CITY OF WILLIAMSPORT, PA
RESOLUTION

RESOLUTION # 9894 DATE 2-13-25

TITLE

RESOLUTION APPOINTING A SEWAGE ENFORCEMENT OFFICER AND ALTERNATE FOR THE CITY OF WILLIAMSPORT

WHEREAS in accordance with the Pennsylvania Department of Environmental Protection regulatory requirement, 25 Pa. Code § 72.42, the City of Williamsport is to appoint one sewage enforcement officer and an alternate officer.

BE IT HEREBY RESOLVED, that the City of Williamsport hereby appoints John Giacomi as its Sewage Enforcement Officer and _Mike McClain_ as its Alternate Sewage Enforcement Officer.

BE IT FURTHER RESOLOVED, that the officer(s) will be paid a fee of not less than $58.00/hour, and not more than $60.00/hour, when he or she provides services to or on behalf of the City.

NOW THEREFORE, BE IT FURTHER RESOLVED, that the Mayor and City Controller are hereby authorized to execute an Agreement or Agreements to engage the sewage enforcement officers, and to take such other action as is necessary to carry out the intent of this Resolution.

Approved

Jeuce M. Frank
City Clerk

President

2025 Sewage Enforcement Officer Appointments Notification

City of Williamsport Township / Borough / City ***(Circle one)*** Lycoming County

{Fill in your municipality name on the line above} ***{Fill in your county name on the line above}***

***Note that agencies/firms employed for municipal sewage enforcement must identify their certified individuals utilized and that is who you list below. You must have at least one Alternate Sewage Enforcement Officer, as well as a Primary Sewage Enforcement Officer.**

Primary Sewage Enforcement Officer:

John Giacomi	04092	190 First Road, Williamsport, PA 17701
{Name: Last, First , Middle Initial, Suffix}	*{SEO Number}*	*{Address: Number, Street, Town/City, Zip Code}*

Alternate Sewage Enforcement Officer(s):

Mike McClain	03822	653 Rock Run Rd, Cogan Station, PA 17728
{Name: Last, First , Middle Initial, Suffix}	*{SEO Number}*	*{Address: Number, Street, Town/City, Zip Code}*
{Name: Last, First , Middle Initial, Suffix}	*{SEO Number}*	*{Address: Number, Street, Town/City, Zip Code}*
{Name: Last, First , Middle Initial, Suffix}	*{SEO Number}*	*{Address: Number, Street, Town/City, Zip Code}*

***Please include a copy of your municipal sewage enforcement officer fee schedule with this notification. All materials may be emailed, faxed, or mailed to the individual that sent you this.**

25 Pa. Code § 72.42. Powers and duties of local agencies.

(a) The local agency has the power and duty to:

(1) Employ or contract with sewage enforcement officers to administer section 7 of the act (35 P. S. § 750.7) and this part.

(2) Employ or contract with other technical and administrative personnel necessary to support the activities of the sewage enforcement officer.

(3) Set rates of compensation for the sewage enforcement officer and other employes necessary for the administration of the act by the local agency.

(4) Maintain offices and purchase equipment and supplies necessary for the administration of the act.

(5) Establish a schedule of fees for the processing of applications and other services provided by the local agency. This fee schedule may establish different charges for various activities and types of systems consistent with the administrative costs of reviewing applications, conducting necessary tests and investigations and supervising the installation of the system.

(6) Collect the appropriate fees as designated in the established fee schedule. The local agency shall maintain records of income, expenses and transactions of the local agency in a manner consistent with accepted accounting practices.

(7) Establish a system of receipts for monetary transactions. The receipt system shall provide to the local agency and to the applicant a record of the amount tendered to the local agency and the specific purpose of the transaction.

(8) Adopt and maintain standards and procedures for applications and permits for individual and community onlot sewage systems identical to those of the Department, as contained in this part.

(9) Adopt and maintain other regulations the local agency deems necessary for the administration and enforcement of section 7 of the act as long as they are consistent with the act and this part.

(10) Submit reports and data to the Department as required by this part or an order of the Department.

(11) Submit to the Department annually the name and address of its certified sewage enforcement officer and alternate sewage enforcement officer.

