MINUTES - STORM SEWER UTILITY ADVISORY COMMITTEE MEETING

Tuesday, June 18, 2019

- 1. GENERAL . . . The Storm Sewer Utility Advisory Committee meeting was held Tuesday, June 18, 2019 at 3:00 p.m. in Council Chambers on the first floor of the new Utility Departments Addition to Borough Hall, 100 South Second Street, Chambersburg, Pennsylvania. Present: Members Carla Christian, Herb Dolaway, Tanya Nitterhouse, Ken Adams, Tim Murray, Phil Tarquino and Jason Warrenfeltz. Advisors Andrew Stottlemyer, Storm Sewer System Manager, Chris Werner, Storm Sewer System Inspector, Zach Rice, Salzmann-Hughes Borough Solicitor, Bill Kick, HRG Assistant Vice President, Bruce Hulshizer, HRG Financial Services Project Manager, and Jeffrey Stonehill, Borough Manager. Absent: Advisor Phil Wolgemuth, Assistant to the Borough Manager; Members Alice Elia, Mike Kalathas, Edward Peters, and Bernie Washabaugh, Jr.
- 2. <u>VISITORS</u> . . . (See attached)

3. RECAP, NEWS & UPDATES

Mr. Hulshizer presented the Committee with a Power Point presentation that recapped the current storm sewer system, goal for level of service, examples of capital improvement needs and a draft of the capital improvement plan that has been discussed at previous meetings.

4. FEE STRUCTURE ALTERNATIVES

Mr. Hulshizer reminded the Committee that they had discussed the tiered ERU fee structure where one equivalent residential unit (ERU) amounts to 2,200 square feet of impervious area (IA). Thus for a \$2.22 million annual budget, the monthly fee per ERU would equal \$7.00.

Mr. Stonehill informed the Committee that staff met with HRG and asked them to consider a different approach where the concept would be to phase in the changes of the fees. Mr. Stonehill has learned over the years that large fee increases at one time can be very difficult for customers to deal with. He said that implementing this over a longer period of time works better. He advised that staff suggested the ERU to start at \$4.00/month in 2020 with proposed incremental fee increases over a four year period. The revised budget would reduce the CIP to \$8.6 million (compared to \$12.1 million).

The second alternative is revised structure where all single family residential properties would have the same rate because of being grouped in one class; one ERU would equal 2,920 square feet instead of 2,200 square feet. The tiered approach where single family residential properties would pay based on their tier for impervious area was also discussed.

Mr. Hulshizer said that with the revised structure all single family residents would pay the same rate and that neighbors would likely have the same fee. In considering the tiered approach, single family parcels with small amounts of impervious area pay more than in the tiered ERU approach and there would be a different fee for multi-family or commercial parcels with similar runoff. He said that the Borough would need to distinguish between single family residential, multi-family residential, and commercial properties.

Mr. Stonehill reminded the Committee that they would make their recommendation and ultimately, Council would make the final decisions.

Mr. Hulshizer presented some charts that showed the alternates to consider and one that compared the alternates for budget and structure.

Member Christian said it makes sense to go with the revised budget because it eases people into the fees that need to be collected and that it sounds like it would be easy to manage.

Mr. Kick said that the land use of the property would have to be managed.

Member Dolaway said that he prefers to implement smaller fee increases so that customers could budget themselves better.

On a motion by Member Christian, seconded by Member Tarquino and by a vote of 7-0, the Committee voted in favor of the revised budget that incrementally increases to \$1.8 million by 2023.

Mr. Stonehill suggested that the Committee sleep on making a decision on the tiered fee structure or revised single family same rate.

Mr. Glen Dice, Jr., 25 Penncraft Avenue, asked about the different rate fees for commercial properties. Member Warrenfeltz was concerned that residential properties will not see an increase but commercial properties are being punished for operating in the Borough because of the proposed utility fee that they would have to pay.

Mr. Stonehill pointed out with the revised budget plans, they actually reduce the amount owed by commercial property owners compared to the original budget. Reference was made to Mr. Hulshizer's 'Compare Alternatives for Budget and Structure' slide.

Member Christian responded by stating that the monthly fee for commercial properties is reduced with the revised budget.

5. CREDIT AND APPEALS

Mr. Hulshizer asked the Committee to consider: types and benefits of credits, what the credit policy should be, the credit and appeals process, and effects on billing. He gave the Committee a list of eleven credit considerations.

