



MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) ANNUAL/PROGRESS REPORT

For the Reporting Period: April 1, 2015 to March 31, 2016

☒ Annual Report ☐ Progress Report
☐ New Permittee ☐ Renewal Permittee

Due Date: June 29, 2016

GENERAL INFORMATION

Permittee Name:	Monroe Township	NPDES Permit No.:	PAPAG-13 133 573
Mailing Address:	1220 Boiling Springs Road	Effective Date:	April 1, 2013
City, State, Zip:	Mechanicsburg, PA 17055	Expiration Date:	March 31, 2018
MS4 Contact Person:	Holly Wood	Renewal Due Date:	October 2, 2017
Title:	Monroe Township	Admin. Extended?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Phone:	(717) 697-4613	Municipality:	Monroe Township
Email:	hollyw@monroetwp.net	County:	Cumberland
Co-Permittees (if applicable): N/A			

WATER QUALITY INFORMATION

Are there any discharges to waters within the Chesapeake Bay Watershed? ☒ Yes ☐ No

Identify all surface waters that receive stormwater discharges from storm sewers within the MS4 urbanized area and provide the requested information (see instructions).

Receiving Water Name	Ch. 93 Class.	Impaired?	Cause(s)	TMDL?	WLA?
Cedar Run	CWF, MF	Yes	Nutrients, Sediment	No	None
Yellow Breeches Creek	CWF, MF	Yes	Polychlorinated Biphenyls	No	None
Trindle Spring Run	CWF, MF	Yes	Sediment	Yes	Zero

Identify any Wasteload Allocations (WLAs) identified in TMDLs for the MS4, if applicable. Identify the pollutant(s) and mass load(s):

Sediment, Zero

GENERAL MINIMUM CONTROL MEASURE (MCM) INFORMATION

Have you completed all MCM activities required by the permit for this reporting period? ☒ Yes ☐ No

Provide current contact name and phone number information for the required MCMs (if same as page 1, leave blank):

MCM	Contact Name	Phone
#1 Public Education and Outreach on Storm Water Impacts	Holly Wood	(717) 697-4613
#2 Public Involvement/Participation	Holly Wood	(717) 697-4613
#3 Illicit Discharge Detection and Elimination (IDD&E)	Holly Wood	(717) 697-4613
#4 Construction Site Storm Water Runoff Control	Kim Salvey	(717) 246-7812
#5 Post-Construction Storm Water Management in New Development and Redevelopment	Holly Wood	(717) 697-4613
#6 Pollution Prevention / Good Housekeeping	Holly Wood	(717) 697-4613

MCM #1 – PUBLIC EDUCATION AND OUTREACH ON STORM WATER IMPACTS

BMP #1: Develop, implement and maintain a written Public Education and Outreach Program

Measurable Goal: For new permittees a Public Education and Outreach Program (PEOP) shall be developed and implemented during the first year of permit coverage and shall be re-evaluated each permit year thereafter and revised as needed. For renewal permittees, the existing PEOP shall be reviewed and revised as necessary. The permittee's PEOP shall be designed to achieve measurable improvements in the target audience's understanding of the causes and impacts of stormwater pollution and the steps they can take to prevent it.

- For new permittees only, attach the written PEOP or a summary thereof to the first report submitted to DEP.
- If you are not a new permittee, did you complete and submit your written PEOP to DEP? ☒ Yes ☐ No
If Yes, provide the latest submission date: **06/2014**
- Date of last evaluation of or revision to the PEOP: **2013**
- What were the plans and goals for public education and outreach for the reporting period?

Monroe Township desires to create an education and public outreach program which will provide education and outreach on Stormwater Impacts. The focus for this reporting year was to update and expand the stormwater information on the Township's website, include stormwater information in the Township's Quarterly Newsletter, make educational material available in the Township office, display information at the Township's annual community day event and continue coordination with the Capital Region Council of Government (CapCOG) regional education programs. Target audiences include residents, developers, business owners and youth groups within the Township. Cumberland County and other MS4 communities including Monroe work together to provide Public Outreach and Education through the County Planning Department.

