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# Correspondence



**Route 209 Sewage Project  
Meeting Minutes  
October 3, 2018**

Meeting opened at 3:00 PM

Present were: Matthew M. Osterberg, Gary Orben, Scott Sheldon, Nick May, Michael Asimakotoulous, Bill Schneider, Tim Gartner, Frank Tarquino, Mike Mrozinski, and Paul Fischer.

1. Discussion regarding inter-municipal agreements and amending 537 plans to keep this project moving along. Milford Borough signed a resolution to support the effort. Based on actual usage/hydraulic capacity, there are currently 130K customers being served. Undeveloped properties along the three lane in Milford Township and Westfall Township has commercial properties that would need to be added to that. Over the years, other designs called for 220K GPD. Historically, usage is at 130K, at peak maybe 150K in the middle of the summer. We want to ask for more than what we've had in some of the designs. Discussion regarding projected development along the three lane (Santos Farm).
2. The 537 plans must be done first. Westfall Township has discussed readdressing their 537 to include Milford Borough and Milford Township. It can take approximately six months to a year to amend the 537. Discussion about the scope of the revision would be from the old route which parallels Route 6 and Route 209 to the river. Anything that falls in that quadrant would be looked at and covered for the Township. Outside of that, you would be going against the mountains or need pumping stations down towards the river. Possible zoning changes were also discussed and the need to ask the attorneys regarding zoning changes. Discussion regarding the application process to the USDA should not wait for the six months to year that it would take to amend the 537 when funding may be available now. If there is no sewer line out there, the USDA will not fund money. There is a plan to replace the water main on Route 2001 next summer. For the year of 2020 there is a plan to put water into Keystone Park. Bill will discuss 537 planning with HRG and get tentative pricing and a timeline.
3. The project can be broken down into phases. Looking at the total cost of the project and how much you need to borrow and then it can be broken into phases. Phase 1 money would be supplied for the funding for that Phase and you can start paying that back and then Phase 2 or Phase 3, but you need to plan the whole project with a timeline. The USDA suggested one application for this entire project including the line that has to come from Walmart back to Milford Township. We need to decide who has to be the applicant whether it's the Westfall Sewer Authority because they're the owner of the plant, or the Township or the Borough. There has to be a single point of contact because if it comes through as one package it's an easier sale.
4. Inter-municipal agreements were discussed and whether to have one attorney draft one agreement and have the other two municipalities concur. Municipal solicitors will work on the agreements.
5. Discussions were also had regarding an area of property for a pump station to be installed for this project and coordinates for the sewer and water lines throughout the Milford Borough and Milford Township.

The meeting adjourned at 3:56PM.

Next meeting will be on November 7, 2018 at 3:00 PM, in the Commissioners' Meeting Room.

Route 209 Sewage Project  
Meeting Minutes  
November 7, 2018

Meeting opened at 3:00 PM

Present were: Mike Mrozinski; Andrew Seder; Mark Spatz; Bill Schneider; Paul Fischer; Bob Stewart; Nick May; Michael Asimakopoulos; Tim Gartner; Frank Tarquinio; Scott Sheldon; Tony Waldron; Matthew Osterberg; and Steve Guccini

1. Commissioner Osterberg update on infrastructure issues – discussed what the County is doing with our property and expanding infrastructure in Blooming Grove and Palmyra about planning for the expansion of sewer infrastructure along the 507 area along Lake Wallenpaupack. Commissioners feel it is important that we have a representative from either Senator Baker's office or Mike Peifer's office to help us through the processes particularly when we have to work with DEP and other State Agencies and have their assistance to get this project moving through faster. Particularly with the 537 Plan this is an extensive study and an extensive Plan. The discussion was at the Economic Development Board and wasn't meant to exclude anybody. It was at the Economic Development Board and it became a topic for discussion. Introductions followed.
2. Inter-governmental Agreement. It was newly formed last week and sent to the Solicitor for Milford Borough - Attorney James Scanlon; Solicitor for Milford Township - Attorney Anthony Waldron; and Solicitor for Westfall Township - Attorney Robert Bernathy. Basically, in order to enter into the agreement, State Law under the Intergovernmental Cooperation Act says in order for a Municipality to enter into this type of agreement they must first adopt an ordinance. That would be a good opportunity for the public to first hear that their municipality intends to cooperate. An ordinance has been put in place by Milford Borough on Monday night. It may be adopted as an ordinance by December 3rd's meeting. A big concern of the Milford Borough Council is if we do not receive grants, how much money are we talking about? The one issue is how we pay for the proper evaluation and there is the 537 Plan which Mark Spatz from HRG is here to talk about in terms of getting the EPA's approval to allow a multi-municipal sewer amendment to their sewer. A cooperative agreement is possible and would be less time consuming than each of the three municipalities doing their own agreement. There would have to be contributions, whether there are grants or a developer or existing business having an interest in seeing this project completed.
3. Mark Spatz of HRG – Mr. Spatz explained the two initial costs. The smaller cost is to get the project started with the 537 plan. The big cost is the construction of the sewer infrastructure – that is going to cost millions of dollars in total. We are looking at some minor updates of the Plans to make them more efficient-nothing major. The line just to get to Milford is a couple of million dollars. The initial cost that has to be overcome is just to pull the Plan documents together. The 537 Plan in itself, pulls together the financials of the construction of this project. That Plan will outline how much it will cost, how much the user fees will be, how much the tapping fees will be for the new line to be constructed. It outlines a potential grant and funding stream. One of the services HRG provides is availability to a financial services division within the company. They have information on grant opportunities, bond opportunities, political scenarios that can work for or against. The Planning aspect (the 537 Plan) and the funding aspects of the larger costs of the project. The upfront costs can be interim finance, a loan or monies that a municipality has in savings and can be reimbursed once the system comes up and becomes a revenue stream (user fees). Essentially, the municipalities could be a bank by themselves. The loans are not typically earning interest-they do it to avoid paying interest to a bank. The next step for the Planning activity is that everyone needs to be comfortable with an agreement to be signed. We want to

make sure everyone is serious about doing this and the initial costs are very real. The next part is to submit a Task Activity Report (TAR) to the DEP. It officially puts the DEP on notice that the region wants to do an Act 537 Plan. There are sewer reports that need to be done. Where is the service area going to be? How wide off the corridor and through what corridor? The lines need to be drawn on a map, outlined to DEP where that service area is and what municipalities will be involved. They would then give us feedback or approval. The intent would be to put municipalities in line for that 50% percent reimbursement for the Planning activity. The activity of doing the 537 Plan is a significant undertaking. HRG estimates it will cost around \$105K. It includes some of the scope of financial planning. The \$105K would also include the preparation of the Task Activity Report (TAR). That TAR takes a month or month and a half before it would get approved. If we submitted a TAR right now, we probably wouldn't be approved until the beginning of the year. The 537 Plan takes a couple of months to prepare. All the Planning Commissions have to approve it (the County's and Municipalities'). Ultimately, the Department gets it and it would be reviewed and approved. That could take anywhere from six to eight months-it can take longer. After the 537 Plan is complete, there are other things that have to be done. It has to be designed and made permanent. A form of connection ordinance will be needed, or no connection ordinance so residential and commercial can connect if they want. Will it have mandatory connection for commercial only? These are things the Municipalities are going to have to fully vet. Based on the projections worked out with the sewer authority, current sewer demand would be about 130K gallons a day. The plan at its' current configuration can accept that load right now. However, designs from 1999 and 2002 came in for about 219K gallons. We don't want to just request 130K when it really should be something much higher. That number will be derived from which service areas will be connecting. If we don't mandate to connect, the numbers we have will not be correct. The cost to the home owner for individual hook up right now in Westfall is about \$7K-\$8K (gravity method is less expensive than grinding). If you have to go low pressure with the grinder pumps-is the property owner paying to have the pump put in or does the town? Then, who maintains that grinder pump? If the sewer line goes deep enough it will require a pump station. Do the residents or the town pay for the pumps? Numerous questions and options will be addressed as part of the 537 process.

4. Discussion followed regarding funding - grants, loans and bonds to finance project.

The meeting adjourned at 5:13 PM.

Next meeting will be on December 5, 2018 at 3:00 PM, in the Commissioners' Meeting Room.



Route 209 Sewage Project  
Meeting Minutes  
December 5, 2018

Meeting opened at 3:00 PM

Present were: Albert Schneider; Paul Fischer; Bob Stewart; Tony Magnotta; Penney Luhrs; Michael Mrozinski; Tim Gartner; Michael Asimakopoulos; Nick May; Luke Turano; Scott Sheldon; Frank Tarquinio; Matthew Osterberg, and Tony Waldron.

Minutes from November 7, 2018 Meeting - Approved

Westfall Township advertised and signed Ordinance 173 which goes into effect December 8, 2018.

Commissioner Osterberg discussed the funding needs for the Act 537 Plan – Milford Borough and Milford Township are concerned regarding their needed funds for the 537 Plan. Commissioner Osterberg asked SRCP (Scenic Rural Character Preservation) Board member Tony Waldron about the possibility of the SRCP using funds for the planning of this project. He said he liked the idea and it would be appropriate and he would discuss it with the SRCP Board. Discussion followed as to whether a joint application would be less costly and would be expedited quicker than individual applications. It was first decided to talk to the Borough and Township Board Members to draw up a joint application because the funding is really not there. The biggest problem is not having enough funds for the 537 Plan. One developer requested an amendment to our Ordinance that if central sewage were to come through, we can have a higher density development, but that is up to the Supervisors if they're going to change the Ordinance. The biggest problem related by the Board is not having enough money in the budget for their share to move forward (\$105K quoted by HRG).

The plan is for the Authority to perform the feasibility study and then do a regional 537 Plan for the three municipalities. It would not affect the Amendment and it would define the service area. There needs to be interaction from the individual municipalities - What are we including and what is our goal? Are we serving all properties, or just the commercial and not residential properties? To be discussed in Phase 1.

Discussion followed regarding voluntary or mandatory hookup to the sewer line and securing funding for this. Currently, the Westfall Sewer Authority does not require mandatory hookups. If it is not mandated, will this affect the funding down the road? The standard rate in Milford Landing is \$60.00 per month, but they haven't built the whole system yet. The current tapping fee is \$8.00 a gallon then we fix the residential fee at 200 gallons multiplied by 8 (average of \$1,600.00 to hookup a house). Commercial customers are all metered. We have Milford Landing, the apartment complexes and others. Milford Township discussed possible need in Moon Valley and Pine Acres.

Discussion was also had when someone raised the question of using more than one engineer. Right now only one engineer is being used for the Planning (Act 537) phase. When the project gets past this first phase, in the second phase we would be looking at finances because we will be constructing the project, which is another engineering job. That will be a more competitive decision when the project gets to the second phase.

A workshop date was discussed for Milford Township on December 17 and a possible topic for the January 6, 2019 Supervisors meeting.

The meeting adjourned at 4:05PM

Next meeting will be on January 9, 2019 at 3:00 PM, in the Commissioners' Meeting Room.

ROUTE 209 SEWAGE PROJECT  
MEETING MINUTES  
FEBRUARY 6, 2019

Meeting opened at 3:00 PM

Present were: Nick May, Mark Spatz, Bill Schneider, Jerry Dotey, Michael Asimakopoulos, Tim Gartner, Paul Fischer, Frank Tarquinio, Scott Sheldon, Matthew Osterberg, Mike Mrozinski and Tony Waldron

Minutes from January 9, 2019 Meeting – Approved

Mike Mrozinski announced that all Inter-Municipal agreements were signed. Letters were drafted and sent out to the three Municipalities regarding the grants and funding. For funding, we will submit a Scenic Rural Character Preservation (SRCP) Program Multi-Municipal application for a Regional Act 537 Plan. Within the regulations, they allow for 50% of project funding which would be \$52,500.00. The following were presented as part of the application package to be submitted: Cover letter; Application; Budget form showing the \$105K for the overall project; Full cost breakdown provided by HRG; Match letters from the Commissioners that each of the three Municipalities received; Signed Resolution and Notice of Intent from Westfall Township. One of the requirements of the SRCP Program is to let all neighboring municipalities know that we are applying for those funds. Correspondence was sent out to Shohola, Matamoras and Dingman Township, giving them a copy of the Notice of Intent and a copy of the information sheet drafted by Tony Waldron. The letter makes them aware of the project and asking for their support and interest. The application also includes the full proposal from HRG; proposed contract; list of Eastern Pike Sewage Committee members; four Inter-Governmental Agreements signed by each Municipality including the County. The only required item missing is a letter of support/receipt from the neighboring municipalities.

It was agreed that that the invoices from HRG be sent to the Pike County Commissioners and that information will be shared with HRG so they know where to send the invoices. The contract would be with Westfall Municipal Authority on behalf of Westfall Township. The invoices would be to Westfall Township but forwarded to the Pike County Commissioners. HRG has the Task Activity Report (TAR) completed and ready to be submitted as long as the group is comfortable with what was discussed to-date. If there are no changes to the servicing area or anything of that nature, then we are good to go. The TAR outlines what the community is planning and this will be the first notice that DEP will officially receive. The TAR is a function basically to let them know what the community is planning within the next six months. If there is anything on the State level that they would need to convey back to us, this is the mechanism for that. It puts our name on the list for potential reimbursement, which could be far off depending on State funding. The SRCP Board meets on February 20 and there may be a follow up meeting if there are any problems.

HRG requested lines of communication that need to be established. There will be questions and we need to have contacts. Anything technical, such as line placement etc, would be sent to Bill Schneider at the Westfall Municipal Authority. On-lot surveys need to be done as well and we need to make sure that the towns are aware. That portion would probably go to the Township and we would need specific names. (A list of contacts was created). Certain properties need to be identified and a letter will have to be sent to residents to do those on-lot surveys-we just don't want to show up on their property. In total we're looking at two hundred properties across the entire area we are talking about to check for failing septic systems. The northeast branch of the map, Bell Manor in Westfall, will be about forty; the southwest branch of the map, in Westfall as well, is about fifty-five; Milford east branch

(Route 209) is about twenty; then one hundred fifteen in the Borough and Milford Township west is about forty five. A member asked how the lots were picked, if it is random. It was answered that it is just spread across so DEP gets a sense of the necessity of a sewer being installed. From the DEP's standpoint, if over than 50% of the septic systems in the area are failing, DEP is not going to like that. They are going to want to see public sewer proposed in those areas and, if not, a lot of times they will respond that is not acceptable. That is when the Townships would want to meet with DEP to discuss the failing septic systems.

In our 537 Plan we have outlined potential funding sources for construction. We would need about three or four months from now to know the full project costs. We can use the potential funding source list to see where the project members would want to go from there. We can also start thinking about obtaining an LSA Grant. Either the Pike County Commissioners can do it or the EDA can do it. It would need to be done by September 30<sup>th</sup>. We will know the project costs by then. We would like to invite Andrew Seder and Jill Gamboni of Mike Peifer's office to the March 6<sup>th</sup> Commissioners' Meeting. We would need their support for an LSA Grant also. The one big piece of the funding is extending the line from the end of where it is now to Milford Borough. There are going to be people who want to hook it up along the way, but they will mostly be bringing their own connection there. What about the funding for Milford Borough? The Borough is going to want to put lines in to serve at least the non-residential areas. Would that be segregated from the funding for this one? Will we try to do all of them? One of the driving forces to do this is to get Milford Borough a sewer system. Does it help in applying for funding in any way at all if we are presenting a program that might have three components to it and they see this has the potential to be a much bigger project? The answer is yes. We are going to present the whole project and then ask for the smaller Phase I so they can see that what you're asking for is a contribution toward a much larger endeavor. That helps in finding the funding sources. Through time, the Water Authority, which will become the Water and Sewer Authority, will be working to obtain more funding or grants for the next ten or fifteen years.

Milford Borough will have to make sure there is enough capacity when it gets into the Borough. As it comes along the main line, people will want to hook up. Is there anything in the 537 Plan that allows if you increase the capacity? The first thing you'll run up against with the 537 Plan for capacity will not be hydraulic. It is going to be organic. The projections adding the 130 properties are still going to be under the threshold. The first threshold that we would hit would be the organic loading at the plant, not the hydraulic. When you hit the hydraulic loading, there is not much you can do. With organic, there are things you can do to make it run more efficient. The biggest hurdle with any upgrade at the plant would be requesting more discharge in the Delaware River and they don't want to see that. If Matamoras Borough would like to connect within the next ten years, this is the time to do it. It will only be stricter and more difficult as the future goes by. Environmental regulations are always getting stricter. Mentioned was one conversation in Matamoras Borough right now would be having Westfall Township take over Matamoras Borough. A couple of Matamoras Borough council members have come to Westfall and let us know that is what they are discussing. This can come about and the first thing Westfall would want to do is to put Matamoras on the sewer system. If there is a way to have Matamoras Borough's water records sent to the Westfall Water Authority, we can take a look and see the numbers.

The Meeting adjourned at 3:50PM

Next meeting will be on March 6, 2019, at 3:00PM in the Commissioners' Meeting Room

ROUTE 209 SEWAGE PROJECT  
MEETING MINUTES  
MARCH 6, 2019

Meeting opened at 3:00 PM

Present were: Brian Snyder, Frank Mazza, Andrew Seder, Matt Osterberg, Frank Tarquinio, Penney Luhrs, Bob Stewart, Dayne Losee, Kevin Rose, Michael Asimakopoulos, Tim Gartner, Dave Clark, Joe Sain, April Niver, Nick May, Mark Spatz and Kevin Baum

Minutes from February 15, 2019 Meeting – Approved

Commissioner Osterberg asked how Matamoras Borough could be fit into this. What we see is this process and what it entails for them at this moment. The one thing I think we all agree is we don't want this to slow down the process. Can they be filtered into this as we move forward? We want the process to keep on moving, but again, that is a question for the engineer. If they can be filtered into this as we move forward with the Act 537 Plan encompassing the three municipalities.

Engineer Mark Spatz said we are going to be looking at the amount of flow that Matamoras would need for a full sewer in the borough. It would be equivalent to that of Milford or greater. I don't know if the existing planned capacity would be able to absorb that on day one. The reality of the capacity is that none of the towns are going to have full sewer on day one. It will be transitioned probably over a 10 to 15 year time period. The main driver in Milford are the main streets that include Milford Township and Milford Borough – that is only going to have a certain amount of capacity. Similar things will work in Matamoras as well. In Milford we're talking about 130K gallons a day, but that is the whole water service area. It's not going to have the whole area connected on day one. It will probably take about ten years. A lot of times it can take much longer. If we take 130K gallons a day additional from current stakeholders and then add in an additional 130K gallons a day also with Westfall's demand, that capacity is not there in the plan. So would the plant need it to fully sewer both towns in fifteen years from now? The Plan would likely need an upgrade along the way. We have a TAR (Task Activity Report) that has extension of the Westfall system to serve Milford Township/Milford Borough. That TAR would go into the DEP and that would set the stage and give the DEP the heads up that this is coming down the road. If DEP has questions, comments, concerns they would come back to us and that would get the dialogue started officially. After that TAR is submitted, the DEP expects to see an Act 537 Plan come through for towns to then go forward. There are some expectations that set for them. In addition, as a part of the 537 Plan, we will have to do on-lot surveys for up to 15% of the properties within the area. We are looking at existing septic systems, cesspools, etc. If there are certain regions of those on-lot surveys that have failing septic systems, then DEP is going to expect that the area receives priority for public sewer. In the 537 Plan we will have to outline a schedule and they will want to see that those properties are high on the schedule for where the public sewer will go. From what I understand, the main streets are the big desire from a socioeconomic standpoint. These are some of the things we need to think through. Hopefully, we talked about that sufficiently for Milford. Even with everybody connecting, there is not going to be any immediate need to upgrade the plant. I would set a target for when the plant gets to a certain capacity that a "Special Study" be done for Westfall. The special study would look at how the plant could be retrofitted, modified or upgraded to meet the projected sewer demands. It would be at a certain threshold once you get up near capacity and then it also would take into account if we're not anticipating growth in the next five years, then it is not really critical. There is plenty of capacity available. Ultimately, for both parties, capacity use is a first come, first serve basis.

The only real way to tie up capacity is through paying the tapping fees. If either town or any area wants to enter into an agreement to sewer an area and projecting so much connection, as those come on line,

there will be tapping fees associated with those connections. Westfall's tapping fee for now for people within it's jurisdiction is \$1,600. The towns would have their own tapping fees. A home would pay \$1,600 to connect with a sewer service and the town would have their own variation on a tapping fee when people connect to their system and then Westfall would have that same thing for Milford's allocation to use the plant. The point is - you are generating revenue to off-set those plant upgrades. As you are generating revenue, you are going to be able to pay for these upgrades. We will address plant capacity in the future with bringing in Matamoras. However, that should not scare anyone away because it will be revenue generated between now and then to off-set some of the cost to upgrade the plant.

Question: Is the \$1,600 a one-time fee?

Answer: Yes a one-time connection fee.

Question: When you said the plant currently has capacity to accept the two communities-did you mean the two communities that are already agreed upon or did you mean Matamoras and Westfall?

Answer: No. It would be all the stakeholders at the table. Their max capacity seems to be 130K gallons per day. That is the entire borough and township. Approved capacity is 374K gallons a day and Milford is 130K gallons a day. We see right now about 60K – 80K gallons a day.

Question: What is the water usage in the Borough?

Answer: It's probably about 125K gallons per day.

Question: How are you going to survey properties and what kind of survey?

Answer: We will send out mailers to properties we have to do a survey on. It is a statistical process. We have to take into account the entire property owner base and send out mailers for property owners to answer questions on their septic systems. We have to get a middle threshold. Certain systems are failures. Certain systems are cesspools or really old system types.

Question: We are taking action strictly on what a home owner fills out about his septic system?

Answer: Some data will be collected and used. We will be driving through the communities and looking at the different areas. We are doing some on-lots as well. We're looking for signs of failed sewer systems. A lot of times these systems are not available for detailed inspections. There are questions on the survey that don't lend themselves toward leading answers. At the end of the day a lot of the questions are pretty straightforward. This process has been in place since the 1960's. We don't really have a choice in how the process unfolds. We are trying to collect evidence through on-site observations and through mailers. Is the data coming back from the property owners lining up with what we see in the field? This is the process in place-we can't go out and do detailed on-site inspections. Every town has a Sewage Enforcement Officer that is required to have records of system failures and maintenance. What have they been reporting? If they're reporting that the systems are in good condition and we are getting back from the home owner that the system is in good condition, that is two data points that say they're in good condition.

Engineer Mark Spatz explained that once it comes time to build the system, it will not happen so quickly – it takes time. For Matamoras to enter in and, hopefully, the same for Milford, you want to sewer your town. You see the need and the advantage. I hope we are clear moving forward that this will cost the County \$100K and we want to make sure everyone is serious about this. We are spending tax payer's dollars and setting an expectation with the DEP. Before we even start putting down the first sewer lines at all it will be two to three years from now. The 537 Plan can take about a year, the design project can be another six months; about nine months for the permits to put stuff in the ground, then it has to go out to bid – this can take a number of years. The intent of the 537 Plan is that when you're done, that is the road map for the next ten to fifteen years and, obviously, that can change.

Question: Are you requiring hook-ups within a certain amount of feet from the line?

Answer: The Department is probably going to highly encourage mandatory connection for anybody that the sewer line is crossed in front of, especially if they have a failing system. I think for a Township there is going to be more lee-way there. It's not a yes/no answer.

Question: Is that immediate or within so many years?

Answer: Whenever the sewer line gets installed there. Once the public sewer is there, DEP likes to see a mandatory connection. Mandatory connection does help in the grand scheme of things too. It is very difficult to plan sewers when people don't have to connect. It is a revenue source for construction with the mandatory connection. If you have a thousand homes and each is \$1,600, then you know you're going to get that in revenue. If you're still short, that's where grants and other forms of funding make up the difference. Where, if you don't have mandatory connection, you can't count on the \$1,600. It is a little bit more difficult to plan. It still can be done, Westfall is doing it. A lot of the businesses in Westfall want to connect because they have failing septic systems that can cost up to \$20K to repair. So \$1,600 for a public sewer hook-up sounds pretty good. You probably have property owners with a house on it-for \$1,600 they can get on public sewer-they'd welcome that. Obviously you're going to have property owners in the other direction. If you have property owners with failing septic systems hurting their resale values or whatever, they'll love it. If there is a property owner that thinks their system is fine, they might not like the \$1,600 connection fee. If it's not mandatory, then it's an option.

Question: The grinder pump is what makes it a real expense for home owners. Does the design call for a gravity system like in Matamoras?

Answer: We just like the dollars and cents to be the guide. What's the cheapest way to get it done for your service area? Other than grant assistance, all the money comes from the people who live within the service area. Whether it is a fee or whether it is a tax. Public sewer definitely does increase property values and it attracts business. I think that is what brought us here to begin with. That's why "Authorities" were made, to have this separate financial thing that the costs to add sewer to an area is funded through the Authority, separate from the Municipality's financials. The Penn Vest Loans are probably the number one thing you see with any kind of expansions where they are 1% or less 40-year loans. The authority can take out and you pay it with the money that you get for your monthly user fees to pay off that low interest loan.

Question: Is \$1,600 that's it?

Answer: \$1,600 is the cost to be able to establish your connections. It's not your user rate. There is a monthly charge. You're going to have to pay a plumber to get that line out to the mainline-that's another cost. \$1,600 is currently being charged by Westfall for the properties that are served within its service area. That is \$1,600 for residents and \$8/gallon for businesses. For example, if Walmart is paying \$8 times however many gallons they take, let's just say three thousand. They would pay \$24,000. You have a one-time connection fee. Then you have user rates which are established and kept over a period of time. Sometimes that's multiple years, occasionally there is going to be a cost that will require it to go up every so often. They are not like taxes that sometimes go up every couple of years if not every year. If somebody else was to come on or extend the line, the people in Westfall are not going to have to pay more money. What they're paying for right now is what it costs for that plant to run that they hooked up to. Fifty percent is to pay for the operation of the plant and the lines that were built in the first place and the improvements. The other 50% is to pay for the people that run the plant, the electric and the chemicals and those things.

