

2025-1

STRASBURG BOROUGH AUTHORITY (SBA)
January 16, 2025 – 8:00 A.M.
MINUTES

Members Present: Ken Johnson Ray Reeder
John Mroz Ray Garraffa
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 December 19, 2024: A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously to approve the minutes of the December 19, 2024 meeting.

Reports:

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

The Manager also discussed a recent water outage in the city of Richmond, Virginia. The situation stresses the importance of emergency preparedness for water & sanitary sewer systems. The SBA sanitary sewer system is already equipped with generators at Pump Stations 2 and 5, and with a portable generator to run Pump Stations 3 and 4 when needed. However, the SBA water wells cannot currently be run by generator in an emergency. The manager and SBA were in consensus that the Fisher and King Wells should be outfitted with the necessary hook ups so that a portable generator could be used to operate them in case of an emergency. Once the work is complete a process of operations by generator should be documented and tested annually.

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

East Main & South Decatur Streets Waterline Replacement - The correction period will end February 8, 2025. ELA recommends doing a brief drive through to make sure there are no corrections needed.

LGH, 505 Historic Drive – PennTerra provided as-built plans and other closeout documents. ELA reviewed the items and had no additional comments.

Public Works: The monthly Public Works Report was reviewed.

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

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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 – The Public Works Director contacted Darren w/PA DEP regarding membrane filtration. He suggested doing a pre-application meeting with him to develop a testing plan. ELA will continue to evaluate all filtration options.

There is a break in at least one transmission line at the Old Springs that should be repaired before completing any testing.

SRBC Fisher Well Update – The Fisher Well relicensing process is complete, and the new license is valid until 2039.

Reservoir Bypass Update/ Raw Water Tank Cleaning & Inspection – The Borough Manager stated that the Gannett Fleming proposal was received after the agenda was posted and it came in a lot higher than expected. He will reach out to other companies for proposals for the inspection of the raw water tank and come back with additional information.

Remote Metering Project Review/Update – There is still a glitch between the radio read software and the billing software that is being worked through. Staff will continue to install radio read remotes in the Heritage Strasburg development. Once they are complete they will begin replacing meters in the Kingscote development.

Strasburg Commons Sanitary Sewer System Dedication/East Main Stormwater – The Borough Manager has had conversations with Charter and everything on the SBA side has been completed. He is waiting on signed agreements to be returned. The only other outlier is the stormwater basin.

Pump Station Upgrades – SBA staff replaced a gauge on the force main coming out of the valve vault so that ELA had a better idea of static and dynamic pressure. That allowed ELA to rework the calculations for pump selection. The pump should be capable of a flow rate of 350 gallons per minute and be 25 horse power or less. If the flow rate is a bit lower it would be fine, but we don't want to go over the 25 horse power. ELA will contact Envirep and keep the project moving forward.

Strasburg Rail Road Agreement – The rail road has the revised agreement, but have not signed.

Lead Update – No update at this time.

New Business:

Addendum to SBA Water Specifications & Details – A motion was made by John Mroz, seconded by Michael Wolgemuth, and passed unanimously to

1. Adopt the updates to the SBA Water Specifications in regard to meter pit lids with a change to the statement under C6 to read “Any alternatives may be considered provided they meet all of the following requirements and are presented and approved at an Authority meeting.”
2. Authorize the SBA Water Specifications & Details be merged as one document and the SBA Sewer Specifications & Details to be merged as one document.

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

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The Borough Manager stated that based on the outcome, we may need legal counsel to explore other options such as drilling each of the 6 customers a well.

Reservoir Bypass Update/ Raw Water Tank Cleaning & Inspection – A motion was made by Michael Wolgemuth, seconded by John Mroz, and passed unanimously to accept the I.K. Stoltzfus Service Corp. proposal for cleaning the raw water tank in the amount of \$23,725.00.