Mr. Hulshizer said that he would draft a Credit Policy to present to the Committee at their July 16th meeting. Mr. Stonehill suggested that he come back with credit examples that apply to either of the fee structures for the Committee. Mr. Stottlemyer also asked HRG to prepare for discussion, a new budget that would propose a \$5.00/month fee for single family residential properties in 2020.

The next meeting will be held on July 16, 2019.

The meeting was adjourned at 4:35 p.m.

Respectfully submitted,

Cindy Harr Secretary II

BOROUGH OF CHAMBERSBURG Sign-In Sheet: Storm Sewer Utility Rate Structure and Credit Program Advisory Committee

JUNE 18, 2019

GENERAL PUBLIC

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2. JEWNS SCHWALTE. 3. REBECCH DENHAM	5. Hick COFFENSON 6. Suy Mudagy 8. Jehn Widagy 10. Carya Nitherhous 11. John Witherhous 13. 14. 15.	18.

BOROUGH OF CHAMBERSBURG Sign-In Sheet: Storm Sewer Utility Rate Structure and Credit Program Advisory Committee JUNE 18, 2019

ADVISORY COMMITTEE MEMBERS AND BOROUGH REPRESENTATIVES

Revised Contact Info if Applicable astatlemerca chambers by a pagor	
Borough Borough Religh CH Flavor A Rinc Street CHURCH Wolson College TREE	
1. Andrew Stattlemver 2. Chris Werner 3. The Murkary 4. Run Tagaine 5. Canta Thristan 6. Herb Dolaway 7. Ken Andres 8. Josen Vennfilt 9. Lange Withhouse 10.	11. 12. 13. 14. 16. 17.









June 18, 2019

Agenda

- 1. Recap, News & Updates
- 2. Fee Structure Alternatives
- 3. Credits and Appeals
- 4. Closing Questions and Discussion







Storm Sewer System

- 1) Storm sewer pipes, inlets and related infrastructure located in public rights-of-way:
 - 380,000 feet of pipe (158,000 in public ROW), 32 miles of open channels, 11 miles alley conveyance, 2758 inlets, 83 detention basins, 39 rain gardens, 103 subsurface detention
- 2) 132 Discharges/Outfalls
- 3) Much constructed by developers
- 4) Condition needs to be assessed
- 5) Much reached end of serviceable life years ago

