

# DUBOISTOWN BOROUGH COUNCIL MEETING draft

## General Council Meeting Minutes

**Date:** 06/26/2025

**Time Called to Order:** 4:30 PM

**Called to Order By:** Harry Rogers, Council President

### Present:

- Harry Rogers
- Marc Drier
- Patrick Melloy
- Norman J. Cowden
- Dori Rankinen
- Richard Knecht
- Ann Marie Baker, Borough Manager
- Shawn Millard (arrived late)

### Absent:

- John McCormick
- Mike Rodgers
- Kate Weaver

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### Motion #1

**Moved by:** Patrick Melloy

**Seconded by:** Dori Rankinen

**Motion:** To approve the minutes of the June 12th meeting.

**Vote:** Motion carried (4-0)

Name	Nomination	Motion	2 <sup>nd</sup>	Yes	No	Abstain	Absent
John McCormick							X
Patrick Melloy		X		X			
Harry Rogers				X			
Dori Rankinen			X	X			
Mike Rodgers							X
Norman Cowden				X			
Shawn Millard							X for vote
Mayor Knecht							

## DUBOISTOWN BOROUGH COUNCIL MEETING draft

**Motion #2:**

**Moved by:** Dori Rankinen

**Seconded by:** Norman Cowden

**Motion:** to approve the replacement of elected auditors with Pennsylvania Certified Public Accountant

**Vote:** Motion carried unanimously (4-0).

Name	Nomination	Motion	2 <sup>nd</sup>	Yes	No	Abstain	Absent
John McCormick							X
Patrick Melloy				X			
Harry Rogers				X			
Dori Rankinen		X		X			
Mike Rodgers							X
Norman Cowden			X	X			
Shawn Millard							X for vote
Mayor Knecht							

Solicitor Marc Drier explained that, unfortunately, the ordinance would need to be tabled for a future vote, as the required majority for passage was not present. While a quorum of four council members is sufficient to conduct general business, this specific ordinance requires at least five affirmative votes to pass. Consequently, **the motion was tabled.**

**Motion #3:**

**Moved by:** Patrick Melloy

**Seconded by:** Dori Rankinen

**Motion:** to approve the resolution dated June 5, 2025, authorizing the hiring of CPA firm Fiore Fedeli Snyder Carothers, LLP to conduct audits for the fiscal years 2022, 2023, 2024, 2025, and 2026.

**Vote:** Motion carried unanimously (4-0).

Name	Nomination	Motion	2 <sup>nd</sup>	Yes	No	Abstain	Absent
John McCormick							X
Patrick Melloy		X		X			
Harry Rogers				X			
Dori Rankinen			X	X			
Mike Rodgers							X
Norman Cowden				X			
Shawn Millard							X for vote
Mayor Knecht							

## DUBOISTOWN BOROUGH COUNCIL MEETING draft

### **Motion #4:**

**Moved by:** Dori Rankinen

**Seconded by:** Norman Cowden

**Motion:** to approve resolution 06-16-2025, a resolution approving WSA to revise its limits for discharge to the Authority sewer systems for certain toxic parameters.

**Vote:** Motion carried unanimously (4-0).

Dori Rankinen asked Christine Weigle from LCWSA, who was in the audience, whether she would be addressing the proposed increase in discharge as outlined in the resolution. Christine responded that she would not, as the matter originates from the Williamsport Sanitary Authority (WSA). She explained that, under EPA regulations, each sewage treatment plant undergoes a review process to evaluate incoming loads, typically every five years. Christine noted that receiving such resolutions from WSA is standard procedure. However, she emphasized that she could not speak in detail on the matter, as she is not affiliated with the Williamsport Municipal Water Company.

Name	Nomination	Motion	2 <sup>nd</sup>	Yes	No	Abstain	Absent
John McCormick							X
Patrick Melloy				X			
Harry Rogers				X			
Dori Rankinen		X		X			
Mike Rodgers							X
Norman Cowden			X	X			
Shawn Millard							X for vote
Mayor Knecht							

### **Motion #5:**

**Moved by:** Norman Cowden

**Seconded by:** Dori Rankinen

**Motion:** to approve the resolution 06-13-2025 a resolution for the local match to River Valley Transit Authority.

**Vote:** Motion carried unanimously (4-0).

Name	Nomination	Motion	2 <sup>nd</sup>	Yes	No	Abstain	Absent
John McCormick							X
Patrick Melloy				X			
Harry Rogers				X			
Dori Rankinen			X	X			
Mike Rodgers							X
Norman Cowden		X		X			
Shawn Millard							X for vote
Mayor Knecht							

## DUBOISTOWN BOROUGH COUNCIL MEETING draft

**Motion #6:**

**Moved by:** Patrick Melloy

**Seconded by:** Dori Rankinen

**Motion:** to approve resolution 06-06-2025 for public comment and meeting conduct

**Vote:** Motion carried unanimously (4-0).

Name	Nomination	Motion	2 <sup>nd</sup>	Yes	No	Abstain	Absent
John McCormick							X
Patrick Melloy		X		X			
Harry Rogers				X			
Dori Rankinen			X	X			
Mike Rodgers							X
Norman Cowden				X			
Shawn Millard							X for vote
Mayor Knecht							

**Motion #7:**

**Moved by:** Norman Cowden

**Seconded by:** Patrick Melloy

**Motion:** to approve the permit application and fee for ordinance 2013-02 Peddling, Soliciting in the borough. And approve the fee of \$25.00 per applicant.

**Vote:** Motion carried unanimously (4-0).

Name	Nomination	Motion	2 <sup>nd</sup>	Yes	No	Abstain	Absent
John McCormick							X
Patrick Melloy			X	X			
Harry Rogers				X			
Dori Rankinen				X			
Mike Rodgers							X
Norman Cowden		X		X			
Shawn Millard							X for vote
Mayor Knecht							

**President Rogers** asked the council whether they wished to **remove Motion 2 from the table and proceed with a vote**, now that **Councilmember Shawn Millard was present**.

During the discussion, council members questioned the necessity of the ordinance, noting that the borough had consistently utilized a **Certified Public Accountant (CPA)** for audits. They asked why it was necessary to adopt an ordinance stating the borough was using a CPA instead of the elected auditor.

