

LANCASTER TOWNSHIP BOARD OF SUPERVISORS MEETING
MINUTES
July 9, 2018

I. PLEDGE OF ALLEGIANCE, CALL TO ORDER, AND ROLL CALL

The duly advertised Lancaster Township Board of Supervisors meeting was held on Monday, July 9, 2018 in the township building at 1240 Maple Avenue, Lancaster, PA. The meeting was called to order at 7:00PM by Chair Benjamin H. Bamford. Vice Chair Thomas H. Schaller, Treasurer Steven P. Elliott, and Township Manager William M. Laudien were also present. Others in attendance included township staff and interested parties. Mr. Bamford led those assembled in the Pledge of Allegiance.

II. PUBLIC COMMENT ON AGENDA ITEMS

No public comments.

III. SECRETARY'S REPORT

The minutes of the June 11, 2018 board meeting were approved by general consent.

IV. TREASURER'S REPORT

Mr. Elliott presented the treasurer's report as of July 9, 2018:

General Fund.....	\$7,207,002.40
Highway Aid Fund.....	778,127.64
Parks Fund	40,921.40
Capital Reserve Fund.....	730,617.98
TOTAL	\$8,756,669.42

Mr. Bamford stated the treasurer's report would be filed for audit.

V. PAYMENT OF BILLS

On a motion by Mr. Elliott, seconded by Mr. Schaller, the board unanimously approved the payment of bills (June 11, 2018–July 9, 2018):

General Fund.....	\$397,576.54
Escrow Fund	6,564.31
State Highway Fund.....	5,143.20
Parks Fund	4,265.33
Capital Reserve Fund.....	<u>-0-</u>
TOTAL	\$413,549.38

VI. REPORTS

- A. Lancaster Township Fire Department:** Chief Ron Comfort Jr. reported there were twenty-five calls in the township, with five calls for mutual aid, during the month of June 2018, making a year-to-date total of 223 calls.
- B. Lafayette Fire Company:** There were eleven calls answered on the east side of Lancaster Township during the month of June 2018.
- C. Police:** Officer John Donnelly gave an overview of the June 2018 police report.
- D. Recycling Report:** May 2018: 27.11%

E. **Sewer/Other Reports:** Reports are available for public inspection at the meeting and during regular business hours.

VII. ANNOUNCEMENTS

A. **Next Board of Supervisors Meeting:** Monday, August 13, 2018, 7:00PM, workshop at 6:00PM, Lancaster Township.

VIII. OLD BUSINESS

No old business.

IX. PLANNING AND ZONING BUSINESS

A. LTPC 231–Country Meadows, Stormwater Management Site Plan

Mr. Schaller moved, and Mr. Elliott seconded, and the board unanimously approved a request from Carl Helman for the full release of the financial security for LTPC 231–Country Meadows, Stormwater Management Site Plan. The request was submitted via an email dated June 26, 2018. In his letter dated June 27, 2018, township engineer Ben Webber recommended the release of \$5,000.00, leaving a balance of \$0.00.

B. LTPC 263–1321 Homestead Lane, Stormwater Management Site Plan

Mr. Elliott moved, and Mr. Schaller seconded, and the board unanimously approved a request from G. David Keener for the full release of the financial security for LTPC 263–1321 Homestead Lane, Stormwater Management Site Plan. The request was submitted via a letter dated June 11, 2018. Township Engineer, Ben Webber recommended the release of \$30,795.00, leaving a balance of \$0.00 in his letter dated June 29, 2018.

C. LTPC 262–110 River Drive–Financial Security Reduction

Mr. Schaller moved, and Mr. Elliott seconded, and the board unanimously approved a request from Terence and Susan O’Day for the full release of the financial security for LTPC 262–110 River Drive. The request was submitted via an email dated June 29, 2018. In his letter dated July 2, 2018, township engineer Ben Webber recommended the release of \$7,631.91, leaving a balance of \$0.00.

D. LTPC 260–Buchanan Elementary School District

Mr. Elliott moved, and Mr. Schaller seconded, and the board unanimously acknowledged and accepted the withdrawal of the land development plan application by Connie King of Marotta/Main on behalf of the School District of Lancaster.

X. NEW BUSINESS

A. Presentation of Township Progress on the MS4 Program

Township Engineer Ben Webber presented to the township’s progress on the MS4 program to the board of supervisors. The presentation outline is attached as part of these minutes.

B. 2018 ADA Ramp Project–Contract Award

Mr. Schaller moved, and Mr. Elliott seconded, and the board unanimously awarded the 2018 ADA Ramp Project contract to Doug Lamb Construction, Inc. at a price of \$92,200.00.