(12) Make or cause to be made inspections and tests necessary to carry out sections 7, 8, 12, 13, 13.1, 14, 15 and 16 of the act. For this purpose, the authorized representatives of the local agency have the right to enter upon lands.

(13) Proceed under sections 7, 8, 12, 13, 13.1, 13.2(b) 14, 15, and 16 of the act to restrain violations of the act and this part, and to abate nuisances in accordance with existing statutes, or as defined in the act.

(14) Notify the Department in writing within 15 days of a change in the sewage enforcement officer or his address.

(15) Cease issuing permits in designated areas when ordered to do so by the Department under section 10(7) of the act (35 P. S. § 750.10(7)), after notice and opportunity for a Departmental hearing. The local agency may issue permits in these areas for the abatement of existing health hazards and public nuisances.

(16) When applicable, establish a program for requiring, verifying, forfeiting, administering and enforcing the provision of financial assurances under § 73.151 (relating to standards for financial assurances). Costs for administering this program shall be included in the fee schedule of the local agency.

(17) Adopt by resolution a list of individuals who are sewage enforcement officers employed by companies or corporations under contract with the local agency to perform the services of sewage enforcement officers.

(18) Set and collect fees necessary to support the administrative and personnel costs of a maintenance inspection and enforcement program.

(19) Charge for engineering or consulting services required by the local agency to complete its review of a permit application. The application or review fees charged for these services shall be reasonable and in accordance with the ordinary and customary charges by the engineer or consultant for similar service in the community, and fees may not exceed the rate or cost charged by the engineer or consultant to the local agency when fees are not reimbursed by or otherwise imposed on applicants.

(i) If the applicant disputes the amount of the fees or charges, the applicant shall, within 10 working days of the date of billing, notify the local agency that the fees or expenses are disputed as unreasonable or unnecessary, in which case the local agency may not delay or disapprove an application for any approval or permit due to the applicant's dispute over fees or charges.

(ii) If, within 20 days from the date of billing, the local agency and the applicant cannot agree on the amount of fees or charges which are reasonable and necessary, the applicant and local agency shall comply with the procedure established in section 8(b)(4) of the act (35 P. S. § 750.8(b)(4)) to resolve the fee or charge dispute.

(20) Complete and provide to the applicant the results of any site suitability review, soil probe testing and soil percolation testing within 20 working days of the local agency's receipt of a permit application.

(i) The testing and results of the testing may be deferred to a later date that the applicant may request in writing or by a later date agreed to by the sewage enforcement officer and the applicant, which is confirmed in writing by the sewage enforcement officer.

(ii) A one-call system serial number shall be obtained prior to soil testing by the permit applicant or the contractor retained by the applicant to perform the test excavation. This notification shall take place no less than 3 and no more than 10 working days prior to the excavation. The deadline for permit review by the local agency in this subsection does not apply to an applicant who fails to comply with the one-call system notification requirement.

(iii) It is the obligation of the applicant to have the site prepared in the manner required by written instructions provided to the applicant after receipt of at least 48 hours' notice from the local agency or sewage enforcement officer of the anticipated time the soils tests will be performed. Written instructions shall include provisions for deferral of testing due to weather.

(iv) Failure of the local agency to comply with these time limits shall entitle the applicant, upon request, to a refund of fees paid by the applicant for soil testing that was not performed by the local agency, and the applicant shall be entitled to submit results of soils tests, on forms provided by the Department conducted in a manner consistent with this article by a certified sewage enforcement officer, who need not be employed by or under contract with the local agency. These test results shall be accepted by the local agency and its sewage enforcement officer, who shall rely upon the results of these tests in acting on an application.

(v) An applicant who, after receiving the notice of testing, fails to have the site prepared for soil testing in a manner required by the local agency, does not have the right to submit the results of soils testing performed by a certified sewage enforcement officer not employed by or under contract with the local agency, nor is the applicant entitled to a refund of fees paid for soil testing as provided in this section.

(vi) Neither the municipality, local agency, local agency's sewage enforcement officer nor the Department will be held liable on a cause of action arising out of soil tests performed under this section by a certified sewage enforcement officer not employed by or under contract with the local agency.

(21) Make inspections of and verify measurements made by applicants on public or private properties which are determined by the local agency's authorized representative to have natural or manmade features from which specific isolation distances are required prior to the approval of onlot sewage disposal system usage in subdivisions or individual lots. The local agency's authorized representative shall have the right to enter upon lands for these purposes.

