

WORKSHOP MEETING MINUTES
JULY 20, 2022
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

The MS4 Workshop Meeting was called to order at 6:05 p.m. by Chairman Scott Sylvainus.

Board members present were Kristin Mullen, Brian Sayago, and Scott Sylvainus. Also present were Township Solicitor, Gary Asteak, Township Engineers, Sean Dooley and Michael Schallock, Township Manager, Lisa Klem, Road Superintendent, Shawn Shupe, and Treasurer/ Recording Secretary, Deanne Werkheiser.

Township Engineer Sean Dooley reviewed the items on the agenda for the workshop. Permit period, PRP project status updates, required ordinances, PA-DEP MS4 inspection report, 2021-2022 annual report, and MS4 program organization.

A- The permit period runs April 1, 2021, to March 31, 2026.

Brian Sayago suggested to start with the annual report.

E- Annual reports- Sean stated they have been doing these reports since 2003. Report is due September 30, 2022. The draft will be to staff by August 11, 2022, for their comments, to the Board at the beginning of September for comments with approval slated for mid-September, then submission. Brian Sayago stated he thinks the report should be to the Board for review now. Sean responded that the report is standardized, not as big as he thinks. Brian requested last years report to review. Sean stated he would make sure the board gets it. Michael Schallock stated yearly reporting recently started. Reporting was done every several years. It is a 15-page report, mostly yes and no answers and dates. Brian asked if the answers need proof. Michael responded that reports, maps, and other items have already been submitted to DEP. Sean added they are looking for engagement and implementation of programs and satisfying requirements. Items of non-compliance and records being updated and at hand if needed. Those are being maintained by the Municipal staff. Involvement is the next step. As long as we show progress towards compliance that is what is important. Brian asked what happens if report is not submitted? Michael responded he is not sure because they have always submitted the reports. Brian asked why staff was reviewing the report? Michael replied to make sure nothing was missed- i.e., dates, additional information, etc. Brian asked why the staff and Board can't get the draft at the same time? Sean responded he has no problem with that.

Sean stated the biggest change to the report is the Pollution Reduction Plan (PRP) implementation because we are in that phase now. Brian stated he has no sense of where we are in the report. Everything has its own requirements. He stated he has not seen a real project plan for the full five years. He is not confident or comfortable with where we are today. Would like to see elements laid out on a timeline. Website, pamphlets, ordinances, projects, etc. He feels we are behind schedule. Sean responded we are in the new phase of the program. This phase is more organized and serious to DEP. On the agenda for discussion. We don't have a clear plan, DEP doesn't either. The caution is to not go too far ahead because requirements change. Don't want to see money misspent. We need to discuss how fast we should move and need authorization to do the work. We need to develop organizational structure. Shawn Shupe stated we have PRP's for this cycle that are done or being worked on. Michael agreed that the main items are being worked on. Sean stated we get very little feed back from DEP, they are overwhelmed. During this cycle an audit will be done. Brian stated he is looking for project management. What we need to do, what needs to be done and by when. Sean responded this is in my report- projects, timelines, etc. what is missing? Many of your questions would have been answered during the presentation. We are looking to stretch the budget over the entire period. We are working with staff to make sure we are in compliance. Gary Asteak asked what are our priorities for the safety of the residents? If you tell the Board what they need to do, then they can give you more direction.

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Shawn Shupe stated the last inspection was okay. The problem was administration and documentation. Brian asked what three things do we need to do in the next three weeks? Sean responded the PRP is in process now. Critical items, we are doing and managing per DEP requirements. They are being completed. MS4 ordinance will be the most critical. That will set the administration needs- i.e., administration, enforcement, fines, etc. These items need to be defined. Sean stated he will breakdown the program and reorganize what will be needed to be implemented. He will go over this with Lisa Klem. Will need someone in the office who focuses on MS4. Brian responded we will need a job description for that position. Should the ordinance be done first so we know what we will need? Sean responded that is what they are working on. First step is to have the program laid out so that everyone knows what we are working on.

B- Pollution Reduction Plan (PRP) project status updates.

Farmview Basin Retrofit. The completion deadline is March 31, 2026. Target for completion is November 2022. Shawn Shupe stated they are waiting on materials so we can do the project. Currently have about 50% of needed materials. Mostly supply chain issues. He has no concerns about getting this done. Pathogen testing. Sean stated samples were taken. Having issues with testing facilities being available. We need inventory by 2024 and sources by 2025. We are hoping to have this completed this year. Tewksbury Basin Retrofit. The completion deadline is March 31, 2026. Target completion November 2023. Sean stated they have received authorization to work on this project and Sycamore Park. Currently getting information together to apply for a grant. Expected to follow model for Farmview Basin Retrofit project.

Sycamore Park. The completion deadline is March 31, 2026. Target completion November 2024. Brian stated he would like to see the park redeveloped into a bigger, better park that would have a lot of amenities and incorporate MS4 requirements. Shawn Shupe responded we do not want to make all our land a retention basin. There is a fine line with parks. Lisa Klem replied that Shawn has ideas for the park and will be working with her on upcoming grants. Scott replied he thought plans have been done for this. Lisa responded yes, they have been. Brian stated he would like an urban planner for the park to come up with plans. Lisa replied the basic concepts are in place. Sean replied calculations are needed to see what can be used for park and what can be used for MS4. A planner could delay being able to apply for grants. Keystone has a designer on staff that could help with this. Nathan Pritchard stated the concept is what is needed for the grant. Brian asked what impact the Tewksbury Basin retrofit will have on the neighbors? Do they know about the plan? Shawn responded some do. We talk to them while there. Talked to half of the five houses. Brian replied he would like to see a formal letter. Shawn stated he will personally talk to the residents.

Sean stated the rest of the presentation outline should be reviewed. Details and timing are spelled out.

Workshop ended for the Board of Supervisors Meeting. 7:00 PM

Respectfully Submitted,

Deanne Werkheiser
Recording Secretary

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