- Did the MS4 achieve its goal(s) for the PEOP during the reporting period? ☒ Yes ☐ No

Explain the rationale for your answer:

The Township utilized several methods to increase Public Education and Outreach during the reporting period. Displays were present at Monroe's Community day, flyers were available at the township office, flyers were mailed to residents, information about Monroe's MS4 program was provided in Newsletter mailings. Additional stormwater links were added to the Township website including "10 Things You can Do to Prevent Stormwater Runoff Pollution," links to PA stormwater websites, CapCOG stormwater links, and Chesapeake Bay links. The links include education on Monroe watersheds, resources for residents, developers, contractors, homeowner associations, schools, businesses, transportation managers, and methods for reporting a water problem. The Township website also includes a calander of events for MS4 Stormwater Best Management Practices for Homeowners and Renters that is hosted by the Camp Hill Environmental Club (www.Green-CAUSE.org).

- Identify specific plans and goals for public education and outreach for the upcoming year:

Continue past practices and work with Cumberland County Planning Department and other groups to educate target groups, residents and MS4 Municipalities.

BMP #2: Develop and maintain lists of target audience groups present within the areas served by your MS4

Measurable Goal: For new permittees, the lists shall be developed within the first year of coverage under the permit and reviewed and updated as necessary every year thereafter. For renewal permittees, the lists shall continue to be reviewed and updated annually.

1. For new permittees only, attach your target audience list(s) to the first report submitted to DEP.
2. If you are not a new permittee, did you complete and submit your target audience list to DEP? ☒ Yes ☐ No
If Yes, provide the latest submission date: **06/2014**
3. Date of last review or revision to target audience list(s): **2006**

BMP #3: Annually publish at least one educational item on your Stormwater Management Program

Measurable Goal: For new permittees, stormwater educational and informational items shall be produced and published in print and/or on the Internet within the first year of permit coverage. In subsequent years (and for renewal permittees), the list of items published and the content in these items shall be reviewed, updated, and maintained annually. Your publications shall contain stormwater educational information that addresses one or more of the 6 MCMs.

1. For new permittees only, attach your published stormwater educational or informational materials to the first report submitted to DEP.
2. If you are not a new permittee, did you complete and submit your published stormwater educational or informational materials to DEP? ☒ Yes ☐ No
If Yes, provide the latest submission date: **Attached herewith Appendix A**
3. Do you have a municipal newsletter? ☒ Yes ☐ No
If Yes, how often was it published during the reporting period and what MS4-related material did it contain?
The October 2015 Monroe Newsletter included information on the MS4 program and impaired waters within the Township. A link to the Township website was provided for more information.
4. Do you have a municipal website? ☒ Yes ☐ No (URL: **monroetwp.net**)
If Yes, what MS4-related material does it contain?
Links to conservation groups and Stormwater PA, 10 things that residents can do to prevent stormwater pollution, list of public involvement opportunities.
5. Describe any other method(s) used during the reporting period to provide information on stormwater to the public:
Display at Community Day informing residents about activities regarding MS4 water quality issues. Display flyers at Township office about items residents can do to improve bay water quality. Township website lists things residents can do to prevent stormwater pollution as well as public involvement opportunities. Informational material mailed to residents supplying MS4 information regarding the harmful effects of stormwater pollution.
6. Date of most recent review and/or update to published stormwater educational materials: **2006**
7. Identify specific plans for the publication of stormwater materials for the upcoming year:
Plans with Cumberland County and other MS4 Municipalities to host joint public and municipal training sessions in 2016. Publish additional public outreach educational articles in local newspaper, newsletter and website.

BMP #4: Distribute stormwater educational materials to the target audiences

Measurable Goal: *All permittees shall select and utilize at least two distribution methods in each permit year. These are in addition to the newsletter and website provisions of BMP #3.*

Identify the two additional methods of distributing stormwater educational materials during the previous year (e.g., displays, posters, signs, pamphlets, booklets, brochures, radio, local cable TV, newspaper articles, other advertisements, bill stuffers, posters, presentations, conferences, meetings, fact sheets, giveaways, or storm drain stenciling).

