

**STORMWATER AUTHORITY MINUTES
REGULAR VIRTUAL MEETING
CAMP HILL
JUNE 8, 2021 @ 8:00 AM**

Call to Order

Paul Bruder
Rachael Burger
Sara Gibson
Richard Guerin
Mike Hess
Melissa Howard
Carl Schultz
Isaac Wakefield
Zach Williard

BOROUGH AUDIT UPDATE

- Jennifer KruverKubi with Maher Duessel gave an update on the audit that was done for the Authority.
 - The Stormwater Authority was given an unmodified opinion, which is the best opinion they can receive.
 - The Authority is a blended component unit of the Borough because the Authority rules up to the Borough's financial statements. (The primary government is the Borough.)
 - There is a separate financial statement for the Authority. As of 12/31/2020 there was \$713,000 of total assets. The majority is cash balance since the Borough gave \$500,000 to start the Authority.
 - There is a liability due to the Borough for operational expenses on behalf of the Authority for the year.
 - As of 12/31/2020 there was an equity balance of \$576,000, which was the net income for the year.
 - There were disbursements of \$180,000 during 2020.
 - Maher Duessel issued a written management letter, stating two weaknesses. One was regarding segregation of duties, where there needs to be more control over the signature stamp that was used during the pandemic. They also had a material proposed audit adjustment, as a couple of checks were written as of 12/31/2020 but not mailed out until February, due to the needing signatures. They recommended changing this process. She also recommended cyber security training.
- Mr. Bruder made a motion to approve the audit. Mr. Guerin seconded. ***The motion passed with all in favor.***

MINUTES

- Mr. Guerin made a motion to approve the May Stormwater Meeting Minutes. Ms. Howard seconded. ***The motion passed with all in favor.***

APPROVAL OF CHECKS

- Ms. Gibson shared that they will start using a digital payment system this week.
- Ms. Howard made a motion to approve the checks in the amount of \$15,142.47. Mr. Guerin seconded. ***The motion passed with all in favor.***
- Mr. Williard stated that they will make sure they keep paying everything related to the projects out of the loan proceeds account and everything that is regular operating will come out of the operating account.

APPEALS & CREDITS UPDATE

- Ms. Burger shared that she did just have a credit barrel come in. She will send it to Mr. Lanman to ensure that the rain barrels are installed and hooked up to the downspouts. There are no appeals at this time.

BILLING UPDATE

- Ms. Burger shared that from the time they started billing, they are at 85% collected.
- They have collected \$545,000 in stormwater bills. Collections will start 30 days after the upcoming due date.

ENGINEER PROJECT REPORT

- Mr. Hess shared that the bid results came in for the 2021 Drainage Improvements Project, which is storm sewer at the 21st and Walnut intersection and then connecting that down to existing storm sewer in Schoolhouse Alley. That also includes new end walls on the Russell Road culvert and new pipe inlets to tie into the culvert. They received three bidders. The lowest bid was Farhat Excavating in the amount of \$345,575. This is the same

contractor who won the 25th Street Project. HRG has reviewed Farhat's documents and found them to be in order, so they recommend awarding the project to Farhat. Mr. Bruder made a motion to award the project to Farhat, subject to the conditions on Mr. Hess's June 7th letter. Mr. Schultz seconded. ***The motion passed with all in favor.***

- Mr. Hess stated that the last project is the Borough-wide CCTV Project. HRG has submitted a proposal to bid the CCTV and to take the results and put them in a GIS system to see any unknown drainage problems. Nothing else is currently in the que for projects, except for some issues that some residents have brought up, which they were waiting to review the CCTV Project first.
- There is a plan to use Rogelle to replace an inlet and a part of a pipe in Market Street by 34th Street that needs to be done before PennDOT comes in to pave. Mr. Hess will update the project list and send it out to the Authority to review again with the final numbers.
- Siebert Park Trail Project - The survey is done, but they are waiting on the DCNR grant application. This would be a 2022 project.
- Ms. Gibson discussed the idea of purchasing a CCTV inspection truck. Mr. Lanman is looking into the cost of the truck. This would require hiring a person to run the truck. They also discussed the option of splitting the cost with another municipality. Staff will look into costs and go from there.
- Mr. Hess shared that they hit a delay on the 25th Street Project, with PA American Water needing to move their water line near Walnut and 25th Street. They are waiting on the materials they need. HRG is hoping to start Farhat on the opposite end so that they do not lose too much time.

UPDATE ON PUBLIC/PRIVATE FACILITIES MAINTENANCE POLICY

- Mr. Williard shared that they met with Mr. Garrity and Mr. Conte for an initial discussion and will get a draft version of what an easement would look like for the pipe issue on their property line. They will discuss with Mr. Stinnett, Mr. Hess and Mr. Wakefield. HRG did CCTV the line and stated that it would take a dig and replace.

QUARTERLY NEWSLETTER

- There was a MS4 information page in the last newsletter. Staff and Mr. Hess will continue to do more education in the next edition.

PUBLIC COMMENT

- No public comments were made.

ADJOURNMENT

- The meeting adjourned at 9:04 a.m.