Question: Are you aware of or know of anything that the State Government is putting forward to more or less to add to your point? Has there been any legislation recently or in the past 25 years that indicate they are going to say we're going to have to hook up to central sewage?

Answer: I can tell you that there has not been legislation, but the DEP has been making policy change after policy change, anytime there is a high density area that has multiple failings, they

have mandated that the sewer system, if it's within 2 or 3 miles of the central sewer system, be mandated to connect. We are going to see this over the next 10 years, the DEP has their eyes on them. That wouldn't be legislation, it would just be a DEP Executive decision. We are in the DRBC (Delaware River Basin Commission) area and we have to give them percentage of failing system numbers and we are mandated to do it.

Question: If they (DRBC) mandate it, do they assist in the funding or finance relieving some of the burden from the Municipality? Or spread it out over time or something like that?

Answer: It may qualify you for getting higher up on the list for Penn Vest. One of the Penn Vest criteria is, if there is a need or a problem? That is one of the reasons why Penn Vest was created, to try to deal with communities that are forced to connect but really don't have a good opportunity to finance at a reasonable interest rate.

Question: Once the 537 Plan is out and is reviewed, who makes the decision based on this information to proceed or not? Is it the people in this room? Is it done by each Municipality in its' official sector? Is it brought to the public in its' entirety and interpreted for them? Also, the missing item from our application is a letter of intent and support. If we don't have a general consensus from the voting public, how can we write a letter of support? Does this ever go public or is it made by just a few individuals?

Answer: It goes public. There will be a public comment period and hearing before the Supervisors can approve it.

Question: Does it ever create its own referendum?

Answer: No. It's the stakeholders' plan. The only thing that it has to go through, it is whatever you want it to be. It has to go through DEP and they require public comments, public review. They have to address the comments. They are entitled to be informed in advance of it and can show up to offer their comments. There is no requirement to take a ballot referendum vote to approve that type of thing. It would be a bad way to go because people are not going to be nearly as educated if they have to pull a lever as they would if they have to come to a public hearing.

Question: It was said that the driving force is to get sewage into Milford Borough. If the DEP doesn't get involved until there's a failure rate of 50%, why is there a driving force at all if we are only coming up with a 5% or 10% failure rate? If the driving force is business and the majority of businesses' septic are fine, then why are we pursuing this? If the driving force is for future business and expansion, then I say that the properties bought along the three-lane or bought as an investment should be bought "as is". I don't see why the community should bear an expense for the services investors want. What about the increased expense to existing businesses? They aren't an investment, they are and have been a commitment. A commitment to the labor force, the tax base and civic involvement. Why is a developer's money more important than protecting the ability of existing businesses to remain viable? Why are they suddenly expendable? Once the 537 Plan is done, how is it presented and interpreted? If the properties don't fail, how is need established? If it is not need, it is want, and the people should decide through a Referendum for as long a period as that takes. How can you draft a letter of support unless you have the support of the people?

Answer: If data shows there aren't any failures, the Plan can just say this area doesn't need a public sewer-there isn't a failure rate there. The 537 Plan doesn't need to establish public sewer for the whole area. Municipalities often times will do a 537 Plan and then will say our rural areas are going to stay on-lot because there aren't any failures shown there and the denser areas will be public sewer.

Question: Do you recommend that phasing be done based on failures or based on the route?

Answer: The DEP is going to want to do it on failures. If the town's interest does not align with that, hopefully they are at the same spot.

Question: Is a cesspool an automatic failure?

Answer: Yes. According to the DEP it is a presumed failure.

Question: How do you know if your septic system passes?

Answer: If you want to know where your septic is at, you need to sit down with your Sewage Enforcement Enforcer and the reports that they are submitting. You can ask them-are our sewer systems looking good? They are reporting that stuff back to the State.

Question: Why did you send the letters to the surrounding Municipalities, because you had to?

Answer: The letter had to do with the funding for the SRCP. The Ordinance for that Legislation states that, before we give money away, we have a responsibility to send a letter to every Municipality to basically tell them what we're doing with some of the funding and this is what we're doing.

Question: To go with the 537 Plan, what kind of time-line are we looking at. The time from when we get the Plan until we get to the next step. How long do you want us to review this plan?

Answer: At least 30 to 60 days. The 537 Plan should be completed by Summer or late Summer, August.

Question: What is the phase after that?

Answer: It usually takes 6 to 9 months to review it and go back and forth and after it is approved, you can submit plans for building. If you want to fast-track it, you can have the plans generated as the 537 Plan is under review. That is what Westfall is doing. The 537 Plan is paid for through the SRCP. Next we go into engineering phase and then the Penn Vest loan. The costs that you are asking from Penn Vest incorporates engineering costs. You reimburse yourself essentially.

Question: Does that application come through the Commissioners? The Borough? The Township? The Authority that is going to be in charge of this?

Answer: It will be a joint application between Milford Township, Milford Borough and Milford Water Authority. The County would help fill out all that paperwork and putting in for an LSA Fund. This could help pay for some construction costs and some engineering costs. With an LSA Fund you can't spend the money first. The application is due by September 30<sup>th</sup>, the funds will be allocated around this time next year. That's when some type of engineering would start. At the end of the day, these grant programs want to get out to the people with the highest need.

April Niver from the office of US Representative Cartwright's office was introduced. Ms. Niver will be meeting with representatives from the USDA Rural Development Program to talk about eligibility for their Water and Sewer and Community Facilities Program. The Appalachian Regional Commission's biggest program is power which is for communities that are coming back after losing phone lines. After that, it would be more for interest in a larger developer and looking for funds for their technical assistance or site planning. Another one is the Growing Greener Program which is a State program that might be able to help with other costs.

Our financial services division will estimate the costs of the project. At the end of our 537 Plan we put in a list of funding sources. The financial services division will actively seek grants. After the 537 is done, that is actually the next phase. Putting together a preliminary funding strategy and thinking about engineering. You have to beat the street and talk with people.

When people are looking at grant applications or even loan applications for different projects the Federal government is now looking at what is their best bang for their buck. Collectively, communities within a certain geographic area, if they are banding together all in support of a specific project that will be more likely to get the attention of the folks in Philadelphia or Harrisburg or Washington, DC. They are the decision makers on these projects. This is useful information as we discuss and figure out how we are moving forward with this.

Question: Where are we at with the 537 Plan?



Answer: We have the proposal. We are looking for something from the County that says the money is secure. (A letter was just signed today for that prior to this meeting.)

Question: Will Matamoras, through Mr. Waldron, be speaking with Mr. Hamill about the process for the Intergovernmental Agreement? Was the Ordinance passed?

Answer: Mr. Waldron gave him a quick overview at the beginning of February. No documents were given to him yet. The Intergovernmental Agreement is established under Pennsylvania Law when two or more municipal governments want to do something, they have to pass an Ordinance before they can sign. The purpose of that right now, the Agreement signed by the three Municipalities, the Water Authority and the County says that they are all going to join together for purposes of doing the study and nothing else. In order for us to do that Milford (Matamoras) Borough would have to advertise an Ordinance and do it at a public meeting, whether a regular meeting or a special meeting, and state we are doing this for the purpose of entering into the Intergovernmental Agreement. Language from the Agreement can be put into the Ordinance so it makes sense. That Agreement is 3 or 4 pages long, but half of it is just naming all the parties involved. As we said at the last meeting, if we get to the point where the 537 Plan is approved, and the parties all want to go forward, there will be a much longer Intergovernmental Agreement that will have to address the myriad of issues to which we have talked about today. How do we charge people? Who is responsible for billing? Things like that. There is a mixed bag here because Matamoras Borough isn't served by the Milford Water Authority. I don't know if it will be necessary for the Matamoras Water Authority to be involved, but that might be an option. There are a lot of questions to be answered down the road. This Agreement would simply say yes we want to be in on the study. You don't have to do it-it is not required. There will be some figuring out as to how costs would be allocated and things like that, but if the study doesn't work for you, you don't have to go to the next stage. It might be determined that this shouldn't go any further after the study. The DEP will want to see the Intergovernmental Agreement if they're going to approve the 537 Plan. Something will have to be signed before anything can be submitted to the DEP.

Question: Can we have an open meeting with the Borough residents to explain what's going on?

Answer: We were talking about getting to the Notices ahead of time to have a public meeting. We are also planning to send out materials for approval before they actually get mailed out.

Question: Is the TAR and 537 Plan having to wait for Matamoras Borough to make up their minds about doing this?

Answer: That is the big question. We need to get the TAR submitted, the TAR outlines our regional boundaries. We can submit the TAR as it is and then, if Matamoras Borough decides to come on board, we can submit an amendment to the TAR.

Next meeting will be on Wednesday April 3, 2019, at 3:00PM in the Commissioners' Meeting Room

ROUTE 209 SEWAGE PROJECT  
MEETING MINUTES  
May 1, 2019

Meeting opened at 3:00 PM

Present were: Al Schneider, Michael Asimakopoulos, Paul Fischer, Tim Gartner, Joe Sain, Penney Luhrs, Frank Tarquinio, Nick May, Matt Osterberg, Steve Guccini, Mike Mrozinski and Tony Waldron.

Minutes from April 3, 2019 Meeting – Approved

Matt Osterberg reported that Matamoras is on board. They signed an Ordinance and the agreement. Mike Mrozinski asked if every Municipality has to sign an addendum to what Matamoras signed and the answer is yes. Tony Waldron said they will have to acknowledge that the group has been expanded at least for purposes of the study. They have the addendum from Mr. Waldron and Matamoras needed to sign it first. It says that we are expanding on what was already agreed to - the study will include Matamoras. We need to have this done in time for the before the SRCP meeting which is two weeks from today. All three Municipalities (Milford Borough, Milford Township and Westfall Township) meet on Monday. Mike Mrozinski said the SRCP would amend the contract award to add Matamoras. We would send a letter to SRCP requesting that amendment to add the additional monies and to get that information from Mark Spatz with his amended scope of work and time-line. He should have that to me by the end of this week. It's an administrative effort for SRCP that they would approve that. Mike Mrozinski said he felt uncomfortable to give Mark Spatz the approval to start work without signed agreements. I want everything in place and I know he wants to start work. It was agreed to give him the go ahead and when the invoice comes in from Mark Spatz to forward the invoice to Mike Mrozinski of Planning and the Commissioners will cut the check. Steve Guccini asked about the public's feedback regarding Mark's meeting with the community from Dingmans Ferry to Matamoras. There were about 40 people in attendance and there were probably 2 that had negative reviews; 2 or 3 people asking questions that were on the fence; and about a dozen people or so in favor of the project. It was a 6-1 vote.

Our next step will be to add the page to the contract that has already been signed. There will be another contract after this, basically saying that we will be using the money what it's intended for.

Anthony Waldron prepared and circulated copies of a bullet point list of issues for the Intergovernmental Agreement to establish connection to the Westfall Authority collection and treatment system. Penney Luhrs asked if they rank by need...people who need it the most? The Township could certainly take that into account, but one of the things not put on the list was the capacity. You would need to prioritize. The study could show a demonstrated need - and then you would need to deal with some and deal with others later. Later could be 5, 15 years later. Maybe we could probably address that better if Westfall Authority could somehow expand the plant and get an increase to the permissible discharge. That's a possibility. Discussion followed regarding capacity and need.

The service areas by map, that is not easy to figure out. One of the factors will be what does the study show? How many gallons will be available? For example, Milford Township might say, if there is going to be enough capacity to meet the needs for the other people, plus the other people we know might want to hook up, but we may want another 20K gallons or they might not want any. We will be able to answer that question better when we see what the study reveals. Anthony Waldron mentioned 1 factor in determining rates and charges is based on how you allocate gallons per building use. For example, in Hawley they have a Sewer Authority and even though they have a Sewer Authority, they have no water meters. The water meter was not going to work for the sewage, so they just do it by a flat number assigned, an EDU. Milford Authority does meter water, it is in a position for knowing what the flows are. That's considered a better way of allocating costs, people who

use more should pay more. Presuming that the water is going back into the system, there are exceptions to that. It does encourage people to be more careful how they water lawns and things like that and not let water run indefinitely. These details are way down the line. Discussion followed regarding different possible scenarios on rates and charges, ownership of lines and pump stations, financing, maintenance and hiring of professionals to work on project. Al Schneider mentioned that each municipality may want to control their own lines. He doesn't feel that Westfall Authority would want to handle everybody in Matamoras and Milford.

Matt Osterberg asked if we can figure out how much this job costs. They have to come up with an idea for a prospective rate, it is just a guesstimate at this time. The estimate for finishing this was 4 to 6 months once they started doing stuff. Then another 4 to 6 months for us to hear back from PA DEP. There probably is no reason for us then to be thinking about the LSA Grant for the seed money for the next cycle. The application is due September 30, 2019.

Mark Spatz is supposed to be doing a survey on the 3 Lane as far as Tractor Supply. They're going to give us a cost estimate for the survey and a cost estimate for us to get that far (as far as pump stations, designs). Matt Osterberg asked if this is something Westfall Township is doing on their own and if there is something that can be done to offset their costs. Mike Mrozinski stated that the funds could be applied for, but there wouldn't be any work until January or February due to award timing. Mike Mrozinski added that the funds are available every year-the Supervisors would have to apply for funds by September 30<sup>th</sup> and the funds would be available by February. When Westfall Authority applied they went through EDA. Asked how far they are going to survey because they have from Tractor Supply to the Pierce House already surveyed. Mike Mrozinski asked how much money they are talking about. Al Schneider answered about \$2.6M to construct the line, not including the front-end part. We'll have that by next week. The run will be from Walmart to Tractor Supply (approximately 3 miles).

What is the total capacity we have between the Townships? The plant itself is 374,000 but there is not enough capacity to do everything. There won't be enough to do Matamoras, Milford Borough, Milford Township and Westfall Township. Even cost-wise, I don't think you will have enough money for everybody to do it all. Sewer is more expensive than water to put in because there is a lot of different things involved. If you phase it in the 537 Plan, it will show need and that is where the DEP is going to want us to go. The 537 Plan will show the gallons and where you're going to really need it. Otherwise, you would have to expand the Plant. The Plant expansion can be phased in over time as you phase in your towns. The 537 Plan will identify the need and the money, because if they see there is an area that needs it, then they're going to help us get more discharge into the river.

On Monday Mike Mrozinski attended a PennVest session that was held in Jessup and circulated material. PennVest always had the 1% loan for people with septic repairs. They have expanded the program to allow tap-in fees and running lateral lines for central sewage infrastructure. Also, if there is going to be grinder pumps involved, who will own the pumps? The Authority or the home owners? It's a loan through a bank and there is credit-worthiness involved. We should get a local bank to run this program. They have 1% loans for doing this type of project if we don't get EPA or EDA, there are plenty of funds to obtain through PennVest. They have loaned out almost \$9B over the last 31 years and over half a billion dollars every year. Rebecca Kennedy is the Northeast representative and Mike Mrozinski spoke to her and she was familiar with our project and ready to come and talk to us. They get approximately \$80M in Federal grant money each year that they use to lessen the cost as part of their loan program. Commissioner Guccini asked if there was a ball-park, average, hook-up figure for a single family residence. The answer is no, not at this time. Currently, Westfall Authority charges \$1,600 for residential homes to tap in.

Next meeting will be on June 5, 2019, at 3:00PM in the Commissioners' Meeting Room

ROUTE 209 SEWAGE PROJECT  
MEETING MINUTES  
June 5, 2019

Meeting opened at 3:00 PM

Present were: Joe Sain, Michael Asimakopoulos, Frank Tarquinio, Scott Sheldon, Tim Gartner, Mark Spatz (via conference call), Mike Mrozinski, Tony Waldron, Al Schneider, Paul Fischer, Penney Luhrs, Frank Mazza and Craig Cox.

Minutes from May 1, 2019 Meeting – Approved

Mark Spatz – the TAR has been submitted after authorization and signatures from Westfall were received. The TAR is official notification to DEP on this planning effort. DEP will review and approve – it usually takes about a month. In the meantime, we are working on developing existing information. The 537 has to establish a baseline for existing properties, population and size, mapping of areas, and geology of the area and we will be getting started on that. There is information that we do need to get on file from the municipalities to get on file. One, we need the water records for all Municipalities. Milford Authority and Matamoras Water Authority have water records and we need to have those correlated and transmitted. The best way to proceed with this is if each municipality could provide one contact person. For Milford Borough, Milford Township and Matamoras, we need a contact person from each of those Municipalities. We can then work with that contact person to get the information we need from the municipalities. Mark Spatz asked if the Zoning Officer for each town is the same person? The response was three of the four municipalities have the same Zoning Officer, but not Westfall Township – Shawn Bolles (570) 296-4255 or (570) 233-5031. Also, we will need the contact information for the Sewage Enforcement Officers (SEO's) of each town. Ultimately, we need zoning maps for each of the Municipalities. Mark Spatz asked who the engineer is for Matamoras Borough? The response was Kiley Associates. SEO Will Whitehead for Matamoras; Bob DiLorenzo for Milford Borough and Milford Township) and it was thought that the engineer for all the municipalities is Kiley Associates. Any subdivisions or land developments that are already submitted or in the works, the engineers would know about the current projects being planned. If there are future projects in the works, we need to incorporate them into the plan. If we don't, there won't be an allocation for sewer for that – it wouldn't be part of the plan's capacity. We will provide, at some point, a table of the load allocations for different areas. If there are active planning modules, we need to get those over the next month or so.

Mark was asked if Moon Valley Falls is too far out to sewer. Mark Spatz answered that if you want to sewer that area, we would include that area. Currently, they have their own septic, but it's not doing well. Mark asked if that was something that could be sent to him to review to see if it could be included and he would get back to the members on any impact that may have on the project and go from there. Obviously, you don't want to cut properties in half or anything like that.

Mark was asked if the package sent to Westfall Authority was sent out to all the other Municipalities. Mark responded that the package did go out to all the Municipalities. The package was the TAR (Task Activity Report) that was submitted to DEP. Mark Spatz would like everything looked through in the package by the municipalities and if there are any questions, comments or concerns, please call. The TAR encapsulates everything that we have talked about to date.

Mark asked if any of the towns have done any other sewer planning, are there existing 537 Plans? Mike Mrozinski answered yes, there are 537 Plans from the 1970's. Mark replied he still needs to see those because most of the communities except for the two boroughs (Milford and Matamoras????), at least for Milford Township, we are only doing one small aspect of the whole Township. It is not a Township-wide sewer plan

document. We need to make sure this plan is in concert with that and that there isn't any conflict. Mike Mrozinski said he would need to check with Shawn Bolles to make sure that he has the right plans. Back in 2007, a 537 Plan had some of the initial planning activities and that was through HRG, capacity for Milford, Matamoras and Westfall Treatment Plant, Westfall Engineer HRG and potential sewer capacities. Mike Mrozinski added that McGoe, Hauser & Edsall did at least two renditions of some calculations for central sewage expansion into the Pike County Administration Building. Mark Spatz asked if he could have copies of that. Mike Mrozinski said he could provide the folder he has to Mark to look through.

Mike Mrozinski asked Mark regarding the study area map why the one parcel of land near Matamoras and Westfall (river front piece) is not included? Mark responded that it was an oversight and said it needs to be included.

Mark asked if everything was okay with regard to the meetings with the municipalities (Milford Borough and Milford Township). Penney Luhrs answered that from the Borough's point of view, yes, from the Township's, not so much.

Mark was asked if the letter was sent out to the residents. Mark responded no, that is on the list to do. This will be a form letter that you will get in your e-mails. You can add to it, but to take things out will get a little touchy because it is a form letter with things DEP wants included at a minimum. If there are concerns, we can add explanation to it, but it is used across the State and has been vetted pretty well. Tony Waldron stated he assumes the reason for notifying people is because the needs assessment study? Mark replied that is correct and we need to do about a thousand documented needs assessments throughout the whole region. Our first approach is to send out the mailers and hopefully we get a decent response from that. At that point, we will need to do the on-site assessments, following up with people. This will probably be in July or August. It will probably be the primary topic at our next meeting. I was hoping each municipality could assign an administrative person who could help us to coordinate with property owners on getting information in regard to scheduling on-site inspections. We were hoping to schedule about 8 or 10 a day. Again, we are hoping to work with municipalities to do that. That is something that each could look at and give me a name or contact number to work with to get these on-sites scheduled. The entire effort to get the needs assessment done is a lion's share of the cost. Cost control is a critical part. It was brought to Mark's attention that we have a lot of part-time residents, weekenders, and Mark was asked if the person has to be on the property when the on-site inspection takes place, otherwise we can get their permission to be on the property. Mark said if we get the permission to get on the property to take a look then that will work in a lot of cases. Mark will have to check if that will work for the on-site inspectors. A lot of these homes have wells that may be in the basement - will there be access to it from outside or will you have to go through the basement? In response to that, someone said most of the residential homes in Milford are outside. Mark said as long as we can get access to look in their backyard with their permission, obviously with trespassing laws in Pennsylvania - we don't want to get accused of going into town and trespassing everywhere. What we're going to be asking in the survey is a phone number back from the property owner so we can contact them to schedule an appointment. We have staff that will work on it, but we were hoping that the municipalities could partner with us on that as well.

Mark was asked if he identified the properties that he needs to get in touch with. Mark answered no, not at this time. One thing that came up is we're trying to get County parcel data from Pike County. Mark asked if that is something that exists and, if it does, is it something he can get from the County? Mike Mrozinski answered yes. Mike Mrozinski said he will need a written request for the data and he will pass it on for approval. Mark was asked if he could identify the parcels that need to be notified that it would be easier for the municipalities to work with. Mark responded said he definitely will and will try to spread the needs assessment across all. Mark said he will take the map and highlight the properties we're going to send the mailers to. We need to get approximately 1K mailers back. We will be sending out more like 1,300 across the

whole region. If we don't get our number, we have to do more. Mark was asked if he is taking requests in case people want their property included? Mark said yes, we just need to cover an even distribution. Putting sewer in for the whole community is a foregone conclusion, in time it will occur. DEP is going to want to see a reasonable schedule across the board, however it's always backed on if and when funding makes the project affordable for customers for sewer service connections.

Mark was asked what the time table was for the letter to be mailed. Mark responded he will get the letter out by tomorrow for review and it will have his contact information in there so if someone from each municipality can call him about the letter. Mark asked if the letter would be brought to a Township meeting. The response was they would be bringing the letter to the Matamoras Council meeting on Tuesday. Tony Waldron suggested it would make sense if the governing body sees the letter before it goes out because they're going to get questions/complaints. We're not sending the letter out until the TAR gets approved by the DEP anyway. Mark informed them he will get an e-mail out to Planning Director Mike Mrozinski (draft of letter) and hopefully the County mapping will be obtained by the middle of next week. Then the Township will need time to take those to their respective municipal meetings. If there are any changes to any of it, let us know and, if there isn't, we'll send it out. Mark also stated he wants to meet with DEP to see if we can find some flexibility to speed along the Westfall extension irrespective of this planning. I think there might be an avenue to do that, we just have to sit down with DEP. Mark was asked if we could expect his letter in the next couple of days. Mark responded yes, he will send the sample letter to the distribution group and include his contact information for any questions, comments or concerns.

Mike Mrozinski added that the additional funding through SRCP was recommended for approval for adding Matamoras to the project. It is not finalized yet. Mike asked Mark when he was anticipating his first invoice. Mark answered within the next two weeks.

Next meeting will be on July 10, 2019, at 3:00PM in the Commissioners' Meeting Room

ROUTE 209 SEWAGE PROJECT  
MEETING MINUTES  
July 10, 2019

Meeting opened at 3:00 PM

Present were: Brian Snyder, Mark Spatz, Al Schneider, Tim Gartner, Frank Tarquinio, Robert Dilorenzo, Anthony Magnotta, Penney Luhrs, Scott Sheldon, Matt Osterberg, Ron Schmalzle, Tony Waldron, Mike Sullivan, April Niver, Tom Wellington, Kim Loftus, Frank Mazza and Michael Asimakopoulos

Minutes from June 5, 2019 Meeting – Approved

Introductions were made for visitors that are attending the meeting. Scott Sheldon-Milford Water Authority; Penney Luhrs-Milford Township; Tony Magnotta-Milford Township; Frank Tarquinio-Milford Borough; Tim Gartner-Milford Water Authority; Bob Dilorenzo-Milford Township and Milford Borough, SEO (Sewage Enforcement Officer); Bill Schneider-Westfall Sewer Authority; Mark Spatz-HRG; Mike Sullivan-Pike County Economic Development Authority; Tony Waldron-Westfall Township Solicitor; Brian Snyder-Pike County Planning; Ron Schmalzle-Pike County Commissioner; Matt Osterberg-Pike County Commissioner; Frank Mazza-Senator Toomey's Office; Michael Asimakopoulos-Milford Water Authority; Tom Wellington, Montoursville, PA USDA (United States Department of Agriculture); April Niver-Office of U.S. Representative Cartwright's Office.

Matt Osterberg stated that a representative from the USDA (United States Department of Agriculture) is going to come here and talk to us about funding options and hear what the Municipalities are doing in this process.