A motion was made by Ray Reeder, seconded by John Mroz, and passed unanimously to accept the Mumford-Bjorkman Associates, inc. (MBA) proposal for inspecting the raw water tank in the amount of \$5,500.00.

Remote Metering Project Review/Update – SBA staff will be working with MuniBilling on Friday. If all goes well the software should work and the remote read system will be fully operational.

East Main Stormwater – The Borough Manager continues to work with involved property owners.

Stormwater Agreement with Borough – Strasburg Borough Council created a water authority in 1956, but it was not an operational authority until 2004. There is a Management Agreement, Easement Agreement, and a Borough Council Resolution authorizing SBA to be Council's working entity on their behalf. These agreements are for water and sewer, but since SBA has become the stormwater authority also, there should be another agreement. The agreements create a set of expectations for both sides. The Borough Manager will work with legal counsel to develop the documents needed.

Strasburg Commons Sanitary Sewer System Dedication – A maintenance agreement, deed of dedication, and bill of sale were signed.

Pump Station Upgrades – ELA and SBA staff continue to work with Envirep and the electrical engineers on the project.

Strasburg Rail Road Agreement – The rail road has the revised agreement, but still has not signed.

Lead Update – No update at this time.

White Oak Road Land Swap Update – Daniel King called last week to let the Borough Manager know he settled on his mothers-in-law's lot and would like to move forward with the land swap. He will be working with Strausser Engineering and knows he will be responsible for all costs.

New Business:

Creation of Formal Documented Operations & Maintenance Plan for the Water and Sewer System – The Borough Manager discussed the need for updating the operations & maintenance documents for the water and sewer system. With the age of some employees, we need to make sure all the historical knowledge is documented and include more detailed operations. The water system documents should include collection, treatment, & distribution. The sewer system

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documents should have operations and maintenance for each of the four pumping stations. Having everything well documented ensures that everyone knows what needs done daily, monthly, or annually and builds redundancy. All physical facilities for both systems should also be documented.

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 Echernach, Borough Manager

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Remote Metering Project Review/Update – SBA staff believes the software is now working properly with the billing system. There are about 79 meters that are now auto read. The Trails and a portion of Heritage Strasburg developments have been completed.

East Main Stormwater – The Borough Manger continues to work with property owners to have easement agreements prepared and signed. Mrs. Ranck has signed her easement agreements, which include the property where the basin will be located.

A motion was made by John Mroz, seconded by Ray Reeder, and passed unanimously to acknowledge the following Stormwater Easement Agreements needed for the East Main Street Phase One stormwater improvements.

1. Dale & Susan Long – 570-07187, 106 South Decatur Street
2. Steven Echternach & Jeffrey See – 570-11086, 16 South Decatur Street
3. Lajune & Michael Ranck – 570-54965, multi part, 125 Shenk Avenue
4. Miriam & Steven Echternach – 570-46013, 135 Shenk Avenue
5. Steven & Miriam Echternach – 570-45961, 145 Shenk Avenue
6. Joseph & Kathleen Coleman – 570-78984, 85 Beddington Lane
7. Christine & Nathan Appleby, 95 Beddington Lane
8. Lajune & Michael Ranck – 570-97778, Book Lane
9. Lajune & Michael Ranck – 570-94106, 150 Book Lane
10. Matthew Sware – 570-02147, 110 East Main Street
11. BJBRR Enterprises LLC – 570-98439, 10-14 South Decatur Street
12. Rosa & Simone Cataldo – 570-02435 & 570-10536, 6 & 12 East Main Street
13. Earl & Susan Stirba – 570-17819, 20 East Main Street

A motion was made by Ray Garraffa, seconded by Ray Reeder, and passed unanimously to approve the Ranck, 150 Book Lane, sewer connection to be completed by Siegrist Excavating as a condition of the Ranck Stormwater Easement Agreement.

Stormwater Agreement with Borough – SBA solicitor, Bill Cassidy, has prepared a draft agreement and sent it to Borough Council solicitor, Bill Crosswell.

