

2024-1

STRASBURG BOROUGH AUTHORITY (SBA)
January 18, 2024 – 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 Len Ferber

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: Len Ferber was in the audience to present a purchase offer from the tenants currently renting the Authority owned property at 1305 Village Road, Strasburg. Mr. Ferber has been managing property since it was purchased in 2010 and worked with the tenants to prepare an offer. Their offer is \$325,000.00 cash, with no contingencies, and they will settle at any time. Mr. Ferber stated that they are a nice family with four children and would like to stay at the property if possible. Mr. Ferber said he would be willing to lower his commission to 2.5%.

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

North Jackson Force Main – ELA is working with Radlinger, a German company, and their contractors to obtain a cost of relining versus replacement of the force main.

Charter Homes/Strasburg Commons – ELA should have the reports and videos of the sewer facilities to review soon. One of the two required easement documents have been received.

Verizon Tower Project – The plans for this project are ready for conditional approval.

Public Works: The monthly Public Works Report was reviewed.

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

2024-2

Payment of Bills: A motion was made by Ray Garraffa, 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 – This item was combined with the following item on the agenda.

Old Springs/DEP Water Source Update – As part of the Department of Environmental Protection (DEP) program, SBA is required to create an asset inventory and a capital assets management program. This piece of the program will help SBA and staff evaluate what funds need to be put aside annually for projects and maintenance of the system. It will also allow SBA to justify any rate or tapping fee changes and make them defensible. The Borough Manager met with a DEP representative on Monday and the meeting went very well. The DEP representative was pleased to see SBA was being proactive with maintenance, such as coating the reservoir finish tank.

SRBC Fisher Well Update – No update at this time.

Reservoir Bypass/Ozone Removal Permit – Sponaugle began work on Monday and are expecting to be done next week.

1305 Village Road Property – SBA moved this item to the end of the meeting.

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 the SBA solicitor continues to work on the agreement.

Lead Update – The Borough Manager stated that to the best of SBA staff knowledge there are no more lead connections in the PennDOT right-of-way. SBA staff will be able to replace the remaining 25 connections containing lead goosenecks. There are funds in the 2024 budget for those replacements.

Remote Metering Project Review/Update – The Borough Manager and staff met with LB Water representative on Monday to get started on this project. LB Water will be contacting MuniBilling, our water/sewer billing software company, to confirm there are no technical issues. While in that meeting, he was made aware that the meter pit lids are not correct in the Meadows at Strasburg development. SBA will have to replace the Phase 1 lids, but EG Stoltzfus will be responsible for replacing the lids in Phases 2 & 3.

East Main/South Decatur Street Water Line Replacement – PACT One LLC has completed their work. ELA and SBA staff will work on creating a punch list.

Stormwater – Phase one of the stormwater plan can begin now that the water main project is complete. Staff is waiting for easements to be put in place then a bid package can be created.

2024-3

New Business:

PACT One, LLC Payment Request #3 – A motion was made by John Mroz, seconded by Mike Wolgemuth, and passed unanimously to approve PACT One, LLC Payment Request #3 in the amount of \$231,490.16.

The Meadows at Strasburg (Mersky Tract) Phase 2 & 3 Bond Reduction Request – A motion was made by Ray Reeder, seconded by Ray Garraffa, and passed unanimously to approve the reduction for The Meadows at Strasburg (Mersky Tract) Phase 2 & 3 Bond #246191 in the amount of \$289,569.50, as recommended by ELA, leaving the remaining bond amount of \$137,830.00.

Lancaster General Hospital Line of Credit Reduction – A motion was made by Ray Garraffa, seconded by Ray Reeder, and passed unanimously to approve the reduction for Lancaster General Hospital Line of Credit #STB556 in the amount of \$218,573.16, as recommended by ELA, leaving the remaining line of credit amount of \$3,960.00.

Appointment of Assistant Secretary/Treasurer – A motion was made by Michael Wolgemuth, seconded by John Mroz, and passed unanimously to appoint Steven Echternach as the Strasburg Borough Authority Assistant Secretary/Treasurer.

Other Business: None

Citizen Comment: None

Executive Session: The regular meeting adjourned into executive session at approximately 9:55 a.m. The regular meeting was reconvened at approximately 10:05 a.m.

1305 Village Road – After SBA reviewed the offer presented by Len Ferber earlier in the meeting, they stated they believe they should get an independent appraisal of the property. They will evaluate the tenant's offer after the appraisal is completed.

A motion was made by Ray Reeder, seconded by John Mroz, and passed unanimously to get an independent appraisal of the SBA owned property, 1305 Village Road, Strasburg. The Borough Manager will contact local appraisers.

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

Unfinished Business:

Water/Sewer Rate Structure – The Borough Manager updated SBA on the water/sewer rate structure progress and presented a simplified rate schedule. The proposed rate schedule would have only one category for sewer rates and one for water rates versus the current five categories for sewer and water rates. The revised schedule would still contain the current usage tiers. It was the consensus of SBA that staff is moving in the right direction and that the simplified schedule is clearer and more defensible.

The second stage of this project will be a possible water rate increases, but that cannot be discussed until SBA staff completes the asset management to see where we are at. SBA staff is currently working with DEP on this project.

Old Springs/DEP Water Source Update – The project was waiting for the US Fish & Wildlife to sign off and that was just received. We are hoping to start site preparations in the next two to three weeks. DIG Excavating, who has worked for SBA in the past, will be doing the site preparation. There are three test sites selected, one on the Old Springs property and two on New Springs property. SBA needs 16 gallons per minute to supply the Paradise Township customers.

