feasibility for Pump Stations No. 2, 3, and 4 upgrades, with the cost not to exceed \$14,600.00.

**1305 Village Road Property** – The Borough Manager provided a letter from Len Ferber in regard to the property. SBA is not losing money on the rental property but is not making much either. The revenue from the sale of this property could be used to fund other projects such as the pump station upgrades. Since the current lease expires in the spring of 2024 the manager suggested SBA make a decision to sell or not by the November meeting.

**New Business:**

**Sewer Specification Updates** – ELA has completed a comprehensive revision of the sewer details for SBA and staff review. New situations, such as tapping into lined sewer mains, have been included in these details. ELA will plan to have draft sewer specifications for next month’s meeting so SBA and staff can review them and come back with comments.

**Stormwater Authority** – SBA has officially become a stormwater authority. The borough manager will contact Gettysburg Borough for information on how they introduced the program to their residents because stormwater authorities are still relatively new to our area.

Phase One of the major stormwater improvements plan is scheduled to be completed after the East Main/South Decatur Street waterline project. There are small neighborhood stormwater projects that SBA staff could complete to show residents that we are going to begin tackling these issues.

**Other Business:** None

**Citizen Comment:** None

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

Respectfully Submitted,

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Steven Echternach, Borough Manager

**STRASBURG BOROUGH AUTHORITY**  
**October 19, 2023 – 8:00 A.M.**  
**MINUTES**

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

**Others Present:** Steve Echternach, Borough Manager  
Tom Devenney, ELA Group  
Selene Presley, ELA Group

**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 September 21, 2023:** A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously, to approve the minutes of the September 21, 2023 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;

Creekview Lane: This project is substantially complete. The Township planned to require connection by March 31, 2024, but that deadline may be extended.

Charter Homes/Strasburg Commons Sewer Line Dedication: Charter is working on obtaining easement agreement signatures. ELA has not seen copies of reports or videos from when the sewer lines were televised. These will be required before acceptance.

1533 Village Road/Keystone: The contractor is working on correcting service connection issues.

1350 Village Road: They received sewage module planning approval and are waiting on their PennDOT Highway Occupancy Permit (HOP).

Sewer Specifications & Details: ELA is awaiting comments on the first draft revisions and would like to have them revised and updated for the beginning of next year.

**Public Works:** The monthly Public Works Report was reviewed. The Manager noted that a DEP inspection took place last Wednesday. The inspection went well and there were only minor issues.

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

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

**Unfinished Business:**

**Water/Sewer Rate Structure –** There is no update at this time.

**Old Springs/DEP Water Source Update** – The Manager and ELA had a meeting with the DEP team and Steve Read. Mark with DEP said SBA would be eligible to drill two wells on SBA property (Old Springs, New Springs, and/or Mowrer Springs. Darren Horst with DEP has approved the feasibility report prepared by ELA. The Manager will continue to update SBA on this project.

**Reservoir Bypass/Ozone Removal Permit** – GR Sponaule will be providing a revised proposal for this project. SBA authorized this project to proceed if the cost did not exceed \$44,000.00 at the August 24, 2023 meeting. Once this project is complete SBA will be able to have the raw water tank inspected, cleaned, and if needed repaired. The tank was last inspected robotically in 2021.

**East Main/South Decatur Street Water Line Replacement** – The project is currently underway. It is still early in the project, but things have been positive up to this point.

**1305 Village Road Property** – A motion was made by Ray Garraffa, seconded by Michael Wolgemuth, and passed unanimously to sell the SBA owned 1305 Village Road property by auction in the spring of 2024.

The Manager will notify Len Ferber, property manager, and contact potential auctioneers.

**New Business:**

**Hartman Bridge Village** – The agreements with SBA for Hartman Bridge Village have expired. The Manager will contact Keystone about a possible extension and bring more detail next month.

**Review 2024 Draft Budget** – The Manager presented the 2024 draft budget. He suggested separating the capital improvements from the operational budget to reorganizing it like the Borough Council budget. Up to this point SBA has not had a specific capital bucket.

The Manager also noted that the draft budget also adds back a fourth public works employee for the second half of 2024. Since SBA has decided not to sell the sewer system and has added stormwater an extra employee will be needed. Funds for remote-read meters have also been included in the budget.

The funding of stormwater projects was also discussed. Currently funding will come from the Borough budget. They will provide the working capital and the Authority will be responsible for the operation and mechanical components of stormwater. A stormwater fee will not be considered until SBA completes some stormwater projects and gains public support.

**North Jackson Street Capital Improvements** – On behalf of Council, the Manager asked SBA to consider participating in the North Jackson Street paving project. This would be a project for 2024/2025. They would like SBA to inspect the water and sewer lines under the street and consider stormwater improvements before paving is completed. There are also five remaining lead service connections that need to be replaced on the street.

