

**Palmer Township, Northampton County**

**Stormwater Authority Meeting Minutes**

**February 19<sup>th</sup>, 2025, 5PM, 3 Weller Pl, Lower-Level Municipal Meeting Room**

**1. Pledge of Allegiance**

**2. Roll Call**

- a. Present: Robert Blanchfield, Kendall M. Mitchell, Matthew Gunther, Craig Swinsburg, Luke Gibson, George White, James Farley, Rebecca Frederickson, Karen Celia, Phillip Godbout, Scott Kistler and Zach Trexler.
- b. Absent: Robert A. Lammi
- c. The meeting was called to order at 5:00PM.

**3. Approval of Meeting Minutes from January 22<sup>nd</sup>, 2025, February 11<sup>th</sup>, 2025, and February 13<sup>th</sup>, 2025.**

- a. Mitchell made a motion to approve the minutes from January 22<sup>nd</sup>, 2025, and Swinsburg seconded the motion. The minutes were passed unanimously by voice vote.
- b. Swinsburg made a motion to approve the minutes from February 11<sup>th</sup>, 2025, and Gunther seconded the motion. The minutes were passed unanimously by voice vote.
- c. Swinsburg made a motion to approve the minutes from February 13<sup>th</sup>, 2025, and Mitchell seconded the motion. The minutes were passed unanimously by voice vote.

**4. Public Comment, Other Communications**

- a. Mark & Katie Kittle – 2673 Northwood Avenue
  - i. Handed out photos of the flooding experienced on their property for many years. Kittle asked when a fix for this issue could begin since we are now paying a fee to address Stormwater. Kittle said there is a drain near their yard, but the water does not reach it, instead it destroys their property & driveway. Kistler said we are limited to what we can do considering it is a state Highway, and Kittle said all the work that needs to be done is on my property, not on the road. Kistler said we cannot do any work or repairs on private property. Blanchfield asked Gunther to work on this and to contact PennDOT to see what the process is. Swinsburg asked how old the house is, and Kittle said 1953. George White stated that he visited the property on a rainy day and said there is a catch basin there, but the grade of the road does not allow the water to reach the basin.

**5. Reports**

- a. Solicitor
  - i. No report at this time.
- b. MS4

- i. Gunther stated there were 6 appeals total, and 2 were approved. There are currently 3 credit applications being processed right now.
- ii. Gunther stated he met with Ryan Cummings to discuss the MS4 permit requirements. He said ideas were discussed to improve inspection procedures around the Township.
- iii. Gunther said he recently visited the Schoeneck Creek bank pin monitoring sites with HRG, and suggested we will get more data once it rains.

## **6. Committee Reports**

### **a. Engineering**

- i. Blanchfield stated 92 letters went out to residents, with about 50-75 attending the Old Nazareth Road project meeting. George White said it was a very successful meeting, and we were able to open dialogue with residents. He stated another public meeting will occur sometime over the Summer with the contractor in attendance as well. White said construction is expected to cost around \$4 million, and we are getting ready to order materials. White stated this is the first phase of improvements within the Meadow Avenue corridor.
- ii. White said in the past week we updated the 25<sup>th</sup> Street easements and sent them to the Township, and that PennDOT is working with Godbout to discuss the Burrowes Street detour/closure. White stated we are waiting on PennDOT to approve the SUE testing so we can begin drilling within the right of way to see what utilities will be affected. Gunther asked how the traffic control plans were being developed, and White said that HRG is coordinating with the subcontractor to develop the plans. Blanchfield asked how long the underground testing will take, and White said only a few days since they are only digging about 6-8 holes in total.
- iii. White asked if the Meadow Avenue swale rehabilitation bills would be getting paid, and Gunther said he believed that checks went out. Farley confirmed the checks were mailed.
- iv. Gunther asked for any updates on the Capital Improvement Plan, and Swinsburg stated that he and Lammi continue to meet with David Pyle to continue to develop the plan. He is expecting more updates at the March committee meeting.

### **b. Public Works**

- i. No report at this time.

### **c. Finance**

- i. Bills from the Solicitor, Carrol Engineering, Auditor, HRG, and Public Works totaled \$127,266.99 for the month. Mitchell made a motion to approve the bills and Gunther seconded. The motion passed by unanimous voice vote.

- ii. Blanchfield stated we have \$257,220.71 in leftover bills to be paid to the Township in 4 quarterly installments over the course of 2025. Everyone was in favor of handling it this way.
- iii. Blanchfield said we had a lengthy discussion about this at the Workshop meeting, and he stated that the Authority is authorizing the Township to utilize the existing system for collection of non-payments. Gunther made a motion to authorize the Finance Department to utilize the system and Mitchell seconded. The motion passed by unanimous voice vote.

## **7. Township Staff Comments**

- a. Blanchfield said the Vac Truck, costing \$561,000.00, has been delivered, and the Street Sweeper, costing \$392,469, will be delivered sometime over the summer. He said the Township will own the titles to both vehicles and insure them as well, with the Authority reimbursing the Township for these expenses. Authorized Luke Gibson to make an addendum to the existing management agreement. Gunther made a motion to authorize the Solicitor to draft the addendum to the management agreement and Mitchell seconded. The motion passed by unanimous voice vote.
- b. Godbout stated that a year ago, the Township applied for a stormwater credit for Township owned property located in Bethlehem Township. We recently received the bill, paid it in full, and noticed the credit was applied correctly.

## **8. New Business**

- a. Blanchfield said we have not charged any residents for appeals since the inception of the program. He said the plan is for Gunther to develop a standard operating procedure for appeals, and Gunther stated he plans to have it ready by July 1<sup>st</sup>. Blanchfield said the fee will be \$30.00 and will be reimbursable if there is an error by the Township that needed to be corrected. Blanchfield said the Township will also reimburse the residents if the appeal is successful.
- b. Blanchfield said this project assignment started in April of 2024 and the total cost for supplement 2 is \$96,500. White said we identified the Hobson Street basin as a site for enhancement to receive pollution reduction credits as required by the MS4 permit requirements. He said we are able to get more credit than originally anticipating, and we will be reducing sediment by over 30,000 pounds per year, which is about \$1 million worth of savings. This supplement is for HRG to be able to finalize the project designs and ultimately take the project all the way through bidding. Swinsburg made a motion to approve supplement #2 in the amount of \$96,500, and Mitchell seconded the motion. The motion was passed unanimously by voice vote.
- c. Blanchfield asked if this would be handled the same way as the Old Nazareth project and White confirmed. Swinsburg asked if there is only 1 easement

associated with this project and both White and Gunther confirmed there is only one and it is near the swale.

- d. Blanchfield announced that the June 18<sup>th</sup> meeting is being moved to June 25<sup>th</sup> due to a lack of attendance. Gunther made a motion to change the date and Swinsburg seconded the motion. The motion passed unanimously by voice vote.
- e. Blanchfield announced the Authority will be participating in the Environmental Steering Committee's Earth Day celebration, and Matt Gunther will be our representative. Blanchfield stated that Kistler would have both the new vacuum truck and street sweeper there on display.

**9. For the Good of the Order**

**10. Next meeting: March 19<sup>th</sup>, 2025**

**11. Adjournment**

- a. Swinsburg made a motion to adjourn the meeting and Mitchell seconded. The motion was passed unanimously by voice vote and the meeting adjourned at 5:39PM.