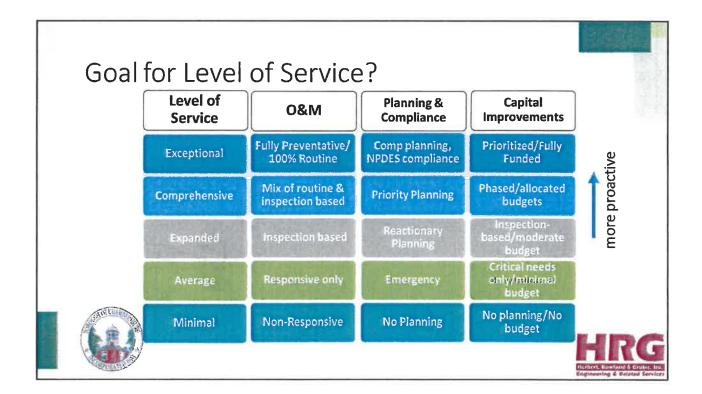


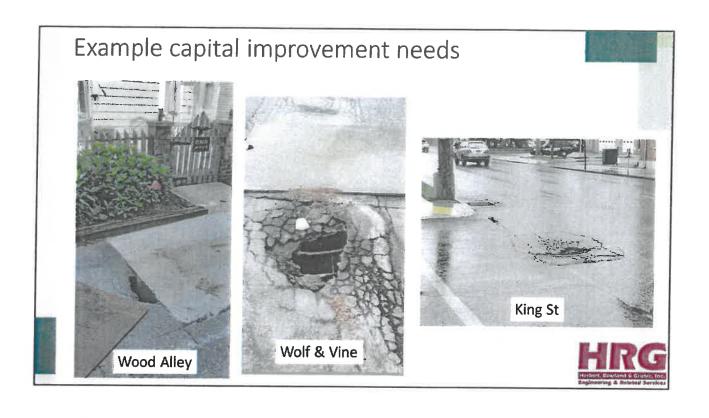


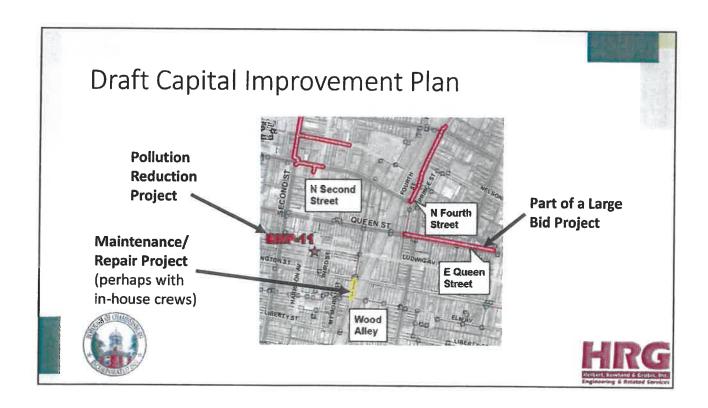












- 1. Recap News & Updates
- 2. Fee Structure Alternatives
- 3. Credits and Appeals
- 4. Closing Questions and Discussion



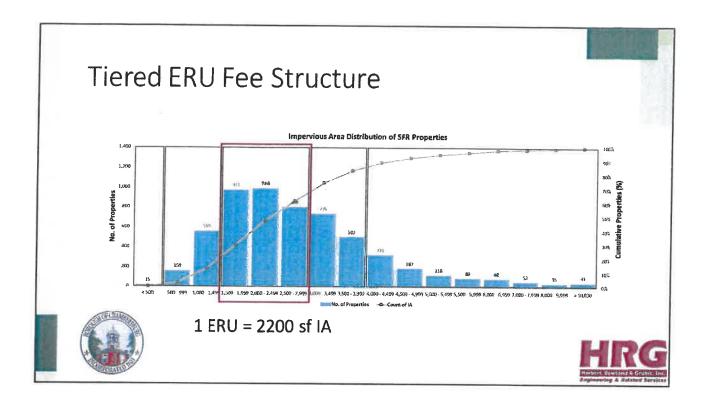


April 2019 Budget and Capital Improvement Plan Recommendations

- 1. Assess system (TV/clean) all pipe in public right-of-way in 2 years
- 2. Total CIP Costs = \$12.1 M
 - Assume borrow for two large projects
 - Pay-go for smaller Maintenance/Repair Projects (\$0.3 M annually)
- 3. Add storm sewer employee in 2020
- 4. Set fee based on average of 2020-2023 = \$2.2 M annual







Two Alternatives to Consider

- 1. Revised Budget allow incremental increase to ERU fee starting at \$4
- 2. Revised Structure -all Single Family Residential (SFR) at same fee

→ Consider Revised Budget with

Tiered ERU

All SFR Same Fee





Revised Budget: Progressive Increase to Fee

- Start at \$4/ERU in 2020; Incremental Increase

Required Changes to Budget to Meet This Approach:

- 1. Reduce \$ for contracted services and inlet cleaning
- 2. Assess system over 3 years vs. 2 years
- 3. No capital reserve
- 4. Defer employee until 2023 vs. 2020
- 5. Reduce maintenance/repair to \$100k in 2020 and \$250k in 2021
- 6. Less sewer in project 2 (1500 ft vs. 6000 ft)



→ reduces CIP to \$8.6 M



Revised Structure: All SFR Same Rate

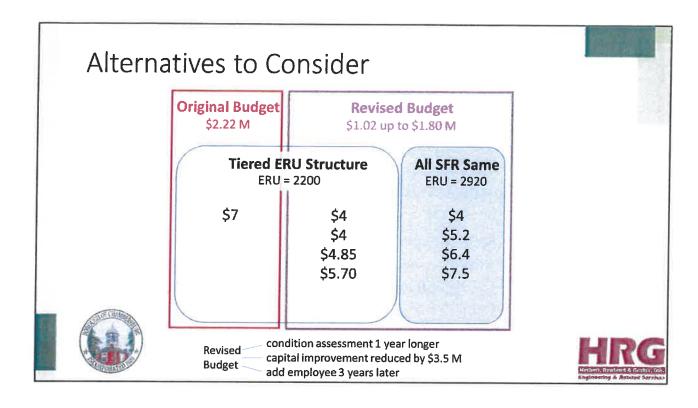
Grouping all SFR into one class → 1 ERU = 2920 sf IA (rather than 2200)