The Chesapeake Bay Foundation flyer "10 Things You Can do to Save the Bay" was mailed to 630 Township residents on September 14, 2015. Members of CapCOG, including Monroe Township, contributed to two newspaper postings October 1, 2015 (Patriot News) and October 3, 2015 (Cumberland Sentinel) that included information on stormwater pollution prevention. An update to the Township's MS4 program was provided by the Board of Supervisors at their November 12, 2015 meeting. Additional educational material is posted on the Township's website and is provided at the Township Building Information Center. The website provides links to PA Stormwater site and Yellow Breeches watershed association.

MCM #2 – PUBLIC INVOLVEMENT/PARTICIPATION

BMP #1: Develop, implement and maintain a written Public Involvement and Participation Program (PIPP)

Measurable Goal: A new permittee's PIPP shall be developed and implemented during the first year of coverage under this General Permit. All permittees shall re-evaluate the PIPP each permit year and revise as needed. Your PIPP shall include, but not be limited to:

- a. Opportunities for the public to participate in the decision-making processes associated with the development, implementation, and update of programs and activities related to this General Permit.
 - b. Methods of routine communication to groups such as watershed associations, environmental advisory committees, and other environmental organizations that operate within proximity to the permittee's regulated small MS4s or their receiving waters.
 - c. Making your periodic reports available to the public on your website, at your municipal offices, or by US Mail upon request.
1. For new permittees only, attach your written PIPP or a summary thereof to the first report submitted to DEP.
 2. If you are not a new permittee, did you complete and submit your written PIPP or summary to DEP? ☒ Yes ☐ No
If Yes, provide the latest submission date: **06/2014**
 3. Date of last review and/or update to the PIPP: **2013**

4. Explain how your PIPP addresses items a, b and c of the Measurable Goal:

Monroe Township is seeking to provide education and public outreach on Stormwater Impacts. The Township posts on websites about the MS4 Program and the need for public involvement in reducing Water Quality Impacts and reporting illicit discharges. Monroe Township works with volunteer groups to sponsor programs to increase involvement by the community and activities the public can be involved with. Target audiences include residents, developers, and builders in the Township and school students at Monroe Elementary School within the Township. Cumberland County and other MS4 communities including Monroe, work together to provide Public Outreach and Education through the County Planning Department. MS4 information is discussed at public Board Meetings and CapCOG stormwater information is included on the Township's website. The Township included a website posting for a Free Community Workshop "The Homeowner's Guide to Stormwater" that was provided by Penn State College of Agricultural Sciences on April 11, 2015. The Township website was updated on October 1, 2015 with a calander of events for MS4 Stormwater Best Management Practices for Homeowners and Renters that is hosted by the Camp Hill Environmental Club (www.Green-CAUSE.org). The Township website also includes an Illicit Discharge Reporting form for notification by Township residents.

BMP #2: Prior to adoption of any ordinance (municipal permittees) or SOP (non-municipal permittees) required by the permit, provide adequate public notice and opportunities for public review, input, and feedback.

Measurable Goal: Advertise any proposed MS4 Stormwater Management Ordinance or SOP, provide opportunities for public comment, evaluate any public input and feedback, and document the comments received and the municipality's response.

1. Was an MS4-related ordinance or SOP developed during the reporting period? ☐ Yes ☒ No
2. If Yes, describe how you advertised the draft ordinance and how you provided opportunities for public review, input and feedback:
Enacted during prior reporting period.

3. If an ordinance or SOP was enacted/developed or amended during the reporting period, provide the following information:

Ordinance No. / SOP Name	Date of Public Notice	Date of Public Hearing	Date Enacted

BMP #3: Regularly solicit public involvement and participation from the target audience groups. This should include an effort to solicit public reporting of suspected illicit discharges. Assist the public in their efforts to help implement your SWMP. Conduct public meetings to discuss the on-going implementation of your SWMP.

