

MINUTES

STORMWATER AUTHORITY

LOWER ALLEN TOWNSHIP

REGULAR MEETING

July 2, 2026

The following were in ATTENDANCE:

BOARD MEMBERS

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

TOWNSHIP PERSONNEL

Barbara Arnold, Environmental Programs Manager
Alycia Knoll, Finance Director
Steven P. Miner, LATSA Solicitor
Alexandra Arnold, Acting Recording Secretary

LIASON

Commissioner Charles Brown

CALL TO ORDER & ROLL CALL

Chair Johnson called July 2, 2026, Regular Meeting of the Lower Allen Township Stormwater Authority to order at 7:44 PM. Chair Johnson announced the meeting had been duly advertised for publication.

APPROVAL OF MEETING MINUTES

Ms. **SHULER** made a motion to approve the minutes, with correction of June 4, 2026, Regular Meeting. Mr. **BUCHER** seconded the motion, which passed 5-0.

AUDIENCE PARTICIPATION

There was none.

SOLICITOR REPORT

Succession Plan

Solicitor Miner informed the Authority that there was no update in the matter discussed in the executive session of the June 4, 2026, meeting, and that there was no change to the previously discussed succession plan.

TREASURERS REPORT

Mr. Schin reported that the cash balance as of June 26, 2026, was \$5,070,525, a decrease of \$132,237 since the June 4, 2026, meeting. He noted that certain entitled balances remain outstanding pending action. Stormwater billing account information was included in the meeting materials.

Below is a summary report of Stormwater billing accounts deemed "Uncollectable" with total balances through 6/26/2026. These balances include past due principal amounts plus penalties through Q2 2026.

Delinquent accounts

Property Owner	Accts	Balance
Commonwealth of PA	8	\$17,436
PennDOT	4	\$1,827,021
PA Turnpike	3	\$222,910
PA Industrial School (SCI/Prison)	1	\$654,240
TOTALS	16	\$2,721,608

Mr. **SCHIN** made a motion to approve the Treasurer's Report as presented.

Ms. **SHULER** seconded the motion to approve the Treasurer's Report. The motion passed 5-0.

ENVIRONMENTAL PROGRAMS REPORT:

Credit and Appeals Monthly Report

Ms. Arnold stated there were no credit or appeal applications since the June 4, 2026, meeting.

RFP For Solicitor

A memo from Manager Davis was presented to the Authority, informing the board of a request for proposals (RFP) for solicitor services upon the upcoming retirement of Solicitor Miner. The Township extended the opportunity for the Authority to participate in the Township's RFP process either together or as separate components within the same proposal. The Authority was asked to decide whether they would like to participate in the Township's RFP process. The Township will be requesting permission to initiate the RFP process at the July 13, 2026, Board of Commissioners public meeting and would need an answer from the Authority shortly after.

Mr. Johnson asked if the RFP process for the Sewer Authority would be the same as for the Stormwater Authority. Ms. Arnold clarified that all Authorities can join the Township RFP and the Authority is not obligated to join any RFP. Ms. Shuler stated that a comprehensive overview of needs from the solicitor to give to the Township would be necessary. Ms. Arnold said that the Authority's charter gives these objectives that could be used in the RFP. Ms. Shuler advocated for the Authority to join the Township RFP due to its close relationship with the Township.

Ms. **SHULER** made a motion to approve the Authority joining the Township's RFP plan. The motion was seconded by Mr. **SCHIN** and passed 5-0.

BMP Maintenance Contract Invoice #1

A memo was presented to the Authority, stating that LandStudies had submitted the first invoice for payment for the 2026-2027 BMP Maintenance Contract, as approved at the April 2026 LATSA meeting and paid from the 431-371 line item in the Stormwater Budget. This invoice is split between Facilities and Stormwater. Township staff recommend payment of this invoice in the amount of \$13,740 to be paid for the maintenance of Best Management Practices in the Township.

Ms. **SHULER** made a motion to approve paying the contract invoice in the amount of \$13,740. Mr. **SCHIN** seconded the motion to approve the contract invoice. The motion passed 5-0.