Strasburg Commons Sanitary Sewer System Dedication – The necessary documents have been reviewed by SBA's solicitor and engineer.

A motion was made by Ray Garraffa, seconded by Micheal Wolgemuth, and passed unanimously to accept the Deed of Dedication and Bill of Sale, Maintenance Agreement, and Maintenance Bond from Charter Homes for the Strasburg Commons/Heritage Strasburg sanitary sewer.

Pump Station Upgrades – This project is in the electrical engineering stage.

Strasburg Rail Road Agreement – A motion was made by John Mroz, seconded by Ray Garraffa, and passed unanimously to adopt the Strasburg Rail Road Amendment to the Strasburg Rail Road Sewer Service Agreement.

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Creation of Formal Documented Water & Sewer System Operations & Maintenance Plan –
No update at this time.

New Business: None

Other Business:

Mower Springs Ground Lease – 12 acres of farm land that is part of the Mowrer Springs property has been leased for farming since July of 1999. The lease agreement was with Samuel Smucker, a neighboring property owner, at \$101/acre/year. It recently came to staff's attention that someone else has been subletting it since the amish man was no longer farming. The Borough Manager stopped to talk to the amish man and found out he moved to Penns Valley a few years ago and a relative has been paying for and using the land up to this point. Per the agreement there is no subletting of the ground so the manager notified them the lease will be terminated at the end of the month. A notification letter will also be sent later this week. The Englishman that was interested in subletting it did already spread mushroom mulch on the property, but was waiting on soil results to make an agreement with the amish man. The Borough Manager will keep SBA updated on the situation and suggest also looking at the lease for the blueberry patch property.

Restated Agreement Concerning Public Water Service w/Strasburg Township – The Borough Manager was recently contacted by Josele Cleary, Strasburg Township's solicitor, regarding the recently recorded Keystone water service agreement for Hartman Bridge Village. There was a discussion including Mark Deimler, Strasburg Township's administrator, and it was determined that the agreement should be with Strasburg Township, not SBA. Ms. Cleary will be rewriting the agreement; there will be no cost to SBA.

The Borough Manager also suggested reviewing and updating the Strasburg Township Water and Sewer Service Agreements before any other issues arise, such as township infrastructure needing replaced.

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 Echernach, Borough Manager

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Raw Water Tank Cleaning & Inspection – The Borough Manager anticipates having the inspection report from Mumford-Bjorkman Associates, Inc. (MBA) before the next SBA meeting. There were issues with sediment when putting the raw water tank back in service. Next time the bypass is used the raw water tank will be filled and then staff will wait a week before putting it back in service. Due to increased sediment, SBA staff suspended the April flushing. Tim Rinner suggested checking the old 12” line at Shenk Avenue as a possible location to flush without disruption to customers.

Remote Metering Project Review/Update – Progress continues. There are currently 129 out of 1429 meters that are auto read enabled.

East Main Stormwater – Plans and easements are being finalized and recorded. ELA staff is working on bid packages. Basin work could begin as early as July/August.

Stormwater Agreement with Borough – SBA solicitor, Bill Cassidy, and Borough Council solicitor, Bill Crosswell, continue to work on the agreement.

Pump Station Upgrades – This project is still in the electrical engineering stage.

Creation of Formal Documented Water & Sewer System Operations & Maintenance Plan – Public works staff continue to work on the plan updates.

Lease for Mowrer Springs – A new lease was signed for the farmable acreage at \$300/acre/year for three years.

New Business:

Pump Station #5 Preventative Maintenance Agreement (PMA) – A motion was made by Michael Wolgemuth, seconded by John Mroz, and passed unanimously to enter into a one year PMA with Xylem for Pump Station #5.

Fisher & King Well Generator Capability – The estimate from Longenecker Electric was reviewed. The Fisher Well cost estimate is \$10,900.00 and the King Well is \$10,450.00. The generator plug would have to be custom made since it is no longer manufactured. SBA was concerned with forward compatibility and thought other estimates should be sought. If the plug were updated instead of custom made, then the plugs on Pump Stations #3 & #4 would also need updated.

