

MINUTES

STORMWATER AUTHORITY

LOWER ALLEN TOWNSHIP

REGULAR MEETING

SEPTEMBER 4, 2025

The following were in ATTENDANCE:

BOARD MEMBERS

Timothy Johnson, Chair
Alison J. Shuler, Vice Chair
Lloyd Bucher, Secretary
Richard Schin, Treasurer
Robert Edwards

TOWNSHIP PERSONNEL

Barbara Arnold, Environmental Programs Manager
Steven P. Miner, LATSA Solicitor
Alycia Knoll, Finance Director
Renee' Greenawalt, Recording Secretary

CALL TO ORDER

Chair Johnson called September 4, 2025, Regular Meeting of the Lower Allen Township Stormwater Authority to order at 7:35 PM. He announced the meeting had been duly advertised for publication.

APPROVAL OF MEETING MINUTES

Ms. **SHULER** moved to approve the minutes of June 5, 2025, Regular Meeting with corrections. Mr. **EDWARDS** seconded the motion, which passed 5-0.

AUDIENCE PARTICIPATION

There was none.

SOLICITOR REPORT

Mr. Miner reported that one lien had been satisfied with full payment and that there had been no further updates to the West Chester Borough case.

TREASURERS REPORT

Mr. Schin reported the total cash balance, as of August 28, 2025, was \$4,204,543, an increase of \$115,455 since the prior meeting.

Below is a summary report of Stormwater billing accounts deemed "Uncollectable" with total balances through 8/28/2025. These balances include past due principal amounts plus penalties through the last billing period (2025-Q3).

Delinquent accounts

Property Owner	Accts	Balance
Commonwealth of PA	8	\$15,251
PennDOT	4	\$1,598,071
PA Turnpike	3	\$194,989
PA Industrial School (SCI/Prison)	1	\$572,255
Norfolk Southern	1	\$0
TOTALS	17	\$2,380,567

Mr. **SCHIN** motioned approving the Treasurer's Report as presented. Ms. **SHULER** seconded the motion. The motion passed 5-0.

ENVIRONMENTAL PROGRAMS REPORT:

Credit and Appeals Monthly Report

Ms. Arnold presented the report on credits and appeals, noting that there were no new credits or appeals.

Green Lane Drive Emergency Stormwater Repair

Ms. Arnold introduced the item for discussion and possible action to authorize the expenditure that was incurred in July to replace the stormwater pipe on Green Lane Drive. The issue was discovered during excavation associated with the replacement of the water main. To avoid the development of a possible sinkhole issue, a decision was made to make the repair and to have E.K. Services do the installation work since their equipment was already on site and the repair could be completed quickly and efficiently. The Township purchased the materials and paid E.K. Services for labor, quoted at a cost of \$9,809.85. The estimated cost for labor and materials together was \$25,000. Ms. Arnold recommended retroactive approval of the repair costs to be paid from the Stormwater Fund.

Mr. Miner articulated justification for emergency repairs, noting the labor expense did not fall above the threshold required to solicit additional quotes, the contractor was already on site and the entire amount for the materials and contractor was under the public bidding threshold. The expenditure had been approved by the Board of Commissioners.

Ms. **SHULER** motioned to authorize the expenditure for the cost of the Green Lane Drive emergency stormwater repair be paid from the Stormwater Fund. The motion was seconded by Mr. **SCHIN** and passed 5-0.

USG Television COSTARS Quote

Ms. Arnold introduced the item for discussion and possible action to approve an estimate from Utility Services Group in the amount of \$9,700 to televise the stormwater infrastructure in the additional subdivision of Allen Estates to the already approved subdivisions at a cost not to exceed \$12,000. The stormwater fund line-item for these services was budgeted at \$78,000. The upgrades would be completed in 2026 and added to the paving schedule for 2027.

Ms. **SHULER** motioned to approve the estimate, not to exceed \$12,000. The motion was seconded by Mr. **EDWARDS** and passed 5-0.

USG Vac/Televising COSTARS Invoice

Ms. Arnold introduced the item for discussion and possible action, to approve an emergency expenditure made in the amount of \$1,410 to conduct television of the stormwater infrastructure on Moreland Court in response to a notification made by a residential contractor about a potential safety hazard.

Ms. **SHULER** motioned to approve the emergency expenditure in the amount of \$1,410. The motion was seconded by Mr. **EDWARDS** and passed 5-0.

OTHER BUSINESS

Lower Allen Shopping Center

Ms. Arnold provided an update and referenced a memo from Manager Davis regarding the US Army Corps of Engineers (ACOE) Planning Assistance to States (PAS) Program and the flooding situation at the Lower Allen Shopping Center. The Board of Commissioners has approved a Letter of Intent to engage in the PAS program to address the issue. The ACOE will perform a scoping study of the watershed and provide analysis as well as an estimated cost to remedy the flooding issues. The program does not cover permitting or construction costs associated with the engineering analysis that will be provided.

MS4 Annual Report Update

Ms. Arnold provided an update on the MS4 permit annual report which is due to be submitted by September 30, 2025. She noted several items in the report which indicate possible changes in the new permit cycle to include issues related to post construction stormwater management and low-density development associated with implementation of green infrastructure and low impact development. She noted that documentation related to the report and the new permit cycle would be available in SharePoint.

New Collection Agency

Director Knoll presented the item for discussion and possible action to approve a notice of termination with Portnoff and permission to explore an agreement with Commercial Acceptance Company, as the collection agent for delinquent accounts in 2026. She explained the effort to combine refuse and stormwater delinquent collections with their current provider for EMS collections and provided background information on Commercial Acceptance Company which offers more expanded services than the current provider, Portnoff.

Mr. Miner recommended discontinuing the agreement with Portnoff and noted that the change would require an updated ordinance. Additionally, under this proposal, the Township Solicitor would continue to handle lien issues.

Members discussed the proposal for services and the need to address the collections fee schedule. They expressed consensus on a decision to terminate the agreement with Portnoff and to review the proposed fee schedule and agreement with the new company at their next meeting.

Ms. **SHULER** motioned to terminate the agreement with Portnoff. The motion was seconded by Mr. **JOHNSON** and passed 5-0.

Ms. **SHULER** motioned to allow the Finance Director to seek a replacement for collection services. The motion was seconded by Mr. **SCHIN** and passed 5-0.

ADJOURNMENT

With no other business pertinent to the Authority, the Regular Meeting of the Stormwater Authority adjourned at 8:12 PM.