SRBC Fisher Well Update – No update at this time.

Reservoir Bypass/Ozone Removal Permit – Sponaugle has finished their work. SBA is waiting for the final as-builts. Once they are received ELA can complete the operations and maintenance narrative and have DEP out for their inspection.

1305 Village Road Property – SBA reviewed an independent appraisal of the property. The independent appraisal and agreement of sale from the current tenants has been forwarded to the SBA Solicitor. Staff is waiting for information from the Solicitor. The SBA consensus was to negotiate with the current tenant on the sale of the property, with the option of a public auction still being a possibility.

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

Updated capacity and tapping fee agreements prepared by SBA Solicitor were reviewed. The Borough Manager noted that the tapping fee would be paid in four installment payments and that SBA would have the option of shutting off water service if any payments were missed.

Lead Update – The Borough Manager brought a new DEP lead rule to SBA's attention. The rule involves providing water filters/pitchers to residents if we replace their service due to a lead gooseneck. SBA staff was never notified about this new rule and the solicitor says it is not enforceable in its current state. There are still about twenty-five lead goosenecks remaining in the SBA system that need replaced.

SBA staff has had a good response to the request for service information for the inventory. Another mailing will probably be needed. There are a few people that said they will not provide the information.

2024-6

Remote Metering Project Review/Update – No update at this time.

East Main/South Decatur Street Water Line Replacement – The contractor is hoping to be back in mid-March when blacktop plants reopen to complete base restoration on East Main and South Decatur Streets. ELA received the PennDOT HOP supplements for the additional services that were completed.

Stormwater – ELA received the PennDOT approvals for the stormwater project yesterday. ELA staff is working on bid documents, but easements are still needed. SBA staff will be able to complete some of the work with the assistance of DIG Excavating and their equipment.

LGH Update- A Water and Sewer Line Extension Deferral Agreement was reviewed. LGH did not extend the water and sewer lines across the entire front of their property so that the next property in line could connect in the future. There is a note on the recoded plan that they would extend the line in the future if needed, but the Borough and SBA solicitor felt a separate agreement was needed. The agreement was prepared by the SBA Solicitor. A Utility Easement Agreement will also be prepared.

New Business:

PACT One, LLC Payment Request #4 – A motion was made by Ray Reeder, seconded by Ray Garraffa, and passed unanimously to approve PACT One, LLC Payment Request #4 in the amount of \$100,868.31.

Water & Sewer Specifications – A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously to adopt the revisions to update the Water & Sewer Specifications.

Strasburg Commons Sanitary Sewer System Video Update – ELA has reviewed the reports and videos. There are some issues with the system. There are five sections of sewer line with deflections of 10% or greater. The largest concern is a seventy-five foot section with 35% deflection. All of the issues were in Phase 2 of the development, which used a different contractor than Phase 1. ELA will notify the developer of the deficiencies and wait for a response.

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,

Steven Echternach, Borough Manager

2024-8

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

Unfinished Business:

Water/Sewer Rate Structure – The Borough Manager stated that staff has done their part and are now working on the asset management piece with DEP. There will be a meeting with DEP representatives on April 22nd.

Old Springs/DEP Water Source Update – DIG Excavating was given contract but didn't want to do the site prep until he had a firm date from the well drillers. They were concerned about wash outs and having to return to repair them if the drillers didn't come as soon as the sites were prepared. Staff has been informed the well driller won't give a date until the sites are prepared. Staff will continue to coordinate the project.

SRBC Fisher Well Update – No update at this time.

Reservoir Bypass/Ozone Removal Permit – The bypass has been installed and has received the operations permit from DEP. Staff needs to test the process. A short test will be completed to verify it works, then a few ½ day tests will be scheduled. Instructions for the process will be documented. Staff will complete the test in the next month. Once staff is confident in the bypass procedure the raw water tank will be able to be inspected.

1305 Village Road Property – The Borough Manager stated that he heard back from the SBA Solicitor, and that he suggested putting the property up for public auction rather than taking a private offer. The Manager contacted four auction services and presented each of their offers. At some point the SBA Solicitor will need to be involved for the settlement conditions/contract.

The current tenant has been notified that they will be on a month-to-month lease as of the end of March. None of the auctioneers thought it would be an issue for the tenants to remain at the property throughout the process. SBA is most likely looking at a May sale date and a 30-60 day settlement date.

A motion was made by John Mroz, seconded by Ray Garraffa, and passed unanimously to select Kline, Kreider & Good Auctioneers, LLC to handle the sale of 1305 Village Road, Strasburg and authorize Borough Manager to enter into an agreement with the auctioneer and report back to SBA at the next meeting.

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

A motion was made by Ray Reeder, seconded by Joh Mroz, and passed unanimously to accept and sign the agreements for Hartman Bridge Village water capacity and water service connection as recommended by SBA solicitor.

Remote Metering Project Review/Update – Staff received the first materials shipment and now need to purchase a device to load the reading software onto. Staff will then start replacements in the Trails and Strasburg Commons developments.

2024-9

East Main/South Decatur Street Water Line Replacement – A punch list walk through was completed with PACT One, the contractor, and PennDOT. Most of the list items are cosmetics and also includes the temporary final paving. The paving is scheduled to begin on Monday. SBA will hold final PACT One payment until paving is complete.

Stormwater – The Borough Manager stated that staff and the SBA solicitor continue to work on the easements needed for this project. The last and largest easement (3/4 acre) that needs to be closed involves the property of LaJune Ranck.