Update from Mark Spatz – the TAR was sent in the end of May and have not heard from DEP yet. We are anticipating approval to come in on the TAR. The survey letters for the OLDS Assessment (On-Lot-Disposal-Systems) went out for Westfall Township last week. The letters for Matamoras should be going out this week. Milford Borough has approval for their letters to go out. Milford Township was not sure of the format and did not get the approval to send the letters out. This coming Monday is their next meeting. After the letters go out we will schedule the OLDS Assessments. The next couple of months will be a lot of OLDS Assessments. I have the contact information from the Sewage Enforcement Officers, the Zoning Officers and things of that nature. We have started Chapter 1 of the 537 Plan, it outlines the project region and describes the area. It will have a map that shows the project area, the topography of the area, the soil and engineering. That process is started and underway. As we collect the letters, I will reach out to our municipal contacts to see if we can work with municipal staff to set up the schedule for the on-site inspections and set up the appointments. Once we get the OLDS Assessment squared away, and see what we're dealing with, we can bring that to a meeting and talk about the outcome of what we're seeing and go from there. A meeting attendee asked which side of the road would the line be coming down into Milford? Mark Spatz answered that as your coming toward Milford, the left side (the South side). The attendee stated that for about four years now the Park Service has wanted water going to the Peirce House. They have allocated money for next year for us to extend the line from the trailer park, but we are on the North side. We will be on opposite sides of the road so that will be good. Maps were circulated to each municipality. The highlighted properties are the properties that the letters have been or will be sent to. Let's say we have to get 100 OLDS Assessments done, they have to be disbursed, the requirement by the State is that they are randomly selected. We may not get responses back from each one of these yellow squares. If we don't get 100 responses back, we send out about 150, we would color in the next lots that we would send the letters out to those properties as well. They have to get done. A meeting attendee asked what each of those houses are being asked? The response was basically it is a one to two-page questionnaire about their on-lot sewer system for them to fill out to the best of their ability. On the bottom they are asked if they could be contacted to do an on-site inspection of their old septic system to see how it's performing. SEO Bob Dilorenzo stated that if we can't get answers from people we can always go into the Permit Manager Systems

for each municipality and look at the records, because a record is kept of every failure. All municipalities have the Permit Manager records. In 2008, between the four municipalities, they did 120 new permits. In 2009 they did 6. Of the 120 new permits a lot of them were new systems, so they should still be functioning now. Mark Spatz added that the Permit Manager is a good piece of information, but we need approximately 400 across the region, there is just not enough permitted facilities in the region. If there is an external cesspool, then we can pop the hatch and take a look down. Some might not know where the lid is and have never had it pumped. An attendee added that some of these cesspools have been around for 100 years but it's only the last 30 or 35 years that they got heavily into the antibacterial soaps. The antibacterial soaps are killing the cesspools and they are slowly failing. About 60% of Milford Borough is cesspools. The number may be higher. The key is to get the information that is gathered into their sphere so that they understand the assessment of the areas so they can build it into their report. Once the report of the systems and their current state is put into the 537 Plan then we need to do these OLDS Assessments in addition, or as a supplement, to that.

Kim Loftus was introduced-she is an Area Specialist and will be the point of contact to use as a funding source ([kimberley.loftus@pa.usda.gov](mailto:kimberley.loftus@pa.usda.gov) – (570) 836-5111 Extension 122). Kim Loftus was asked what makes a strong application? Kim Loftus answered that, combined, you may show more need, you may show a regionalization and you may get some points. Commissioner Osterberg asked if this is one big project, and then how does it get funded. Is it a project that is handled by one bid or each municipality a bid? Does it affect any of the funding and how does that go? Kim Loftus asked if they want to do it in Phases? Mark Spatz replied that they can sub-compartmentalize things-basically it would be Phased Projects. How you apply for funding is figure out what gives you the strongest application. How the money is then used can be managed by the different entities for bidding of projects. Or, we can break things apart based upon what gets you the clearest path to get to your goal. The question that a lot of people will have with that is, if this gets put together as one project, and you allocate the funding, and then it gets broken down into sub-categories, who would be the signatory on the notes? Is it each component or is it one entity signing off on all this money? Kim Loftus answered she has never done a joint application; we've done an application to an authority. If you don't want to do a regional authority, then it pretty much has to go Township by Township. It was asked if it could be through one municipality as the applicant, but the other municipalities sign on as co-applicants? Kim Loftus replied that the security that's offered is usually offered from each entity, bond usually. Kim was asked if they could be pooled together in one application? Kim Loftus answered that we have not worked it that way. We can check and see if other States have comingled or joint-applications, but in Pennsylvania I don't believe we've ever done it that way. In that case, I think a Memorandum of Understanding or something more formal like the formation of a new Water Authority. If you're doing a new Water Authority, then you have to do Ordinances where everyone adopts it and there has to be a Board that oversees it. If you do a Memorandum of Understanding, you can do it as a Management Agreement saying one Township didn't want anything to do with the overseeing of it, they can sign a Management Agreement with Milford Water Authority and then Milford Water Authority would be the Management of the system. They would be the daily operators, the Authority responsible for reporting and maintenance and everything. An attendee of the meeting asked if you have that and apply for each Phase as it happens, because each year you're going to apply again and again for the amount of money for that fiscal year's Phase. If we had an MOU, then everyone pledges and then you pick who the fiscal agent or manager. The responsible party is to lead in everyone signs onto an MOU to that agent and then they apply for that fiscal year's Phase. There are two existing Authorities, there is some logic to the idea that Milford Authority could be involved with Milford Township/Milford Borough, because they already are. Westfall Authority could serve Matamoras as well. Rather than creating another Authority, especially because when you get down to the costs allocations, the line has to come from the end of Westfall. Would using the two existing Authorities impact the application in terms of how you evaluate income levels and that kind of stuff? The answer was no because that is just their management. An attendee of the meeting asked if it could be Regional Funding, will a Regional Board made up of Representation from each municipality? The answer was yes you can do that. Mark Spatz stated that the Milford Authority working with Milford Township and Milford Borough is kind of



built in and probably the plan from day one. The agreement between Matamoras and Westfall Township that's something that we'll have to discuss and see where that goes. If Milford Water Authority is already the Milford Water and Sewer Authority, you already have an existing authority that serves the Township and Borough, you could apply for both as one and be the Manager and that would be very streamlined. Milford Water and Sewer Authority has, based upon the underlying documents, authority to deliver water to Milford Township, but not sewage. That Ordinance has never been adopted. The Ordinance would have to be adopted before our application is made. A member asked if revenue bonds were still required. When the bond comes in that will have to be factored into the cost too. There are usually two closings because it is interim financing during the construction phase and the final closing when we take off the interim. Mark Spatz said he would speak with his financial services department. The approved 537 Plan is needed before we make the application. If we start the preliminary engineering report and environmental report, we can submit that information and that will take time to be reviewed and signed off by the State Environmental Board and State Engineer. Mike Sullivan asked if they could tell him the cost of the Bond Issue. Kim Loftus answered forty years. Mark Spatz added that a healthy need helps with getting funding. Kim Loftus was asked if she still had grant money available. She answered that there is some grant money. We only throw that in there if absolutely necessary. We don't want to see rates that are not feasible, that are 2% or higher of the median household income. We definitely want to keep it under that. Also, she stated for very large projects, PennVest and the USDA have discussed joint financing options. There is a possibility if you want to do this all at once, that we can get together and by mingling our rates and terms, it might even be a better financial picture for everyone involved. That way, it could still be Phased. We can bid the whole project at each Phase as an alternate so depending on how those bids come back in, if those bids are at or right around budget, it can go. The whole project could start with Phase 1 into Phase 2, depending on how many Phases it is. It would be all a go then. When you bid it and you bid it once, you have the same contractors throughout the project. Otherwise, every time you go to bid, you might get someone else. If you have three Phases, you can have three different contractors working on it. Mark Spatz estimates it will be a ten to fifteen year time span for the entire project. The 537 Plan will outline how you're going to do the sewer over the next ten to fifteen years between the different entities and different towns, the water authority and the sewer authority. We are at the very beginning of this and we don't even know what the need is. A lot of the times with 537 Plans you're trying to devise where you're going to put public sewer versus not public sewer. This is a little different, the goal of the towns is to get sewer down the main streets and then spread out through there. With the needs assessment, it is where is the biggest need? Mike Sullivan stated that the business district is limited to which business they can do because of the sewage. Another question asked was, if the line has to go through the Township to get to the connection to where it has to go, what do we do if the Township doesn't want sewer in their town? Mark Spatz answered that you would have to see if they would be willing to sign off to a conveyance, we would just transport through the Township. We are in State Road property, but the Township would sign off acknowledging a transmission line going through, but that will restrict the Township from having customers connect to it. They would have to do a Component 3M to connect in, which is not impossible. You would have to do an additional study. A Component 3M is like a mini 537 Plan. Those take about nine months to get through. A discussion was had about the school and the Milford senior housing hooking up to Westfall. Talks are in the process for the last few months between Westfall and the school about tying in. The school's permit was due in less than a week and they are working on that. They have a bunch of upgrades to make.

The letters that were sent out has HRG's phone number, if people call the Townships and have questions, comments or concerns, they can call Corey Salmon at (570) 851-2804.

A member asked where do we stand with the townships and all the Inter-Municipal Agreements? The answer is they have all been signed. Tony Waldron stated that if you decide you're going to go forward, then there has to be a much more complicated agreement drawn up as to how this is going to work. We would have to include the role of the Manager/Managing Authority, funding and the feasibility as to whether we're doing the

whole project or we're doing parts of the project. When we get toward the end of the study, maybe before it gets finalized, that would be a good time to do it because one of the things that our 537 Plan is how are we going to make this work? We need a little bit more feedback and we still don't know what's available money wise. I think trying to have one big Authority is a great idea, but I wouldn't want to be the Solicitor. It's just very difficult to do. Having each municipality create their own Authority, that is not needed. I think a Management way would work, but it's too early for us to do that.

An attendee of the meeting asked Mark Spatz if there is a similar 537 Plan that could be looked through for the format and Mark answered that he will send it in a PDF format because they are very lengthy. He will also be e-mailing a status report along with a PDF copy of the TAR that was submitted.

Scott Sheldon from the Milford Water Authority stated that the Chairman was not able to make it to the meeting today. He has a lot of financial questions. Tom Wellington said he can contact him. Kim Loftus did circulate questionnaires to the meeting attendees which outlines estimated costs.

Mark Spatz was asked that if this goes ahead and there is a cost to upgrade the plant, does that plant just get put onto the Borough? Mark answered that, as capacity is approached, Westfall would look at all plants and their capacity and project a five years total. The DEP number is 400 Gallons per E.D.U, Westfall typically sees 100 (it's 4 times less). As people connect you would keep track and then the five-year projection that's done every year in February, once it shows that five years out you'll be approaching capacity, then you would embark on a study. Do we need to make modifications to the existing waste stream to optimize the organic load treatment? They're not going to hit any hydraulic capacity - they're going to hit organic loading capacity. Organic loading is basically the bugs. Can we make the bugs more efficient within the plant by cycling the aerators more or adding two more aerators or adding on another tank? You'll look at the options, what is the cheapest, what does it get us and then you would plan along. Also, part of the tap-in fee for the initial connection is setting up savings for plant upgrades, maintenance and things of that nature. From what we've contemplated so far, each Municipality is going to have their own system. From Westfall's standpoint, you're wholesale customers, Milford will control the development and connections within their town, same thing for Matamoras, if one area accelerates in getting sewer and using the plant and another gets postponed, there will not be any capacity-there will be funds from the tap-in fees to offset it. There will be a burden for the people who want to connect in because there won't be capacity for it. We're trying to place the cost fairly to those who need service.

Kim Loftus added that we do have a mandatory hook-up. There will be people who do not feel they have to hook up, but if that line is in a certain amount, which we don't tell you, but you have to set some type of within so many feet of this line, has to hook up. Whether you are functioning now or not and there will be some push back if the dwelling's unit is still working. That is from experience. On the financing or help for the individual homeowners, our agency has a 504 Program for very low income families to help with the hook-up fee, but they have to own the home, own the property and have a financial need. If they are 62 years or older, they may even qualify for a grant. That is something to tell people-there is some assistance for those fees for the very needy of homeowners. I believe it used to be \$15,000.00 would be the limit without a mortgage and then \$20,000.00 maximum, plus the grant is \$7,500.00. Those have just changed, but I will put you into contact with the local housing specialist and she can get you all the information to hand out to your residents. She will help them fill out the application and have group meetings if you want to have residents ask questions. Penney Luhrs brought up the "gallorage" and prioritizing the Phases (the hook-ups). If someone doesn't need it, but running out of "gallorage", wouldn't we rather by-pass that person and go to someone who needs it the most? Kim Loftus answered she didn't think it would be a problem if we had a time limit. We have five years. We do have to have some sort of mandatory hook-up because it just makes it sustainable. If half the people say no, you're not going to have the base to fulfill the financial responsibility.

Next meeting will be on August 7, 2019, at 3:00PM in the Commissioners' Meeting Room

ROUTE 209 SEWAGE PROJECT  
MEETING MINUTES  
August 7, 2019

Meeting opened at 3:00 PM

Present were: Mike Mrozinski, Penney Luhrs, Tim Gartner, Al Schneider, Joe Sain, Michael Asimakopoulos, Scott Sheldon, Matt Osterberg and Tony Waldron. Mark Spatz on telephone.

Minutes from July 10, 2019 Meeting – Approved

Regarding the letters mailed to residents, Penney Luhrs mentioned that some Milford Township residents received Milford Borough's letter. Mark did ask about that and Penney responded that they were residents at "the edge, the border" of the Township and Borough. Mark answered that that's okay. Another attendee asked if a letter was supposed to go out to every resident? Mark Spatz answered no. We sent out a PDF that had highlighted the properties that were supposed to receive the letters. It didn't go out to everybody. We sent them out based on the GIS Municipal line. Mark Spatz will call to schedule the appointments for the inspections. We are getting information back, a broad sweep. We need contact information, that is the most important thing. The County doesn't have phone numbers, there isn't a data system that I am aware of that has phone numbers for all of the properties. Mark Spatz was told to call the water companies, they would have more information than the Townships. Mark asked if they have phone numbers and e-mail addresses. They answered yes, numbers, but not necessarily e-mail addresses.

Michael Asimakopoulos asked if he reviewed any of the responses. Mark answered that he personally had not, they are being collated into spreadsheets. He can distribute the spreadsheet to the group, it is still in progress. A lot of them are handwritten responses and when they are received they are entered into Excel. It was also stated that if Mark needs any phone numbers/information from the Water Authority, to have one of his guys send a list of the names that they are looking for and they will have their secretary on Monday pull the phone numbers for Mark Spatz. Mark said if we could get their phone numbers that would make things easier. Commissioner Osterberg suggested that we wait because the forms that were sent out ask for phone numbers. Mark stated that if we don't get any responses from this, the next wave will be door to door in the evening. I would prefer to do phone calls because it is quicker. I don't want to disturb people during dinner either. If that's what we have to do, that's what we have to do. We don't want to be intrusive. Commissioner Osterberg asked how many we need for each community? Mark responded that it varies. Tony Waldron added that the GIS on Pike County's website is user friendly and, if you have a name, you can click on that name and then click on all the adjacent properties. That will tell you what Township or Borough they are in. In the fringe areas, the GIS on Pike County's website can be used. Mark replied that we are using the Pike County GIS Data Set. Planning Director Mike Mrozinski added that the County website [www.gis.pikepa.org](http://www.gis.pikepa.org) is relatively live data. The data set you got may be a month or two old and it's stagnant.

Mark Spatz said this coming month we want to make sure we get the rest of the data and finish the distribution letters for Milford Township. We are tracking our spending versus completion, but are behind on where we planned to be at this point. We were planning to be 22% done, but we're only 17% done. The good news is, we only spent 15% of the money from the budget. We are targeting to have this in draft form going out for public comment like in February or March, 2020. The big thing right now is getting these old assessments done. That is basically the hard part. Once that's done, everything else is relatively easy. Although we are delayed a little bit, that's almost in line because we don't want to get too far ahead without an approved TAR. We will be getting to the point over the next month that if we don't get the approved TAR, that is going to be the hold-up. We might even have to hold off on calling people for OLDS if we don't have the DEP's nod of approval. Planning Director Mike Mrozinski offered to call Bob Pitcavage, the PA DEP Local Government Liaison – he knows everyone at DEP in the Wilkes-Barre area. Another person to contact may be Michael Bedrin, Tony

Waldron has been dealing with him on something else. Mark Spatz has dealt with him on stormwater they've been doing too. It was agreed that Tony Waldron would reach out to Michael Bedrin and Mike Mrozinski would contact Bob Pitcavage.

At the last meeting, Kim Loftus circulated a questionnaire for estimated costs (USDA Rural Development Water and Environmental Program Questionnaire). An attendee of the meeting asked for a copy of this because they were not at the last meeting and asked if this was for funding? The reply was yes. This is for them to get preliminary information on their radar. Mark Spatz said he thinks we are a couple of months out from being able to complete that questionnaire. Beginning in January, 2020, that is when we will probably be able to do that. They are asking for project costs. We have no idea, other than guessing.

Next meeting will be on September 4, 2019, at 3:00PM in the Commissioners' Meeting Room

ROUTE 209 SEWAGE PROJECT  
MEETING MINUTES  
September 4, 2019

Meeting opened at 3:00 PM

Present were: Mike Mrozinski, Dakota Hendricks, Penney Luhrs, Paul Fischer, Bill Schneider, Bob DiLorenzo, Michael Asimakopoulos, Tim Gartner, Nick May, Frank Tarquinio, Erick Kudrich, Scott Sheldon, Tony Waldron and Matt Osterberg.

Minutes from August 7, 2019 Meeting – Approved

Commissioner Osterberg stated that the updates from Townships will be needed and there are responses back from the letters that went out. Mark Spatz will know about the responses. Commissioner Osterberg asked if anyone had talked to Mark Spatz about the responses. The response was no. Bill Schneider announced that if there is anyone that has a system/lot that they want checked, they can call HRG's number and he'll put you on the list and call you back. (Copies circulated with Corey Salmon's cell number of Mark Spatz's office and office number of HRG Engineering.)

Commissioner Osterberg stated that an email was received by Senator Lisa Baker's office about RCAP Funds, which are State capital projects that they bond out. The only way you get the funding for that is you have to get yourself on a list. The Pike County Library got RCAP and a number of other places. The County can be the applicant for RCAP. It can be broad based and Planning Director Mike Mrozinski is working on the wording so that we can put in for funding for infrastructure improvements. There is an estimate of this initial project being \$12M. We will check with Mark Spatz before we submit it. This is what we talked about from the very beginning. The County will lead in trying to get as many grant opportunities as we can, so that all of these costs come down. Mike Mrozinski has filled this out for \$6M and we will confirm this with Senator Lisa Baker. The County doesn't need to say the Route 209 Project, it can just say infrastructure improvements. The reason we want to be broad, if for some reason this plan goes south, for whatever reason, maybe there is another project that we would use the funds for. Right now, the plan is this will be earmarked for the Sewer Project from Milford to Matamoras. We have to be put on the list and it has to go into legislation. The State has to go out and bond it, they have to get the money. This isn't part of the General Fund. This is a bond process. An attendee asked if this can take a couple of years? Planning Director Mike Mrozinski said it would, it is not instantaneous. Commissioner Osterberg added that there is a time line, this Fall is when they want to be putting this legislation in place. Once that is done and it passes, then it is a matter of how the general authority in the State goes out and bonds this. Penney Luhrs asked if they do this every year. Planning Director Mike Mrozinski said he didn't think so, once you get put on the list, you're good for ten years. Right now, we have a few projects that are listed that will probably never get funded, but we have to pursue it.

When the 537 Plan is done, as far as designing it, we will know who will be hooking up to the pump station. Commissioner Osterberg stated that the County applied through Senator Lisa Baker's office for an RCAP. There is a deadline to put this into the legislation. Mike Mrozinski will confirm with Mark Spatz to see if \$12M is the right number. If it is more, then we'll put in for more. Tony Waldron added that he was told there is more money available than there used to be and if you apply one year, you might get it the next. Commissioner Osterberg said that they will have to ask.

Planning Director Mike Mrozinski reported that he has been receiving monthly bills from Mark Spatz of HRG and have been processing them for payment. Funding is in place through Act 13 and the SRCP Programs.

Bill Schneider asked if we need a certain number of responses back? Commissioner Osterberg said if a certain number of people don't respond back, then Mark will do a second mailing. A meeting attendee asked when the deadline is for that? Tony Waldron answered that the reality is to go visit properties to get it done before the Winter. They projected that we get this done by October. Planning Director Mike Mrozinski will follow up with Mark Spatz and update everyone with an email. If they're not getting responses, they need to go out there and nudge people or send a letter out again to another group of people. Bill Schneider said if enough people don't respond they are going to go door to door.

A meeting attendee asked if Matt was aware of any phone calls that have been made to DEP in reference to the TAR? Planning Director Mike Mrozinski said he tried calling his contact, Bob Pitcavage, and he retired. The next in line was made aware and he didn't make any guarantee of time line, but I know that Mark was going to talk to Mike Bedrin. Tony Waldron sent him an email and did not hear anything. Commissioner Osterberg asked Tony Waldron to let him know if Tony gets through to Mr. Bedrin.

Next meeting will be on October 2, 2019, at 3:00PM in the Commissioners' Meeting Room

To: Residents of Matamoras Borough, Milford Borough,  
Milford Township, and Westfall Township

OCTOBER 4, 2019

## Press Release

### **HRG TO CONDUCT ON-SITE INSPECTIONS ON WEEK OF OCTOBER 14<sup>TH</sup>**

Herbert, Rowland & Grubic, Inc. (HRG) will be conducting in-person inspections of on-lot disposal systems in Matamoras Borough, Milford Borough, Milford Township, and Westfall Township **on the week of October 14th.**

HRG has been hired to complete the Act 537 Plan on behalf of these four municipalities in Pike County. The purpose of the Act 537 Plan is to evaluate sewage needs within these municipalities and is required by the Department of Environmental Protection (DEP) to be updated every 20 years. These inspections must be completed in order to complete the needs identification portion of the Act 537 Plan, which DEP requires to approve the plan. The Act 537 Plan is also needed for grant funding if sewerage needs are identified in the evaluated planning areas. If these inspections are not completed, there likely would be higher fees for connected users.

The inspections will be a quick visual, non-destructive survey with no digging required. The on-site inspection should take no more than 15 minutes and will be completed as courteously and as quickly as possible. It is not necessary for the HRG Representative to enter a resident's home to complete the on-site inspection. When permission is granted by the property owner, the property owner does not need to be physically present when the inspection occurs. HRG will not be directly reporting malfunctions to the SEO or other authorities. No existing on-lot sewage disposal systems will be required to be immediately replaced or altered as a result of this sewer needs investigation.

**All residents who own an on-lot disposal system are urged to fill out the survey and schedule the inspection if they have not done so already.** Form at: <http://tiny.cc/pikeinspections>. When the survey is filled out, the municipalities will reach out to schedule on-site inspections. If there is no inspection scheduled, HRG will go door-to-door asking for permission in order to reach the required number of visual inspections.

Any questions or comments concerning these inspections or the Act 537 Plan may be directed to Mr. Matthew Roberts of HRG by phone at 223-322-7310 ext. 3605 or by email at [mroberts@hrg-inc.com](mailto:mroberts@hrg-inc.com)



ROUTE 209 SEWAGE PROJECT  
MEETING MINUTES  
October 2, 2019

Meeting opened at 3:00 PM

Present were: Mike Mrozinski, Paul Fischer, Nick May, Dave Clark, Eric Kudrich, Joe Sain, Tony Waldron, Al Schneider, Tim Gartner, Matt Osterberg and Steve Guccini. Matt Roberts and Mark Spatz via phone.

Minutes from September 4, 2019 Meeting – Approved

Matt Roberts said they talked about the issue of getting the surveys done for the Act 537 Plan at the coordination meeting last week. They received 202 out of 485 required surveys. The sooner we start scheduling these inspections, the better. The priority is to get these inspections completed.

Mike Mrozinski asked if they also had a discussion about getting the blank survey and map out to the municipalities so they can post it and additional involvement. Matt Roberts answered yes the map and blank survey were emailed to each municipality. We got some back but we are still short the amount needed.

Dave Clark asked what is the target for inspections for Matamoras? Matt Roberts said that they are trying to get 485 overall (200 from Matamoras). Does everyone who turns in a survey get inspected? The answer is no. The inspections are just for the ones that aren't responding to the surveys, that is the next step. The inspections will not be invasive, no digging, it's checking for visible malfunctions. Mark Spatz added that one of the things we have to remember about the inspections is that this is not going to take an hour, maybe 15 minutes or even less. If it is located in the yard, we can just go back there and look. If it is somewhere we can't inspect it at all, maybe the basement or it's covered up in the yard, we can just mark it as a cesspool. Matt Roberts added that the residents don't have to be there, as long as we get permission to go on their property. They would just have to indicate where their on-lot disposal system is located.

Dave Clark said originally we did a mailing to 200 random people in Matamoras, about 88 of them came back. Do we have to stick with the original 200 or can we just give them to anybody in Matamoras? One thought we had is in about 1 week we will have a water company bill go out in Matamoras. Could we put a surveys in their water company bill? Matt Roberts answered yes, that would be a great effort to be able to spread the word about the survey. It doesn't matter who is answering the survey, just 200 people for our on-lot disposable systems in the Matamoras area. The bottom line with this is it doesn't matter how we get them, who they are, we just have to get 200. We will do a visual inspection, take a photo and move on. An attendee of the meeting asked what happens if we don't get them? Mark Spatz answered we keep going until we do. The worst case scenario would be to send out the SEO (Sewage Enforcement Officer). Mark Spatz said we don't have a right to go on people's properties without permission, it is trespassing. The SEO does have the right to go on the property, but if they see a failure, they are under an obligation to report it. In our situation, we don't have a reporting obligation. We would document that on the Act 537 Plan. I am not aware of an alternative- we have to get these numbers. If we don't get the numbers, we won't get the funding for the Act 537 Plan. Dave Clark asked if we can still start the inspections with what we have? Matt Roberts answered yes, right now. We have sent a Google map to the municipalities because we want them to start scheduling inspections. I have made myself available the whole week of October 14<sup>th</sup>. We are hoping to get as many inspections as we can, it is a 3 hour drive up and I want to get in a big chunk of what we have during 1 week. We want to get in as many inspections as we can get done before cold weather and snow hit. We have a decent number of surveys back that we can inspect in person and we should take advantage of that.

