

## MINUTES

### MS4 Advisory Committee – July 10, 2018

The July 10, 2018 MS4 Advisory Committee of Lower Swatara Township convened its second meeting at 6:30 p.m.

The following were in attendance:

Nancy Avolese	Tom Eubank	Chuck Garber
Bruce Harter	Tom Harvey	Bill Leonard
Betsy McBride	Ron Paul	Lori Suski

Also in attendance:

representing engineering firm, HRG: Bruce Hulshizer  
representing township public works department, Director Lester Lanman

#### Opening Remarks & Introductions

Township Manager Betsy McBride welcomed and thanked everyone for coming and explained that the purpose of this second meeting was to review definitions involved in the MS4 project, to increase understanding of the requirements and to increase each individual's ability to communicate to the public the details of this required undertaking.

#### Presentation by HRG, Bruce Hulshizer spoke on the following topics:

##### Recap, News & Updates

##### Roles of the Township, Authority and Advisory Committee

Lester Lanman discussed at length the efforts needed to enact the mandated upgrades and modifications for effective stormwater management. He suggested that an MS4 Coordinator may be a necessary addition to the staff.

Lori Suski stressed the importance for a consistent message to be shared and put forth by the committee.

Discussion was had on including properties with septic systems related to billing (since these properties do not currently received bills) and considering discounts to those who pay annually should a fee be recommended.

Bruce Harter feels the township should be able to undertake these efforts without a fee being imposed if township resources are used efficiently. Lester Lanman explained in detail the equipment available to the township staff, the decision process to determine when undertakings need to be outsourced.

## Permit History and New Requirements

PAG-13 History

MS4 Permit Compliance

HRG was asked to draw from its knowledge of other municipalities and give the Township examples/recommendations of how much staff is needed for the stormwater program.

## Levels of Service (LOS) & Current Stormwater Program

Five Levels of Service were discussed – Minimal, Average, Expanded, Comprehensive, Exceptional. Those levels were then shown as they applied to O&M, Planning & Compliance, and Capital Improvements. Bruce Hulshizer identified the township as having a current LOS of Average to Expanded. Some current services include washout repair, swale repair, pipe/inlet repair, bid replacement projects, inlet inspection / GIS, MS4 reporting, inlet cleaning, street sweeping, and leaf collection.

## Closing Questions and Discussion

There were questions on the capital improvement plan. Lester Lanman and Betsy McBride agreed to work together on updating the capital improvement plan for the committee to review by the August meeting.

Bruce Harter feels the public works department should participate in LTAP (Local Technical Assistance Program), an education program offered by PennDOT.

## Future Committee Meetings

August 23 2018 was mentioned as the next meeting date (subsequently, Betsy McBride has received notice from several committee members that August 23 is not possible for their attendance) Purpose of meeting: To discuss the capital improvements plan, benefits and costs of expansion to a higher level of service, and public education & outreach.

September 2018 To discuss stormwater fee and fee impacts

October 2018 To discuss implementation of fee and appeal process/credit options

November 2018 To discuss credit options, implementation schedule, and public education & outreach