Considerations:

- 1. Neighbors likely have same fee
- 2. SFR parcels with small amounts of IA pay more than in tiered ERU
- 3. Different fee for multi-family/commercial parcels with similar runoff
- 4. Manage "Land Use" for billing which can raise some questions







Compare Alternatives for Budget and Structure

	Original Budget; Tiered ERU	Revised Budget; Tiered ERU	Revised Budget; All SFR Same Rate
Annual Fee Revenue Req (M)	\$2.22	\$1.28 in 2020** \$1.79 in 2023	\$0.95 in 2020** \$1.79 in 2023
ERU Fee	Hold at \$7; no change thru 2023	\$4 for 2020/21; Add \$0.85 in 2022/23	\$4 for 2020; Then \$5.2, \$6.4, \$7.5 for 2021/22/23
Assess System in ROW	2 years	3 years	3 years
Year add employee	2020	2023	2023
Capital Improvement by 2023	\$12.1 M	\$8.6 M	\$8.6 M
Monthly Fees* (2020 2023)			
Typical Residential (1 ERU)	\$7	\$4 5.7	\$4 7.5
Small Church (19,000 sf IA)	\$60	\$2849	\$2649
Large Church (172,000 sf IA)	\$550	\$254 446	\$236442
Large Industry (1 M sf IA)	\$3,190	\$1,477 2591	\$1,3692568
County (345,000 sf IA)	\$1,098	\$510894	\$472886

* Monthly Fees before credits

** Actual Revenue Need for 2020 is \$1.02 M. At \$4/ERU

- 1 Recap, News & Updates
- 2. Fee Structure Alternatives
- 3. Credits and Appeals
- 4 Closing Questions and Discussion





1. Basics: Private Property Stormwater Management

Benefits to Borough?

- Reduced
 - Rate of Runoff
 - Volume of Runoff
- Increased Water Quality
- Reduced Capital Improvement / O&M Costs





2. Credit Policy Purpose

Consider **level of service** received from the utility **Stimulate interest/actions** that benefit program

Any Particular Objectives?





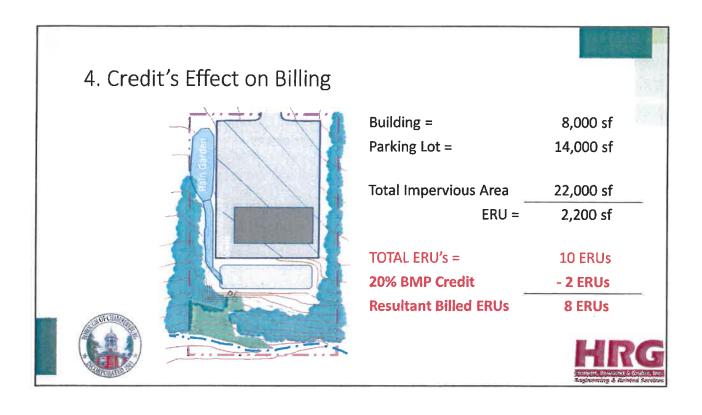
3. Credit and Appeals Process

Approved Policy Manual

- → Application by Property Owner (with documentation)
 - → Review by Borough
 - → O & M Agreement (ensure long term benefit to program)
 - → Credit applied to next billing cycle

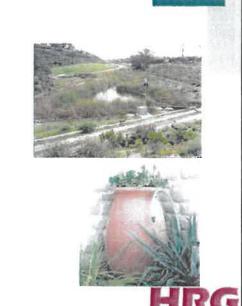






5. Some Credit Types

- BMPs: Peak, Volume, Water Quality
- Public Education
- Rain Barrels (one-time rebate?)
- Adopt an Inlet
- Stormwater Partnership





Credit Considerations

- 1. Effort to Manage Credit Program
- 2. Program Cost Reduction; Fixed vs Variable Costs
- 3. Portion of IA
- 4. Previous improvements
- 5. Min Fee and Max Credit
- 6. Charge to apply; account current
- 7. Time to review (60 days?)
- 8. Term; renewal
- 9. When to implement policy
- 10. Available to all parcel sizes?
- 11. Ensure Meeting Standards
 - PE?, annual report, inspection, easements





- 1. Recap, News & Updates
- 2. Fee Structure Alternatives
- 3. Credits and Appeals
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Current Process for Developing Updated Program & Reviewing Funding Methods