Tony Waldron spoke about the report received today from HRG. It says you received 202 surveys back, but only 11 scheduled inspections. Have you not been able to schedule or are people not working with you to get the on-site inspections scheduled? Matt Roberts answered that they are discussed having some of the secretaries of the municipalities trying to call or e-mail based on contact information that we received from the surveys. Last time I checked, only Milford Borough has really been trying to schedule. People are not making the calls yet.

Paul Fischer asked Mark Spatz if he would do a letter to the editor at the Pike County Dispatch explaining what HRG's position with what DEP requires from us and that this a non-evasive and non-reportable inspection. It may just ease some people and they would be a little bit more willing to participate. Mark Spatz answered that he could work with the Dispatch on that. A lot of people are still skeptical and many people have businesses. You know, with the SEO they could be thinking "are they going to shut me down if they find something". Right now there is still that perception that "they are out to get me". Mark Spatz said he spoke to the gentleman from the Dispatch, but maybe Commissioner Osterberg could set something up. All that is needed for the letters to the editor is an address and a name and they will print them. Otherwise, Chris Jones would be the person to contact-he is the editor. Commissioner Guccini said he didn't know if a letter to the editor is the way to go as opposed to a press release. The meeting attendees agreed that a press release would be better than a letter to the editor. Tony Waldron said a press release involving the community would not be edited or they can't say no to it. Mike Mrozinski asked if there was something put together. Mark Spatz answered yes. Mike Mrozinski said to get it to the Commissioners' Office to make sure it goes through the right process.

Paul Fischer asked Mark Spatz if we get the required amount in sometime before the end of the year, what is the lag time after that to get it wrapped up? Mark Spatz answered that the big push right now is to get the inspections in before the Winter. Our initial schedule planned to have the inspections done by now. We could crunch some things and we were planning to have the draft available March or April of 2020. We need to have Matt and Corey look at that. Matt said they have been working on the draft of the different chapters that we can without having the on-site inspections. I'm not exactly sure of a time line right now, but we have been working on the draft chapters as we have been getting our information. Mark Spatz added that we need to make sure that every day, at the municipal level, that calls are being made to get scheduled. We will also do the letter to the editor as well (press release). I think this will push back our plan to get the draft to the municipalities by April, May or June of 2020. We will do what we can to not push it back. In the press release we should have the survey available to be printed out. If we put the press release out then people are going to be calling for a copy of the survey, but if we direct them to a website, like the County website or municipalities' website, they can print out the survey and send it in. We already have that, but we can put it in the press release and direct them where to go. Our Public Relations Director, Krista Gromalski, can help with that. Also, as far as notifying people who sent them in, how are you notifying them? Matt Roberts said they may not have gotten around to it, but they have scheduled some people already in Milford Borough. We have instructions for each of the secretaries from each municipality with contact information and what days I am available to come in. Commissioner Osterberg asked who is contacting the residents, HRG's office or the municipal offices? Matt Roberts answered it is the Borough offices (Lori from the Borough). It was asked when we do this article in the paper (press release), can HRG put dates in there when they're going to be in town? That way we can promote that in that article - while the inspectors are in town they may knock on your door, please give cooperation so that you're not wasting your time coming in six different times to get a couple of people. Mark Spatz said one of the things they took away from the meeting was the hesitation with the door to door approach. What he is hearing from the group now is that after the press release, there may be some more comfort for the door to door approach. Many of the municipalities that we do this in, it comes down to door to door. We can try a thousand different things, but at the end of the day, we're up there and we start going door to door. In my opinion, we are going to need to do that. To get those final numbers, we're going to have to go from house to house to house and knock on doors. Commissioner Osterberg asked what the reaction was in

other communities when they've done this? Mark answered that it was mixed. Anthony Waldron added that we should get the ad in the paper before the deadline on Monday. Matt Roberts responded it would be done by the end of the week. Planning Director Mike Mrozinski asked if the survey that the municipalities have can be updated on the second page so they don't have those July/August dates on them? Tony Waldron said 3 of the 4 Municipalities (Milford Borough, Milford Township and Westfall Township) meet this Monday and if we send the press release and ask them to announce it again, I'm sure they will do it. Matamoras Borough meets Tuesday. Mark Spatz said Matt (Roberts) can pull that together and send it to Mike (Mrozinski). Mike will then review and then send out to the stakeholders' group. Before we send it out to everybody, please review it. Mark Spatz said we're going to go door to door when we are up here unless anybody says we are not allowed to. Another attendee brought up that when they were at the meeting two weeks ago, it was brought up that the PennVest funding is dependent on the survey. Mike Mrozinski said to add that into the Press Release. Matt Roberts said yes they were planning on including that.

Mike Mrozinski asked for an update on the TAR. Matt Roberts responded that they have reached out to a DEP representative but as far as most of the TAR problems, like 95% of them, were clerical or procedural. We do need to schedule a meeting with the DEP we will need a representative from each municipality as well as someone from the Authority. We don't have a time frame for that, but we would like to shoot for the end of the month. Mark Spatz said one thing we have asked Patrick (our DEP Representative) is if he can come to the area and DEP would make a note of that, but the meeting would involve a representative from each municipality to go to the Northeast office in Wilkes Barre, PA. It's fine for us, but if you guys would like to ask otherwise, all of these people from the municipalities going to Wilkes Barre versus just one or two people from the DEP coming down here. If you wanted to ask if DEP would come to the area, that would probably be best to be asked by Matt (Osterberg). Matt Roberts said he spoke with Patrick and he told him that there are about 3 or 4 from DEP who would be involved for a meeting like this. He didn't seem receptive to the idea of DEP coming out here. I can check back in with him again. Tony Waldron said one of the things they raised was that there really wasn't a good explanation as to why the municipalities were all getting together. I think we should be able to sell this better and should make it clear what the purpose is. Matt Roberts said he and Corey, when reading the comments, realized they didn't do the best job selling that in the TAR so we made some changes to sell that better. The more municipalities you have gathered together, the easier it is to get funding. That is the biggest draw right there. Commissioner Osterberg asked Mark Spatz if he could speak with Patrick Devitt and let him know it would be easier if he would come here rather than try to get 7 people to go there. Mark Spatz replied that they have already done that and the answer was no. That is what I was trying to get at before. Commissioner Osterberg suggested contacting Mr. Bedrin (Michael Bedrin, Regional Director). Mark Spatz repeated it would probably be best if asked by the County. Tony Waldron said he has a pretty good rapport with him and he would reach out to Michael Bedrin by phone today or tomorrow. I will tell him we would like to do it by the end of October, early November-we will make the schedule work, but we would like them to come here – I'll do what I can.

Matt Roberts concluded that the main thing right now is for the people making the calls for the on-site inspections. He will be available the week of October 14<sup>th</sup> and, ideally, would like to have the option to go door to door or have enough inspections scheduled so he gets as much done without having to drive back and forth every day for the whole week. Our plan is that we come in early and stay out until the sun goes down, that way we can catch people coming home from work.

Next meeting will be on November 6, 2019, at 3:00PM in the Commissioners' Meeting Room

ROUTE 209 SEWAGE PROJECT  
MEETING MINUTES  
December 4, 2019

Meeting opened at 3:00 PM

Present were: Bill Kiger, Fred Weber, Michael Asimakopoulos, Paul Fischer, Al Schneider, Frank Tarquinio, Tony Waldron, Matt Osterberg, Nick May, Mike Mrozinski, Penney Luhrs; and Matt Roberts and Mark Spatz via phone.

Minutes from November 6, 2019 Meeting – Approved

A progress report was provided from HRG. Matt Roberts stated they have 268 of the mail surveys, but Corey looked into that a bit further and reaching 485 isn't something that is required as much as getting the on-site inspections complete. He has made some progress over the last couple of trips out to Milford. There are 382 inspections out of 485 required. There is only one left in Milford Borough and Matamoras Borough is completed. It is getting down to the Townships. We can't do on-site inspections when there's snow. We will continue with the on-site inspections depending on the weather.

We have our DEP meeting scheduled at the Northeast Regional Office in Wilkes Barre at 10:00 AM this Friday (December 6<sup>th</sup>). Matt Roberts said we have the TAR Comment Response Letter to DEP for our meeting and the meeting has been scheduled. We are continuing to add Mail Surveys and also conducting the on-site inspections once again finishing up both of the Boroughs and making some progress. As far as next month, we will be trying to schedule some of the inspections, weather permitting. We will continue working on the main chapters of the Act 537 Plan as we get more information.

Mike Mrozinski asked if they have enough for the inspections or do you still need some assistance from the Townships. Matt Roberts replied a push would definitely be helpful. Matamoras uses the water bills and that helped increase the number of Mail Surveys that we received. That definitely helped with getting more surveys than going door to door. Mark Spatz added that the important thing is the on-sites versus the Mail Surveys. The Mail Surveys open the door to the on-site inspection (we get the name, phone number, etc.). Right now, we can't because we had 10 inches of snow and we have to wait until that goes away. One of the things we are trying to look at is - can we proceed with what we have? We have both Boroughs, which are the main population, and then through the Townships is just a main line and we'll have some spurs off of there for service. We're taking a look at that now. I am hopeful that we will be able to proceed that way. We will definitely know with this meeting with DEP on Friday. We will give everyone an update at that point. Having both the Boroughs complete is definitely good. With the Townships, since it's a more rural nature, they're not as critical. If we only had one Borough to complete and the other Borough didn't have any that would be more troubling than the situation we are in now. I don't think we're going to be able to get any more on-sites until the spring because of the snow. I just don't think it's going to melt. That is where we stand. If I had to guess, we will be able to move forward with what we have through the winter. We can prepare a draft on the Plan and get that out to the municipalities for review and continue to make progress. We can finish up doing our Surveys to meet our quota to publically advertise the finance in the spring.

Tony Waldron asked if Mark has all the information he would need from the municipalities to work on completing the rest of the Plan? Matt Roberts said as of now he can't think of anything left. Most of the things left are dealing with working on alternatives or some of the results of the Surveys which are not complete yet for the Townships. As of right now, I don't think that there is anything major that we need

from the municipalities. Mark Spatz said he thinks they have everything they need. One of the questions for Friday's meeting is going to have to be wells. I guess some of the properties that are in the Townships have wells – are they going to expect us to get samples from there? We'll have to see what they say and go from there. That is it from our standpoint.

Mike Mrozinski asked if they could give the municipalities a feel for what they can expect on Friday (December 6<sup>th</sup> meeting with DEP). Mark Spatz said he thinks DEP just wants to get the temperature of everybody and make sure everyone is on the same page. I think they just want to make sure that the municipalities are actively engaged in this project and this process. They want to make sure it's not just an engineer doing this stuff with one supervisor. Matt Roberts added that Patrick wants all of the municipalities there to make sure everyone is on the same page. Making sure that, going forward, we understand everything and follow the check-list which we know about. Mark Spatz said it sounds like to him that Mike Bednar might be there with some Executives. Other meetings I have been in they have been there in the beginning and then leave. Tony Waldron asked if they're (DEP) aware of the proximity of Milford Borough to the National Park Service properties areas? In terms of what alternatives do exist beyond what we are trying to make work here? In the past, DEP has been aware of that and, back at one point, Bill Schneider and I were at a meeting where the National Park Service came in and said Milford can't come into the river there. Even if you had the wherewithal financially to do it, you just can't do it. Since Milford has an obvious need and no good alternative and, here is an alternative where there is an existing plant, which is certainly a cost savings, it might matter more than just a typical paper exercise of where is this going. Mark Spatz said he is not sure, he guesses they are aware, but I don't anticipate them having any kind of push back. Mark Spatz stated that any questions, comments, concerns – it gives us information that we need to cover in the plan. What about these other things? The answer is it costs more. That's why we're going this route. That's why the towns are working together-it reduces cost. It's a \$6M-\$8M cost that we need to overcome.

A question was raised regarding past County plans, engineering study a couple of years ago? Commissioner Osterberg responded there was discussion years ago to do some land swaps, but with the Park Service that's literally an Act of Congress. Years ago there were discussions about other facilities, whether it would be on the Milford dump, whether it would be a swap for the Milford dump for a piece of property that sits behind Milford Township Building – this was 20 years ago. The hurdles to get over that is literally an Act of Congress.

Mike Mrozinski asked if DEP designated the Westfall facility as the Regional Disposal Facility or some sort of official Regional Facility. Al Schneider replied that he thought at one time they were working on that. Tony Waldron added he believes they did in the 1990's, but then in the early 2000's there were anti-degradation regulations. They said they're going to go in a different direction, we don't want Regional Plans, we want more On-Site Applications, unless you can show there's no way to do that.

Tony Waldron asked Mark Spatz that HRG had indicated they submitted comments back on the TAR letter, did you copy us? Matt Roberts said he did not yet and he could get that out. Tony Waldron said maybe by tomorrow before the meeting (with DEP), in case something comes up. Matt Osterberg asked if Mark Spatz would have a plan ready for spring. Mark Spatz replied he would have to sit down with Corey and see where we are. I'd like to have a Rough Draft, we're not going to have all the assessments done. The Stakeholder Group and other people can look at it and start bouncing it back and forth. We'll see where things are at. Do we have to have the assessments done for that or not? Probably not. We do have to have the assessments done for the Draft that goes out for public comment. That needs to be the Complete Plan for public review and comment. That might be some time in May, 2020. We usually get storms in March, so it takes until near April before it melts and we see some grass. Matt Osterberg asked

because he knows we put in for RAP Grant funding and I was looking for the time-table for us to be thinking about things like LSA Grants, maybe we're still too early even for next September. September of 2020 is LSA deadline for grant funding that is available in spring of 2021-I don't know if we will be too early to be jumping on that. We have 3 years to begin spending it. We'd have that money spent by 2024. I just don't want to miss a cycle if we can avoid it and, of course, other funding sources. That's what is going to drive all these fears of things costing too much to hook up. I believe in Hawley Borough that's how the hook-up fees were reduced. That's how hook-up fees in Westfall Township were reduced also. We don't want to miss a cycle on that. Mike Mrozinski added that, if HRG has anything that we can peruse about grant options that would help everyone be knowledgeable of it. Mark Spatz said he will look to see if we have a list of up and comings for the grant cycle. Matt Osterberg said we can talk to USDA and ask them about timetables on all this also. As the final reports begin to be put together, what's the timetable on getting those done, public comment and all of that stuff so that everything can hopefully fit together without missing a cycle. Mark Spatz agreed. It was agreed that January 8, 2020 would be the date for the next Sewer Project Meeting.

Bill Kiger asked about the status of the mandatory hook-up, which is the big concern of Milford Borough residents. Matt Osterberg said he thinks we should just talk first about what the initial plan is. Where are the sewer lines going? The main goal is to bring this line down Broad and Harford Streets, not down East High Street, East George Street or any of those side streets. If that is the case, it's running down the commercial district to make this financially viable. Probably all of those businesses along that route would have to hook-up. Unless there is more grant money out there to make it so that it can be a hook-up over time for the commercial district, but the main goal of this entire meeting was to satisfy the needs of the commercial district. Bill Kiger asked how it will affect the residents. Matt Osterberg said that it could be a number of years from now. Will it be mandatory hook-up? I don't know. Is there a mandatory hook-up in Hawley? Tony Waldron said actually there is – that system was primarily designed to serve residential more than commercial. He added that, in the past when that question has come up, the feeling was if there are a number of systems in poor or failing condition indicated by the inspections, the DEP could come back and say you have to come up with a plan to do that, but that plan could roll out at a period of a decade or two. Quite frankly, some people could use it now – if it's not good now, it doesn't usually get better on its' own, they would have to tie in over a period of time, but that would also allow for an additional opportunity for funding. I don't know if we can say that never happens, because it could. Mark Spatz said DEP typically won't really be heavy handed with hook-ups if there is a public safety concern - contamination of waterways or wells. Most people in the Borough are on public water so they won't have to worry about that. If there is active sewer running on the ground in a certain area, they're going to want to see that addressed in one way shape or another. Matt Roberts added that he talked a little about this with Corey. I have been told that the best answer is to tell them that we don't know because, at this point it's not up to us. The DEP can come in and say it. It's better to not say something and not have their expectation that it never could happen.

Frank Tarquinio said their current plans at the Borough Council is to get the main line in and as we can get grant money to make it useful to the owners to put it in over time. I'm not looking for it to be on my street in my lifetime, but whoever buys my house will have it by then. Westfall Township is still expanding theirs. It is not something in the Borough you're going to see in 5 years where the whole Borough will have hook-up. Mike Mrozinski added that a plant capacity would also have to be a concern along the residential route too. Matt Osterberg asked how many years has the Plant been there? The answer was it was turned over in 1999, but it may have been in the 80's. They're still building on it and we're 30 something years later and not every resident in that section of Westfall Township has central sewage. Mark Spatz said if there isn't a public safety concern, the DEP has not been heavy handed. When you get into the concern of connections and what not, the feasibility of building the system. You can't build miles of

sewer lines and not have anybody connect. It's not an "if we build it, they will come" scenario, it's a "who is going to connect to it, who will our customers be?" scenario.

Does the Authority currently have DRBC approval for capacity to come to Milford? Tony Waldron replied yes, up to a point. They roughly evaluated what it could accommodate. Providing for the commercial areas and the areas in between, including parts of Westfall that haven't been sewered yet, those numbers would work without necessarily using up all of the capacity. If somehow it was determined that maybe in the future all of Milford Borough needed the sewer, or even expansion areas along Milford Township or Westfall Township, there might be a need to say either that we have to stop or we have to see if DRBC would raise the level from what it is now. Is it just going down Broad Street and Harford Street to start with – does that make it financially viable? Is there not a scenario where any other funding like USDA or Penn Vest, where we are obligated to run those sewer lines, not just down Broad and Harford Streets, and connect the residents? Matt Osterberg said there will be a plan to expand it to the rest of the Borough. This plan will be all-encompassing. This isn't going to happen tomorrow, this is going to be over time. There is a lot at play here with capacity at the Plant, discharge into the river and over that time nobody wants to see residents pay exorbitant fees. I don't think that's going to be the case because that hasn't been the case in any other municipality to do that. That is why we continue to go after grant funding as we do this. The plan will show sewer lines up and down the borough streets for future use. Mark Spatz said we are starting to get into the next phase of this where questions like this come up. These are all great questions. We are a little too early yet to have succinct answers. These questions will have more solid answers once we get to the point where we have a Draft Act 537 Plan that is ready or close to ready for public comments/review. There will be an advertised meeting and there will be people ready to address these questions. The feedback at those meetings will be used by the municipalities to consider making changes to the Plan. We have to do the best for the majority of the service area. To think we're going to come out of public meetings and everybody is going to be 100% happy is not realistic-that never actually happens.

Frank Tarquinio asked what constitutes a fail when doing an inspection. Is it just when you have a cesspool prior to 1970? Matt Roberts responded that the DEP has guidelines. There are several different categories. One is confirmed failure-actual sewage above the ground. There's also no malfunction where you don't see any problems with the system. There is suspected malfunction-when you have any type of problem and you don't know for certain it's failing but has some possible failure, unusual wetness, strong odors or something of that nature. Cesspools in general are considered suspected malfunctions. Potential malfunctions are things that aren't permitted. They have existed from before ~1950.

With no other business, the meeting stood adjourned. Next meeting will be on January 8, 2020 at 3:00 PM in the Commissioners' Meeting Room

ROUTE 209 SEWAGE PROJECT  
MEETING MINUTES  
January 8, 2020

Meeting opened at 3:00 PM

Present were: Mike Mrozinski, Joe Sain, Al Schneider, Bob DiLorenzo, Tim Gartner, Nick May, Frank Tarquinio, Scott Sheldon, Matt Osterberg, Bill Kiger, Peggy Emanuel, Fred Weber, Michael D. Weiss, Rich Nichols, John Ciccolella, and Jim Davis. HRG Engineering staff via phone - Matt Roberts and Mark Spatz.

Meeting was videotaped.

Minutes from December 4, 2019 Meeting – Approved

A progress report was provided from HRG. Matt Roberts said one of the main things done since the last meeting was we went with some of the Representatives from each municipality to the DEP office in Wilkes Barre to discuss the TAR. We have the map with the inspection results which is on GIS. We are moving ahead with designing the alternatives for possible sewage routes and being able to get some cost estimates as well as what the cost would be for individual users. We will be able to move forward and decide how we want to progress with things - if all of the municipalities are still comfortable with going forward with the sewage or if we want to start sending things out to DEP with updates. As far as next month, the number one thing we'll be working on is designing the alternatives based on the GIS maps and estimate the cost. From there, we can discuss next stakeholder meetings and proceed from there.

Mark Spatz said the map actually has each of the locations where we did on-site surveys in red (or green). The red is expected malfunction and that is due mostly to the definition of what a cesspool is. By definition, it is suspected unless you confirm it is functioning. The green dots are confirmed functioning. When I look at the map I see a shotgun pattern with some areas defining a pattern but not specifically showing certain regions of either borough that have more failures or more functioning septic systems than in the other part. When Matt was out there it seems that people were looking for sewer more than in other areas. We will keep that in mind as we pull together the alternatives analysis and get the pricing done.

We are not done with the needs assessments. The two areas that still need are Westfall Township and Milford Township. The two boroughs are done. It's been a little difficult to do the on-site inspections with snow on the ground or grass not growing. We feel we have enough to generate a preliminary alternatives analysis and costing so we can figure out what the tap-in fees might look like. Then we would meet with the stakeholders group after that and go through those numbers in a draft form and see where everybody is at. We want to make sure that everyone is comfortable with the status of the project before we start disbursing information to the DEP. Our goal is to have that assessment and information for this coming February meeting (the first Wednesday in February). I will print everything out and come up to review that. It's a pretty big meeting to go through everything. Immediately after that we want to get that meeting set up with DEP and DRBC.

A meeting attendee asked if we can post this video on the Pike County website? Commissioner Osterberg said he would have to get I.T. in order to do that. If not, could we upload it to YouTube? Commissioner Osterberg said it would be easier to just use YouTube. The thing is, if we start to do that, then where do I stop it? Which ones don't we post?



Question from meeting attendee that Moon Valley was not in the original scope of this project, when did that get added? Commissioner Osterberg asked Moon Valley Road or Moon Valley Development? The answer was Moon Valley Falls. Commissioner Osterberg said Penney Luhrs had asked for that to be added at some point because they have central sewage now. The Supervisors asked for that at some point. Mark Spatz said Moon Valley was brought up and then we talked about how it wasn't in the original scoping and then we generated a costing to add that in and it was never moved forward to add that in. It's not just adding it in with no additional costs, it's additional assessments. Penney brought it up and we cost it at another \$3K-\$6K approximately to add it into the project. It's not too late-we can still add it in. The attendee asked if the Township bears that \$3K-\$6K? Commissioner Osterberg answered the initial funding for this whole thing came through Act 13 Funds, we'd have to analyze that and check the accounts. It was brought up on June 5<sup>th</sup> - Mark Spatz asked if Moon Valley Falls is too far out of the sewer? Mark Spatz answered that if you want the sewer in that area we will include it in that area. Currently they have their own sewer but it is not doing well. I think it was just left like that because they do have sewer. I guess it is up to the Township Supervisors if they want to entertain us adding them to it. Right now, they are included in a central sewage system. It could always be added later, correct Mark? Mark Spatz answered yes, once the plan gets moved through you would do a Component 3M to amend. The 537 process is a living document, it's not like you do something once and you're done forever. Whenever you have this bounded area that this 537 is going to study, the study area on the mapping, if any development or any sewage needs are needed outside that bounded area there are a couple of mechanisms to add that in. If it is a private entity, they could submit a planning module to the Township for consideration. The Township could review it and approve it and that is usually funded by the private entity. If it is a municipality that wants to expand the area, that is a Component 3M. Either are mechanisms to amend or tack on this additional area to the Master 537 Plan. That will continue forever, that is how it works. Maybe in 30 or 40 years there may be another 537 Plan, but in between the two big 537 efforts you have these planning modules and Component 3M that are mechanisms to make little amendments and add in areas here and there that need it.

Another question by attendee - as part of the TAR will you be able to give residents some estimate range for connection, not just the \$1,750 hook-up, but what this typically costs? I'm looking at numbers anywhere from \$8K to \$12K and, depending on the type of system you use, it could be \$20K. Will that be described in the TAR so we have some idea what homeowners can anticipate? Mark Spatz answered that we're going to have draft numbers and draft documents that are really not for larger public release-they're still in draft. It is for the stakeholders and elected municipal officials, but we have to make sure we don't get carried away with getting too much draft information out there. We are not trying to hide anything. It's just hard to explain to the public what a draft is and that a draft can change. The final 537 Plan will definitely have a tapping fee and estimated rates in the final form. Along the way, the goal is to have the elected municipal officials looking at these numbers and to say yes, these are numbers that our township or borough are expecting and these are acceptable. That's the process of going through the 537 and planning it. If we get to a spot where numbers aren't where people think they need to be, then we need to look and work on that if there are ways to do things differently to bring them into expectation. We have to make sure we have reasonable expectations. Ultimately, it's a work in process - all the time we're trying to push the numbers down, push the expenses down. Can we get grants to offset things? They are always in a planning number state until you get those bids back from construction to go build. With proper planning and proper understanding of how numbers are developing as you're going along and trying

to keep those within budgets, within range of expectations. You're trying to keep your costs down and get to that end, but they are always fluctuating here and there. A big part of that is grants and things of that nature. The final 537 Plan will have estimated costs for tapping fees. We'll have some draft numbers in between now and when that final 537 Plan is put out for public release. It is important to understand that the Plan that the elected officials say yes, this looks like a good plan for my community, that has to go out for a thirty (30) days public comment period. We make public presentations up on the plan and have this information; address questions, comments, concerns and then take the plan back and make any revisions on it based upon public input. That's a required process. The DEP won't even look at the plan until that's done. We have to officially respond to those comments. It's built into the mechanisms to make sure that the public is aware of the document going to the DEP in final planning form.

