

**REGULAR MEETING MINUTES
CAMP HILL
STORMWATER AUTHORITY
MAY 27, 2020**

Paul Bruder
Richard Guerin
Melissa Howard
Carl Schultz
Zach Williard

RESOLUTION ADOPTING STORMWATER RULES & REGULATIONS

Mr. Dennis began the meeting by discussing the upcoming residential stormwater fee. The Borough will be sending a letter to Camp Hill residents prior to billing, so that they are aware of what the change is for and how much it will cost. The bill will be added to the sewer and trash bill. The new fee will be based on a 4-tier billing, which is based on square footage. \$10.00 is the overall average for all tiers. Most resident's property will fall under tier 1 or tier 2, which ranges from \$6.70 - \$7.00.

Mr. Guerin asked if there is an expiration date for the commercial stormwater agreements. Mr. Stinnett answered that the credits run through the permit cycle. Section 14.6 states that approved credit will be valid until March 2023, unless changed by the authority. If credits are expiring, there is a provision to submit an application 60 days prior to the expiration date to maintain credits going forward unless there's a change in the program.

Mr. Guerin asked if Section 14.14 that talks about permeable pavements, driveways, and sidewalks needs to be specified for residents, such as brick sidewalks with large gaps between them. Mr. Stinnett stated that they should be installed in accordance with the Stormwater Best Practices Manual. Mr. Schultz encouraged the Borough to provide educational pieces to residents about the pavements, especially in regard to the stormwater fee. Mr. Dennis stated that the Borough will put an educational section on the website and in the mailer.

Mr. Bruder made a motion to adopt the rules and regulations for the stormwater fee. Mr. Schultz seconded the motion. The motion passed with all in favor.

AUTHORITY CHAIR, VICE CHAIR, SECRETARY & TREASURER

Mr. Schultz stated that now that the rules and regulations have been adopted, there should be a chair for the authority. He made a motion for Mr. Williard to be the committee chair. Mr. Guerin seconded the motion. Motion passed with all in favor.

Mr. Guerin made a motion for Ms. Howard to be Vice Chair. Mr. Williard seconded. Motion passed with all in favor.

Mr. Williard made a motion for Mr. Bruder to be the Secretary. Mr. Schultz seconded. Motion passed with all in favor.

Mr. Williard made a motion for Mr. Guerin to be the Treasurer. Mr. Bruder seconded. Motion passed with all in favor.

PUBLIC COMMENT

Bruce Bigelow asked in regard to the billing notices that will have the impervious square footage if there will be a notice on what mechanism is available for people who object to the calculation that is made. Mr. Dennis stated that an appeals form will be included. A link will also be included on the website.

ENGINEERS REPORT

Mr. Hess gave his report. He stated that CCTV Inspections have been moving the last few months. Pipe Services was able to begin work again on May 1st. Pipe Services has an open-end contract with the Borough to do inspection of storm and sanitary sewer on an as needed basis. The Borough has identified a number of areas where there are concerns that

are being fixed with Pipe Services. One thing they have found with some of the projects is that some of the areas have a significant amount of debris in the pipes that needs to be cleaned out before they are able to run the CCTV equipment through them. The current Borough contract has that as a time and materials basis, so the contractor is getting paid for the time and effort that it takes to clean those out prior to televising them. Mr. Hess would suggest taking a different approach since they have seen so much debris, if and when the Borough would go to a Borough-wide CCTV Inspection, so the Borough doesn't bear all of the risk of cleaning clogged pipes. This will need to be decided if they want to move forward with this project.

Currently this contract is held by the Borough, not by the authority. The Borough may want payment to come out of the stormwater authority funds, instead of the Borough funds. He asked if the authority wanted to pause the work until this is changed or to keep it under the Borough. Mr. Dennis stated the transfer will be made of \$350,000 for the sewer fund. He shared that the goal is that by the end of the year there will be about \$990,000 cash from the billing and the two transfers. It will be set up in a separate account. The signature cards would be signed by the chair. Mr. Madden will run a report for bills. Invoices would then be approved by Mr. Dennis and Mr. Williard and at the authority meetings there will be action to approve the expenses out of that fund.

Mr. Hess clarified that short term contractors should continue to apply to the Borough, which Mr. Dennis confirmed. Mr. Dennis stated that since rules and regulations are now in place, they can start coding the stormwater fund once they start billing. If the Borough moves to do the Borough-wide CCTV Inspection, the contractors will apply through the stormwater authority.

