

Palmer Township, Northampton County
Stormwater Authority Meeting Minutes

January 17, 2024, 5:00PM, 3 Weller Pl, Lower-Level Municipal Meeting Room

1. Pledge of Allegiance

2. Roll Call

- a. Present: Robert Blanchfield, Kendall M. Mitchell, Robert A. Lammi, Craig Swinsburg.
- b. Also present: Lee Stinnett, David Pyle, George White, Scott Kistler, Jamie Paetzell, James Farley, Thomas Adams, Philip Godbout, Paige Strasko, and Charles E. Bellis.
- c. Absent: Ann Marie Panella
- d. The meeting was called to order at 5:01PM.

3. Reorganization

- a. Blanchfield asked Stinnett to start the meeting and Stinnett opened the floor for nominations. Lammi nominated Blanchfield as Chairman and there were no other nominations. The nomination passed unanimously.
- b. Blanchfield asked for nominations for Vice Chairman. Lammi nominated Swinsburg and the nomination passed by unanimous voice vote.
- c. Blanchfield asked for nominations for Secretary. Lammi nominated Panella and Blanchfield discussed a conversation he had with Panella regarding the nomination and that she would accept secretary again. The nomination passed by unanimous voice vote.
- d. Blanchfield asked for nominations for Treasurer. Mitchell nominated Lammi and the nomination passed by unanimous voice vote.
- e. Mitchell made a motion to keep Salzman and Hughes as the Authorities Solicitor and Lammi seconded the motion. The Authority retained Salzman and Hughes by unanimous voice vote.
- f. Lammi made a motion to keep HRG as the Engineering firm for the Authority and Swinsburg seconded. The motion passed unanimously and HRG was retained as the Authority's Engineer.
- g. Mitchell made a motion re-appoint Farley as the Authority's Financial Advisor and Lammi seconded. The motion was passed unanimously, and Farley was re-appointed.
- h. Swinsburg made a motion to re-appoint Strasko as the Authority's MS4 Coordinator and Lammi seconded. Strasko was re-appointed MS4 Coordinator by unanimous voice vote.
- i. Blanchfield asked for a motion to keep the regularly scheduled public meetings on the third Wednesday of the month at 5PM. Lammi made the motion and Mitchell seconded to keep the regular meeting night.
- j. Blanchfield also discussed moving workshop/committee meetings to the second Tuesday to resolve Swinsburg's attendance conflict. Lammi made a motion to

move the workshop meetings to the second Tuesday of the month at 2PM in the upper-level municipal training room and Mitchell seconded. The motion was passed by unanimous voice vote.

4. Public Comment, other communications

- a. Blanchfield asked Strasko for an update on resident communications received over the last month. Strasko summarized photos and videos sent by residents on Meadow Avenue and Hay Terrace neighborhoods.
- b. Blanchfield also asked Strasko for a Section 219 funding update. Strasko stated that she just met with the Tatamy Borough manager, Stockertown council president, and Army Corps of Engineers representatives to discuss the possible funding available to the three municipalities. Strasko summarized new findings from the meeting including being able to use funds for multiple projects, clarification on matching fund amount, and that another meeting with just the municipalities were scheduled to discuss possible projects. HRG staff discussed other clients that were approved for the same funding and discussed the competitive nature of the funding program.
- c. Authority members and HRG staff discussed advertising the public meeting date and time for Meadow Avenue on social media to inform more residents.

5. Approval of meeting minutes from December 20, 2023, and January 8, 2024

- a. Lammi made a motion to approve the minutes from December 20, 2023, and Mitchell seconded. The motion passed unanimously by voice vote.
- b. Lammi made a motion to approve the minutes from January 8, 2024, and Mitchell seconded. The motion passed unanimously by voice vote.

6. Reports

a. Solicitor

- i. Stinnett had nothing to report on.
- ii. Farley asked about the status of the EIN number for the Authority to establish a bank account. Stinnett stated that there was still about a week left in wait time for the IRS to return the form and EIN number.
- iii. Lammi also discussed the need for Bylaws and did not want that to be lost among the other projects and funding discussions.

b. MS4

- i. Blanchfield asked Strasko for an MS4 program update.
- ii. Strasko stated that she is still working with the Township solicitor to correct illicit discharges that occurred at Auto Zone, discussed the establishment of a stormwater phone number for billing and email for concerns that was previously discussed at the workshop meeting, the clarification that was discussed at the workshop meeting regarding MS4 projects related to Pollutant Reduction Plan (PRP) being separate from other capital improvement projects the Authority is working on, and the award of a Watershed Restoration and Protection Program grant that HRG already calculated in for PRP required reductions.

