SHIPPENSBURG BOROUGH AUTHORITY

FEBRUARY 13, 2018

6:00 PM

ROLL CALL
Michael Pimental, Member
Steve Brenize, Member
Troy Pomeroy, Member
Kerri Burrows, Member
Evaggelos Tsambiras, Member

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

AGENDA

		Page(s)
1	Public Comment	
2	Consideration to approve meeting minutes of January 9, 2018	1-13
3	Reports	
	a. Engineer d. WWTF Manager	
	b. Water Dept. Administrator e. Secretary	
	c. Solicitor	
4	Business Items	
	a. Well #4 Project Update	
	b. Summary Sheet for 4a & 4c	134-135
	c. Well #2 Project Update	
	• Bidding & Construction Proposal	14-17
	d. Unaccounted For Water	
	e. PennDOT Street Projects	
	• Preliminary Investigation Scope & Fees - King St. Section	18-19
	• Scope & Fees Design Services - North Morris St. Section	20-22
	f. Shippensburg Public Library - Fire Line Fee Discussion	23-28
5	Financial Review	
	a. Consideration to approve Shippensburg Borough Invoice for January 2018	29-72
6	Executive Session (Contractual Matters)	
7	Any other business	
8	Adjournment	

NEXT MEETING

March 13, 2018 - 6:00 PM

Shippensburg Borough Authority Minutes

February 13, 2018

6:00 pm

Present:

Michael Pimental (MP)   Steve Brenize (SB)   Troy Pomeroy (TP)   Kern Burrows (KB)
Evaggelos Tsambiras (ET)   John Epley (JE)   Forest Myers (FM)   Peggy Miller (PM)
Dennis Hammaker (DH)

Absent:

1. Public Comment (Mr. Naugle)I have a request, I think you all know our development, Briary Ridge. We had requested 23 EDUs years ago, then we got into some issue and I understand that our EDU request has passed. I would like to request those back again.
(MP) what does Mr. Naugle need to do?
(FM) in 2011 that development Phase 2 was approved for 23 EDUs and actually by that time they had installed all the main lines, and this was just the EDUs for the individual lots. Since more than a couple of years have expired I think what you would need to do as the authority would be to basically approve the 23 EDUs so that it is on the record that they have the 23 EDUs. As I understand it, Mr. Naugle called me earlier today, as I understand it nothing in the development has changed they have not changed the lot lines, they have not changed anything. The infrastructure that they built for the water transmission main is still there, the valving everything. They did submit another plan to Southampton Township, whereas the 23 lots were all in one phase because of the bonding requirements as I understand it. Mr. Naugle can address this if he likes, because of the bonding requirements at the township, they decided to divide the development into 2 phases: 2A, 2B. But again it is just a matter of somebody says lots 1-10 are in 2A and lots 11-23 are in 2B. The lot locations nothing has changed as far as that is concerned. I think in order to have a record of it for the SBA somewhere down the line; there should be something on record that verifies the fact that they have 23 EDUs.
(SB) so did they dedicate the line to us?
(FM) yes
(SB) so the line is dedicated, it was just overtime that the EDUs since they requested at the time
(FM) they got caught in the Orrstown Bank issue
(SB) so basically we just need to pull the plan back off the shelf and put eyes on it and reapprove it
(FM) well actually you have a new plan, I think Peggy you have seen it?
(PM) the plan I have is the original plan, and I was told that nothing has changed in that plan. It shows the construction of the new line, the line has been constructed. I did go out with Darryl and everything has been constructed. Forest does have the deed of dedication. As far as the water line goes, everything is done, taps have been made and the corps are in. So it would just be the extension and connection. So if there is a concern that something hasn't happened, the tap has been made and the corp has been in place.
(SB) so we have already taken the plan off the wall and put eyes on it.
(PM) yes
(SB) I am just making sure we crossed our "t's" and dotted our "i's" and that something has not changed in the past 7 years, with our policy that makes us need to investigate it.
(TP) I am good with reinstating them; the only thing is the hook up fee has increased.
(MP) any questions? Is there a desire to take any action here?
(FM) you would need to have a motion and approval, it would be to reapprove the 23 EDUs that were previously granted to Briary Ridge Phase 2A
(SB) so moved
(TP) second

(MP) moved by Mr. Brenize and seconded by Mr. Pomeroy is there any further discussion? Let's vote, motion carries unanimously
(Mr. Naugle) is there anything else that we need to talk about Forest about the letter that the township required.
(FM) Peggy will bring that up in her report. Or we can do that while you are here. The other thing that came to our attention was, because the Southampton Township requiring the splitting of this into two phases, they wanted to have a letter from the authority agreeing it was acceptable to the authority to do that. Again nothing has changed, it is just more or less
(SB) then we know what is going on
(FM) that is what you want in the first place, you are acknowledging this plan
(SB) this is something we can direct John to do, just send them a letter that we are aware of this. Send Southampton a letter indicating that we are aware of the phases.

2. Consideration to approve meeting minutes of January 9, 2018
(SB) motion to approve
(KB) second
(MP) moved by Mr. Brenize seconded by Ms. Burrows, any additions, edits, corrections to the meeting minutes?
Motion carries unanimously

3. Reports
a. **Engineer** (DH) 1. Well #2 a. project is out to bid. b. prebid meeting was on Feb 8, c. bids will be opened Feb 21
(TP) how many people showed up for the meeting?
(JE) 10 or 12?
(PM) there were 4 general contractors and 2 electricals that I knew of, and at least 2 mechanicals
(DH) on Penn Bid I was seeing like 4 generals and at least 2 electricals and I didn't see any mechanicals, but some of the generals do mechanical also. 2. Well #4 the report A. the Well drilling was scheduled to begin this week, and I am unhappy to report that didn't happen. The driller is still having difficulty at its previous site where the drill rig is that they would like to use for our project is located. They are hoping to get that finished in the next few days. I am told that no matter what there will be a drill rig on our site next Monday. They apologize for the delays, and I know that the authority is not happy with those delays.
(SB) when is our load window
(DH) the end of March, we are told that they can finish by the end of March. That is why there is going to be somebody here starting next Monday.3. Well #1 SRBC renewal, needs to be considered sometime this year the sooner the better from our perspective and that takes about 6 months or so to be done by the end of the year.4. Well #3 Disinfection Modifications we did reply to the comments from DEP and are waiting to hear back from them 5. Byers Farm a. we have reviewed the development, and the water line drawings, and returned those to the developers engineer. We did have a meeting with them about three weeks ago, we had some concerns about what they had shown on the drawings. We relayed those to them and asked them to consider some changes to their plan. We have not heard back since that meeting, one way or the other.
(PM) the did do a PA1 call to Woods Rd. which is Olde Scotland and Woods. So I have a feeling that they are looking at going in and stopping.
(DH) it would be discouraging if they just submitted a new plan without even talking to us. This is some Matrix and Scott Bert is the engineer. What they did was, they extended the water line 300 to 400 feet along Olde Scotland Rd. to the corner of the Matrix Phase 1D property and then proposed to put their water meters at that point and then extend a very long service line along Phase 1D line to the corner of their property and then to the middle of their building. The service line probably ended up being about 1000 feet long. I brought it to Peggy, Forest and Johns attention that your regulations state that when a developer develops a piece of