The Phase 1 Stormwater Plan basin needed would be located on Mrs. Ranck's Shenk Avenue property. Her property located on Book Lane is not currently connected to SBA's public sewer, but needs to be because the private system is failing. This is the only remaining residential property not connected to the SBA sewer. SBA staff had offered to wave the sewer tapping fee for the Book Lane sewer connection and to provide the pump. Mrs. Ranck has now countered and would like the SBA to pay for/install the complete sewer connection job. Tom Devenney noted that an update in the sanitary sewer details would require that the next few downstream manholes be lined with Spraywall if there is a pump connection is made. The quote Mrs. Ranck was given from a private plumber to complete the job was \$30,000.00. The Borough Manager noted that all the other properties that will be involved in the project will have some restoration work required, such as replacing fencing, trees, and/or driveway if we disturb them.

It was the consensus of SBA for the Borough Manager to continue working with Mrs. Ranck to secure the easement so the project may move forward. Once all the easements are secured the SBA solicitor will prepare documents for signatures and recording.

Strasburg Commons Sanitary Sewer System Dedication – After the last meeting a response was sent to Charter in regard to the sanitary sewer system dedication. There were five issues mentioned, and they were requested to indicate to SBA and staff how they plan to remediate them.

Charter spoke with Ecotech, who videoed the system, and was told some issues may have been caused by a backup of material in the lines. Ecotech was contracted by Charter to come out again to look at the lines. Ecotech notified borough staff that they would be coming to jet some of the lines. The morning they were out, there was a blockage they were jetting and it caused sewage to go up through some house systems. The Public Works Department was told by Ecotech that they had large jetting head, but should have had a smaller one.

The HOA and the development management group have been in contact with staff, but this is Charter and Ecotech's issue since lines are not dedicated. There was some concern from HOA members because they were unaware the sanitary sewer and water service lines have not been dedicated to the Borough. Streets and stormwater lines have been dedicated, but not the stormwater basins.

New Business:

Water & Sewer Detail Revisions – A motion was made by Ray Garraffa, seconded by Ray Reeder, and passed unanimously to accept the revisions to the Water & Sewer Details.

2024-10

Pump Station Upgrades – Tom Devenney and staff completed pump station site visits with Envirep and another vendor. They were evaluating the controls and pumps and looking for items to potentially add remote monitoring to each site.

OmniSite is the current product we use at Pump Station 5, and it works well. Furnishing, installing, and startup of this equipment at Pump Stations 2, 3 and 4 could be done through costars. Installing the updated reading equipment would provide more accurate data. This equipment can also be transferred to future control panels if needed. The current dialer system used is hard to program. Mike Wolgemuth brought up for consideration having a spare unit in case one went down for any reason. Ken Johnson noticed a price difference/possible error with the Envirep quote and asked that ELA or staff check into the discrepancy.

A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously to accept the quote from Envirep for OmniSite equipment and installation at Pump Stations 2, 3, and 4. The Borough manager was instructed to inquire on a price for an additional monitoring device to keep in stock in case of an emergency.

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,

Steven Echernach, Borough Manager

2024-11

STRASBURG BOROUGH AUTHORITY (SBA)
April 18, 2024 – 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 Samantha Claar, RKL LLP
Renes Jacques

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:

Renes Jacques, Request for Sewer Credit – The property owner was in attendance about the denial for water and/or sewer consideration for his property at 214 Black Horse Drive. There was a major leak discovered by a neighbor while he was away. He believes the problem was a frozen pipe in his washing machine. He claims all the water went into a drain in his basement, not the SBA sewer system.

A motion was made by Michael Wolgemuth, seconded by Ray Reeder, and passed unanimously to issue sewer forgiveness in the amount \$693.70. A payment plan was offered for the water portion of his 2024 first quarter bill.

RKL Audit Presentation: Samantha Claar, of RKL, reviewed the prepared 2023 financial statements and audit. She stated that it was a clean audit with no findings. She also thanked Steve Echternach and Christine Moore for all their hard work for making the audit process go smoothly.

Minutes of March 21, 2024: A motion was made by John Mroz, seconded by Ray Garraffa, and passed unanimously to approve the minutes of the March 21, 2024 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 Street – ELA is working with Rädlinger to prepare items for a bid package.

50 Book Lane Sewer Connection – This property has an on lot septic system that is failing. ELA is working on the feasibility of running gravity sewer to the south of the property.

2024-12

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. A motion was made by Ray Garaffa, seconded by John Mroz, and passed unanimously to accept the Treasurer Report and file for audit with a correction to one column title, it should be 2024 Actual, not 2024 Budget.

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

Unfinished Business:

Water/Sewer Rate Structure – The Borough Manager stated there is a meeting with DEP Monday, April 22nd to review water audit information as part of this process. SBA members were invited to attend.

Old Springs/DEP Water Source Update – The three test well sites have been completed. The well driller is expecting to be out within the next 7-10 days.

SRBC Fisher Well Update – No update at this time.

Reservoir Bypass/Ozone Removal Permit – Testing for the bypass has not been completed. It will be completed before the next SBA meeting.

1305 Village Road Property – The auction has been scheduled with Kline, Kreider, & Good Auctioneers, LLC for July 11, 2024 at 5 p.m. The auctioneer will also schedule showings for the property. The current tenants are planning to stay at the property until the sale unless they find another home.

The Borough Manager asked SBA what their position on home repairs to the property between now and the sale would be. The consensus of SBA was that all issues must be reported to the office before any repair calls may be made.

Remote Metering Project Review/Update – A partial shipment of the materials was received; many items are on backorder.

