

APPENDIX N:

Task Activity Report (TAR)

**OFFICIAL ACT 537 SEWAGE FACILITIES PLAN
TASK / ACTIVITY REPORT (TAR)**

FOR

**BEAR CREEK TOWNSHIP
LUZERNE COUNTY, PA**

OCTOBER 2008

**PREPARED FOR:
BEAR CREEK TOWNSHIP BOARD OF SUPERVISORS
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JOB NUMBER: 08117

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REVISION
OFFICIAL ACT 537 SEWAGE FACILITIES PLAN
DRAFT TASK/ACTIVITY REPORT

Plan Summary

Bear Creek Township (BCT) is in the process of revising its Act 537 Sewage Facilities Plan. The latest Draft Plan was developed by Reilly Associates and is dated January, 2005. Reilly Associates of Pittston, Pennsylvania is proposing to be retained by BCT in to assist in updating the draft plan and providing additional development of land application alternatives as requested by The Department of Environmental Protection (DEP).

The purpose of this DRAFT Task Activity Report (DTAR) is to describe the tasks for Reilly Associates to complete and to update and revise the Official Act 537 Sewage Facilities Plan. The Department of Environmental Protection will review and approve this TAR so as to qualify the fees associated with the completion of the Plan as eligible for 50% reimbursement.

Reilly Associates' tasks to be completed in finalizing this report are presented below. It is Reilly Associates intention to rely on work previously performed by this firm and other firms in the preparation of previously drafted Act 537 Sewage Facilities Plans. Other Plan requirements will be satisfied in accordance with the Department of Environmental Protection's guidelines and the Instructions for Completing Act 537 Plan Content and Environmental Assessment Checklist, revised September 2005.

Timelines for completing the Official Act 537 Sewage Facilities Plan are included in Attachment A. A task/activity cost preparation is provided in Attachment B.

Tasks

1. Table of Contents
Reilly Associates will update/revise Table of Contents for the Official Act 537 Sewage Facilities Plan to coincide with the applicable sections of the Plan.
2. Plan Summary
A plan summary will be updated/revise outlining the service areas, selected alternative, costs and user fees, institutional requirements, municipal commitments, and schedule of implementation.
3. Municipal Adoption
Reilly Associates will prepare updated/revise resolutions required for municipal adoption of the Official Act 537 Sewage Facilities Plan.
4. Planning Commission/County Health Department Comments
A copy of the revised/updated Plan will be provided to the county and municipal planning commissions (as applicable) for comments.
5. Publication
Reilly Associates will prepare an updated/revise advertisement for publication in a local newspaper acceptable to the Department of Environmental Protection, outlining the plan requirements for public comment. The comment period shall be for a minimum of 30 days.
6. Comments and Responses
Reilly Associates will receive written public comments regarding the revised/updated proposed Plan and provide written responses to comments. All written comments and responses will be included in the Official Act 537 Sewage Facilities Plan.

7. Implementation Schedule

A revised/updated implementation schedule will be developed based on the tasks required to implement the selected alternative. The schedule will be included in the Plan Summary.

8. Consistency Documentation

The selected alternative shall be in accordance with the requirements of the local, state, and federal governments and/or their respective agencies. Agency coordination will be submitted for any areas of public improvement, such as treatment areas or sewage force mains as required. Where inconsistencies are identified, they shall be resolved to the satisfaction of the regulatory agency.

I. Previous Wastewater Planning

A. Reilly Associates will review all recent applicable sewage planning modules for new land development.

II. Physical and Demographic Analysis

A. Reilly Associates will utilize the previously identified sewage planning areas and service areas.

B. Reilly Associates will update the demographic data and will utilize existing municipal boundaries mapping. Reilly Associates will add to the analysis and mapping as necessary for the updates and revisions.

III. Existing Sewage Facilities In the Planning Area - Identifying the Existing Needs

A. Reilly Reilly Associates will utilize the existing summaries of existing plans.

- B. Reilly Associates will use the previous data for the service areas.
 - C. Reilly Associates will briefly summarize sludge generation and disposal from any proposed wastewater treatment plants.
- IV. Future Growth and Land Development
- A. Reilly Associates will utilize the existing Act 537 Plan documents for establishment of sewage needs.
 - B. Reilly Associates will utilize the summary of the existing and future growth sewage needs. Reference will be made to existing documents and no new analysis or mapping will be developed.
- V. Identify Alternatives
- A - H. Reilly Associates will utilize the alternatives as already identified in the previous draft plan.
- VI. Evaluation of Alternatives
- A. Technically feasible alternatives identified in Section V above will be evaluated in relation to the effectiveness of the alternative with regards to the sewage needs of the municipality.