- 1. Form an Advisory Committee
- 2. Review Existing Storm Sewer Program
- 3. Ongoing Public Education
- 4. Define Responsibilities and Budget Needs
- 5. Review Operations & Management Structure
 - Billing, Staffing, Department
- 6. Develop and Analyze Rate Structure
 - Analysis of Impervious area on individual parcels
- 7. Adopt Necessary Ordinances
- 8. Establish Credit Policy





Future Advisory Committee Meetings

Meeting # 6: July 2019

- · Details of Credit Policy
- Implementation Schedule





Storm Sewer Program Budget Chambersburg Borough

		2020		2021		2022		2023	Notes
Operating Expenses									
Salaries		75,600	0	79,38	0	83,349	9	175,033	3 add one full-time in 2023
Paid Leave		1,95	7	2,010	6	2,070	5	4,277	7 added employee 2023
Public Education		2,000)	2,060	0	2,12	2	2,185	
Engineering		5,150)	5,309		5,464		5,628	
Vehicle		10,815	5	11,139		11,474			double in 2023 for added employee
Materials and Supplies		6,000		6,180		6,365		6,556	• •
PA One Call Expense		3,000		3,090		3,183		3,278	
Contracted Services		30,000		30,900		31,827			reduced from 60000
Inlet cleaning and Pipe flushing		30,000		30,900		31,827			through public works/sanitary dept; reduced from 70000
Televising		437,976		437,976		437,976			158000 ft in 3 yrs; tv all each 10 yrs
Operating Subtotal	\$	602,498		608,946					
Administration		,		000,010		013,001		, 003,337	-
Admin Salaries		26,250	1	27,563	ı	28,941		30,388	
Admin Service Dept Expense		32,960		33,949		34,967		36,016	
Communication		1,339		1,379		1,421			
General Office Supplies and Expenses		2,575		2,652		2,732		1,463	
Engineering Department		72,100		74,263				2,814	
Purchase/Repair General Tools/Equipmt		7,200				76,491		78,786	
Unrealized lossess		5,150		7,416		7,638		7,868	
Property Insurance				5,305		5,464		5,628	
Cyber Security Insurance		550		567		583		601	
Comprehensive Crime Insurance		103		106		109		113	
Special Services		30		31		32		33	
•		15,450		15,914		16,391		16,883	
Miscellaneous Expenses		1,000		1,030		1,061		1,093	
Safety		515		530		546		563	
Legal		28,325		29,175		30,050		30,951	
Life Insurance and LTD Premiums		263		276		289			added employee 2023
Employer Social Security Contributions		8,400		8,820		9,261			added employee 2023
Pension		9,660		10,143		10,650			added employee 2023
Conference and Vocational Training		4,841		4,986		5,136			added employee 2023
Health Insurance		25,725		27,011		28,362		59,560	added employee 2023
Worker's Compensation Transfer		105		110		116		243	added employee 2023
Other Health Costs		53		55		58			added employee 2023
General and Adminstrative Subtotal	\$	242,593		251,280		260,298	_		
Operating and Adminstrative Subtotal	\$	845,091	\$	860,226	\$	875,960	\$	931,480	
Capital Improvement Expenses		100.000		350.000					
Maintenance/Repairs Capital Reserve Transfer		100,000		250,000		257,500			see CIP for example projects
		-		-					Removed
Legal for Maint/Repair Projects		25,750		26,523		27,318		28,138	
Engineering for Maint/Repair Projects		30,900		31,827		32,782		33,765	
Legal for Capital Projects		45,000		45,000		18,000		18,000	from CIP; reimbursed from borrowing below
Engineering for Capital Projects		405,000		405,000		162,000			from CIP; reimbursed from borrowing below
Funding Costs	4	40,000				40,000			from CIP; reimbursed from borrowing below
Capital Improvements Expenses Subtotal	\$	606,650	5	758,350	\$	497,600	\$	507,128	
Debt Service Costs									
Storm Sewer Project 1		-		-		323,063			see CIP; industrial drive moved to project 2
Storm Sewer Project 2		-		-		5		128,292	see CIP; all PRPs in project 1; reduce replace length
Debt Service Subtotal	\$		\$		\$	323,063	\$	451,355	
TOTAL STORM SEWER EXPENSE	\$ 1	.451.743	\$ 1	1,618,575	Ś.	1,696,623	Ś	1,889,963	
Less Repayment of Engr/Legal via Borrowing		(450,000)	_	(450,000)		(180,000)	-		for capital projects; need interim financing
Adjust for Deliquencies (assume 3%)		43,552		48,557					ioi capitai projects; need interim financing
Less Borough Subsidy		73,332		40,337		50,899		56,699	
TOTAL REVENUE NEEDED FROM FEE	¢ 1	045 202	¢ 1	217 122	ė ·	E67 532	é	1,766,662	
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Assumed annual inflation rate of 5% for Labor and Fringe Benefits, and 3% for all others