USG Quote – 2027 Infrastructure Project

A memo was presented to the board informing them that Township staff have received a quote from USG for CCTV and Jetting stormwater pipes as part of the 2027 Infrastructure Project, to include areas of Cumberland Park, and budgeted in the 2027 Infrastructure Design line 436-313. Township staff request the Authority's approval of the televising and jetting work at a cost not to exceed \$25,000.

Mr. **BUCHER** made a motion to approve the televising and jetting work as presented. Ms. **SHULER** seconded the motion to approve the televising and jetting work. The motion passed 5-0.

2027 Dates and Meeting Times

Township staff presented a memo to the board requesting a change in the time of all LATSA meetings in 2027 to a time during Township office hours. The benefits proposed are 1) that additional staff from other departments or from within Public Works would be able to attend the meetings, and 2) that increased outreach and education as required by the MS4 NPDES Permit would be possible through reduced staff conflicts with organizational events and with increased availability of the inspector and community members to attend meetings.

FINANCE REPORT

Transfers to General Fund

Finance Director Knoll presented a memo to the Authority describing the General Fund transfer from Stormwater to the Township with calculations, totaling a requested transfer of \$1,736,646.10. Mr. Bucher asked about the Authority as an extension of the Township, and whether Director Knoll would require additional transfers in the future. Director Knoll stated that this information is contingent on the DEP permit being received. Mr. Bucher clarified that the general funds transfer is for fiscal years 2024, 2025, and 2026.

Ms. **SHULER** moved to approve the General Fund transfer, seconded by **MR. SCHIN**. The motion passed 5-0.

Portnoff Update

Finance Director Knoll presented a memo to the authority for review and discussion concerning the delinquent Stormwater accounts that have been turned over to them. Upon receiving the decision of the West Chester Case, Portnoff Law will be returning the delinquent accounts to the Township with no court costs or legal fees. Documentation of the accounts with liens, including docket numbers and accounts with payment plans, will be forwarded to the Authority upon receipt by Finance Director Knoll. Director Knoll stated that collection of debt is continuing to be pursued by the Township, but that all accounts are over 18 months old. Mr. Edwards asked about the status of trash and sewer collection accounts, and Director Knoll stated that Portnoff Law continues to hold refuse collection accounts. Mr. Edwards asked about Township staff pursuing collections, and Director Knoll noted that staff are available for receiving calls and continue to notify delinquent account holders of their debt, but no action is planned unless the Authority directs her to send these accounts to Commercial Acceptance. Ms. Arnold clarified that many of the accounts are considered uncollectable for various reasons. Solicitor Miner discussed the need for more understanding of the ramifications of their refusal to continue to hold the Stormwater accounts. Mr. Bucher clarified that the Authority has retained a different debt collection agency.

UNFINISHED BUSINESS

Education/Workshop Credit

Ms. Arnold presented a memo to the Authority proposing an education/workshop credit for property owners who attend Lower Allen Township workshops, hosted either entirely by the Township or in partnership with another organization. Residential property owners would be eligible for a 1-time credit not to exceed 50% on their stormwater bill in the next quarterly billing cycle after the workshop concludes. Township staff requested feedback from the board on the proposal outlined in the memo. Mr. Schin concurred that there would be interest among residents in the program. Chair Johnson suggested increasing the frequency of potential credits above once per calendar year. Mr. Schin asked about advertisement for education and workshop opportunities. Ms. Arnold responded that information would be, time permitting, included in the Township newsletter, put out on Township social media, and included in a monthly MS4 newsletter. Ms. Shuler noted the negligible costs of the credit and benefits to the Authority.

OTHER BUSINESS PERTINENT TO THE AUTHORITY

DEP MS4 Audit Report

Ms. Arnold presented a report of the MS4 Inspection and shared that the report had been accepted by DEP as of July 2, 2026, with no violations or comments.

LATSA Letterhead

Ms. Arnold presented a potential letterhead for LATSA to use before the Authority for their approval. Ms. Shuler asked about conformity to the Township style of letterhead. Mr. Bucher suggested the addition of a phone number to the letterhead. Chair Johnson suggested changes to size for ease of use. Mr. Schin suggested opening the letterhead design to the community. Chair Johnson also endorsed the idea of continuing to use Township letterhead.

ADJOURNMENT

With no other business pertinent to the Authority, the Regular Meeting of the Stormwater Authority adjourned at 8:48 PM.