The **Solicitor** explained that although the use of a CPA had been a longstanding practice, the **borough code still recognizes the elected auditor**, and therefore, an ordinance was necessary to **formally document** the borough's current audit process. This would ensure transparency and compliance with legal requirements.

## DUBOISTOWN BOROUGH COUNCIL MEETING draft

**Councilmember Shawn Millard** suggested **revising the wording of the ordinance** to state "appoint" rather than "replace" when referring to the use of a CPA, to better reflect the intent and avoid implying the removal of the elected auditor from office.

**Motion #2 was reopened for discussion.** Following deliberation, it was moved and seconded (Dori Rankinen / Norman Cowden) to approve the appointment of elected auditors in conjunction with a Pennsylvania Certified Public Accountant

Motion #2 carries by a Vote (5-0)

Name	Nomination	Motion	2 <sup>nd</sup>	Yes	No	Abstain	Absent
John McCormick							X
Patrick Melloy				X			
Harry Rogers				X			
Dori Rankinen		X		X			
Mike Rodgers							X
Norman Cowden			X	X			
Shawn Millard				X			
Mayor Knecht							

Shawn Millard requested a discussion on Motion #3, which had been introduced prior to his arrival. Patrick reintroduced the motion for consideration. Mr. Millard questioned why the CPA's scope did not include the years 2019–2021. The Borough Manager and Council President Rogers explained that, based on guidance from DCED, the relevant years were 2022–2024. The original RFP, approved by the full council, addressed those years and was later extended to include 2025 and 2026. It was acknowledged that council could issue a separate RFP in the future to address 2019–2021 if desired. After discussion, Motion #3 remained unchanged.

Resident Katie Caputo played a brief video clip of music prior to MS4 presentation regarding the VFW party. She apologized for any disruption this may have caused during the meeting.

MS4 Update was presented by Oliva Lopatofsky from LCWSA as our yearly update. Handouts were provided and will be part of the minutes and located online. No questions.

### Public Comment 2

**Katie Caputo – 145 Valley Street** – Requested permission to read a prepared speech on behalf of her family and her neighbor, Kathy Wither of 143 Valley Street. She also asked to share a video from her cell phone with each member of the council.

**Council Member Shawn Millard** inquired whether the Council President would allow Ms. Caputo additional time beyond the standard three-minute limit, noting that the issue would require more discussion.

**Council President Harry Rogers** responded that, in accordance with a recently passed ordinance, an extension could be granted. He approved Ms. Caputo's request to show the video and read her two-page letter.

Katie Caputo addressed the borough council regarding ongoing noise disturbances from the VFW, specifically live outdoor music occurring four nights a week. She expressed significant

## **DUBOISTOWN BOROUGH COUNCIL MEETING draft**

frustration over the lack of meaningful response from both the police department and the borough council despite repeated complaints. Ms. Caputo called on the council to:

- Publicly acknowledge the timeline provided to the VFW regarding noise mitigation,
- Investigate any donations made by the VFW to the Borough and Police Department,
- Ensure consistent enforcement of existing noise ordinances.

Kathy Wither echoed these concerns, sharing her own experience of repeatedly calling the police and receiving inconsistent responses from different officers. She noted that the lack of consistent enforcement has led to increased frustration among residents.

A copy of a formal letter outlining these concerns was provided to each member of the borough council, the mayor, and the borough manager for inclusion in the public record.

Additionally, Ms. Wither presented an email from resident Craig Kropp, who was unable to attend the meeting. The email supported the concerns raised and addressed the ongoing noise issues related to the VFW.

The Email and the letter are both included as attachments for public documentation.

During the council meeting, it was communicated to residents that any noise complaints should be made to the police department, as they are the appropriate authority to enforce the borough's noise ordinance.

The Mayor expressed his concern and disappointment that some residents believed the police would not enforce an ordinance due to a donation. He firmly stated that such assumptions are unfounded and do not reflect the integrity of the police department.

Additionally, the Borough Manager clarified for the record that the checks received from the VFW were intended for the Duboistown and Nisbet Fire Departments for a community day event they attended. The Borough Manager accepted on behalf of the fire departments, as representatives from the fire departments were not present at the time to accept them directly.

The Borough Manager also wanted to state that she had contacted the police department to find out how many calls they had received up till June 26, 2025 of complaints on noise for the VFW this year and she was advised only the one call which was a couple of weeks ago.

President Rogers responded to Katie Caputo and Kathy Withers' request to amend the ordinance to prohibit amplified music by stating that the ordinance had just been revised earlier this year. He cautioned the council against making further changes without first conducting research and seeking advice from the solicitor.

## DUBOISTOWN BOROUGH COUNCIL MEETING draft

### **Motion #8:**

**Moved by:** Shawn Millard

**Seconded by:** Norman Cowden

**Motion:** to adjourn the meeting at 6:31 pm

**Vote:** Motion carried unanimously (5-0).

Name	Nomination	Motion	2 <sup>nd</sup>	Yes	No	Abstain	Absent
John McCormick							x
Patrick Melloy				x			
Harry Rogers				x			
Dori Rankinen				x			
Mike Rodgers							x
Norman Cowden			x	x			
Shawn Millard		x		x			
Mayor Knecht							

Approved: Dan Marie Baber Date: July 9, 2025  
Motion: Norman Cowden Second: Dori Rankinen Date: July 9, 2025

## **Speech to the Borough Council on Government Impartiality, Ethics, and Public Trust**

Good evening, members of the borough council, public officials, and fellow residents,

Thank you for the opportunity to speak tonight.

I come before you not out of anger, but out of a deep concern for the direction in which our borough's leadership is heading—and what that means for the integrity of our community.

This is not just about noise. It is not just about one business. This is about trust. About ethics. About fairness. And whether our government is truly fulfilling its duty to represent *all* of us—or just a favored few.

Last year, when residents first raised concerns about excessive noise from The VFW, this council asked us to be patient. We were told to give the business a chance to be “neighborly.” A representative from the business assured everyone that the noise issue would be addressed and improved. In good faith, the residents complied. We held off on complaints. We respected the borough's request. We gave that chance.

And what happened?