property that they are supposed to extend the water lines to the far side of the property, basically to avoid just extending water lines and not extending it any further on the basis that if we are providing them this public service we want to continue to extend it to people on the other side. Unfortunately this property is not the standard run of the mill doesn't fit in the mold, and so and then the regulation is written very broadly. There is some interpretation necessary and we had some back and forth amongst all 4 of us. Even we have some differences of opinion as to what we can and can't require them to do.
(PM) but it doesn't front on Olde Scotland
(DH) it does not
(PM) they are looking at an easement from Matrix to Matrix for access.
(DH) so all they did was run a line along the property line of 1D and then their building sits right in the middle of that and their service lines runs all the way to the middle of that property. Two service lines, intuitively what I saw was if they are going to do that. Why not extend that water line all the way along Woods Rd and put their service line down near the middle of their building and then let us have the benefit of that water line as a public water line. Then their service line would be 400 feet to the middle of their building off of Woods Rd.
(PM) one of the reasons why we like that is it gets us a lot closer to looping it along White Church.
(DH) So the goal is maybe someday to have a looped 12" water line all the way around the industrial park. It would provide better flow but more importantly it provides reliability so if you lose a line then you are not out of water. A lot of the water they get comes in the backside down the lot lines down to where Phase 3 was put in. Now we are looped now, because of Possum Hollow.
(SB) my thoughts on the why, if I put on their hat there is less paper work there is less things that have to happen in order for them to be able to put a line through their property. If we are going to be ripping up roads and we are going to bidding permits for all that stuff, it basically ends up being more cost for them to put it on Woods Rd. if we look at the whole project and the whole area, President Ave is that eventually going to come down to White Church or is that somebody else's property down there too?
(JE) this is not Matrix property that I am aware of
(SB) but is Wadel's zoned for industrial?
(DH) everything to this side of White Church is industrial,
(MP) so everything, starting right at the road
(DH) I think President Ave is gone, because that is where Matrix 6 is
(SB) so they are going to access their building from a public road that is going to be given to Southampton Township
(JE) this is a private right of way right here Steve, it shows it on their plan right here and there would be a meter here and the line is in their right of way within the paved area which is even more bazaar and it runs down and it pops into the building right about here. We suggested that would you consider coming down Woods and then going in here, and we did that because it gets us 2000 more feet.
(KB) so we said would you consider it, and then they said?
(JE) they said that they would consider it
(PM) they basically said, why would we want to do that, when it is more costly
(SB) from their point of view it is more costly and it is actually more time consuming because they have to go through and additional level of engineering for an existing road. I can't see any way that legally we can, do our regulation require them to do that?
(PM) yes
(SB) Our regulations, is there a state law that would require them to do that?
(PM) no
(SB) so it is our regulations verses their desires
(PM) well we are hoping for a compromise
(KB) Compromise?

(PM) initially if you look at it, the way the letter of the regulation says, to the far edge of the property, the far edge of their property isn't here, it is here. I think the far edge of their property is over here
(DH) that property is bounded by the fence line
(PM) so they would have to bring it here.
(DH) let me read what is in the regulations under paragraph 15.5 says. Water mains will extend to borders of property and all mains shall extend the entire length of the property to be served continuing to the next adjoining property unless otherwise approved by the authority
(KB) here is what I don't understand. If we have a regulation stating this and we have our water engineer and manager saying here is a compromise to alleviate some of the cost to them. Then I am not sure why we are discussing this, we move forward with the compromise if they still say no then we say fine, take it the whole way to White Church Rd.
(DH) I wanted to bring it to your attention because it may become an issue, and I don't know if there is any decision to be made on this tonight. Forest has looked at this, and I am sure we can lean on him for legal guidance. A lot of this is probably designed if you were developing a residential property and you didn't want to bring the line all the way to the edge of their property so then the next person could have access to it.
(KB) there are reasons why we have that regulation and in my opinion this property is no different. In fact, it more so it is more applicable.
(DH) I agree, I thought not only did I see a way to win/win because they are having to install this line all the way to the middle of their property, why don't we make it more beneficial. They don't have to maintain the line, it is a public line that would be useful to you and it seemed like a win/win for everybody. It is a little bit more cost to them no doubt. One of the benefits to them under the proposed situation, they are actually extending two lines, a 12" fire line and a 4" potable line that whole distance. If you do it the way we are proposing you won't have to extend the 12" it is a longer route and then to the new meter location you would have a 400-500 foot potable line and a 400-500 foot 12" water line. Again I was looking for a way for the authority to benefit and not cost the developer a lot of money.
(FM) the one question that would come up is requiring them on Olde Scotland Rd beyond the corner of their property and up Woods Rd and that is problematic for the authority. That is not something that the regulations even address where you can require someone to put a line…
(KB) we can't require them to do that but we can say either you take it out the whole way to White Church Rd, which serves our purpose the same or you do this.
(FM) the other thing that I looked at when I looked at the plan was, maybe as a compromise they hook on down at Mainsville, Lindsay Lot Rd to the 12" line that is down there. They bring it up White Church Rd and then up Woods Rd which would be along their property.
(DH) yes that would be reasonable too.
(FM) it wouldn't get the loop but it would be more than just having a 300 foot extension onto the edge of their property off Olde Scotland Rd
(KB) that is the intent anyway, what they are proposing isn't going to get us the loop either; it is just going to get us closer to it.
(ET) correct me if I am wrong, if we ask them to take this and extend it all the way to the corner of White Church
(KB) that is what our regulations make them do
(ET) but do it right at that corner
(KB) this corner
(ET) no, this corner
(KB) why would we want this corner, when our water line and the loop would be this way? If we are going to do it, we are going to make them do it here.
(PM) it says the far end of their property

