

**REGULAR MEETING MINUTES  
STORMWATER AUTHORITY  
NOVEMBER 10, 2020  
8:00 AM**

**Call to Order**

Paul Bruder  
Rachael Burger  
Frank Lynch  
Richard Guerin  
Mike Hess  
Melissa Howard  
Carl Schultz  
Lee Stinnett  
Zach Williard

- Mr. Williard called the meeting to order at 8:03 a.m.

**STORMWATER FEE REVENUE UPDATE**

- Stormwater collection is at 83%; Past due is 17%.
- Ms. Burger shared that the bill includes sewer, refuge, and stormwater. There are no partial payments excluding stormwater. Mr. Stinnett stated that it is typical to see delinquency in the first few quarters of a new fee.
- Third quarter is at about 60 days past due. Quarter three is the first time stormwater has been billed. Quarter four due date is November 28<sup>th</sup>, so Ms. Burger will know if this is the same percentage around mid-December.
- Ms. Burger will review second quarter to see a comparison for percentage of past due for sewer/refuge.
- If a bill is overdue, Ms. Burger sends 60-day, 90-day, and 120-day notices. The Borough has been more lenient because of COVID, so penalties have not been charged during this time. If someone is behind four quarters, a 30-day certified letter is sent out with a Resolution Act. If it is not paid in a 30-day period, then a ten-day notice is sent, and if still no payment is received then it is sent to JFCC Law Office for collection. The property owner is also responsible for paying the lawyer fees.
- Mr. Stinnett stated if the Borough continues to have delinquency, they may want to consider water shutoffs. He will provide a sample of a collection policy for the next meeting.

**CREDIT REQUESTS AND IMPERVIOUS AREA CHALLENGES**

- Mr. Lynch stated that Mr. Auxer and Ms. Burger found a spreadsheet of individuals who have applied for a credit or have challenged the impervious area. Ms. Burger shared that three were resolved, five are still outstanding and two just came in this week. The two said they did not receive the bill, so they have not paid the bill yet, which may be a decent amount of the 17% delinquency.

**HRG PROPOSAL TO PROVIDE CHALLENGE ASSESSEMENT SERVICES ON A TEMPORARY BASIS**

- Mr. Lynch stated that there is no staff trained on how to measure the impervious area, so he asked Ms. Burger to keep up with the requests that come in. Mr. Hess gave a proposal for HRG to temporarily do these.
- A residential or commercial customer has 30 days to apply after the initial billing and the Borough has 60 days to respond. It is not a deemed approval if the Borough does not respond in 60 days. Mr. Stinnett suggested that if an appeal comes in after 30 days and the impervious area is wrong the Borough should still approve it.
- Mr. Hess stated that a residential credit or appeal can be processed for \$200 per property. They will then give recommendation to Borough staff and the Borough would respond with the official letter to the applicant.
- Mr. Hess stated that for commercial properties it is more difficult to analyze, so he left those on an open ended basis. These will be determined on a time and materials basis, since they can be very large.
- Mr. Stinnett added that there is built in escrow language for credit applications of large industrial or commercial properties. It can be required to submit payment into escrow to cover HRG fees for reviewing the applications.
- *Mr. Bruder made a motion to approve HRG's proposal. Mr. Schultz seconded. The motion passed with all in favor.*

- The list will stay on the agenda for review. The dollar amount that is at stake will be added to the spreadsheet.

#### **ENGINEERS REPORT**

- Mr. Hess shared that they are continuing to advance 25<sup>th</sup> Street and the trio of drainage projects. A preliminary design completion date is anticipated for the end of November. This will be brought before the December Council Meeting for approval. Those will go to construction in the spring.
- Borough-wide CCTV contract has been submitted. The Authority will finalize financing before moving forward.
- Siebert Park Restoration Survey is complete. Will need to get started on the design in December or January.
- Mr. Schultz suggested doing a high-level summary for the public to see projects that have been done. Mr. Hess will do a basic summary of projects. The stormwater tab on the website will be updated and the newsletter will include a half-page stormwater update.

#### **2021 STORMWATER BUDGET**

- Mr. Williard stated that the stormwater budget must go before Borough Council to get approval. It will be advertised and approved similar to how the Borough budget is done. Going to vote to advertise tomorrow night.
- Mr. Stinnett stated that both the Borough and the Authority must approve the budget, so the Authority will vote to move it to Council.
- Mr. Schultz asked why the capital projects were not listed. Mr. Williard answered that they are included in the debt service line item.
- Mr. Williard stated that in 2020 the Borough agreed to give stormwater a General Fund Subsidy of \$350,000 to continue for the near future, as well as a one-time subsidy of \$305,780 to get the authority started.
- Fee revenue this year is \$307,500 since billing didn't start until quarter three. 2021's revenue is \$614,000.
- Mr. Guerin asked how the \$154,140 salaries line is broken down. Mr. Stinnett stated that doing informal time keeping should help to arrive at the percentage value. Mr. Hess suggested estimating over a year's time because it's going to vary throughout the year. Mr. Lynch will get a system started by January for tracking and will review throughout the year to use for next year's budget.
- The expected debt service of \$185,000 will be paid over the next ten years or so for projects. The loan will be taken out at the beginning of 2021.
- *Mr. Schultz made a motion to move the Stormwater Budget to Council. Mr. Guerin seconded. The motion passed with all in favor. This will go to Council tomorrow night.*

#### **PROPOSAL FOR AUDITING SERVICES, MAHER DUESSEL**

- Mr. Williard shared that they need to perform a separate audit for stormwater than the Borough's audit.
- Maher Duessel put together a proposal for \$4,500 for these services for a one year term.
- Mr. Williard stated that they did budget for the audit and knew it was coming.
- *Mr. Bruder made a motion to accept the proposal from Maher Duessel to do the auditing for the Stormwater Authority. Mr. Guerin seconded. The motion passed with all in favor.*

#### **MONTHLY AUTHORITY MEETING**

- The Committee agreed on the 2<sup>nd</sup> Tuesday of each month in the morning. The next meeting will be January.

#### **FOR THE GOOD OF THE ORDER**

- Mr. Williard shared that this Committee was set up to have three Council members and then over time likely less Council members. Mr. Guerin's term is up at the end of the year. Mr. Guerin will think about whether he wants to stay on or not.

#### **PUBLIC COMMENT**

- No public comments were made.

#### **ADJOURNMENT**

- Ms. Howard made a motion to adjourn the meeting. Mr. Schultz seconded. The meeting adjourned at 9:14 a.m.