It got worse. The extreme noise is a regular disruption—now as frequent as four nights a week, including weeknights, with live outdoor music that can clearly be heard inside neighboring homes. Families have reported that the noise is so intrusive that it prevents their children from using their own backyard, and quality of life.

Residents have approached the business politely. We've asked for the volume to be lowered—explaining the real, measurable impact it's having on our lives. And those requests have been ignored. There has been no change. No consideration. No respect shown to the people who live right next door.

Instead of taking action to protect residents, the borough did the opposite: it made it easier for the business to continue hosting live music.

During a recent band I asked the VFW to turn the music down but they did not. As a result, I called our local police department. When the officer arrived and after inviting him into my home so he could witness that the music was clearly loud he told me that based on his discretion it was NOT loud, and he would not be asking them to turn it down. My children also told him how disruptive it was to them as they sat in the living room trying to play a game. I was dumbfounded and disheartened by this entire exchange. Losing all trust in the institutions meant to serve our community.

And then, in what felt like a gut punch, the very next day after police refused to enforce the noise, photographs emerged of borough officials and members of the police department accepting checks from that same business.

Let's be honest—this is a breach of trust. And it's not just about perception. It's about what this means for our governance and our values.

Government impartiality is not a suggestion—it is an obligation. **Public officials are ethically bound to put the interests of the community above those of private businesses**, especially when there is a conflict of interest. And when such a conflict arises, ethical governance **demands** that officials ensure fairness and transparency.

This hasn't happened here. What we've seen instead is selective enforcement of the rules, silence in the face of repeated complaints, and behavior that suggests favoritism—not impartiality.

**Let me be clear:** we are not anti-business. We are not against music, community events, or local entertainment. But we are against a system that allows one business to consistently disturb an entire neighborhood with no consequence—while residents are told to simply deal with it.

We expect more from our leaders. And frankly, we deserve more.

So tonight, I ask this council:

1. **Acknowledge publicly** the timeline: that you asked us to give the business a chance—and that we did.
2. **Recognize** that the problem has only worsened, despite our cooperation.
3. **Investigate and disclose** the nature and timing of donations made to the borough or police department by this business.
4. **Review, update, adopt new, and fairly enforce** the noise ordinances—equally, consistently, and without bias.
5. **Reaffirm your commitment to ethical conduct**, by adopting clear policies on conflicts of interest, transparency, and community-first governance.

Public service means doing what's right, even when it's hard. Even when it means standing up to a business that donates to local causes. Because your duty—first and always—is to the people.

I will not live like this. Our home is our sanctuary. Our biggest financial asset. We will protect our peace. We are the ones who live here. We are the ones raising families here.

And we are the ones who believed this government would protect our right to peace and fairness in our homes.

Let's move forward from this moment not with more silence or excuses, but with integrity, accountability, and a renewed commitment to serve **everyone** in this borough equally.

Thank you.

## VFW Music

From: CRAIG KROPP (cskropp@comcast.net)  
To: witherhaven@verizon.net  
Date: Wednesday, June 25, 2025 at 07:11 PM EDT

Hi Kathy,

I am unable to make it to the council meeting on the 26th but wanted you have this information if the topic of the VFW music comes up.

I was at my brothers on Saturday night the 21st and came home between 7:30 and 8:00 PM. I noticed when I got out of my car to take Mom into her house that I could clearly hear the music, particularly the drums from the party at the VFW. After I got Mom into her house and put my car away, I went inside my house to my bedroom. I was still able to hear the music inside my house, albeit not as loud as outside, but amazingly I could hear it. I cannot imagine what it was like at your house.

I hope this helps if the issue comes up.

Craig



**February 2025**

## Regional Stormwater Management Program

### Definitions

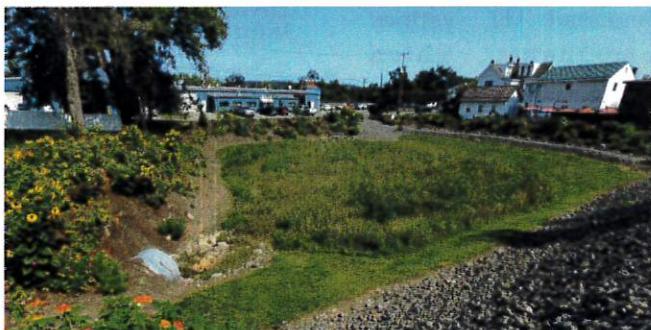
- MS4 Permit — "Municipal Separate Storm Sewer System" - a federal (EPA—Environmental Protection Agency) and state (Pa DEP—Pennsylvania Department of Environmental Protection) permit.
- BMP — Best Management Practice
- CBPRP — Chesapeake Bay Pollution Reduction Plan—requiring the reductions of over 105,000 pounds of sediment.
- SMP — Regional Stormwater Management Program—partnership formed between LCWSA and the Borough of South Williamsport and the Borough of Duboistown.

## 2024 Summary and Planning for 2025

In 2024, maintenance of the BMP project, the Eck's Run Bioretention Basins, began with flushing of the pipes, clearing the outlet area, and mowing of the basins. Regular maintenance will continue on a bi-annual basis or as needed in response to wet weather events.

Also in 2024, two applications for environmental education mini-grants were submitted to DEP and additional education and the Lycoming County Conservation District.

If awarded, the DEP mini-grant would be used for a second sign and the Lycoming County programming and materials. \$3,000 was awarded by The Riverside Drive the Conservation District Area Stormwater for the installation of an Improvements Project educational sign at the basins. The sign is in the final design stage with Phase 1 of is expected to be completed in 2025. The work planned to be bid in 2025.



Both Boroughs continue operation and maintenance activities of cleaning and maintaining stormwater pipes, inlets, and structures; leaf pick up — street sweeping — inlet cleaning; videoing and assessing current conditions; and repairing and replacing pipes and inlets as needed. The Regional SMP provides a format to develop a long range asset management plan to systematically address aging infrastructure needs. With revenue specifically tagged to these issues over the next five years, a proactive approach can be achieved.