East Main/South Decatur Street Water Line Replacement – When the punch list items are done ELA and SBA staff will move forward with accepting the job as complete.

Stormwater – Work continues on surveying and easement agreements for Phase 1 of the stormwater master plan.

Strasburg Commons Sanitary Sewer System Dedication – The Borough Manager stated that he received the signed easement agreements from Clarion Inn and Historic Property Partners. He will provide them to SBA's solicitor for recording and bill Charter Homes. It is the Borough's position to only accept dedication once the whole package of water, sewer, and stormwater items are addressed.

2024-13

Charter Homes re-video their sanitary sewer lines and the same deficiencies were observed. Charter Homes was told they need to propose how they are planning on addressing those deficiencies.

Pump Station Upgrades – The OmniSite equipment purchase that was authorized at last month’s meeting should be delivered and installed within the next month.

The Borough Manager informed SBA that there was an overflow situation at Pump Station #2 last week. Strasburg had almost 5 inches of rain in the 48 hours leading up to the event and then the Verizon landline for the dialer system failed. Since the phone line failed there was no alert sent to public works staff. Staff is not sure how long it overflowed, it could have been up to 23 hours, but may have only been an hour. One pump was quickly brought back online once the issue was discovered. Slaymaker’s came out on an emergency call and determined one pump had completely failed and caused the other pump to overrun and kick off. The failed pump cannot be repaired, and a replacement pump was ordered and should be installed next week. The area around the station was cleaned and a report was made to DEP, they had no issues with handling of the situation.

Meadows-Missed Connection, 126 Clearview Drive – When EG Stoltzfus installed the water line on Prospect Road from Lancaster Avenue to Clearview Drive for Phase 1 of The Meadows development they missed connecting 126 Clearview Drive to the new curb stop. They have agreed to come back and connect it but will not provide the meter pit. SBA agreed to provide it.

New Business:

Audit – A motion was made by Ray Reeder, seconded by Michael Wolgemuth, and passed unanimously to accept the 2023 Audit prepared by RKL and advertise as required by law.

Other Business: None

Citizen Comment: None

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

Respectfully Submitted,

Steven Echternach, Borough Manager

2024-14

STRASBURG BOROUGH AUTHORITY (SBA)
May 16, 2024 – 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 Coleman Funk
Ed Read Paul Bailie

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: Paul Bailie, Ed Read, & Coleman Funk were in attendance to discuss Strasburg Commons/Charter Home sewer lines not being dedicated. Mr. Bailie shared that because of the age of development it was alarming they haven't been dedicated. The only reason residents became aware of them not being dedicated was because of an issue when Charter Homes contracted the lines to be jetted. There was a blockage that sent sewage into some of the homes. He wanted an update on the progress and to know if there is anything the residents can do about the issue.

The SBA engineer explained that there are issues with the sewer line main in phase 2 of the development. SBA still operates the lines, but does not own them yet. Charter Homes has not been very responsive, and SBA staff is talking with our solicitor about the issue. SBA/Borough may consider calling the remaining bonds to complete the needed work, but that may not cover everything. Staff will continue looking at the options.

Minutes of April 18, 2024: A motion was made by Ray Garraffa, seconded by Ray Reeder, and passed unanimously to approve the minutes of the April 18, 2024 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;

50 Book Lane Sewer Connection – Tom Devenney reported that a gravity sewer connection would be feasible for the Ranck property.

Verizon Tower – Verizon contractors will begin work next week. SBA will begin receiving the monthly lease payment of \$2,000.

Public Works: The monthly Public Works Report was reviewed. Infiltration & Inflow (I&I) was discussed.

2024-15

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 payment of monthly bills, with a note that Ray Reeder and John Mroz reviewed checks and bank statements.

Unfinished Business:

Water/Sewer Rate Structure – A water audit meeting was held last month with DEP representatives and the process is still ongoing. The audit uses a model from American Water Works Association (AWWA). The numbers are not finalized but currently it would look like water rates would need to be increased by about \$1.11-\$1.37 per one thousand gallons.

The water audit brought up the issue of unaccounted for water. SBA staff will take a more detailed look into this issue because when the system is losing water SBA is losing money. One of the prior unaccounted/unmetered water connections was the Strasburg Borough Pond. Since a meter was installed, staff has determined it uses approximately one million gallons of water a year. The pond is also spring fed so staff will try closing the valve to see how much and how often water actually needs added. Other water uses that are not currently accounted for include uses such as flushing and overflows.

Old Springs/DEP Water Source Update – Test well drilling began last week. First was the Old Springs well site. At 30 feet there was 18 gallons per minute, but at 450 feet there was no water. This site was not approved by DEP due to the shallowness.

Drillers then moved to the first New Springs site on Monday and hit nothing. The Borough Manager asked them to wait on drilling at the other New Springs site because of concerns it would disturb the current spring water source. They were asked instead to evaluate the Mowrer property for a third test well site.

Previously there had been wells drilled on the Mower property, but they were not used. One well was around 14 gallons per minute and the other was around 8 gallons per minute. Yesterday they evaluated the site and said they would verify the change with DEP. The gallons per minute may be enough to service the 6 Old Spring line customers and take them off the boil water advisory. There is no timeline for the site at this point. It was the consensus of SBA to use the Mowrer property for the third test well if approved.

SRBC Fisher Well Update – No update at this time.