(22) Determine if a proposed individual residential spray irrigation system will create a nuisance or adversely impact existing and proposed drinking water supplies and report this information to any affected municipality served by the local agency.

(23) Assure that an individual residential spray irrigation system discharge is sampled at least once per year by the property owner through a testing laboratory for fecal coliforms, carbonaceous biological oxygen demand, suspended solids and disinfectant residual or effectiveness. Individual effluent samples may not exceed a BOD_5 of 25 mg/l and suspended solids concentration of 30 mg/l. Free chlorine residual shall be maintained at a range of 0.2—2.0 PPM unless a higher level is required to control disease producing organisms. This disinfection shall produce an effluent which will contain a concentration not greater than 200 fecal coliform organisms per 100 milliliters in a single sample. The local agency shall review the results of these samples and the most recent system inspection conducted under § 73.167 (relating to operation and maintenance) and take any necessary action to resolve operational or maintenance problems identified through the sample results. Additional sampling may be required by the local agency if the annual sample indicates a violation of the limitations specified in this paragraph.

(24) A county health department and joint county departments of health may also administer the continuing maintenance provisions of § 71.73 (relating to sewage management programs) when the municipality relinquishes and the county health department or joint county department of health accepts the authority and conforms with § 71.73.

(b) The local agency may offer a program to provide financial assurance, for a fee, for systems installed under § 73.77 (relating to general requirements for bonded disposal systems). Financial assurance provided by the local agency shall comply with § 73.151.

(c) The local agency may not orally or in writing, suggest, recommend or require the use of a particular consultant, soil scientist or professional engineer, or an individual or firm providing these services when these services may be required or are subject to review under this part.

Authority

The provisions of this § 72.42 amended under sections 7.2 and 9 of the Pennsylvania Sewage Facilities Act (35 P. S. § § 750.7b and 750.9); The Clean Streams Act (35 P. S. § § 691.1—691.1001); and section 1920-A of The Administrative Code of 1929 (71 P. S. § 510-20).

Source

The provisions of this § 72.42 amended November 1, 1996, effective November 2, 1996, 26 Pa.B. 5347; amended November 7, 1997, effective November 8, 1997, 27 Pa.B. 5877. Immediately preceding text appears at serial pages (221891) to (221892).

Cross References

This section cited in 25 Pa. Code § 72.41 (relating to powers and duties of Sewage Enforcement Officers).

When Is Sewage Planning Required? - New Land Development

Pennsylvania regulations require sewage planning whenever new land development is proposed. This requirement covers:

1) Subdivision of land

2) Equivalent subdivision of land

Title 25, Section 71.1: A **subdivision** is the division or redivision of a lot, tract or other parcel of land into two or more lots, tracts, parcels or other division of land, including changes in existing lot lines. The enumerating of lots shall include as a lot that portion of the original tract or tracts remaining after other lots have been subdivided.

1) Subdivision of Land

Sewage facilities planning is required when a **tract of land is to be physically subdivided.** Typically, in this type of subdivision, a developer will take a tract of land and divide it into multiple lots. These lots could be for residential or nonresidential use.

2) Equivalent subdivision of Land

In this second type of new land development, **no physical subdivision of land is to occur.** This provision applies to multiple-family dwellings, commercial, institutional, and industrial developments.

Sewage facilities planning is required if no physical subdivision of land is to occur, but two building sites are proposed on one lot. This could be two or more single family dwellings, one or more single-family dwellings and one or more nonresidential facilities, or two or more nonresidential facilities. One or more can be existing and one or more proposed, or all the development can be proposed. Please note the regulatory definition of a lot:

Title 25, Section 71.1:A **lot** is part of a subdivision or a parcel of land used as a building site or intended to be used for building purposes, whether immediate or future, which would not be further subdivided. Whenever a lot is used for a multiple-family dwelling or for commercial, institutional, or industrial purposes, the lot shall be deemed to have been subdivided into an equivalent number of single-family residential lots as determined by estimated sewage flows.

