2026-17

STRASBURG BOROUGH AUTHORITY (SBA)
June 18, 2026 – 8:00 A.M.
MINUTES

Members Present: Ken Johnson Ray Garraffa
John Mroz

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

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

Request to be Heard: None

Minutes of May 21, 2026: A motion was made by John Mroz, seconded by Ray Garraffa, and passed unanimously to approve the minutes of the May 21, 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.

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 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 195 out of 1455 meters completed.

Stormwater Project – The project is in good shape and making good time as of yesterday. With Payment Application #5 all grant funds will be used, and the grant will be closed out.

There will be change orders for the next SBA meeting, they were not submitted before this meeting. The Borough Manager discussed one of the change orders, which will be the largest to date, to address an issue on East Main Street at the top of Shenk Avenue. There will need to be additional inlet boxes installed due to standing water after rain events near the hydrant. The needed paving pitch to correct the issue and get the correct flow isn't possible. SBA agreed the issue needs to be corrected.

Pump Station Upgrades – Preconstruction meetings will be scheduled. ELA has received a few shop drawings and electrical gear has come in. Work should begin in September.

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

SBA White Oak Road Property, Daniel King – The subdivision/lot add-on is on the Eden Township Planning Commission's June 25th Agenda. Ken Johnson plans to attend.

Strasburg Jaycee Park Water & Sewer Connection – No update at this time.

Tapping Fees – The solicitor reviewed the original tapping fee resolutions and the amendments, and suggested a complete rewrite/new resolutions. This keeps the resolutions clean and clear. The rates in these resolutions are the same as in the resolutions SBA approved at the last meeting.

A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously to adopt Resolution 2026-3, Sanitary Sewer Tapping Fees and Resolution 2026-4, Water Service Tapping Fees.

New Business:

D.H. Funk & Sons, LLC Payment Application #5 – A motion was made by John Mroz, seconded by Ray Garraffa, and passed unanimously to approve D. H. Funk & Sons, LLC Payment Application #5 in the amount of $284,128.49.

Eshelman Run Streambank Stabilization Phase II Award – A motion was made by Ray Garraffa, seconded by John Mroz, and passed unanimously to award the Eshelman Run Streambank Stabilization Phase II bid to Kinsley Construction Environmental, for a total price of $185,980.00 for work to include the Base Bid and Alternate #1 (Vegetation Establishment).

Grease Trap Discussion – Grease traps and SBA grease trap specifications were discussed. Up to this point specifications haven't been strongly enforced, and grandfathered grease traps (or lack of) haven't been tracked. SBA staff sends a FOG letter annually in January to businesses, but requests no response.

A change of occupancy in our businesses triggers zoning and building review, but not typically SBA review. Moving forward any permit application for change of occupancy or when a property changes hands SBA and/or staff should review the application/property. This is the opportunity to implement inspection and require maintenance records for grandfathered systems. If a grandfathered system is failing, current SBA specifications would need to be followed.

The most recent business application is for Skip's Chicken, they will be installing a 500 gallon system, per our specifications, with a 4" inspection cleanout. Monthly cleanouts will be required for the first year, and if after the first year there are no issues, the required cleanout interval can be extended.

SBA agreed that SBA grease trap specifications need enforced moving forward.

Other Business: None

Citizen Comment: None

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

Respectfully Submitted,

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Steven Echternach, Borough Manager