During recent generator testing at Pump Station #3, aged components were damaged and had to be ordered from Germany since they are also no longer manufactured. SBA staff will try the components on the pump station and confirm if they work or not. SBA and staff can then decide on a direction for this project.

Other Business:

SLSA/PENNVEST – The Borough Manager had a discussion with the SLSA (Suburban Lancaster Sewer Authority) Manager about the upcoming, high-cost projects. There may be a possibility of “piggy backing” with SLSA on a PENNVEST loan since we are their bulk customer.

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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

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Raw Water Tank Cleaning & Inspection – The Borough Manager is waiting for the MBA inspection report. He will forward it once it is received.

Remote Metering Project Review/Update – There are currently 134 out of 1424 meters completed.

Stormwater Project – The Borough Manger stated he has all the easements signed except for two. He reviewed the basin portion of the project and walked the work area with staff and DIG Excavating. The basin portion of the project will begin in July and will be the only portion completed by staff.

Pump Station Upgrades – Tom Devenney reported that they received feedback from PPL so the panel can now be designed. He is hoping to have updated plans at the next SBA meeting.

Creation of Formal Documented Water & Sewer System Operations & Maintenance Plan – Public works staff continue to work on the plan updates.

Fisher & King Well Generator Capability – Public Works replaced the components on Pump Station #3 and completed the generator test. It was successful so components will be ordered for Pump Station #4. Well generator capability will be discussed and decided after Pump Station #4 is tested.

New Business:

2024 Audit – A motion was made by John Mroz, seconded by Michael Wolgemuth, and passed unanimously to accept the audit from Brown Plus Accountants & Advisors.

Restated Hartman Bridge, LLC, SBA, & Strasburg Township Agreement – A motion was made by Michael Wolgemuth, seconded by John Mroz, and passed unanimously to accept and execute the restated agreement.

Stormwater Management -

1. Resolution 2025-1 Approving and Accepting the Transfer of Municipal Separate Storm Sewer System (MS4) from Strasburg Borough – A motion was made by Michael Wolgemuth, seconded by John Mroz, and approved unanimously to adopt Resolution 2025-1.
2. Stormwater/MS4 System Management Agreement – A motion was made by John Mroz, seconded by Ray Garraffa, and passed unanimously to accept and execute the Stormwater/MS4 System Management Agreement.
3. Revised and Restated Management Agreement - A motion was made by Ray Reeder, seconded by John Mroz, and passed unanimously to accept and execute the Revised and Restated Management Agreement.
4. Agreement to Transfer Easements, Right-of-Way, and MS4 Facilities - A motion was made by John Mroz, seconded by Michael Wolgemuth, and passed unanimously to accept and execute the Agreement to Transfer Easements, Right-of-Way, and MS4 Facilities.

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Authority-Owned Property Leases – 1303/1305 Village Road & 101 Summit Hill Road – A motion was made by Michael Wolgemuth, seconded by Ray Reeder, and passed unanimously to authorize the Borough Manager to negotiate leases for 1303/1305 Village Road and 101 Summit Hill Road.

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,

Steven Echternach, Borough Manager

2025-16

STRASBURG BOROUGH AUTHORITY (SBA)
July 17, 2025 – 8:00 A.M.
MINUTES

Members Present: Ken Johnson Ray Garraffa
Ray Reeder John Mroz

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 May 15, 2025: A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously to approve the minutes of the May 15, 2025 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 John Mroz, seconded by Ray Garraffa, 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 – Ed Zalewski, the Public Works Director, reported that as of yesterday the Mowrer Spring is ready for testing. He reached out to PA DEP to schedule the test. He also asked about retesting the Old Springs, but was told that was not an option since that source had failed. He will reach out again on Monday to try and get a test date.

