

EAST PENNSBORO AUTHORITY
APRIL 18, 2019

Regular Meeting

6:30 p.m.

A Regular Meeting of the East Pennsboro Authority was held on Thursday, April 18, 2019, at 6:30 p.m. at the Community and Municipal Center, 98 S. Enola Drive, Enola, Pennsylvania.

Those present were: Commissioner George Tyson, Dr. Glenn Zehner, and Randy Martin, members of the Authority; John Pietropaoli, Township Manager; Lisa M. Coyne, Esquire, Solicitor; John B. Owen, Assistant Township Manager; Jared Hockenberry, Township Engineer; Ed Myers, Assistant Wastewater Superintendent; and Jonathan Bach, Coyne & Coyne, P.C.

The meeting was called to order at 6:30 p.m. by Mr. Tyson. A moment of silence was held, followed by the Pledge of Allegiance to the Flag.

II. MINUTES

MOTION to approve the minutes of the meeting of March 21, 2019, was made by Dr. Zehner, seconded by Mr. Martin, and was carried by a unanimous aye vote.

III. MANAGER'S REPORT

Mr. Pietropaoli noted he is meeting with bond counsel next week regarding financing for the Authority. He will update the board at the May meeting.

The Fire Marshal brought to his attention today an existing property lease he found that the old Authority had with Creekside Fire Company that expired during the absence of the Authority over the years. He asked the Solicitor to review the documentation.

IV. DIRECTOR OF PUBLIC WORKS REPORT AND DISCUSSION

Mr. Hockenberry provided a draft of the newsletter article. The newsletter is in print and will be out by May 1.

He discussed with board members a draft RFP for consultant services based on Mechanicsburg's and Lower Allen's RFPs. Qualifications and sealed prices will be requested separately. GIS work and public outreach is included in the RFP. Discussion was held around a proposed implementation date, working backwards to a timeframe of getting the consultant onboard. Mr. Hockenberry noted the consultants will need two to three weeks to put together a bid, and six months to a year is a standard timeframe for the consultant's work regarding plan outlines and fee structure, as well as providing public outreach so residents know that it is coming and reaching out to some of the larger landowners that will have a big fee, allowing for time to work through any issues before the fee is implemented.

Mr. Pietropaoli noted with a proposed 2020 implementation date, the Authority will have a tight schedule, suggesting information about the final MS4 plan should be put in newsletters and maybe a notification in a future bill to show what it will look like when implemented as far as their bill increase. Tax bills for 2020 go out in late February. Mr. Hockenberry stated most plans coincide with their quarterly municipal billings, and most municipalities put a notice in one of the bills before the fee is actually implemented. Mr. Pietropaoli noted the January bill for the first quarter goes out in December, which tightens the timeframe even more. With a six-month timeframe for work after selecting bidders, he suggested the second quarter municipal trash and sewer billing for 2020 might be more likely.

There was a discussion as to how long it might take to secure a consultant after the RFP goes out, and how much time it will take to develop a fee structure with the final MS4 plan. Ms. Coyne noted that Hampden Township's RFP was one of the earlier ones where they had to educate people about the fee, but because the public is more aware of the implementation of these MS4 plans and fees due to news reports, residents will have some understanding about a stormwater fee, and she

believes the proposed RFP is in line with what is needed to collect information unique to East Pennsboro. A lot of GIS information is available at the county, and there might be some cost savings from what Hampden is doing. Mechanicsburg went on the street with their RFP last month, opened them last Friday and will be interviewing bidders next week. They want to have their fee in place for 2020 budget planning. Ms. Coyne suggested a special meeting of the Authority could be held if there is a need to interview candidates, depending upon how many firms the Authority wants to evaluate.

Chairman Tyson suggested the consultant should not start community outreach until they understand what the fee will be. Additionally, commercial entities or large landowners will want to know what credits might be available if they institute changes, such as with more green space and drainage for their parking. The consultant should make it clear the MS4 plan fee is not about collecting money but implementing practices that help solve the problem that has created this mandate, and some of those answers will be needed before community outreach is started.

Ms. Coyne noted the consultant will suggest credits that will work in East Pennsboro. The fee would be calculated as averaged to a yearly term, and if implemented coinciding with the second quarter, the Authority would have to approach everything on that first year with the understanding it is on less than a full year's budget and conduct activities appropriately.

Mr. Ed Meyers inquired as to what seed money neighboring municipalities used to pay for the initial response of contractors doing their analysis to create the MS4 plans and fee structure, whether through grants, General Fund money, or any other type of funding structure. Ms. Coyne noted township staff will be working with bond counsel next week regarding PennVest and other opportunities for seed money.

Mr. Martin stated he has reviewed several RFPs online from other States that list benchmarks and target dates for certain milestones and options provided for each milestone. Dr. Zehner agreed with adding benchmarks and target dates, as well as insurance. Mr. Martin also suggested a conflict of interest statement.

Chairman Tyson asked if an RFP could be out by the middle of May, have the opening sometime mid-May, and make the award in June. Mr. Hockenberry will take the comments from the meeting and draft an RFP to go out by April 24 to be returned by May 15, which provides three weeks to respond, he could open them and provide a summary regarding qualifications and pricing for the Authority to discuss at their May 16 meeting.

Mr. Pietropaoli will ask Mr. Ben Ried, Bond Counsel, to attend the May 16 Authority meeting regarding financing and the board can decide if they need a special meeting before June 20 to do interviews. Ms. Coyne noted either the whole Authority or a committee of the Authority could do the interviews, whichever the Authority would be inclined to do. It can be advertised on the township Web site as well.

MOTION for discussion and possible action for issuance of RFP for consultant services for formulation of a stormwater fee program for the Authority with date opening of May 15, 2019, and date of possible award of June 20, 2019, was made by Dr. Zehner, seconded by Mr. Martin, and was carried by a unanimous aye vote.

MOTION to adjourn the meeting at 7:00 p.m. was made by Mr. Martin, seconded by Dr. Zehner, and was carried by a unanimous aye vote.