

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

Call to Order

Rachael Burger
Sara Gibson
Richard Guerin
Mike Hess
Melissa Howard
Carl Schultz
Lee Stinnett
Zach Williard

- Mr. Williard called the meeting to order at 8:03 a.m. All were in attendance except for Mr. Bruder and Mr. Guerin, who joined during the billing update.

APPROVAL OF FEBRUARY 9, 2021 MINUTES

- Mr. Schultz made a motion to approve the February 9, 2021 minutes. Ms. Howard seconded. The motion passed with all in favor.

APPOINT SARA GIBSON AS SECRETARY OF THE STORMWATER AUTHORITY

- Ms. Howard made a motion to appoint Sara Gibson as the secretary of the Stormwater Authority. Mr. Schultz seconded. The motion passed with all in favor.

APPEALS AND CREDITS UPDATED

- Ms. Burger shared that there were no changes since the last meeting.

BILLING UPDATE

- Ms. Burger stated that the quarter just closed on February 28, so checks are still being processing checks. She will have an update at the next meeting.
- Mr. Williard shared that the Borough transfers \$350,000 of expenses to the Authority annually. To offset that, the Borough sends a \$350,000 subsidy to the Authority. Last year that full amount was not transferred over. The cash balance updates will be shared prior to these meetings quarterly to keep an eye on the account balance.
- Mr. Williard shared that the loan is set to close within a few days, so the project design work expenses can be reimbursed to the Authority from the borrowed proceeds as long as they are tied to the stormwater projects. HRG will send all stormwater related bills separately and they will be addressed to the Stormwater Authority. The loan for the Stormwater Authority will sit in a Borough account and will pay expenses that come up for stormwater projects. Mr. Hess will put together what the Stormwater Authority has paid to date for the stormwater projects.
- Mr. Stinnett stated that the money from the loan will come to the Borough. The Borough will enter into the construction contracts and pay those invoices as they come in. Through the Lease Agreement, the Authority will pay the Borough Lease Rental Payments in the amount of the debt service for the stormwater project loan. Mr. Williard asked Mr. Stinnett if there is supposed to be a separate account at Centric Bank, which Mr. Stinnett answered that is Bond Council's intention. They will check with Bond Council to see if there also needs to be a sinking fund established.

ENGINEER'S REPORT

- Mr. Hess shared that the CCTV contract is paused until the bids come in for the other two construction projects to verify there is enough money for the CCTV Inspection.
- The Siebert Park Stream Restoration will be discussed at the Public Hearing and Council Meeting on March 10th.
- The 2021 Drainage Improvement Project had a little bit of a delay from the SUE contractor due to snow, but they will be digging test bits at 21st and Walnut next week to finalize the location and elevation of some other utility

lines they have to cross. Then they will file for an HOP Permit and get it out to bid in hopefully May.

- 25th Street Project is about a month ahead of the trio projects. It is pending an HOP Permit now and they are hoping to get it out to bid in April.
- Schaeffer Park Basin is on pause until they know if the intermediate option will be satisfactory to the surrounding property owners. Mr. Hess will send Mr. Guerin the exhibit for the project and Mr. Guerin will reach out to the homeowners at 2915 Beverly and 2911 Beverly.
- Mr. Hess stated that there has been email correspondence about 24/25 Yale. The alley has drainage to a point, due to pipe reductions and an undefined discharge location. This project was looked at previously along with a large group of projects that were to be narrowed down to the most important. The project had a \$230,000 estimated cost between construction, design and permitting to install storm sewer from 24th to Deanhurst, through the alley and then repave the alley. There is standing water in at least one of the adjoining property owner's yard. Mr. Williard asked if there could be a fix that public works could do, but Mr. Hess stated there is no way to fix without installing some pipes and drainage. Since the alley is currently only half paved, Ms. Howard asked if they could save some money by not paving the whole thing to save on cost, which Mr. Hess stated that they could just patch up the paved section that they would be tearing up.
- HRG suggests completing the projects that are going out to bid in the next month or two, then do the CCTV Inspection if there is enough money, and lastly, decide if they really want to move forward with this project or any other the other projects that were on the deferred action list. The CCTV list will show how severe this project is in comparison to other locations. They will also have to decide what they want to do with alleys, with advice from Mr. Stinnett.

BORROWING UPDATE

- Mr. Stinnett stated that the Authority needs to approve the resolution to amend and adopt the First Supplemental Lease Agreement. The only change to the lease is to add a provision that indicates that the rental owed by the Authority to the Borough is the amount of the debt service on the 2021B Note for the stormwater projects. Mr. Schultz made a motion to approve the First Supplemental Lease Agreement. Mr. Guerin seconded. The motion passed with all in favor.

DISCUSS COLLECTIONS STRATEGY

- Ms. Burger stated that they send payment reminders after 30, 60, 90, and 120 days past due for sewer/refuge bills. When they are past due 4 quarters, they would send out a certified letter saying they have 30 days to pay in full. If they don't pay within 30 days then they send a second letter with a 10 day notice. If they don't pay in 10 days then they go to collections. 30 days past the original due date there is a penalty. She feels that the current process works well. Mr. Stinnett stated that in order for an attorney's fees to be credited back to the Borough, this resolution has to be officially adopted, so if they move to collections with Stormwater, the same resolution will be needed to collect the attorney's fees (Act 20). They have not sent anyone to collections or penalized anyone since COVID. Mr. Schultz suggested that Ms. Burger and Ms. Gibson come back next month with any recommendations or suggested changes.

NEWSLETTER/ WEBSITE UPDATES

- Mr. Hess will draft information about the MS4 program to be posted by the next meeting.

CHECKS FOR APPROVAL

- Mr. Guerin made a motion to approve the February checks of \$11,416.15. The checks are for HRG and Environmental Systems. Ms. Howard seconded. The motion passed with all in favor.

ADJOURNMENT

- The meeting adjourned at 9:02 a.m.