SBA requested that Tom Devenney w/ELA also reach out to PA Department of Environmental Protection (DEP) to discuss the Old Springs to see if there is any way the source could be put back into service. Mr. Devenney also suggested contacting Steve Read to see if he can run a private test so SBA could review results. Mr. Devenney will report back at the next SBA meeting.

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Raw Water Tank Cleaning & Inspection – MBA’s Raw Water Tank Evaluation Report was reviewed. The report recommended repairing and coating the inside of the raw water tank, at a cost estimate of roughly \$200,000.00. A public water supply permit would be needed to ensure all the products used are safe. The bypass would be used since the tank would be out of service for at least a few weeks. SBA Staff would refill the tank and then let it sit for a week or two before putting it back into service. This project should be added to the capital projects and be completed within the next five years. SBA would like more information and to add a little buffer to the cost estimate.

Remote Metering Project – There are currently 160 out of 1455 meters completed.

Stormwater Project – The first phase of the stormwater project on East Main Street kicked off last Monday with a project stake out and removal of trees. Signage was placed at the site to deter people from entering the private property. The Borough Manager stated that the goal is to have the bulk of basin portion of the project done by the end of August. He was hoping to have a bid package for the PennDOT roadway work for today’s meeting, but found out yesterday it was not completed yet. SBA would like the packages before the next meeting so the project does not get held up and would like the Borough Manager to convey their message to the ELA engineer working on the project. Ken Johnson would like included on any communications with ELA.

Pump Station Upgrades – Tom Devenney supplied plans for review. He will be meeting with public works staff after the meeting to get the operators’ perspective and comments on the plans.

Creation of Formal Documented Water & Sewer System Operations & Maintenance Plan – Public works staff continue to work on the plan updates.

Fisher Well Generator Capability – A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously to upgrade the Fisher Well with generator capability, not to exceed \$10,000.00.

New Business:

Water & Sewer Rates – The Borough Manager discussed water and sewer rates with the members to gauge if they will be considering a rate increase to be effective October 1, 2025. He suggested rather than making large, irregular increases, consider smaller, annual increases.

System operating expenses continue to climb every year. Also, there are upcoming capital projects that need to be planned for to maintain the water and sewer systems to continue providing quality service to customers. SBA and staff need to do a better job at identifying capital projects so that funds can be set aside and available when needed. SBA members asked to see information for a 1%, 3%, and 5% increase at the next meeting and will decide on an increase at the September meeting.

Brendle Tract, Prospect Road, Capacity Request – A motion was made by Ray Garraffa, seconded by Ray Reeder, and passed unanimously to approve RGS Associates request for four (4) EDUs of water and sewer capacity for the four (4) borough lots to be developed within their Brendle Tract/35 Prospect Road project.

Other Business:

Sight & Sound – Last week Sight & Sound called the borough office when they were having their fire system inspection and notified staff they would be flushing their hydrants. They stated that it wouldn't be enough to cause any water issues. Within minutes the office was receiving dirty water calls. The Borough Manager notified Sight & Sound that they are no longer permitted to do any tests, flushing, or inspections without giving SBA staff prior notice and having a SBA staff member present.

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

2025-19

STRASBURG BOROUGH AUTHORITY (SBA)

August 21, 2025 – 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 July 17, 2025: A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously to approve the minutes of the July 17, 2025 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.

The Public Works Director also reported that another one of the service lines installed by PACT One, LLC on South Decatur Street developed a leak due to a fitting issue. The fitting had a flat washer in a tapered connection. At this point the work is out of warranty. The Borough Manager and engineer will discuss the issue and notify PACT One, LLC.

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

Treasurer Report: The 2nd Quarter Treasurer Report was reviewed.

A motion was made by John Mroz, seconded by Ray Garraffa, and passed unanimously to accept the Treasurer Report and file for audit.

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Consent Agenda: A motion was made by Ray Reeder, seconded by John Mroz, and passed unanimously to approve the items under the Consent Agenda.

