

Palmer Township, Northampton County

Stormwater Authority Meeting Minutes

July 16th, 2025, 5PM, 3 Weller Pl, Lower-Level Municipal Meeting Room

1. Pledge of Allegiance

2. Roll Call

- a. Present: Robert Blanchfield, Robert A. Lammi, Kendall M. Mitchell, Matthew Gunther, George White, Luke Gibson, James Farley, Rebecca Frederickson, Scott Kistler, Jamie Paetzell, and Zach Trexler.
- b. Absent: Craig Swinsburg and Philip Godbout
- c. The meeting was called to order at 5:06PM.

3. Executive Session

- a. Blanchfield announced an executive session was held prior to the meeting tonight to discuss litigation matters.

4. Approval of Meeting Minutes from June 25th, 2025, and July 8th, 2025.

- a. Lammi made a motion to approve the minutes from June 25th, 2025, and Mitchell seconded the motion. The minutes passed unanimously by voice vote.
- b. Gunther made a motion to approve the minutes with one amendment from July 8th, 2025, and Mitchell seconded the motion. The minutes passed unanimously by voice vote.

5. Public Comment, Other Communications

- a. Blanchfield thanked the Earth Stewards of Palmer for their continuous efforts in keeping Palmer's roadways clear of litter.

6. Reports

a. Solicitor

- i. None at this time.

7. Committee Reports

a. Engineering

- i. None at this time.

b. Finance

- i. Farley stated that yellow books are expected to be received by mid-to-late August. He also said that all documents regarding Portnoff collections have been signed and sent off for processing. He stated that Caselle and Express Bill Pay have come together to prepare a delinquent file for review before collections proceed. He said the process will include multiple resident notifications and opportunities for payment plans or other assistance.

8. Township Staff Comments

a. Public Works

- i. Kistler discussed the Camelot drive pipe failure, noting that the emergency repair is underway on the failed corrugated metal pipes. He said they have already engaged with a contractor to assist with the repairs. He said the estimated cost is roughly \$200,000 to \$225,000.
- ii. Kistler then discussed the Broad Street emergency repair, noting that there was a sinkhole that was caused by failing corrugated metal pipe. He said the short-term fix has been completed and the long-term solution is under review. Kistler said lining the pipe could be a cost-effective way of repairing the pipe. Kistler said that HRG is currently reviewing old Pidcock plans related to this system to determine if the existing structures are adequate. He said the estimated lining cost is roughly \$300,000.
- iii. Kistler discussed the Norwood Street pipe collapse caused by road failure and that the temporary patch has been installed. He said the permanent repair would be to replace the corrugated pipe with plastic. In total, all of the emergency repairs come out to more than \$500,000 which exceeds the current emergency fund allocation.
- iv. Lastly Kistler brought up his ongoing coordination with HRG regarding inlet designs for the Wedgewood project. He stated that the standard solutions are inadequate due to sycamore bark and seasonal debris in the area. The Authority insisted on custom inlet structures despite the added cost.

b. Public Services

- i. None at this time.

c. MS4

- i. Gunther announced that the Authority was awarded a \$50,000 grant for the Fox Run Open Space Schoeneck Creek Riparian Buffer Restoration Project. The Authority thanked him for his efforts.
- ii. Gunther stated he requested the mobile car wash applicant provide water diversion plans and complete MS4 training.
- iii. Gunther stated that the annual MS4 report is due by the end of September and that work is ongoing on completing the report.
- iv. Gunther stated that correspondence continues regarding Hackett Avenue catch basins and drainage issues.
- v. Blanchfield stated that the Authority will be sending a formal letter of thanks to Fire Commissioner Steve Gallagher for securing the \$243,750 FEMA grant.