The current water main on North Jackson Street was installed in the 1950's or 60's and would not need to be replaced at this time. The sewer pipe on North Jackson Street was lined. The 6" force main that comes up the hill should be televised to check the condition. SBA agreed that they would be willing to participate in the project.

**Other Business:** None

**Citizen Comment:** None



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

Respectfully Submitted,

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Steven Echternach, Borough Manager

**STRASBURG BOROUGH AUTHORITY**  
**November 16, 2023 – 8:00 A.M.**  
**MINUTES**

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

**Others Present:** Steve 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. He announced that the meeting is being audiotaped and maintained until the minutes are approved.

**Request to be Heard:** None

**Minutes of October 19, 2023:** A motion was made by John Mroz, seconded by Ray Reeder, and passed unanimously, to approve the minutes of the October 19, 2023 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;

North Jackson Force Main: Old record plans were found, and the alignment shown doesn't make sense when compared to the as-builts. Tom Devenney suggested getting someone to do underground utility locating. He contacted a few companies, GPRS is willing to help with televising and ground penetrating radar. They are on the Costars list. The price for underground utility locating would be around \$4,100.00 and an additional \$3,000.00 if they had to provide their own traffic control. Once the utilities are all located, we can plan the next step.

Sewer Specifications & Details: Details have been finalized and the specifications have been revised.

**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 John Mroz, seconded by Michael Wolgemuth, and passed unanimously to approve the payment of monthly bills, with a note that Ray Reeder reviewed checks and bank statements.

**Unfinished Business:**

**Water/Sewer Rate Structure** – The Manager proposed adjusting SBA's water/sewer connection fees from being calculated by meter size to calculated by requested EDU. SBA's capacity reservation is already based on requested EDUs. Calculating by meter size is more of a measure of peak flow going through a system.

The Manager and Tom Devenney recommended SBA evaluate making the change given definitions in the Municipal Authorities Act and the thinking that it is more equitable to establish a per EDU versus a meter size

connection fee. ELA will provide a water/sewer connection fee restructuring service proposal. Steve will also contact Bill Cassidy, SBA Solicitor, about the project.

**Hartman Bridge Village** - Tom Devenney recused himself from the following discussion since he is the engineer for the Hartman Bridge Village project.

The Manager stated that Keystone reached out to him this week about their Hartman Bridge Village project. They would like to schedule a meeting regarding their project's water capacity. There is no current agreement, a prior agreement was made but never executed. SBA approved project capacity at 30,000 gallons per day. Keystone has paid for 30,000 gallons of capacity every year since 2016, but they have never connected to service. Keystone is saying SBA increased the capacity to 39,000 gallons, however there are no SBA records indicating such a change. At SBA's request, Steve will schedule the meeting with Keystone and report back to SBA at the December meeting.

**Old Springs/DEP Water Source Update** – The Manager stated that yesterday he met with Tom Yeager from DEP, Steve Read, DEP Sanitarian and Intern Sanitarian, and Tom Devenney. They went to the Springs to look at possible well sights.

Four test pads were identified; two on the Old Springs property and two on the New Springs property. Steve Read will come back with more details for each site and DEP will sign off on them. There must be a minimum of one hundred feet from the well to any neighboring property lines. Tom has contacted someone to survey and mark the property lines/corners. At this point all costs have been covered by the DEP grant except Tom Devenney's time. SBA could be test drilling as early as January.

**Reservoir Bypass/Ozone Removal Permit** – An onsite meeting is scheduled with GR Sponaugle to review the project and confirm everyone is on the same page.

**East Main/South Decatur Street Water Line Replacement** – The project continues to progress well. There have been no major issues.

**1305 Village Road Property** – No update at this time.

**SRBC Fisher Well Update** – The Manager noted that Jeff Thomas of SRBC called him last week. He apologized that they have not done anything recently with our application. He wanted SBA staff to provide additional data on the overflows from the spring water we are no longer capturing.

Mr. Thomas is proposing relicensing the Fisher Well at 275,000 gallons per day with a caveat that there will be a five-year sunset on that amount. Once the new wells are online the licensed amount for the Fisher Well would be reduced. The license will be renewed for 15 years from the date of the renewal approval. SRBC recognizes that SBA can't lose too much water from the Fisher Well until new wells are available.

**Lead Update** – SBA will need to complete a service line inventory for DEP due to new requirements from EPA. An update was just sent on October 31<sup>st</sup> with information on the requirements and clarification is still needed.

Once the water main project is complete SBA staff believes there will be 36 remaining services that need to be replaced. The Manager stated that there is \$50,000.00 in the budget for the project under lead mitigation.

#### **New Business:**

**Resolution 2023-4, Electronic Transactions** - A motion was made by John Mroz, seconded by Michael Wolgemuth, and passed unanimously to adopt Resolution 2023-4 authorizing the use of electronic transactions for the payment of invoices.

