

West Earl Township Board of Supervisors, 157 West Metzler Road, Brownstown, PA 17508

In Attendance:

Chairman:	John Ford	Manager/Secretary:	Candie Johnson
Vice Chairman:	Harold Keppley, Jr.	Police Chief:	Brian Brandt
Member:	Richard Stover	Township Engineer:	Cory Rathman, Becker Eng.
Member:	Keith Kauffman		

Member Dave Thornton was absent.

Call to Order

Chairman Ford called the April 24, 2017 regular meeting to order at 7:00 p.m.

Public Comment/Guests

None

Approval of Minutes

Moved by Vice Chairman Keppley, second by Member Kauffman to approve the April 10, 2017 regular meeting minutes as presented. Motion approved unanimously.

New Business

- 1. MS4 Presentation** – Cory Rathman & Sara Service. Review of Minimum Control Measures (MCM) for the Township’s MS4 stormwater management program.
 - **MCM 1 Public Education** – Website has been updated with the annual MS4 report, additional storm water management information and illicit discharge reporting form. Newsletters that include MS4 information are published at least twice per year. MS4 information is now being included with building permits.
 - **MCM 2 Public Participation** – Activities this year included the Lititz Area Mennonite School Trash-a-thon where trash and debris were cleaned from 16 Township roads and the Conestoga Valley School District held their annual Earth Day cleanup of the Conestoga River and Lions’ Park.
 - **MCM 3 Illicit Discharge Detection & Elimination (IDDE)** – Outfall mapping has been reviewed and updated based on recent PA DEP guidance and field work. Mapping is now in CS Datum and future observations will be documented in the database. The prohibited discharges ordinance was enforced. Future inventory of all BMPs in Township is planned.
 - **MCM 4 Construction Site Runoff** – Compliance with the permit addressed by the Lancaster County Conservation District inspections and & plan review.
 - **MCM 5 Post Construction Site Runoff** – The Stormwater Management Ordinance is enforced for development. An inventory of BMPs has been created dating back to 2003. The Township enforces maintenance of BMPs through existing O&M Agreements. In 2016 there were 5 farms with new or updated Conservation plans.
 - **MCM 6 Municipal Facility Good Housekeeping & Training** – Waste oil tank has been removed, the Cocalico Creek bank stabilization project was completed, two holding tanks were installed to catch the water from washing trucks and equipment and a roof was built over the gas pumps. Other good housekeeping measures include taking street sweeping materials to the solid waste authority and depositing debris cleaned from the shop floor drains into the dumpster. All equipment and truck washing is now done inside the shop. Training this year included a webinar “Stormwater Controls for Municipal Garages” and a video for Township staff on how to spot and

report stormwater pollution. In the upcoming permit year, employee training will become more of a focus.

- **CS Datum Implementation** – Outfalls, BMPs, inlets, pipes & swales have been added to the database. The MS4 documentation had been added for the 2016/2017 permit year. Database will be used for future documentation of reports, inspections, plans, photos, etc.
- **2016 DEP Audit Comments** – Incorporating additional methods of public education and participation, updated outfall mapping, Municipal facility improvements and additional trainings of Township staff.
- **Pollutant Reduction Plan** – Field work has been completed. Existing load & load reductions are being finalized. A meeting with the Township is planned to discuss proposed BMPs for load reductions.
- **Moving Forward** – Continued implementation of MS4 NPDES Permit requirements. Planned completion & submission of Pollutant Reduction Plan and Application for the new NPDES permit. Improve documentation of Standard Operating Procedures for BMP tasks. Develop procedures for inspections of existing BMPs. Implement training program for all employees and coordinate more public education.

2. Request for use of Stone Quarry Park – Request to use the open grass area at the Stone Quarry Park for cricket games. Moved by Member Kauffman, second by Member Stover to approve the use of the Stone Quarry Park for cricket games contingent upon the receipt of a certificate of insurance.

3. Jerre Martin plan & agreements

- **Stormwater Management Agreement** – Moved by Vice Chairman Keppley, second by Member Stover to sign the Stormwater Management Agreement for the Jerre Martin Plan. Motion approved unanimously.
- **Holding Tank Agreement** – Moved by Member Kauffman, second by Member Stover to sign the Holding Tank Agreement. Motion approved unanimously.
- **Escrow Agreement** – Moved by Chairman Ford, second by Vice Chairman Keppley to sign the Escrow Agreement. Motion approved unanimously.

4. John Leid Stormwater Management Plan – Moved by Chairman Ford, second by Member Kauffman to approve the John Leid Stormwater Management Plan contingent upon all outstanding items in the April 24, 2017 review letter from Becker Engineering. Motion approved unanimously.

Manager's Report

Pension Plan RFPs – Still being worked on.

Municibid – 10 ton floor jack for Municibid. The Board did not take action but asked the Manager for more information. Ms. Johnson will bring more information to the next meeting.

Rewriting Zoning Ordinance & SALDO – Ms. Johnson is soliciting quotes and will bring them to the Board once received.

Liens – The Board directed Ms. Johnson to proceed with collection.

BCO – Ms. Johnson reported that Sara Service passed her Building Code Official exam and will be the Township's new BCO. Board members congratulated Ms. Service.

Tax Collector – The current tax collector will not be on the upcoming ballot. Ms. Johnson will discuss this with the Township’s Solicitor to see what the next steps will be.

Police Chief’s Report

- Police Department purchased a new vehicle.
- Meeting date – Chairman Ford will check his calendar.
- Speed enforcement – Scott Ruth has been working on it.
- Activity reports – Chief has data and will compile it.

Payment of Bills

Moved by Member Kauffman, second by Vice Chairman Keppley to pay the bills as presented. Motion approved unanimously.

Supervisors’ Comments

None

Adjournment

Moved by Vice Chairman Keppley, second by Member Kauffman to adjourn the April 24, 2017 meeting at 7:45 p.m. Motion approved unanimously.