SHIPPENSBURG BOROUGH AUTHORITY

MARCH 13, 2018

6:00 PM

ROLL CALL
Michael Pimental, Member
Steve Bronze, Member
____ Troy Pomeroy, Member
____ Kerri Burrows, Member
____ Evaggelos Tsambiras, Member
____ Vacant

ROLL CALL
____ Forest Myers, Solicitor
____ Dennis Hammaker, Retiree
____ Peggy Miller, Retiree
____ John Epley, Secretary

AGENDA

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1.	Public Comment	
2.	Consideration to approve meeting minutes of February 13, 2018	1-19
3.	Reports:	
	a. Engineer b. Water Dept. Administrator c. Solicitor d. WWTP Manager e. Secretary	
4.	Business Items	
	a. Well #2 Project-Update	
	b. Well #4 Project-Update	
	c. Unaccounted For Water-Update	
	d. PennDOT Street Projects-Update	
	e. Shippensburg Public Library - Fire Line Fee Discussion-Update	
	f. Water line Connection Request @ 10 Cabin Lane, Lot #2 (Southampton Cumberland)	20-28
	g. Consideration to Grant a Water Forgiveness Request Submitted by Suzanne Carbo in the amount of $315.19 (153 Rusbe Drive, Shippensburg)	29-32
	h. Gandy Manor Phase 1-A and Phase 1-B. 1 Phase 1-A Request to Release Maintenance Bond 2 Phase 1-B Request to Release Construction Guarantee	33
5.	Financial Review	
	a. Consideration to approve Shippensburg Borough Invoice for February 2018	34-74
6.	Executive Session (Contractual Matters)	(Saddlebag)
7.	Any other business	
8.	Adjournment	

NEXT MEETING

April 10, 2018 - 6:00 PM

Shippensburg Borough Authority Minutes
March 13, 2018
6:00 pm

Present:
Michael Pimental (MP) Steve Bronze (SB) Troy Pomeroy (TP)
Evaggelos Tsambiras (ET) John Epley (JE) Forest Myers (FM) Peggy Miller (PM)
Dennis Hammaker (DH)
Absent: Kerri Burrows (KB)

1. Public Fred Moxley (FrM) owner of 211 Walnut Dale Road, regarding water connection in Huckleberry Land.
Sarah Covell (SC) daughter of Fred Moxley, she is interested in purchasing land from her father on Cabin Lane.
Andrew Covell (AC) husband of Sarah Covell.

f. Water line Connection Request @ 10 Cabin Lane, Lot #2 (Southampton Cumberland)

(MP) Welcome, so you have been talking with Peggy, tell us what you would like to do and Peggy will chime in and give us a perspective here.
(PM) this is in your meeting packet pages 20-28 for reference information.
(FrM) we have a proposed plan to build on George Stojkovich residency, split the property out and intend to Purchase 3 acres of that property along with the redraw of my property for their homestead. In doing so it is paramount that they have water there and were intending to connect to the public water. In talking to George and Peggy they did discover the old line that was on Huckleberry, a 2" line that is currently on 10 Cabin Lane.
(PM) that is on page 22 of the packet.
(FrM) page 22 shows Cabin Lane and the approximation of the meter pit that is there, existing, abandoned meter pit. That would work out perfectly with the driveway coming straight out to Cabin Lane. So the water line would come straight down the driveway to the house, the residence, you can see the septic there on the proposed 13 Cabin Lane. Driveway is approx. 200 feet, we have discovered the meter pit and went out to dig it up and see if for sure it was the line and Peggy has some of the pictures. The meter itself is an older style meter, but is still works and is functional.
(PM) let me take a step back, what they are asking for, I believe is, Cabin Lane splits the properties of Mr. George Stojkovich (east side) and father's side which is on the west side of the proposed property. There are several issues, the water tap that they are intending to use was used by a former owner on Cabin Lane, adjacent to George. When George purchased his property that his house is built on, he told me it was one deed with two lots. And the lot in question where this connection is had an old cabin on it that was falling down so he demolished it. Subsequently, when the authority purchased Huckleberry Land's system this meter pit was there but it was never customer. The meter pit, et cetera, was part of the old Huckleberry system. It is not an SBA meter, et cetera. So that needs to be noted. I am not speaking on your behalf so feel free to jump in. But what they have proposed to me is to use that connection for that property that was abandoned by George, use that tap and run the line over to their property. I believe if I am not mistaken that through the archives of research, that authority had put (pg 28) had put a connection in Huckleberry Land System and apparently there was some negotiation back and forth with the township for allotted connections, some folks have been told they could connect. The first one on there that is scratched out is George and I believe, if I am not mistaken, that is when he built his house. The house that he has there is a newer home.
(FrM) yes it was before 2007. I think because that is when he did the subdivision. He subdivided the property and that was in 2007 when we made the subdivision for a new proposed building plan for an additional property over where he wants to sell this property now. So his existing dwelling is here, his water tap is here where there is an easement. The one that was abandoned was down here, where there was a residence there

and you are absolutely right there were multiple parcels included with this property. He has rezoned this for a Lot #2, which we have worked with the township, Cumberland County, they signed off on this plan.
(PM) so this tap that was given to him do you know what parcel that was for? Was it for his house?
(FrM) it does not show on here, there was a line approximately where the tap is and then there was another one, with Rickrode and he did a swap with Rickrode.
(PM) Rickrode is still here, the mobile home over here.
(FrM) they worked out a little detail before he purchased that, so all three. I believe there were three pieces to that, I don't have all those outlined in there, but that is where that meter pit was.
(PM) he has a tap and he has a tap and what I am trying to do is determine, what happened to this one? And perhaps it is a moot point, but there is an existing meter pit here. What is the date of this?
(FrM) September of 2007
(PM) somehow this is tied to that, that is September he did a land development plan Southampton in March, and promised a tap to him
(FrM) I am not sure he had found that meter pit, when that was written. I don't know that he found that meter pit until afterwards. He was out there clearing brush when they found it.
(PM) what I do understand is that these folks would like to use the tap that is out there, the tap has been made to the main ions ago by the huckleberry land system it reportedly was abandoned because there was no home there. If they the authority would be so inclined to let him use that corporation and the tap, their lateral would have to come into our standards. The meter pit that is out there and the curb stop would have to be replaced. They are approximately 25 feet into George's property, I would not recommend that it stay there because that is the opposite direction of where your property is, and you would want it to go in the other direction. I would recommend I don't know what the easement is on that read or the right of way, but I would recommend just staying in the right of way.
(FrM) he did agree that when we stipulated the purchase that he would make that a right of way for them to have. I agree if that we are going to upgrade the meter pit, that it would be best to move it.
(PM) part of the issue is that we don't know exactly where the main is, because it is a plastic main. We have an idea, of where the main might be, due to the aging condition of that line and the other lines in Huckleberry Land. I was not here in 2007, I don't know if you Forest have some insight, I believe that the moratorium was put on because of concerns of age and condition of the pipe from what I have been told, when I asked why was there a moratorium put on?
(FM) I think a big part of it was because the pipes, no one was really able to determine, even though CET made an effort to determine where the easement and the pipes were located. The easements questionable from the very beginning when I went back and SBA took the system over. I searched for easements; the easements are hit or miss. The lines are in the ground, the water is flowing through it.
(SB) that was a neighborhood system and all of the sudden, somebody ran out of water and okay we will run a line to you. That is how Huckleberry Land existed before we took it over.
(FM) so the long and short of it is, the overall system was a problem to begin with, whether there was water flow et cetera, this particular portion of the system is even more problematic because of the sizing of the line. There are multiple taps on that line beyond I think where you are looking at, right?
(FrM) no, that is the end of the line
(FM) that is the end of the line, well other people own along there?
(FrM) well there is actually two people now, Rickrode and Stojkovich.
(PM) Also, when you come into Cabin Lane, I think their address is Walnut Dale, as soon as you turn onto Cabin Lane the home on the right, his meter pit is right by the barn. I don't feel comfortable making this decision that is why I am bringing it here to you.
(FM) it is not something that the authority would normally do, I will put it that way. If you recall there is another 2" line in the system out off of Baltimore Rd, where there is a line that runs through and that is two houses.