Reservoir Bypass/Ozone Removal Permit – The bypass process was tested for 24-hours with no chemicals added. The Manager suggested doing a 72-hour test with chemicals and a 7-day test before scheduling the cleaning and inspection of the raw water tank, so staff is confident in the process. Tom Devenney, SBA engineer, also supported the suggestion. I. K. Stoltzfus would be available to do the cleaning of the tank, but SBA would need to find an engineer qualified to do the inspection assessment. SBA members agreed with the process.

1305 Village Road Property – The current tenant will be moving out by the end of the month. Public Works will be mowing the property moving forward.

2024-16

Remote Metering Project Review/Update – Materials for the project have been received. We are now waiting on the software upgrades for the office billing computer and public works tablet and training.

East Main/South Decatur Street Water Line Replacement – All items have been addressed, but ELA and staff are waiting for the final paperwork and payment request.

Stormwater – SBA staff is looking into some smaller stormwater projects that could be completed by staff with the assistance of Dig Excavating, such as a swale cleanout on Susan Avenue. Stormwater projects will only be competed where SBA has easements in place.

Strasburg Commons Sanitary Sewer System Dedication – This item was discussed earlier in the meeting.

Pump Station Upgrades – ELA continues to work on the feasibility report and hopes to have it finalized soon. This report will also include the work needed on North Jackson Street.

New Business:

Raw Water Tank Cleaning & Inspection – This item was discussed earlier in the meeting.

Strasburg Rail Road Agreement & Meter Calibration – The Strasburg Rail Road agreement came up recently because a Strasburg Township property owner was interested in connecting to SBA's sewer system, but it is not feasible. The best option is to connect to the Rail Road's private sewer system. The Strasburg Rail Road has had a lot of turnovers in recent years and nobody who was involved in the original process is there.

SBA staff had a meeting with Jared Grace from the Strasburg Rail Road and discussed the agreement. The agreement has some incorrect information, such as the Strasburg Rail Road purchased more capacity than is listed in the agreement. Also, the sewage meter was to be calibrated annually, but has never been. It was the engineer's recommendation that it be calibrated every four years. The Borough Manager requested SBA authorize staff to work with the solicitor to draft an addendum to correct and clarify the agreement. Once a draft is complete it will be presented for SBA approval.

Other Business:

Suburban Lancaster Sewer Authority (SLSA) – The Borough Manager informed SBA that SLSA has a large capital project coming up that will require a large payment to cover SBA's percentage of the project costs.

June SBA Meeting – The Borough Manager recommended SBA not meet in June due to the number of SBA members and SBA staff that would not be able to attend.

Citizen Comment: None

2024-17

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

Respectfully Submitted,

Steven Echernach, Borough Manager

2024-19

Remote Metering Project Review/Update – SBA staff continues to work with LB Water and MuniBilling on software issues.

East Main Stormwater – The Borough Manager is working with Charter Home’s and Speckled Hen to keep the project moving. He is working with ELA to prepare a bid package for the portion on the east end of East Main Street. The Borough Manager continues to work with residents on the portion on the west end of East Main Street.

Strasburg Commons Sanitary Sewer System Dedication – The Borough Manager explained Charter Home’s latest response. They intend to make repairs this construction season for the sewer and basin. They will repair the sewer lines with 35% deviation and are proposing an 18-month maintenance guarantee for the sewer lines with 10% deviation. It was the consensus of SBA that the Manager communicate with Charter Home’s that the 18-month guarantee is not long enough, SBA would like to see a 36-month guarantee.

Pump Station Upgrades – The finalized feasibility study was provided to the SBA for review, and given the length of the study, can be discussed further at the August meeting. It was determined that Pump Station #2 was the highest priority, and that Pump Stations #3 & #4 are more maintenance and would not require engineer review by DEP. SBA requested ELA provide a proposal for design, permitting, bidding, and construction administration for Pump Station #2.

Strasburg Rail Road Agreement & Meter Calibration – The sewage meter was calibrated and determined to be accurate. Work still needs to be done to update the agreement.

New Business:

PACT One, LLC Final Change Order – A motion was made by John Mroz, seconded by Ray Garraffa, and passed unanimously to approve PACT One, LLC’s Final Change Order in the amount \$71,000.00, compensating for unit price items (actual vs. bid).

PACT One, LLC Payment Request #5 (final) – A motion was made by John Mroz, seconded by Ray Reeder, and passed unanimously to approve payment request #5 (final) for PACT One LLC in the amount of \$129,976.04.

Water Treatment Plant Monitoring – A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously to accept the proposal from Envirep to install OmniSite monitoring at the Water Treatment Plant.

Other Business:

Meadows II (Brendle Tract) – The developer plans to build 54 homes, 4 in the Borough and 50 in the Township. They will be coming to the Planning Commission in August for a courtesy review.

SLSA Capital Payment Discussion – SBA discussed Suburban Lancaster Sewer Authority (SLSA) capital project payments and the Township. No decisions have been made.

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Lead Update Discussion – There are currently 25 possible lead service connections remaining in the Borough system. The Borough Manager requested Washington Street be hydro excavated to confirm their 15 service connections are copper. SBA agreed with the recommendation. The Public Works Department will work with DIG Excavating to replace the remaining lead service connections on North and South Jackson Street before October.

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

2024-22

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

Unfinished Business:

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

Old Springs/DEP Water Source Update – A third test well was drilled at the Mowrer Springs. The two previous test wells didn't meet DEP standards. At 450 feet this well is producing about 5 gallons a minute. It is an adequate amount to accommodate the 16 Summit Hill Road customers. A water test was taken last week. If the test passes SBA can work at putting the well online.