Measurable Goals: Conduct at least one public meeting per year to solicit public involvement and participation from target audience groups. The public should be given reasonable notice through the usual outlets a reasonable period in advance of each meeting. During the meetings, you should present a summary of your progress, activities, and accomplishments with implementation of your SWMP, and you should provide opportunities for the public to provide feedback and input. Your presentation can be made at specific MS4 meetings or during any other public meeting. Under this MCM, you should document and report instances of cooperation and participation in your activities; presentations you made to local watershed organizations and conservation organizations; and similar instances of participation or coordination with organizations in your community. You also should document and report activities in which members of the public assisted or participated in your meetings and in the implementation of your SWMP, including education activities or organized implementation efforts such as cleanups, monitoring, storm drain stenciling, or others.

1. Date of the public meeting(s): **11/12/2015**
2. How were meeting(s) advertised to the public? **Meeting dates are provided on the Township's website.**
3. Indicate where the meeting(s) were held and the number of attendees:
The meeting was held at the township office and included 7 municipal officers and 4 speakers from the audience.
4. What types of MS4-related activities did you solicit public involvement and participation for?
The MS4 budget was reviewed along with an overview regarding Public Education/Participation, IDDE, Construction/Post-Construction Stormwater Management in New and Re-Development Activities, and Pollution Prevention/Good Housekeeping for Municipal Operations. Training opportunities were also discussed.
5. What MS4-related activities did the public participate in?
Township residents were given the opportunity to speak from the audience.

MCM #3 – ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDD&E)

BMP #1: You shall develop and implement a written program for the detection, elimination, and prevention of illicit discharges into your regulated MS4s. Your program shall include dry weather field screening of outfalls for non-stormwater flows, and sampling of dry weather discharges for selected chemical and biological parameters. Test results shall be used as indicators of possible discharge sources.

Measurable Goal: For new permittees, the IDD&E program shall be developed during the first year of coverage under this General Permit and shall be implemented and evaluated each year thereafter. For renewal permittees, the existing IDD&E program shall continue to be implemented and evaluated annually. Records shall be kept of all outfall inspections, flows observed, results of field screening and testing, and other follow-up investigation and corrective action work performed under this program.

1. For new permittees only, attach your written IDD&E program to the first report.
2. If you are not a new permittee, did you complete and submit your written IDD&E program to DEP? ☒ Yes ☐ No
If Yes, provide the latest submission date: **06/2014**
3. Date of last review and/or update to IDD&E program: **2013**

BMP #2: Develop and maintain a map of your regulated small MS4. The map must also show the location of all outfalls and the locations and names of all surface waters of the Commonwealth (e.g., creek, stream, pond, lake, basin, swale, channel) that receive discharges from those outfalls.

Measurable Goals: For new permittees, develop the map(s) of your regulated small municipal separate storm sewer systems and the information on all outfalls from your regulated small MS4 by the end of the fourth (4th) year of permit coverage. For renewal permittees, the existing map(s) of your regulated small MS4 shall be updated and maintained as necessary during each year of coverage under the permit.

1. Have you completed a map(s) of all outfalls and receiving waters of your storm sewer system? ☒ Yes ☐ No

2. For new permittees only, attach the completed map to the 4th year Annual Report.
3. Date of last update or revision to map(s): **01/2014**
4. Total number of discharge points in your storm sewer system that:
Discharge directly to surface waters (outfalls): **39**
Discharge to storm sewers owned by others: **19**
5. Total number of outfalls that are mapped at this time: **58**

BMP #3: In conjunction with the map(s) created under BMP #2 (either on the same map or on a different map), new permittees shall show, and renewal permittees shall update, the entire storm sewer collection system, including roads, inlets, piping, swales, catch basins, channels, basins, and any other features of the permittee's storm sewer system including municipal boundaries and/or watershed boundaries.

Measurable Goals: For new permittees, develop the map(s) by the end of the fourth (4th) year of coverage under the permit and update and maintain the map(s) as necessary each year of permit coverage thereafter. For renewal permittees, update and maintain the map(s) as necessary during each year of permit coverage.

1. Have you completed a map(s) that includes roads, inlets, piping, swales, catch basins, channels, basins, municipal boundaries and watershed boundaries? ☒ Yes ☐ No
2. If Yes, is the map(s) on the same map(s) as for outfalls and receiving waters? ☒ Yes ☐ No
3. For new permittees only, attach the completed map to the 4th year Annual Report.