(KB) because our existing water line is here
(ET) I know but eventually we are going to bring it down, don't we want it close to Woods Rd?
(KB) the reality is if the end result initially plan A is to loop it, then it is to have the line go here.
(SB) so the regulations require them to come here, and go that way, right? The regulations require them to go like that and to the end here
(DH) or come from the other direction
(SB) or come from the other direction, so what you are proposing is that instead of going here and the whole way down here, if this is where you want to tap on and you come out to Woods and actually put it on a public road instead of on the edge of your property and you bring it down here, you can tap on there and we would be okay with you stopping there
(DH) that is a compromise that we could make, we didn't actually propose that.
(PM) we did talk about that
(KB) then maintenance of the line, I think would be a huge thing to them, that's my opinion.
(DH) Scott Bert did admit that one of the reasons they didn't come down the other way was because there is a creek that runs along White Church, which brings a lot of environmental concerns and would be very expensive to run their line that way. So he did admit to us at the meeting that was indeed one of the reasons they made that decision.
(PM) it is an intermittent creek, it doesn't run all the time.
(SB) that is the one the township can't do anything with because it is technically a creek.
(KB) I say we propose the compromise to them and if they balk back then we hit them with the regulations. One of you said that one of the benefits is that it will benefit the SBA; they have to understand that the SBA is just a bunch of volunteers. We are not here for it to benefit us.
(ET) how much do you think it would cost to run it down to the corner at Woods and back that way, an additional cost, have you guys factored that in?
(DH) you will have to help me out, I am not sure exactly
(JE) what it would cost from where they are proposing to go back to here and then back to here.
(ET) yes, what is the difference to them?
(DH) I have not run numbers; I did not make an attempt to do a number of what ifs
(KB) I don't mean to sound harsh, but that is not really or problem
(SB) that is the thing, they can run the line, the regulations require them to run the line on their property to the corner. So basically what we are saying is why don't you bring it out to the public right of way. So it part of the public right of way and we don't have to worry about this line in the middle of peoples properties and we will let you go ahead and let you tap on half way thru the end of your property here instead of the whole way through.
(KB) so you don't have 1000 foot plus service line here. I could not image why anybody would want that, especially in an industrial park where you have heavy equipment all the time.
(PM) the thing that concerns me is even though that line runs after the meter, it runs in their access drive which is the only access road on there and it is truck traffic. So they will build it to less than authority standards because they can, and then you will have tractor trailers over that all the time. So if it cracks and leaks they will be paying for it but that is one of the problems that we have, there are so many cracks and so many leaks and so many problems, do we want to encourage more problems. I would think we wouldn't want to encourage more problems.
(KB) I say we propose the compromise with them
(SB) round 2
(MP) I say we go back and negotiate some more
(ET) can we require them, that if they want to do it their way there has to be put in as if there is a main road over top of it.

(PM) that is something I would like to talk about, not necessarily tonight. What I want to talk about is turning water service off. We have done that one time due to a leak and we turned the water off at the post office last Fall when it took them so long to turn to fix it. We have some folks who when they discover they have a leak fix it like that (finger snap) and then other folks who, don't. I think we need some teeth in our rules and regulations that basically says; fix it or come up with a plan to fix or we are turning it off. Plain and simple no ifs ands or buts because we lose a lot of water that way, that is money out of the budget you might as well take the checkbook out and flush it down the commode. Because in most of those cases they don't fix it because it is before the meter or their meter is in the house and the whole service line is leaking
(PM) I don't know what we are doing now, but we used to do that we don t need a regulation to do that. When its leaking and they don't turn it off, we have the right under the municipal authorities act to turn it off. We don't need a regulation we have done that 50 times since I have been here.
(PM) okay
(PM) you give them notice, you give them a week and if they don't do something, you tell them you are terminating it.
(SB) or give you notification of when they are having the work scheduled to be done.
(PM) It is our water and under the authorities act, if our system is being impaired by someone's action we have the right to terminate the service
(PM) and in this particular case it there was a leak on a 12" line, that it significant
(TP) well it is metered out by Scotland so they are paying for it, it wouldn't be lost
(PM) true
(KB) well it is a loss to us, it is not money loss but a water loss
(SB) but it is water that we take out of the ground source that we then in turn have to replace. Right financially there is no loss since they are paying for it. Environmentally, it negatively impacts our water
(KB) Can I make a suggestion, that whenever you give them this compromise, you have our preferred compromise which is what you guys would like to do.
(DH) all the way to White Church
(KB) My suggestion is, this redline is not an option and that needs to be nicely stated. I'm sorry but your redline is not an option however, and then extend the redline to where it is regulated where it has to be. Then state we are willing to let you guys to here if you follow the public right of way. I would not leave this existing redline where it is.
(SB) you get rid of the red line and you run the redline on their property line
(KB) I would make sure that they understand what they are currently proposing is not an option, right off the bat.
(DH) as long as that is the will of the board
(TP) well that is what is in the rules
(SB) Show them what the rules are and then say here are the rules
(KB) the current redline does not comply with our rules
(TP) yes it does
(KB) no, they have to take it the whole way to White Church Rd
(TP) no they don't own that on the corner, Oberholtzer owns that,
(DH) that is where it gets tricky
(TP) they are going to the end of their ground
(SB) Troy, here is the line, that is their line, so the redline doesn't run there, the redline runs here and there and then the whole way to that corner.
(TP) but from here in is the service line,
(SB) but the regulations require them to run it to the end of their property
(TP) that's here, that is Olde Scotland, that complies, that totally complies

(KB) they don't go the whole way to White Church Rd?
(TP) no they don't own the whole way, Oberholtzer owns it
(KB) this little tiny bit right here, is that not them?
(TP) up here at this end.
(SB) so what you are saying the regulations are only required on the road that they are fronting?
(DH) it doesn't say that, it says all mains shall extend the entire length of the property
(KB) so they would have to take it to White Church Road, because this is ultimately what we are telling them
(TP) I don't know, if I was that guy I would fight it.
(PM) the other thing is if they want to adhere to our regulations or the regulations of the authority theoretically they could build this piece on Scotland Rd and then come over here unto Woods Rd where there property comes out to Woods Rd and down Woods Rd and down White Church Rd. There is nothing in the regulations that says they have to connect that to another line.
(PM) so that would be a dead end, that main that they put in would not be usable, because it is not connected.
(PM) right, but it complies with our regulations
(SB) so that is what you're saying is that the line that should be is to the edge of their property and then where it fronts wood down this way
(KB) can I just say, what would be the point of having a regulation with a meaning behind it, that you have to extend it to the end of your property line, when the end of the property line that you saying is in compliance of the regulation is where they are hooking into the water line? Well duh, of course they have to extend it there, because that is where they are hooking into the water line.
(TP) yeah, but it would be like running the water line down where do you live? Maple Hill?
(KB) no I am Clifton
(TP) you go down Clifton until it comes unto your property and then goes across the front of your property and then it stops, (if you were doing this) and now we are telling you to run it back your property and that is what we are asking them to do
(KB) but here is the thing there is somebody behind me
(SB) I understand what you are saying Troy and that is where the question is, what does the regulation say, is the regulation that or is the regulation. Before we direct we need to figure out and know what our regulations are.
(MP) isn't the intent of the regulations to not have a line dead end on the middle of a property.
(PM) exactly
(TP) but that is a service line, so it changes because the meter is out along Olde Scotland, that is just like you running from Remington back to your house
(KB) but it doesn't change the meat of why the regulation exists, the reason why the regulation exists, isn't where it is metered it is that we don't want a service line ending in the middle of the property.
(TP) or a main you don't want a main, and their main goes to the end of their property
(MP) every service line technically ends in the middle of a property
(PM) the whole point of the regulation is, if you are going to develop this table and you put your house here, here is your water line, all you need to do to get water to your house is run a line down here and that. But that doesn't do any good, but you own the whole table so, the benefit of it so that you make the requirement down to Dennis and the edge of the table then Johns table when he wants to develop his table he can connect to our line.
(ET) But he wants to run it to the end of his property.
(KB) but that is what we are saying, this is what I don't understand, what Forest just said is what I am understanding; it is to benefit further development.
(PM) exactly, that is exactly what it is and to tell you the truth the one time that you have not done that is with the Proctor and Gamble warehouse

