

Lancaster Inter-Municipal Committee

SPECIAL MEETING

Meeting Minutes – March 10, 2021

The LIMC Special Meeting was called to order by Bill Laudien, Chairman, on Wednesday, March 10, 2021, at 7:30 a.m. Due to the current COVID-19 Pandemic, the meeting was held remotely via Zoom. The public was able to attend via Zoom.

Attendees:

- Ralph Hutchison, East Lampeter Township
- Ethan Demme, East Lampeter Township
- Ezra Rothman, EDC
- Stephen Campbell, Lancaster City
- Bill Laudien, Lancaster Township
- Mike Kyle, LASA
- Alex Rohrbaugh, LCPC
- Mark Huber, LCPC
- Bob Bini, LCPC
- Barry Kauffman, Manheim Township
- Ryan Strohecker, Manor Township
- Lauren Hauck, Millersville Borough
- Anthony Cazillo, Pequea Township
- Andrew Stern, West Hempfield Township
- Kent Gardner, West Hempfield Township
- Chief Lisa Layden, West Hempfield Township Police
- DeeDee McGuire, West Lampeter Township
- Amanda Hickman, West Lampeter Township

Approval of Previous Meeting Minutes – Chairman Laudien entertained a motion to approve the previous meeting minutes from February 10, 2021. Lauren Hauck so motioned, Ryan Strohecker seconded and the motion carried.

Water & Sewer Study

The purpose of this special meeting was to discuss a request from LCPC and EDC to approve a resolution supporting their DCED grant application for a water and sewer study.

Last week LCPC has presented via Zoom a demo of the mapping system this grant would be for. Alex Rohrbaugh explained that during that demo, a number of participants expressed concern about data security. Alec explained that LCPC will be working to address these concerns prior to anyone being granted access to the data.

Alex Rohrbaugh reiterated that this project will provide benefits to LCPC and EDC as well as many municipalities as all of the sewer and water data and areas of concern will be presented in one place.

Alex Rohrbaugh referred to a fact sheet provided to LIMC explaining this project (attached at the end of these minutes for future reference).

Chairman Laudien asked if there were any questions.

Barry Kauffman indicated that he had not reviewed this resolution request with his Board yet and was not sure if it would be appropriate for him to vote on it. Alex Rohrbaugh explained the Resolution is simply asking for LIMC support, but not for funds or participation by any individual municipality.

DeeDee McGuire indicated that West Lampeter was supportive of this request.

Ryan Strohecker asked if Mike Kyle could comment on the position of the Authorities on this project. Mike Kyle responded that LASA is, in general, supportive of the project. Their Board will formally offer support at their March 25 meeting. LASA shares concerns about data security, which LCPC has already pledged to resolve.

Stephen Campbell indicated he is very supportive of the project but is also concerned about data security. Bob Bini explained that Non-Disclosure Agreements will be required and their will be a clear policy on how the data can be viewed and used.

Ralph Hutchison expressed concern about the ongoing sustainability of this project. How will the data be updated as time goes on? How will this project provide a benefit long-term as the data changes and projects are completed and new areas of concern arise?

There being no additional questions, Chairman Laudien read the resolution:

**RESOLUTION IN SUPPORT OF AN APPLICATION TO THE
PENNSYLVANIA MUNICIPAL ASSISTANCE PROGRAM**

RESOLUTION NO. 01-2021
LANCASTER INTERMUNICIPAL COMMITTEE

WHEREAS the County of Lancaster will be undertaking the Water & Sewer Capacity in Growth Areas Analysis Lancaster Metro Planning Area Pilot Study, a project to create an online tool that will analyze water & sewer capacity, identify system constraints, and provide information to local decision makers to make sound decisions about land use, economic development & infrastructure; and

WHEREAS the Pennsylvania Department of Community and Economic Development makes available grants-in-aid to such projects through the Municipal Assistance Program;

NOW THEREFORE BE IT RESOLVED that the Lancaster Intermunicipal Committee hereby supports an application to the Municipal Assistance Program.

Chairman Laudien requested a motion to adopt this resolution. Andrew Stern so motioned, Stephen Campbell seconded and the motion carried.

Municipal Exchange

As this was a special meeting, Chairman Laudien asked if there were any municipal exchange items which needed to be brought up prior to the next regular meeting. There were none.

Adjournment

The next regular meeting is scheduled for April 14, 2021. At this time, the meeting is anticipated to be held at West Hempfield Township with a Zoom option for virtual attendees.

With no further business to discuss, the meeting adjourned at 7:50 a.m.

Andrew Stern, Secretary

FACT SHEET FOR LIMC

Water & Sewer Capacity in Growth Areas Analysis

Lancaster Metro Planning Area Pilot Study

Project Goal

To implement the *places2040* Big Idea of Growing Responsibly, using the catalytic tool of “Investing in Infrastructure.” Create a secure online tool that will analyze water & sewer capacity, identify system constraints (bottlenecks and gaps), and provide information to local decision makers to make sound decisions about land use, economic development & infrastructure.

