

Radnor Township
Stormwater Management Advisory Committee (SWMAC)
Agenda
7:00pm, Thursday April 30, 2015



1. Call to Order

2. Review / approve meeting minutes March 2015 SWMAC Meeting and April 9, 2015 SWMAC CH2MHILL Work Session Meeting.
(10 minutes)

3. Public comment.
(15 minutes)

4. CH2MHILL – Updates on Ithan Creek Watershed Assessment, Billing, misc SWM tasks
(45 minutes)

5. Residential Incentive Program – Final review of SFR Incentive Documentation to submit to BoC for May 2015 Meeting.
(20 minutes)

6. Establish SWMAC Communications Subcommittee and submission of information to include in Radnor's Newsletter.
(15 minutes)

7. Discussion of Revised SWM Ordinances.
(15 minutes)

8. Set the date and time for the next meeting and adjourn.

ATTENDEES: Radnor Township: Steve Norcini
SWMAC: Heather Gill, Paige Maz, Charles Boschen, Paul Burgmayer, Joseph Schanne
CH2M: Daniel Wible and Courtney Finneran

PREPARED BY: CH2M

MEETING DATE: April 9, 2015

SUBJECT: Work Session with CH2M

YouTube link: not recorded

Public Comment

- No public comment

SPA Role Discussion

- As the appointed SPA, CH2M shall directly report to Steve
- Any correspondence between SWMAC and CH2M shall copy Steve
- Should the SWMAC request work that is outside of the SPA scope, CH2M shall notify the SWMAC and Steve; should the SWMAC desire work performed outside of the SPA scope, the SWMAC may request a proposal from CH2M for such services
- Task orders up to \$7,500 require approval by the Township Manager and require a cost proposal
- Task orders from \$7,500-\$25,000 can be sole-source and do not require sealed bids, but will require BOC approval
- Task orders greater than \$25,000 require sealed competitive bids
- Professional services do not require a competitive bid, but will require cost proposals
- Steve is still trying to set up a kick-off meeting between Township staff and CH2M HILL
- Discussed SPA tasks, particularly Tasks 2 and 3; Task 1 will be discussed further at future kick-off meeting between Township staff and CH2M
- Task 2:
 - Heather will continue to draft SWMAC meeting agendas and solicit input from SWMAC and SPA prior to posting on Township website
 - Steve will continue to be responsible for printing out copies of materials to be distributed at SWMAC meetings
 - CH2M will be responsible for developing SWMAC meeting summaries and distribute to SWMAC and Township for review within one week of each meeting
 - CH2M will compile all comments and provide final meeting summaries to SWMAC. These will be voted on at next SWMAC meeting and then posted onto the Township website
- Task 3:
 - The process for new RFP/RFQ development is as follows: SWMAC requests RFP, CH2M develops a cost proposal for RFP/RFQ development, Steve reviews and then seeks approval from the BOC; each new RFP/RFQ requires a cost proposal and scope, and will be assigned a separate purchase order
 - Steve to review all RFPs/RFQs developed by CH2M; SWMAC to offer high-level input
 - RFPs/RFQs will be posted to PennBID

Stormwater Budget

- SWMAC has asked CH2M to work with Bill White (Radnor Finance Director) and Steve to get a handle on the Township's stormwater budget, including all approved costs, obligated (or encumbered) costs, and available funds from the stormwater fee since its inception (including seed money)

- Steve/Finance shall provide a list of all outstanding purchase orders, which are considered obligated costs
- This will help establish the 2015 stormwater budget, as well as inform the 5-year CIP (due in September 2015)
- 2015 stormwater utility bills have already gone out and most of the funds have been collected

SFR Rebate Documentation Review

- CH2M will develop a workflow that will document how SFR rebates will be processed and paid out to applicants
- The BOC will want to review this workflow prior to final approval of the SFR rebate program; the goal is to present this workflow at the 5/18/15 BOC meeting
- The goal is that if approved by the BOC in May, the SFR rebate program could ~~to~~ “go live” in June 2015