(SB) well then according to the regulations we have to give them an exemption to be able to go across another person's property.
(TP) right there is the end of their property
(PM) no
(JE) right here Troy
(SB) they are running a line across the other property
(TP) but this is Matrix
(JE) yes, but it is a different tract
(PM) that is UBP which is separate and then they purchased the Byers Farm
(JE) the Byers Farm is right here, they are just granting a right of way across their property
(DH) theoretically they are not even extending it to their property, let alone to the entire length of the property
(JE) right, exactly they are extending it to here and that is it
(PM) they own that lot along Olde Scotland Rd
(KB) they can't do what they had proposed
(DH) they are doing the least that they can do to get water service to their property
(KB) I understand why they want this, and that is the reason why we have regulations
(MP) let's see what they say back
(DH) they can't be forced to extend water lines that are not along their property down to the corner of Woods and Olde Scotland.
(JE) we thought if they were going to make this effort, why not make this effort, I even said, what would be the issue besides finances and he said well dealing with easements. I said that might be something that we can be able to work with them on.
(PM) and we have done that before
(SB) these are technically separate lots, even though they are owned by the same person, they are technically separate lots do we have to approve them running a line against somebody else's property, even though it is them. Do we have to approve them running a service line over another person's property?
(KB) well it is not another person's property,
(PM) it could be another person's property because I don't think they intend to keep it forever.
(SB) it is the same issue because they could sell at some point, so we as the authority have to approve the service lateral
(PM) they have insisted that they have recorded easements for the water line
(MP) Do you all know what you need to do, anything else about Byers Farm? Item 6 Dennis
(DH) Southwood Crossing we got a revised Southwood Crossing D2 it was approved and returned to the developer
(PM) on that note I do have the agreement ready, I don't know when Darrin is going to pick it up and get us a bond.
(MP) Any questions for Dennis concerning his report?

b. Water Dept. Administrator (PM) A. regarding leaks you can add two more, we now have had 4 water main leaks and 5 service laterals. So that is an update since I prepared this and as you can imagine leaks are a significant cause of unaccounted for water. We already talked about and Forest said we have the teeth to go ahead and turn the water off, if we have a homeowner or a property owner who takes a little bit longer than we see for repair. C. In town Storage Tank. No updates D. Suez we met with representatives there they are a tank management company for us, Nicole and I have been talking about the fact that we pay these invoices every year for them. And basically what they do is they take the cost of tank maintenance and they spread it out. And their costs do seem reasonable but I think it would be prudent to at least entertain the cost from someone else to ensure that their costs are in fact reasonable. What we paid this year, I believe around $25,000 to $28,000 and they are to be painting the Mansville Tank. I just got that yesterday from DEP we had that permitted

extended so we will be able to paint that. So that is good news, so we will look at that, I did talk to Mark Ryder about that he is fine with that, he likes Suez he thinks they do a great job but he understands that we do need to keep them honest in their costs. E. SCADA no updates F. Fire Hydrant and Valve Maintenance. Will resume again in the Spring. G. Schreiber and SU Chiller, the latest updates are in your packets, we did send a letter out after the last meeting with an invoice. And I spoke to Nicole today we have received no response whatsoever from the University regarding that but it was sent. H. Lindsay Lot Road- no update I Penn Dot Projects, we did get information from Penn Dot that the 533 N Morris St and the 696 S Fayette St, we got a letter stating that they are let this on August 8th and they send us plans that I would say are anything other than plans, asking for any conflicts. So I asked Darryl to go out and look at where they are proposing the ADA ramps. We have two locations that we believe that we have fire hydrants right in the middle of that. So when I notified Penn Dot they said well, we just wouldn't do that work, we won't put those ramps in. We certainly are not going move them, because we aren't the ones putting those ramps in. So unfortunately those plans from Penn Dot are not good enough to use for our purposes. The plans have zero utility information on them, in essence they are lines that say edge of curb, 35 foot right of way and then little arcs for where the ada ramps are. They is no electric, no gas, no overhead, no underground, no sewer, no water, no sanitary no nothing showed on those plans. So I did give Dennis a copy to see if he had some magic something that he could discover.
(DH) actually John said that he used to work on these types of drawings and he basically said they not only do they look bad but they are worse than they actually are.
(JE) this is called a Penn Dot viewers plan, they are only showing the rights of way, they are doing a repaving so there would be no interest in where the utilities are
(DH) or of doing a really good survey of any kind
(PM) so unfortunately there is no capability for us to glean information from Penn Dot on that. Regarding the King St project we have not heard anything on that so there is no update on that. J. DEP a. CACP payment is due March 31st b. Well 2 is out to bid c. we collected samples on Feb 6th for our next LT2 d. you all saw the email about HAA5 which is good news but I will be cautiously optimistic and remind you that was taken during our frigid weather temperatures. And the temperature has an effect on the HAA5s. e. GVTP NPDES permit reviewer came into the plant to take a look and see what the concerns are and I have been telling you that they have been looking at making that intermittent stream out there a high quality water shed. We asked him to show us the scientific technical basis for doing that and then he said that he won't put that in this permit but we will look at putting that in the next permit. A couple of other things went on like that, he wanted us to put flow monitoring in and when he saw how difficult it was going to be and the improbability of doing that, he said well we won't do that this permit round but next permit round. So I would expect that we will see a draft copy of our NPDES permit for the water plant which is the discharge. We treat the solids we put them in the lagoon, and when the solids settle out we discharge the water out over that. The one thing that he did tell us, which I will keep this as friendly as I can, he is on the dirty side of DEP with obviously our business is the clean side of DEP; he is concerned about our high levels of chlorine. And I really thought I was going to have to muzzle Mark Ryder, because Mark said well, it is DEP who is making us put these high levels of chlorine in so we can meet our CT log, and this side of your mouth says we have to chlorinate and this side of your mouth says don't chlorinate. Which side of your mouth do we have to listen to? At this point he said we will not address that in this round of permitting. So we may have to address that in the future, it is very simple to dechlorinate either through some type of aeration or cascade. We haven't looked at this and I won't discuss this any further until we see something in black and white. Simply telling you that this man was on site and we had discussions and he has indicated verbally to us that these items will be in the next round of permitting.
(KB) I agree that we do have too much chlorine in our water.
(PM) well that is to meet DEPs requirements
(KB) I know why it's there, I am just disagreeing