Mr. Hess stated that in line with the CCTV Inspections, HRG submitted a proposal to bid the Borough-wide CCTV Project. This is a two-phase proposal. For the first phase, they bid and get a contractor lined up to do the project. Phase two is to take the information that the contractor gives to the Borough and incorporate it into the GIS System. The authority showed interest in the proposal in February, but Mr. Hess asked where they are at now with the project. Mr. Williard stated that he would like to get moving on financing before continuing to approve projects. Mr. Hess stated that typical bid times are about 60-90 days. Mr. Dennis said that it was his understanding that most of the projects that are being discussed, totaling about 1.4 million would be in 2021. This would allow the time to set up the account and get a loan or whatever is needed. The debt service would be part of the 2021 budget. The \$900,000 is the engineering money that would be taking place in 2020. Actual construction dollars would be borrowed into 2021. Mr. Hess stated that the contractor will invoice monthly, for about 6-9 months. Mr. Williard suggested that they not bid this yet, but to come back next month to review after they have some time to look into the budget more. Mr. Dennis stated that he did not see having the financial resources to start projects until 2021. There would not be enough funding to start the televising this year with the other projects that were discussed.

Mr. Hess shared that the Conodoguinet Creek Watershed Association wants to do a tree planting project along Creek Rd. As far as the MS4 credit for the Borough, the project is worth about 1,350 pounds per year of sediment reduction for the Chesapeake Bay. That works out to be about 30 feet of stream restoration. The survey work for the Siebert Park stream is complete. He suggests waiting to see what happens with the CFA Grant for the sanitary sewer pump station elimination in the park before going much further. If the grant goes through and they eliminate the Siebert Park pump station then they will run new sewer lines from Siebert Park down to the Creek Road pump station. That would be the location where they are looking to do the stream restoration. He informed the committee that the CFA grant was allocated before the coronavirus and was supposed to award grants in May, so he is not sure when they will be awarded at this time. The Siebert Park Stream Restoration Project needs to be done within this permit cycle, which ends in 2023.

Mr. Hess shared that there is a COVID-19 Infrastructure Spending Package in Washington, which looks like it will offer a lot of infrastructure funding. This combined project with the Siebert Park Stream Corridor, potentially the pump station elimination, potentially the Creek Road kayak launch, and upgrades to the trail could make a nice project to apply for this grant. He stated that it might be a good idea to get these areas shovel-ready for when this grant is passed.

**HRG'S RETAINER AGREEMENT ON PROFESSIONAL SERVICES FOR THE FOLLOWING PROJECTS:
(N. 21ST STREET, RUSSELL ROAD CULVERT, N. 33RD/34TH STREETS)**

Mr. Hess stated that these projects will take a longer time to begin work with engineering and permitting. Mr. Robbins stated that it would cost \$133,000 for this engineering work, plus the \$250,000 for the Willow Park Project. Those two projects could be paid with the sewer and general fund transfers. Mr. Schultz made a motion to discuss and make possible action on HRG's Retainer Agreement for the three main projects.

Mr. Hess gave a ballpark of \$500,000 for the engineering on the three projects. Total estimated project costs will depend on what happens with N. 33rd and N. 34th St. HRG is looking at how much they can line to bring the costs down. N. 33rd and N. 34th Streets need to be surveyed on condition and hydraulic capacity to see what lining can be done to cut costs.

Mr. Hess stated that \$1.4 million was originally estimated for the trio of projects, which will come down to some extent, depending on what can be done with the lining of N. 33rd and N. 34th Streets. There was discussion on whether the \$1.4 million including all five projects at the last meeting. Mr. Hess gave the estimates for each of the projects, as follows:

- N. 21st STREET – \$150,000
- RUSSELL ROAD CULVERT – \$200,000
- N. 33rd/ N. 34th STREETS - \$1.1 million (Could cut possibly up to a half this cost, depending on lining)
- TELEVISIONING - \$400,000
- SIEBERT PARK PROJECT - \$500,000

Mr. Schultz made a motion to approve the engineering of the trio of projects. Mr. Hess stated that the hydraulic analysis will need to be done first, along with the surveying, so they will be able to give that report right away so the authority can say to continue with that project or to skip it and focus on the other projects. The motion passed with all in favor. Mr. Dennis will work with Mr. Madden to get the billing set up. Mr. Hess gave a timeline for the survey phase and hydraulic analysis of about 60 days.

PUBLIC COMMENT

No public comments were made.

ADJOURNMENT

Mr. Williard made a motion to adjourn. Mr. Schultz seconded the motion. Meeting adjourned at 5:19 pm.