

Palmer Township, Northampton County

Stormwater Authority Meeting Minutes

June 25th, 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, Craig Swinsburg, David Pyle, James Farley, Rebecca Frederickson, Scott Kistler, Jamie Paetzell, and Zach Trexler.

b. Absent: None

c. The meeting was called to order at 5:00PM.

3. Approval of Meeting Minutes from May 21st, 2025, and June 10th, 2025.

a. Lammi made a motion to approve the minutes from May 21st, 2025, and Mitchell seconded the motion. The minutes passed unanimously by voice vote.

b. Mitchell made a motion to approve the minutes from June 10th, 2025, and Gunther seconded the motion. The minutes passed unanimously by voice vote.

4. Public Comment, Other Communications

a. Steve DeWalt – 1270 Tatamy Road

i. Thanked the Authority for their assistance in completing his manure management plan, noting that the staff were extremely helpful.

5. Reports

a. Solicitor

i. None at this time.

6. Committee Reports

a. Engineering

i. White stated the June Engineer's report had been submitted for review. Lammi asked if anticipated construction dates could be added to future reports and White confirmed. White announced that Gunther and Cummings presented on detention basin retrofits at the Penntec Water Resources conference in the Poconos. He said they showcased Palmer's approach to these projects, and they received praise from the Authority.

ii. White stated that next month's engineering report will be revised to highlight only key updates instead of providing full, detailed statuses of all projects. White said he hopes to make it easier for the Authority to understand progress and anticipated schedules.

iii. White provided an update on the Meadow Avenue basin project, stating that the project was waiting on NCCD to renew the NPDES permit which expired at the end of May. He said the delay was due to the NCCD being understaffed. White mentioned that the property owner's consultant is on retainer to expedite reviews when the permit eventually gets renewed.

White also provided an update for the Hobson Street basin project, stating that the project phases are being lined up to be submitted to PennVEST for their November application period.

b. Finance

- i. Farley stated that the quarterly billing review and transfer of funds will occur at the next meeting. He mentioned that finance staff carefully time the transfers to avoid holding collected money unnecessarily.
- ii. Farley stated that a new payment kiosk was purchased for the lobby of the municipal building which will allow residents to pay utility bills by credit card, which were previously not accepted. He said the kiosk is expected to be operational by early August. Farley confirmed that the kiosk would not eliminate staff handling checks and that is an additional option.

7. Township Staff Comments

a. Public Works

- i. Kistler stated that current activities include street sweeping, inlet repairs, stormwater grate cleaning and extensive grass cutting at stormwater ponds and swales. Kistler said the cost for June came in around \$90,000.00, which was driven by grass cutting and pond mowing.
- ii. Kistler stated that the new street sweeper delivery is continuing to be delayed and is now expected by the end of June or early July. The Authority expressed their frustration that the amount of debris collected via street sweeping, over 1 million pounds, does not count for any DEP credits. Authority members felt that DEP's lack of recognition for street sweeping removes a cost-effective strategy for pollution control and instead pushes expensive structural retrofits.

b. Public Services

- i. Nothing at this time.

c. MS4

- i. Gunther stated that the MS4 annual report was being finalized for submission by the end of July and that he is working closely with HRG to finalize everything.
- ii. Gunther also announced that the Township submitted the application for the \$500,000.00 Growing Greener Grant for the Schoeneck Creek restoration project. The Authority thanked him and anyone who helped for his time and effort getting this grant application submitted.
- iii. Gunther and the Authority discussed a peddler's license application received at the Township for a mobile car washing business. Gunther said he has been in contact with the applicant to discuss concerns regarding chemical runoff entering the stormwater system. Gunther said the applicant was asked to change some of the chemicals to a more

ecofriendly or biodegradable product. Kistler and White recommended that Gunther reach out to Entech for additional guidance on chemical safety and stormwater impacts.