(PM) f. SWPP-no update 3 UCMR4 program will kick off in April and we are gearing up for that. 4 Water System Facilities a. Well #1 we did discover that we had a problem with the probe in there that measures the static water level. So we have had that resolved and what we noticed is that the water levels are actually lower than what they were reading so perhaps it was off for a while and slowly coming down. But I am not concerned about that I think the reading that we have now is true and probably we were getting false readings in the past. b. Well #2 is chugging along and Dennis mentioned that we had the pre-bid meeting c. Well #3 we are continuing to use, we did have a problem with the onsite generator chlorination system, the pump went down. So the pump we replaced it with the type of pump that we believe can be incorporated into the liquid sodium hypochlorite regime once we get that permit from DEP d. Water line repair- no update e. Fluoride. any updates (KB) I did not have anything since last meeting, John can you make sure it goes on the next quarterly bill, do you have the information?
(JE) not that I am aware of
(SB) I will have to look it up in the emails, John send me an email like early next week. I just need to find it and email it.
(KB) I can just send it to him
(JE) okay thank you Kerri, you know that will have to be a separate mailing we can't put that in with the bill,
(KB) why? I know what the bill looks like, it is not a survey it is a question with some website things. I kind of envisioned it as an extra line that you guys put at the end of a bill
(JE) it is a tiny spot
(KB) how many characters do we have?
(PM) Nicole or Krisina can give you that because we did put a message on the bills when we were going to take the In Town Tank down and I think we got one, maybe two lines tops and they chopped it up into like lol language.
(JE) you have to wonder how many people actually look at that, so someone to see it and say they want to ask us a question, we will certainly address it.
(KB) I don't have a problem with it being on a separate mailer
(ET) I noticed mine came red this month
(JE) was it because of the change of hours in March?
(TP) it's because it was late
(JE) we will look into the Kerri and see how we can deal with that.
(KB) I don't have a problem with it being a separate mailer, that's fine
(PM) f. reports for DEP went into the DWELR system for the month of January. And now I am ready to move unto to Developments. 5. b. already discussed Briory Ridge. c. D&A Ring. d. Villages nothing new on those. e. Gandy Manor, we do have some things to talk about on Johns report so we will address that later it just surfaced in the last day or two after the report was put together. f. Dynamic Castings- I did receive a call from them, demolition is proceeding they did get a demolition permit from the township. I went out there, and regretted that I did, I think there is activities going on out there that I would rather not know about. The water lines have been capped and the water meters have been removed. They have a temporary water meter out there for clean-up purposes. The gentleman that is out there is strictly for demolition of buildings so he is doing everything from here to the surface he is not allowed to disturb the ground. So that is what is going on at this point
(KB) they are not to disturb the ground
(PM) the ground is contaminated
(KB) yes, I know and so are the buildings
(PM) that is why he is doing remediation
(KB) is he a remediation company

(PM) yes. he took the glass and the asbestos and something else out last year. g. UBP. In the next two months we will go out there and do our preliminary walk through so we can develop a punch list prior to the time that maintenance bond expires. That is for the phase 3 waterline extension and Dennis I will talk to you to see if we need to get Chuck involved in that walk through or not. h. UBP lot 6 nothing new i. Dollar General-Cumberland Hwy-no update j. 253 Pin Oak Lane-no updates k. Shippensburg Library- no update l. Byers Farm-already discussed m. Hoffman Mills-nothing new 8. Southwood Crossing Phase 2 is done 7. Possum Hollow is on my report- and since that project is now closed I will be removing it from my report. 8. Roxbury Holiness Camp- nothing new 9. Water forgiveness-none One thing just for your information, the SKF property as you know is being redeveloped and we had a significant discussion on this similar to what we discussed with the Hoffman Mills Property. Hoffman Mill's property was officially abandoned and the water lines were capped so it is a little different. The SKF property water was turned off in 2011 and then was activated in 2013, then it was off in 2015 and then activated in 2016. The property has been there for so long we are not sure how many EDUs it was supposed to have.
(FM) they didn't have any
(SB) it was pre EDU, when it was turned back on it was just for office space, it was a church.
(FM) that is long before there were EDUs
(PM) the developer came in today and I started talking EDUs with him and he had no idea what we were discussing. He has a 1 ½" service line which tells me the building way back when needed more than 1 EDU, if they have a 1 ½ line.
(FM) it was a machine shop
(PM) so we will be trying to determine the correct way to assess in EDUs.
(KB) so what is in there now, is it still a church?
(PM) well they have offices in there, Cartell
(JE) they are a business
(FM) what do they do?
(JE) they build drive way alarm systems, that way if somebody comes up your driveway a motion sensor will sense the vehicle, pressure pads in the paved area, they relocated from York. They are repurposing that building and as I understand it he is also going to be splitting up some space and leasing out to other businesses.
(PM) he has the factory warehouse as well, and he wants to put 6 tenants in there. I am asking what he uses is and I am speaking Greek to him, so we are in the process of trying to figure it all out.
(SB) I think the way you go about that is look at it for what he is planning on using it for. Then in our regulations then if we undersell you the EDUs and you use more then we send you a bill for the additional EDUs that you are using. So basically figure out what he is going to have
(PM) I would see us starting him out with 4 EDUs and then reassessing it, just like Hoffman Mills
(ET) based on the first time we ever billed them how much water was being used?
(PM) not a lot, we pulled the records all the way back to 2002
(KB) they did exist then
(SB) they paid those guys out in the 90's, the basically were going under and it just made sense to retire everybody and they have been those guys that were retirement age
(ET) they didn't go under. SKF is still happening
(SB) right, but they shut down that plant
(KB) Steve is right it was probably 2002 and if they were still operating then it was tail end.
(SB) in Shippensburg it was 1990's
(ET) we are trying to equate how many EDUs they were using in the beginning

(SB) I think that doesn't matter just look at it like the folks at Hoffman Mills, what are you going to use it for what are you going to do with it? Okay that equals 17 with the understanding that if you end up using 25, then we will bill you for the other 8.
(MP) which leads me to the next question, go back to the beginning of your report item g. The Shippensburg Chiller, we sent them a letter? How long ago was that letter sent? How many days have they had the letter?
(PM) 3 weeks?
(MP) does the letter give a payoff date that they have to pay us?
(JE) I not think we did, but we did send an invoice
(MP) does the invoice say pay by?
(JE) I think it did Michael, I can check
(MP) and then my fellow up question to that is, do our regulations say it has to be paid by a specific time once they receive that invoice?
(JE) I can review that, I don't know that off the top of my head
(MP) I just want to know what we do next, if we don't receive payment from them in 30 days
(JE) I thought I would get a phone call at least, but I have not heard anything
(MP) no acknowledgement whatsoever
(PM) it is dated January 22
(MP) so let us keep an eye out on that so we can talk about it at the next meeting and see where we are, let's not let that ball drop, any other questions for Peggy?

c. Solicitor (FM) just been doing the usual things mostly working on getting final things ready for the condemnation of Lurgan dealing with Well site 4, seems like I call Mrs. Alleman about every week or she calls me.
(PM) there are a few things out there, I was out there today, and there is a little bobcat out there, they have taken some materials out there, some piping but the drill rig and the big items are not out there.
(FM) I don't know if you are aware of this but they were going to sell their farm, but that fell through, their grandson is no longer interested, now it we ended up buying it, then that is some major cash in their pocket for them. Michael and I have had some discussions about Franklin County General Authority, I have been looking into that issue, and we can discuss that later.
(MP) okay thank you, any questions for Mr. Myers?