- Payment of Monthly Bills, with a note that the checks and bank statements have been reviewed
- 2026 Budget Calendar

Unfinished Business:

Old Springs/DEP Water Source Update – The Public Works Director stated that the Mower Spring is ready to be tested, and he is waiting to hear from Tom Yeager with PA DEP with a test date. Tom Devenney will contact Steve Read about Old Springs testing and report back to SBA.

Remote Metering Project – There are currently 160 out of 1455 meters completed.

Stormwater Project – The project is progressing; next week facilities will be installed from the basin to the small stream. 6 customers' water service will be disrupted for a few hours. Those customers will be placed on boil water advisory until two test results required by PA DEP are received. Shenk Avenue will also be closed while work on the roadway is being done.

The Borough Manager added that he is proud of Don and the public works team, they are doing a wonderful job and rising to the challenge.

Pump Station Upgrades – Tom Devenney supplied updated plans for review.

Creation of Formal Documented Water & Sewer System Operations & Maintenance Plan – Public works staff continue to work on the plan updates.

Water & Sewer Rates – SBA reviewed water and sewer comparison information provided by borough staff. SBA has major infrastructure projects on the horizon, such as, the Pump Station #2 upgrade, coating the inside of the raw water tank, sewer force main work, updating Pump Stations #3 and 4, and SBA's portion to SLSA for infrastructure work. SBA does not spend money frivolously and needs to plan for the future by getting ahead of project costs.

The Borough Manager recommended smaller annual increases, instead of irregular large increases. The consensus of SBA was a 5% increase, but a final decision will be made at the September meeting.

SBA White Oak Road Property, Daniel King – Mr. King was originally interested in doing a land swap with SBA, but now would like to know if buying SBA's property along White Oak Road would be an option. The Borough Manager will discuss the situation with the SBA solicitor and see what the options are and report back to SBA at a future meeting.

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New Business:

Stormwater Phase One Bid Package – A motion was made by Michael Wolgemuth, seconded by Ray Reeder, and passed unanimously to approve the Stormwater Phase One Bid Package and authorize ELA staff to post the bid package on PennBid.

Other Business:

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

2025-23

Stormwater Project – The project is moving along well. The large Contech box was set last week, and Shenk Avenue has been reopened. All the pipe to the west side of Shenk Avenue has been installed.

The bid package for Phase 1 is out. A non-mandatory pre-bid meeting was held yesterday, which one company attended. Several companies have retrieved project information online. Bids are due next month and will be discussed at the next SBA meeting.

Pump Station Upgrades – Tom Devenney presented a quote from Envirep and suggested having the electrical engineer review it before signing.

A motion was made by Michael Wolgemuth, seconded by John Mroz, and passed unanimously to accept ELA Group's Pre-Permitting Opinion of Probable Cost and Envirep's Costars quote for Pump Station #2 upgrades, subject to the electrical engineer's review.

Creation of Formal Documented Water & Sewer System Operations & Maintenance Plan – Public works staff continue to work on the plan updates.

Water & Sewer Rates – A motion was made by Michael Wolgemth, seconded by Ray Garraffa, and passed unanimously to increase water and sewer rates by 5% effective October 1, 2025.

SBA White Oak Road Property, Daniel King – The Borough Manager discussed the possible sale with the SBA solicitor. He said the property can be sold and does not need to be auctioned, but he highly recommended having an appraisal completed. Lancaster Appraisal Group said an appraisal will cost \$595.00.

A motion was made by John Mroz, seconded by Ray Garraffa, and passed unanimously to order an appraisal of the SBA White Oak Road property.

New Business: None

Other Business:

Water System Flushing – Water system flushing was discussed. Due to issues when the raw water tank was put back online in the spring, spring flushing was not completed. It was suggested to complete at least some of the fall flushing at night. Also, to flush the dead ends of the line first and then isolate some of the long lines (Main & Miller Streets) to pull sediment through town.