In particular the work will focus on providing more detailed investigations of the Land Based alternatives. A GIS mapping system will be utilized to screen and identify areas likely to support to land application alternatives. Mapping layers of soils information, slope data, parcel boundaries, and other restrictions such as wetlands will be utilized to target parcels for analysis. Large parcels (approximately 150 acres) will be evaluated for spray irrigation. Smaller parcels

of 1 to 2 acres will be evaluated for use as part of a decentralized sewage treatment system comprised of a series of 15 community sand mounds. Reilly Associates will identify parcels for field evaluation after out desktop analysis. The Township will be responsible for obtaining a right of entry for the parcels. The field work will be directed or performed by a Hydrogeologist acceptable to DEP. We will evaluate the parcels in the field with qualified soils personnel. Work will consist of site views for major features such as wetlands, rock outcrops, etc. and hand soil probes. The field work will be limited to 5 days under this proposal. This level of testing and analysis is appropriate for screening and planning. If land application is determined to be a feasible alternative additional more extensive soils testing would be required and can be provided as an additional service.

Alternatives will also be evaluated with respect to the following:

1. Applicable plans developed and approved under Sections 4 and 5 of the Clean Streams Law or Section 208 of the Clean Water Act (33 U.S.C.A. 1288).
2. Municipal wasteload management Corrective Action Plans or Annual Reports developed under PA Code, Title 25, Chapter 94. (Reference-Title 25, §71.21.a.5.i.B). The municipality's recent Wasteload Management (Chapter 94) Reports should be examined to determine if the proposed alternative is consistent with the recommendations and findings of the report.
3. Plans developed under Title II of the Clean Water Act (33 U.S.C.A. 1281-1299) or Titles II and VI of the Water Quality Act of 1987 (33 U.S.C.A 1251-1376).
4. Comprehensive plans developed under the Pennsylvania Municipalities Planning Code. (Reference-Title 25, §71.21.a.5.i.D). The municipality's comprehensive plan must be examined to assure that the proposed wastewater disposal alternative is consistent with land use and all other requirements stated in the comprehensive plan.
5. Antidegradation requirements as contained in PA Code, Title 25, Chapters 93, 95 and 102 (relating to water quality standards, wastewater treatment requirements and erosion control) and the Clean Water Act. (Reference - Title 25, §71.21.a.5.i.E). Appendix B, Section II.F of the Planning Guide.
6. State Water Plans developed under the Water Resources Planning Act (42 U.S.C.A. 1962-1962 d-18). (Reference-Title 25, §71.21.a.5.i.F).
7. Pennsylvania Prime Agricultural Land Policy contained in Title 4 of the Pennsylvania Code, Chapter 7, Subchapter W. Provide narrative on local municipal policy and an overlay map on prime agricultural soils. (Reference-Title 25, §71.21.a.5.i.G).

- 8: County Stormwater Management Plans approved by DEP under the Storm Water Management Act (32 P.S. 680.1-680.17). (Reference-Title 25, §71.21.a.5.i.H). Conflicts created by the implementation of the proposed wastewater alternative and the existing recommendations for the management of stormwater in the county Stormwater Management Plan must be evaluated and mitigated. If no plan exists, no conflict exists.
 9. Wetland Protection. Using wetland mapping developed under Checklist Section II.G, identify and discuss mitigative measures including the need to obtain permits for any encroachments on wetlands from the construction or operation of any proposed wastewater facilities.
 10. Protection of rare, endangered or threatened plant and animal species as identified by the Pennsylvania Natural Diversity Inventory (PNDI). (Reference-Title 25, §71.21.a.5.i.J). Provide DEP with a copy of the completed Request For PNDI Search document. Also provide a copy of the response letter from the Department of Conservation and Natural Resources' Bureau of Forestry regarding the findings of the PNDI search.
 11. Historical and archaeological resource protection under P.C.S. Title 37, Section 507 relating to cooperation by public officials with the Pennsylvania Historical and Museum Commission. (Reference-Title 25, §71.21.a.5.i.K). Provide the department with a completed copy of a Cultural Resource Notice request of the Bureau of Historic Preservation (BHP) to provide a listing of known historical sites and potential impacts on known archaeological and historical sites. Also provide a copy of the response letter from the BHP.
- B. Reilly Associates will provide for the resolution of any inconsistencies in applicable plans by requesting correspondence from the appropriate agency stating that the agency has received, reviewed and concurred with the resolution of identified inconsistencies. This will include a Phase 1 study to resolve potential conflicts with U.S. Fish and Wildlife Service and the Department of Natural Resources based on their response letters.
 - C. Reilly Associates will evaluate alternatives with regards to appropriate water quality standards provided by DRBC and DEP.
 - D. Detailed costs estimates will be revised and updated for the Alternatives Evaluation completed by Reilly Associates. These costs estimates will utilize present worth analysis.

