

**VIRTUAL STORMWATER AUTHORITY MEETING
CAMP HILL BOROUGH
SEPTEMBER 22, 2020
8:00 A.M.**

Call to Order

Paul Bruder
Pat Dennis
Richard Guerin
Melissa Howard
Carl Schultz
Lee Stinnett
Zach Williard

Mr. Williard opened the meeting at 8:03 a.m.

PUBLIC COMMENT

No public comments were made at this time.

UPDATE ON FIRST BILLING CYCLE

- Mr. Dennis shared that this was completed and that Ms. Burger did a great job of getting the bills out.
- There are about six or seven appeals or credits that are being looked at right now. But overall, people seemed to understand it. Deposits and collections are going well.
- Ms. Burger will run a report at the end of the collection date to see the collection percentage.
- The total fee revenue amount to be collected is \$614,000; \$350,000 in general subsidy; and \$300,000 in the sewer fund subsidy. Next year \$900,000 in user fees is expected.

MANAGEMENT AGREEMENT AND LEASE AGREEMENT WITH CAMP HILL BOROUGH

- Mr. Stinnett did not receive any questions since sending these out. He shared that both agreements are fairly standard agreements. The management agreement has 100% municipal employees handling all of the operation and management of the program.
- Mr. Stinnett shared that in a typical year the final budget would be done and approved by October 1st.
- Mr. Guerin asked if each project needs to be approved by Council. Mr. Stinnett answered that the Authority will decide on the projects within the budgeted line items that were agreed upon by the two. He stated that it's not a list of the projects, just that it says in the budget that projects will be funded.
- Mr. Stinnett noted that if there is a budget stalemate in the future, it will roll over the prior year budget.
- Mr. Shultz asked if it is ok that some of the Authority costs are coming out of the subsidy instead of the fees. Mr. Stinnett answered that is fine since it will be covered in the budget with Council and the Authority. He stated that it is pretty common for the first couple of years for a subsidy to be included.
- Mr. Shultz asked what the enforcement process is if one of the agreements is not followed. Mr. Stinnett stated that would be an action between the Authority and the Borough. This would not provide any third party beneficiary rights to anyone.
- Mr. Schultz made a motion to adopt the Lease Agreement between the Borough and the Stormwater Authority. Mr. Bruder seconded. The motion passed with all in favor.
- Mr. Guerin made a motion to approve the Management Agreement between the Borough and the Stormwater Authority. Mr. Schultz seconded. The motion passed with all in favor.

REVIEW AND APPROVE FINAL PROJECT LIST/ COSTS FOR POTENTIAL BORROWING

- Mr. Williard noted that the \$300,000 difference on the project spreadsheet was due to the Willow Park Flooding and Improvement Project that was approved in January/February. The project has not been done yet, so the

Committee will need to decide if they want to continue to do that project and pay for it out of reserves or lump it into the borrowed amount.