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

2025-25

Pump Station Upgrades – Tom Devenney stated that the electrical engineer reviewed and approved the Pump Station #2 Upgrade Plan and Envirep’s proposal.

SBA authorized Tom Devenney and/or Brian Miller of ELA and Borough Manager, Steve Echternach to sign documents to keep this project and stormwater related projects moving forward.

Creation of Formal Documented Water & Sewer System Operations & Maintenance Plan – Public works staff continue to work on the plan updates.

Water & Sewer Rates – A motion was made by Ray Garraffa, seconded by Michael Wolgemuth, and passed unanimously to adopt Resolution 2025-3, a 5% water and sewer rates increase effective October 1, 2025.

SBA White Oak Road Property, Daniel King – The Borough Manager had a property appraisal completed after last meeting. The property was appraised for \$215,000.00. The manager sent a copy to Daniel King and will offer the property to him at that price. This money could help cover the cost of upcoming projects, like the lining the raw water tank.

New Business:

2026 Draft Budget Review – The draft budget was reviewed.

Lancaster General Hospital (LGH) Water and Sewer Facilities – The following motions were made in regard to LGH water and sewer facilities.

1. A motion was made by John Mroz, seconded by Ray Garraffa, and passed unanimously to accept the Deed of Dedication & Bill of Sale for the LGH water and sewer facilities.
2. A motion was made by John Mroz, seconded by Ray Garraffa, and passed unanimously to enter into the LGH Utility Easement Agreement
3. A motion was made by John Mroz, seconded by Ray Garraffa, and passed unanimously to enter into the LGH Water & Sewer Line Extension Deferral Agreement.
4. A motion was made by John Mroz, seconded by Ray Garraffa, and passed unanimously to adopt Resolution 2025-2, LGH Water Facilities Deed of Dedication.

The Meadows at Strasburg Phases 2 & 3 Bond Reduction Request – A motion was made by Michael Wolgemuth, seconded by John Mroz, and passed unanimously to follow the SBA engineer’s recommendation and authorize a \$37,800.00 reduction for the sanitary sewer bond and \$5,000.00 reduction for the water bond, leaving a sanitary sewer balance of \$10,800.00, water balance of \$71,700.00 , and contingency balance of \$12,530.00 for a total of \$95,030.00.

Ephrata National Bank – A motion was made by John Mroz, seconded by Ray Garraffa, and passed unanimously to accept the ENB Deed of Dedication & Bill of Sale for water and sewer facilities.

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Charter Homes/Strasburg Commons Phase 2 – A motion was made by Ray Garraffa, seconded by Michael Wolgemuth, and passed unanimously to accept the First Amendment to Storm Water Management Agreement and Declaration of Easement for Strasburg Commons Phase 2.

Other Business: None

Citizen Comment: None

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

Respectfully Submitted,

Steven Echernach, Borough Manager

2025-28

Unfinished Business:

Old Springs/DEP Water Source Update – Tom Devveny provided risk factor scores for the Mowrer (12) and Old Springs (33). SBA would like to look at the cost of filtration at the spring sites or at the treatment plant. It would be a “big ticket” item, but would protect water sources. If filtration were installed at the treatment plant all spring water would be protected, but it would need a reverse flow to get back to Paradise Township customers.

SBA would like an annual notification sent to the Paradise Township customers reminding them they are on a boil water advisory.

Remote Metering Project – There are currently 171 out of 1455 meters completed.

Stormwater Project – SBA staff are close to completion of their portion of the current stormwater project.

A preconstruction meeting was held earlier this month for the portion of work to be completed by DH Funk & Sons LLC. PennDOT may require an inspector be onsite at all times at SBA’s expense, including costs of meals lodging, travel, cell phone, etc. They don’t have enough of their own inspectors, so most likely it will be a contracted inspector. This is an unanticipated expense of \$50,000.00-100,000.00. SBA staff and ELA are trying to find a work around, such as having an SBA staff person onsite during all work like the recent watermain project. PennDOT has not responded at this point. Work is scheduled to start in the beginning of December on Shenk Avenue.

