



BOROUGH COUNCIL SUB-COMMITTEE MEETING MINUTES

COMMITTEE NAME: **MS4 - Storm Sewer Program**

PLACE OF MEETING: **121 S. Walnut Street - Conference Room**

DATE OF MEETING: **September 23, 2024** TIME OF MEETING: **5:00 PM**

ATTENDEE/CHAIRPERSON:

Manny Mirabito

ATTENDEE #2:

Sam Angst

ATTENDEE #3:

Lauren Bullsnake

ATTENDEE #4:

**Ron Madison, Borough
Engineer**

ATTENDEE #5:

**Brad Flynn, Borough
Manager**

ATTENDEE #6:

ALL OTHER ATTENDEE(S):

EXCUSED OR ABSENT:

Frank Hesch

MEETING MINUTES PREPARED BY: **Brad Flynn**

MINUTES STATUS: **APPROVED/FINAL**

MEETING MINUTES:

MS4 PROGRAM PLANNING, DEVELOPMENT & IMPLEMENTATION

- Approval of July 1st meeting minutes.
- Continued discussion of Bath's MS4 Program & Outlining Goals
- Colliers Engineering & Design MS4 Program Development
- Timeline of Objectives: The Committee discussed action items that have taken place to date.
 1. The Bath Borough Storm Water Authority Board has its five (5) members. The membership was set by Council in lawful public session on September 4th and September 12th.
 2. The Storm Water Authority ordinance and Articles of Incorporation have passed 2nd reading and have been authorized for advertising. The ordinance has been advertised twice in the Home News and will circulate in the Northampton County legal periodical. The potential hearing and adoption date of the ordinance is scheduled for November 12th, during the regular session of Borough Council.
 3. Once the ordinance is adopted, a post-ordinance advertisement requirement is needed. The ordinance along with advertisements will be sent to the PA Dept of State for certification.
 4. Once the ordinance and articles of incorporation have been certified, the Bath Borough Storm Water Authority will have its first meeting, and the terms of Board members officially begin.
 5. The committee awaits finalization of the Borough Engineer's storm water utility fee modeling, which will provide the Borough with its first master billing list for all properties that will be required to pay a storm water utility fee.
 6. The Storm Water Authority Board, once certified, will pass By-Laws and a Schedule of Fees; appoint a solicitor, engineer and begin to conduct business as an authority for the purpose of issuing Storm Water utility bills.
 7. It is anticipated that the first round of Storm Water Utility bills will be generated by the first quarter of 2025.
 8. The Committee discussed the 3-tiered rate program where 100% of the non-residential properties and where 20% of the residential properties were sampled in order to come up with billing rates. Once a property receives a bill for a categorized

tier, the property owner is given benefit of the doubt that the impervious coverage billed is within so many square feet. Property owners will be given the right of appeal. Appeals will come with an application and fee set by the Board.

9. The Committee discussed reaching out to Lee Stinnett about a possible brochure/mailer to begin letting Bath's public know a utility fee is coming in 2025. Manager Flynn will check with Stinnett

ADDITIONAL ITEMS

- Next meeting is scheduled for October 28th beginning at 5PM. The Committee recommended adding Pam and Brian to this current committee since the By-Laws of the Board, Schedule of Fees, and other regulatory documents will likely be drafted and disseminated for the Board to begin reviewing prior to their first official meeting.

ADJOURNMENT 5:50 PM