8. New Business

a. June Invoice Package Approval

- i. Farley and Blanchfield reviewed the bills for June. The bills for the month of June included \$31,235.00 for National Water Main Cleaning, \$146.00 for Gilmore & Associates, \$177,992.22 for HRG, and \$7,912.00 for Salzmann Hughes for a grand total of \$217,285.22 for the month of June. Lammi made a motion to approve the June monthly bills in the amount of \$217,285.22 and Swinsburg seconded the motion. The motion passed unanimously by voice vote.

b. Supplemental Invoice Approval

- i. Blanchfield stated that an invoice was found that fell through the cracks for a total of \$898.20 to be paid to Entech Engineering for work done on Old Nazareth Road and sanitary conflicts and coordination. Lammi made a motion to approve the supplemental invoice in the amount of \$898.20 and Mitchell seconded the motion. The motion passed unanimously by voice vote.

c. Resolution 2025-4 - Stormwater Purchases Approval

- i. Blanchfield stated that this policy allows designated staff, Gunther, to authorize purchases and contracts up to \$10,000.00. The policy requires approval from at least one additional board member, with any expenditure being reported during the following month's public meeting. Lammi made a motion to approve Resolution 2025-4 and Swinsburg seconded the motion. The motion passed unanimously by voice vote.

d. Township Project Assignment Agreement

- i. Blanchfield explained that this policy would formalize the process for the Township to assign project tasks to the Authority and clarify the billing procedure. He said it also includes qualifications and exemptions to track charges from Public Works and Engineering costs. Lammi made a motion to approve the Agreement and Mitchell seconded the motion. The motion passed unanimously by voice vote.

e. ONR Project Update

- i. The Authority discussed details of the Old Nazareth Road project. They stated that the agreement with Doli Construction was finalized on June 2nd. White confirmed that coordination with utility companies was still ongoing. Gunther said that updated easements were needed for slight alignment changes and guide wire relocation. He said that letters would be

going out soon to residents to secure easement signatures. White said the plan is to finalize funding at the July 23rd PennVEST meeting.

f. Wedgewood Update

- i. White stated that the design is continuing to progress. He said the preliminary plans and updated cost estimates are to be presented at the August Authority meeting, with the goal to submit to PennVEST by the end of October for the November cycle. White recapped recent field walks with staff to evaluate options for erosion control matting. He mentioned some other planned improvements as part of this project, being drainage system and basin improvements along Chain Dam Road. White confirmed that inlets will be designed with an open throat to allow for additional safety and overflow handling. He said these will be more costly but that they are viewed as necessary.

g. Schoeneck Creek Update

- i. Gunther again stated that he applied for a \$500,000.00 Growing Greener Grant to assist with costs for this project. White said that the legal review was ongoing regarding easements for the project. Gibson stated that the easements were previously held as sanitary sewer easements and that the Township now needs temporary and permanent stormwater easements. Gunther said the Township will be preparing sketches and updated easement documents for property owners. White stated that a preapplication meeting is planned with the NCCD to clarify whether a full NPDES permit individual permit is required. White said that the current interpretation suggests it can be avoided using existing floodplain permits.

h. Kingwood Street Update

- i. Kistler stated that the project is completed with successful resolution of major drainage issues. He stated that there is one remaining issue which is a puddle, approximately 6' wide, 10' long and 1/8" deep, near Grove Street that was created during the paving tie-in. Kistler said the contractor attempted to roll out the defect, but that they were unsuccessful. He said the contractor proposed various solutions including infrared heating or milling and repaving. Kistler suggested the creation of a punch list with Gunther to ensure everything outstanding is addressed. Kistler said that overall, the resident feedback is positive, and the water is flowing as designed. Lastly, Kistler stated that the bike path paving is also complete. He said that Public Works finalized the soil stabilization and seeding where the contractor resisted additional work.

9. For the Good of the Order

- a. Township Supervisor Charles Bellis III was congratulated on the Board of Supervisor's reorganization and was also wished a Happy Birthday.

10. Next meeting: July 16th, 2025

11. 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 5:49PM.