Ithan Creek Watershed Assessment Discussion

- Discussed revisions to CH2M preliminary proposed approach
- Joe proposed a 2-phase process: Phase 1 would entail the flood analysis and development of high level conceptual solutions with identification of the most severe flooding areas, Phase 2 would entail development of concept plans and RFPs for design services for the three most severe flooding areas (currently identified by SWMAC and BOC to be: Banbury Way/Francis, Radnor Firehouse area and Iven near Municipal Bldg. These were originally identified based on known past flooding and impact to key Radnor safety services (fire and police). Between Phases 1 and 2, CH2M will present Phase 1 findings first to SWAMC and then to BOC
- It is anticipated that this watershed assessment will serve as a model for other watersheds in the Township. The SWMAC discussed the idea that depending on the progress and results that come from the Phase-1 Ithan Creek study, work on the other two Radnor watersheds may not need to be done completely in series (e.g. some parallel activity may be warranted).

Miscellaneous

- Steve has terminated Chagrin Valley Engineers’ work on S. Wayne Ave/Radnor Middle School; CH2M to investigate this area of concern within the contract for the Ithan Creek Watershed Assessment
- Gannett Fleming will soon be finished with their Malin Road culvert study

New Business

- No new business

Next SWMAC meeting: 4/30/15

Action Items

- **CH2M** to review latest SFR rebate application form and provide comments to Credit/Incentive Sub-Committee ASAP
- **CH2M** to submit revised Ithan Creek Watershed Assessment proposal to Township by 4/27/15 (in advance of 4/30/15 SWMAC meeting)
- **CH2M** to develop workflow for SFR rebate payments by 4/30/15 (SWMAC meeting); CH2M to coordinate with Bill White ASAP
- **Steve** to approach BOC about RFQ for on-call stormwater design services; upon approval, CH2M will develop RFQ for such services
- **CH2M** to work with Bill White in order to develop stormwater budget by 5/14/15 (SWMAC meeting); 5-year CIP due in September 2015

Questions to consider at meeting

Proposed goals for incentive/rebate program

- Entice residents to build early demonstration projects
- Start conversations among neighbors about how 'stormwater management isn't just a big public works project'
- Allow each resident to contribute in some way

Form Title

- Radnor Stormwater Utility Fee Incentive Application Form
- Radnor Rebate Form for Residential Stormwater Management Projects

Maximum amount of rebate

- No cap first year
- First come, first serve - cap to \$50K
 - unlimited number of BMP's per resident
- First come, first serve - cap to \$100K this year
 - realistically no credit program this year, use all for incentives
 - unlimited number of BMP's per resident
- Limit number of projects per resident
- Limit rebate \$\$ per resident

Proposed rebate amounts

- Rain barrel(s) (\$25 each)
 - 1 barrel
 - 2 barrels
 - up to 8 barrels (\$200 max)
- Rain garden (up to \$200)
- Dry well (\$100)
- Downspout disconnection (up to \$50)

Points to be made in brochure and/or form

- "SFR incentive amounts were determined based upon both their relative cost to the homeowner as well as their impact in reducing the adverse effects of stormwater"
- Installation does not require verification of BMP performance or future inspections
- One-time partial rebate, not yearly credit
- Design recommendations for each type of BMP
 - Need to identify source – PA-DEP or EPA

Proposed specifications*

- All projects – photo of completed installation and receipts
- Rain barrel – 45 gallon minimum
- Rain garden – minimum - 100 sq ft area, 6" depth, 12" loosened soil
- Dry well – minimum 50 cubic ft

Timing of another application from same property

- Following year
- Every three years
- Once and done

Verification of ongoing maintenance

- None
- Signed statement of commitment to properly maintain the BMP on application
 - Include simple BMP fact sheet about proper maintenance with check
- E-mail BMP maintenance fact sheet each year to formerly approved rebate properties
- Apply again, need to show other installations still present?

Application process

- Mail in
- Online – requires uploading of photos and online form
 - who creates?

What does approval process look like? Who inspects and approves submitted documents?

- SWMAC administrator
- SWMAC itself
- Admin + committee (1st year? always?)

Application legal waiver language

- determined by solicitor

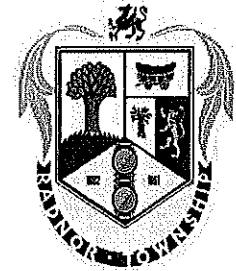
How are rebates provided to residents?

- Mail checks
- Reduce fees next year

How will program be advertised?