Pump Station Upgrades – Tom Devenney stated that the required DEP permit has been received. The property owner would like to see the electric moved underground, currently it is overhead. This would also prevent potential outages to the station, but will require time to work with PPL. ELA will provide plans and specs by the next SBA meeting and would like to have the bid package active before Christmas.

Creation of Formal Documented Water & Sewer System Operations & Maintenance Plan – Public works staff continue to work on the plan updates.

SBA White Oak Road Property, Daniel King – Mr. King is looking to proceed with the purchase of the property. He is responsible for working through the subdivision/land development plan with Eden Township.

New Business:

Hartman Bridge Village – Keystone has pulled their plan and is no longer moving forward with the project. Keystone has accepted an offer from another party and is selling the property.

The waterline that was initially installed for this project is dedicated to and owned by Strasburg Township. The line currently goes to Sight & Sound for their fire suppression system, and requires weekly flushing to maintain system integrity. There is a cost for this, and it should not be absorbed by SBA. The solicitors are working through this new development.

2026 Preliminary Budget Review – A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously to approve the 2026 Preliminary Budget.

2025-29

Appel Yost LLP Internal Transition – The Borough Manager made SBA aware that Bill Cassidy, SBA’s current solicitor with Appel Yost LLP, will be stepping down. He stated that we have had a great relationship with Mr. Cassidy and he has enjoyed working with him. He met with Appel Yost LLP municipal law group division and thinks SBA will be in great hands and have a smooth transition.

Other Business:

Verizon Cell Tower – The Borough Manager discussed a solicitation received from a company called Everest Infrastructure. They buy cell towers. They are offering a lump sum payment to turn over lease of tower to them. They would then market the tower. This is the only company that has contacted SBA staff. No decision was made.

Flushing – Flushing was discussed. It was decided that the dead ends would be flushed the week after Thanksgiving, if possible, starting on east side and moving west. Flushing will take place in the early morning or during day and should only take one day and two public works employees. Once the dead ends are complete, flushing can be reevaluated.

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

Unfinished Business:

Old Springs/DEP Water Source Update – Tom Devenney with ELA provided some estimated costs for filtration and new water source options for review.

Remote Metering Project – There are currently 171 out of 1455 meters completed.

Stormwater Project – Public works staff has completed their portion of the project except for a few pieces of pipe that can't be installed yet. DH Funk is expecting to begin work the first week of January. Chairman Johnson would like to see a breakdown of project costs at the next meeting.

Pump Station Upgrades – Discussed under New Business.

Creation of Formal Documented Water & Sewer System Operations & Maintenance Plan –

The Borough Manager met with Public Works staff to discuss the operation and maintenance plans. Beginning in January Ed (water) and Tim (sewer) will attend SBA meetings with their work product. They have been asked to bring a schematic & table of contents to the January meeting.

Don & Bryce have each passed their wastewater test. Don can be licensed; however, Bryce can't be licensed until next year. Bryce is also enrolled for water classes & test later next year.

SBA White Oak Road Property, Daniel King – No update.

New Business:

Updated Sewer Specifications (Lift/Pump Stations) – A motion was made by John Mroz, seconded by Ray Garraffa, and passed unanimously to adopt the updated Sewer Specifications.

Updated Capacity Design Construction Approval Process – A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously to adopt the updated Capacity Design Construction Approval Process.

Pump Station #2 Bid Package – A motion was made by John Mroz, seconded by Ray Garraffa, and passed unanimously to approve the Pump Station #2 bid package and authorize ELA staff to post the bid package on PennBid.

2026 Final Budget Review – A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously to approve the 2026 Final Budget.

Other Business: None

Citizen Comment: None

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

Respectfully Submitted,

Steven Echernach, Borough Manager