### 2024 Stormwater Infrastructure Activities

#### SOUTH WILLIAMSPORT

- ⇒ Televised 1,200 LF and installed/replaced 1,700 LF of pipe
- ⇒ Rebuilt 14 inlets and added 2 new inlets

#### DUBOISTOWN

- ⇒ Installed 80 LF of new pipe and replaced 140 LF of existing pipe
- ⇒ Rebuilt 8 inlets and replaced 1 manhole



June 23, 2025 South Williamsport Public Works

Committee Meeting

June 26, 2025 Duboistown Council Meeting



**BOROUGH OF DUBOISTOWN**

## Annual Public Meeting Regional Stormwater Management Program



Borough of  
**South Williamsport**  
ESTABLISHED 1886

**Lycoming County Water & Sewer Authority**

*Olivia Lopatofsky, Project Engineer/Stormwater Administrator*

*Christine Weigle, Executive Director*

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**BOROUGH OF DUBOISTOWN**



## Annual Review of Program Elements (Compliance Requirement)

### Municipal Separate Storm Sewer System (MS4) Permit

- Borough is permittee – NOT LCWSA
- LCWSA assists via the Regional Stormwater Management Program
  - Meets MS4 and CBPRP requirements for both Boroughs of Duboistown & South Williamsport



**MS4**

Municipal  
Separate  
Storm  
Sewer  
System

*Image Source: Missoula County, MT*

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BOROUGH OF DUBOISTOWN



## MCM 1 – Public Education and Outreach

1. Maintain Public Education and Outreach Program (PEOP)
2. Maintain lists of target audience groups
3. Annually publish program updates/educational materials

*Review #1-3 and update annually*

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BOROUGH OF DUBOISTOWN



## MCM 2 – Public Involvement/Participation

1. Maintain Public Involvement and Participation Program (PIPP)
2. Advertise stormwater ordinances, SOPs, and PRPs to the public
3. Regularly solicit public involvement and participation

*Review #1 and update annually*

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BOROUGH OF DUBOISTOWN



## MCM 5 – Post-Construction Stormwater Management

1. Implement ordinance to require post-construction stormwater management
2. Encourage the use of Low Impact Development (LID)
3. Inventory post-construction stormwater management BMPs and ensure adequate O&M

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BOROUGH OF DUBOISTOWN

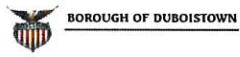


## MCM 6 – Pollution Prevention/Good Housekeeping

1. Document permittee operations that have potential for generating polluted stormwater runoff
2. Maintain written O&M program for all operations that could contribute to discharge of pollutants
3. Implement employee training program

*Review #1-3 and update annually*

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## Inventories

### ***Annually review and update:***

- List of permittee operations that could cause polluted stormwater runoff



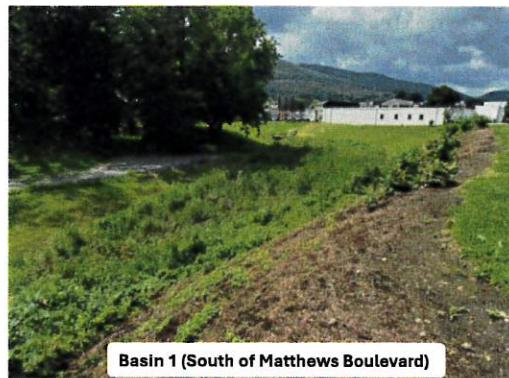
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## CBPRP Project – Eck's Run Stormwater Basin Retrofit

### **Basins Maintenance Plan**

- Bi-annual mowing
- Cleaning/flushing lines
- Repairs as needed



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BOROUGH OF DUBOISTOWN



## Questions?

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### **Lycoming County Water & Sewer Authority**

*Olivia Lopatofsky, Project Engineer/Stormwater Administrator  
Christine Weigle, Executive Director*

## What is stormwater?

Stormwater includes water from rain and melting snow that flows:

- over the ground and into a stormwater drain where it enters the stormwater system  
or
- directly into waterways

**Is stormwater that flows into a stormwater system treated at the sewer plant?**

In most locations, stormwater is not treated at a local sewer plant before it flows to local streams and rivers. This is why it is so important to prevent pollution from entering storm drains in local communities.

Want more information? Check out the following stormwater educational resources:

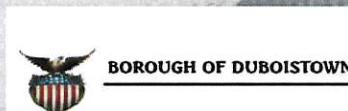
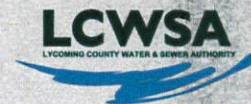
<https://www.epa.gov/greeningepa/epa-facility-stormwater-management>

<https://www.dep.pa.gov/Business/Water/CleanWater/StormwaterMgmt/pages/be-stormwater-smart-.aspx>