SRBC Fisher Well Update – SBA is on the docket for Fisher Well to be relicensed in September. The well would be relicensed for 275,000 gallons per day. However, SRBC forgot to notify us that we were on the docket and that our bog turtle study was expired. Most likely the study will not be completed before the September meeting so it will be moved to the December docket. The new license will be valid for 15 years from when it is issued.

Reservoir Bypass/ Raw Water Tank Cleaning & Inspection – The Borough Manager stated he is waiting for a response from IK Stoltzfus.

1305 Village Road Property – The property settlement is schedule for September 9, 2024.

Remote Metering Project Review/Update – The Borough Manager stated he is a little disappointed with MuniBilling and L/B Water communication. The software is not working yet so we are in limbo right now.

East Main Stormwater – The Borough Manager recently met with Brian Miller of ELA. A bid package for the east end of the project is almost complete so that SBA is ready to move.

Strasburg Commons Sanitary Sewer System Dedication – There has been no movement from Charter Homes. The Borough Manager suggested waiting another 30 days and then it may be time to call the bond.

Pump Station Upgrades – Tom Devenney from ELA reviewed results of the feasibility study for Pump Station #'s 2, 3, and 4 and the North Jackson Street force main.

Pump Stations #3 and #4 – These stations would require maintenance, but don't have any pressing concerns.

North Jackson Street force main – This is not a priority. Since there have not been any recent leaks or breaks in the force main on North Jackson Street and it is bedded on rock, it was suggested SBA consider replacement instead of relining.

Pump Station #2 – Pump Station #2 upgrades should be priority. This is the second heaviest used SBA pump station, and it is in dire need of an overhaul. The project will cost between \$473,000.00 – \$533,000.00. SBA can move forward with this project without negatively impacting the current SBA financial position.

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A motion was made by Michael Wolgemuth, seconded by John Mroz, and passed unanimously to accept the Professional Services Agreement with ELA for Pump Station #2 upgrades in the amount of \$68,352.00, with a note that ELA should check with the surveyor to see if they can reduce their cost at all.

Strasburg Rail Road Agreement – No update at this time.

Lead Update Discussion – LN Zimmerman did 5 bore tests on Washington Street and all the connections were copper. SBA has about a dozen remaining connections that may contain lead. The public works department is scheduling with DIG Excavating to get them all replaced before the inventory submission in October.

New Business:

Raw Water Pump Repair – A motion was made by Michael Wolgemuth, seconded by Ray Garraffa, and passed unanimously to authorize the repair of the two raw water pumps at a cost not to exceed \$5,925.00 each.

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,

Steven Echternach, Borough Manager

2024-24

STRASBURG BOROUGH AUTHORITY (SBA)
August 29, 2024 – 8:00 A.M.
MINUTES

Members Present: Ken Johnson Ray Garraffa
Ray Reeder John Mroz

Others Present: Steve Echternach, Borough Manager

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

Unfinished Business:

Resolution 2024-1, Sale of 1305 Village Road – A motion was made by Ray Reeder, seconded by John Mroz, and passed unanimously to adopt Resolution 2024-1 authorizing the sale of the 1305 Village Road property.

New Business: None

Other Business:

Strasburg Commons Sanitary Sewer System Dedication – The Borough Manager informed SBA that Charter Homes has agreed to a 36-month guarantee on areas of deficit to be repaired in the sanitary sewer system, and 18-months on the rest of the system. This guarantee will not commence until the repair work is completed.

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

2024-26

Unfinished Business:

Water/Sewer Rate Structure – A rate increase was discussed. Water rates have not been raised since 2013 and sewer rates since 2019, however, maintenance and operations costs have increased substantially. The increase will support future projects and upgrades to infrastructure.

A motion was made by John Mroz, seconded by Michael Wolgemuth, and passed unanimously to increase water and sewer rates by 10% effective October 1, 2024.

Old Springs/DEP Water Source Update – The Mowrer Well test site drilling is complete. The well gets 5 gallons a minute, which is not substantial, but would be enough to service the customers that have remained on a boil water advisory. Tom Devenney suggested reaching out to Steve Read to see what his recommendations are for moving forward with the project.

SRBC Fisher Well Update – The bog turtle study is complete, but not approved by U.S. Fish & Wildlife Service. The Fisher Well Application has been moved to the December docket.

Reservoir Bypass Update/ Raw Water Tank Cleaning & Inspection – A motion was made by John Mroz, seconded by Ray Garraffa, and passed unanimously to accept ELA Professional Services Agreement No. PL17-1121 for Water Treatment Plant Chlorine Entry Point not to exceed \$14,250.00.

1305 Village Road Property – Settlement took place September 9th, and the payment has been deposited.

Remote Metering Project Review/Update – L/B Water and MuniBilling continue to work through some software issues.

East Main Stormwater/ Strasburg Commons Sanitary Sewer System Dedication – There was a meeting with Charter Homes onsite. They plan on repairing the sewer issues in October, and will give SBA the 36-month guarantee. They plan to work on the basin, but have to put that project out to bid. Once they complete their work on the basin SBA will be able to proceed with the east end of the East Main Street stormwater project. That bid package is ready.

Pump Station Upgrades – No update at this time.

Strasburg Rail Road Agreement – No update at this time.

Lead Update Discussion – No update at this time.

New Business:

LGH Fulton Bank Letter of Credit Closure – A motion was made by Ray Garraffa, seconded by Ray Reeder, and passed unanimously to approve the closure of LGH's Letter of Credit from Fulton Bank.

PACT One, LLC Change Order (additional line painting) – A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously to approve the PACT One LLC May change order for additional line painting in the amount of \$1,874.52.