4. If you are not a new permittee, did you complete and submit your map to DEP? ☒ Yes ☐ No
If Yes, provide the latest submission date: **Submitted with NOI Application, transmitted 9/14/12.**

5. Date of last update or revision to map: **01/2013**

BMP #4: Following the IDD&E program created pursuant to BMP #1, the permittee shall conduct outfall field screening, identify the source of any illicit discharges, and remove or correct any illicit discharges using procedures developed under BMP #1.

For all permittees, outfall inspections need to be prioritized according to the perceived chance of illicit discharges within the outfall's contributing drainage area. Observations of each outfall shall be recorded each time an outfall is screened, regardless of the presence of dry weather flow. Proper quality assurance and quality control procedures shall be followed when collecting, transporting or analyzing water samples. All outfall inspection information shall be recorded on the Outfall Reconnaissance Inventory/Sample Collection field sheet excerpted from the Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessments (CWP, October 2004). Adequate written documentation shall be maintained to justify a determination that an outfall flow is not illicit. If an outfall flow is illicit, the actions taken to identify and eliminate the illicit flow also shall be documented.

The results of outfall inspections and actions taken to remove or correct illicit discharges shall be summarized in periodic reports.

1. For new permittees only, were at least 40% of all outfalls screened during dry weather? ☐ Yes ☐ No

If Yes for #1, indicate the number screened and the percent of all outfalls it represents. If No for #1, indicate reason(s) why this was not completed:

Are you on pace to screen all outfalls twice during the permit term? ☐ Yes ☐ No
2. For renewal permittees, indicate the percent of outfalls screened during the reporting period: **28%**

Are you on pace to screen all outfalls once during the permit term? ☒ Yes ☐ No

3. For all permittees, indicate the percent of outfalls screened that revealed dry weather flows: **0%**
4. Did any dry weather flows reveal color, turbidity, sheen, odor, floating or submerged solids? ☐ Yes ☒ No
5. If Yes for #4, attach all sample results to this report with a map identifying the sample location. Explain the corrective action(s) taken in the attachment.
6. Do you use the "Outfall Reconnaissance Inventory / Sample Collection Field Sheet" provided in the permit?
☒ Yes ☐ No
If No, attach a copy of your monitoring form.

BMP #5: Enact a stormwater management ordinance (municipal entities) or develop an SOP (non-municipal entities) to implement and enforce a stormwater management program that includes prohibition of non-stormwater discharges to the regulated small MS4.

Measurable Goal: Within the first year of coverage under the permit, new permittees shall enact and implement an ordinance from an Act 167 Plan approved by the Department in 2005 or later, the MS4 Stormwater Management Ordinance; or an ordinance that satisfies all applicable requirements in a completed and signed MS4 Stormwater Management Ordinance Checklist. (For non-municipal permittees, new permittees shall develop and implement a Standard Operating Procedure (SOP) within the first year of coverage).

Renewal permittees must continue to maintain, update, implement, and enforce a Stormwater Management Ordinance that satisfies all applicable requirements. (For non-municipal permittees, the SOP satisfies this requirement. If no existing SOP exists, it should be developed during the first year of coverage).

Measurable Goal: New permittees shall submit a letter signed by a municipal official, municipal engineer, or the municipal solicitor as an attachment to their first year report certifying the enactment of an ordinance that meets all applicable requirements of this permit. Renewal permittees shall update their existing ordinance, if necessary, and submit documentation of completion to the Department. (For non-municipal permittees, submit the SOP to the first report).

1. Do you have an ordinance (municipal) or SOP or other mechanism (non-municipal) that prohibits non-stormwater discharges? ☒ Yes ☐ No
If Yes, indicate the date of the ordinance or SOP: **Ordinance 2014-04 enacted 05/18/14**
2. For new permittees only, attach an ordinance (or SOP) and letter from an official, engineer or solicitor that prohibits non-stormwater discharges to the first report submitted to DEP.
3. If you are not a new permittee, did you complete and submit your ordinance (or SOP) and letter from an official, engineer or solicitor that prohibits non-stormwater discharges to DEP? ☒ Yes ☐ No
4. Were there any violations of the ordinance during the reporting period? ☒ Yes ☐ No

If Yes, describe what enforcement actions were taken for each violation:

Notifications were sent to those believed to be in violation of Monroe Townships Stormwater Ordinance. Meetings were held between those in violation and Township officials to establish a cause of Illicit Discharges and establish a course of action utilizing BMP to correct illicit discharges. A timetable was established to perform corrective actions to eliminate undesirable stormwater discharges.

