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STRASBURG BOROUGH AUTHORITY (SBA)
April 16, 2026 – 8:00 A.M.
MINUTES

Members Present: Ken Johnson John Mroz Mike Wolgemuth

Others Present: Steve Echternach, Borough Manager Tom Devenney, ELA Group
Ed Zalewski, Public Works Director Glenn Denlinger
Jim Barcheskie

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: Jim Barcheskie, from Brown Plus Accountants and Advisors, reviewed the 2025 SBA Audit. It was a clean audit opinion with no internal control issues.

Minutes of March 19, 2026: A motion was made by John Mroz, seconded by Mike Wolgemuth, and passed unanimously to approve the minutes of the March 19, 2026 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.

Treasurer: The Treasurer Report was reviewed. A motion was made by Mike Wolgemuth, seconded by John Mroz, and passed unanimously to accept and file for audit the Treasurer Report for the period ending March 31, 2026.

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

Unfinished Business:

Old Springs/DEP Water Source Update – No update at this time.

Remote Metering Project – There are currently 180 out of 1455 meters completed.

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Stormwater Project – The project continues to move along well. The East Main Street portion of the project, except for final paving, should be completed by early/mid-May.

The project will then shift to the South Decatur Street infrastructure installation. ELA has submitted a detour plan to PennDOT for the South Decatur Street portion of the project and is waiting for approval. Originally flaggers were going to be used for that portion, but contractors and SBA staff don't believe that is economical or in the best interest of the project. They are hoping to put the detour in place May 19th.

The Memorial Day Parade is May 25th and the route should not be impaired.

Pump Station Upgrades –

Pump Station No. 2 - A notice to proceed has been issued to Barrasso Excavation.

Pump Station No. 5 - A letter from ELA on the electrical component issues was received, along with a check for \$10,000.00. There will also be credit in the form of fee deductions, currently being applied to the tapping fee study. SBA thanked Tom Devenney and ELA for how they handled the issue. The Manager noted that there has not been any issues with the pump station since the electrical work was completed.

Creation of Formal Documented Water & Sewer System Operations & Maintenance (O&M) Plan – Ed Zalewski provided a current draft Water System O&M Plan for review.

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

New Business:

D.H. Funk & Sons, LLC Change Order #2 – A motion was made by Mike Wolgemuth, seconded by John Mroz, and passed unanimously to approve Change Order #2 in the amount of \$3,655.50.

D. H. Funk & Sons, LLC Change Order #3 – A motion was made by Mike Wolgemuth, seconded by John Mroz, and passed unanimously to approve Change Order #3 in the amount of \$8,681.28.

D.H. Funk & Sons, LLC Payment Application #3 – A motion was made by Mike Wolgemuth, seconded by John Mroz, and passed unanimously to approve D. H. Funk & Sons, LLC Payment Application #3 in the amount of \$113,816.92.

M & G Realty, Inc. (Rutter's) Utility Easement Agreement – A motion was made by Mike Wolgemuth, seconded by John Mroz, and passed unanimously to enter into the Utility Easement Agreement with M & G Realty, Inc.

Strasburg Jaycee Park Water & Sewer Connection – The Strasburg Jaycee Park would like to install a two inch water service and a gravity sewer line. The connection would come from the Trails development and run through the Strasburg Community Park property. Glenn Denlinger, from the Strasburg Jaycee Board, was in attendance to ask if SBA would be willing to waive the

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connection/tapping fees for the new connections. The connection/tapping fee would be \$35,637.00. The Borough Manager stated that fees were waived for the other parks, but suggested SBA make the park responsible for purchasing the meter and meter pit. Mr. Denlinger will also see if they can find information in the by-laws as to where ownership of the park goes if the board dissolves.

The location of the meter pit was discussed. The park would like to have it near the pavilion so they don't have to run electric out to the field, but ELA and SBA staff would like it near the curb stop, otherwise service line leaks could go undetected. Since the service will not be used over the winter months, it was the consensus that the pit be located near the curb stop and the park will remove the meter and winterize the pit every year. They will need to contact SBA staff to inspect the pit each time they remove and reinstall the meter.

A motion was made by John Mroz, seconded by Mike Wolgemuth, and passed unanimously to waive the Strasburg Jaycee Park's connection/tapping fees for water and sewer service, with the understanding the park is responsible for the purchase of the meter and meter pit.

Tapping Fees – This item was for discussion only. There has not been a tapping fee increase since 2008. SBA projects have been completed since then, such as the treatment plant, but tapping fees were never adjusted. Fees should be reevaluated every few years. The solicitor is currently reviewing the updated tapping fee information, provided by ELA, to verify it is legally defensible.

The Borough Manager notified Strasburg Township that fees may be adjusted since they have another development beginning soon. He also believes that the Township and SBA water and sewer service agreements should be reviewed and clarified.

Other Business:

The Borough Manager mentioned the following items.

- SBA has a manhole in a field off of Edisonville Road with four pillars surrounding it for protection. The pillars had been knocked over by the farmer, and have now been reinstalled by SBA staff. The Manager would like to send a notice to the farmer to let him know that if there is any future damage, he will be billed for the repairs. SBA supported sending a notice.
- Sewer flows for March were up by approximately 3.5 million gallons. Most likely caused by I & I since there was heavy snow melt. The Manager has recently noticed how many vents are missing caps. This allows water to drain directly into the sewer system. It was suggested to adopt a rule that anytime a sidewalk or driveway is done that the property owner must install a proper venting system to help address the issue.
- The Borough Manager complimented SBA on their movement to address the aging infrastructure of the water & sewer systems.

Citizen Comment: None

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

Respectfully Submitted,

Steven Echternach, Borough Manager