

**REGULAR MEETING MINUTES
CAMP HILL BOROUGH
STORMWATER AUTHORITY
FEBRUARY 9, 2021
8:00 AM**

Call to Order

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

Ms. Howard called the meeting to order at 8:04 a.m. All were in attendance except for Mr. Williard, who joined at the start of the Engineer's Report.

JANUARY 21, 2021 MINUTES

- Mr. Schultz made a motion to approve the January 21, 2021 minutes. Mr. Guerin seconded the motion. The motion passed with all in favor.

APPEALS AND CREDITS UPDATE

- Mr. Hess shared that there were no new appeals or credits filed this month.
- There are two churches still unresolved. One is the Camp Hill United Methodist Church. Mr. Hess shared that he went out and met with the facilities manager and talked about a couple of different options. They are currently waiting on some calculations from a civil engineer. The other one is Trinity Lutheran Church. They are trying to track down a Land Development Plan from about 10 years ago to see what was counted in that plan.

BILLING UPDATE

- Ms. Burger shared that the 90 days past due is at 8%, so that is about \$12,000 outstanding. The 60 days past due (4th quarter billing) is at 13%, so it is around \$21,000 still outstanding. The bills for the first quarter 2021 were just mailed out on January 28, so the due date is February 28. The percentages above are pretty typical.
- The amount of revenue the Stormwater Authority has received so far is at about \$160,000 per quarter (\$290,000 total so far), so it should be about \$643,000 overall for the year.

ENGINEERS REPORT

- Mr. Hess shared that the 25th Street Drainage Project is progressing. They have the HOP submitted to PennDOT, which is needed since there is a connection to their culvert.
- Item C needs to be reviewed with the Public Works Department. The construction cost estimates are about what was estimated. \$275,000 was budgeted and the construction cost is currently in the range of \$260,000 - \$290,000.
- The Trio of Projects (21st and Walnut, Russel Road, 33rd and Market) are also proceeding. They are done with the hydraulic analysis on all of the sites. A SUE subcontractor will be excavating test fits to locate utilities where there are crossings, then HRG will file for the HOP for 21st and Walnut. This job is about one month behind the 25th Street job, so this should be ready to bid in April/May. Both should be summer of 2021 construction projects.
- CCTV (Closed Circuit Televising) for 33rd and Market – In the GIS data they saw there was a bottleneck pipe, so they had the CCTV contractor televise the line to see what is going on. They found that there is not that much of a hydraulic issue, but they do have a recommended repair for part of the 18 inch metal pipe that has a hole and is separated at a joint. One of the brick inlets is falling apart and another inlet has some deterioration. Their recommendation is to just fix those things. It is similar work to what was expected, but less extensive.
- MS4 Projects/ Siebert Park Trail. Mr. Hess shared that they have been in conversation with DCNR about a Rivers Conservation Grant that would fund rebuilding the trail as they work their way out of the Stream Restoration Project. They are working on an exhibit and cost estimate that would be used in the DCNR grant application, which

will be presented to Council tomorrow night. There is a tie in with the boat launch, the Conodoguinet Greenway Association and with the Lion's Foundation and educational signage.

- Mr. Hess stated that the West Shore Drainage project should be kept on their radar. There is run off coming from the West Shore Plaza onto the rear of the properties on 15th Street where water is getting into garages along the alley. Smithland, who owns the West Shore Plaza, was previously contacted to see if their lines were clogged. Smithland responded that the pipes were cleaned and there were no obstructions. It could potentially be a bottleneck issue. Mr. Hess suggested a next step of trying to reconvene again with the other municipalities (Lemoyne and Lower Allen) to see how to improve the area.
- He added that Schaeffer Alley has a pipe that is collapsing to keep on their radar as well.
- There is no action on the Borough-Wide CCTV Project, like discussed at the last meeting. They will wait to see where the other bids come in on the other active projects first.
- Mr. Hess shared that HRG resubmitted a proposal to act as the Authority's Retained Engineer. It was updated with 2021 rates and terms. Mr. Bruder made a motion to approve the Retainer Agreement. Mr. Guerin seconded the motion. The motion passed with all in favor.
- Mr. Guerin brought up the Schaeffer Triangle to stay on the list for 2021. Mr. Williard stated that this project is awaiting a response from the surrounding residents on the \$16,000 improvements. Ms. Gibson and the Public Works Director will have that conversation.

BORROWING UPDATE

- Mr. Williard shared that they received bank proposals back last week. Mr. Lynch sent a RFP to 35 banks. The borrow amount for the Authority will be for \$1,729,000. 18 bids were received from 10 different banks. The winning bid was BB&T Bank. BB&T gave a fixed rate for the life of the loan, which is 10 years at a rate of 1.67%. The Authority will need to take all money down at closing. The loan will be pre-payable anytime without penalty if the whole loan is paid off. They are allowing for one time prepayment of up to \$100,000 with no penalty.
- The Authority budgeted \$185,000 per year to pay towards the loan. The first year payment will be \$115,000, since the Stormwater Authority is still getting started, then it will be about \$178,000 per year moving forward.
- Mr. Hess shared that HRG was contacted by the bank's attorney asking them to certify a self-liquidating debt report based on the anticipated revenues and anticipated project costs. He stated that it would be helpful in certifying the debt report if the current policy of late payment forgiveness had an end date. Mr. Stinnett shared that a lot of places will waterfall bills so that stormwater comes off first, so water shutoffs can be done if needed for unpaid bills. Mr. Madden shared that the Borough does have a collection agency that delinquent tax bills are sent to. Mr. Williard suggested they take the time to create the right policy. Ms. Burger will work on a draft.
- The loan will be approved at the Council Meeting tomorrow night. The Authority will have the money March 17th.

LEGAL UPDATE

- Mr. Stinnett stated that the Engagement Agreement mirrors the terms with the Borough. There were no changes from before, it just needs to be ratified. The term can be ended at any time. Mr. Schultz made a motion to accept the Retainer Agreement. Mr. Guerin seconded. The motion passed with all in favor.

NEWSLETTER/WEBSITE UPDATES

- Mr. Hess will provide a list of stormwater projects to place on the website and in the newsletter for residents to see what is being done, as well as a broad context of stormwater and why the Authority was started.

CHECKS FOR APPROVAL

- Mr. Guerin made motion to approve the checks for the month of January. Ms. Howard seconded. The motion passed with all in favor.

PUBLIC COMMENT

- No public comments were made.

ADJOURNMENT

- The next meeting will be the regularly scheduled meeting. The meeting adjourned at 8:55 a.m.