- Mailing (\$3300)
- Free venues - website, Radnor channel, school district, library, other community groups
- Summer intern to promote installed projects

**Radnor Township
Stormwater Management Advisory Committee (SWMAC)
Meeting Minutes from March 12, 2015 Meeting**



Present: Regina, Heather, Joe, Charles, Paul, Paige, Steve (Televised in Radnorshire Room) See Youtube video - <https://www.youtube.com/watch?v=bMdGhPvLArE>

Meeting notes

Minutes from February 2015 meeting approved.

Public Comment

Mr. Chip Layfield – encouraged SWMAC to follow Sunshine Law including taking care to not use e-mail and/or text messages to reach a consensus. He wanted to make sure the public trusted decisions being made. Mr. Layfield also encouraged SWMAC to start with a comprehensive model of a watershed rather than individual projects for specific flooding areas.

Joe thanked Steve for handling recent snow storm commenting that there was a noticeable difference in removal across township lines.

Paul thanked Maya for her service on SWMAC in the past year.

Sunshine Law

Mr. Matt McCuen was present to elaborate on a Sunshine Act memo sent from John Rice to the SWMAC. The Act requires that prearranged gathering are properly advertised and open to public. He explained that conference phone calls, text message conversation or e-mail conversation threads participated in by a quorum of member may be in violation of Sunshine Act if these discussions constitute a deliberation or official action. Making recommendations or taking vote, falls under Sunshine Act. Mr. McCuen described certain exceptions when SWMAC doesn't have to follow public notice requirements including executive sessions and attendance at a conference or a working session as long as not discussing committee business. Meeting minutes fall under public meeting. He suggested that more detail rather than less is better but thought that the Feb 2015 minutes contained enough detail.

Joe asked for clarification of the term "prearranged meeting of quorum" related to e-mail threads, specifically about pre-decisional work vs. decisions. If a subcommittee composed of four members is deliberating what to present to SWMAC (like the incentives program discussed tonight), are not making decisions on their own but, instead bring these topics to SWMAC for a vote, was that acceptable? Steve asked about subcommittees less than a quorum. Mr. McCuen said no because it is less than a quorum and no decision can be made without a quorum.

Regina asked whether a subcommittee e-mail thread should be copying Steve so there is a record within the township e-mail system. Mr. McCuen thought that was a good idea as SWMAC members are part of township. Steve noted that the township has an open-records officer who responds to Right-to-Know requests.

Mr. McCuen also explained the Open Records Act and what constituted an open record which was anything written or in a reportable form potentially can be given to a Right-to-Know requester. He said the memo sent includes 30 points when a Right-to-Know request may be denied. Mr. Layfield asked Mr. McCuen if text messages were discoverable. He said potentially they were as the subcommittee is making policy decisions for the Board of Commissioners although there was not much case law on this point.

Mr. McCuen reiterated the three criteria for SWMAC work to be bound by the Sunshine Act. These were:

- Prearranged gathering (which could be an e-mail chain)
- Quorum of SWMAC members (with a 7-member committee this would be 4 members)
- The discussed material is for the purpose of deliberating on a course of action or taking official action.

Incentive discussion

Paul presented the current status of the proposed incentives program, using handout given to SWMAC members and available to the public called ***Questions to consider at meeting*** (attached for reference). Most of the questions were discussed. Below were the decisions made for the first year that was put in the form of a motion by Regina which passed unanimously:

- "Rebate" will be the term used for the program as it suggests that a homeowner will receive money for installing a Township approved residential incentive measure.
- The cap on spending for the 1st year will be \$50,000, 5% of the overall fees collected (10% of overall fee). SWMAC will reevaluate both the maximum rebate and cap after the first year.
- There is no cap on the number of projects that an individual household can submit for this year or following year. This will be reevaluated next year.
- The maximum rebate in the first year will be \$250
- \$50 rebate per rain barrel up to a maximum of 5 barrels
- Up to \$50 for downspout redirection
- Up to \$250 rebate for rain garden materials and installation. A rain garden qualifying for a rebate must be a minimum of 100 sq. ft. and 6" deep.
- Up to \$100 rebate for a dry-well. To qualify for a rebate, the dry-well must have a minimum size of 50 sq. ft.
- At this point, beyond the initial documentation of receipt and picture, no verification will be required in coming years. This does not preclude verification in the future at least on a sampled basis.
- One of the ways to publicize the program will be to include the brochure in the stormwater fee mailer.
- Moving forward with recommending this program to the BoC is contingent on getting a stormwater administrator approved.