What we plan on accomplishing

- Help implement plans at various scales, including *places2040*, the Lancaster County Comprehensive Plan; *Growing Together: A Comprehensive Plan for Central Lancaster County*; SRBC Comprehensive Plan; and local municipal Act 537 and Comprehensive Plans.
- Create a system that allows for regular water and sewer service data collection and reporting.
- Develop a secure online tool to inform local decision-making on land use, economic development, and infrastructure.
- Collect, map, and analyze water and sewer infrastructure and capacity data.
- Identify gaps and bottlenecks in the infrastructure system to help prioritize projects, and system improvements.
- Identify opportunities for cooperative delivery of system improvements.

Specific benefits to LIMC municipalities

- Strengthen partnerships, communication and collaboration with neighbors and regional partners.
- Improved regional planning and coordination. While water and sewer infrastructure are now mapped in individual systems, they are not mapped and analyzed across systems like we are proposing.
 - Improved decision making regarding future UGA adjustments.
 - Provides a foundation for Act 537 Planning and Comprehensive Planning.
- Improve consistency of data among municipal and system owners/providers.
- Provide a planning tool to guide decisions about land use, growth management, economic development, and infrastructure.

- Identifying constraints in the system to assist authorities and municipalities in planning for capital improvements.
 - There have been a few high-profile cases recently where service has not been available for proposed and needed development, we hope this would eliminate situations like that in the future.
- Improve economic development and local business expansion.
 - Help locate businesses and manufacturing to provide additional employment and increase municipal tax base.
 - Many challenges placing a heavy water/sewer user, such as food processor, without advanced capacity planning.

What we need from you

In order to implement this project, we will need a Municipal Assistance Grant from DCED for \$28,650, and we have the 50% matches lined up to fund the \$57,300 project. We have received very positive feedback from DCED on our grant submission. We have also been in touch with the SRBC, and local authorities/water and sewer providers and have solid support for this effort (LASA, City of Lancaster, Columbia Water, Millersville Borough, etc.).

So, there is no financial obligation asked of you, however your support and a resolution from the Lancaster Intermunicipal Committee (LIMC) will greatly enhance our application.

How we will accomplish this project

We will work with Rettew and the project team to achieve our project goals in four phases:

- Phase 1 - Data inventory and gathering: This phase has already been completed. Existing water and sewer data was collected and an online tool, using ArcGIS Online (AGOL), developed to display the data.
- Phase 2 - System and infrastructure analysis (system capacity and infrastructure capacity): Determine if there is adequate water and sewer capacity within growth areas to accommodate growth. For each public water and sanitary sewer provider, identify supply, treatment, and conveyance constraints that may preclude the system from accommodating potential growth.
- Phase 3 - Infrastructure data alignment with existing land use, zoning, and transportation data: Add the existing land use, zoning, and transportation data layers to the system's available layers. Planned utility expansions will be added.
- Phase 4 - Implementation through applying information to the growth management and economic development decision-making process: While not part of the DCED grant request, this is the crucial follow-up that will involve future implementation by applying information from the study/mapping tool.
- Ongoing: Periodic information update through a sustainable system of collection and reporting (not a part of this funding request).

Data security and sharing

Data security is of paramount importance to us, and we will go to great lengths to protect the data of local authorities/water and sewer providers. We will follow all current legal guidelines concerning water and sewer data sharing, and we will utilize a Nondisclosure data sharing agreement that was vetted by the Lancaster County Solicitor. This agreement will be signed by the owners of the system and project team.

Data will be stored on an ArcGIS Online (AGOL) secure server. AGOL has multiple security levels for sharing content, which will enable us to keep some content private, share some with specific team members, and others with stakeholders.

Specific details of who will be able to access the system will be further discussed and determined in phase 2 of the project.

Project Partners

- Lancaster County Planning Department
- Lancaster County GIS Division
- Economic Development Company of Lancaster County (EDC)
- The Susquehanna River Basin Commission (SRBC)
- Water & sewer authorities/public suppliers in the MPA
- Lancaster Intermunicipal Committee (LIMC)
- Municipalities in the MPA
- Rettew (engineering consultant)

Budget

We will be funding this project with a variety of sources, including Federal, State, Local, and Private funds.

Organization	Match Amt
DCED/MAP Grant	\$28,650
LCPD	\$14,000
SRBC	\$7,500
EDC	\$7,150
Total	\$57,300

How do we plan to use the DCED MAP grant Funds?

The funds will be used to compensate Rettew to complete three phases of this project. The total project cost is \$57,300, including professional services and expenses. The budget breaks down as follows:

Phase 1: \$14,000. This phase is complete and will be paid for by the Lancaster County Planning Department. It will be used as part of the matching funds for this grant.

Phase 2: \$31,500

Phase 3 \$11,800

Phase 4 is not a part of this funding request but will involve implementation by applying learned information to the local growth management and economic development decision-making process.

Ongoing: Periodic information update through a sustainable system of collection and reporting (not a part of this funding request).

It is anticipated that if this MPA project is successful, we will want to replicate it in the other county planning areas.

Projected Schedule and Key Milestones and Dates

If we receive your support and the DCED MAP grant we hope to complete this project by October of 2021.

Phase 1: Completed in January and February of 2021.

Phase 2: Assuming we receive the DCED grant by mid-May, and after all paperwork is finalized, begin by June 2021, and complete in September 2021.

Phase 3: Will last one month and be completed in October 2021.

Phase 4: Not a part of the grant funding request, but we will be ready to transition directly into this phase, which is implementation, and applying learned information.