and local community websites

**~Be Part of the Solution to Stormwater Pollution~**

**Work with your local Stormwater (MS4) Coalition:**



**Williamsport Sanitary Authority/ City of Williamsport**

**Loyalsock Township**

**Borough of South Williamsport**

**Borough of Duboistown**

**Lycoming County Water and Sewer Authority**

**Williamsport Sanitary Authority**



**Keep Storm Drains Clean- Protect our Rivers and Streams!**



**Do you see any storm drain markers in your neighborhood?**

# MS4 Coalition

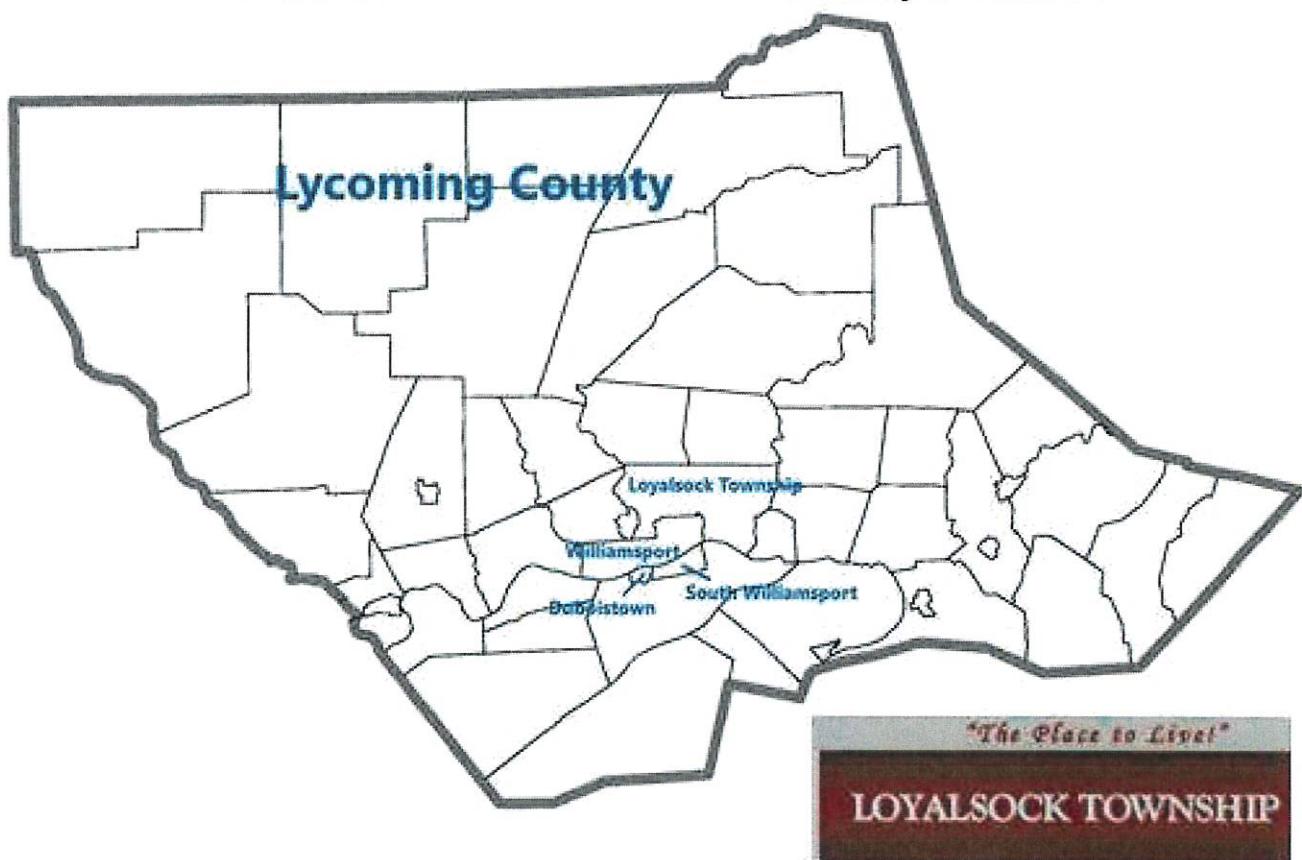
## PEOP

*Public Education &  
Outreach Plan*

## &

## PIPP

*Public Involvement &  
Participation Plan*



**BOROUGH OF DUBOISTOWN**



Borough of  
**South Williamsport**  
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**MS4 Coalition**  
**Public Education and Outreach Plan and**  
**Public Involvement and Participation Plan**

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The municipalities that publish periodic newsletters to its residents, businesses, and schools have the ability to include MS4/stormwater educational messages.

The MS4 Coalition (and/or each MS4 entity) will hold at least one public meeting per MS4 permit year. These meetings will be a forum where the public will have the opportunity to participate in the decision-making process associated with the development, implementation, and update of programs related to the MS4 permits.

The MS4 Coalition will regularly solicit public reporting of suspected illicit discharges and during at least one public meeting per year solicit public involvement and participation for MS4 related programs and activities from the audience groups listed in this plan. The public will be given reasonable notice prior to each meeting.

When applicable, the public will be notified and comments solicited during development on changes or updates to a municipal or SOP Stormwater Management Ordinance.

## **MS4 Partnerships**

The MS4 Coalition currently holds partnerships with several organizations that promote stormwater education to target audiences within the community. The current list of organizations includes:

- Lycoming County Conservation District
- Lycoming County Planning Commission
- Lycoming College Clean Water Institute
- Northcentral Pennsylvania Conservancy
- Lycoming Audubon Society
- Pennsylvania Department of Environmental Protection

Because partnerships are vital to effectively and efficiently communicate information to a wide array of audiences, the MS4 Coalition will seek to continue forming additional partnerships with watershed associations, environmental advisory committees, and other environmental organizations that operate in proximity to the regulated MS4s.

## **Effective Means of Communication & Involvement**

Each municipal MS4 holds at a minimum one monthly public meeting. When applicable, time is allotted at each meeting as an opportunity for the public to participate in the decision-making process with programs and activities related to the MS4 Permit. Additionally, copies of each MS4's annual reports are available to the public at each municipal office upon request.

Opportunities for public education & outreach and/or public involvement & participation are discussed at each quarterly meeting of the MS4 Coalition. During discussion regarding the status of MCMs #1 and #2, each MS4 is encouraged to suggest outreach and participation events in which the MS4 Coalition may participate. The methods of distributing information to the public and the effectiveness of the events are discussed. Ideas that promote public education and involvement are pursued by the MS4s.

The Lycoming County Conservation District (LCCD) is another resource for public education, outreach, and participation. The LCCD conducts multiple watershed education programs for Lycoming County residents, farmers, and schools. The WSA and the LCCD are in contact and when possible, combine public outreach and involvement efforts with MS4 and stormwater educational information.

The Lycoming County Master Gardeners is also an available resource for public education, outreach, and participation. The Master Gardeners conduct seasonal workshops for Lycoming County residents, held at the Lysock View Complex (County Farm). The Coalition can promote and encourage the MS4 target audiences to attend workshops which teach