How many times have those folks been in here addressing you about pressure? It is problematic, if you are going to do it my recommendation is that you have a clear cut understanding in writing from these folks that they are permitting it but the responsibility is not on the authority. That if this line does not serve the three houses that are built on it, then you do what the authority did out on Stone Wall Rd and make the property owners put in a 4 " line. Troy happens to be on that line, it was a similar situation, there was a long line, it was a 2" line, and houses were being built and the authority didn't feel comfortable so they said to the people if you want water build a line that will serve the people that are out there and they did it. It is your decision as an authority whether or not you want to do this. I just want to tell you to exercise a lot of caution when doing this.
(DH) from an engineering standpoint, we have a normal procedure when a line is longer than a certain length, and the calculations will show if it going to serve it or not but even that is not fool proof. I agree with Forest, you are on an existing line. My first question would be, Do we know if that is even an authority line, who owns it, is there and easement or a right of way?
(PM) it is shown on our map, I know that does not mean anything, but it is shown on our map.
(FM) the authority nominally owns it, because it was part of the original Huckleberry Land.
(PM) we do have customers that we bill and read the meters on that line.
(DH) the next question is, is there a hydraulic just because there is a water meter there, it doesn't mean that if you connect to it you will get adequate pressure for your home or cause issues for the existing home owners.
(PM) there is no way to determine pressure on that line because it is a 2" line and there is no hydrants, no blow offs there is nothing to adequately measure the pressure there.
(TP) is it a plastic line?
(PM) they did excavate it and we did turn the curb stop and observe water flowing, so water is going through the old lateral that is out there.
(FM) do you know who owned the place that was torn down? There were Williams and Kirby's living up there.
(FrM) George bought the land from Williams; it was a predecessor to Williams, Ron and Catherine. There were two different properties and I think there is still one piece out there. I think they know who that was, but he is long gone, it was long before, because when Cathy Ginnick was, they couldn't find it, they were in the approximate area but they were looking on the wrong side of the road. That residence had been torn down long before George even got there, it was in shambles.
(MP) Dennis is there an engineering test that can be done on that existing tap to tell us whether there is sufficient pressure, whether we start drawing down on that, how it will affect the volume and the pressure of water in that line? Is such a test standard?
(DH) there are several things that could be done. First of all that is why we have a water model, we could run a calculation to see what should be there if we knew the sizes of water lines in the system that are connected to. There is such a thing as doing a fire flow test, but that is normally you are looking at larger sized lines to see how much water you can get out of a line and see what the residual pressure is.
(FM) I am not sure where the closest hydrant is
(SB) there is not something that you can put on the actual tap itself that regulates flow through it?
(DH) you could certainly, if you had a way to measure, there are devices that you could put on a garden hose or whatever, we have devices that measure flow out of hydrants.
(SB) not something that we have that is easily accessible to us, so that is my concern because we have customers including Fred, and we want to make sure that they are not impacted. We can get them to go ahead and sign a contract that says if you do all this and don't get water that it is fine, but if they do all that and charge the lines and the other customers are impacted, then we have done them a disservice. We can't go down that road until we make sure, I know it is just one more house, but do to the small size of the pipes and the fact that you are pushing water up hill.
(FrM) the tank is up on the hill, I have a 4" line and I have to put a reducer on my line because there is too much pressure.

(SB) we just need to do some sort of test to make sure that by adding another house we are not doing anybody a disservice.
(PM) what is going to be the length of your lateral, do you know? When we were talking it was 700 feet but then down to 300 feet.
(FrM) it is 200 to 250 feet from that meter pit to the house
(DH) this distance is 300, so you are probably 350 feet.
(MP) there are two issues here, so there is concern for you folks that use this tap and then it is insufficient for your needs, and as a body, our concern there is someday in the future either you or whoever else owns that property comes to us and says we have inadequate water supply here and then it becomes incumbent upon all the other rate payers to pay to fix that. And we already have a moratorium out there, so that is problem number 1. Problem number 2 is, that you may tap in and find for whatever reason some hydraulic reason that is not understandable to me, you have all the water that you need but every time that you turn it on, all your neighbors go dry. So that would be problem number 2. So I think a way forward, and this is for discussion, a way forward would be to have some kind of testing done on that line, you can work with our engineer or your own engineer. Test the quantity of water and the pressure available out there, since it is unknown and we don't have a hydrant anywhere that we can use to find out whether or not if you tap on to it. If we are going to create a real big problem for everybody out there and then if you can find out and it is says yes, there is enough pressure and it won't do harm to our neighbors if we start drawing water from this. Then I think it becomes a matter of okay, then we just need an agreement from you folks and us that we don't think there is enough supply out there and as long as you understand that and sign off on that. That any responsibility going forward is on you that you can't come back to us and say, we need a 4" line out here or a 6" line out here now because we don't have enough water. So there is two parts to that, so if you are willing to engage with an engineer and come back to give us the answers to that question then we can deal with part 2, which is can we enter into agreement that says we can go forward.
(FrM) They were hoping to get to the point that if the connection was going to be made and approved for the home, that would fix the water and the property value would be X and then we can approach George and say okay the value of this property is X.
(MP) So it is part of your negotiation with him? I see
(FrM) I guess we could put a contingency in there that based upon the testing of the water to see that it is going to satisfy their requirements that the purchase value would be X, but if not then it is Y.
(MP) sure, because through this remediation if you end up learning through your engineer that needs to be done, that material affects the price of the property.
(FrM) we had that opened up one time and I wish we would have known to do that test at that time to see what the pressure and the flow would have been.
(PM) I am not sure how they are going to mess with the pressure
(DH) the thing that occurs to me would be 1; there are devices that you can put out there that would measure pressure for a week and record it, every so often
(PM) what are they going to connect to?
(DH) anything that is available, the meter pit and ask what is the current pressure, current use and with also some recorder you can flow some water and measure that flow. If you can show that for a week that the pressure didn't go below 40psi
(FrM) could you do that last from Georges tap
(DH) I would almost like to do it at where you are going to connect. Because what is in between those two points, I don't know anything about. You can say we know it is a 2", but stranger things have happened.
(ET) and George is at 10 Cabin Lane
(FrM) yes, but no one is using any water after George though so how would you measure water usage, if no one is using it after him

