

# **Richland Borough Council Meeting Minutes**

**December 6, 2016**

**(Recording A 20)**

**Present:** Kelly Bricker, Matt Johnson, Larry Hartman, John Mueller, Travis Randler, Mayor Ray Shanaman, Solicitor Tom Harlan

**Absent:** Dennis Seldomridge, Jim Niethammer

President Pro-Tem Larry Hartman called the meeting to order, followed by the Pledge of Allegiance to the Flag.

Mr. Hartman asked for a motion to approve the November 1, 2016 Borough Council Meeting Minutes, submitted by Borough Secretary, Perri Shanaman. Kelly Bricker made a motion to accept the minutes; Matt Johnson seconded the motion; motion was carried with all members present voting yes.

## **Citizen's Comments:**

Michelle Voydik asked if there was a problem that day with the garbage as she noticed it hadn't been picked up, in Strawberry Alley or Apple Alley. The Borough will contact Eagle first thing in the morning to have them pick it up.

## **Presentation:**

Dan Cannestraci, from Steckbeck Engineering, gave the Richland Borough Council a presentation of the MS4 Stormwater Project. The presentation is attached to these minutes and, because of its importance, will be considered part of the public record.

## **Communications:**

1. Mr. Hartman read a very complimentary thank you note to the council, addressed to the Richland Road Crew, from Orin and Faye Moehlmann, regarding their recent leaf picking job.
2. **Garcia, Garmen and Shea** sent the borough council a **three year contract** for their auditing services for **2016, 2017 and 2018**. Costs are: **\$5600 for 2016; \$5700 for 2017; \$5800 for 2018**. President Pro-Tem Larry Hartman asked for a motion to accept the contract from Garcia, Garmen and Shea for 2016, 2017 and 2018. Matt Johnson made the motion to accept the contract; Travis Randler seconded the motion; motion was carried with all members present voting yes.
3. Eagle Disposal sent us notification they will pick up one Christmas Tree, per household, the month of January.

4. PA State Police sent us notification they will be sending us a check for \$391.46 for fines collected. (This check was received 12/5/16).
5. Lebanon Planning and Zoning sent us notification our **Zoning Board** will have a **Variance Meeting, Tuesday evening, December 13**, in the Borough Hall Meeting Room, at **7:30 PM**.
6. Eagle Disposal sent us notification they collected **4.15 Tons of Recycling** the month of **October**.

### **Invoices:**

Mr. Hartman stated the invoices, submitted for payment by Borough Secretary, Perri Shanaman, were reviewed by Matt Johnson and found to be in order. Kelly Bricker made a motion to pay all the invoices submitted for payment; Travis Randler seconded the motion; motion was carried with all members present voting yes.

### **Financial Report:**

Travis Randler made a motion to approve the Financial Report, submitted by Gift Associates; John Mueller seconded the motion; motion was carried with all members present voting yes.

### **Committee Reports:**

**Water Committee** – nothing to report, at this time, except they will be having a Water Committee Meeting, in December, to discuss the new well project.

**Highway Committee** – nothing to report

**Property Committee** – nothing to report

**Finance Committee** – nothing to report

**Safety Committee** – Nothing to report.

### **Reports:**

**Road Supervisor's Report** – Kelly Bricker made a motion to accept the Road Supervisor's Report, submitted by Road Supervisor Dwight Belleman; Travis Randler seconded the motion; motion was carried with all council members present voting yes.

**Office Report** – Travis Randler made a motion to approve the Office Report, submitted by Borough Secretary, Perri Shanaman; John Mueller seconded the motion; motion was carried with all council members present voting yes.

**Code Enforcement Report** – No report, because there is no Code Enforcement Officer, to date.

**Police Report** – Sergeant Charles A Staskietwicz, who took Mark Tice's place as Commander, of the Jonestown State Police Barracks, was present at the meeting. He introduced himself, stated he has lived in the area for 26 years and his children attend ELCO. He stated, if the

Borough has any issues, to feel free to contact him. Sgt Staskietwicz proceeded to give the November Police Report. He further stated, the low call volume is a reflection of the nice community we have. Travis Randler made a motion to accept the November State Police Report, submitted by the Jonestown Barracks of the PA State Police; Kelly Bricker seconded the motion; motion was carried with all members present voting yes.

**MRJA Report** – The October and November MRJA Reports were made available for the council to review. Matt Johnson made a motion to accept both MRJA Reports; Kelly Bricker seconded the motion; motion was carried with all members present voting yes.

### **OLD BUSINESS:**

President Pro-Tem Larry Hartman asked for a motion to approve the **final payment of \$1,795 to Sylvandale Forestry for the logging project.** Dwight Belleman reported the project was finished and was satisfactory. Matt Johnson made a motion to pay the final payment to Sylvandale Forestry; Kelly Bricker seconded the motion; motion was carried with all members present voting yes.