- E. The study will provide an analysis of funding methods available for the alternative and financing scheme combination, which prove to be the most cost effective. Contingency financing will be discussed.
- F. Phasing of the project is not expected.
- G. We will evaluate administrative organizations and legal authority necessary for implementation of the Plan.

VII. Institutional Evaluation

- A. Reilly Associates will update/revise the analysis of existing organizations and their performance including financial, administrative and legal authority as they apply to this plan.
- B. Reilly Associates will update/revise the analysis and description of the various institutional alternatives necessary to implement the proposed technical solution including the need for new authorities and the cost of administration.
- C. Reilly Associates will update/revise the description of all necessary administrative and legal activities to be completed and adopted to ensure implementation of the recommended alternative.
- D. Reilly Associates will update/revise the chosen institutional alternative for implementing the chosen technical alternative and provide justification for the selection.

VIII. Implementation Schedule and Justification for Selected Technical and Institutional Alternatives

- A. Reilly Associates will update/revise the technical wastewater disposal alternative best suited to meet the planning area's needs. Justification will be provided based upon the existing and future needs, operation and maintenance considerations, cost effectiveness, available management and financing considerations, and environmental soundness.

- B. The Plan will designate and describe the capital financing plan chosen to implement the selected alternative. A back-up financing plan will also be considered.
 - C. Reilly Associates will designate and describe the implementation schedule for the recommended alternative including any justification for proposed phasing of construction.
- IX. Environmental Report (ER) generated from the Uniform Environmental Review Process (UER)
- A. Reilly Associates will complete an ER as required by the UER process and as described in the DEP Technical Guidance 381-5511-111.

Exclusions: Please note that specialized environmental/historical/cultural investigations are excluded from this proposal. These would include work such as investigating endangered species such as bats, rattlesnakes or bog turtles or historical research studies of buildings or archaeological digs. Also excluded are extensive geotechnical investigations and testing.

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ATTACHMENT A

ACTIVITIES SCHEDULE

BCT ACT 537 Plan Revision
10/1/2008

ACT 537 Planning

	Start	Duration (Days)	Finish
Prepare Draft Plan			
Approval of DEP of DTAR	10/1/2008	15	10/16/2008
GIS Mapping, Screening and Analysis	10/16/2008	30	11/15/2008
Access to parcels	11/15/2008	30	12/15/2008
Field Investigations and testing	12/15/2008	30	1/14/2009
Update costs and Prepare Plan	1/14/2009	30	2/13/2009
Draft Plan Comments by Township	2/13/2009		
Draft Plan Comments Received		30	3/15/2009
Agency Notifications			
DEP, PNDI, USF&W, PAF&B PADCNR, PHMC, etc.	3/15/2009		
Agency Responses - Assumes no major issues		60	5/14/2009
Submit to Planning Commissions for Comment	5/15/2009	30	6/14/2009
Respond to Planning Commission Comments	6/14/2009	14	6/28/2009
Township Advertise Plan	6/29/2009		
Public Comment Period	6/29/2009	30	7/29/2009
Respond to Public Comments	7/29/2009	14	8/12/2009
Adopt Plan	8/12/2009	14	8/26/2009
Submit to DEP	8/26/2009		
DEP Review and Approval	8/26/2009	60	10/25/2009
Advertisement and Waiting period after Publication by DEP	10/25/2009	30	11/24/2009
Act 537 Plans Completed			11/24/2009