Adjustment for deliquencies estimated at: 3%

Assume projects finance at 1.512% for 20 years with debt service after project complete

Stormwater Capital Improvements Plan Details Chambersburg Borough

Draft June 10, 2019

Stormwater Improvements Project 1

Estimated Construction Cost	\$4,600,000
Related Costs Reimbursed via Borrowing (20%)	\$900,000
Funding Costs	\$40,000
Total Estimated Project Costs:	\$5,540,000

Improvements include:		Feet	Preliminary Cost Est*
PRP Projects			2,000,000
North Second Street		1000	400,000
North Fourth Street		900	360,000
East Queen Street		1000	400,000
Burkhart Avenue		210	84,000
West King Street		655	262,000
Vine Street and Wolf Avenue		775	310,000
South Fourth Street / Wayne Avenue		800	320,000
South Main & Derbyshire		500	200,000
Grant Street		600	240,000
	Total Feet:	6440	,

^{*} From concept level estimating of \$400 / ft; related costs are added above at 20%

Stormwater Improvements Project 2

Estimated Construction Cost	\$1,800,000
Related Costs Reimbursed via Borrowing (20%)	\$360,000
Funding Costs	\$40,000
Total Estimated Project Costs:	\$2,200,000

		Preliminary
Improvements include:	Feet	Cost Est*
Industrial Drive	2030	812,000
Other Currently-Unknown Needs: Assume 1500 ft	1500	900,000

Example Maintenance/Repair Projects anticipated in coming years

Wood Alley	200	80,000
Broad by Laundromat	400	160,000
Smaller PRP Project		75,000

1 .