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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

Unfinished Business:

Old Springs/DEP Water Source Update – SBA staff continues to evaluate options for the Old Spring Line customers. The well has enough capacity to service the customers, but may have maintenance and DEP issues. Staff will look into the cost of a filtration system that could process just enough water to service the Old Spring line customers.

SRBC Fisher Well Update – SBA’s Fisher Well Application is on the December docket. We are still waiting for the Bog Turtle Study to be approved.

Reservoir Bypass Update/ Raw Water Tank Cleaning & Inspection – Chemical injection points were discussed. Tom Devenney, from ELA, will coordinate with Darren, from DEP, in regard to a Tracer Study. A pre-study plan must be submitted to DEP. Tom will report back to SBA with more information and a cost estimate. Mike Wolgemuth suggested checking if there is still an approved vendor list for the study.

Remote Metering Project Review/Update – L/B Water and MuniBilling continue to work through software issues. The Manager noted that there may be funding available to have a contractor complete meter replacements through the SRBC Consumptive Use Mitigation Grant Program.

East Main Stormwater – The Borough Manager continues to work with homeowners on easements. Once easements are completed site work can begin.

Strasburg Commons Sanitary Sewer System Dedication – Charter Homes has completed the sanitary sewer pipe section replacement. They still need to repair a blow off valve box. There has been no request to release escrow from Charter Homes at this point. The maintenance guarantee bond time will not start until lines are accepted.

Pump Station Upgrades – Plans are underway. One of the most difficult parts of the project will be bypass pumping.

Strasburg Rail Road Agreement – The Borough manager is working with SBA’s Solicitor to work out logistics for an updated agreement.

Lead Update – The initial inventory has been submitted.

New Business:

Review 2025 Draft Budget – The Borough Manager presented the 2025 Draft Budget.

The payment breakdown of Public Works Department employees’ salaries was discussed. Currently the payment breakdown is 45% from sewer fund, 40% from water fund, and 15% from general fund. This breakdown has been in place for years. The Borough Manger suggested SBA adjust the breakdown to be more accurate. He recommended 35% from sewer fund, 45% from water fund, and 20% from general fund. Potentially with further adjustments in coming years.

- **Lancaster City Capital Projects Update** – The Borough Manager discussed upcoming Lancaster Area Sewer Authority (LASA) large capital projects that SBA will have to contribute to. SBA will be responsible for 10.12% of the cost of the capital projects.

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This percent is based on the amount of capacity SBA owns. The SBA portion of the cost would total over one million dollars. This is on the horizon, so SBA needs prepare.

- North Jackson Street – The Borough Manager stated that he doesn't think SBA is in a position to reline or replace the force main at this time, but believes SBA could improve stormwater. He will be recommending to council that base repair and patching be done on the road since it is the worst street in the Borough. He would like Ed Zalewski to provide a historical record of breaks and water/sewer issues on North Jackson Street prior to the next SBA meeting for review.

The Borough Manager also questioned SBA about the Xylem Preventative Maintenance Agreement that expires at end of the month, and if they would like it renewed. The cost is \$1500 per year and the pumps were installed in 2020. It was the consensus of SBA to not renew the agreement. The services provided aren't worth the money.

Other Business: None

Citizen Comment: None

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

Respectfully Submitted,

Steven Echternach, Borough Manager

2024-30

**STRASBURG BOROUGH AUTHORITY (SBA)
November 21, 2024 – 8:00 A.M.
MINUTES**

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

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 17, 2024: A motion was made by John Mroz, seconded by Ray Reeder, and passed unanimously to approve the minutes of the October 17, 2024 meeting with two corrections.

Reports:

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

Engineer: The monthly Engineer's Report was reviewed with an update on the following item.

1350 Village Road – The neighboring property owner has said no to a sewer easement agreement. SBA staff will be taking measurements of surrounding manholes to determine another location for connection, possibly further down in the parking lot of the property.

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 a note that the checks and bank statements have been reviewed.

Unfinished Business:

Old Springs/DEP Water Source Update – ELA is looking into a cartridge filtration option to treat enough water to serve the Old Springs customers. The system would be similar to what many people have in their homes. Water samples will be taken to determine what level of filtration is needed.

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SRBC Fisher Well Update – SBA is still waiting on the bog turtle study to be approved. The application is on the docket for December 12th. If the study isn't approved before the date it will get pushed back again.

Reservoir Bypass Update/ Raw Water Tank Cleaning & Inspection - ELA has reached out to a vendor to provide a proposal for a tracer study. They have been asked to provide detailed proposal with separate line items. The entire plan must be submitted to and approved by DEP before it can be completed.

Remote Metering Project Review/Update – MuniBilling & L/B Water have gotten the process working completely. The Trails development is now all remote meter read and has been tested. SBA staff will be moving to the Strasburg Commons development next.

SBA staff will be actively seeking funds from the SRBC Consumptive Use Grant to use towards updating system meters. Funds have awarded for similar projects in previous years.

East Main Stormwater – The Borough Manager continues to work on obtaining necessary stormwater easements.

Strasburg Commons Sanitary Sewer System Dedication – Progress continues on this project. Agreements have been sent back to Charter, hopefully for execution. There is a water blow-off box in the neighborhood green area that needs repaired.

Pump Station Upgrades – Tom Devenney with ELA reviewed plans for Pump Station #2 upgrades.

Strasburg Rail Road Agreement – The Borough Manager stated we are waiting to receive the final form agreement from SBA solicitor.