In this section, the following points were discussed:

- SWMAC members discussed what constitutes a good rain garden. Paige expressed concerns about infiltration testing. The discussion leaned towards rain garden guidelines in the form of a brochure rather than requirements. Regina committed to provide language for this and the possibility of volunteers to homeowners to decide how to proceed with their own installation.
- Regina reiterated what she stated in a previous meeting that the incentives are meant to avoid costs associated with capital projects and we might do better with these as the township is not paying for property, design, or labor.
- A number of administrative issues arose including application approval, tracking receipts, disbursing rebates, and ways to provide maintenance fact sheet. It is expected that these will be developed by the stormwater administrator. The idea of a contest for the three "best" projects was discussed with the prize being posting a picture of the installation to SWMAC website.
- The maximum rebate amounts assigned reflects the relative amounts of water retained by rain barrels (\$50), rain gardens (\$250), cisterns (\$100), and downspout diversion (\$50).

Review of Banbury Way flooding

Heather presented videos and still pictures showing the flooding experienced by residents on Banbury Way and Francis Ave (near WaWa). The following points were made in the discussion:

- This area is part of the Ithan Creek watershed
- Water is coming from Lancaster Avenue as well as streets upstream of this area
- Since it involves Lancaster Avenue, PennDoT could be asked to help formulate solutions to the problem
- If this area floods, the fire station is also expected to flood
- The frequency of flooding varies from year to year. Some years it has flooded 6 times, other years once or none
- Can see flooding afterwards by mulch washed onto WaWa parking lot

GIS system could include a layer of information with pictures from recent street flooding or overland flow. Regina asked about encouraging residents to bring the pictures forward. Steve said he would be the filter for pictures to be added.

Documentation of previous SWMAC funding allocations

For the record, Joe listed the six stormwater projects initiated in the past 14 months:

- N. Wayne field (1st Ward) – initiated and approved before SWMAC formed. Funds coming from stormwater fees. Approved by BOC.
- Chamounix Rd Culvert (1st and 2nd Wards) – emergency repair Funds coming from stormwater fees
- Malbridge Rd Culvert (4th Ward)
- Malin Rd (5th Ward)
- Mill Rd Culvert (5th Ward)

- N. Wayne SEPTA lot (1st Ward)

Moving forward to alleviate flooding in Ithan Creek watershed

Joe then described the programmatic approach being taken by SWMAC to

1. Choose a watershed.
 - a. Ithan was chosen since it is the biggest flooding contributor and one that most affects public safety
2. Do an engineering analysis of the factors that contribute to the flooding in the watershed
3. Based on the engineering analysis, propose projects that alleviate the flooding

After a very long discussion about projects, programs and three specific flood sites (Banbury Way, Firehouse, and Township building culvert, all of which are in the Ithan Creek watershed), Joe proposed the following be forwarded to the BoC:

SWMAC recommends approval of an Ithan watershed engineering assessment at a cost not to exceed \$60K. This assessment will culminate with multiple draft RFP's that are prioritized based upon SW impact to remediate problem flood areas. A rough order of magnitude pricing would be included. The SW Administrator will report at monthly SW meetings on progress. We further recommend that a minimum of \$500K be appropriated for execution of these Ithan Creek SW remediation efforts and all draft RFPs will be discussed at monthly SW meetings. It is expected to be that these cumulative efforts will be multi-year and in excess of \$500K in total cost. The BOC will be regularly informed on progress with updated costs as the engineering assessment proceeds.

This motion passed unanimously. Regina asked that the minutes reflect the need for public involvement and discussion prior to any RFP being generated.

