

Palmer Township, Northampton County

Stormwater Authority Workshop Meeting Minutes

July 8th, 2025, 2PM, Upper-Level Conference Room, 3 Weller Place

1. Roll Call

- a. Present: Robert Blanchfield, Robert A. Lammi, Kendall M. Mitchell, Matthew Gunther, Craig Swinsburg, Scott Kistler, Jamie Paetzell, Phil Godbout, Ryan Cummings, David Pyle, Josh Sheetz, Brooke Semanchik, Luke Gibson and Zach Trexler.
- b. The meeting was called to order at 2:00PM.

2. Public Comment

- a. Tyler O’Keefe – 3039 Swanson Street
 - i. Discussed drainage issues along the rear of his property. Suggested that he could do a lot of the leg work but requested the help of the Authority/Public Works to bring in the necessary machinery to help alleviate the problem. Kistler suggested that Gunther research the easements in the area to see if anyone has ownership of the land the swale is on which could possibly dictate who has the responsibility of maintaining the swale. Gunther said he would investigate further. Godbout suggested sending a letter to the property owner to inform them of the requirement to keep the swale in order and the Authority agreed with the approach suggested.

3. Discussion Items

a. HRG Project Updates

i. Old Nazareth Road

- 1. Sheetz and the Authority discussed project details of the ONR project. Pyle and Semanchik talked the Authority through the PennVEST process. They informed the Authority of upcoming requirements such as the letter of preclosing request, the reimbursement resolution, and the upcoming PennVEST meeting on July 16th at 10:30am, which they invited anyone to attend. Semanchik reminded the Authority that the reimbursement request must accompany the letter of preclosing request. Blanchfield confirmed that both would be added to the next agenda for the Authority’s approval.

ii. Wedgewood Update

- 1. Cummings and Sheetz updated the Authority on where the project stands, stating that the project assignment would be added to the Authority meeting scheduled for next week for the Authority’s approval.

iii. Schoeneck Creek Update

1. The Authority and Gibson discussed where things stood with the easements for this project, and Gibson said he has not yet heard from the Township Solicitor. Gunther said that he would reach out to the Township Manager and ask if he would help get the Solicitor to respond to Gibson.

iv. Hobson Street Detention Basin Update

1. Cummings stated that flow monitoring has been completed and the PCSWMM Model is in the final design phase. Cummings said that with recent discussions regarding the NPDES permit, we are anticipating the submission of the permit at the end of July.

v. Meadow Avenue Update

1. Cummings stated that coordination with the landowner representatives was ongoing. He said we are all waiting on NPDES amendment approval at this time.

vi. 25th Street Update

1. Cummings provided a brief update on the project. The Authority asked Gibson if the easements would be in the Authority's name, the Township's name, or both and Gibson confirmed that standard practice indicates the easement would be in both the Township's and Authority's names. Gunther stated that the updated easements would be going out in the mail to all property owners in the next few days.

vii. PRP Basin Retrofit Projects Update

1. Cummings said that all field surveys have been completed and that base mapping is now in progress.

viii. Storm Sewer Inventory & Assessment Update

1. Cummings said that all of the mapping is now completed and that the infrastructure assessment work is beginning next week. Discussion was held regarding the assessment of private infrastructure. Cummings said that is has been HRG's understanding that all structures, both private and public, have been mapped, but that only the public structures will be assessed.

ix. Capital Improvement Plan

1. Pyle reminded everyone that this will continue to be a living and working document. He stated that the CIP Committee will continue to work on the plan.

b. Township Staff Reports/Comments

i. Finance

1. Farley stated that the PEMA Grant the Township's Emergency Management Coordinator applied for was awarded in the amount of \$250,000.00, and that the Authority would receive the money. Farley stated that quarter two bills totaled \$1,192,912.61, and the quarter two income generated from the stormwater fee totaled \$1,436,662.61. He said the funds would be presented and transferred at the next Authority meeting.
2. Farley stated that the Township received an invoice from SEK Auditors for the annual audit of the Authority. He said the bill came in earlier today, so Gunther would have to go back after the meeting and add it to the quarterly and monthly bill totals.

ii. Public Works

1. Kistler discussed two large emergency repairs that have recently presented themselves due to the recent rain events. The first project is a stormwater pipe failure and sinkhole on Camelot Drive and the second is of the same nature on Broad Street in the Five Points area of the Township. Kistler discussed repair logistics and scheduling and informed the Authority that he would keep them up to date on everything related to the project.

iii. Public Services

1. Nothing at this time.

iv. Stormwater/MS4

1. Gunther announced that the Schoeneck Creek project was awarded a \$50,000.00 Livable Landscapes Grant from Northampton County to help fund the project. The Authority praised him and everyone who helped with the grant submission for their work.
2. Gunther stated that the annual MS4 Report is due by the end of September and that he is working diligently to ensure the report gets finalized, citing that he is working with Township Staff and HRG in order to do so.

c. New Business

i. PRP Amendment Update

1. Cummings said that the Pollution Reduction Plan has been submitted to the Authority for review.

ii. LSA Grant Project Discussions

1. Gunther said that there are three different LSA Grant opportunities for the Authority to consider moving forward. He said he is working in conjunction with Township staff when these opportunities arise.

iii. Swanson Street Swale Update

1. Blanchfield stated that this agenda item was already discussed during public comment.

4. Executive Session

- a. An executive session was held at the end of the meeting to discuss litigation matters.

5. Next Meeting: Tuesday, August 12th

6. Adjournment

- a. Lammi made a motion to adjourn the meeting and Swinsburg seconded the motion. The motion passed by unanimous voice vote and the meeting was adjourned at 3:55PM.