An attendee thanked Mark for the feedback, but said what he is hearing is that the cost he is including is going to be the tapping fee and annual rate, it will not include any grinder pumps, pumping out of existing cesspools, damage to yards, fences, roads or whatever. It is not a complete cost right? Mark Spatz said what is tricky about that are people's situations are different. You can look at ranges, but it depends on your septic tank versus somebody else's, do they have to repair fence work? Go across driveways or not to get connections? Do they need a grinder pump and things of that nature. I will talk to my team to see if we can pull some reasonable ranges together so we have some understanding of that. It's not an official thing that would be in the 537 Plan, but it's something we can see if we can include around the fringes or at least have that information for public meetings. The other thing is, many times with communities a local contractor or a local person who has a license to do work in construction and has proper insurance for the State, but they will start making news of it to go around and do these sewer tie-ins for people. To some extent it takes a person that is handy and has a backhoe. A lot of times that has a pretty decent impact on the costing. If that comes together, the costs go down. Bob Diloranzo said to add to that we're going to have people with finished basements, most of the lines are going to be in front and we're going to have to move the sewage line from the back of the house to the front of the house or business. Some of these businesses are going to be on grade/slab. The cost to that could be a great deal because you have to abandon the old system, move the plumbing inside the house; if they have finished basements, that's an issue too. When you look at that, you're going to have to look at all the angles on that. Mark said that's what makes it really difficult. Our ranges might have quite a range. What's maybe more appropriate as we get closer to this, and getting toward a draft, a public comment period, is some people with that concern can call a plumber and get a quote. Quotes are usually free and very specific. Bob replied that they would need to do that before this goes in place because, once it's in place, if we're using funding we're going to have to hook up. Bill Kiger added as long as the homeowners understand that it's not just a \$1,750 hookup fee and probably \$800-\$1,200 a year usage fee, but there are other costs. Even if you don't put a dollar sign to it, this is not going to be a trivial expense to most homeowners-they should know.

Frank Tarquinio asked Mark if they're going to identify where the pipes are going in the streets and/or alleys? That will have an effect on people. If they go down the alleys, it's close to most people's septic, they don't have to rearrange inside the house. You will identify where, at least at that point, you're expect all the lines to go down? Mark replied that yes, our analysis will have a general layout. It's going to be lines on a street, it's not going to be exactly where the line needs to go. They're going to be looking at mapping and we're going to show generally where the lines will be. With this whole process and, most of engineering processes, the least expensive way is the way that achieves the objective – that's always the way. Bill Kiger reiterated that it will still be a cost of

the homeowner, it is not going to be insignificant. It is going to be a cost that is incurred not just the connection fee, that's my point.

A meeting representative asked what the earliest that the hearing by the municipality will take place? Mark Spatz asked if he was talking about the public comments period-clarified as public hearing. Mark answered it would be this year (2020). It's up to the towns, but from what my perception of it is, it will be this year some time Spring/late Spring 2020. Matt Roberts added that it also has to do with when the DEP gets things approved or, once we have the alternatives, if the municipalities reviewing them wants us to change things. Depending on things like that, it can get delayed.

An attendee said that in the last meeting we discussed the Commercial District in Milford Borough will precede the Residential District. How much separation from Commercial to Residential? Is that 6 months? A year or 2 years? Mark answered it has not been determined. It's the community's plan, so it is what the community will want it to be and it gets checked by the Department. If there is a residential with a business back to back, it would make sense to grab them both. Mark said what's important to realize is that the main driver is getting commercial businesses served. This is the message I've heard from the communities – there is an economic burden that's currently on many of the businesses through the central corridors of each borough. It starts to erode the town because the commercial starts to dither away and people need the commercial for economics of the area. That is really the main concern. It takes sewer 10, 15, 20 years to build – it takes a long time. It takes a long time to figure out how to fund this, looking for grants and aggressively chasing these things. That is the main driver for this project, the needs of residential homes around the area is being looked at as well. The scheduling and costing and stuff like that is a work in progress. That is what we're starting to figure out now. Ultimately, once the elected officials are comfortable with the plan then that will go out for public comment to receive public feedback. If we have to make changes, we go ahead and make those changes. If everything is in good order then that gets submitted to DEP. They will have to review and approve the socioeconomic benefit to the plan itself as well. They are making sure costs are contained, fees are reasonable and that there is a sewer need for commercial and residential. There are a number of checks and balances in the process that was established by the State in the 1960's for how you go through this to get a town with no public sewer to a town with public sewer.

With no other business, the meeting stood adjourned. Next meeting will be on February 5, 2020 at 3:00 PM in the Commissioners' Meeting Room.#

ROUTE 209 SEWAGE PROJECT  
MEETING MINUTES  
February 5, 2020

Meeting opened at 3:00 PM

Present were: Tim Gartner, Patricia Branch, Bill Pitman, Paul Fischer, Nick May, Al Schneider, Bill Kiger, Peg Emanuel, Fred Weber, Mik Weiss, Joe Dooley, Linda Edgar, Mike Mrozinski, Tony Waldron, Frank Tarquinio, Dave Clark, Eric Kudrich, Mark Spatz and Commissioner Matt Osterberg. HRG Engineering staff via phone – Matt Roberts. Milford Water Authority staff via phone – Scott Sheldon

Meeting was videotaped.

Minutes from January 8, 2020 Meeting – Approved

A status report was provided from HRG. They still have not completed on-site assessments. That will probably continue after February. We don't need to have all the mail surveys back. It is the on-site inspections that are key. Matamoras and Milford Borough are done. It is just Milford Township and Westfall Township that need to be finished. We have an Alternatives Analysis and the mapping for those. We are still working on the costs. I want to sit down with the stakeholders and go over the additional terms we're looking at and get some feedback. Coming up for the next month is we take the Alternatives and any comments from this meeting and finish out the costing for the different Alternatives and the right structure for those. We don't have the rate information just yet. We need another week or so before we can pull all the information together.

I want to use this opportunity to get some feedback. Maps were displayed for meeting attendees. We looked at a number of Alternatives and there are 6 different Alternative series. The point of the Alternatives Analysis is to look at things a number of different ways and see what the costing looks like. In this one, we're looking at going down the main street in Matamoras with a gravity line-that's Alternative 1-A. Then 1-B is going down the main street with a low pressure line. Westfall Township's sewer terminates in a low pressure line around the Price Chopper. It comes out right around the main street and comes down and intersects throughout Route 6. If we pick that up with a low pressure line, the grinder pumps would just push into that and continue to push out of Westfall. If we go gravity, that alternative would replace the low pressure line all the way to the Car Wash (by Perkins). That gravity line would go under the bridge, the old pressure line would then do the tie-ins to that pressure line would just tie-in to the gravity and then it will be gravity all the way down to the car wash where it can be pumped up to the plant. Whenever you switch from a pressurized system to a gravity system you have to find a spot to pump back into the pressure system. Ultimately, the lines going to the plant are all pressurized to get there. Those are the 2 Alternatives. Obviously, gravity it just flows into the line and goes down. With pressure systems, it goes into a small grinder pump and then it gets pushed into the line and goes down. Between the 2, the low pressure system would be more cost effective to purchase the grinder pumps and install those than to do a gravity line with extension. One of the big things between gravity and low pressure systems is that when you go from gravity and have to get it into a pressure system, you have to do that through a centralized pump station. Centralized pump stations are around \$600K. They are at least a half million dollars. They have to have back up power, emergency generators, lights and they are expensive systems. This alternative is just going up the main street to Matamoras and not branching out to any of the side streets. The Plan would conclude that the rest of the side

streets would remain on-lot systems and an Ordinance would have to be in place for OLDS (On-Lot Disposal System) Management and that could be the desired alternative from the Borough. This is what we would propose to DEP.

Mark Spatz then moved on to Alternative 2 and Alternative 2-A. They look largely the same layout. These were the streets we were looking at based upon the needs assessment and the on-lot inspections in Matamoras Borough. A lot of the systems are suspected malfunctions because they are cesspools. Maps will go out to the stakeholders group. Alternative 2 costs more than Alternative 1 because there are more lots. A question was asked if the lines are going to be designed with enough capacity to take the whole borough or do you keep it a type where it's going to have to be replaced later on? Mark Spatz said he will look at that. You can't just put in a really big pipe because you have to get a minimum velocity through the pipe. When you're going into a pressure system or gravity system, you can't oversize the pipe too much. It's a balance between the two. We want to have the biggest pipe we can to get the minimum scour of velocity.

Tony Waldron asked Mark that if we went with gravity versus the pumping, if it needs to be expanded, would one be more accommodating than the other, more costly than the other? There is some belief that more properties are going to need to be served. Mark answered that if this plan holds us through for the next 20 years, then that is a successful plan. Fred Weber from Milford Borough had asked at another meeting if you run the pipe down Broad Street and hook up commercial venues, is that going to be financially feasible? The answer was a hesitant no from someone on the phone previous meeting. Eventually we would have to do the side street and the alleys, but we're certainly not talking about a 20 year window for the borough because it was not financially feasible to just have the commercial district-that we need to expand out to the rest of the borough. Mark Spatz said it was probably him on the phone that answered that and, if that was what I conveyed, it was not what I meant to convey. On this Alternative 2 in Matamoras-this is more expensive-yes, the construction cost is more expensive, but then you're adding more connectors - it can level itself out. There is going to be a change in the numbers. In some cases it can go down, in some cases it can go up. We're trying to find that balance in there as well. That balance isn't just financial, it is based on community planning. As you branch out, you're adding more connectors on, but the costs go up too. When you're in a borough, if there is a density piece to that, as you branch out further your costs rise, but then you are adding a lot more homes on to the system at the same time.

Fred asked what was the point of surveying 200 people in the borough? Mark Spatz answered we have to. Fred asked if anyone is forced to connect to a central sewage system? Mark Spatz said that's up to the Council-what they do is up to the Council. Mark said DEP is typically not heavy handed with forcing towns to connect. What really occurs with these types of systems is if you're going to go up any branch, anywhere, even up the main street, you have to have people that are going to connect because it costs millions of dollars to get it there. Once you have that plan established, the finances in to pay the debt service, then you install it. Tony Waldron added that the financing is based on proving you're going to be able to pay it back. Last time, just by doing the commercial district, it wasn't going to make it a financially feasible project. You need the big number to see how that is going to be divided and be apportioned. Mark Spatz added that we are hoping to have those numbers by March. The numbers have to be vetted by the stakeholders' group, we're not just coming out with first draft numbers that aren't right.

Frank Tarquinio was asked by Fred Weber if it's up to the Borough Council when the sewer gets expanded up alleyways, what is the general feeling? Frank answered a large part will be finances. My guess is that since we don't have immediate pressure on us to do it, people's systems are not failing, that would probably be longer term in the future – 15-20 years if not longer. I think going up the streets is going to depend on how much funding you get by grants. If we can get enough grants over 3 years, to maybe do a block or two because we don't have pressure as far as I can see. Mark Spatz added that once the planning is out of the way, it will give the community choices. There are well established businesses are in need of sewer. Once this planning gets done you can say we're trying to finance these projects, public/private partnerships, businesses can help the borough in getting grant funds to them by demonstrating a need. Writing letters along with grant applications. There's a lot of things you can do once you get the plan approved then it's actually the work of trying to get it financed.

Fred Weber asked what the break down was in the borough, how many failed (septic systems) and why? Mark Spatz answered almost all of the systems are suspected failures. Fred Weber then asked what this is going to cost the homeowners? The hook-up fee and annual fees could be anywhere from \$6K-\$20K depending where the plumbing is. These are things we need to know.

Commissioner Osterberg responded that our role is to find out what this costs and then to go out and find out what kind of funding we can get. Mark Spatz from HRG is telling us it is going to be a 15-20 year project and I believe that is true. The water company updated every water main in this community. They did not do it all at one time. They did it as they found funding. They needed to do it all at one time, but they did it over time. We need to be patient. To throw out a number of \$6K-\$20K is unfair at this moment until the engineer tells us these numbers. We just need to slow down here a little bit without stopping this process. We need to figure this out and then we'll figure out where the money comes from. Anthony Waldron added he was there when Hawley put sewers in back in the mid to late 1980's and people wanted to make snap judgments. You can't make snap judgments when you don't have the whole picture. It's not something where we can say let's decide now whether we're going to do this or not until you have everything laid out and then you have to look at what the finances and alternatives are. Sometimes you can scale back an area. It can be done incrementally. It's not an all or nothing.

Mark Spatz said we should have some ranges of numbers in April, that's our goal. Mark Spatz referred back to the Alternatives presented and said he felt those are good Alternatives, all four. The gravity is more expensive than the low pressure, but it's not that much more expensive. One of the bigger questions that I have is, are these the right streets? A discussion was had looking on the map and the streets in the borough. Frank Tarquinio said that in the Comprehensive Plan there were the top 5 concerns of people in the borough and the biggest item was to work with Milford Township to look at doing a central sewer. It is not a new item. It's not that nobody wants it, there are some people that want it. Fred Weber responded that what he heard here today is very positive and encouraging.

Mark Spatz continued with Alternative 3 – extension of the Main to get out to Milford to serve the town. It looks at a low pressure system extending out to get the Milford Township line and another one that looks at gravity. With gravity you need additional pump stations and things like that. These are 2 alternatives that we're going to have in the report to satisfy DEP's perspective. They want to make sure you look at a lot of different things. There's no question, the low pressure extension all the way out is half the cost, it's a lot more affordable than this way (gravity). If you drive from Westfall to Milford you're going up and going down. Every time you go down, you have

a pump station, that's \$600K. It's just not affordable to go gravity all that route and add all those pump stations.

The next one is Alternative 4, 4A and 4B. This is where we actually come out all the way through and go through Milford Township to get to the Milford Borough line and do a low pressure system in the borough itself. One step goes to Milford Township line and the next step is go all the way into Milford Borough with one line. One is gravity and one is low pressure. Again, this is about half the cost between the gravity versus the low pressure to be a pressurized system. From this point forward, the low pressure is more cost effective and that includes buying the grinder pumps as part of the project. If you go this route, who owns and operates the grinder pumps is another topic to talk about.

Alternative 5A looks at gravity through the Borough of Milford down through Westfall. Again, it's about twice the amount of low pressure. Alternative 5B is doing the low pressure just within the borough and then the rest of the line all the way down through gravity. The costing of this for the borough is fine because it's low pressure, but after that you get into the gravity service and it jumps way up. Finally, 5C is just low pressure the whole way and a costing for that. It would be between Series 4, 4A and 4B, it just goes down Broad Street, it doesn't go out Harford Street. When we get to Series 5, it goes down Broad Street and out Harford Street. When you're looking at the Series 4, they're just going down Broad Street. Frank Tarquinio asked if going down Broad Street meant down to the light it stops? Mark Spatz answered just a main on Broad Street. Frank asked then everyone has to reverse their sewer coming opposite? Mark answered yes, it would just be a main in Broad Street for business connections. We can slide that over if we go down the back side we're going to have to do of them. Discussion followed regarding there being no real streets behind the buildings on Broad Street. There are easements coming across the back of the property lines. Mark said there's a negative connotation on grinder pumps, pressurized systems. The fact is they are generally more affordable. In the beginning their service record wasn't that good-they're mechanical. Over the last 15 years their service record have gotten a lot better. Frank Tarquinio said that if you have guys up in this area, we can walk with them because we have a pretty good idea of what's going on. We abandoned old water mains in these streets, so we have a new water main and there's an old water main that you would probably have to cross over and the State has just repaved all these streets. They might have you repave the entire street from shoulder to shoulder not an overlay. Mark Spatz responded that on the 2 alternatives we should be splitting and using the alleys. The alleys are only 15' wide, so we would have to look at the cost. Mark Spatz asked Matt Roberts if he got all that and Matt Roberts replied yes, that Broad has recently been repaved or it would be hard to go through there. Mark said it's more that the systems all flush out the back, they're worried about rerouting the systems inside the buildings. Matt Roberts said they will do an alternative for that. Mark Spatz said they will have to work that in to the project costs, we'll have to look at that. We were looking at two, one going down just Broad and one going down Broad and Harford Street. Do we need both sets or should we look at just going down Broad and Harford Street? Is there any desire to just go down Broad Street? Mike Mrozinski said there is a senior center on Harford Street-that's a big facility (Belle Reve). Mark Spatz said to Matt Roberts they are talking about coming down Broad Street and when you get down to Harford Street make a left as an alternative (East Harford). Frank Tarquinio added that the Township has Key Food and Apple Valley. Mark Spatz said one alternative would be Broad Street and East Harford Street. Another alternative would be Broad Street and both sides of Harford Street (East and West). Tony Waldron said that on Broad Street, you're talking about going down Broad Street itself or using an alley. Would it be an alley on the Eastside or the Westside? Mark Spatz answered both. Commissioner

Osterberg added it would be in the back because that's where everybody's sewer is-in the back. Commissioner Osterberg said Pear Alley, along Forest Hall, goes all the way to the Grand Union (Key Food) and also all the way down to Belle Reve. The only thing with that is you don't pick up the far side of Harford Street, you would have to bring laterals across. The Dimmick and places like that would have to jump across. Unless you do easements over there and right-of-ways through the people's backyards. You would come down Blackberry and go all the way to the Waterwheel and back up, but that's not for years and years. Meeting attendee Linda Edgar asked if this is going to extend behind Apple Valley up to Grey Towers? Commissioner Osterberg answered that is up to the township (Milford) officials. Right now in this manner it's showing right to Apple Valley and I don't think it's up to Pine Acres at all. I don't think that's on here yet.

Mark Spatz said the final alternative is 6 and that just extends out different streets in Milford Borough. This would be a low pressure system and then going up different streets. It would continue down Broad Street and go up Sawkill and out to the Waterwheel and Mill Street. It's basically added on additional branches. The other thing to consider with the Broad and Harford Street is they have a lot of street-scaping done, so we're going to have additional costs trying to come up underneath all that bluestone walkways and maybe the alleys would be better. When you're looking at the cost analysis, you have to take into consideration all those street lights that are out there, the bluestone and fancy sidewalks. Fortunately, all the sidewalks we're dealing with are ADA compliant now when we came through with the water main. You still have to deal with all the other infrastructure that's out in front on Broad and Harford. Mark Spatz said when looking at Alternative 6, this is based on our needs assessment, if there are tweaks to it, you need to let me know that stuff. That's it and I'll send those maps out. I will e-mail them out to the stakeholder's group. Commissioner Osterberg suggested it would be easier if you just send it out and make a set for each of the municipalities-we need to see the whole plan anyway. It should be just one big packet and if they need more for their Planning Commissions, they can just print them out.

Bill Schneider from Westfall Township said one thing Mark and I talked about was the size of the pipes. Obviously, Westfall will not need as large a pipe as you to serve all of Milford. That is something that will have to be discussed and figure out a timeline there because we're (Westfall) going to head to the township line now, soon. If you would have built this 20 years ago, it would've been much cheaper, you'll have to look at these things as we move along. Those are some of the things we're looking at. Mark Spatz said they will look at the flow differentials. For this level, it's just a pipe diameter, it doesn't have that much change on the costing, but ultimately for the design and construction, we'll have to get a gage on where towns are. In some scenarios, we might have to put two different lines in the same trench. We would have a smaller one for the near future capacity and a larger one in the same trench for the far future.

Frank Tarquinio asked about grinder pumps, the size of the grinder pump? Mark Spatz replied the grinder pumps pump slow and they have a high head pressure. There is a lot of expandability. The main gripe when they first started was that the systems weren't as expandable, so the grinder pump industry has solved that problem. These other little problems have been solved in the last 15 years. They're pretty affordable, the pump itself is a cost, but the lines are not nearly as deep only 4' deep versus 8', 10', 12' and up to 20' deep sometimes. Then you would have to terminate in a \$600K - \$800K pump station. With these, you don't have that and the grinder pumps can get down to \$4K if you're buying them in groups. They're really flexible for where they can go. Wherever the house sewer comes out, you chop the line, demo from there down and put the pump right there and you only need a space about 5' X 5' and it pumps it out wherever it needs to go. As we're going down



this road we're looking at all of these. I like gravity, but when you get beyond the negative sentiment of the grinder pumps, they're cost effective. I think for Milford that's where it's going to be headed toward-the pressurized system. Matamoras you have some options there between gravity or a low pressure system. It was because there is no elevation. Mark stated you're upriver of the plant. There's a bunch of hills and there's a huge ravine.

A question was asked in the submission to DEP we have to have alternatives in there as well-2 central sewage options, would you take public input to develop that section? Mark Spatz answered yes, send me what you got. The other thing is for the 537, I am requesting that I get the municipal waste load management information regarding the sewage capacity and extension plans. Can you get that to me? Tony Waldron said there is a Right To Know (RTK) procedure that you can submit, the 537 was written before the RTK request. That (the RTK) came in the late 1980's, early 1990's and the 537 was written in the early 1970's. You certainly can, but we need it in writing and we have a person, Bill Schneider is the Chairperson of the Westfall Authority and I am the attorney (Tony Waldron). You can call first to make sure there is someone there (Tuesday through Thursday, sometime they're there other days). An attendee said they want to see the numbers because I know one of the questions that came in early on, with all these additional townships jumping in, they're going to be at capacity, I'm curious about the expansion plan, how it looks and what are the current numbers. Mark Spatz added that these alternatives wouldn't require expansion. When we were talking about expansion, we talk about full build out, both towns. That will require an expansion. An attendee also asked when does the Delaware River Basin Commission get in on this, because they are in control of what gets put in the river right? Mark Spatz said they're involved in the DEP review process. Our intent is to get these alternatives formalized and get the costing and set another meeting with DEP and DRBC to show them where we are at and get their preliminary questions going. DEP generally defers to the DRBC. Mark Spatz said he thinks the requirement is to only submit the report to the DEP, but we usually send it to both. Peg Emanuel asked for clarification about the gravity not needing a pump station. Mark Spatz said every time you terminate it has to go to a pump station. Peg said so the low pressure needs the grinder pumps? Mark Spatz said those would NOT need to go to a pump station. Either way it's going through a pumping station. Peg asked if a grinder pump went from a home or business to the line? Mark answered it does. Tony Waldron added it's on the property itself. Mark Spatz said they're usually just a 2' diameter top and a cylinder that goes straight down and there's a pump inside there. Attendee mentioned it's interesting because you said you could get the cost down to \$4K? Mark responded the grinder pump varies because it's \$8K-\$4K depending on the number, we're going to have a range. Peggy Emanuel asked about Alternative 5A-are you recommending low pressure through the borough? Mark said he is not recommending anything, he goes based off what the costs are. From an engineering standpoint, I try to make sure everybody is well informed on what is the least expensive alternative to get the job done. That is one metric, it's a powerful metric, but it is not the only metric decisions are made by. There are other things. It looks like right now it's going to be the least expensive alternative to get the job done. Peggy said with the gravity system through Milford Borough, then you need a pump station and where would that be? Mark Spatz answered exactly. How many pump stations total would you need for the whole project, any guess on that? Mark Spatz answered it depends on which alternative you select. If you're doing the least expensive alternatives, it should be zero – low pressure systems would be pushing everything from Milford up and either Matamoras would gravity that down to an existing pump station or you would low pressure down to an existing pump station. There would be no additional pump stations. If you go gravity in certain sections, there would be a number of them, if I had to guess it, 5 or 6. I didn't really look up the number. We will identify that in those specific Alternatives. As your analyzing

gravity further, you really have to be cautious because there are things like the big ravine that goes under the 3-Lane-you're going to have a grinder pump station right there because there is no way you're getting the gravity underneath that. You're not going over top of it because it would be too deep by the time you get there. There are also low spots that you have to look at how deep can the gravity really get before it's unacceptable.

Residents/homeowners will have options on how to handle the costs. It's not coming out of pocket, there are other alternatives and it will be covered in the 537. Commissioner Osterberg said there is a document heading out from the borough that will answer a lot of frequently asked questions. PennVest (loans) is at 1.75% as of right now. If you get funding from USDA or PennVest that does mean that people will be mandated to hook-up. Loans have to be repaid, not grants. Commissioner Osterberg said when we get these numbers, that's when Mike Mrozinski will actively go out there and look for and identify funding sources and then go from there. Until we know numbers, I don't think it's fair to throw \$20K out there until we're absolutely certain and then, even then, we need to know the funding sources available. Maybe the funding source is a super low interest loan that helps people offset this, but we need to know that before we put fear in people that we're laying a \$20K bill on somebody. That is not the plan here and that was never the plan or intention, to see any resident stuck with an exorbitant bill. As Tony (Waldron) said, PennVest or DEP will not let you build this if it's not affordable. Mark Spatz added that when you get into PennVest and when you talk about mandatory connections and things of this nature, it's mandatory connection where you build the line, but if you don't build the line there, nobody has to connect. When they were building the plant in Westfall, there wasn't all of this that's out there. Walmart wasn't out there then, they were able to do this there with a minimal amount of hook-ups. Mark Spatz added that the Pike County area does so much better than other communities I've worked in with rational, sane and deliberate conversations that are controlled. With that said, what do we need to do to get to that goal? When we get to a cost figure that the cost is too high, then the question is how do we get that lower? How do we drive the cost down? Until we say there is no other way we can drive this down any further-that is the point in time where hard decisions need to be made. Until then, I don't want people to take numbers that we're starting to see and say that is the final number. If there is concern with that number, let's talk about what we need to do to get it lower. We will try to push it down all the time, but we need to know the pinch points with that. It's not going to be free.