- WKS8 (102.7 FM)
- Internet
  - The Borough of Duboistown's website contains MS4 information at the following link: [duboistownborough.com/stormwater-ms4](http://duboistownborough.com/stormwater-ms4)
  - The Borough of South Williamsport's website contains MS4 information at the following link: [southwilliamsport.net/government/MS4-stormwater/](http://southwilliamsport.net/government/MS4-stormwater/)
  - The City of Williamsport's website contains MS4 information at the following link: [cityofwilliamsport.org/department/public works](http://cityofwilliamsport.org/department/public%20works)
  - Loyalsock Township's website contains MS4 information at the following link: [loyalsocktownshipbos.com/planning-and-zoning/](http://loyalsocktownshipbos.com/planning-and-zoning/)
  - The LCWSA's website contains MS4 information at the following link: [lcwsa.net](http://lcwsa.net). Select "Stormwater" from the dropdown menu options to access stormwater information
  - The WSA's website contains MS4 information at the following link: [wmwa-wsa.org/stormwater](http://wmwa-wsa.org/stormwater)
- Newspapers
  - Sun-Gazette Newspaper
  - Webb Weekly
  - East Lycoming Shopper and News
  - Standard Journal
  - NorthcentralPA.com (news, articles, and events)
- MS4-related Meetings
  - The MS4 Coalition meets quarterly; agendas and attendance are documented
  - Municipalities hold monthly public meetings and regular staff meetings
  - The staff of each MS4 is trained annually on topics such as Good Housekeeping, Illicit Discharges, Construction Site Stormwater Management, and Ordinance Requirements
- School Assemblies
  - Each school holds assemblies for school-sanctioned programs
- Builders and Developers
  - Every municipality has a contractor registration program
  - Developers go to municipal offices to obtain/verify development requirements
  - Developers most often interface with zoning and/or permitting officers
  - Major developers must submit a Land Development Plan
  - Major developments also pass through municipal Planning Commissions
  - Developers are also subject to an Act 247 stormwater review process
- Local watershed associations, environmental advisory committees, & other related organizations
  - Lycoming County Chesapeake Bay Tributary Strategy
  - Susquehanna Chapter of Trout Unlimited
- Organizations and Groups that do work in the Greater Williamsport Community
  - Williamsport Kiwanis
  - South Williamsport Lions
  - Loyalsock Township Lions
  - Williamsport Rotary
  - Downtown Review Committee
  - West Branch Builders Association
  - West Branch Manufacturers Association
  - Labor Unions
  - Lycoming Creek Watershed Association
  - Williamsport/Lycoming Chamber of Commerce
  - Montoursville Chamber of Commerce
  - Greater Williamsport Landlord Association
  - Boy Scouts
  - Girl Scouts
  - Community Service Workers (court)

2022	July 1, 2021 – June 30, 2022	<ol style="list-style-type: none"> <li><b>1. Review list of target audiences, considering their impact on stormwater pollution and means of effectively educating these audiences.</b></li> <li><b>2. Continue to communicate with and seek partnerships with watershed and environmental groups.</b></li> <li><b>3. Continue to work with the CWI to develop updated public outreach materials, including but not limited to: new pamphlets, posters, and PowerPoint presentations.</b></li> <li><b>4. Continue to present MS4/stormwater information and demonstrations at Waterdale Environmental Education Center to school-age students with the assistance of the Lycoming County Conservation District and other participating organizations.</b></li> <li><b>5. Provide pollutant prevention/reduction, MS4, and/or stormwater information on municipal websites and newsletters, as applicable.</b></li> <li><b>6. Conduct at least one public meeting to solicit public involvement and participation.</b></li> </ol>
2023	July 1, 2022 – June 30, 2023	<ol style="list-style-type: none"> <li><b>1. Review list of target audiences, considering their impact on stormwater pollution and means of effectively educating these audiences.</b></li> <li><b>2. Continue to communicate with and seek partnerships with watershed and environmental groups.</b></li> <li><b>3. Continue to work with the CWI to develop updated public outreach materials, including but not limited to: new pamphlets, posters, and PowerPoint presentations.</b></li> <li><b>4. Continue to present MS4/stormwater information and demonstrations at Waterdale Environmental Education Center to school-age students with the assistance of the Lycoming County Conservation District and other participating organizations.</b></li> <li><b>5. Provide pollutant prevention/reduction, MS4, and/or stormwater information on municipal websites and in newsletters, as applicable.</b></li> <li><b>6. Conduct at least one public meeting to solicit public involvement and participation.</b></li> </ol>
2024	July 1, 2023 – June 30, 2024	<ol style="list-style-type: none"> <li><b>1. Review list of target audiences, considering their impact on stormwater pollution and means of effectively educating these audiences.</b></li> <li><b>2. Continue to communicate with and seek partnerships with watershed and environmental groups.</b></li> </ol>

## **City of Williamsport/WSA – Target Audiences**

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Data references: US Census Bureau and City of Williamsport

### **Overall Information**

Number of Employees	39 full time
Total Population of Municipality	27,754 residents
Total Housing Units	12,928 units
Number of Schools	12 (3 ES, 2 IS, 1 MS, 1 HS, 1 Virtual School, 2 Colleges, 2 private)
Number of Businesses	3,170 estimated
Number of Developers	30 estimated

### **Employees and Officials**

Effective communications for City employees and officials – email, phone, and/or in-person

City's target audience includes departments of:

- land development,
- maintenance/public works,
- planning,
- police,
- zoning
- City Council

Departments outside of the City:

- River Valley Transit (public transportation)
- Williamsport Parking Authority

### **Residents**

Effective communications for City residents –social media, local newspapers, local radio, public properties/events (e.g. First Fridays), “bill stuffers” on water and sewer bills

- WMWA (Williamsport Municipal Water Authority)
- WSA (Williamsport Sanitary Authority)

### **Schools**

Public Schools – (Williamsport School District)

- Cochran Primary School,
- Hepburn-Lycoming Primary School
- Jackson Primary School,
- Curtin Intermediate School,
- Lycoming Valley Intermediate School,
- Williamsport Area Middle School,
- Williamsport Area High School,
- and Williamsport Virtual Academy

Private Schools –

- St. John Neumann Regional Academy,
- Williamsport Christian School

Higher Education Institutes –

- Lycoming College
- Pennsylvania College of Technology

## Borough of Duboistown – Target Audiences

Data references: US Census Bureau and Ann Marie Baker, Borough Manager

### Overall Information

Number of Employees	2 full-time, 3 part-time	1 seasonal
Total Population of Municipality	1,198 residents	1 part-time
Total Housing Units	546 units	
Number of Schools	0	
Number of Businesses	24	
Number of Developers	N/A	

### Employees and Officials

Effective communications for Borough employees and officials – email, phone, and/or in-person  
Borough's target audiences include departments of:

- land development,
- maintenance/public works,
- planning,
- police,
- zoning (third party zoning)
- Borough Council

### Residents

Residents receive water/sewer bills. An informational note can be added to these bills.