Using the definition of a **lot,** sewage facilities planning is required when any of the following occurs:

- Another single-family residence or other occupied structure is proposed upon a lot, regardless of whether the new residence or occupied structure is attached or detached to the existing residence(s) and/or structure(s). This includes the conversion of an existing home into a duplex, the conversion of an existing building into multiple commercial spaces, etc.
- A new structure that will generate an estimated sewage flow of 2 EDUs of more (800 gpd for onlot sewage proposals) is proposed.
- An existing structure will be expanded and the sewage flow from that structure is expected to increase by an EDU (400 gpd for onlot sewage proposals) or more of what was planned for. Existing building lots without formal sewage planning are considered to have been planned for one EDU.

*** An EDU is based upon 400 gallons per day for onlot sewage proposals and the flow figure derived by the relevant treatment works for an EDU not utilizing onlot sewage disposal. Publicly owned treatment works should be establishing a per capita flow for an EDU in their annual Chapter 94 Report.**

Planning Paperwork

When a proposal requires planning, a planning module (form) must be completed. The applicant, the municipal officials, and, depending on the situation, the local agency SEO and/or sewer authority must complete parts of the form(s). These forms record all the detailed information that is necessary for the municipality and Pennsylvania Department of Environmental Protection (Department/DEP), and/or the delegated local agency, to determine if the proposed sewage facility will be adequate.

Planning Module Components

There are several different planning module forms, all but one of which is called a type component, that are used to cover a variety of development situations. The Department determines which type of planning form is required based on the unique specifications of each new sewage facility proposal.

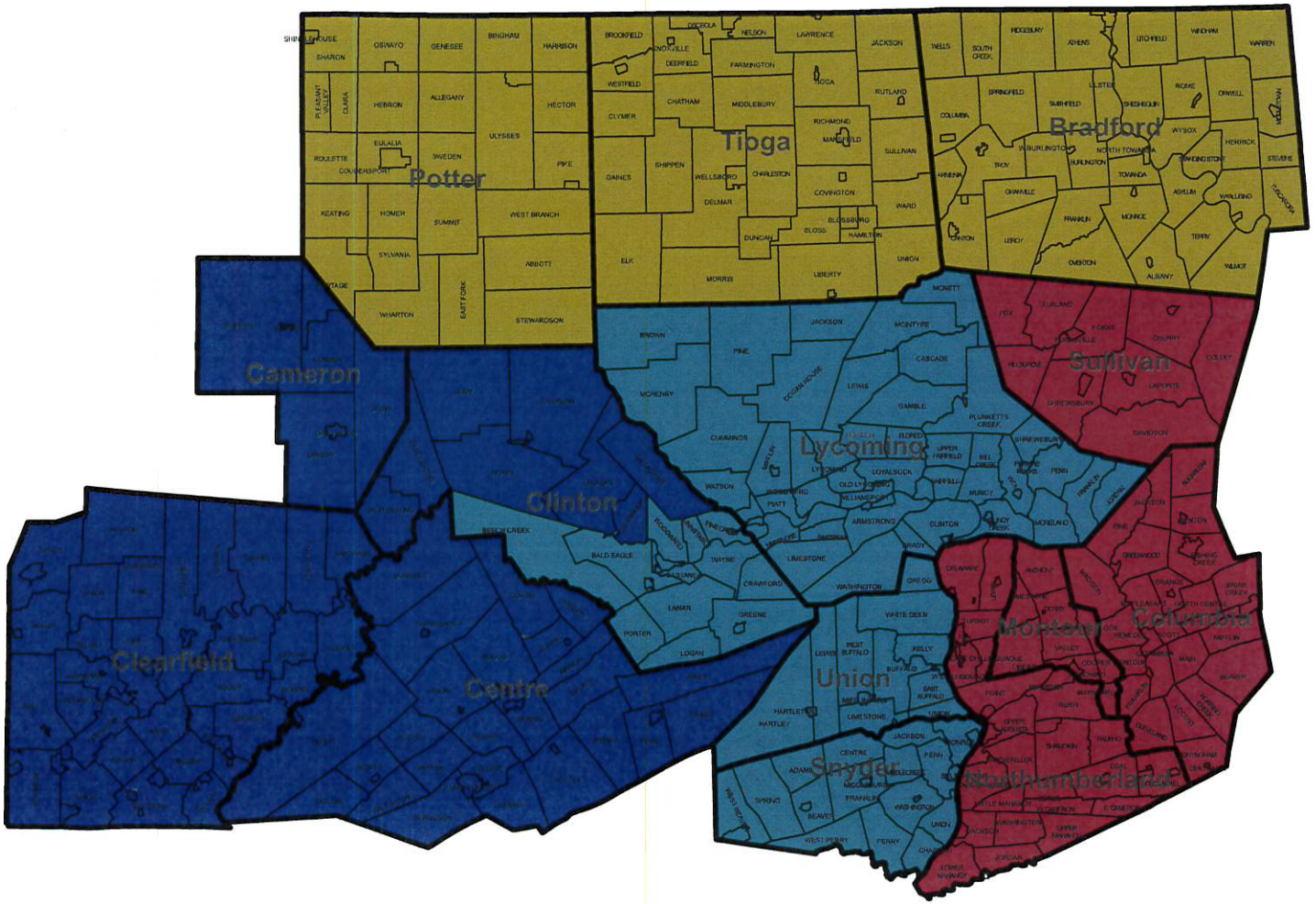
Application Mailer Exemption ~ Exemption from the requirement to revise a municipality's official plan - *Used when proposing a connection to or extension of public sewage facilities that are in compliance with their permits, the owners of said facilities acknowledge that they have capacity for the proposal and it will not cause an overload and no Department issued permits are required. Also used for onlot sewage disposal proposals outside of special protection watersheds and areas of elevated nitrate-nitrogen in water supplies, with lots one acre or larger that are proposed to utilize onlot sewage disposal and have both a fully suitable and permittable primary and replacement soil absorption area or spray field established upon them.*

