

**REGULAR MEETING MINUTES
CAMP HILL BOROUGH
VIRTUAL STORMWATER AUTHORITY
JANUARY 21, 2021 @ 8:00 A.M.**

Call to Order

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

Mr. Williard called the meeting to order at 8:02 a.m.
Pledge of Allegiance

BORROWING UPDATE – AUTHORIZATION TO PROCEED

- Mr. Williard shared that Mr. Lynch sent out the RFP for the borrowing on Tuesday. At the February Council Meeting they will approve the winning banks. Money should be available in March to start the projects.
- Mr. Stinnett stated that they moved forward with the borrowing by the Borough since the Storm Water Authority is new. The Borough's borrowing would be supported by a Subsidy Agreement between the Authority and the Borough, where the Authority would promise to pay the debt back to the Borough.
- Mr. Cox, who works at Eckert Seamans and is the Borough's Bond Council, shared that it is about a 30-day process from the time the Ordinance is effective till the time to settle. They may do a Subsidy Agreement or may amend and supplement the lease that is in place.

APPEALS AND CREDITS UPDATE

- Ms. Burger shared that they are pretty much caught up with the churches and things are going well. They awarded three individual properties with rain barrel credits.
- Mr. Hess shared that they have had some other credit applications but denied most of those because they don't meet the standards of the DEP Manual. The two that are still pending are both churches.
- Ms. Burger will keep track of all appeals in a spreadsheet that shows what the status is.

BILLING UPDATE

- Ms. Burger shared that the 4th quarter bill is 30 days past due and is at 21%. 60 days past due as at about 16%.
- The bill is all inclusive for sewer, trash and storm water. There are only a handful that are just storm water.
- The Borough is currently not doing collections because of COVID. The typical collection procedure involves a friendly reminder letter at 60 days, 90 days, and 120 days past due. When a resident is four quarters behind a resolution act with a certified letter stating it must be paid within 30 days. If it's not paid in the 30 days, a 10 day letter will be sent. If it is still not paid then the bill would go to the law office for collections.
- Mr. Guerin asked for a copy of the collection rates from the attorney to make sure they haven't changed. Ms. Burger stated that the breakdown of fees is in the Resolution Act. She will send a copy to the Committee.
- Mr. Lynch and Ms. Burger will come up with a past due account plan to bring to the February Council Meeting.

ENGINEERS REPORT

Mr. Hess shared that there are two projects active right now:

- The 25th Street Drainage Improvement Project (Willow Park) is through design and they are about to file the HOP application with PennDOT. The project manual is good to go and will be submitted to PennDOT for comments and then it will go to bid. The bid anticipation timeframe is February/March. Plans will be reviewed with the Public Works Director as well.
- The trio of drainage projects - Russell Road, 21st and Chestnut, and potentially 34th and Market.
 - 34th and Market – Flushing has been completed. The concern is a potential bottleneck, where a larger

pipe connects to a smaller pipe. PennDOT is coming in July to repave Market Street, so this would need to be done before then. They should have the data back for this project this week.

- 21st and Walnut - Some drainage design has been done there, the hydrologic analysis is done, and they have the pipe alignments and profiles. The transportation team is working to file for the HOP Permit.
- Russell Road – The hydraulic analysis is done and they are planning to replace the end walls. The HOP application will be submitted and then it will be sent to bid in anticipation of work starting in April/May.

Future projects:

- Siebert Park Stream Restoration Project
 - This is the only critical one as it is a MS4 requirement and needs to be completed by 2023. This project would need to be started in the next month or two to stay on track.
 - They need to get through the design process, permitting process and the bidding and construction.
 - There is a potential tie in with the boat launch and the trail restoration project. Mr. Lynch and HRG have been in contact with DCNR about the Borough applying for a Rivers Conservation Grant to fund the other half of the boat launch project and to rebuilding the trail. Applications are being accepted from Tuesday through April. The recipients of the grant will be informed by the fall and awarded in January 2022. The grant would have an agreement between the Borough and the Authority for a join project. The trail would only be done if the grant is received.
 - The Fish and Boat Commission Grant that was awarded to fund half of the boat launch must be used by the end of 2022.
 - Mr. Bruder made a motion to move forward on the Siebert Park Project. Mr. Guerin seconded. Mr. Bruder amended motion to move forward on parts 1-4 and hold off on parts 5-6 until later. Mr. Guerin seconded the motion. The motion carried with all in favor.
 - Mr. Hess will discuss the DCNR Grant for trails and the other half of the boat launch at the Council Meeting. An agenda item to review Storm Water updates will be added to the Council Meeting as well.
 - The Siebert Park Project will not include the same early, tall species plantings like at Willow Park since the Siebert Park is already a mature, forest canopy now. The path would be paved if the grant is received. The path can be included in the 35' riparian buffer, but the riparian buffer would need to be wider to accommodate.
- CCTV bid has been discussed for a while but it is not tied to a timeline.
 - The first phase would be to bid the work. The second phase would be to take all of the footage and do a quantitative ranking for all of the pipes. They would come up with a year by year program with the worst areas being done first. This would include a six month timeframe for the contractor to do the work, a month or two to get the bids ready, then some time to score and put it in the GIS.
 - Mr. Williard suggested doing this project towards the end of the project list so they aren't short later for the other projects.
- Mr. Schultz suggested doing a write up on the projects and their timelines for the community. The website and the next quarter newsletter will include an overview of storm water projects.
- Mr. Hess shared that HRG submitted their retainer agreement to act as Authority's retaining engineer so they are on call for anything needed. Mr. Williard suggested it be updated to be reflective of new dates and rates.

PAYMENT OF CHECKS

- Mr. Lynch reviewed the payment of checks, including checks to the Camp Hill Borough Improvement Fund; Edmonds Gov Tech (billing and software) for \$4,900; HRG (trio of projects and survey of the Siebert Park Project) for \$14,462 and \$14,001.
- Mr. Guerin made a motion to pay the checks listed. Mr. Bruder seconded. The motion carried with all in favor.

PUBLIC COMMENT

- No public comment was made.

ADJOURNMENT

- The Authority meetings are the second Tuesday of each month meeting at 8 a.m. The meeting will be cancelled if they don't need to meet that month.
- Ms. Howard made a motion to adjourn. Mr. Bruder seconded. The meeting adjourned at 9:06 p.m.