(DH) what I would want to know is what is the current pressure over a certain time period through peaks in the morning and the evening, when people using the most water. And then you could also do a flow test meaning you could flow some water out of there measure the flow and then see what the pressure is while you are doing that. And that will give you a sense if you are added as users what is going to happen to the pressure. That is the rational or the approach that I would use if I was trying to figure this out
(FrM) well the pressure would be the same either place, the flow would be different if you measured it from here verses a long line
(DH) the flow and the pressure is different because there is an elevation difference, so elevation changes pressure too, so it is better for us to determine if those folks will have enough pressure at the point of connection, if we can do that.
(FrM) so regrouping on what we just said though, you are willing to do the tap as long as it doesn't hinder the neighbors and it is okay for whatever it is, it is up to us to do the test to make sure it isn't going to do either of those, and you would approve it based on that.
(MP) I think the first piece of information is what happens with the information from the test. I think that will guide all of us to what to do. Then part 2 then becomes some kind of agreement with you folks and us, in case this doesn't turn out the way we all think it does. I think that would be part 2. Angelo?
(ET) I wanted to make sure that was the understanding if we gave the okay to do this, it would be contingent on an agreement that says, if you have problems with this down the line later on. That it would be your responsibility to take care of it and not ours.
(FrM) let me go one step further with you, like in our residence from the meter in the house the meter should be to the curb and the homeowner should be responsible for what is on his property. Now if we got the okay to tap into that position and there is a break in the line, near Georges or just past Georges house, we would not be obligated for that, we would be obligated for everything from that line. Not taking in consideration the pressure and everything else we would have to make sure is…
(MP) I think that is just SOP,
(PM) the rules and regulations say that the authority is responsible for the main, the corporation and the meter. The property owner is responsible for the lateral, the curb stop, the meter box and any other pertinence that they would need based upon how they connected to the house. The authority does the main, the authority places the corporation and the meter.
(FrM) so is the lateral considered from the water from the meter to the home,
(PM) to the main, there is a connection made into the main that is the corporation and that is there, and it is already in place and that is what they want to reuse. They would need basically a new lateral from that, use that same corporation, put a new lateral in with a new curb stop and all the pieces that go with it and a new meter box and a new meter pit and whatever else they may need.
(FM) and the customary way of doing it, today, is that the meter goes into a meter pit near to the main.
(PM) yes, you try to keep it in the right of way depending upon.
(FrM) that is the point it is not near where the main is now, the lateral
(FM) well the authority did not put the meter in, in fact the authority probably doesn't even know that the meter was there until you discovered it
(FrM) there is probably 3 meters on what you are calling this lateral, the main is still out here by the road, out here. So you are talking about a distance from there, and if you are saying that there is going to be a break here than that is going to be the lateral to my house, I don't think that is quite right, because your meter should be the point of responsibility.
(DH) that is not the way the rules and regulations read, in this case we are not even sure what is a lateral and what is a main to some extent. This all predated, the authority bought this system as it was.
(SB) oh we didn't buy it, it was forced upon us by the state
(DH) okay, well we acquired it

(PM) so what I am hearing is there is a discussion whether that line on Cabin Lane is a line or a lateral. Is that what I just heard or not?
(MP) well yes that is the question
(FM) my interpretation of it is that it was a lateral, and not a main
(PM) how do we even determine that
(MP) where does the line end
(SB) so you are talking about a lateral like the whole Roxbury situation, where we have peoples lines running off a lateral that is not technically our line.
(FM) similar
(FrM) there are three meters call it what you say, whether there is the main pipe that is 4" or the lateral that is 2" but the individuals have responsibility from their meter.
(ET) well in our regulations, responsibility is from the corporate junction at the main and if it is that everything down this lane is a lateral and there are three active meters and there are only two houses that are there
(PM) no there is three
(FrM) there is Rickrode and Stojkovich
(PM) and the guy who is on Walnut Dale, he has a Walnut Dale address but the meter is actually on Cabin Lane
(FrM) no, that is my property and I am connected to the main
(PM) there is a house that comes off of Walnut Dale, is it this guy, when you turn off of Walnut Dale and come in Cabin Lane, there is a barn
(FrM) Bard
(PM) he has a Walnut Dale address but his connection
(FrM) the water valve on this plan here shows a water valve and I am assuming that part of that water valve is what you are calling the lateral, but how that ties into the main 4" down here on Walnut Dale I couldn't tell you.
(JE) this is all a private right of way all in through there it is listed as a private right of way. Michael for a point of clarification, when the moratorium went into place this plan was in play because the same exact date of that moratorium is the same exact date that this plan was last revised. So it was in the process of being allowed to have the water when it was done. If you look at the notes, note number 4 specifically says lot #2 will be used in the borough of Shippensburg Water so lot #2 is the one we are talking about so as per the subdivision land development it was based upon the borough providing the water to this lot and it was recorded as such. What is the obligation to the SBA, I don't know but, the intent was to have them tap onto this private lateral. I don't believe it is a main I believe it is a private lateral, initially only to serve one lot, I would bet.
(SB)it makes sense knowing that system and knowing a lot of times how things happened 10, 20, 30 years ago where basically there are three people or four people who want water and we are just going to run a line and we are all going to use the same line and we are going to put meters on it. We had this conversation when we were talking about Southern Cumberland Water Association with the issues that they were having down there, so it doesn't surprise me that this is a lateral. The question that gets back to their point is, we make this improvement and then all of the sudden this lateral fails, what do we do then? That is an important part of this conversation during the process is making sure we all know ahead of time if that does happen, if adding an extra house on to here creates an issue with the lateral off of the four, then who is responsible for the lateral?
(ET) the three or the four that are hooked up
(SB) that is part of the conversation
(JE) it is a private lateral that they are all responsible, every one of them
(FM) if the lateral fails none of them will have water
(PM) is it possible for you to get us a copy of that entire plan; I just have a piece of it. Can you take that to someplace to have that copied?
(JE) we can take it to HRG