**PACT One, LLC Payment Request #1** – A motion was made by John Mroz, seconded by Ray Reeder, and passed unanimously to approve PACT One, LLC Payment Request #1 in the amount of \$531,992.84.

There was a change order processed through Tom Devenney related to the shifting of the waterline on South Decatur Street based on the location of unmarked Verizon utilities and stormwater.

**DEP Inspection Report** – The full report was supplied for review. There were no major issues.

**Remote Metering Project Review/Update** – SBA staff will be meeting with LB Water next Monday about updating meters to drive-by versus manual reading. About one third of the meters in SBA's system are Sensus iPERLs, which can be easily converted to drive-by read. The rest of the meters would be replaced in phases over a few years. There has been money in the budget for this project for a few years.

**2024 Preliminary Budget** – A motion was made by Michael Wolgemuth, seconded by John Mroz, and passed unanimously to approve the 2024 Preliminary Budget.

**Other Business:** None

**Citizen Comment:** None

**Adjournment:** A motion was made by John Mroz, seconded by Michael Wolgemuth, and passed unanimously to adjourn the meeting.

Respectfully Submitted,

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Steven Echternach, Borough Manager

**STRASBURG BOROUGH AUTHORITY**  
**December 21, 2023 – 8:00 A.M.**  
**MINUTES**

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

**Others Present:** Steve Echternach, Borough Manager  
Tom Devenney, ELA Group

**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 November 16, 2023:** A motion was made by John Mroz, seconded by Ray Reeder, and passed unanimously, to approve the minutes of the November 16, 2023 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;

**North Jackson Force Main:** GPRS was out and located and marked the utilities on North Jackson Street and sent GPS data to ELA. This information will be helpful in clarifying what types of fittings are in which location and to get a sense of what SBA can do to that line (videoing, relining, replacing). ELA has reached out to lining contractors with the information.

**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 Reeder, seconded by Ray Garraffa, and passed unanimously to approve the payment of monthly bills, with a note that Ray Reeder reviewed checks and bank statements.

**Unfinished Business:**

**Water/Sewer Rate Structure** – A motion was made by John Mroz, seconded by Ray Garraffa, and passed unanimously to approve entering into Professional Services Agreement No. PL15-1121 with ELA for a water and sewer tapping fee study, not to exceed \$24,000.00.

**Old Springs/DEP Water Source Update** – The Borough Manager stated that there have been meetings and a property survey done for the upcoming Old Springs test wells. The project is moving along, and test wells may be drilled as early as January.

**SRBC Fisher Well Update** – No update at this time.

**Reservoir Bypass/Ozone Removal Permit** – SBA staff are waiting for a building permit from Strasburg Township. Once we receive the permit work will begin.

**1305 Village Road Property** – A letter from the property manager to the tenant was reviewed.

**Hartman Bridge Village** - Tom Devenney recused himself from the following discussion since he is the engineer for the Hartman Bridge Village project.

The Borough Manager stated that SBA staff still does not have a signed document, but they are working with the solicitor to finalize a document. The project is proposing to have 200 residential apartments and 35,000 square feet of flexible commercial space.

**Lead Update** – SBA is required to provide a Service Line Inventory to DEP by October 16, 2024. SBA staff is proposing to send regular paper water/sewer bills this quarter instead of the blue postcard. This is so a service line inventory letter can be mailed to residents with the bill. The letter will request residents e-mail a photo of the service line for the inventory and their meter serial number to assist with the remote meter read project. Staff believes we are down to 36 lead services. If the additional work on South Decatur Street is approved later in the meeting, we will be down to 26.

A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously to authorize Borough staff to begin a lead inventory notification process.

**Remote Metering Project Review/Update** – The Borough Manager stated that this project is included in the 2024 budget.

**East Main/South Decatur Street Water Line Replacement** – PACT One LLC is ahead of schedule and asked if there was additional work to add to the project. There are more lead connections in the next block of South Decatur Street that the Borough Manager suggested should be completed.

A motion was made by John Mroz, seconded by Ray Garraffa, and passed unanimously to approve additional service connections at unit price per the contract.

**New Business:**

**PACT One, LLC Project Change Order #1** – A motion was made by John Mroz, seconded by Ray Reeder, and passed unanimously to approve change order #1, in the amount of \$77,603.15 due to unmarked Verizon utilities. Switch side of road, deeper, mostly labor some materials.

**PACT One, LLC Project Change Order #2** – A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously to approve change order #2, in the amount of \$28,173.85 for additional service connections.

**PACT One, LLC Payment Request #2** – A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously to approve PACT One, LLC Payment Request #2 in the amount of \$475,580.15.

**2024 Final Budget** – A motion was made by Ray Reeder, seconded by Ray Garraffa, and passed unanimously to adopt the 2024 Final Budget.

**Other Business:** None

**Citizen Comment:** None

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

Respectfully Submitted,

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Steven Echternach, Borough Manager