Lead Update – DEP “Lead Unknown” letters were mailed Friday, November 15th to older homes connected to the system that did not respond to our initial requests for pictures of their service lines. There have been no updates on requirements from DEP or EPA at this point.

New Business:

Resolution 2024-3, Stormwater Easement Agreement Signers – A motion was made by Ray Reeder, seconded by John Mroz, and passed unanimously to adopt Resolution 2024-3 authorizing the SBA Chairman and/or Vice Chairman to sign stormwater easement agreements.

2025 Preliminary Budget – The SBA 2025 Preliminary Budget was reviewed. The Borough Manager also provide the Borough 2025 Preliminary Budget. North Jackson Street was discussed. Since there have been no sewer line breaks in twenty-four years the force main will not be replaced or lined at this time. Street repairs and possibly stormwater issues will be addressed next year.

A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously to approve the 2025 Preliminary Budget.

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White Oak Road Property, Daniel King – Mr. King reached out to staff about swapping land on White Oak Road. The majority of SBA owned property is on one side of White Oak Road, with one small portion on the opposite side. Mr. King’s family owns property on both sides. He is interested in swapping parcels, so his family owns property all on one side. SBA has no infrastructure on the property and the lots would be close in size.

SBA was not opposed to the idea. The Borough Manger will reach out to Mr. King and report back.

Other Business: None

Citizen Comment: None

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

Respectfully Submitted,

Steven Echernach, Borough Manager

2024-33

**STRASBURG BOROUGH AUTHORITY (SBA)
December 19, 2024 – 8:00 A.M.
MINUTES**

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

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 November 21, 2024: A motion was made by Ray Garraffa, seconded by Ray Reeder, and passed unanimously to approve the minutes of the November 21, 2024 meeting.

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 Garraffa, seconded by John Mroz, and passed unanimously to approve the payment of monthly bills, with a note that the checks and bank statements have been reviewed.

Unfinished Business:

Old Springs/DEP Water Source Update – Tom w/ELA continues to talk to vendors regarding the project. He suggested additional source water testing to provide results to the vendors.

SRBC Fisher Well Update – The Fisher Well application was on the December 12th docket. The Borough Manager stated that he joined the meeting virtually. Most of the docket was approved all at one time, including SBA's application. Hopefully the official paperwork will be available for the January meeting.

Reservoir Bypass Update/ Raw Water Tank Cleaning & Inspection – The Borough Manager stated he is concerned that the initial objective of this project is being lost. The tracer study relates to the finished water tank and if we would need to take it offline and use the raw water tank. He encouraged SBA to reevaluate priorities and to have the raw water tank inspection completed first, then pursue chlorination injection/tracer study. There was a robotic raw tank inspection completed in the past and it was estimated that there was 16”-18” of sludge on the bottom of the tank. SBA should establish the condition of the raw water tank before they consider possibly adding chlorination to it. He would like to do the raw water tank inspection in March or April.

- **Tracer Study** – A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously to enter into a professional engineering services agreement with Gwin Dobson & Foreman Consulting Engineers (GD&F) for phase one only of the tracer study, not to exceed \$2,500.00. This will allow SBA to see what will be needed or modified for the project.

Remote Metering Project Review/Update – The Trails development has been completed and public works staff has moved onto the Strasburg Commons development. Once the Meadows development has the correct meter pit lids installed they can be converted to remote read also. SBA is responsible for the phase one lids, and EG Stoltzfus should be installing the correct lids in phases two and three. The Kingscote development will be the next but will require meter changes also. There may be grant funds available for the project through SRBC’s Consumptive Use Mitigation Grant.

East Main Stormwater – The easements from Charter for the east end of the East Main Stormwater project have been prepared.

Strasburg Commons Sanitary Sewer System Dedication – The sewer and water blow-off box work has been completed but Charter still needs to execute stormwater agreements.

Pump Station Upgrades – SBA public works staff and ELA staff continue planning work on the Pump Station #2 Upgrade Project. There are some issues with the as-builts from 1975. Public works staff will be installing the new gauge in the valve vault and then testing will be completed so a pump selection can be made.

A panel at Pump Station #3 for guard dog was replaced under warranty.

Strasburg Rail Road Agreement – The agreement was sent to the rail road and they asked for a clarification to be made regarding the total allowed gallons per day. The clarification was made, and we are now waiting to hear back from the rail road. The Borough Manager hopes to have the agreement for the January meeting.

Lead Update – The initial inventory was submitted and required letters were mailed. PA Department of Environmental Protection (DEP) contacted SBA staff about an inconsistency in reporting on SBA’s Act 110 Report and the initial inventory. It was explained to DEP that the inconsistency is due to the fact that the Act 110 Report counts metered connections while the inventory counts water service lines. The SBA system contains buildings that have one water

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service line, but multiple meters. That was a sufficient explanation for them. To date there has been no DEP determination of long term requirements for galvanized customer-owned portions of the service lines.

New Business:

PACT One, LLC Change Order Correction – A motion was made by Ray Garraffa, seconded by Ray Reeder, and passed unanimously to approve a correction to the amount of the September 19, 2024 change order for PACT One, LLC, changing the approved amount from \$1,874.52 to \$1,130.50.

2025 Final Budget – The Borough Manager presented the authority and borough budgets. He stated that overall the borough is in a sound financial position. He would like to adjust the presentation of the authority budget to include reserve fund sheets like the borough budget. This would allow for better future capital project planning. He will work with Christine at the beginning of the year to make the adjustment.

Ray Garraffa added that Steve and staff did a great job preparing the budget.

A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously to approve the 2025 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,

Steven Echternach, Borough Manager