(FM) who did the plan?
(PM) Curfman and Zullinger, if he still has it, he can pdf it me
(TP) it would be nice to know, if it was engineered by what we are calling the lateral
(FM) may I please see that plan?
(JE) the lateral, it is marked approx. location of the borough of Shippensburg water, it doesn't even, nobody has any idea where it was because it stopped short of being depicted on the plan on Walnut Dale Rd. So there is several hundred feet and then the line shown, so nobody really knew, it's obvious to me.
(MP) so moving forward, what we would have to do, we would have to declare in the document where the lateral begins. Right?
(DH) yes, I would think that you would want to establish whether it is a lateral or a main for everybody's sake. Because that is going to determine who is responsible to maintain it.
(MP) so as we go forward, it is understood who is responsible for what out there because right now it is kind of vague.
(SB) it is like a lot of our duplexes in town that are operating off of the same lateral from the main and there are two lines running off of the lateral. So it is one of those situations that is just out in the middle of nowhere instead of in the middle of town.
(FM) So you are buying lot #2
(FrM) correct
(FM) and is that water easement is that where all the meters are?
(FrM) that is where one of the meters is for George, the other meter pit is further down the line
(PM) is there anything to research to see who had that?
(FrM) Cathy Ginnick didn't seem to think so
(MP) we need to try and bring this into conclusion, here is what I think we can recommend. If you folks want to engage an engineer to determine the change and flow at that exact tap where you are tapping in, right at that stop, bring us that data back then I think that is step one. You want to know that yourselves, right? Because you don't want to irritate your neighbors out there? So that is step number 1, step number 2 would have to be to determine a fixed point where that lateral ends and the main begins and how we will do that I am not sure. But we will get Peggy, Dennis and Forest involved to determine some way where that is. But we need to make a fixed point so that everyone understands that from that point forward it is a lateral. And between all of you, you should be responsible in the event that it would somehow malfunction, break or crack or whatever.
(FrM) do we know who is connected on that now?
(PM) there are 3 homes connected on Cabin Lane
(FrM) you are saying it is Bard, Rickrode and then Stojkovich.
(PM) Yes, Bard has a Walnut Dale address but when you turn onto Cabin Lane, 1500 feet and turn right, at the shed there that is where his water line comes in.
(MP) if you were to engage an engineer I would suggest to you that you would want your engineer to talk to our engineer Mr. Hammaker to make sure that the test that he does is going to give us the information that we want otherwise you are going to spend the money and come in and say oh, you are still missing x, y and z.
(FrM) yes, we will make sure the process is acceptable with the pressure and the flow
(MP) yes exactly I think that will be the smart way to go
(FrM) I wonder what kind of contraption would be able to do, is there somebody in town that does this sort of thing.
(DH) this is not a normal thing that you would do every day on a residential level
(FM) I don't know if HRG would do that or not, or could do it
(PM) I was thinking somebody like Cole Brothers, who deals with wells, but I don't think they deal that small, they deal big.
(TP) Negley, he is local

(PM) he does do residential well drilling so they might be able to
(DH) if there is a determination that is made that this existing 2" line is a lateral and not a main, there is probably some legal requirements for them to get the approval of the others who are on that line, if it is not owned by SBA, they are going to have to get the approval of the people who do own it, to tap onto it.
(FrM) that is currently what the maintenance agreement is now with the residents that are there now, regarding clearing snow on that private lane there is an agreement that does that sort of thing
(DH) I would hate for you to spend a month and come back to the authority and make that same determination and set you back again, that is something you need to think about
(MP) if you all decide that you want to go forward the way I see it right now and this may change as we learn more, but right now, it looks like 3 pieces. The engineering information, to find out whether that line will support another dwelling, second part would be determination of where the lateral and the main begin and then the third part would be some agreement between your folks as to what you are responsible for going forward in the future. So those three parts, and see if we can satisfy all those things, I think then we can move forward. I don't want you folks to go away thinking that we are being obstinate or difficult with you as individuals, please remember we are all volunteers here; our job is to represent all of the rate payers, everybody else. And we can't have everybody else paying for somebodies problem. So we are hoping that we can help you do what you want to do and we don't want to get in your way unnecessarily. But we have to do that in a way that doesn't burden everyone else on the system.
(TP) it may sound like a lot but it will be pretty simple, the engineering part may be the worst case, in my case when I hook to a line like that I went up to the other three individuals and they had to sign a paper, an agreement and if something leaked or failed all three of paid an equal amount, and that will protect everybody. What is the third thing there?
(FM) the agreement, and determine what is a lateral or a main
(MP) where is the main and where does it become a lateral will have to affix that point.
(TP) I guess there would not be a hook up fee for that.
(MP) it is hooked up, does that sound like a reasonable way to move forward

(FrM) they are adamant about three homes being allowed on that lane and they approved that plan but we have to go in with a waiver and say that we are building down here, actually on my property and so they would be using it and they have to have all the agreements with the property owners there for snow clearance, electric and we are hoping that the water will be there too. But it is difficult in that area drilling a well and it is expansive.

2. Consideration to approve meeting minutes of February 13, 2018

(SB) motion to approve
(TP) second
(MP) moved by Mr. Brenize seconded by Mr. Pomeroy, any additions, edits, corrections to the meeting minutes?
Motion carries unanimously

3. Reports

a. Engineer (DH) 3. SRBC a. just a reminder that this should get done some time this year, and the sooner the better. 4. Well #3 Disinfection Modifications we got the permit required and had discussion with Peggy and Mark about some issues
(PM) pump selection
(DH) yes, and so that is going forward, good news there. 5. Byers Farm, we have heard nothing from anybody since the last meeting, I did contact Scott Bert and told him about your concerns about not wanting to have the long lateral and your minimum expectations. And that is it, everything else is on the agenda.
(MP) thank you, that was extremely brief, any questions?

b. Water Dept. Administrator (PM)1. Water System a. FPPE-nothing b. Unaccounted for Water- we have had 5 breaks in 7 days, so we have had a very ugly week. We had two service laterals, and we had one frozen water meter. I can tell you that leaks are a primary issue, if with underlying geology we don't notice them until they pop-up and as we dig some of these we find caverns underneath. I am just reiterating here, service lateral leaks are the responsibility of the property owner, and that is not well received in the community c. InTown Storage Tank- postponed weather pending d. SCADA- is fine e. Fire Hydrant and Valve Maintenance- will resume in April !. Schreiber/SU Chiller, I do have good news SU paid for their EDUs and I had a call and a letter from them. I will tell you that the facility folks are under new leadership and on their own line, not a Chiller line but their own distribution system. They desire to make improvements at their Softball field. Right now that field has porta potties and it is being using more and more and Robb Field they want to start using it for more tournaments. So they have a proposal to put a prefabricated building there that would have real bathrooms and they have come to us. They have said this is our line, and we would do all the work and the maintenance but we are telling you this, and want to know if this requires any fees. We had a discussion internally and can't find any documented evidence that says Ship University gets 1000 EDUs and 64 for the Chiller. We know what the Chiller is but we don't know what everything else is.
(FM) that is because there is none
(PM) exactly, can we sit down with them and see what they are doing. They are modernization of facilities as opposed to new facilities which means make things more efficient and effective. I would love to sit down with those folks, if the authority is so willing and would the authority like to be involved. What are your recommendation and thoughts there?
(MP) I think go ahead and meet with them, if there is a need to have board members talk to them then that can be arranged, but it sounds to me that you would be dealing with your counterpart there and that is probably perfect.
(PM) Adam Roth, he took over Lance Bryson's position
(SB) basically sit down and get an arrangement in place so that you know moving forward, what to do. I think our goal from the SBA is that just like any other business, if you are doing new building that represents EDUs. I