With no other business, the meeting stood adjourned. Next meeting will be on March 4, 2020 at 3:00 PM in the Commissioners' Meeting Room.#

**ROUTE 209 SEWAGE PROJECT  
MEETING MINUTES  
MARCH 11, 2020**

Meeting opened at 3:00 PM

Present were:

Bill Pitman, Dakota Hendricks, Robert Knowles, Peggy Emanuel, Fred Weber, Al Johns, Al Schneider, Joe Sain, Tim Gartner, Nick May, Paul Fischer, Frank Tarquinio, Dimitri Koby, Robert Dilorenzo, Erica Burnett, Mark Spatz, Jeri Ely, Midge Curreri, Eric Kudrich, Dave Clark, Tony Waldron, Mike Mrozinski and via telephone Matt Roberts.

Minutes from February 5, 2020 Meeting – Approved

An update regarding the 537 planning process was provided by Mark Spatz from HRG. On our status report has the continuing list of the OLDS surveys we still need to do. We will be back out starting March 16<sup>th</sup> to complete those now that the weather is getting nicer. About 88 OLDS surveys have to be done. Matt Roberts said Milford Borough has one left. Mike Mrozinski asked about the wells. Mark said we are trying not to do well samples. We did not include that as a part of our scope. We were under the impression that the main corridor was on public water service and also the Borough. We did not include that from a costing standpoint. Additionally, with a 537 plan you don't want to do more than you need to. It can lead to other questions, comments and concerns. If we do well samples and there are issues with the wells then DEP will see that and they might be a little more heavy-handed. If that is the situation, the core of the properties in the study area has public water available. If there is some issue on other properties after this, they would have the option of connecting to public sewer service and have the option now to connecting into public water supply. That is our stance on that. In the future DEP may, through the review process, make us do well samples.

Mark displayed the maps that the municipalities saw before (with Options 1A, 1B and different ways approaching the structural alternatives to the on-site system). On site treatment is established, we don't need an alternative to that. If people have systems that are failing right now they can remediate their system, and if they can't remediate the current system in it's location, they can make a new system in a secondary location if they have space. That is the issue, most people in the Boroughs don't have space, especially the commercials. The third thing from there is they can go to storage and then that gets pumped. The problem with the storage is it costs a ton because you're not able to leach off the water that's going down the toilet. Most of it is water and that's what the systems do – they take the water out of it so when you're getting it pumped by a pump truck you're not hauling the water. The water is getting leached into the ground in various different ways. When you have a failing system you can't remediate it and you don't have a secondary location for it, now you're stuck with just pump and haul and that's what really can be expensive. These are the alternatives to the existing on-site that's established already. We don't have alternatives for on-site because we don't need them, it's occurring. With regard to the name of the maps, HRG is not the architect of this naming process, this process is well established since the 1960's and every town has to go through it. If you're doing sewer planning, you have to go through the same processes. This is what DEP expects to see. They need to approve it, so if you don't follow their guidelines, they won't. When you see some of the naming on the maps, it is required naming. If you see something that doesn't make sense to you, please bring it up. For example, the alternative naming on the map, that is the required naming form. If a question comes up, I'm not saying it's not valid, but the

answer might be that's what we have to call it. In the e-mail I sent out to the stakeholders' group there was a link and if you followed the link you can download these PDF's. There are 7 PDF's and you can download them for a closer view. There are 26 maps. Mark went through the maps. Each alternative has plusses and minuses. When we're looking at the costing, the cost to purchase the grinder pumps is in the system costs for comparison. We have a good apples to apples comparison. A meeting attendee asked Mark if all of these options were worked out? Mark replied yes (cost-wise). Mark pointed out that with branching out, it adds costs but it adds connectors. The actual branching out costs more, yet you end up with a higher rate because you're collecting more customers, but the main flow is from the commercial areas. The cost per customer goes up because you're not getting as much flow, they're not as dense as you branch out. Instead of a rate of \$64 a month, it could be a rate of \$65 per month. You'll see it in the numbers – as you collect more customers, the cost goes up. Mark continued to go through the maps and alternatives. We're trying to make alternatives that we think could be a reality. All the low pressure alternatives take into account the cost of the grinder pumps. We estimate about \$8K per grinder pump and \$12K if it's a duplex. A lot of commercials like to have a duplex station so if one pump would fail they have a back-up pump. The grinder pumps should be cheaper than that, when we did this in Westfall they were \$4K per – that was 8 years ago.

Mark continued with the different estimates and talked about the project costs and alternatives. The reason there are so many different pages in the PDF is because there are different funding options. Estimated grant amounts come off the project costs. Mark used Option 1C as an example, gravity going down the main with a pump station. In this option there would be a new pump station and there would have to be a site for that. It needs to be a location that could have an easement from a property owner or municipal property. If this would be a desired alternative, you have to start thinking about that. A meeting attendee asked what size we need for a pump station? Mark answered about 15' X 15', it's all underground. We are estimating for a pump station that doesn't have a back-up generator, there would be secondary power or plug-in, and an automatic transfer switch. Westfall has a mobile generator. The pump station would most likely be owned by the borough, so our recommendation would be just to have a secondary mobile generator. You can get other uses from it if you need power somewhere else. Mike Mrozinski asked about Option 1B, he said it is less expensive – what is the difference between the two? Mark Spatz answered Option 1B is a pressure system. Each property would need a grinder pump – that's the difference. Grinder pumps versus gravity - grinder pumps are a cheaper alternative. We estimate \$8K per grinder pump – that's a high number, you can probably get it for \$5K, but I can't guarantee that. We put a 20% contingency on all these costs. There's a layer of higher than expected numbers because we need to estimate that the cost is going to be here and, as the project gets refined, hopefully that comes down. We always shoot high, but as we go we're always looking for opportunities for that number to come down. Mike Mrozinski added that 1C is preferred because it's up front, paid for by grants and the municipality. If we go with 1B, then homeowners are impacted, but the price is lower overall. Mark said he would say they are impacted less to some extent because the grinder pump can go anywhere, whereas gravity has got to have slope and then flow. You get into conflicts too with gravity. Utilities don't ever know where the systems are in the roads and even municipalities don't know and stuff has to flow with gravity. If there is some pipe in the way, it could be a major deal. With a pressurized system you just go underneath it, no big deal. There are some nice benefits to a pressurized system. The only real downside is that you have a mechanical system that the homeowner would use and that pump will need to be replaced at some point. Mark was asked if he and Matt could put together a brief description for each of these alternatives. Matt answered yes,

basically give a summary to explain the thought process with the alternatives – I have that pretty much written up for the 537. That will be easy to get out.

A meeting attendee asked what an “EDU” is? Mark answered EDU is Equivalent Dwelling Unit and we estimated that 262.5 gallons per day in Westfall. One EDU is one house. Each house is assumed to be an EDU -267 gallons.

Do we know what the average cost would be to run each one that we have? Mark answered the pump stations cost about \$350K-\$400K and the pumps are about \$5K-\$8K. The structure of the pump station might last about 20 years and the mechanical should last 20-30 years. It depends on how well you maintained it. You have to use the pump stations how they’re supposed to be used. It’s like your car, do you change your oil regularly like you’re supposed to? Things like that.

The same meeting attendee said they couldn’t see “blowing over” the alternatives to on-lot systems, we’re looking at cesspools, upgraded cesspools and cesspools that are functioning fine. Mark answered that this is not a study to figure out what each property can do with their own system. If your system is failing, you have to figure out what you’re going to do with it. It varies per system and it varies what the soils are. This is not a study to do a system and figure out which property needs to do with their system. We are going out to inspect the systems to see if they fail or not, but we’re not figuring out alternatives for them. The alternative would be to hook up to the system. Mark was asked what determines if they fail or not? Mark responded that DEP has a prescribed guidance for if a system fails and it’s not pass or fail, there’s gradations in between. The categories are: no malfunction, suspected malfunction, potential, probable malfunction and confirmed malfunction. We did not make up these definitions-they are from the DEP. If it’s a cesspool, it’s suspected. It’s not a confirmed malfunction - unless you see signs of the malfunction. If you see signs of lots of grass or septic smell, that’s a confirmed malfunction. No malfunction is a newer system that already is permitted or a more modern system that seems to be functioning. DEP mandates that we do 15% of the overall community to do on-site inspections. The townships have just 88 more to go and 1 in the borough. That will just get reported back. There is some confirmed malfunctions shown on the map, but there are no big patterns. There is basically a lot of suspected malfunctions because there are a lot of cesspools. A meeting attendee asked who or how is it determined which grants we receive or is it set by townships/boroughs? Mark answered it is set by the townships and boroughs. There is a methodology and there are laws in regard to tapping fees. It’s basic as you take the project costs minus grants and all other funding, so the remaining costs you have to finance. If you have a system that is built bigger, the plan for the future a hundred years from now, that makes the capacity of that system huge and that makes the pipes twice the size, the construction costs goes up too. You’re increasing cost, but not that much – the capacity goes up a lot. If you’re taking the project costs divided by the capacity that cost pushes the tapping fee down because you’re trying to get to a metric where after everybody is connected and then the cost of construction is gone. Another meeting attendee asked about the cost for the system – does that include all the pump stations and pumps and control panels? Mark answered yes. Anthony Waldron asked Mark about the summary of finances – what are those numbers based on? Mark answered that this is assuming 25% grant and 75% loan at 2.063% interest for 20 years. Anthony Waldron asked if that is the rate if you went to PennVest? Mark answered yes – it’s about the current rate. Pre-2008 PennVest would hold 2% and no private entity would ever touch 2% - that’s a Federally Subsidized Loan Program type of thing. Now, interest rates are so low that private sector banking might not only match it, but beat it. Anthony Waldron added private sector banking also gets a tax adjustment if they do loan to a private entity. If the rate was 5% to a business, it

might be 4% to a public project. Mark continued - we're taking the project cost minus the grant and minus the income from tapping fees and you end up with the estimated project cost less grant and tapping fees. Then we're doing debt service which is a little more complicated. That's where we're getting into the interest rates for the term of the loan and the estimated debt service. We plug in those 2 numbers and that will be the annual payment for principal and interest on a 2% interest rate on 20 year loan for \$1.9M. Westfall's rate would stay the same, it is not going to go down. Meeting attendee Bill Pitman asked how many total EDU's are there for Westfall, Matamoras, Milford Township and Milford Borough? Mark responded the 200 range in the Matamoras area, in Milford they're closer to the 400's – it varies depending on which alternative is selected. Bill Pitman asked generally? Mark answered I don't know probably 500-600 EDU's. Discussion continued with alternatives. A meeting attendee asked about the highlighted Milford/Broad Street cost – how much? Mark Spatz clarified construction - \$7.2M. The same meeting attendee asked is that just for Milford/Broad Street? Mark responded no \$7.2M is for the entire alternative for Westfall all the way to Milford. Pick one of the alternatives and say how much is the whole project to do Matamoras, Westfall, Milford Borough and Milford Township-what's the total cost of this project? Mark responded that is what we have. For this alternative it's \$7.9M for the total project using that alternative. A meeting attendee asked if it will be mandatory for the homeowners in Milford? Mark answered that this is a determination that the Borough will need to come to, but I keep coming back to this. You can't build this for \$7.9M and have nobody connect or you won't get a loan. Meeting attendee Midge Curreri asked about going through the alleys instead of the main roads? Mark answered if this alternative is selected, that is what it is. She asked what they will do with the garages and sheds against the alleys? She was told they are going right down the alley up the middle with a small excavator – it can come down sight unseen right in the middle of the alley. Midge Curreri then asked about the alley behind her home and the road in front of her home, what about people with no alley? Are you tearing up the road in front of my house and my alley? Mark responded that we will either go down the alley or go down West Harford Street, if they're not adjacent to the lot they can stay on their (on-lot) private systems. Midge Curreri then asked if she has that option? Mark answered that needs to be figured out by the borough, wherever the line is routed. Frank Tarquinio asked what's the difference from the main line, how many feet is it on either side? When the State was here they said anybody between 100' and 150'. Mark responded that is right, within 100' and 150' which is the determined number – the borough will need to pick a number. That's for a mandatory connection. If you go non-mandatory connection, politically that might be better, but now it's free – how are you going to fund it? People may connect, but you're never going to get money from a private or public bank for people that “may” connect. It's like saying I'm going to build this big business, I “may” have customers or not – just give me the money. They're not going to – they want to see your business plan and make sure you have revenue to pay back. If people aren't prepared to connect, you can't build it. You have to get the planning through for them to take these next steps – one hurdle at a time. Midge Curreri asked if property owners could take out a loan for 20 years – do you realize most of the homeowners around here are over 60? Mike Mrozinski replied they could take it out for 5 years.

An attendee asked where do we go from here, what do you want from us? Mark Spatz answered once there is feedback please get it back to me over the next couple of weeks. This is what you're going to see in the plan if I don't hear anything. These alternatives need to be boiled down to a selected alternative by the town (before we submit the Plan, a couple of months away). It's not a rush. Mike Mrozinski added it might be prudent to have HRG work with each municipality to gather their specifics. Al Schneider said it was stated that there were about 400 units in Milford Borough, but along the main lines there's not 400 homes. Mark said but there are businesses that have a lot of flow. Mark Spatz said depending on the business, a business could be 100 EDU's and

that's how much flow they have, 60K gallons a day. A meeting attendee, Erica Burnett asked about Westfall Township. Mark Spatz pointed out on the map where Westfall is looking to make the extension from Walmart to the Milford Township line (Tractor Supply) and indicating that Westfall does not have any connection requirements.

Meeting attendee Bill Pittman asked if there are any plans to include the school district? Anthony Waldron said it would go past the school district. The school needs to update its wastewater treatment plant. They're looking at options. Mark Spatz said they'll have to pay for the connections to get to them and put them in, the line would go in front. That's one of the motivations to get the lines down. There are other businesses along the way. Al Schneider said they will send letters to numerous people along Route 209 and the school district. Mark Spatz added that with funding it's not one thing, it's grants, loan options, public/private partnerships and things like that.

Bill Pitman asked if a homeowner along the 3-lane has a septic system and they're going to hook up to the sewer line, what costs are they going to incur to get rid of their old sewer system? Mark Spatz answered we don't put that information in a 537 plan. We do the plan with the municipalities and then there's an advertised public comment period at the end of the plan, after the draft. We're not there yet, that will be in the plan – some ranges on installation. Generally, we have to work with the SEO. Usually, if they have to get a pump so that whatever is in there gets cleaned up and then basically you pour rock or sand back into it. The other part is getting routed out to the line. Matt Roberts added there is assistance if a resident is on a fixed income or if they're elderly there are grant programs out there. If they're truly in a bad position then grants are available. Bill Pittman asked if there is an average percentage for raising property value with the sewage? Mark Spatz answered he doesn't know, but the best person to ask is a real estate agent or appraiser. If the system is old, an average system would last 30 years, if I know the system is 20 years old, I'm taking off at least \$10K-\$12K because it's going to need to be replaced. Anthony Waldron stated that it does up the property value. Mark Spatz said so property values will go up, but the percentage is varying. In reference to the cost for hook up, if you're going with the grinder pumps and pressurized system, you're actually lowering the average cost of the hookup as you're putting in a grinder pump where the existence already comes out of the house and pump it rather than tearing apart the basement and switch to gravity feed. A lot of people won't be able to go around the house with gravity feed. Mark Spatz added that the grinder pump can be put right where your old system is. There are some limitations, the wiring can't be over 100'. There are costs inside the house because you have to have electricity. Anthony Waldron asked Mark that even if the property values go up, does that trigger a tax reassessment? Mark answered no. Anthony Waldron said the only way that would become an issue is if the county reassessed at some point. Meeting attendee Dimitri Koby from Matamoras asked if Mark could explain the \$8K price on grinder pumps? Mark Spatz answered that the \$8K is built into the cost estimates. The project will purchase the pumps, not the homeowner. Dimitri Koby then asked if each of the property owners and businesses are on Pennsylvania Avenue, you have the tank and grinder pump – is that \$8K? Mark Spatz said yes, into the project costs, not the homeowner. Dimitri Koby then asked what would be the cost for pump replacement if something went wrong with it? Mark Spatz said it varies, my pump for my house, which is a centrifugal pump, was \$1,300 or \$1,200. Dimitri asked if you take \$1,300 and subtract it from \$8K, what is the difference, is it the tank, the alarm system or the float? Mark replied the \$8K is a conservative number. Dimitri went on to say that back in the day they didn't have grinder pumps, everything went in to the holding tank and would have to be pumped out. Mark said you're talking about a non-clog pump which you see in pump station. You can't use a non-clog pump in a residential grinder application. A non-clog pump has to spin and pump a lot of water to be able to actually

activate the pump. Residential doesn't have enough flow to do that. Mark was asked if they will have to have a back-up pump? Mark replied not for residential. There's no direct regulation for commercial because there's not a part 2 permit for just the commercial. However, I would never recommend commercial not have 2 pumps. The purchasing of all the stuff in the plan is going to be all publically and competitively bid on. The only contractor that is going to win to do this work is after it's advertised and it's going to be the lowest bid. Municipalities are going to let the bids out, they are not going to have a choice, it has to be lowest bid. This will be built as cheaply as it can be because you have to go with the lowest bid. Anthony Waldron added the lowest, responsible bidder-you don't want someone who is going to cut corners. Mark responded that you would have to have damning evidence to not select the lowest bidder because you will likely get sued. Anthony Waldron said you can require contractors to prove that they have the money to do the job, the experience to do the job and that they haven't had any problems before.

Mark Spatz reminded the stakeholders they need to look at all the information and it was agreed that someone would sit down with each municipality and go through it. Mark said that Matt Roberts will be in Milford Township starting next week performing on-site inspections. Matt Roberts was asked to call Milford Township and talk to Shahana.

With no other questions, the meeting adjourned. Next meeting will be on April 1, 2020 at 3:00 PM in the Commissioners' Meeting Room. #



**Issues / Concerns:**

- None at this time

**Input Needed from Others:**

- TAR Approval from DEP
- Water records from all municipalities
- Zoning maps from all municipalities
- Sewer-related ordinances from all municipalities
- Zoning ordinance from Matamoras Borough
- SEO records from all municipalities
  - OLDS installations, repairs, and malfunctions
  - Permits filed
- Planning Modules from all municipalities
- Land Development/Subdivision Plans from all municipalities
- Existing Act 537 documents from all municipalities
- Approval of Letter to Residents from all municipalities

**Schedule / Deliverable Status**

- TAR Submitted..... May 30, 2019

**Past Month Accomplishments:**

- Submitted TAR
- Prepared Draft Letter to Residents
- Started Chapter 1 of Act 537

**Next Month (By Priority)**

- Obtain required background information
- Complete preparation of letters to residents
- Begin distribution of letters to residents
- Complete Chapter 1

**Clarifications**

- None at this time

**Additional Services Value Provided**

- N/A

**Budget, Schedule Status**

- 4% Spent, 5% Complete, 6% Planned

Cost Performance Index (CPI)	1.18	How well is the project performing with Cost => EV/AC (good = values >=1)
Schedule Performance Index (SPI)	0.83	How well is the project performing with Schedule => EV/PV (good = values >=1)
To-Complete Performance Index (BAC)	0.992	Will the project meet the BAC = (BAC - EV) / (BAC-AC) (good = values <=1)
To-Complete Performance Index (EAC)	1.176	Will the project meet the EAC = (BAC - EV) / (EAC-AC) (good = values <=1)

**Issues / Concerns:**

- Approved TAR not received to date.
- Letters were anticipated to be sent out last month, approvals are still required.

**Input Needed from Others:**

- TAR Approval from DEP (**DEP**)
- Water records from all municipalities – last 5 years (**Tim Gartner & Matamoras Wtr Auth**)
- Zoning ordinance from Matamoras Borough (**Shawn Bolles**)
- Zoning Maps from Milford Township (East and West), Westfall Township (North and South Branches), and Matamoras Borough (**Shawn Bolles**)
- SEO records from Milford Borough, Milford Township, and Westfall Township - last 5 to 10 years (**Robert DiLorenzo and Chris Woods**)
  - OLDS installations, repairs, and malfunctions
  - Permits filed
- Planning Modules from all municipalities (**Kiley Associates check – none per munis**)
- Land Development/Subdivision Plans from all municipalities (**Kiley Associates – non per munis**)
- Existing Act 537 documents from all municipalities (**Shawn Bolles / Kiley Associates / Mike Mrozinski**)
- Approval of Letter to Residents from Milford Township (**Penny Luhrs**) (East and West)

**Schedule / Deliverable Status**

- Letters sent to Westfall Township (North and South Branches)..... July 9, 2019
- Letters sent to Matamoras Borough..... July 11, 2019

**Past Month Accomplishments:**

- Received Approved Letters for Matamoras Borough, Milford Borough and Westfall Township
- Selected Mailing List for each Municipality
- Prepared Map of Proposed Parcels for Mailing Surveys
- Mailed out Letters and Surveys to Westfall Township (North and South Branches) and Matamoras Borough
- Finished the majority of Chapter 1; need all permitting from all municipalities except Matamoras Borough to complete
- Started Chapters 2 and 3 of Act 537

**Next Month (By Priority)**

- **Obtain required background information**
- **Finish distribution of letters to selected residents**
- Schedule site visits for OLDS in all municipalities
- Submit a File Review to DEP for all Zoning Maps, Planning Modules, Land Development/Subdivision Plans, and Existing Act 537 Plans for all municipalities
- Complete Chapters 1 through 3

### Clarifications

- Updated Scope based on newly acquired GIS information:

Original Scope				
<u>Planning Area</u>	<u>Approximate Number of OLDS</u>	<u>Percent Surveys Required (%)</u>	<u>No. Verifications Required</u>	<u>No. Verifications Anticipated</u>
Northeast Branch	157	0.25	39.25	40
Southwest Branch	211	0.25	52.75	55
Milford Township East	53	0.35	18.55	20
Milford Borough	551	0.2	110.2	115
Milford Township West	170	0.25	42.5	45
Matamoras Borough	980	0.2	196	200
<b>Total</b>				475

Updated Scope				
<u>Planning Area</u>	<u>Approximate Number of OLDS</u>	<u>Percent Surveys Required (%)</u>	<u>No. Verifications Required</u>	<u>No. Verifications Anticipated</u>
Northeast Branch	157	0.25	39.25	40
Southwest Branch	314	0.25	78.5	80
Milford Township East	108	0.25	27	30
Milford Borough	598	0.2	119.6	115
Milford Township West	66	0.35	23.1	25
Matamoras Borough	980	0.2	196	200
<b>Total</b>				490

<u>Planning Area</u>	<u>Original Letters</u>	<u>Updated Letters</u>
Northeast Branch	60	60
Southwest Branch	85	120
Milford Township East	30	45
Milford Borough	175	175
Milford Township West	70	40
Matamoras	300	300
<b>Total</b>	720	740

### Additional Services Value Provided

- N/A

### Budget, Schedule Status

- 12% Spent, 13% Complete, 15% Planned

<b>Cost Performance Index (CPI)</b>	1.25	How well is the project performing with Cost => EV/AC (good = values >=1)
<b>Schedule Performance Index (SPI)</b>	0.87	How well is the project performing with Schedule => EV/PV (good = values >=1)
<b>To-Complete Performance Index (BAC)</b>	0.971	Will the project meet the BAC = (BAC - EV) / (BAC-AC) (good = values <=1)
<b>To-Complete Performance Index (EAC)</b>	1.249	Will the project meet the EAC = (BAC - EV) / (EAC-AC) (good = values <=1)

**Issues / Concerns:**

- Approved TAR not received to date.
- Letters were anticipated to be sent out 2 months ago, approvals are still required Milford Township.

**Input Needed from Others:**

- TAR Approval from DEP (**DEP**)
- Water records from all municipalities – last 5 years (**Tim Gartner & Matamoras Wtr Auth**)
- If Available:
  - Planning Modules from all municipalities (**Kiley Associates check – none per munis**)
  - Land Development/Subdivision Plans from all municipalities (**Kiley Associates – non per munis**)
  - Existing Act 537 documents from all municipalities  
(**Shawn Bolles / Kiley Associates / Mike Mrozinski**)
- Approval of Letter to Residents from Milford Township (**Penny Luhrs**)  
(East and West)

**Schedule / Deliverable Status**

- *Letters sent to Milford Borough – 7/23/2019*

**Past Month Accomplishments:**

- Mailed out Letters and Surveys to Milford Borough
- Chapter 1, 2, and 3 Drafts of Act 537 are nearly complete, each will be completed once existing information is obtained and surveys are complete.
- Started receiving and processing returned surveys.
- Submitted request to DEP, based on DEP availability as late as the first week of September is anticipated for this task.

**Next Month (By Priority)**

- **Obtain required background information**
- **Finish distribution of letters to selected residents**
- Schedule site visits for OLDS in all municipalities once enough letters are received to complete required number of surveys.
- Continue work on Chapters 1 through 3 once information is obtained and reviewed.

**Clarifications**

- None

**Additional Services Value Provided**

- N/A

**Budget, Schedule Status**

- 15% Spent, 17% Complete, 22% Planned

<b>Cost Performance Index (CPI)</b>	1.12	How well is the project performing with Cost => $EV/AC$ (good = values $\geq 1$ )
<b>Schedule Performance Index (SPI)</b>	0.77	How well is the project performing with Schedule => $EV/PV$ (good = values $\geq 1$ )
<b>To-Complete Performance Index (BAC)</b>	0.978	Will the project meet the BAC = $(BAC - EV) / (BAC - AC)$ (good = values $\leq 1$ )
<b>To-Complete Performance Index (EAC)</b>	1.125	Will the project meet the EAC = $(BAC - EV) / (EAC - AC)$ (good = values $\leq 1$ )

**Issues / Concerns:**

- Approved TAR not received to date.
- Letters were anticipated to be sent out 3 months ago, approval just received from Milford Township.