### **NEW BUSINESS:**

President Pro-Tem Larry Hartman asked for a motion to accept the **2017 General Funds Budget of \$593,487.00.** Matt Johnson made a motion to accept the 2017 General Funds Budget; Travis Randler seconded the motion; motion was carried with all members present voting yes.

Mr. Hartman asked for a motion to accept the **2017 Highway Fund Budget of \$46,445.34.** Kelly Bricker made a motion to accept the 2017 Highway Fund Budget; Travis Randler seconded the motion; motion was carried with all members present voting yes.

A motion was asked, by Mr. Hartman, to accept the **2017 Fire Tax Budget of \$30,000.** Travis Randler made the motion to accept the **2017 Fire Tax Budget;** Kelly Bricker seconded the motion; motion was carried with all members present voting yes.

Mr. Hartman asked for a motion to accept the **2017 Water Account Budget of \$400,000.00.** Matt Johnson made the motion to accept the 2017 Water Account Budget; Kelly Bricker seconded the motion; motion was carried with all members present voting yes.

A motion was asked, by Mr. Hartman, to accept the **2017 Total Budget of \$1,069,932.34.** Matt Johnson made a motion to accept the **2017 Total Budget;** Travis Randler seconded the motion; motion was carried with all members present voting yes.

Mr. Hartman asked for a motion for the **2017 Act 511 Taxes to be \$5.00 Per Capita.** Kelly Bricker made the motion for the 2017 Act 511 Taxes to be \$5.00 per Capita; Travis Randler seconded the motion; motion was carried with all members voting yes.

A motion was asked, by Mr. Hartman, to accept the **2017 1% Realty Transfer Tax.** Matt Johnson made a motion for the 2017 1% Realty Transfer Tax to be 1%; Kelly Bricker seconded the motion; motion was carried with all members present voting yes.

Mr. Hartman asked for a motion to have **\$52.00 as the 2017 LST Tax**. **Kelly Bricker** made the motion to have \$52.00 as the 2017 LST Tax; **Travis Randler** seconded the motion; motion was carried with all members present voting yes.

A motion was asked, by Mr. Hartman, to approve **Ordinance #383** with a **Tax Rate of 2.49 Mills** and a **Fire Tax of .3 Mills**. Matt Johnson made a motion to approve Ordinance #383; Kelly Bricker seconded the motion; motion was carried with all members present voting yes.

Jay Wenger's term on the MRJA ends December 31, 2016. Mr. Hartman asked for a motion to **appoint Rebecca Schnoke**, as a **representative**, for the Richland Borough, to the **MRJA Board**, beginning **January 1, 2017**, for a five year term. Her term will end **December 31, 2022**. **Travis Randler** made a motion to appoint Rebecca Schnoke to the MRJA Board to represent the Richland Borough; **Matt Johnson** seconded the motion; motion was carried with all members present voting yes.

President Pro-Tem Larry Hartman stated due to the recent resignation of our Code Enforcement Officer, we need to appoint a new Code Enforcement Officer. Robert Rittle has agreed to the appointment. Mr. Hartman asked for a motion to appoint **Robert Rittle** as the Richland Borough **Code Enforcement Officer**. **Kelly Bricker** made a motion to appoint Robert Rittle as our Code Enforcement Officer; **Matt Johnson** seconded the motion; motion was carried with all members present voting yes.

Mr. Hartman stated **Kevin Yeiser's term**, on the **Zoning Board** expires January 1, 2017, and he has agreed to another term. Therefore, Mr. Hartman asked for a motion to **appoint Kevin Yeiser** to another **three year term** on the **Zoning Board**. **Travis Randler** made a motion to appoint Kevin Yeiser for another term on the Zoning Board; **Matt Johnson** seconded the motion; motion was carried with all members present voting yes. His term will end **January 1, 2020**.

Mr. Hartman stated the **2017 Borough Council Meetings**, published in the Lebanon Daily News, are: **January 3, February 7, March 7, April 4, May 2, June 6, July 5, August 1, September 5, October 3, November 7, and December 5**.

Mr. Hartman further stated the **2017 Planning Workshop Dates** published were: **the Third Tuesday of each month, January-December 2017, 6:00 P.M.**, as needed.

President Pro-Tem Larry Hartman asked if there were any comments for the good of the borough.

Since there were no comments, Travis Randler made a motion to adjourn the meeting; Kelly Bricker seconded the motion; motion was carried with all members present voting yes.