think with this new leadership there, we need to be clear that we are willing to work with you but moving forward we need to define the EDUs that you currently have.
(PM) What I want to do is get a 5 year historical picture of what has been used and come up with a baseline. He told me that there were three projects, phase 1, phase 2 and phase 3 of student housing expansion. 1 and 2 have been done and 3 has been scrapped because there is no need for it. They have 2 dormitories that are completely empty and not utilized 1000 beds not occupied right now, so that is a huge concern for them.
(MP) I think they told us that
(FM) no they said it would be reduced usage because of the buildings having more efficient appliances
(ET) but not because of student enrollment
(FM) the dormitories got jumble up and they did not pay EDUs for them because they had existing ones torn down. But when they built their new fitness center and when they built Luhrs they paid for EDUs for those.
(PM) Nicole found what they paid 7 years ago approx. 95 EDUs?
(FM) that was most likely the fitness center
(SB) EDUs represent a cost to the authority to be able to provide the amount of water that needs to be provided. And unless we are going to go back and charge EDUs to everybody that is currently tied on, that has never paid EDUs, if you are using the same level of EDUs. You tear down one building and you put another one up, that is not reason to charge them new EDUs, but if you are adding a new facility then that is a reason to charge for EDUs.
(MP) can we every 12 months look at any bulk user, if they are using more water charge them EDUs
(SB) that is what we just did, that was just for the Chiller specifically.
(MP) so this is an opportunity to start talking about that and let's create the baseline for review every year. If you are becoming more efficient then not only will your water bill come down, you won't pay additional EDUs, however if you build another extravaganza out there and use more water you will pay EDUs going forward.
(PM) they are in the process of doing their master planning right now, so time is of the essence to do this.
(FM) what Steve said is consistent with what the authority has been doing for years for example: Auto Zone, when Auto Zone was built there were three houses there, they didn't pay any EDUs because there were three EDUs there, same way with the hotel . There was credit given to the hotel for the buildings that were torn down. That is just the way the authority has operated since I have been around.
(PM) g. Lindsay Lot Rd-no updates h. Penn Dot- I think we are talking about later. I want to say right now that we found out Morris St 533/696 projects have be escalated by Penn Dot. There Let date has been moved up two months they are letting the project on June 6th in hopes of constructing this year.
(SB) so what would cause a situation that we wouldn't be able to do the project?
(DH) my current project schedule shows us being done in the middle of September.
(SB) is this a situation where we should ask for a waiver of permits, like the one warehouse did outside of town?
(PM) you will never get a HOP waiver, I cannot imagine them doing a waiver
(DH) they may do expedited though
(SB) we can say here is the thing we are trying to participate here and we either need to waive or expedite this, because they waived the permits for Pro Logs
(DH) I had a similar situation out there in Lancaster County where I had a project and they were trying to put in a new line ahead of a water line and they agreed to review an HOP in two days
(PM) that would be great
(DH) that is the thing with individuals that are responsible and with different districts you never know what you are going to run into but we can try and we will try if that becomes an issue
(PM) I will talk more later about Penn Dot. 2. DEP you all saw the email I sent out last week, any discussions on that?
(MP) we can talk more about that in executive session

(PM) c. Well #2 agenda item d. LT2 samples were sent in today and e. HAA5 samples are due in April f. GVTP i. NPDES permit we can talk about this later. I did review the permit and I have some draft recommendations and we can talk about this later. g. SWPP has been submitted and I did get an email back from DEP that it was acknowledged and received. 3. EPA UCMR4 program starts mid-April 4. Water Facilities we are starting to see water levels come up, not a lot, but about 1 foot, 2 feet and that is very good. I am encouraged by that d. Water line Repair. I did get ahold of someone at Penn Dot who said that the bridge there at Shively's is scheduled to be demolished and completely replaced in 2020, and I said you do realize that we have a water line hanging on the side of that bridge, and he said that he was not aware of that. But I have a contact and I have a name and phone number and an email. We will work towards working with Penn Dot and we have 2 years to do that. e. Fluoride, can we possibly tape this to the window so as people see the fact that we are doing a survey.
(MP) by all means
(SB) yap put it on the door; folks that don't have internet the ladies in the office will keep a separate tally.
(ET) so that will be on the bill for this next quarter?
(JE) there is a small space on the bills, and it will tell customers to go to our website and fill out the one question, questionnaire.
(SB) you are limited based upon ISP, so I can vote on my computer and then my iPad
(PM)f. February reports were submitted and Rick and I sat down and went through every single one of them, I believe that they are all correct 5. Developments a. nothing new b. 13 Cabin Lane- already discussed c. Gandy Manor is coming up later. g. UBP is coming up to the 18 month period so we will be scheduling an inspection in the Next couple of months. i. Dollar General- no update q. 253 Pin Oak Lane- fire hydrant. I talked to Darryl about this. I want to know everyone's opinion, we are almost of the opinion that we should leave the hydrant there, because it may be more problematic to remove it. Darryl and I were out looking at another property who wants a long lateral today and as we drove by, we happen to see other properties that have fire hydrants right beside their driveways. I don't think anything has to be decided tonight. I won't do a survey but I would like to know what your opinions are.
(MP) so what would be the rational there?
(PM) just leave it alone
(ET) it would save money
(PM) save money, and if we get out there and dig it up and we have a problem then are we liable for what we did to the guys property?
(FM) no we told them that
(MP) we are supposed to be held harmless
(PM) and that is by the township for having less than 900 feet
(FM) I don't have a copy of that with me but the township agreed to it, that if we move it and the driveway gets complaints, the description was that if somebody backs out of their driveway and they don't stop, they are going to run over our hydrant
(ET) then the car insurance takes care of it
(JE) but then we have to send our guys out
(ET) that is billable hours
(PM) just like it was at 121 Stewart Place
(TP) I am fine with leaving it there
(SB) so what you are saying is that we are not going to move it now, and whenever they hit it, then we will make them move it
(MP) we won't make them move it, we just fix it. I think we take it out of there
(SB) we have the paper work that says we can take it out.
(JE) we are only removing it, we are not relocating it
(MP) take it out and cap it off