d. WWTP Manager (JE) Quick update, there is not a copy in your packet. At this point we are still moving forward with the headworks design. We talked to the contractor today we are firming up the final costs, and he quote to us. It looks like we are going to be heading toward the change order direction as opposed to the rebid. We believe it will be more cost effective if we just do a change order. So we are hashing out those numbers, it just never seems to end with the goings on with this project. We are having another meeting next week with the engineer we brought in with doing the design for the headworks that is GHD. We are still on track to complete the project by the end of this year, even though we are still going back and forth with numbers we are still on schedule, we have to be because we have a deadline with our COA.
(KB) the failure was when? 5 years ago in February, the project was supposed to be completed in April. And we are 5 years later and the project is still ongoing
(JE) the actual headworks unit has been ordered, we ordered it ourselves so there is no mark up on that. We bought it through the Costars program which gives us a significant discount. The plans are in place now to start the actual building of that unit. There is goings on about the air, we may have to change some air of the new air system may need some more modifications. It just goes on and on. I had a conference call today with Sam Wiser and the engineer and the contractor and we have another meeting next week. CFJMA is aware of everything going on they are our partner in this and they have more invested in this than we do. Because most of the plant capacity that is going to be done with this project they have purchased and paid for. Everybody is at the point of let's just get this thing done. The plant is running very well considering with what things are

doing. Wade is the new foreman out there and he is doing a great job, so things are going okay as far as the daily operations to the plant.

e. Secretary (JE) I have to admit an error with this on my behalf, I did receive a bond deduction reduction request for Gandy Manor for the Borough as well as the SBA. Unfortunately when I sent the plans off for review by the borough engineer it also had the SBA information in with it, which I did not realize it was together. So Dennis just saw all this stuff yesterday and it is partially my fault. The letter is dated Jan 19th, I received it the end of January if not the first week of February. They have asked for relief of bond and a full draw down of the remaining construction guarantee for the Gandy Manor Project and this is from their engineer Mike Wadel from Diffenbaugh Wadel and this refers to Gandy Manor Phase 1, the first amount was $10,680 and the second amount was $21,500 these bonds were put in place for construction. They have submitted several things even though I don't believe that Rettew at this point is ready to opine as to what we should or shouldn't release at this point. So what I am asking is if the SBA would allow or work through this, if you authorize staff and the engineer to make these recommendation, and review it and we go ahead and make that submittal to the officials of Gandy Manor, so he doesn't have to wait another month. It is partially my fault, I admit to that, I am very sorry about that. It has been about two weeks.
(MP) Peggy do you have a comment?
(PM) yes, Forest do you know if we ever got the deed of dedication for Phase 1?
(FM) I would have to check but I do believe we did get something on it
(PM) these are the kind of things we need to confirm prior to releasing anything, and if we did get that, the maintenance pened would have kicked in, and we don't have any maintenance bond so it we give something back, we should not give it back, or we should give it back contingent upon the receipt of the maintenance bond for the remainder of the maintenance period and that is for Phase 1A, we have Phase 1A and we have Phase 1B two separate projects.
(SB) so you are saying Phase 1A we don't have a maintenance bond for?
(PM) he is asking for his construction bond back, do you remember approximately Thanksgiving of 2016 when he said that he had to put people in here, I have leases, I promise to be good. So he got a couple of permits and he got in. We do have the record drawings, we did the testing for that line, but I was concerned about the deeds of dedication and easements.
(FM) I was going to ask some of this line is on his private property
(DH) was that to be private line or public line
(FM) that was going to be dedicated to the SBA
(DH) do we have easements, do we have the maintenance bond and some other things we didn't know the answers to those in one day.
(SB) sounds like we have a whole lot of stuff just bring it back to us
(MP) I think it needs to come back to us with all the information so that we can make a proper motion with all the facts and figures.
(JE) I am fine with that I was just trying to see if there was an option, quite frankly it doesn't bother me either way. He has asked for release of Borough Bonding as well which is still under review as well. I am fine with that, and I will let him know that we will review it and take action in the March meeting
(MP) as long as we have everything in hand so we need them to give us everything we need to have.
(JE) so Forest we will contact you to verify certain things and Dennis is reviewing the release and Peggy is working with Dennis, so we have had several emails back and forth already. That is all I have.
(MP) Any questions for John as Secretary? Okay thank you

4. **Business Items:**

a. Well # 4 Project Update (MP) any updates?
(DH) As I usually do, I jumped the gun on that one and I apologize.

b. Summary Sheet for 4c & 4e

(MP) this is supplemental information concerning items c and e

c. Well # 2 Project Update *Bidding & Construction Proposal
(DH) this is up to you, how much time you would like to take discussing any of the particulars about the proposal. There is a lot of information there and I don't want to belabor it by going over it line by line.
(KB) When are the bids due?
(DH) next week, so the bidding phase takes us through the point where we actually award the contract and provide a notice to proceed. So there is work that is done after the bids are received there is reviews, there is recommendations, there is putting the contracts together, getting those signed, and back to the contractor, reviewing the bonds, insurance requirements, making a recommendation for you to sign them. Forest you would have to tell me at what point you would like to see those documents for review, before the authority signs them and we can work that out. All those things are covered by the bid phase of this proposal, that is the one I promised everybody I would keep at the $14,000 and we are working to do that. The rest of it is for construction phase both for engineering, for services and for the onsite observer. I proposed only an average of 20 hours a week for an onsite person to try and control those costs. We don't believe that somebody has to be there fulltime for this project there will be sometimes when he may be there all day and some days that he is not there at all because there is no work being done or things that are being done don't require somebody to sit and watch them do them. Most of the improvements are above ground where you can see them the next day if you need to. We did our very best to control costs, I think in my letter of explanation we had given the authority, when we thought that this was going to be bid last year, a ball park proposal for how much we thought that those costs were going to be for the capital improvements budget. That was two years in terms of our rates increases a cost of living rate increase two years ago that we gave those budgets and the current proposal was only $1300 more than what we told you at that time. So we are trying to do our best to control those costs as best as we can. Again we can spend as much or as little time as you want going through items so that you understand what is covered. It is the normal construction related engineering and observation that we provided upon on past projects. I did a comparison in my letter to what the same costs were for Possum Hollow, keep in mind this is a 6 month project and Possum Hollow was a 3 month project. There are three contractors here, a general contractor, an electrical contractor and a mechanical contractor where at Possum Hollow we had one contractor. It makes more work, there are more things to keep up with and that is why the proposal is somewhat more than Possum Hollow was. I'll stop and let you ask questions.
(MP) Any questions for Dennis concerning this proposal?
(SB) short of us not using engineering services to do the job, which we can't ethically do, we are going to have to…
(MP) are you calling this a bullet that needs to be bitten, is that what you are saying?
(SB) I mean it is one of those expenses, if we are going to do this project then we need to pay the piper.
(TP) The $177,800 figure?
(JE) for both
(MP) there are three numbers the $177,800 $5,200 and $24,300
(KB) what you are saying though is that the $177,800 and the $24,300 and the $5,200 is only $1,300 total more than it was two years ago?
(DH) the $177,800 is only $1,300 more than what we had estimated for Well #2. That was over a year ago and two cost of living increases ago.
(KB) so just that number is the one that is only $1,300 dollars more?
(DH) correct
(ET) I agree with Steve, if we are doing it, we are doing it.
(KB) how long is this project suspected to last
(DH) it is 6 months of active construction and an additional month of closeout is what we expect. It is a 180 day contract with 30 days for them to be ready for final payment.