**Input Needed from Others:**

- TAR Approval from DEP (DEP)
- Water records from Matamoras Water Authority – last 5 years
- PA DEP File Review:
  - Planning Modules from all municipalities
  - Land Development/Subdivision Plans from all municipalities

**Schedule / Deliverable Status**

- Letters sent to Milford Township Residents – by September 6, 2019

**Past Month Accomplishments:**

- Continued receiving and processing returned surveys.
  - 75/200 Surveys received from the Matamoras Planning Area
  - 15/40 Surveys received from the NE Planning Area
  - 24/55 Surveys received from the SW Planning Area
  - 57/115 Surveys received from the Milford Borough Planning Area
- Received file review date of September 19, 2019.
- Received Act 537 information from all municipalities and water usage data from Milford Water Authority

**Next Month (By Priority)**

- **Finish distribution of letters to selected residents**
- Complete file review
- Schedule site visits for OLDS in all municipalities once enough letters are received to complete required number of surveys.
- Continue work on Chapters 1 through 3 once information is obtained and reviewed.

**Clarifications**

- None

**Additional Services Value Provided**

- N/A

**Budget, Schedule Status**

- 18% Spent, 22% Complete, 29% Planned

<b>Cost Performance Index (CPI)</b>	<b>1.23</b>	How well is the project performing with Cost => EV/AC (good = values >=1)
<b>Schedule Performance Index (SPI)</b>	<b>0.76</b>	How well is the project performing with Schedule => EV/PV (good = values >=1)
<b>To-Complete Performance Index (BAC)</b>	<b>0.950</b>	Will the project meet the BAC = (BAC - EV) / (BAC-AC) (good = values <=1)
<b>To-Complete Performance Index (EAC)</b>	<b>1.229</b>	Will the project meet the EAC = (BAC - EV) / (EAC-AC) (good = values <=1)

**Issues / Concerns:**

- Only 202 out of 485 required surveys received.
- Only 11 inspections scheduled out of 485 required (only in Milford Borough).
- Completing inspections prior to cold weather and snow.

**Input Needed from Others:**

- None

**Schedule / Deliverable Status**

- Surveys scheduled to start on October 14, 2019

**Past Month Accomplishments:**

- Continued receiving and processing returned surveys
  - 88/200 Surveys received from the Matamoras Planning Area
  - 15/40 Surveys received from the NE Planning Area
  - 25/55 Surveys received from the SW Planning Area
  - 60/115 Surveys received from the Milford Borough Planning Area
  - 5/20 Surveys received from Milford Township West Planning Area
  - 9/55 Surveys received from Milford Township East Planning Area
- Completed File Review
- Coordination Meeting with Stakeholders
- Began scheduling inspection.
- Completed Draft of Chapters 1 and 2 in Act 537 Plan.

**Next Month (By Priority)**

- Schedule inspections for OLDS in all municipalities
- Schedule DEP meeting
- Conduct inspections for OLDS in all municipalities
- Continue to work on the remaining chapters of Act 537 Plan as more information is acquired

**Clarifications**

- None

**Additional Services Value Provided**

- None

**Budget, Schedule Status**

- 28% Spent, 36% Complete, 56% Planned

<b>Cost Performance Index (CPI)</b>	1.29	How well is the project performing with Cost => $EV/AC$ (good = values $\geq 1$ )
<b>Schedule Performance Index (SPI)</b>	0.64	How well is the project performing with Schedule => $EV/PV$ (good = values $\geq 1$ )
<b>To-Complete Performance Index (BAC)</b>	0.888	Will the project meet the BAC = $(BAC - EV) / (BAC - AC)$ (good = values $\leq 1$ )
<b>To-Complete Performance Index (EAC)</b>	1.290	Will the project meet the EAC = $(BAC - EV) / (EAC - AC)$ (good = values $\leq 1$ )

**Issues / Concerns:**

- Only 270 out of 485 required surveys received.
- Only 175 inspections completed out of 485 required.
- Completing inspections prior to cold weather and snow.
- Wells in Westfall and Milford Township- well testing could be required and was not originally anticipated as part of this Study.

**Input Needed from Others:**

- Potential meeting dates from DEP
- Inter-Municipal Agreement for Act 537 Plan
- Signed Updated TAR Spreadsheet

**Schedule / Deliverable Status**

- Continued On-Site Inspections- Week of November 4<sup>th</sup>
- DEP Meeting - TBD

**Past Month Accomplishments:**

- Continued receiving and processing returned surveys
  - 118/200 Surveys received from the Matamoras Planning Area
  - 15/40 Surveys received from the NE Planning Area
  - 27/55 Surveys received from the SW Planning Area
  - 86/115 Surveys received from the Milford Borough Planning Area
  - 8/20 Surveys received from Milford Township West Planning Area
  - 16/55 Surveys received from Milford Township East Planning Area
- Began conducting On-Site Inspections
  - 56/200 Inspections completed from the Matamoras Planning Area
  - 3/40 Inspections completed from the NE Planning Area
  - 18/55 Inspections completed from the SW Planning Area
  - 93/115 Inspections completed from the Milford Borough Planning Area
  - 0/20 Inspections completed from Milford Township West Planning Area
  - 5/55 Inspections completed from Milford Township East Planning Area

**Next Month (By Priority)**

- Schedule and conduct inspections for OLDS in all municipalities
- Submit Comment Response Letter to DEP
- Schedule Meeting with DEP
- Continue work on the remaining chapters of Act 537 Plan as more information is acquired

**Clarifications**

- None

**Additional Services Value Provided**

- None



## **Budget, Schedule Status**

- 42% Spent, 43% Complete, 64% Planned

<b>Cost Performance Index (CPI)</b>	1.01	How well is the project performing with Cost => $EV/AC$ (good = values $\geq 1$ )
<b>Schedule Performance Index (SPI)</b>	0.67	How well is the project performing with Schedule => $EV/PV$ (good = values $\geq 1$ )
<b>To-Complete Performance Index (BAC)</b>	0.989	Will the project meet the BAC = $(BAC - EV) / (BAC - AC)$ (good = values $\leq 1$ )
<b>To-Complete Performance Index (EAC)</b>	1.015	Will the project meet the EAC = $(BAC - EV) / (EAC - AC)$ (good = values $\leq 1$ )

**Issues / Concerns:**

- 268 out of 485 mail surveys received.
- 382 inspections completed out of 485 required.
- Completing inspections prior to cold weather and snow.
- Wells in Westfall and Milford Township- well testing could be required and was not originally anticipated as part of this Study.

**Input Needed from Others:**

- None

**Schedule / Deliverable Status**

- Continue On-Site Inspections- TBD
- DEP Meeting – December 6<sup>th</sup>

**Past Month Accomplishments:**

- Submitted TAR Comment Response Letter to DEP
- Scheduled TAR Meeting with DEP
- Continued receiving and processing returned surveys
  - 156/200 Surveys received from the Matamoras Planning Area
  - 14/40 Surveys received from the NE Planning Area
  - 18/55 Surveys received from the SW Planning Area
  - 75/115 Surveys received from the Milford Borough Planning Area
  - 8/20 Surveys received from Milford Township West Planning Area
  - 14/55 Surveys received from Milford Township East Planning Area
- Continued conducting On-Site Inspections
  - 200/200 Inspections completed from the Matamoras Planning Area
  - 16/40 Inspections completed from the NE Planning Area
  - 25/55 Inspections completed from the SW Planning Area
  - 114/115 Inspections completed from the Milford Borough Planning Area
  - 10/20 Inspections completed from Milford Township West Planning Area
  - 17/55 Inspections completed from Milford Township East Planning Area

**Next Month (By Priority)**

- Schedule and conduct remaining 103 OLDS Inspections.
- Continue work on the remaining chapters of Act 537 Plan as more information is acquired

**Clarifications**

- None

**Additional Services Value Provided**

- None

### **Budget, Schedule Status**

- 53% Spent, 55% Complete, 70% Planned

<b>Cost Performance Index (CPI)</b>	1.04	How well is the project performing with Cost => $EV/AC$ (good = values $\geq 1$ )
<b>Schedule Performance Index (SPI)</b>	0.79	How well is the project performing with Schedule => $EV/PV$ (good = values $\geq 1$ )
<b>To-Complete Performance Index (BAC)</b>	0.958	Will the project meet the BAC = $(BAC - EV) / (BAC - AC)$ (good = values $\leq 1$ )
<b>To-Complete Performance Index (EAC)</b>	1.037	Will the project meet the EAC = $(BAC - EV) / (EAC - AC)$ (good = values $\leq 1$ )

**Issues / Concerns:**

- 268 out of 470 mail surveys received.
- 382 inspections completed out of 470 required.
- Completing inspections with cold weather and snow.
- Wells in Westfall and Milford Township- well testing could be required and was not originally anticipated as part of this Study.

**Input Needed from Others:**

- None

**Schedule / Deliverable Status**

- Design alternatives and estimate cost of them by February Stakeholder meeting.

**Past Month Accomplishments:**

- Met with DEP regarding TAR
- Mapped the completed inspections on GIS
- Continued receiving and processing returned surveys
  - 156/200 Surveys received from the Matamoras Planning Area
  - 14/40 Surveys received from the NE Planning Area
  - 18/55 Surveys received from the SW Planning Area
  - 75/115 Surveys received from the Milford Borough Planning Area
  - 8/40 Surveys received from Milford Township West Planning Area
  - 14/20 Surveys received from Milford Township East Planning Area
- Continued conducting On-Site Inspections
  - 200/200 Inspections completed from the Matamoras Planning Area
  - 16/40 Inspections completed from the NE Planning Area
  - 25/55 Inspections completed from the SW Planning Area
  - 114/115 Inspections completed from the Milford Borough Planning Area
  - 10/40 Inspections completed from Milford Township West Planning Area
  - 17/20 Inspections completed from Milford Township East Planning Area

**Next Month (By Priority)**

- Design alternatives based on OLDS Inspection data and estimate cost of them. (primary activity)
- Schedule and conduct remaining 88 OLDS Inspections (secondary activity)
- Continue work on the remaining chapters of Act 537 Plan as more information is acquired. (secondary activity)

**Clarifications**

- None

**Additional Services Value Provided**

- None

### **Budget, Schedule Status**

- 53% Spent, 55% Complete, 70% Planned

<b>Cost Performance Index (CPI)</b>	1.04	How well is the project performing with Cost => $EV/AC$ (good = values $\geq 1$ )
<b>Schedule Performance Index (SPI)</b>	0.79	How well is the project performing with Schedule => $EV/PV$ (good = values $\geq 1$ )
<b>To-Complete Performance Index (BAC)</b>	0.958	Will the project meet the BAC = $(BAC - EV) / (BAC - AC)$ (good = values $\leq 1$ )
<b>To-Complete Performance Index (EAC)</b>	1.037	Will the project meet the EAC = $(BAC - EV) / (EAC - AC)$ (good = values $\leq 1$ )

**Issues / Concerns:**

- 288 out of 470 mail surveys received.
- 382 inspections completed out of 470 required.
- Completing inspections with cold weather and snow.
- Wells in Westfall and Milford Township- well testing could be required and was not originally anticipated as part of this Study.

**Input Needed from Others:**

- None

**Schedule / Deliverable Status**

- Resume OLDS Inspections at end of month, weather permitting
- Preliminary Conception of Probably Construction Cost Estimates by March Stakeholder Meeting

**Past Month Accomplishments:**

- Designed and mapped 6 major alternatives
- Continued receiving and processing returned surveys
  - 158/200 Surveys received from the Matamoras Planning Area
  - 14/40 Surveys received from the NE Planning Area
  - 18/55 Surveys received from the SW Planning Area
  - 76/115 Surveys received from the Milford Borough Planning Area
  - 8/40 Surveys received from Milford Township West Planning Area
  - 14/20 Surveys received from Milford Township East Planning Area
- Continued conducting On-Site Inspections
  - 200/200 Inspections completed from the Matamoras Planning Area
  - 16/40 Inspections completed from the NE Planning Area
  - 25/55 Inspections completed from the SW Planning Area
  - 114/115 Inspections completed from the Milford Borough Planning Area
  - 10/40 Inspections completed from Milford Township West Planning Area
  - 17/20 Inspections completed from Milford Township East Planning Area

**Next Month (By Priority)**

- Revise alternatives based on stakeholder comments
- Prepare Preliminary Conception Opinions of Probable Construction Cost Estimates
- Schedule and conduct remaining 88 OLDS Inspections
- Continue work on the remaining chapters of Act 537 Plan as more information is acquired.

**Clarifications**

- None

**Additional Services Value Provided**

- None

**Budget, Schedule Status**

- 68% Spent, 74% Complete, 86% Planned

<b>Cost Performance Index (CPI)</b>	1.08	How well is the project performing with Cost => $EV/AC$ (good = values $\geq 1$ )
<b>Schedule Performance Index (SPI)</b>	0.86	How well is the project performing with Schedule => $EV/PV$ (good = values $\geq 1$ )
<b>To-Complete Performance Index (BAC)</b>	0.822	Will the project meet the BAC = $(BAC - EV) / (BAC - AC)$ (good = values $\leq 1$ )
<b>To-Complete Performance Index (EAC)</b>	1.083	Will the project meet the EAC = $(BAC - EV) / (EAC - AC)$ (good = values $\leq 1$ )

**Issues / Concerns:**

- 288 out of 470 mail surveys received.
- 382 inspections completed out of 470 required.
- Wells in Westfall and Milford Township- well testing could be required and was not originally anticipated as part of this Study.

**Input Needed from Others:**

- None

**Schedule / Deliverable Status**

- Resume OLDS Inspections week of March 16<sup>th</sup>

**Past Month Accomplishments:**

- Designed and cost estimated 7 major alternative exhibits
- Continued receiving and processing returned surveys
  - 158/200 Surveys received from the Matamoras Planning Area
  - 14/40 Surveys received from the NE Planning Area
  - 18/55 Surveys received from the SW Planning Area
  - 76/115 Surveys received from the Milford Borough Planning Area
  - 8/40 Surveys received from Milford Township West Planning Area
  - 14/20 Surveys received from Milford Township East Planning Area
- Continued conducting On-Site Inspections
  - 200/200 Inspections completed from the Matamoras Planning Area
  - 16/40 Inspections completed from the NE Planning Area
  - 25/55 Inspections completed from the SW Planning Area
  - 114/115 Inspections completed from the Milford Borough Planning Area
  - 10/40 Inspections completed from Milford Township West Planning Area
  - 17/20 Inspections completed from Milford Township East Planning Area

**Next Month (By Priority)**

- Schedule and conduct remaining 88 OLDS Inspections.
- Continue work on the remaining chapters of Act 537 Plan as more information is acquired.

**Clarifications**

- None

**Additional Services Value Provided**

- None

**Budget, Schedule Status**

- 78% Spent, 79% Complete, 88% Planned

<b>Cost Performance Index (CPI)</b>	<b>1.01</b>	How well is the project performing with Cost => $EV/AC$ (good = values $\geq 1$ )
<b>Schedule Performance Index (SPI)</b>	<b>0.90</b>	How well is the project performing with Schedule => $EV/PV$ (good = values $\geq 1$ )
<b>To-Complete Performance Index (BAC)</b>	<b>0.955</b>	Will the project meet the BAC = $(BAC - EV) / (BAC - AC)$ (good = values $\leq 1$ )
<b>To-Complete Performance Index (EAC)</b>	<b>1.013</b>	Will the project meet the EAC = $(BAC - EV) / (EAC - AC)$ (good = values $\leq 1$ )



**Issues / Concerns:**

- COVID-19 preventing in-person meetings and potentially slowing down DEP Review

**Input Needed from Others:**

- Letter of Authorization for Act 537 Plan by each municipality
- Feedback from each municipality on structural alternatives

**Schedule / Deliverable Status**

- Submit Act 537 Draft for Municipal Review by end of April

**Past Month Accomplishments:**

- Finished OLDS Inspection

**Next Month (By Priority)**

- Finish remaining chapters of Act 537 Plan and submit for Municipal Review

**Clarifications**

- None

**Additional Services Value Provided**

- None

**Budget, Schedule Status**

- 91% Spent, 88% Complete, 92% Planned

<b>Cost Performance Index (CPI)</b>	<b>0.97</b>	How well is the project performing with Cost => $EV/AC$ (good = values $\geq 1$ )
<b>Schedule Performance Index (SPI)</b>	<b>0.96</b>	How well is the project performing with Schedule => $EV/PV$ (good = values $\geq 1$ )
<b>To-Complete Performance Index (BAC)</b>	<b>1.341</b>	Will the project meet the BAC = $(BAC - EV) / (BAC - AC)$ (good = values $\leq 1$ )
<b>To-Complete Performance Index (EAC)</b>	<b>0.967</b>	Will the project meet the EAC = $(BAC - EV) / (EAC - AC)$ (good = values $\leq 1$ )

**Issues / Concerns:**

- COVID-19 preventing in-person meetings and potentially slowing down DEP Review
- Only 2/4 Letter of Authorizations received. Need the remaining two for approval of the TAR

**Input Needed from Others:**

- Letter of Authorization for Act 537 Plan by each municipality
- Feedback from each municipality on structural alternatives

**Schedule / Deliverable Status**

- Submit Act 537 Draft for Municipal Review by end of May

**Past Month Accomplishments:**

- Received 2/4 Letters of Authorization

**Next Month (By Priority)**

- Re-submit TAR once all Letters of Authorization are received
- Finish remaining chapters of Act 537 Plan and submit for Municipal Review

**Clarifications**

- None

**Additional Services Value Provided**

- None

**Budget, Schedule Status**

- 96% Spent, 93% Complete, 95% Planned

<b>Cost Performance Index (CPI)</b>	0.96	How well is the project performing with Cost => $EV/AC$ (good = values $\geq 1$ )
<b>Schedule Performance Index (SPI)</b>	0.98	How well is the project performing with Schedule => $EV/PV$ (good = values $\geq 1$ )
<b>To-Complete Performance Index (BAC)</b>	2.138	Will the project meet the BAC = $(BAC - EV) / (BAC - AC)$ (good = values $\leq 1$ )
<b>To-Complete Performance Index (EAC)</b>	0.961	Will the project meet the EAC = $(BAC - EV) / (EAC - AC)$ (good = values $\leq 1$ )

**Issues / Concerns:**

- COVID-19 preventing in-person meetings and potentially slowing down DEP Review

**Input Needed from Others:**

- Feedback from DEP on revised TAR
- Feedback from each municipality on structural alternatives

**Schedule / Deliverable Status**

- Submit Act 537 Draft for Municipal Review by end of June

**Past Month Accomplishments:**

- Received all four letter of authorizations
- Submitted Revised TAR to DEP with four letters of authorization.

**Next Month (By Priority)**

- Finish remaining chapters of Act 537 Plan and submit for Municipal Review

**Clarifications**

- None

**Additional Services Value Provided**

- None

**Issues / Concerns:**

- Still waiting on DEP to approve the TAR

**Input Needed from Others:**

- Feedback from DEP on revised TAR
- Review of the draft plan by the Pike County Planning Commission
- Review of the draft plan by the Matamoras Borough Planning Commission
- Review of the draft plan by the Westfall Township Planning Commission
- Review of the draft plan by the Milford Township Planning Commission
- Review of the draft plan by the Milford Borough Planning Commission

**Schedule / Deliverable Status**

- DRAFT Act 537 Plan to the various municipal Planning Commissions – August 2020

**Past Month Accomplishments:**

- Finalized the draft Act 537 Plan and submitted to the stakeholders group on July 14<sup>th</sup>
- Left two VMs and sent two emails to Patrick Devitt in regard to the TAR status
- Uploaded TAR to the DEP electronic submissions portal on July 28<sup>th</sup>

*The original TAR was submitted to DEP on May 30, 2019. Official comments were received on September 23, 2019. We met with DEP in December of 2019. OLDs surveys were completed by April 1<sup>st</sup> [the COVID shutdown hit] and the Revised TAR was emailed to Patrick Devitt at DEP on June 1<sup>st</sup> (as instructed by DEP during the COVID shutdown).*

**Next Month (By Priority)**

- Submit (electronically) the draft Act 537 Plan to the Planning Commissions
- Submit the draft Act 537 plan to the DEP (waiting on TAR approval)
- Submit the draft Act 537 plan to the DRBC

**Clarifications**

- None

**Additional Services \ Value Added**

- *Value Added* - Specific coordination with PENNVEST and USDA on funding options and realistic grants potential. After review with both agencies in the current climate, it appears USDA will be the most realistic and favorable option.



P.O. BOX 504  
Clarks Summit, PA 18411  
(570) 851-2804  
eFAX (570) 524-6779  
www.hrg-inc.com

## **VIA EMAIL & REGULAR MAIL**

December 11, 2019

Mr. Chad Pindar, P.E.  
Delaware River Basin Commission  
25 State Police Drive  
P.O. Box 7360  
West Trenton, New Jersey 08628-0360

Re: Act 537 Plan Update Notification

Dear Mr. Pindar:

Herbert, Rowland, & Grubic, Inc. (HRG) submitted a Task/Activity Report and Plan of Study (TAR) to PADEP on behalf of Westfall Township, Milford Borough, Milford Township, and Matamoras Borough for an Act 537 Plan Update (Plan) in May 2019. HRG has been hired to prepare the Plan on behalf of the aforementioned municipalities. A map of the planning areas has been attached to this letter for your reference. HRG and representatives from the municipalities met with PADEP on Friday, December 6, 2019 to discuss questions on the TAR and the proposed planning effort.

Although a formal TAR acceptance letter has not been received at this time, HRG started the process of conducting On-lot Disposal System (OLDS) surveys as part of the sanitary sewer needs assessment in the planning areas. The need for public sanitary sewer will be based on the concentration of failing OLDS and potential growth and development in these planning areas. Structural alternatives have not been developed at this time, but will be developed and analyzed as part of the planning effort. Once recommended structural alternatives are selected (if any), HRG will complete a draft of the Plan. A copy of the draft Plan will be submitted to DRBC prior to finalization, adoption, and implementation. The capacity of the Municipal Authority of the Township of Westfall's wastewater treatment facility is not anticipated to be increased as part of this planning effort.

Please do not hesitate to call if you have any questions or if you need any additional information prior to seeing the draft Plan.

Sincerely,

**Herbert, Rowland & Grubic, Inc.**

A handwritten signature in dark ink, appearing to read 'Cory J. Salmon', with a long horizontal flourish extending to the right.