(ET) and put it back in inventory
(MP) I think the smart thing to do is just take it out of there, it makes a point
(SB) we need to make sure that we are following the rules and regulations and talking to people when they change things
(JE) we are the ones who put this all in motion so we need to follow through with it
(ET) but the thing is we didn't make the mistake
(JE) absolutely
(ET) it was the township and the builder
(SB) at the end of the day accountability works only if you make people be accountable and if we wanted to increase the communication and working together in the community, then we can't say that we are going to solve this issue that was created six years ago and then say oh now we are not going to do it. We were the ones saying that we were going to make this accountable and we are going to resolve this issue. And we used resources from our staff to make it happen; I think we need to remove it
(MP) remove it please
(PM) the last few remaining items there are no updates. I have no updates for 6. Southwood.
(FM) can I ask you a question about that, because I have an agreement and money.
(PM) that would be you, not me, it's not on my end.
(FM) okay, because the plans were approved and Dennis approved the bonding requirement.
(DH) it is hard to keep track of what phase we are talking about
(FM) D2
(FM) okay, so I have it here
(PM) I don't have anything here personally; they have not come to me for anything, so it might be in your hands right now, so that is for you on your report. 8. Water Forgiveness Request- there is one request, I will let John go through that, and so that is it for me.
(MP) thank you Peggy, and is there any questions?
c. **Solicitor** (FM) I have one item that we need to deal with in executive session, concerning the Lurgan Pumping Station. And as for Well site #4 our option agreement and our license agreement are about to expire and we need to pay an additional $2500 each to renew them for another year in the case of the option and six months in the case of the license. That is the way our agreement states
(SB) when do they expire?
(FM) I think we are over on the 10th
(MP) so let us hear what we learned about Well # 4, so please don't let us forget about that, so can you bring it back up after we talk about Well #4,
(FM) and you need to approve the financial security for Southwood Crossing Phase D2 and they have signed the usual agreement, it is just a matter of you signing it and approving it
(MP) so is this on our agenda?
(FM) no this is not on the agenda, it would be bonding in the amount of $89,160 for 14 EDUs they have already been approved
(MP) so $89,160
(JE) what phase?
(FM) Phase D2
(PM) this is bonding in the developer's agreement?
(MP) so we can add this as item I.
d. **WWTP Manager** (JE) I have a report in your packet. Wade and Lance did not provde a lot; it has been a busy few weeks at the plant. There have been aeration issues as you can see he mentioned that. The system is designed for an I Pass System, which means media should be in the tank. Well it is a delicate balancing act to keep the system running with more air than what it should have because it is not operating as

it was designed. And what is happening is the air system is creating a lot of foam on top of the sewage and that foam and debris in there is jamming up the top screens and blinding them. So we do have direction from the engineers to have those removed, and that will take place tomorrow until the system is put into place the way it was designed to be. So they are coming tomorrow to drain the tanks 3 feet so they can get in with a man lift and remove these screens that are bolted to concrete walls. There is no risk of anything overflowing, because the screens are lower than the top of the wall tank. But it is creating a logistical nightmare for our guys. Also we believe that there may be an aeration issue, this project has been going on seven years and now we are discussing the air, which was probably one of the first things put in the tanks. So we are bringing in another engineer to look into the aeration system. So that has been approved by the borough and CFJMA that would be a 50/50 cost. But before we go any further, this will not stop the headworks project. The headworks project continues to be dealt with. We have the engineer and we signed the agreement with him to do the design and do the construction Phase services and that project continues while we are checking on the air. Otherwise the plant is operating okay, just now there are some issues that are concerning to the operators that we have to address quickly as possible. Other than that the bio solids are being hauled out. You saw the new bio solids building well that is in operation now and we have plenty of storage area now. The plant expansion continues to be an issue, and problems seem to be popping up.
(MP) What is the target date for the headworks?
(JE) it should be coming up by the end of this year. What that means is we are probably going to have to go to DEP with our hat in our hand again and ask for extension of our COA. Because of the delay that we have had, we kept going back and forth with the contractor, and it is going to be a change order project instead of a bid. Our second engineer felt that going out to bid was not going to save us anything and probably end up costing more to do the bid. But you can ask Dennis what it costs to go out to bid and it can get crazy. There are still somewhat on target, but we believe that we will have to go back to DEP. And what I mean by the extension is for the installation of the media, not the completion of headworks. So the headworks were an addition that was tossed into the project along the way, so it wasn't part of the completion of the COA so this was something after the fact. Initially apparently as I understand it, headworks were in the original project, but somehow it got filtered out and now it is back in.
e. **Secretary** (JE) the only thing I have was the excited news that SU paid the full amount. So that is all I had everything else is an agenda item
(MP) okay any questions for John?
4. Business Items:
a. **Well # 2 Project Update** (DH) there was a letter in your packet, a recommendation of an award, we had 3 bids for the general contract 3 bids for the electrical contract and 1 bid for the mechanical. I will tell you that a few days before the bids were due; I started getting concerned since I didn't see a lot of interest in the contract 3. I did a number of calls to see if there was going to be a bidder and whether there was any interest at all. I was happy that we did get the bid that we did. I am happy to report that I have worked with both the general contractor and the mechanical contractor and they performed well on previous projects for me. We did some investigation on the electrical contractor, who I have not worked with before and got good reports on them. So I am recommending that you award 3 contracts for general construction, electrical construction and mechanical construction to the 3 lowest bidders. Just as a recap, the three bids and let me tell you about one thing that is not in that letter that I discussed with Peggy and John. The bid for the general contractor had an alternate bid in it for some additional paving at the site. This was something that was requested by the authority back when this happened. I am not sure if it was Louis or who specifically requested it there are some concerns that the paving going into the building was not in great shape. It was old and the knowledge that the construction was going to put some wear and tear on it, we got an alternate bid for that, for replacement of that pavement when the project is done. So that was included, Peggy and Mark both expressed strong desire to have that paving done when the project was over, that either we can wait and the authority can do it on their

own, but it may cost more because you would have to go out to bid. You would have to spend all that time going through that process. The recommendation letter that is in your packet includes that amount in the general contractor amount so that is actually included in the recommendation. That amount is $13,000 for some paving. I looked at the unit price for it and it is a little on the high side but it is a very small quantity so it is not surprising that it is a little on the high side. I think you are best to get it all done at one time and just be done with it.
(PM) they are going to rip up a good part of that when they are making additions to the building, so they are going to rip and tear the paving up. They have a crane in there that is going to rip the paving up and to leave it like that and then hire someone else to come in, you might got into a he said, she said, well if I had to do this, then I am going to have to do this, and the general contractor should have done this. We might have a lot of finger pointing and then you are going to have to coordinate that activity in conjunction with when the Well activity is finished. So I think for the little bit of money that it is, it is best to do it all under one project, because it has to be done anyhow.
(SB) I have a couple of questions, so what was the budgeted price
(DH) okay that is where I was going next, the budget in your capital improvement budget is $1,837,100. If you take the three recommended amounts plus the engineering and the site representative that is at $1,794,975 and the difference is a surplus of $42,125. I will tell you that that is about 2% of the project. I think it would be prudent for you to keep in mind that this is a rehab project that there will be things that will be discovered. We are doubling the size of a building and we are taking a roof off and putting a new roof on. We are sticking a backhoe bucket in the ground next to an existing steel tank in the ground and you just never know what you are going to find. I think it would be prudent for you to set aside or at least mentally know that you may have change orders more than that 2% that is left over, maybe set aside mentally about 5% of the construction costs. We have been really good with the last couple of projects, Possum Hollow was only an increase of about 1% or so, and the last project we did Well 1 was about 1 ½%. We have done really well but I just want to caution you that going into a project like this to know that there are at least a possibility of having some change orders due to the reconstructive effort that is going to be involved.
(SB) and the other question I had was, is there a case to be made for the fact that the lowest two bids on the electrical are only .4% different. Like a .5% different to award the electrical and general construction to the same entity?
(DH) believe me that definitely ran through my mind. I actually had PSI on another job, where they were the general and the electrical on a waste water treatment plant job.
(SB) I mean we are looking at .5% which is like $1,500
(DH) there are some benefits to doing that, but I just caution you and I think Forest will caution you too, about awarding a public bid to somebody that is not the lowest bidder and it is a fine line. I can definitely see rational to do so but…
(MP) are there any potential efficiencies to have that same organization to doing those two things? One would presume there would be better communications and each entity would want to help the other one to get this done in a streamlined way because it would be more profitable.
(DH) it would be the same entity doing both the general and the electrical so they would be…
(MP) like a left and a right hand
(DH) exactly,
(SB) so there is less people for him to communicate with too, so that can decrease some of the costs if we are going to use them for project management.
(DH) there would be a good reason to believe that the project would go more smoothly because you would have one organization doing most of the work rather than two. You can put your finger on them and say you have not only the responsibility but the ability to do the coordination and make everything happen. When I saw that I sort of cringed, I thought boy wouldn't it be nice if they would have been low on both.