(KB) $70,000 to have somebody onsite there, not every day for 6 months
(DH) yes
(KB) looks like my daughter is picking the right career for college
(SB) if you are going to have somebody who has the professional ability to do that you need to have that individual as a part of staff in house or you have to outsource it and then you will have to pay more when you outsource it
(KB) and we honestly couldn't do this, the reason why we have Rettew
(SB) right we are not Philadelphia we don't have an engineering department that can do what Rettew does.
(KB) and one person can't do it
(ET) plus you guys think of the things that we wouldn't
(DH) I would certainly hope that we would find things that you wouldn't that is our goal.
(MP) so I think we are looking at a motion to approve these individually, because they are individual projects
(ET) I make a motion that we approve the bid for Well # 2 for the professional services of Rettew for $177,800
(TP) second
(MP) Moved by Mr. Tsambiras seconded by Mr. Pomeroy, any further discussion? Let's vote, Motion carries unanimously, any further action
(DH) we have been discussing the two projects for some time, the one for King St is further out and we don't have any drawings yet. One of the things we discussed at past meetings was the need to further quantify real cost for that, we had been throwing around a number or 2 million dollars as a potential cost of that project. But I don't know if there is anything hard or fast as to where that number came from. So, one of the things that we propose to do is take that the current GIS mapping of the current system. Walk the project with staff and talk about the issues that we know about in terms of the water lines that are there and do a stick figure. A layout on the GIS that says this is what we think we are going to have to do, and put some numbers from recent bids on that to come up with a better idea of how much that project is going to cost. Certainly there is nothing urgent about that other than your financial planning for your system and knowing whether this project is really going to be 1.5 million dollars or 2 million dollars or 2.5 million dollars. Those are kinds of orders of magnitude that this effort which is a fairly quick effort I would hope that maybe we could have this done by next meeting, if you chose to proceed with it. So then you can better do your financial planning for that project down the road, nothing other than that.
(SB) so I guess the other option or the option on this one is if we don't do this then we basically start doing the project and then figure out how much it is going to be and plug numbers into the budget, as we go.
(ET) do we jeopardize, by going forward right now, do we jeopardize the opportunity that if the federal government comes along with this 80/20 plan, do we jeopardize that 20% from the government?
(DH) honestly I don't believe so, this is just an effort to try get…
(ET) I am just looking for ways to get money
(SB) as much as I think the grant system needs to disappear tomorrow and we all would be better off for it, it is our duty try and get enough as we possibly can, at the end of the day it is our duty to leverage and get as much of our money as we can.
(PM) what I see this doing, is there are a lot of issues if we replace the line, what side of the street are we going to do it on. What are we going to do about taps? If we have taps on one side of the street and we put a new line in, how is that going to work, I see all those types of items getting flushed out here for a cost wise. From what I understand there is no designs.
(DH) No there is none, and I wouldn't say that we are going to go that deep, I am talking about how big of an area is affected, which lines are affected by this project saying that we know that there are 6 on one side and 8 on another, I am saying let's make the grand assumption that hydraulically a 12" line down one side or the other would take care of it. Here are the connections we are going to have to make; here are the water services that we know that we are going to have to reconnect. Putting dollar amounts on all those things

because right now we are just blind darts at a wall and hoping that 2 million dollars is the right number, in my mind.
(SB) I guess that is what my question is, other than budgeting purposes
(DH) that is the main reason, as long as we make our budget realistically and we have all the information that we need, we don't have an ethically duty to go above and beyond, that sort of seems like we are spending $5,000 to have a more exact budget number. When if we don't do this, we can still have a good budget number, we know that it is based upon the information that we have, it is the proper budget number.
(KB) I just want to say, I don't think it is all about budget, I think it is about flushing out the issues that will arise and one of the things we have to consider is, flushing out or feeling around to see what the issues are going to be 1 year or 18 months prior to the project is going to be much more cost effective than flushing out or finding these issues six weeks before the project or six weeks after the project started. The only thing that I think we need to consider or not is the cost difference going to be worth the $5,200? Really in reality $5,200 individually may seem like a lot of money to us, but to the SBA it is nothing.
(SB) that is why I am asking, what are we getting for the $5,200 if that is what we are getting and we believe as the SBA that it is worth the $5,200?
(DH) I will tell you that this $5,200 is going to be spent some time anyway. This is the first stage of the design.
(KB) we are agreeing, I don't think he is disagreeing either, it is just a matter of does it make sense financially or cost effectively for us to do it now knowing that this particular project has been kicked down the road a little bit.
(DH) I guess my question is if we are going to save for this project 3 years, or 4 years.
(PM) 2020
(DH) again this process is the first step in any design; you would do it someday any way regardless
(KB) two years more of cost of living increases
(SB) why put pipe in the ground that we don't really need for 10 or more years
(JE) we need to know what we are looking at so we can get to that point
(MP) this ultimately saves us money, makes us more efficient. puts a light on the cockroaches so to speak, so we know what we are going to go do.
(DH) I don't think this jeopardizes our 80/20; this just lets us know how much we are going to go
(MP) if we wait a couple of years than it will cost more to do it, and it is going to be part of the ultimate engineering plan any way so let us understand what we are doing here.
(JE) the SBA has another option, don't do it
(ET) lets be wise about this
(JE) right but what I am saying is we don't have to do anything, this is an opportunity to do something before Penn Dot comes in, but ultimately if you don't have issues, don't worry about it.
(KB) here is the thing, fortunately one of the things we have come to grips with as a community, finally is that we cannot as a community continue to kick infrastructure down the road. I think everybody is on that same page, not just the SBA but everybody, so I say $5,200 in the scheme of things, just do it.
(MP) is that a motion?
(KB) yes
(ET) second
(MP) thank you and any further discussion? Been moved by Ms. Burrows and seconded by Mr. Tsambirus, let's vote, motion carries unanimously
(MP) so this is for the Morris St line, are we going to take action?
(KB) I make a motion to award the amount of $24,300 to Rettew for the Morris St line
(SB) second
(MP) moved by Ms. Burrows and seconded by Mr. Breniza
(ET) I have a question, for the record, so I understand