C. 2018 Storm Structure Procurement Project–Contract Award

There were no bids submitted for the 2018 Storm Structure Procurement Project. The project will be put out for rebid.

- D. 2018 Spring House Road Swale Improvement Project–Contract Award**
The 2018 Spring House Road Swale Improvement Project contract will be awarded at the August 13, 2018 board meeting.
- E. Handicapped Parking Sign Application, 515 South West End Avenue**
Mr. Schaller moved, and Mr. Elliott seconded, and the board unanimously approved the application for a handicapped parking sign to be installed at 515 South West End Avenue, noting that a handicapped parking sign does not designate a private parking space, and anyone with a handicapped placard or license plate is allowed to park in the space.

XI. GUEST RECOGNITION AND PARTICIPATION

No guest recognition and participation.

XII. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:15PM.

Respectfully submitted,



William M. Laudien, Secretary

OUTLINE of PRESENTATION to Board of Supervisors

DATE: July 9, 2018

SUBJECT: Lancaster Township's Storm Water Management Program (SWMP)

FROM: Benton G. Webber, P.E. (MS4 Program Coordinator)

Our next Annual Report to DEP is for 9/1/16 : 6/30/18 and is due 9/30/18.

MCM	Item	Progress	Next Steps
1	Public Education and Outreach Program (PEOP) (written plan)	I am finalizing.	Will submit to DEP this year.
	Lists of target audience groups	Township is developing.	Will submit to DEP this year.
	Published stormwater educational materials	Township continues to provide.	Will include copies as part of Annual Report.
	Two methods of distributing educational materials in past year	I will evaluate and develop appropriate methods.	Will document as part of Annual Report.
2	Public Involvement and Participation Program (PIPP) (written plan)	I am finalizing.	Will submit to DEP this year.
	Public notice prior to adoption of any ordinance (municipal) or SOP (non-municipal)	Not applicable this reporting period.	Will document if needed as part of future Annual Reports.
	At least one public meeting in past year	Held now (July 9, 2018)	Will document as part of Annual Report.
3	Illicit Discharge Detection and Elimination (IDD&E) Program (written plan)	I am finalizing.	Will submit to DEP this year.
	Outfall inspection and illicit discharge tracking system	Only one complaint.	Will document as part of Annual Report.
	Complaint tracking system for illicit discharges	Accomplished and operational.	Will document as part of Annual Report.
	Map of all outfalls, receiving waters, stormwater collection system, swales, basins, etc.	We continue to develop and expand information in CS Datum™.	Will document progress as part of Annual Report.
	Stormwater sampling and monitoring records	Inspections will be needed during next 5-year permit term, once approved.	Will continue to monitor, update, and document as part of Annual Report.
	Ordinance (municipal) or SOP (non-municipal) prohibiting non-stormwater discharges	Adopted April 28, 2014	If SWMO is amended, I will provide copy and proof of Public Notice with Annual Report.
(4)	Erosion and Sedimentation Control from Construction Sites (not required, but suggested during our DEP Inspection)	I will prepare written plan to outline how we coordinate with LCCD for construction sites.	Will continue to coordinate with LCCD.
(5)	BMPs 1, 2, & 3	Not applicable.	Will continue to rely on LCCD.

MCM	Item	Progress	Next Steps
5	An ordinance (municipal) or SOP (non-municipal) to enforce post-construction BMPs	Adopted April 28, 2014	If SWMO is amended, I will provide copy and proof of Public Notice with Annual Report.
	An inspection program ensuring stormwater BMPs are properly operated and maintained	I am finalizing written plan and building BMP Inventory. Excellent response by nearly all property owners.	Will submit to DEP this year.
6	Inventory of municipal facilities and land uses that contribute to stormwater runoff	I am finalizing written plan with input from Public Works	Will submit to DEP this year.
	Written Operation & Maintenance Plan for municipal facilities addressing housekeeping	I am finalizing written plan with input from Public Works	Will submit to DEP this year.
	Written employee training program	I am finalizing written plan with input from Public Works.	Will submit to DEP this year.
PRP	Pollutant Reduction Plan that describes how much sediment, nitrogen, & phosphorus comes from our MS4 and how we will reduce those pollutants by 10% over the next 5 years	Submitted to DEP for approval in September of 2017.	Awaiting DEP approval or comment. Moving forward with Kensington Club basin rehabilitation project.
NOI	Notice Of Intent for coverage under the new MS4 permit term	Submitted to DEP for approval in September of 2017.	Awaiting DEP approval or comment.

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