Respectfully submitted by:

Perri Shanaman

Borough Secretary

# MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

## 2018 NPDES PERMIT RENEWAL OVERVIEW

Richland Borough  
December 6, 2016

### AGENDA

1. MS4 Background/Why This Is Important
2. Waiver Overview/What Changed
3. Introduce New Permit Conditions
4. Questions and Discussion

### Why the Concern over MS4?

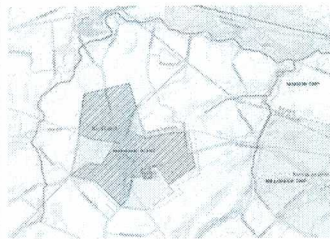
- MS4 = Municipal Separate Storm Sewer System
- Anything that enters a storm sewer is discharged **UNTREATED** into the streams, rivers and lakes we use for swimming, fishing and providing drinking water.



### What Is MS4?

- Small MS4's are regulated by the 1972 Clean Water Act
- Permits for MS4s are administered by the PA Department of Environmental Protection, who receives their mandates from the federal EPA.
- Application to continue coverage under the permit is due September 16, 2017

### Permit Coverage



Coverage is expanded for this permit term to all municipalities that have impaired streams within a 5-mile radius of their borders.

### Waivers

- Waivers can be issued at DEP's discretion.
- The first requirement is population: must be under 10,000 for a waiver (1,519 as of 2010 Census).
- DEP will determine if the Borough's MS4 is a significant contributor to stream impairments. If not, a waiver can be issued.

### Waivers

- DEP looks at the MS4 drainage area and land uses within that drainage area to make their waiver determination.
- If a waiver is not issued, the municipality will need to comply with the full requirements of the permit.

### MCM #1 Public Education and Outreach

- Publish stormwater education materials in the newspaper, online, and at municipal office
- Distribute stormwater education materials to target audiences using two additional methods



### MCM #2 Public Involvement/Participation

- Provide public notice and opportunities for input prior to MS4-related ordinance adoption
- Conduct at least one public meeting per year
- Document all other public participation events (stream clean-ups, tree plantings, etc.)



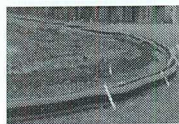
### MCM #3 Illicit Discharge Detection/Elimination



- Have an ordinance prohibiting non-stormwater discharges
- Maintain MS4 maps and update for new construction
- Conduct outfall screening: sample and lab test all dry weather flows

### MCM #4 Construction Site Stormwater Runoff Control

- Have an ordinance requiring Erosion and Sediment Pollution Control Plans for earth disturbances
- Review of E&S Plans delegated to the Lebanon County Conservation District
- Do not issue a building permit until E&S approval is secured



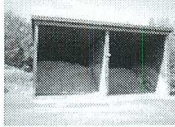

### MCM #5 Post-Construction Stormwater Management in New and Re-Development Activities



- Rely on DEP's Statewide Program for issuing NPDES permits
- Enforce a stormwater management ordinance
- Conduct BMP inspections once per permit term (every 5 years)

### MCM #6 Pollution Prevention/Good Housekeeping




- Identify all municipally-owned facilities which have the potential to discharge to the MS4.
- Develop a written O&M program for these facilities and operations.
- Conduct employee training once per year.

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### Pollution Reduction Plans (PRPs)

- Required for all MS4 areas within the Chesapeake Bay watershed AND all areas which discharge to impaired waters.
- Requires pollution reductions through Stormwater Best Management Practices (BMPs).

Vegetated Swale
Bioretention/Wetlands
Streambank Restoration

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### Pollution Reduction Plan Requirements

- Municipalities must Implement BMPs to reduce pollutants by the following margins:
  - Total Suspended Solids (TSS): 10%
  - Phosphorus: 5%
  - Nitrogen: 3%
- Cannot use existing BMPs to meet pollution reduction requirements.

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### Pollution Reduction Plan Requirements

- MS4 area of responsibility = all areas which drain to the MS4, public or private.
- This represents a significant burden to municipalities, who must treat stormwater from private property.



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### Regional PRP

- DEP encourages collaboration on PRPs.
- The benefits of a regional PRP include:
  - Significant savings on Plan development (30%).
  - The ability to fund larger, more cost-effective projects and to share administrative costs.
  - The ability to take credit for projects implemented outside your municipality's borders.
  - Better standing when applying for grants as a group.
- Richland could join with Jackson Township, Myerstown, and Mill Creek Township in a Regional Plan.

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### Regional PRP: Cost Sharing

- Nearly 40 municipalities in York County developed a joint PRP and cost-sharing agreement.
- Under York's plan, municipalities contributed to the PRP working fund each year.
- Each municipality's contribution was calculated based on population, impervious area, and miles of impaired streams.

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### Timeframe

- The PRP needs to be advertised for public comment by August 1, 2017 and submitted to DEP by September 16, 2017 with the permit renewal application.
- Municipalities then have 5 years to meet pollution reduction requirements.

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### Questions and Discussion

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