BMP #6: Provide educational outreach to public employees, business owners and employees, property owners, the general public and elected officials (i.e., target audiences) about the program to detect and eliminate illicit discharges.

Measurable Goals: During each year of permit coverage, appropriate educational information concerning illicit discharges shall be distributed to the target audiences using methods outlined under MCM #1. If not already established, set up and promote a stormwater pollution reporting mechanism (e.g., a complaint line with message recording) by the end of the first year of permit coverage for the public to use to notify you of illicit discharges, illegal dumping or outfall pollution. Respond to all complaints in a timely and appropriate manner. Document all responses, include the action taken, the time required to take the action, whether the complaint was resolved successfully.

1. Was IDD&E-related information distributed to public employees, businesses, and the general public during the reporting period? ☒ Yes ☐ No

If Yes, what was distributed? **IDDE information is included on the Township's website and is provided to the general public through mailing and information on newsletters/newspaper articles. Seven Township employees also received stormwater training in 2015, including topics on IDDE, which totaled 50 hours of public employee training.**

2. Is there a well-publicized method for employees, businesses and the public to report stormwater pollution incidents?
☒ Yes ☐ No

3. Do you maintain documentation of all responses, action taken, and the time required to take action? ☒ Yes ☐ No

MCM #4 – CONSTRUCTION SITE STORM WATER RUNOFF CONTROL

Are you relying on PA's statewide program for stormwater associated with construction activities to satisfy this MCM?

☒ Yes ☐ No **(If No, complete all remaining questions for this MCM; if Yes, skip to MCM #5).**

BMP #1: Develop your program consisting of all procedures necessary to comply with the requirements of this MCM. Your program shall provide for construction stormwater permitting, construction inspection, and enforcement of installation and maintenance of the necessary E&S control measures. Your program shall describe clearly how your program will be coordinated with DEP's NPDES Construction Stormwater Permitting program.

Measurable Goals: *For new permittees, the written program for this MCM shall be developed during the first year of permit coverage; nevertheless, you are responsible for implementation of this MCM during entire term of this permit, including the time you are developing your program.*

For all permittees, your program shall be reviewed and updated during each year of permit coverage. The purpose of the written program is to establish clear roles and responsibilities for the implementation of the MCM #4 requirements. An agreement between the permittee, the CCD, and any other resources to be used by the permittee that clearly defines roles for each entity is recommended. If an agreement is made, you shall place and keep a written copy in your file, consistent with the Retention of Records requirements in this Permit. Please note that in accordance with Section A.2.h in Part A of the Authorization to Discharge, as the permittee you are responsible to ensure that implementation of all requirements under this Permit are fulfilled.

1. For new permittees only, attach the written stormwater associated with construction activities program to the first report submitted to DEP.
2. If you are not a new permittee, did you complete and submit your written stormwater associated with construction activities program to DEP? ☐ Yes ☐ No

If Yes, provide the latest submission date:

3. Date of last update or revision to the stormwater associated with construction activities program:

BMP #2: The permittee shall enact, implement, and enforce an ordinance to require the implementation of erosion and sediment control BMPs, as well as sanctions to ensure compliance.

Measurable Goal: *Within the first year of coverage under the permit, new permittees shall enact and implement an ordinance that meets all applicable requirements of this permit. (Non-municipal permittees shall develop and implement an SOP).*

Measurable Goal: *Permittees shall submit a letter signed by a municipal official, municipal engineer or the municipal solicitor as an attachment to their first periodic report certifying the enactment and implementation of a stormwater management ordinance that meets all requirements of this permit.*

1. For new permittees only, attach an ordinance (or SOP) and letter from an official, engineer or solicitor that addresses stormwater associated with construction activities to the first report submitted to DEP.