During the discussion, Dan Wible of CH2MHill described a draft proposal his company had written at the request of Steve. He proposed four tasks:

1. Flooding analysis - using flood modeling software to find sites and characterize severity. He noted that this model had largely already been constructed.
2. Propose set of solutions – This would be a step back to look at high level programmatic categories of solutions for this watershed (what Charles called a “roadmap”) including backyard BMP’s, green streets, bigger pipes. These would be tailored to alleviate flooding at the locations noted above. He noted that to be too prescriptive about how to address the problem would be less likely to be successful than letting the project be organic and evolve as we learn more
3. Prioritize flooding locations – This would include looking at flooding severity, number of properties affected, and other important factors. He proposed a workshop getting everyone together including public
4. Choosing three projects – Again, Dan did not think being prescriptive was a good idea. The goal would be three flooding projects in the form of concept plans to be handed over to another design consultant for project. Regina expressed a concern over the specific number of three projects. She pointed out that while there may be three sites to remediate, this might require ten projects.

Improved communications

In light of the confusion by the BoC about what had been accomplished by SWMAC, the committee discussed ways to minimize this. Ideas discussed included Regina preparing monthly status for planning commission and someone to report to Steve each month to forward to the BoC.

Subcommittee for grants and partnership

Regina again asked for formation of committee to make recommendations for grants worth pursuing. Heather and Paige volunteered to work with Regina on this.

New Business –

Dan Meyer – civil engineer, incentives Wren grant, \$3K to build rain garden across from police station. 50-60 people there. The Township regarded the site. Proposed planting of the rain garden will take place at 10:00am on April 25th. Chanticleer will be donating plants for the garden and design services.

Chip – Urges SWMAC not to proceed with only looking at one watershed and that we were making decisions based on politics. Heather responded stating that our decisions were not based on politics, but on severity and intensity of flooding. The SWMAC has been dedicated to solve flooding, not politics and did not base recommendations based on wards/districts.

Action Items

- All SWMAC members - Going forward, all SWMAC members do their best to conform to Sunshine Law provisions
- All SWMAC members - Going forward, all subcommittee communications to CC Steve Norcini to that there is a record of the subcommittee work
- Joe – summarize incentive program approved at 3/16/15 meeting to send to BoC for approval
- Steve – forward approved motion on watershed engineering assessment to BoC for approval
- Heather – establish better communications with BoC about SWMAC actions and recommendations
- Regina – begin discussions with Heather and Paige about grants and partnership subcommittee
- Regina – develop language for a brochure describing desired rain garden design qualifying for rebate.



Homeowner Stormwater Facility Rebate Application Form

Stormwater Utility users may be eligible for a rebate for the purchase and construction/installation of qualifying stormwater facilities. This form and all requested information shall be submitted to address given below initiating a rebate disbursement.

Electronic submittals are encouraged.

REBATE TYPE

- Rebate applied for: Rain barrel(s) (up to 5) (\$50 each)
(check all that apply) Rain garden (up to \$250)
 Cistern (\$100)
 Downspout diversion* (up to \$50)

* Diversion of roof downspout runoff from driveways, sidewalks or streets to lawn or garden areas.

PROPERTY INFORMATION

Name: _____

Mailing Address: _____

Property Location (if different): _____

Phone: _____ Cell: _____

Email: _____

APPLICATION REQUIREMENTS

Please supply the requested information for the applicable rebates. Additional documentation may be requested by the Radnor Township Stormwater Advisory Committee:

- Rain Barrel**
- # of rain barrels _____
 - Size in gallons (min. 45 gal) _____
 - Proof of payment for barrel(s)
 - Photo showing connection(s) to downspout(s)
 - Approximate roof area draining to downspout _____ ft²

- Cistern**
- Cistern size in gallons (min. 250 gal) _____
 - Proof of payment for installation or materials
 - Photo showing installation
 - Impervious area draining to cistern (roof, patio, driveway) _____
 - Approximate impervious area draining to cistern _____ ft²

- Rain Garden**
- Sketch of location
 - Dimensions (min. 100 sq ft, 6" min. depression) Area _____ Depth _____
 - Photo of rain garden installed at property
 - Proof of payment for installation or materials
 - Impervious area draining to rain garden (roof, patio, driveway) _____
 - Approximate impervious area draining to rain garden _____ ft²

Downspout Diversion

- Pre- and post-installation photos documenting diversion
- Proof of payment for materials used
- Approximate roof area draining to downspout _____ ft²
- Briefly describe the receiving area for downspout flow

Signature of Property Owner _____ Date _____

I hereby state that the above information is true to the best of my knowledge and acknowledge that any attempt to purposely supply incorrect information may result in denial of the rebate application, elimination of any rebate granted, and restitution of previous rebates. I also understand that, with my permission, Radnor Township or its agents reserve the right to inspect rebated BMP installations to determine effectiveness and/or need for maintenance.

