WEST HEMPFIELD TOWNSHIP MUNICIPAL AUTHORITY
Meeting Minutes - August 4, 2020

The West Hempfield Township Municipal Authority met at the Township Municipal Office, 3476 Marietta Avenue. The public was permitted to attend in-person or remotely via Zoom (video and audio), with instructions provided at the Township's internet website. The agenda posted to the Township's website and posted on the front window of the Township Building advised of the public's ability to attend in-person or remotely.

Authority members David Dumeyer, Edward Fisher, Kent Gardner, Naomi Martin, and Robert Munro, as well as Executive Director Andrew Stern and staff member Dwayne Steager were physically present. Township Engineer Melissa Kelly and Judy Carrier, Recording Secretary, were present remotely via Zoom.

A. CALL TO ORDER - Chairman Dumeyer called the meeting to order at 8:38 p.m.

B. APPROVAL OF MINUTES – June 4, 2020
> **Moved** by Robert Munro and seconded by Kent Gardner to *approve* the June 4, 2020 meeting minutes as presented. The motion carried (5-0).

C. UPDATES
* <u>Insurance</u> – Andrew Stern informed that, as the entire Board of Supervisors is also the General Authority and the Authority currently has no assets (they all belong to the Township), he was able to negotiate with the insurance provider to add the Municipal Authority as "*Additional Insured*" under the Township's policy and they will not charge any additional cost for that. If at some point in time there are Authority members who are not members of the West Hempfield Township Board of Supervisors, that will change.

* <u>Stormwater Fee Development</u> – Melissa Kelly stated tonight's purpose is to present and open dialog pertaining to a Stormwater Fee Study and creation of a Stormwater Committee. She provided meeting notes and a Fee Study Spreadsheet prepared by Kara Kalupson that outlined three tasks: (1) Parcel Analysis (ERU Calculations Table); (2) Credit and Appeal Policy (DRAFT Policy); and (3) Budget (Spreadsheet Template) for a 5–year Budget and Capital Improvement Plan. Following discussion, Andrew Stern stated he believes that, with a little tweaking, what has been presented is eventually where we need to end up. He prefers to keep the calculation and development of a fee rate schedule as simple as possible and everyone present unanimously agreed.

* <u>Stormwater Fee Committee</u> - Melissa referred to the Rettew Associates Proposal dated December 9, 2019 and Kara Kalupson's memorandum dated July 24, 2020 regarding the need to form a Stormwater Committee and schedule regular committee meetings to enable the Engineer to continue assisting the Township Authority with implementing a Stormwater Fee. She presented and led discussion on the primary role of the Stormwater Committee, recommended number of members, suggested time-line for meetings and an outline of the topics to be reviewed at each meeting.

After giving consideration to the proposed number and make-up of Stormwater Committee members, the Board concurred with the recommended appointments of Andrew Stern, Township Manager and Dwayne Steager, Zoning and Stormwater Officer. Board members Kent Gardner and Robert Munro agreed to serve as appointed members of the Committee and all members of the Board will be involved in the committee. Andrew asked that suggestions/recommendations for the remaining three committee members be given to him by Monday, August 10th and he will work with Chairman Dumeyer on a proposed Plan.

Mr. Stern distributed a sample Stormwater Management Program Fee Resolution as "food for thought" to aid in development of a similar, and perhaps less complicated, document for the Authority.

D. NEW BUSINESS - None

E. ADJOURNMENT

Chairman David Dumeyer called for a motion to adjourn the meeting. **Motion** was made by Kent Gardner, seconded by Robert Munro and unanimously carried (5-0) to *adjourn* the West Hempfield Township Municipal Authority meeting at 9:10 p.m.

Respectfully submitted,

Andrew Stern, Secretary