- LCWSA (Lycoming County Water and Sewer Authority)
- WMWA (Williamsport Municipal Water Authority)
- WSA (Williamsport Sanitary Authority)

### Business Owners (commercial & retailers)

- Williamsport Business Association
- Williamsport/Lycoming Chamber of Commerce

### Additional Outreach Resources

- [www.duboistownborough.com/](http://www.duboistownborough.com/)
- Duboistown Borough Newsletter

## **Loyalsock Township – Target Audiences**

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**Data references: US Census Bureau and Bill Burdett, Township Manager**

### **Overall Information**

Number of Departments	3 involved with storm sewers
Number of Employees	16 full time
Total Population of Municipality	11,561 residents
Total Housing Units	5,402 units
Number of Schools	3 (1 ES, 1 MS, 1 HS)
Number of Businesses	550 estimated
Number of Developers	80 estimated

### **Employees and Officials**

All full-time employees have responsibilities related to the MS4 program in varying ways.

- Supervisors - manage the program
- Public Works Employees - complete the day-to-day responsibilities in the field
- Building and Codes Inspectors – review permits and plans, complete inspections, and respond to complaints
- Parks and Recreation Employees – train employees; complete maintenance at recreation center and parks
- Secretary and Receptionist – complete reports, phone communications, and newsletters

### **Residents**

Residents receive water/sewer bills. An informational note can be added to these bills.

- LCWSA (Lycoming County Water and Sewer Authority)
- WMWA (Williamsport Municipal Water Authority)
- WSA (Williamsport Sanitary Authority)

### **Schools**

Public Schools –

- Donald E. Schick Elementary
- Loyalsock Township Middle School
- Loyalsock Township High School

### **Developers & Business Owners (commercial, industrial, & retailers)**

Available upon request at the Township office.

### **Additional Outreach Resources**

- [www.loysocktownshipbos.com](http://www.loysocktownshipbos.com)
- Loyalsock Township Newsletter

### **Solicitation List**

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Lycoming County's press releases and press advisories are sent to the following sources/media:

- State Representative Jamie Flick
- State Senator Gene Yaw
- Sun-Gazette (Williamsport newspaper)
- East Lycoming Shopper & News (newspaper)



## Regional Stormwater Management Program

### Stormwater Training Plan

**Purpose:** The purpose of the Stormwater Training Program is to train and inform administrative and maintenance staff of both of the Boroughs of South Williamsport and Duboistown on relevant information and current practices pertaining to proper stormwater management within the Boroughs, keeping up to date regarding new regulations.

#### Goals:

- The Annual Stormwater Training shall be conducted by Williamsport Sanitary Authority/Williamsport Municipal Water Authority (WSA/WMWA) staff once per permit year, typically in Spring.
- The Training shall be targeted towards Borough staff and public works employees and shall involve information related to proper stormwater management.
- The Training may be in any format chosen by WSA/WMWA.
- There shall be a sign-in sheet at each Training to keep records of attendance.

## **Regional Stormwater Management Program**

### **Illicit Discharge Detection and Elimination (IDDE) Plan for the Borough of Duboistown**

Municipal Separate Storm Sewer System (MS4) Permit PAG134808

#### **Detection of Illicit Discharge:**

##### **Dry Weather Field Screening:**

- A. Each of the regulated small MS4 outfalls shall be screened during dry weather at least once by per five-year permit period. For areas where past problems have been reported or known sources of dry weather flows occur on a continual basis, outfalls shall be screened annually during each year of permit coverage. Outfall inspections shall be recorded using the MS4 Outfall Field Screening Report, regardless of the presence of dry weather flow.

#### **Sample of Dry Weather Discharges:**

- A. If discharge is observed from any outfall during dry weather screenings, the discharge shall be inspected for color, odor, floating solids, scum, sheen, and substances that result in observed deposits in the surface waters. In addition, the discharge cannot contain substances that result in deposits in the receiving water or produce an observable change in the color, odor, or turbidity of the receiving water. If the discharge exhibits any of these characteristics, the permittee shall sample the discharge for field and/or laboratory analysis to determine if the dry weather flow is illicit.

#### **Illicit Discharge Screening Right of Entry**

- A. Municipal staff shall be permitted to enter and inspect facilities and outfalls within the regulated area. Necessary arrangements will need to be made by the discharger or landowner to grant access. All parts of the premises shall be accessible to the municipal staff. Municipal staff have the right to complete any monitoring and/or sampling and install any monitoring equipment deemed necessary.
- B. If the municipal staff have been refused access to any part of the premises from which storm water is discharged, and he/she is able to demonstrate probable cause to believe that there may be a violation of this ordinance, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program designed to verify compliance with this ordinance or any order issued hereunder, or to protect the overall public health, safety, and welfare of the community, then the municipal staff may seek issuance of a search warrant from any court of competent jurisdiction.

#### **Priority Areas:**

- A. The MS4 Outfall Field Screening Reports shall be filed together and compared against past data in order to reflect the current conditions of each outfall and track the conditions of the stormwater management system as a whole. Areas with higher maintenance needs, older infrastructure, more frequent illicit discharge occurrences, or past water history problems will be identified as priority areas.
- B. Areas where septic sewer has been converted to public sewer within the last 15 years will be considered Priority Areas until inspection records show that the area has been properly and completely converted. Areas with older or aging septic drainfields with a density greater than 100 per square mile will be considered Priority Areas.
- C. Outfalls located in priority areas will be included in all scheduled municipal inspections. These inspections should occur during a variety of seasons and meteorological conditions.

begin an investigation that could include other agencies, depending on the substances or substances that were introduced into the stormwater management system.

- D.** Response to an illicit discharge that occurs outside of business hours and may pose an immediate threat to public health or safety or that occurs as the result of a transportation incident or motor vehicle accident shall be initiated through the Lycoming County's Department of Public Safety 911 Communications Center who will dispatch the appropriate equipment and personnel and make notifications as requested by the incident commander. The municipality's Emergency Operations Plan may be activated to assist responders in obtaining any needed support.