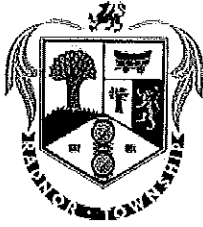
All installation suggestions for storm-water devices are provided based upon nationally recognized best-practices. Radnor assumes no liability for installation or in the unlikely case that the device has a negative consequence

Submit application to:

Radnor Township Stormwater Administrator
301 Iven Avenue
Wayne, PA 19087-5297

Or e-mail with supporting documents attached to stormwater@radnor.org

If you have questions about this program, please contact Dan Wible at stormwater@radnor.org or call



Homeowner Stormwater Facility Rebate Application Form

Stormwater Utility users may be eligible for a rebate for the purchase and construction/installation of qualifying stormwater facilities. To determine eligibility for a rebate, this form and all requested information shall be submitted to either the address or email given below. Upon receipt of this information, initiating a rebate disbursement the Radnor Township Stormwater Program Administrator shall review and make a recommendation to the Township regarding the eligibility for a rebate.

Electronic submittals are encouraged.

REBATE TYPE

- Rebate applied for: Rain barrel(s) (up to 85) (\$50 each)
 (check all that apply) Rain garden (up to \$250)
 Cistern (\$100)
 Downspout diversion* (up to \$50)

* Diversion of roof downspout runoff from driveways, sidewalks or streets to lawn or garden areas.

PROPERTY INFORMATION

Name: _____ Stormwater Account # _____

Mailing Address: _____

Property Location (if different): _____

Phone: _____ Cell: _____

Email: _____

APPLICATION REQUIREMENTS

Please supply the requested information for the applicable rebates. Additional documentation may be requested by the Radnor Township Stormwater Program Administrator. Note that multiple applicable stormwater facilities may qualify for rebates provided they are capturing runoff from separate areas.

- Rain Barrel**
- # of rain barrels _____
 - Size in gallons (min. 45 gal) _____
 - Proof of payment for barrel(s)
 - Photo showing connection(s) to downspout(s)
 - Approximate roof area draining to downspout _____ ft²

- Cistern**
- Cistern size in gallons (min. 250 gal) _____
 - Proof of payment for installation or materials
 - Photo showing installation
 - Impervious area draining to cistern (roof, patio, driveway) _____
 - Approximate impervious area draining to cistern _____ ft²

- Rain Garden**
- Sketch of location
 - Dimensions (min. 100 ft², 6" min. depression) Area _____ Depth _____
 - Photo of rain garden installed at property

- Proof of payment for installation or materials
- Impervious area draining to rain garden (roof, patio, driveway) _____
- Approximate impervious area draining to rain garden _____ ft²

Downspout Diversion

- Pre- and post-installation photos documenting diversion
- Proof of payment for materials used
- Approximate roof area draining to downspout _____ ft²
- Briefly describe the receiving area for downspout flow:

Signature of Property Owner _____ Date _____

I hereby state that the above information is true to the best of my knowledge and acknowledge that any attempt to purposely supply incorrect information may result in denial of the rebate application, elimination of any rebate granted, and restitution of previous rebates. I also understand that, with my permission, Radnor Township or its agents reserve the right to inspect rebated BMP stormwater facility installations to determine effectiveness and/or need for maintenance. Furthermore, I understand that any rebate received under this program is a one-time payment for each eligible stormwater facility installation.

All installation suggestions for storm-water devices are provided based upon nationally recognized best-practices. Radnor assumes no liability for installation or in the unlikely case that the device has a negative consequence

Submit application to:

Radnor Township Stormwater Administrator
 301 Iven Avenue
 Wayne, PA 19087-5297

Or e-mail with supporting documents attached to stormwater@radnor.org

If you have questions about this program, please contact Dan Wible at stormwater@radnor.org or call _____

FOR ADMINISTRATIVE USE ONLY

Payment of Annual Stormwater Fee?: YES NO

Account in Good Standing (No Delinquencies)?: YES NO