(FM)You have already communicated with Lepley right?
(DH) I have told them that they are apparent the low bidder but the decision is up to the board on how to do it.
(FM) I mean there are ways to get around the low bidder, it is not easy and there is always somebody complaining but
(PM) they would protest and you don't want that
(DH) I mean you do set yourself up with a possible complaint, and that has the potential to slow the project down and we certainly want to move on with the project and get it done this construction season.
(SB) I think we have already slowed the project down enough because of DEP
(MP) you would love to save it because you are saving more money, potentially
(SB) it is an important conversation to have, to see if there is benefit to doing that but if we are looking at losing any benefit that we could possibly have because we…
(MP) you end up losing it in conflict right, as opposed to losing it in dollars, productivity one way or another. So do you need an action from us here?
(DH) yes the action needed is to authorize award of these three contracts and I would suggest that you authorize John to sign the notice of award and when necessary that notice to proceed, once we get the contracts back. I do also need to ask Forest, we had an exchange of emails today, it would have been my intention to forward the signed documents and bonds to Forest before the authority had to sign the agreements. But I can forward those at any time as necessary.
(FM) just send them over to me and I will look them over
(DH) we are going to run a bunch of copies tomorrow, is pdf okay with you?
(FM) yes
(DH) so we will have pdf, when we print them and I will have Melanie send you a copy of each one of them, they will be unsigned at this point. But I think you should still look at them once they are signed.
(MP) so the action that we would take is to authorize these three contracts to these three individuals as the lowest bidders and also to authorize John to sign and award the contract is that correct?
(DH) there is a notice of award form that is signed by the authority that tells the contractors we are tentatively awarding you a contract, now you must get us the bonds and the insurance and you must sign, execute the contracts and return them to us within 15 days at that point the authority would sign them, well I would review them first. Forest should review them from a legal standpoint, they would be signed and we would schedule a preconstruction meeting and a notice to proceed at that point.
(SB) I move that we authorize the bid from PSI Pumping Solutions Inc. for general construction in the amount of $1,204,700. Robert P Lepley Electrical Contractor for the electrical work in the amount of $316,975 and WC Eshenaur & Son Inc. for the mechanical work in the amount of $95,500 and authorize John to sign the documents and inform the individuals of the intent to award.
(ET) second
(MP) moved by Mr. Brenize and seconded by Mr. Tsambiras any further discussion? Motion carries unanimously
(DH) we should be issuing a notice to proceed and having a preconstruction meeting about the second week of April that would get us to substantial completion early to mid-October, so we will be done with an this construction season.
b. **Well # 4 Project Update** (DH) there was a short summary in my engineers report. They finished the drilling on March 5th which was fast week, down to the depth of 600 feet. The preliminary blown yield which they determined by the air line that is in the well is at 475 gallons per minute. And again my statement in here I want to reinforce that this is at best a preliminary estimate it is not very line of a measurement it is also sometimes not a good indicator of what a pump yield can be, it may be a little bit less or more. And they were supposed to be setting the pump today to do the actual pump test; they are supposed to do it tomorrow. By the

end of this week we are supposed to have a pump test completed. I will have a better idea of what that pump rate is.
(FM) they monitor all of the other Wells right?
(DH) when they do a pump test, one of the things they are supposed to do is monitor the well. Certainly we are going to monitor the other well that was drilled for A, I believe. I will have to talk to Brendan because I am not in the middle of that whole process but I believe that was the intention.
(SB) I think we would only have to monitor like Commercial Wells within the area, I think as an authority we can go in and steal other people's water, even though I don't want to do that.
(FM) I thought that when we drilled Well # 3 we had to get permission from 4 or 5 different people.
(DH) I suspect Forest that on this particular test, this is just to establish the preliminary rate of this test Well, they would definitely monitor the level in this Well, in our Well, whether they monitor it anywhere this is just a one day test. So they pump it at a certain rate for two hours and then they pump a little higher and watch the drawn down and see it if stabilizes and those kind of things. This isn't the full blown test that you are thinking of that will happen after the production well is done.
(PM) that is the one where you monitor everybody else's well
(DH) yes, I believe so
(PM) that is the 72 hour step test
(DH) the 72 hour test is done on a full production well is much more elaborate test
(MP) so this is a preliminary preliminary number at 380k, the last time we had a preliminary number it was about 300k per day less than that.
(DH) it was a couple hundred gallons I believe
(ET) you mean at the other well? The other test site
(MP) yes, the failed well, was about 350k per day so we are at 680k at this point so we are at least 300k a day more and if I remember correctly and average yielding well in Pennsylvania is about 350k gallons a day
(ET) it says here 475k
(SB) you have to take that times per minute (68 million gallons per day)
(DH) this is the equivalent of Gunter Valley, Gunter Valley right now does 650k
(MP) this is a complete replacement of Gunter Valley
(DH) it is an equivalent to that if this is the right number, I want to remind everybody we could get more or we could get less, we just have to see
(MP) my point is that we moved locations, and that the prior location was at 350k, and now we are at 680k so moving the location looks like it was a good choice
(DH) the other thing I wanted to do was give you an update on the budget of that project. Right now back in May, we gave you an estimated budget between (to round numbers) $102,000 to $117,000 the current status is that we are $87,000 and some change our projected is that we will be at about $104,500 in that range if we are able to finish the remainder of the work, the step draw down test and the report on the budge that we have. We are well within the budget that we told you that we were going to be at, I will tell you that in the current capital improvement project budget there is a $100,000 but some of this effort was expended last year. So I think that your $100,000 for this year is going to be almost right on the money.
c. **Unaccounted For Water-Update** (PM) I do believe it is primarily leaks, leaky valves, we have leaky everything. If we do what we had discussed about King Street I think that is huge, when we went to shut down 121 Stewart Place, we couldn't get it shut down. We had to go way back around it, every time we have a break we cannot shut and close here and close here and shut down. We have to go way back. So I can't emphasize enough how much maintenance of the valves is needed. If you can't close a valve then that means it is leaking. So it is not accounted for somewhere.
d. **Penn DOT Street Projects-Update** (PM) I did tell you about Morris St which concerns me greatly, that they are bumping it up two months. I think according to Dennis's schedule it is very doable it is just a matter of

coordinating with Penn Dot, which we will stay on top of. But if any of you are friends with Penn Dot, I would say use those leverages anyway we can. It is just critical they want us to cooperate with them and why won't they cooperate with us? Here is a great opportunity to showcase state working with local municipality. You are doing 5 miles and we are doing 900 feet for goodness sakes start down there. Anyhow that is all I will say about that.
(DH) the North Morris Street Project the survey was started yesterday so that is underway, my current schedule says that we could be done about Mid-September if everything goes well. If we can get an expedited HOP that is critical, the HOP is the Highway Occupancy Permit that we have to get from Penn Dot that is a critical path, so if we can shorten that up maybe we can get it done faster. And on the King Street project we are making progress, I have done my final reviews of the layout and talked to the engineer that is working on it on the cost estimate today. I feel certain that I will have that information for you at the next meeting.