7. Committee Reports

a. Engineering

i. Action items

1. Blanchfield asked White for project updates.
2. White discussed HRG submitting project assignments in February for permanent repairs on Wedgewood Avenue, beginning the bid process for Kingwood Street in February to ensure construction was completed in spring, and Bayard Street as a comprehensive problem that will need to be discussed and addressed jointly with Bethlehem Township.

ii. PENNVEST funding

1. Blanchfield asked Pyle if there was additional information he would like to add.
2. Pyle asked if the Authority members had any questions following the PENNVEST presentation that was given at the January workshop meeting. There were no questions, and Pyle discussed with Authority members deciding on what projects to submit for PENNVEST funding first due to processing and funding timelines.
3. Authority members clarified with HRG and Township staff that Godbout and Strasko would be reviewing engineering plans prior to the Authority.
4. Blanchfield asked for updates on the GIS software for the Township. Strasko, Godbout, Kistler, and White explained that they had a GIS meeting scheduled the following day with HRG staff and Entech staff to discuss GIS background information and user updates to begin working with the software and determining what needs to be updated for storm sewer information within the Township.

b. Finance

i. Action items

ii. Dallas Data Update

1. Farley updated Authority members on the meeting he had with Pyle, Strasko and Dallas Data representatives regarding the billing process.
2. Farley also discussed and clarified information such as how funds will be allocated in the utility billing system, penalties for non-payment, frequently asked questions that would be sent to Dallas Data for any phone calls they may receive, and the need to update current data with tax parcel ID numbers to ensure customers are billed the correct amounts.
3. Farley and Authority members also discussed conversations they have had with Bethlehem Township regarding their billing process

and any issues they experienced when sending new stormwater bills for the first time.

4. Authority members and Township staff also discussed adding HRG invoices to the SharePoint and the initial process the Authority will use to authorize payment for invoices.

8. Township staff comments

- a. Kistler approached the podium and presented quotes he received from GranTurk Equipment for an Elgin Street Sweeper and a Vactor Vacuum Truck. Kistler stated he was looking for authorization to sign the price quotes for both trucks.
- b. Kistler discussed and answered questions regarding details of the equipment and payment options with Authority members including purchasing options, payment over a period of time, payment not being due until the equipment is received, leasing terms and interest rates, methods used to purchase other equipment, and the research that went into this equipment to ensure it meets the standards and requirements for the MS4 program.
- c. Lammi made a motion to authorize Kistler to sign and order the Elgin Street Sweeper quote and Mitchell seconded. The motion was passed unanimously by voice vote.
- d. Swinsburg made a motion to authorize Kistler to sign and order the Vactor Vacuum truck and Mitchell seconded. The motion was passed unanimously by voice vote.

9. New Business

a. Meadow Avenue Swale Project Assignment

- i. Strasko asked if White had project assignments ready for the Meadow Avenue swale project and asked for clarification. White stated that HRG would prepare project assignments for the Meadow Avenue Swale and Wedgewood Final designs at the next workshop meeting in February.

b. Website Reporting Updates

- i. Strasko summarized website discussions from the workshop meeting that included working with the Township's current website designer NA Studios to create two separate department pages on the Township website: one dedicated to stormwater program or MS4 information, and another to Authority specific information such as agendas, minutes, and other forms and documents.
- ii. Lammi made a motion to approve using NA Studios for website updates not to exceed five hundred dollars (\$500). Mitchell seconded the motion, and it was unanimously approved by voice vote.

c. Expense Tracking for Township Personnel

- i. Authority members and Township staff discussed a spreadsheet that the Township currently uses for reimbursement from FEMA and PEMA for work during emergencies and how the spreadsheet could be used for Authority members to understand the work that was being completed for MS4 maintenance.

- ii. Authority members and Township staff also discussed using spreadsheets to track bills for the Authority to approve, quarterly invoicing for the Authority, and refining the process overtime.
- iii. Blanchfield asked Strasko to add an agenda item to the workshop agenda for data tracking.

d. Capital Improvement Plan

- i. Pyle briefly discussed HRG completing a Capital Improvement plan for the Authority and discussed the benefits to having a capital improvement plan in place, the increased detail for a capital improvement plan compared to the five-year budget that was already approved, having a draft project assignment for the Authority to review, and implementing a capital improvement plan in the future to use as a road map of where to start with stormwater projects.
- ii. Authority members, Pyle and Strasko discussed adding capital improvement plan to the upcoming workshop agenda.

10. For the Good of the Order

- a. There was nothing additional for the good of the order.

11. Next meeting: February 21, 2024

12. Adjournment

- a. Lammi made a motion to adjourn the meeting and Mitchell seconded. The meeting was adjourned by unanimous voice vote at 6:48PM.