**Recordkeeping of Illicit Discharge:**

- A.** The results of all municipal screenings should be documented using the MS4 Outfall Field Screening Report and kept on record by the permittee.
- B.** All occurrences or suspected occurrences of illicit discharge shall be reported to the municipality and Stormwater Management Enforcement Officer for his/her action in accordance with the Stormwater Management Ordinance.
- C.** Citizen complaints shall be recorded using the Citizen Complaint – Illicit Discharge Reporting Form and kept on record by the permittee.

**References:**

- EPA Water/Best Management Practices/Illicit Discharge Detection and Elimination Program Development
- Center for Watershed Protection** Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessments. (October 2004)

## Regional Stormwater Management Program

### Operation & Maintenance Plan for Duboistown Borough

Municipal Separate Storm Sewer System (MS4) Permit PAG134807

**Requirement 1: During vehicle maintenance, fueling, and washing: prevent illicit discharges, ensure proper waste disposal, prevent wastewater discharges or leaks, require BMPs, and minimize stormwater runoff pollutants.**

#### **Maintenance:**

- Keep a spill kit available to control small spills.
- Dispose of greasy rags, oil filters, air filters, batteries, spent coolant, degreasers, etc. in appropriate receptacles. Place materials in proper waste or recycling drums.
- Keep trash receptacles indoors and keep outdoor dumpsters closed when not in use.
- Do not pour liquid waste into floor drains, sinks, outdoor storm drain inlets, or other storm connections.
- Keep maintenance areas clear of debris. Keep accumulated scrap material in a contained area and recycle as needed.
- Keep waste and recycling containers on a concrete slab in a controlled area indoors.
- Avoid hosing down oily and greasy work areas. If necessary, place absorbent materials downstream to capture runoff.
- Put leaking vehicles under cover and immediately place drip pans under the vehicle.
- Keep drip pans under vehicles to perform vehicle maintenance including, but not limited to, unclipping hoses, unscrewing filters, or removing other parts. Utilize local garages for regular maintenance of the municipal vehicles.
- Place oil filters in a funnel over a waste oil recycling or disposal collection tank to drain excess oil before disposal, then crush and recycle oil filters.

#### **Fueling:**

- When fueling vehicles, watch transfer constantly to prevent overfilling and spilling.
- When fueling vehicles, do not “top off” fuel tanks to prevent overfilling and spilling.
- Control spills immediately. Small spills can be cleaned with rags and larger spills can be cleaned with dry absorbent materials such as Oil-Dri, cat litter, straw, or sawdust.
- Do not wash petroleum spills into storm drains.
- Report and record spills using the Spill Incident Report Form.

#### **Washing:**

- Depending on the season, wash water is disposed of in sanitary sewer drains or into grass or landscaping to provide filtration.
- Block off storm drains while washing, when necessary.
- Use phosphate-free biodegradable detergents.

**Requirement 2: Develop and implement a pollution prevention plan for operation and maintenance of all facilities with pollutant discharge potential.**

#### Stormwater Facilities

#### **Operation and Maintenance:**

- Visually inspect each of the stormwater inlets/catch basins within the municipality regularly.
- Record inspections using the Catch Basin Inspection Form and maintain records of these forms.

**DUBOISTOWN BOROUGH - MUNICIPAL-OWNED PROPERTIES**

TXID_NMBR	LOCATION	USES/DESCRIPTION	OPERATIONS/ACTIVITIES WITH POTENTIAL SOURCES OF POLLUTION
10-004-900	2651 EUCLID AVE	Borough Hall (Administration Offices, Police Office, Restrooms, Meeting Rooms, Storage)	
		Borough Maintenance Garage	
		Fire Station (leased to Fire Company)	
		Borough Garage Bay	
		Banquet Hall (leased to Fire Company)	
		Shed (leased to Fire Company)	
		Driveway/Parking Lot/Sidewalk	control litter, graffiti cleaning, repairs, cleaning
		Outside Storage of Vehicles	
		Open Space (grass)	erosion control, fertilizer & pesticide management, manage landscape wastes, mowing/trimming/planting
		Borough Park	
10-003-637.A	100 WINTER ST	Macadam Basketball Court	control litter, graffiti cleaning, repairs, cleaning
		Open Space (grass)	erosion control, fertilizer & pesticide management, manage landscape wastes, mowing/trimming/planting
		Storage Shed (in unopened Alley)	
		Parking Lot - paved (easement on adjacent property)	control litter, graffiti cleaning, repairs, cleaning
10-001-100	ARCH ST/VALLEY ST (north end) (former Treatment Plant Site, former Borough Building Site)	Pumping Station Vault	wastewater emergency overflow
		Material Storage Shed (560 sf Pole Bldg)	
		Material Storage Shed (640 sf Pole Bldg)	covered salt & anti-skid storage
		Tool Shed (96 sf)	
		Stone Driveway and Parking	control litter, graffiti cleaning, repairs, cleaning
		Open Space (grass)	retention area for emergency wastewater overflow
		Open Space (grass and woodland)	erosion control, fertilizer & pesticide management, manage landscape wastes, mowing/trimming/planting
10-001-209	BROOK ST	Wet Weather Tank	
		Equipment Building	
		Stone Driveway and Parking	control litter, graffiti cleaning, repairs, cleaning
		Open Space (grass)	erosion control, fertilizer & pesticide management, manage landscape wastes, mowing/trimming/planting
10-003-812	90 VALLEY ST	Pumping Station Control Building (250 sf)	
		Emergency Generator	
		Stone Driveway and Parking	control litter, graffiti cleaning, repairs, cleaning
		Open Space (grass and woodland)	erosion control, fertilizer & pesticide management, manage landscape wastes, mowing/trimming/planting
		Stone Driveway	control litter, graffiti cleaning, repairs, cleaning
		Open Space (grass and woodland)	erosion control, fertilizer & pesticide management, manage landscape wastes, mowing/trimming/planting
BOROUGH-WIDE	BOROUGH STREETS & ALLEYS		Sweeping & Cleaning Streets
			Street Repair, Maintenance & Stripping/Painting
			Bridge & Structure Maintenance
			Cleaning Inlet Grates
BOROUGH-WIDE	BOROUGH STORMSEWER SYSTEM		Inspection & Cleaning Conveyance Structures
			Control Illicit Connections & Discharges
			Control Illegal Dumping