Operating Expenses		018	_	2019		2020	_	2021	_	2022		2023	Notes
Salaries		72.000					_						
Paid Leave		72,000		72,000		151,20		158,76		166,698			add one full-time in 2020
Public Education		400		1,900		3,91		4,03		4,152		4,277	
Engineering		2,000				2,00		2,06		2,122		2,185	
Vehicle		5,000		5,000		5,150		5,30		5,464		5,628	
Materials and Supplies		10,600		10,500		21,63		22,27		22,947			double in 2020 for added employee
PA One Call Expense						6,000		6,18		6,365		6,556	
Contracted Services						3,000		3,09		3,183		3,278	
niet cleaning and Pipe flushing						60,000		61,80		63,654		65,564	
riet cleaning and Pipe Husning Felevising						70,000		72,100		74,263			through public works/sanitary dept
eaf Collection						663,600		683,50		657,829		677,564	158000 ft in 2 yrs; tv all each 5 yrs @ 7/ft+2
Street Sweeping						170,000		175,100		180,353			shown as subsidize by Borough at end
			_			194,000		199,820		205,815		211,989	shown as subsidize by Borough at end
Operating Subtotal	\$	90,000	_5	89,400	5	1,350,494	. 5	1,394,033	\$	1,392,845	\$	1,437,964	
Administration Admin Salaries													
		*		25,000		26,250		27,563		28,941		30,388	
Admin Service Dept Expense		23,000		32,000		32,960		33,949		34,967		36,016	
Communication		1,000		1,300		1,339		1,379		1,421		1,463	
ieneral Office Supplies and Expenses		2,500		-		2,575		2,652		2,732		2,814	
ngineering Department		50,000		70,000		72,100		74,263		76,491		78,786	
urchase/Repair General Tools/Equipmt		1,000		25		7,200		7,416		7,638		7,868	
Inrealized lossess		5,000		5,000		5,150		5,305		5,464		5,628	
roperty Insurance		550		8		550		567		583		601	
yber Security Insurance		75		100		103		106		109		113	
omprehensive Crime Insurance		30				30		31		32		33	
pecial Services		12,500		15,000		15,450		15,914		16,391		16,883	
fiscellaneous Expenses		1,000				1,000		1,030		1,061		1,093	
afety		500		50		515		530		546		563	
egal		27,500		15,000		28,325		29,175		30,050		30,951	
fe Insurance and LTD Premiums		230		250		525		551		579		608	added employee 2020
mployer Social Security Contributions		7,000		8,000		16,800		17,640		18,522			added employee 2020
ension		4,300		9,200		19,320		20,286		21,300			added employee 2020
onference and Vocational Training		5,000		4,700		9,682		9,972		10,272			added employee 2020
ealth Insurance		27,500		24,500		51,450		54,023		56,724			added employee 2020
orker's Compensation Transfer		50		100		210		221		232		-	added employee 2020
ther Health Costs		250		50		105		110		116			added employee 2020
eneral and Adminstrative Subtotal	\$ 10	68,985	\$	210,250	\$	291,639	\$	302,681	\$	314,170	ŝ	326,123	
perating and Adminstrative Subtotal	\$ 25	58,985	\$	299,650	\$	1,642,133	\$	1,696,714	\$	1,707,014	s :	1,764,087	
apital Improvement Expenses													
aintenance/Repairs		50,000		75,000		300,000		309,000		318,270		327.818	see CIP for example projects
pital Reserve Transfer	8	84,640		136,350		140,441		144,654		148,993		153,463	in the maniple projects
gal for Maint/Repair Projects	3	10,000		25,000		25,750		26,523		27,318		28,138	
ngineering for Maint/Repair Projects	1	15,000		30,000		30,900		31,827		32,782		33,765	
gal for Capital Projects						50,000		41,000		42,230			from CIP; reimbursed from borrowing below
gineering for Capital Projects						450,000		369,000		380,070			from CIP; reimbursed from borrowing below
rnding Costs						40,000		40,000		41,200			from CIP; reimbursed from borrowing below
pital Improvements Expenses Subtotal	\$ 16	59,640	5	266,350	\$	997,091	s	922,003	Ś	949,663	\$	978,153	More Cit , reminarises from bottowing Derow
ebt Service Costs								,	_		_	P. 0,235	
orm Sewer Project 1						120		92		346,389		346,389	see CIP
orm Sewer Project 2				-						27		289,241	
ebt Service Subtotal	\$		\$		\$	-	\$		\$	346,389	Ś	635,630	
	\$ 421	8,625	\$	566,000	\$ 2		\$:	2,618,717	\$ 3		-	377,870	
ss Repayment of Engr/Legal via Borrowing						(500,000)		(410,000)		(422,300)		(434,969)	for capital projects; need interim financing
just for Deliquencies (assume 3%)	1	2,859		16,980		79,177		78,562		90,092		101,336	
				(+1		(364,000)		(374,920)		(386,168)			subsidize leaf collection, street sweeping
ss Borough Subsidy OTAL REVENUE NEEDED FROM FEE	\$ 441	1,484		582,980									

Stormwater Improvements Project 1

Estimated Construction Cost	\$4,900,000
Related Costs Reimbursed via Borrowing (20%)	\$1,000,000
Funding Costs	\$40,000
Total Estimated Project Costs:	\$5,940,000

			Preliminary
Improvements include:		Feet	Cost Est*
PRP Projects			1,500,000
North Second Street		1000	400,000
North Fourth Street		900	360,000
East Queen Street		1000	400,000
Burkhart Avenue		210	84,000
West King Street		655	262,000
Industrial Drive		2030	812,000
Vine Street and Wolf Avenue		775	310,000
South Fourth Street / Wayne Avenue		800	320,000
South Main & Derbyshire		500	200,000
Grant Street		600	240,000
	Total Feet:	8470	

^{*} From concept level estimating of \$400 / ft; related costs are added above at 20%

Stormwater Improvements Project 2

Estimated Construction Cost	\$4,100,000
Related Costs Reimbursed via Borrowing (20%)	\$820,000
Funding Costs	\$40,000
Total Estimated Project Costs:	\$4,960,000

		Preliminary
Improvements include:	Feet	Cost Est*
PRP Projects		500,000
Other Currently-Unknown Needs: Assume 6000 ft	6000	3 600 000

Example Maintenance/Repair Projects anticipated in coming years**

Wood Alley	200	80,000
Broad by Laundromat	400	160,000
Smaller PRP Project		75,000

^{**} Budget provides \$300,000 each year for these type projects