9. Old Business

a. ONR Project Update

- i. Blanchfield stated that Doli Construction is confirmed to be the low bidder and that PennVEST approved the \$270,000 additional funding request to

cover the project overage. Looking forward, the notice to proceed is expected August 8th with the sanitary sewer realignment expected to begin right away and to be completed by November 17th. White said the box culvert installation completion is targeted for May of 2026 and substantial completion of the project is set for September 1st, 2026, with final completion expected by October 6th, 2026. White explained that the letter of preclosing request is to allow the contractor to begin ordering the box culverts. Blanchfield suggested scheduling the resident meeting for early September with letters being sent to residents about 2-3 weeks ahead of the meeting. Blanchfield stated that the contractor and HRG will be participants in the meeting. Gunther stated that all except one easement has been completed and that the next steps are to begin coordinating with LANTA and neighbors to address construction impacts.

b. Wedgewood Update

- i. White said that ongoing design discussions are continuing. The Authority emphasized the need for custom inlet structures due to debris and runoff conditions. White said engineers are weighing cost savings vs. long-term performances. White said Carroll Engineering completed the secondary review of the submitted plans.

c. Schoeneck Creek Update

- i. White said that DEP and the Conservation District are requiring an NPDES permit despite earlier discussions. White said we will begin to prepare the NPDES permit application as well as the Chapter 105 permit application to be submitted in the Fall.

d. PRP Basin Retrofit Projects Update

- i. White said that the surveys have been completed and that preliminary designs are expected to be submitted for review in August.

e. Hobson Street Detention Basin Update

- i. White said that the surveys have been completed and that preliminary designs are expected to be submitted for review in August.

f. Kingwood Street Update

- i. Kistler stated that there is a small drainage issue under review with the contractor, but the overall project is now viewed positively.

g. Bethlehem Township Intermunicipal Agreement Approval

- i. Gibson stated that final approval was granted for cooperation agreement between Palmer Township, Bethlehem Township, and both municipal Authorities. He said the agreement establishes the framework for joint stormwater projects in shared corridors, most notably the Stones Crossing and West Sheridan Drive areas. Gibson stated that future projects will proceed via task orders that require approval from all four entities.

Gunther made a motion to approve the Intermunicipal Agreement and Mitchell seconded the motion. The motion passed by unanimous voice vote.

10. New Business

a. Invoice Package Approval

- i. Blanchfield announced the charges for the monthly invoice package as follows: HRG for \$87,348.77, Solicitor for \$7,096.50, SEK for \$4,500.00 for a grand total of \$98,945.27. Gunther made a motion to approve the invoice package and Lammi seconded the motion. The motion passed by unanimous voice vote.
- ii. Blanchfield announced the transfer of funds in the amount of \$414,741.23. Lammi made a motion to approve the transfer of funds and Mitchell seconded the motion. Gunther abstained from the vote and the vote passed by unanimous voice vote.
- iii. Blanchfield announced the second quarter collections were ready in the amount of \$1,192,912.61 along with a FEMA grant in the amount of \$243,750 bringing the total revenues to \$1,436,662.61. Lammi made a motion to approve the revenue transfer and Mitchell seconded the motion. The motion passed by unanimous voice vote.

b. ONR Letter of Preclosing Request Approval

- i. Lammi made a motion to approve the letter pending clarification on whether or not the Authority is committing to not exploring any short-term financing for the project and Gunther seconded the motion. The motion passed by unanimous voice vote.

c. Resolution 2025-5 ONR Reimbursement Approval

- i. Blanchfield stated this is to authorize the use of general funds to cover Old Nazareth Road project costs until PennVEST reimbursement roughly in the amount of \$4.063 million. Lammi made a motion to approve the resolution and Gunther seconded the motion. The motion passed by unanimous voice vote.

d. Wedgewood Phase 1 Project Assignment Approval

- i. White said the Phase 1 proposal comes to a total cost of \$15,800 for PennVEST application and coordination. Mitchell made a motion to approve the project assignment and Lammi seconded the motion. The motion passed by unanimous voice vote.

e. Addendum to Management Agreement Approval

- i. Gibson said this addendum clarifies equipment purchasing between the Township and the Authority. Lammi made a motion to approve the addendum and Gunther seconded the motion. The motion passed by unanimous voice vote.

f. Kingwood Street Change Order #2 Approval

- i. Blanchfield stated that the approval of the change order is conditional on clarification of quantities, which is to be resolved before August 2nd, 2025. Gunther made a motion to conditionally approve change order #2 and Mitchell seconded the motion. The motion passed by unanimous voice vote.

11. For the Good of the Order

- a. None at this time.

12. Next meeting: August 20th, 2025

13. Adjournment

- a. Mitchell made a motion to adjourn the meeting and Lammi seconded. The motion was passed unanimously by voice vote and the meeting adjourned at 6:11PM.