- Project list to approve:
 - **CCTV Inspection & GIS Asset Management Tool** – \$470,000 was in the proposal based on the open end contract with Pipe Services. Engineering costs were not included, so the total project cost including engineering is \$531,850. (*Construction \$470,000; Engineering \$19,500; GIS Development \$42,350*)
 - Mr. Dennis noted that it is imperative that the Authority and the Borough understand that construction cost and engineering are separate. Both amounts need to be allocated.
 - Mr. Hess shared that there will be a lot of additional data that will link in with the existing stormwater GIS. It currently tells things like elevation and pipe sizes, this will add pipe condition and enable you to see the footage that was collected in the CCTV operation from the GIS portal.
 - Updates to the GIS system are included in any future project.
 - There is a built-in contingency for unforeseen problems with all projects. Depending on how far they are with the project they will use anywhere from a 5% - 25% contingency.
 - **Seibert Park Stream Restoration** – Mr. Hess shared that this is the most cost effective way to finish out the MS4 requirements. DEP requires a 35' wide forested riparian buffer. At Willow you are seeing the establishment, but in Siebert it is already forested. Since the CFA Grant was not awarded Mr. Hess recommends going ahead with this project as a standalone project so that it is completed before the deadline. (*Construction \$440,000; Engineering \$60,000*)
 - **Russell Road Culvert at N. 21st and Walnut** – At N. 21 and Walnut there is a flooding concern at that intersection. This would involve putting some new inlets in at that intersection and running a connection down to Schoolhouse Alley. At the Russell Road culvert there are some erosion issues on the roadside embankments and the ends of the existing culvert. They would replace the headwall and end wall on the culvert. (*Construction \$300,000; Engineering \$50,000*)
 - **Pipe Replacement at Market and 34th Street** - There is one location where the pipe size decreases as you go downstream (24" to 18" and then back up). After doing some hydraulic analysis they think it would be a good idea to get rid of that pinch point. PennDOT will be paving this area in the spring, so an HOP Permit will not be required to complete this project. It is a limited portion to undertake now and they will consider the rest once they have the CCTV data. (*Construction \$20,000; Engineering \$5,000*)
 - Ms. Howard made a motion to approve the projects above. Mr. Bruder seconded. The motion carried with all in favor.
- Additional Project Discussions:
 - **25th Street Drainage Improvements** – This is an already approved project. Mr. Hess explained that at the downstream end of Willow Park there is a culvert under the plaza that ties into a culvert that is undersized at Market Street. They would put in a new drainage line that extends up 25th Street to collect some drainage that was discharging into the stream. (*Construction \$260,000; Engineering \$65,000*)
 - Mr. Hess stated that this is in the design stage. Survey and hydraulic analysis are completed. An underground utility location service is scheduled to go out in next week or two to confirm utility locations. This would fall in the 2021 construction season since it involves paving.
 - Mr. Williard stated the options are to either preserve cash and lump into borrowing, or continue to pay out of Authority cash. Mr. Schultz felt that it should be lumped in and paid for over a long period of time because it benefits the Borough for a long period of time and it gives the Borough more flexibility. The Committee agreed to borrow for this project.
 - **Schaeffer Triangle** – At the south end of Schaeffer Park, there is a triangle of Borough-owned property where they put in a stormwater BMP. When the project was built there were resident complaints that it looked too much like a piece of municipal infrastructure. Mr. Hess shared that they generated three different options of what to do with this project. The costs include engineering and have a contingency.
 - Low impact/cost - Lower the berm a little bit; estimated cost of \$7,900.
 - Middle impact/cost – Lower the berm and decrease the angle of the slope on the uphill side; estimated cost of \$14,000.
 - Large impact/cost – Move all of the storage underground and level the ground on the surface (will not be completely flat); estimated cost of \$60,000.

- Mr. Guerin made a motion to go with the middle impact option, with the understanding from the homeowners that they accept this option. Mr. Bruder seconded. Mr. Schultz and Ms. Howard stated that they did not see the benefit of spending the money on this project. Mr. Bruder, Mr. Guerin and Mr. Williard voted in favor of the motion. Ms. Howard and Mr. Schultz voted against the motion. The motion carried.
- Mr. Dennis and Mr. Hess will set up a meeting with the adjacent homeowners and report back at the next meeting.

SAMPLE BORROWING NUMBERS

- Mr. Williard stated that it costs \$1,750,000 for all of these projects. He suggested a 10-year loan of \$1,700,000 for the projects. The Borough would still pay \$50,000 out of reserves, which puts it at \$184,000 annually. He stated that this would get through the 2023 permit cycle, so they would need to borrow more money in 2024/2025. Rates will have to go up at that point.
- The Borough will be borrowing additional money so the Stormwater loan will fall under the Borough request to borrow to keep rates low and to keep it cleaner. The Committee all agreed on a 10-year loan period.
- Mr. Schultz made a motion to proceed to with the borrowing to fund \$1,700,000 of projects. Ms. Howard seconded. The motion passed with all in favor.

UPDATE ON BUDGET PROCESS

- Mr. Dennis shared that now that the borrowing is figured out, he can look at what the debt service is going to be.
- He is currently working on the expense side for the stormwater budget.
- He will have the budget out to Borough Council in next couple of weeks so they can advertise it in November and approve it in December.

PUBLIC COMMENT

- No public comments were made at this time.

ADJOURNMENT

- Ms. Howard made a motion to adjourn. The meeting adjourned at 8:15 a.m.