e. **Shippensburg Public Library – Fire Line Fee Discussion- Update** (JE) remember last month we were looking at the paper work and we were wondering why there was usage on the fire line, it turns out
(PM) the port were switched
(JE) so there is no issue with fire line usage and the bills in the system are modified now and it knows that it is a non-billable code. The only question is does the SBA want to reimburse the library for what they did get billed, the two cycles
(MP) they paid them, I think we have to because we told them it was no charge. So how about this, does it make any sense to anybody else, should we send them the bills to show them how much water they are using and how much we are forgiving. So each quarter they receive a bill they don't have to pay it but they are notified of how much water they are using and what it is they are giving them.
(JE) why don't we send it out every quarter and send it to them and have it zeroed out
(MP) but show then what it would be and how much water they are using so that way, whether they track it or not if we ever have a problem with them if they have a leak, then we can show them it is showing up in these usages so you would need to do something about it.

g. **Consideration to Grant a Water Forgiveness Request Submitted by Suzanne Carbo in the amount of $315.19 (153 Rustic Drive)** (JE) they do qualify for the reduction in the amount of $315.19
(MP) and this is a once in a life time
(SB) motion to approve forgiveness in the amount $315.19
(TP) second
(MP) moved by Mr. Brenize and seconded by Mr. Pomeroy any further discussion? Motion carries unanimously

h. **Gandy Manor Phase 1-A and Phase 1-B**

1. Phase 1-A Request to Release Maintenance Bond (JE) the two bonds they were asking for relief of the $10,660 which is the first item, is Phase 1A if you remember phase 1 got broken into 1A and 1B. So it turns out the $10,660 is what we got from the original bond for maintenance and that time line doesn't expire June 1. So that maintenance bond that $10,660 stays in place until June 1st. So we are not given that to them at this time. This has already been explained to Sam Cressler by the way, just so you know and he said thanks.

2. Phase 1-B Request to Release Construction Guarantee (JE) this is for $21,500 which we did have a meeting in the field at the end of the fall time line and went over several things. The only outstanding thing we had for the SBA out there was the height of the water valves which were in the paved parking area behind the units. The only reason that was happening was because they had only had the sub base in and this summer he is finishing the paving so at that point the valves will be at grade. So that won't be a problem, we do have the easements, we did not need any more deeds of dedication because those improvements in Phase 1A were in the street in Garfield Street so there would be no need of a deed of dedication. What you sent us shows the easements and the actual dedication of the easement, so we are good to go. So the only thing we are going to retain on the $21,500 for 1B is the 15% maintenance for the 18 months that we do, so that would

put the reduction of the $21,500 down to $18,275 leaving $3,225 left in the maintenance for the 18 months from the date that you approve the reduction.
(SB) so we are not concerned about the cost for grading? If end up having to do the grading ourselves?
(PM) grading is part of the street which goes to the borough.
(ET) I think he is talking about the parking lot
(JE) there is still a bond in place for the borough for that.
(SB) so the borough has the bond in place to make sure the grading gets done.
(JE) there is still in bonding in place with the borough for that
(SB) so we can give him everything back except for his 15% maintenance
(MP) but the $10,660 we are hanging on to
(JE) yes the $10,660 stays until June 1, and I told him towards the end of May send another letter requesting relief and we can take action on it in the June Meeting of the SBA
(MP) so you spoke to him verbally?
(JE) email
(ET) that is documentation
(SB) can we without having to make his engineer send us another letter, just make it a matter of fact as long as we don't have any maintenance costs we can just send him a check on the 1st.
(FM) the procedure is they do have to request this in writing, and then the authority has 45 days to decide.
(MP) Is an email considered sufficient notification of the follow up we are going to take?
(JE) oh no, I will be doing an official letter
(MP) so you will be sending out a letter
(JE) yes I always do, and we will be sending him a check
(MP) what is the wish of the board?
(ET) Motion that we return 85% of the $21,500 and that we continue to hold the $10,660 until we are notified in June of the refund
(TP) second
(MP) moved by Mr. Tsambiras and seconded by Mr. Pomeroy any further discussion? Motion carries unanimously

i. **Southwood Phase D-2 14 EDUs bonding in the amount of $69,160**
(FM) this the standard financial security agreement, if you recall in the past they bonded nontraditionally, Mr. Rine mother and father pledged a part of investment account that they have with Wadel & Reed, which is perfectly fine. They signed a hypothecation agreement which essentially says we grant to you the right to execute on this fund. Wadel & Reed acknowledges that in writing that they set aside or ear marked that money in that account. The amount of the bonding is $69,160 which represents a 110% of the cost of construction as Dennis has verified, so it would be ready to authorize and sign by the chair and secretary.
(MP) so what is the wish of the board?
(SB) motion to approve the financial security in the amount $69,160 for Southwood Phase D2
(PM) is that the developer's agreement too?
(FM) yes
(SB) and the developer's agreement
(TP) second
(MP) moved by Mr. Brenize and seconded by Mr. Pomeroy any further discussion? Motion carries unanimously

6. **Executive Session (Contractual Matters)**
Started at 7:57 p.m.
Ended at 8:44 p.m.
(MP) in executive session we discussed contractual matters

(FM) we need to approve the payment to Mr. and Mrs. Alleman to extend the option agreement and license in the amount of $2,000 each.
(SB) so moved
(ET) second
(MP) moved by Mr. Brenize and seconded by Mr. Tsambiras any further discussion? Motion carries unanimously

5. **Financial Review**

a. **Consideration to approve Shippensburg Borough Invoice for February 2018**
(SB) Motion to approve and acknowledge that the transfer of funds has taken place.
(ET) second
(MP) Any further discussion? Let's vote, Motion carries unanimously

7. **Any other Business**
(MP) John? Dennis? Troy? Forest? Steve? Peggy? Angelo?

8. **Adjournment** (ET) motion

Secretary

Next meeting April 10, 2018 – 6:00 PM

BOROUGH OF SHIPPENSBURG

BOARD SBA DATE 3-13-18

Name	Address
Sarah Carlu	211 Walnut Bottom Rd Ship
Andrew Cowell	"
Fred Motley	"