(DH) this is for the design, this is the drawings and the project manual also to make the application to Penn Dot to allow us to do the work in their right of way
(KB) and that is coming this summer right? This project
(ET) no letting it in August,
(JE) we thought that they were going to be in the ground this summer, but it turns out that is not the case, they are letting out the bids in August
(SB) this is the design, everything this is all the engineering for the entire project for the 850 foot line?
(JE) including the permit
(DH) design and permitting, this does not include bidding and construction, just to be totally upfront with that
(SB) I understand it is expensive, I just think that is a lot for an 850 foot line, but you still have to pay all the permits you have to pay all the up front. So a certain portion of that, $6,000 to $7,000 whether it was a one foot line or a mile long line.
(DH) there is a certain amount set aside
(MP) so we have a motion and a second? We had discussion any further discussion? Let's vote, Motion carries unanimously

d. **Unaccounted for Water** (PM) each month we averaging 3 or 4 main breaks and at least that many laterals and we don't see it until it has gotten to a point of severe problems, so how many are leaking and we haven't seen it. Some of the things that we have seen are the caverns that are opening up underneath the ground so those are not even surfacing. So it is something that the guys are taking very seriously, I talk to them about unaccounted for water. We had a big discussion today on some areas of roadways, do we think it is melting snow or do we think it is running water, so their minds are going towards that and they are starting to look for that and check it out. This is something that we, staff are well aware of and are talking about and coming up with ideas to resolve.
(TP) does it seem like after any of these breaks that you are noticing any reduction?
(PM) I wish I could say yes, but I have to be truthful
(TP) just curious
(KB) with that being said, it is actually a very good point, so do you think there is one or two massive, Rhode Island size sinkhole under the borough of Shippensburg, that is just going to eat us as it is filling with water?
(PM) I don't think that we have anything that devastating; I will tell you with what I saw on Washington St that day was startling to me, the size of that cavern was about 3 foot in diameter.
(KB) well Shippensburg is known for its sink holes
(PM) south Washington by the church, there was that starting opening up there at Walnut Bottom Rd.
(KB) is that where the fire house was?
(PM) no that was Orange St.
(KB) you were just there two days ago
(PM) there is transite pipe there and transite pipe where the corp. is got very brittle and cracked away. So that was the issue there. The sink holes are an issue and we spent a lot of money on pouring in the pourable flow down in there

e. **Penn DOT Street Projects**
***Preliminary Investigation Scope & Foos-King St. Section**
***Scope & Foos Design Services- North Morris St. Section**

f. **Shippensburg Public Library – Fire Line Fee Discussion**

(JE) I was notified that the Shippensburg Library was receiving a bill for their fire line. When a fire line is added to a property there is a flat quarterly charge assessed. I included in the minutes prior to how we discussed in great length on how we were going to deal with providing free water to the Library. What happened and what I found out and has been corrected, when the fire line was added to the account it automatically generates a bill. So for two quarters they got billed, so about a $160 dollars they have been billed. We were able to make that

adjustment in the account where it will not generate a bill. The quick answer is the billing of the library will no longer continue, because we as a group decided that we were no longer going to bill them and we talked about the fire line. So the question is, are there any issues with us not allowing that billing going forward. So as far as I can tell from the minutes and I talked to Michael, we all agreed that we would continue to provide it.
But if they used water in the fire line then they would be charged for that, but not the quarterly flat rate that they got charged. So again we have adjusted that and there will be no more bills going out automatically. We don't sit there and go through every single bill that we have a software that processes that type of thing. Kristina and Nicole made that adjustment to the account Michael and so as of now it will not go out. There are no bills going out to the library for that. The question is do you want to reimburse the Library for the two quarters that they were billed for and were paid?
(KB) are they asking for us to reimburse them?
(JE) I was contacted by the Library and they asked about it
(KB) they asked why they are getting billed or did they ask us to give them money back?
(JE) I wasn't asked to give money back, I was just throwing that out since we didn't catch it for two quarters are we going to reimburse?
(KB) I am indifferent either way
(JE) so hang on a second there Kerri, I am going to throw another thing out there. Somehow and for some reason there was usage of water from the fire line
(PM) testing?
(JE) Nicole said the amount was on one of these sheets, it was I thought maybe it was testing.
(FM) it shows here on their bill there was usage 31 and 28, I am not sure what that was for
(DH) is that the regular water?
(ET) is this a regular water bill or the fire bill?
(KB) well it is probably both
(SB) so do we know that usage is on the fire line or is that their actual in house usage, that we don't typically bill them for and somehow they are getting billed for the in house usage now
(JE) they shouldn't be getting a bill for regular water usage or fire either.
(FM) the policy of the borough when they started to do away with these free services they still metered it and read it
(SB) so the 28 and the 31 are not the fire line, even though we added the fire line because we added the fire line and that showed a water reading.
(ET) why is this showing the recycling bill being on here also?
(JE) it is all one account
(SB) they pay for recycling
(MP) just take this back and sort it out and bring it back next meeting. In our minutes we made a declarative statement that we were not going to send them a bill and we sent them a bill and they paid a bill. And I think we need to refund them
(JE) well they paid the bill for…
(KB) they did they paid $89 ck. 19633 on 1/12/18 and $101 on 11/02/17 ck. 19501
(DH) what is the fire amount supposed to be
(JE) I think it is $80
(TP) we need to figure out if that meter is counting water
(MP) and if it is we need to find out why
(KB) why are they using so much for their regular water usage
(JE) I will get clarification
(MP) so come to back to us on the fire info

6. **Executive Session (Contractual Matters)**

Started at 7:49 p.m.
Ended at 8:32 p.m.
(MP) in executive session we discussed two contractual matters

5. **Financial Review**

a. **Consideration to approve Shippensburg Borough Invoice for January 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
(SB) I would like to make a motion that we set the standard fee for the attendance of the Solicitor at regular and special meetings of the authority to $230 and the hourly rate for legal routine and legal work performed at the request of the SBA to be $135 an hour.
(TP) I will second that
(MP) moved by Mr. Brenize and seconded by Mr. Pomeroy any further discussion? Motion carries unanimously

7. **Any other Business**

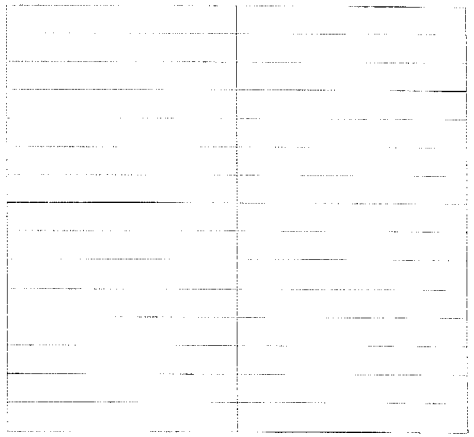
(MP) John? Dennis?
(DH) the only thing I neglected to ask about is that we are getting bids for Well #2 next Tuesday, that would mean three weeks until the next meeting in March, and I am not sure if anyone wanted to entertain a special meeting to award that ahead of time. I don't think it is a big deal if we wait until the next meeting we tried to schedule that we would have the bids in time for this meeting but it just wasn't possible. It is just a thought; I meant to bring it up during discussion about Well # 2
(MP) are there any significant time constraints
(DH) I don't think so, we are getting the project done in October and so we are not going to get into bad weather even if we have some minor delays. I don't see that being a problem, I just wanted to bring it up in case you had a desire to do that
(MP) I think if we are going to have another meeting it might be around this matter that we talked about and so I think I would rather preserve people's generosity for that, but thank you Dennis.
(DH) okay that is all I have
(MP) Troy? Forest?
(FM) thank you again, one other thing to keep in mind Dennis and Peggy and I talked let's pray that we get the Well drilled before the end of March, because we lose our exemption for the spade footed toad, April 1st.
(MP) Steve? Kerri? Peggy?

8. **Adjournment** (SB) motion

Secretary

Next meeting March 13, 2018 – 6:00 PM

BOROUGH OF SHIPPENSBURG

BOARD SBA DATE 2-13-18

Name Address