Component 1 ~ Exception to the requirement to revise a municipality's official plan - *Used when proposing* the use of *individual onlot sewage systems to serve detached single-family* residences *in small-scale,* new *land development projects (must* meet *conditions specified in the instruction form).*

Component 2 ~ Revision for new land development - *Used when proposing the use* of *individual* or *community onlot* sewage systems, *retaining tanks, or Department-permitted large-volume onlot sewage* systems, *or when systems* are *located in an* area *with elevated nitrates (nitrate-nitrogen* greater *than 5 ppm).*

Component 3s ~ Small flow treatment facility (Department/DEP-issued permit) - *Used when proposing small flow* sewage *treatment facilities (individual treatment plants with flows no* greater *than 2,000 gallons per day) and final disposal to a stream or* other *method approved by the Department for* new *land development or repairs.*

Component 3 ~ Revision for new land development - *Used when proposing 1) a subdivision served by* sewage *collection, conveyance or treatment facilities, 2) a tap-in to public sewers with flows on a lot of 2 Equivalent Dwelling Units (EDUs) or* more, *or 3) the construction* or *modification* of *wastewater* collection, *conveyance* or *treatment facilities that will* require *DEP to issue or modify a Clean Streams Law permit. A sewer EXTENSION is defined as the construction* of *a* sewage *collection* system to *serve more than* one *tap-in.* Sewer *lines that cross property lines* are *also* sewer extensions. *A TAP-IN is defined as a connection to an* existing sewage *collection* system.



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- Clees
- DeCoursey
- Loveland
- Zimmerman

Commonwealth of Pennsylvania
Department of Environmental Protection

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Sewage Planning Specialist Field Areas

2025 Sewage Enforcement Officer Appointments Notification

_____ Township / Borough / City ***(Circle one)*** _____ County

{Fill in your municipality name on the line above} ***{Fill in your county name on the line above}***

***Note that agencies/firms employed for municipal sewage enforcement must identify their certified individuals utilized and that is who you list below. You must have at least one Alternate Sewage Enforcement Officer, as well as a Primary Sewage Enforcement Officer.**

Primary Sewage Enforcement Officer:

_____	_____	_____
{Name: Last, First , Middle Initial, Suffix}	*{SEO Number}*	*{Address: Number, Street, Town/City, Zip Code}*

Alternate Sewage Enforcement Officer(s):

_____	_____	_____
{Name: Last, First , Middle Initial, Suffix}	*{SEO Number}*	*{Address: Number, Street, Town/City, Zip Code}*
_____	_____	_____
{Name: Last, First , Middle Initial, Suffix}	*{SEO Number}*	*{Address: Number, Street, Town/City, Zip Code}*
_____	_____	_____
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