

## **MINUTES: Storm Water Authority Meeting**

### **Wednesday, March 28, 2018**

- Welcome and Call to Order at 6:32 pm by President Sweger
- Roll Call by Vicky Dougherty: Present: Ms. Sweger, Mr. Bargo, Ms. Dougherty. Mr. Armbruster and Mr. McDonald absent. Also Present: Manager Eberly, Atty. Mark Wendaur.
- Pledge of Allegiance and Moment of Silence led by Pres. Sweger.
- **Public Comments:** Resident Sue Barner inquired about how long the storm water fee will be collected, will it always be billed quarterly, why it is based on square footage, will the amount vary? President Sweger addressed and answered all questions posed by Ms. Barner. Also attending, resident Genevieve Appleby who stated she shared the same concerns.
- **Secretary's Report:**
  - \*Minutes of the February 21st, 2018 meeting for approval; motion to approve by Mr. Bargo, 2<sup>nd</sup> by Ms. Sweger, motion carried.
  - \*Special Meeting Minutes of Feb. 28 regarding sink hole project for approval; motion to accept by Ms. Sweger, 2<sup>nd</sup> by Mr. Bargo, motion carried.
- **Treasurer's Report:** Mr. Eberly gave report- reports Storm Water Management Fund \$96,472.76. Motion by Ms. Dougherty, 2<sup>nd</sup> by Mr. Bargo to approve the treasurer report and the following bills paid in February 2018; some discussion regarding the difference in Mr. Armbruster's report to borough council with clarification from Mr. Eberly, motion passed.
  - \$200 Accounting Fees to Flannery & Associates
  - \$12.54 Legal fees to Rettew Associates, Inc.
  - \$1462.58 Office Supplies and Postage to PA Central FCU
- **Opening Bids:** None

- **Engineer's Report:** None
- **Manager's Report:** Borough Manager John Eberly provided update on rain barrel workshop, scheduled for June 2<sup>nd</sup> at 10AM at Community Building. Advertising will be posted on Facebook and borough website. Ms. Sweger to update flyer with date, time and instructions to sign up at borough office. Dauphin County Conservation District (DCCD) to provide 15-20 rain barrels to be 'raffled off' at workshop. Motion to host workshop by Mr. Bargo, 2<sup>nd</sup> by Ms. Dougherty, motion passed.

Mr. Eberly reported the Low Volume Road Grant (LVRG) at Herr/Charles Streets is proceeding with Rettew acquiring needed permits and plans to begin work week of April 2<sup>nd</sup>. Plans have been approved to install additional buffers to avert overflow into the Greenbelt. DCCD will underwrite the additional revisions/repairs. Chris Hooper of DCCD advised him there are no restrictions on language for 'thank you' sign at the site; Mr. Bargo made motion to put "Storm Water Low Volume Road Project Funded By DCCD" on the sign. 2<sup>nd</sup> by Ms. Dougherty, motion passed. Mr. Eberly will report at April Authority meeting on progress of the LVRG project.

Mr. Eberly reported he received resignation letter from Mr. Kifer effective March 16, 2018 and that borough office employee Becky Ramper has been back filling tasks until Keystone Collection's proposal for storm water fee collection is approved and implemented. Mr. Bargo made motion for Mr. Eberly to pursue contract with Keystone using their proposed annual billing rate of \$1.50 per parcel, effective July 2018, first fiscal quarter. Ms. Sweger 2<sup>nd</sup> the motion, motion passed. Other terms of contract to be clarified, such as 3yr vs. 5 yr term, how to handle delinquencies, etc. Mr. Eberly has arrangements with Hummelstown UPS to fold/stuff/mail next quarterly invoice. He also reported that the Borough has paid and is up to date on its' storm water fees.

Mr. Eberly met with MS4 expert and with Max Rettew to decide next storm water priority; correcting the issues with a permanent solution at Harrisburg East Cemetery (in Susquehanna Twp.) would provide most impact on the reduction plan and DEP mandates. They talked about working together with Susquehanna Twp. on 'staging' the needed work in phases to ultimately reduce 80,000 pounds of pollutant and whether

'future credits' from DEP could be obtained for providing a permanent fix rather than approaching the project piecemeal. He is also working with Paxtang borough on the Paxton Creek erosion problem that has exposed Penbrook sewer lines and finding out if correcting that issue could earn us credits with DEP mandates even though not part of our official reduction plan. Mr. Eberly is awaiting further recommendation from the MS4 expert. Ms. Sweger and Mr. Bargo emphasized that we need to identify next projects in order to estimate expenses for next year's budget.

Mr. Eberly reported that there will be a Memorandum of Understanding (MOU) between the Authority and the Borough regarding purchase of new public works/Authority truck. Ms. Sweger made motion to approve \$30,000 toward the purchase of the truck to be taken from Capital Expense line item of the Authority budget over the next two years, or by June 2019. Ms. Dougherty seconded the motion, motion passed.

Mr. Eberly recommended an independent annual audit of Authority finances as best practice – he proposed the Authority audit would be inclusive with Borough audit annually, as well as filing of IRS I-990 forms. He will report back to Authority on audit estimates and reminds Authority to include audit fees in next year's budgeting.

- **Solicitor's Report:** Atty. Wendaur reports he will prepare a written agreement (MOU) regarding the purchase of new truck for Public Works/ Authority use. He also discussed requirements under the Sunshine Act for budget planning meetings following or outside regular meetings...there is no requirement to advertise budgeting meetings to the public. Atty. Wendaur agreed best practice is for an independent annual audit – further discussion to be tabled pending estimates for audit from Mr. Eberly. Ms. Dougherty will draft a delinquency letter to be sent to the remaining approximately 190 parcel owners who are two quarters past due on storm water fees... Atty. Wendaur will review the letter for legal accuracy and report at April 18 meeting.
- **Approval/Award of Contracts:** None current.
- **Old Business:**
  - \***Educate and Engage Action Plan –**
  - \*Ms. Sweger made motion to purchase 4 blue signs with white

lettering thru borough vendor (per public works quote of \$30 each) to identify storm water projects to the public, signs to read 'This project funded by Penbrook Storm Water Fee'. Mr. Bargo 2<sup>nd</sup> the motion, motion passed.

- **New Business:**

**\*Community Concerns Action Plan** – In order to address the 19 parcel owners who inquired why they have to pay the storm water fee, Ms. Sweger made motion to have Rick Levendusky to add a 'projects' tab and post minutes of previous public meetings to the Borough/Authority website. Mr. Bargo 2<sup>nd</sup> the motion, motion passed.

Cost of the borough newsletter and Authority contribution was **tabled to next meeting**, as some discussion by borough council to transition to posting newsletter on Borough website rather than physical distribution.

Borough Manager Eberly will set up follow up meeting, possibly May timeframe, with Rep. Helm and Senator DiSanto to discuss any progress on possible exemption or relief of DEP mandates on small municipalities.

**\*Treasurer Action Plan** – Plans to compile and propose next budget including proposed PRP project(s) will be conducted by executive session before/after abbreviated public meeting in April.

- **Next Meeting:** Wednesday, April 18, 2018 @ 6:30PM, Community Building.
- **Adjourn:** Motion to adjourn by Mr. Bargo, 2<sup>nd</sup> by Ms. Dougherty, motion carried. Meeting adjourned 8:42 PM.

Respectfully submitted by Vicky Dougherty