Cory J. Salmon, PE, PMP  
Team Leader | Water & Wastewater

MNR/CJS

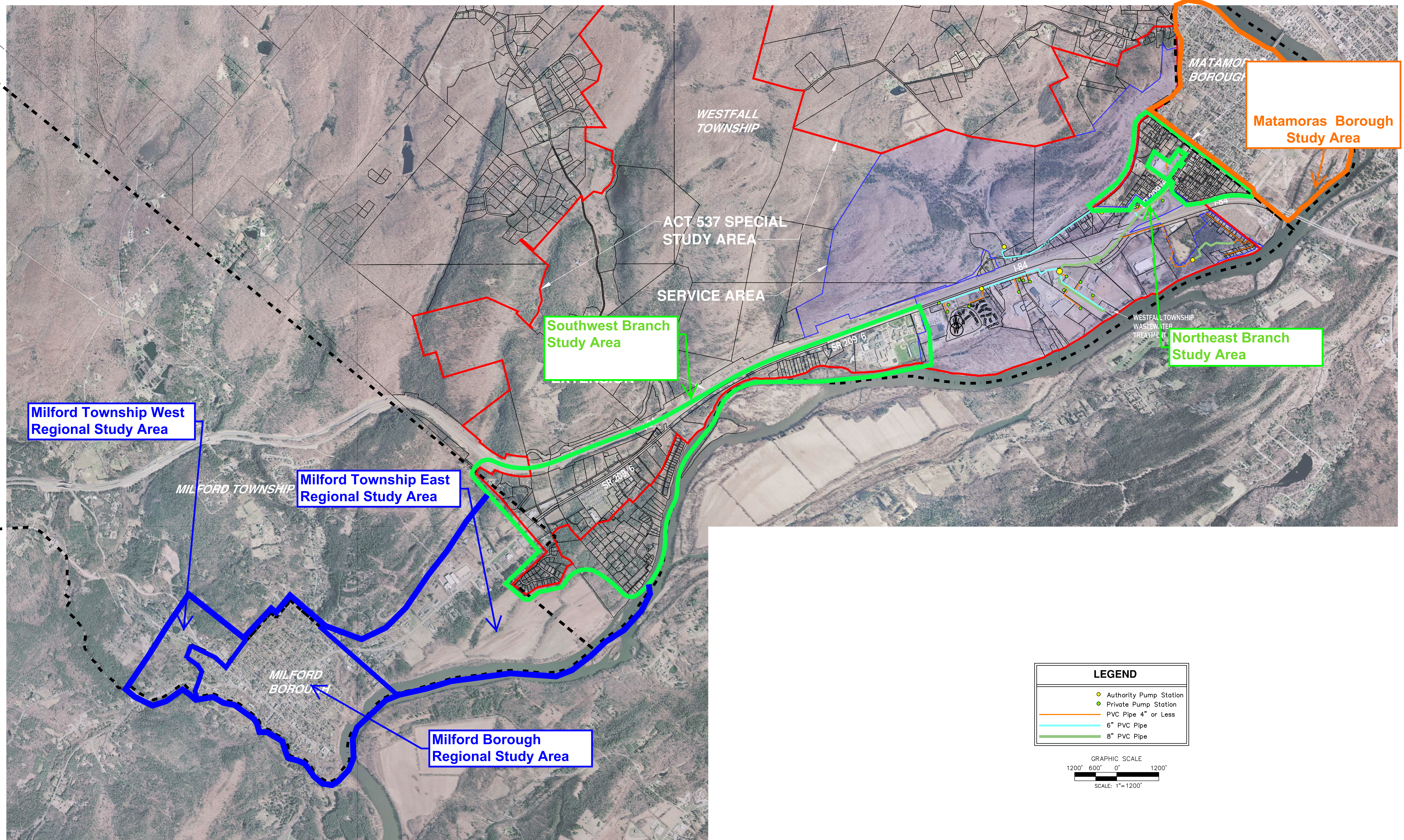
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Enclosure

c:





# Planning Study Area Map

**WESTFALL AUTHORITY**  
**PIKE COUNTY, PENNSYLVANIA**

**SCALE: 1" = 1200'**  
**JOB#: 3054.0000**  
**DATE: DECEMBER, 2018**

**HRG**  
Herbert Rowland & Grubic, Inc.  
Engineering & Related Services  
369 East Park Drive  
Harrisburg, PA 17111  
(717) 564-1121  
Fax (717) 564-1158  
hrg@hrg-inc.com  
www.hrg-inc.com



Spatz, Mark

---

From: Spatz, Mark  
Sent: Tuesday, July 14, 2020 11:35 AM  
To: Mike Mrozinski; Gary Orben; Matt Osterberg; Ronald R. Schmalzle; Steve Guccini; Anthony Waldron; franktarq@gmail.com; Michael Asimakotoulos (michaelaphpi@gmail.com); Milford Water; Milford Water Co; Nick May (wateropr@gmail.com); penney luhrs; 'ssheldon@cherryweber.com'; 'stewr@ptd.net'; waterplt@gmail.com; westfallsec@optonline.net; 'wma155@verizon.net'; Jeffrey Box; kbauman@nepa-alliance.org; milfrdtp@ptd.net; Jill Gamboni; kweber@matamorasborough.com; Mazza, Frank (Toomey); j.sain@matamorasborough.com; andrea\_raffle@toomey.senate.gov; Brian Snyder; Al Johns (aldana1@optonline.net)  
Cc: Lorraine Lombardo; Salmon, Cory; Roberts, Matthew  
Subject: Eastern Pike County: Regional Act 537 Plan DRAFT  
  
Importance: High  
  
Categories: Important

Good morning,

Please find the DRAFT of the Eastern Pike County Regional Act 537 Plan at: <https://hrg3.box.com/s/vfl3332eeic9ecf47ypdebf3fd85dtw6>. Note if you download and open with Adobe Reader (or other PDF reader software) there are Bookmarks in the PDF to help you navigate the Plan. Most of the 1,594 pages are previous comprehensive planning, zoning, etc. that needs to be included in the Plan (Appendix B = 1,149 pages). We have included for the full breadth of what is included in the Plan. If printing, maybe don't print Appendix B to cut it down to 445 pages.

Our next step is to send the draft to DEP for input. Once the municipal leaders and DEP are comfortable, the plan goes to the local and county planning commissions for review and comment. Then out for the public comment period. Finally, submitted to DEP for official review and comment.

As always, if you have any questions please don't hesitate to give me a call.

Mark W. Spatz, PE  
Project Manager

---

**HERBERT, ROWLAND & GRUBIC, INC.**  
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570.851.2804 (o) | 570.954.7589 (c)  
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[hrg-inc.com](http://hrg-inc.com) | [LinkedIn](#) | [Facebook](#)



**VIA EMAIL**

August 19, 2020

Mr. Chad Pindar, P.E., Manager  
Delaware River Basin Commission  
25 State Police Drive  
P.O. Box 7360  
West Trenton, NJ 08628

Re: **Eastern Pike County Regional Draft Act 537 Plan  
Pike County, Pennsylvania**

Dear Mr. Pindar:

On behalf of Westfall Township, Milford Township, Milford Borough, and Matamoras Borough, we are pleased to submit this **DRAFT** Regional Act 537 Sewage Facilities Plan, including an Environmental Report, for your review and comment. The draft of the Eastern Pike County Regional Act 537 Plan can be viewed/downloaded at: <http://tiny.cc/easternpike537>

At this time, the draft plan is being reviewed by the stakeholders and planning agencies. Upon receipt of planning agency comments and at the end of a thirty-day public comment period, the Westfall Township Board of Supervisors, Milford Township Board of Supervisors, Milford Borough Council, and Matamoras Borough Council will consider adoption of the Act 537 Plan by resolution so that the final document may be submitted to the Pennsylvania Department of Environmental Protection (PADEP) and the Delaware River Basin Commission (DRBC) for official review.

Please feel free to give me a call if you have any questions.

Very Truly Yours,

**Herbert, Rowland & Grubic, Inc.**



Matthew N. Roberts  
Staff Professional I

MNR  
003054.0444

P:\0030\003054\_0444\Admin\Corres\2020.08.19 Draft Plan Submission to DRBC.doc

c: Westfall Township Board of Supervisors  
Milford Township Board of Supervisors  
Milford Borough Council  
Matamoras Borough Council  
File

**VIA EMAIL**

August 19, 2020

Chairperson  
Matamoras Borough Planning Commission  
10 Avenue I  
Matamoras, Pennsylvania 18336

Re: **Eastern Pike County Regional Act 537 Plan**  
**Pike County, Pennsylvania**

Dear Members of the Planning Commission:

On behalf of Matamoras Borough we are pleased to submit this Draft Act 537 Sewage Facilities Plan, including an Environmental Report, for your review and comment. The draft of the Eastern Pike County Regional Act 537 Plan can be viewed/downloaded at: <http://tiny.cc/easternpike537>

Please submit any comments on the Plan in writing to the Matamoras Borough Council within sixty calendar days. Upon receipt of all planning agency comments, and at the end of a thirty-day public comment period, the Westfall Township Board of Supervisors, Milford Township Board of Supervisors, Milford Borough Council, and Matamoras Borough Council will consider adoption of the Regional Act 537 Plan by resolution so that the final document may be submitted to the Pennsylvania Department of Environmental Protection (PADEP) and the Delaware River Basin Commission (DRBC) for review.

Please feel free to give me a call if you have any questions.

Very Truly Yours,

**Herbert, Rowland & Grubic, Inc.**



Mark W. Spatz, P.E.  
Project Manager

MNR  
003054.0444

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c: Matamoras Borough Council  
File

**VIA EMAIL**

August 19, 2020

Ms. Janice Halsted, Chairperson  
Milford Borough Planning Commission  
500 Broad Street  
Milford, Pennsylvania 18337

Re: **Eastern Pike County Regional Act 537 Plan  
Pike County, Pennsylvania**

Dear Ms. Halsted and Members of the Planning Commission:

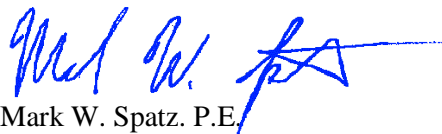
On behalf of Milford Borough we are pleased to submit this Draft Act 537 Sewage Facilities Plan, including an Environmental Report, for your review and comment. The draft of the Eastern Pike County Regional Act 537 Plan can be viewed/downloaded at: <http://tiny.cc/easternpike537>

Please submit any comments on the Plan in writing to the Milford Borough Council within sixty calendar days. Upon receipt of all planning agency comments, and at the end of a thirty-day public comment period, the Westfall Township Board of Supervisors, Milford Township Board of Supervisors, Milford Borough Council, and Matamoras Borough Council will consider adoption of the Regional Act 537 Plan by resolution so that the final document may be submitted to the Pennsylvania Department of Environmental Protection (PADEP) and the Delaware River Basin Commission (DRBC) for review.

Please feel free to give me a call if you have any questions.

Very Truly Yours,

**Herbert, Rowland & Grubic, Inc.**



Mark W. Spatz, P.E.  
Project Manager

MNR  
003054.0444

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c: Milford Borough Council  
File

**VIA EMAIL**

August 19, 2020

Mr. Robert DiLorenzo, Chairperson  
Milford Township Planning Commission  
560 Route 6/209  
Milford, Pennsylvania 18337

Re: **Eastern Pike County Regional Act 537 Plan**  
**Pike County, Pennsylvania**

Dear Mr. DiLorenzo and Members of the Planning Commission:

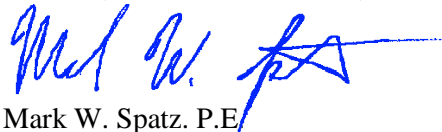
On behalf of Milford Township we are pleased to submit this Draft Act 537 Sewage Facilities Plan, including an Environmental Report, for your review and comment. The draft of the Eastern Pike County Regional Act 537 Plan can be viewed/downloaded at: <http://tiny.cc/easternpike537>

Please submit any comments on the Plan in writing to the Milford Township Board of Supervisors within sixty calendar days. Upon receipt of all planning agency comments, and at the end of a thirty-day public comment period, the Westfall Township Board of Supervisors, Milford Township Board of Supervisors, Milford Borough Council, and Matamoras Borough Council will consider adoption of the Regional Act 537 Plan by resolution so that the final document may be submitted to the Pennsylvania Department of Environmental Protection (PADEP) and the Delaware River Basin Commission (DRBC) for review.

Please feel free to give me a call if you have any questions.

Very Truly Yours,

**Herbert, Rowland & Grubic, Inc.**



Mark W. Spatz, P.E.  
Project Manager

MNR  
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c: Milford Township Board of Supervisors  
File

**VIA EMAIL**

August 19, 2020

Mr. Patrick Devitt, Project Manager  
Pennsylvania Department of Environmental Protection  
2 Public Square  
Wilkes-Barre, Pennsylvania 18711

Re: **Eastern Pike County Regional Draft Act 537 Plan  
Pike County, Pennsylvania**

Dear Mr. Devitt:

On behalf of Westfall Township, Milford Township, Milford Borough, and Matamoras Borough, we are pleased to submit this **DRAFT** Regional Act 537 Sewage Facilities Plan, including an Environmental Report, for your review and comment. The draft of the Eastern Pike County Regional Act 537 Plan can be viewed/downloaded at: <http://tiny.cc/easternpike537>

At this time, the draft plan is being reviewed by the stakeholders and planning agencies. Upon receipt of planning agency comments and at the end of a thirty-day public comment period, the Westfall Township Board of Supervisors, Milford Township Board of Supervisors, Milford Borough Council, and Matamoras Borough Council will consider adoption of the Act 537 Plan by resolution so that the final document may be submitted to the Pennsylvania Department of Environmental Protection (PADEP) and the Delaware River Basin Commission (DRBC) for official review.

Please feel free to give me a call if you have any questions.

Very Truly Yours,

**Herbert, Rowland & Grubic, Inc.**



Matthew N. Roberts  
Staff Professional I

MNR  
003054.0444

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c: Westfall Township Board of Supervisors  
Milford Township Board of Supervisors  
Milford Borough Council  
Matamoras Borough Council  
File

**VIA EMAIL**

August 19, 2020

Mr. Michael Mrozinski, Planning Director  
Pike County Office of Community Planning  
837 Route 6, Unit 3  
Shohola, Pennsylvania 18458

Re: **Eastern Pike County Regional Act 537 Plan**  
**Pike County, Pennsylvania**

Dear Mr. Mrozinski and Members of the Community Planning Office:

On behalf of Westfall Township, Milford Township, Milford Borough, and Matamoras Borough, we are pleased to submit this Draft Regional Act 537 Sewage Facilities Plan, including an Environmental Report, for your review and comment. The draft of the Eastern Pike County Regional Act 537 Plan can be viewed/downloaded at: <http://tiny.cc/easternpike537>

Please submit any comments on the Plan in writing to the stakeholder municipalities within sixty calendar days. Upon receipt of planning agency comments and at the end of a thirty-day public comment period, the Westfall Township Board of Supervisors, Milford Township Board of Supervisors, Milford Borough Council, and Matamoras Borough Council will consider adoption of the Act 537 Plan by resolution so that the final document may be submitted to the Pennsylvania Department of Environmental Protection (PADEP) and the Delaware River Basin Commission (DRBC) for review.

Please feel free to give me a call if you have any questions.

Very Truly Yours,

**Herbert, Rowland & Grubic, Inc.**



Mark W. Spatz, P.E.  
Project Manager

MNR  
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Enclosures

c: Westfall Township Board of Supervisors  
Milford Township Board of Supervisors  
Milford Borough Council  
Matamoras Borough Council  
File

**VIA EMAIL**

August 19, 2020

Mr. Robert Melvin, Chairman  
Westfall Township Planning Commission  
102 La Barr Lane  
Matamoras, Pennsylvania 18336

Re: **Eastern Pike County Regional Act 537 Plan**  
**Pike County, Pennsylvania**

Dear Mr. Melvin and Members of the Planning Commission:


On behalf of Westfall Township we are pleased to submit this Draft Act 537 Sewage Facilities Plan, including an Environmental Report, for your review and comment. The draft of the Eastern Pike County Regional Act 537 Plan can be viewed/downloaded at: <http://tiny.cc/easternpike537>

Please submit any comments on the Plan in writing to Westfall Township Board of Supervisors within sixty calendar days. Upon receipt of all planning agency comments, and at the end of a thirty-day public comment period, the Westfall Township Board of Supervisors, Milford Township Board of Supervisors, Milford Borough Council, and Matamoras Borough Council will consider adoption of the Regional Act 537 Plan by resolution so that the final document may be submitted to the Pennsylvania Department of Environmental Protection (PADEP) and the Delaware River Basin Commission (DRBC) for review.

Please feel free to give me a call if you have any questions.

Very Truly Yours,

**Herbert, Rowland & Grubic, Inc.**



Mark W. Spatz, P.E.  
Project Manager

MNR  
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c: Westfall Township Board of Supervisors  
File

Spatz, Mark

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From: Kovach, David <David.Kovach@drbc.gov>  
Sent: Thursday, August 20, 2020 3:32 PM  
To: Roberts, Matthew; Pindar, Chad; Henson, Kendria  
Cc: Spatz, Mark; Salmon, Cory; secretary@milfordboro.org; westfallsec@optonline.net; milfrdtp@ptd.net; Kelley Weber  
Subject: RE: Eastern Pike County Regional Act 537 Draft Plan Submission

I did thank you.

David Kovach, P.G.  
Project Review Manager  
Delaware River Basin Commission  
P.O. Box 7360  
25 Cosey Road  
West Trenton, NJ 08628-0360  
P: 609-477-7264  
David.kovach@drbc.gov

---

From: Roberts, Matthew <mroberts@hr-g-inc.com>  
Sent: Thursday, August 20, 2020 3:31 PM  
To: Pindar, Chad <Chad.Pindar@drbc.gov>; Kovach, David <David.Kovach@drbc.gov>; Henson, Kendria <Kendria.Henson@drbc.gov>  
Cc: Spatz, Mark <mspatz@hr-g-inc.com>; Salmon, Cory <csalmon@hr-g-inc.com>; secretary@milfordboro.org; westfallsec@optonline.net; milfrdtp@ptd.net; Kelley Weber <kweber@matamorasborough.com>  
Subject: [EXTERNAL] RE: Eastern Pike County Regional Act 537 Draft Plan Submission

Dear Mr. Kovach,

I just wanted to confirm that you have received the Act 537 Plan Draft.

If you have not or have any questions or comments, please let me know.

Sincerely,  
Matthew Roberts  
Staff Professional I

---

**HERBERT, ROWLAND & GRUBIC, INC.**  
501 Allendale Road, Suite 203  
King of Prussia, PA 19406  
223.322.7310  
[mroberts@hr-g-inc.com](mailto:mroberts@hr-g-inc.com) | [vCard](#)  
[hr-g-inc.com](http://hr-g-inc.com) | [LinkedIn](#) | [Facebook](#)

---

From: Pindar, Chad <[Chad.Pindar@drbc.gov](mailto:Chad.Pindar@drbc.gov)>  
Sent: Wednesday, August 19, 2020 4:38 PM  
To: Roberts, Matthew <[mroberts@hr-g-inc.com](mailto:mroberts@hr-g-inc.com)>; Kovach, David <[David.Kovach@drbc.gov](mailto:David.Kovach@drbc.gov)>; Henson, Kendria <[Kendria.Henson@drbc.gov](mailto:Kendria.Henson@drbc.gov)>  
Cc: Spatz, Mark <[mspatz@hr-g-inc.com](mailto:mspatz@hr-g-inc.com)>; Salmon, Cory <[csalmon@hr-g-inc.com](mailto:csalmon@hr-g-inc.com)>; [secretary@milfordboro.org](mailto:secretary@milfordboro.org); [westfallsec@optonline.net](mailto:westfallsec@optonline.net); [milfrdtp@ptd.net](mailto:milfrdtp@ptd.net); Kelley Weber <[kweber@matamorasborough.com](mailto:kweber@matamorasborough.com)>  
Subject: RE: Eastern Pike County Regional Act 537 Draft Plan Submission

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Hello Mr. Roberts,  
I recommend that you coordinate directly with David Kovach, P.G., Manager of our Project Review Section.  
He will be able to provide you with information relative to any applicable DRBC approvals necessary. He is copied on this email.

Regards,

Chad Pindar, P.E.  
Manager – Water Resource Planning Section  
Delaware River Basin Commission  
(e) [Chad.Pindar@drbc.gov](mailto:Chad.Pindar@drbc.gov), (p) 609-883-9500 ext 268 (f) 609-883-9522  
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From: Roberts, Matthew <[mroberts@hrg-inc.com](mailto:mroberts@hrg-inc.com)>  
Sent: Wednesday, August 19, 2020 4:09 PM  
To: Pindar, Chad <[Chad.Pindar@drbc.gov](mailto:Chad.Pindar@drbc.gov)>  
Cc: Spatz, Mark <[mspatz@hrg-inc.com](mailto:mspatz@hrg-inc.com)>; Salmon, Cory <[csalmon@hrg-inc.com](mailto:csalmon@hrg-inc.com)>; [secretary@milfordboro.org](mailto:secretary@milfordboro.org);  
[westfallsec@optonline.net](mailto:westfallsec@optonline.net); [milfrdtp@ptd.net](mailto:milfrdtp@ptd.net); Kelley Weber <[kweber@matamorasborough.com](mailto:kweber@matamorasborough.com)>  
Subject: [EXTERNAL] Eastern Pike County Regional Act 537 Draft Plan Submission

Dear Mr. Pindar,

Please find a copy of the Eastern Pike County Regional Act 537 Draft Plan for your review. There is a link to the plan in the transmittal letter that I have attached.

Please let me know if you have any questions.

Best,  
Matthew Roberts  
Staff Professional I

---

**HERBERT, ROWLAND & GRUBIC, INC.**  
501 Allendale Road, Suite 203  
King of Prussia, PA 19406  
223.322.7310  
[mroberts@hrg-inc.com](mailto:mroberts@hrg-inc.com) | [vCard](#)  
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Spatz, Mark

---

From: Devitt, Patrick <pdevitt@pa.gov>  
Sent: Tuesday, August 25, 2020 10:54 PM  
To: Roberts, Matthew  
Cc: secretary@milfordboro.org; milfrdtp@ptd.net; westfallsec@optonline.net; Kelley Weber; Spatz, Mark; Salmon, Cory; Stires, Todd; Novatnak, Scott  
Subject: Draft Pike County Regional Act 537 Draft Plan Submission  
Categories: Important

Hello Matthew-

In regard to your request for the Department to review a "Draft" copy of the proposed Plan, please note as I alluded to in my response to your prior email requesting a review of the Draft Tier 3 - Sewage Needs Survey, it will not be possible for us to review a Draft copy of the Act 537 Update Revision. Please note that even when our section was staffed with five (5) individuals, with about 400 municipalities in our regulated 11 county region, we have not been able to take on reviews of Draft Act 537 Planning documents since circa the early 1990's. (Beyond Act 537 Base Plan reviews, our section is also charged with administrative reviews of the Pennvest Funding program as well as the WWTP Wasteload Management program.) Aside from the constraints due to the pandemic and teleworking, the ability to review Draft 537 Plans is a luxury that we currently do not have, particularly now with 80% of our Planning engineering section gone with myself as the only position left. Two of our remaining three engineering positions were vacated last October & January, and due to Covid 19, those positions have not and likely will not be filled until at least 2021.

Please also note regarding your reference to the documents hyperlink provided in your attachment letter, I did try to open those files. However, similar to what I described in my prior response to your June 1, 2020 email regarding the revised TAR documents, the documents again fail to open with the same message arising: ["We're sorry, the preview didn't load. This document may be protected."](#) I also then clicked on a "Download" button, which then prompted me to please "Log-In". At any rate, as I described in item 3 of my prior email, the electronic version of Westfall's 537 Planning documents have little importance, and of much larger required (and more useful) importance is the submission of hard-copies of all future 537 Planning documents including maps.

Thus, we do not have the ability to review a Draft 537 Plan - therefore no hard copy should be submitted. What is now most important relative to DEP and this proposed regional Plan is as I described in my prior email, that a complete hard copy of the revised Task Activity Report (TAR) be submitted to our office for our review.

Thanks again, and please contact me if you have any questions.

Pat D

Patrick Devitt, Project Manager  
Department of Environmental Protection  
Northeast Regional Office  
2 Public Square | Wilkes-Barre, PA 18711-0790  
Phone: 570-826-2328 | Fax: 570-830-3016

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From: Roberts, Matthew <mroberts@hrg-inc.com>  
Sent: Wednesday, August 19, 2020 4:07 PM  
To: Devitt, Patrick <pdevitt@pa.gov>  
Cc: secretary@milfordboro.org; milfrdtp@ptd.net; westfallsec@optonline.net; Kelley Weber <kweber@matamorasborough.com>; Spatz, Mark <mspatz@hrg-inc.com>; Salmon, Cory <csalmon@hrg-inc.com>  
Subject: [External] Pike County Regional Act 537 Draft Plan Submission

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Dear Mr. Devitt,

Please find a copy of the Eastern Pike County Regional Act 537 Plan for your review. There is link to the plan in the transmittal letter that I have attached.

Please let me know if you have any questions.

Sincerely,  
Matthew Roberts  
Staff Professional I

---

**HERBERT, ROWLAND & GRUBIC, INC.**  
501 Allendale Road, Suite 203  
King of Prussia, PA 19406  
223.322.7310  
[mroberts@hrg-inc.com](mailto:mroberts@hrg-inc.com) | [vCard](#)  
[hrg-inc.com](http://hrg-inc.com) | [LinkedIn](#) | [Facebook](#)

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Spatz, Mark

---

From: Devitt, Patrick <pdevitt@pa.gov>  
Sent: Tuesday, August 25, 2020 10:11 PM  
To: Roberts, Matthew  
Subject: Tier 2 Surveys - Westfall Township/Matamoras Borough/ Milford Borough and Township Regional Act 537 Plan TAR

Hello Matt - This is to respond to your prior July 17, 2020 email below.

Well, congratulations on completion of the Tier 2 Surveys, I recall that it required quite a coordinated and dedicated effort over a defined timeline, across what I assume was multiple municipalities.

So with the surveys finished, I'm not exactly sure what you are referring to as a draft. But in any event, please note that I don't believe that it will be possible for us to review a draft of the surveys. Even when our section was staffed with five (5) individuals, with about 400 municipalities in our regulated 11 county region we have not been able to take on review of Draft Act 537 Planning documents since circa the early 1990's. Aside from the constraints due to the pandemic and teleworking, it's a luxury that we currently do not have, particularly now with 80% of our Planning engineering section gone. Two of the remaining three engineering positions were vacated last October & January, and due to Covid 19, those positions have not and likely will not be filled until at least 2021.

Thus, at this juncture, adherence to the Department's "Sewage Disposal Needs Identification" guidance book is the best advice I can mention.

Patrick

Patrick Devitt, Project Manager  
Department of Environmental Protection  
Northeast Regional Office  
2 Public Square | Wilkes-Barre, PA 18711-0790  
Phone: 570-826-2328 | Fax: 570-830-3016  
[www.dep.pa.gov](http://www.dep.pa.gov)

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From: Roberts, Matthew <mroberts@hr-g-inc.com>  
Sent: Friday, July 17, 2020 8:04 AM  
To: Devitt, Patrick <pdevitt@pa.gov>  
Subject: [External] Westfall Township/Matamoras Borough/ Milford Borough and Township Regional Act 537 Plan TAR

**ATTENTION:** This email message is from an external sender. Do not open links or attachments from unknown sources. To report suspicious email, forward the message as an attachment to [CWOPA\\_SPAM@pa.gov](mailto:CWOPA_SPAM@pa.gov).

Dear Mr. Devitt,

I hope that you are doing well. I am writing to confirm that you have received the updated TAR that was sent to you via email on June 1<sup>st</sup> for the Regional Act 537 Plan.

I also wanted to follow up and let you and the DEP know that we were able to finish the Tier 2 Surveys before COVID-19 and have prepared a draft that we would like you and the DEP to review for feedback. If you would like, I can email you a copy of the draft.

Please let me know if you have any questions. If you would prefer to call me, the best number to reach me at is my cell phone, which is 610-757-8887.

Sincerely,  
Matthew Roberts  
Staff Professional I

---

**HERBERT, ROWLAND & GRUBIC, INC.**

501 Allendale Road, Suite 203

King of Prussia, PA 19406

223.322.7310

[mroberts@hrg-inc.com](mailto:mroberts@hrg-inc.com) | [vCard](#)

[hrg-inc.com](http://hrg-inc.com) | [LinkedIn](#) | [Facebook](#)

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