2. If you are not a new permittee, did you complete and submit your ordinance (or SOP) and letter from an official, engineer or solicitor that addresses stormwater associated with construction activities to DEP? ☐ Yes ☐ No

If Yes, provide the latest submission date:

BMP #3: Develop and implement requirements for construction site operators to control waste at the construction site that may cause adverse impacts to water quality. While sediment is the most common pollutant of concern for MCM #4, there are other types of pollutants that also can be a concern and the intent of this BMP is to address these other types of pollutants, such as, but not limited to, discarded building materials, washout from concrete trucks, chemicals, litter, and sanitary waste.

Measurable Goal: New permittees shall establish requirements to address this BMP by the end of the first year of permit coverage. Renewal permittees shall continue to implement existing requirements and update as necessary. This could be implemented by written municipal ordinance/code provisions, by standard notes on the site plans, by any other written format that accomplishes the objectives of this BMP, or by any combination of these measures. The goal of this BMP shall be communicated to construction site operators during pre-construction meetings. This BMP shall be implemented during each year of the MS4 permit. Permittees must prepare and maintain records of site inspections, including dates and results and you must maintain these records in accordance with the Retention of Records requirements in this Permit.

1. Identify the mechanism(s) in place to regulate construction site operators and wastes produced at construction sites:
2. During the reporting period what has been the results of implementing the mechanism(s) described above?

BMP #4: Develop and implement procedures for the receipt and consideration of public inquiries, concerns, and information submitted by the public (to the permittee) regarding local construction activities. The permittee shall demonstrate acknowledgement and consideration of the information submitted, whether submitted verbally or in writing.

Measurable Goal: Permittees shall establish and implement a tracking system to keep a record of any submitted public information as well as your response, actions, and results. This BMP shall be implemented during each year of coverage under this General Permit and information should be submitted with the each periodic report.

Describe the tracking system established for documenting public information concerning local construction activities and describe responses taken during the reporting period:

MCM #5 – POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

Are you relying on PA's statewide program for MCM #5 BMPs #1 - #3? ☐ Yes ☒ No

(If No, complete all remaining questions for this MCM; if Yes, skip to BMP #4)

BMP #1: Develop a written procedure that describes how the permittee shall address all required components of this MCM. Guidance can be found in the Pennsylvania Stormwater Best Management Practices Manual.

Measurable Goal: The written procedure shall be developed by the end of the first year of permit coverage and be reviewed and updated every permit year thereafter, as needed. The intent of BMP #1 is for the permittee to describe how the listed tasks will be accomplished.

1. For new permittees only, attach your written procedure for post-construction management to the first report.
2. If you are not a new permittee, did you complete and submit your written procedure for post-construction management to DEP? ☒ Yes ☐ No

If Yes, provide the latest submission date: **06/2014**

3. Date of last review or update of post-construction management procedure: **2013**

BMP #2: Require the implementation of a combination of structural and/or non-structural BMPs that are appropriate to the local community, that minimize water quality impacts, and that are designed to maintain pre-development runoff conditions. This requirement can be met by ensuring that the selected BMPs comply with the municipal Stormwater Management Ordinance that meets the requirements of the permit.

Measurable Goal: All qualifying development or redevelopment projects shall be reviewed to ensure that their post-construction stormwater management plans and selected BMPs conform to the applicable requirements. A tracking system (e.g., database, spreadsheet, or written list) shall be maintained to record qualifying projects and their associated BMPs. In your records, you shall note if there are no qualifying projects in a calendar year.

1. Number of development or redevelopment projects in urbanized area during reporting period: 1

2. Describe the tracking system in place:

BMP's are tracked by the township on a summary spreadsheet. Conservation activities of 1 acre or greater are monitored and enforced through a MOU with Cumberland County Conservation District.

3. Describe the structural and/or non-structural BMPs that were required for these projects:

An O&M agreement was executed on June 17, 2015 for management practices associated with the Trindle Station Phase 2 Project.

BMP #3: Ensure that controls are installed that shall prevent or minimize water quality impacts.

Measurable Goal: All qualifying development or redevelopment projects shall be inspected during the construction phase to ensure proper installation of the approved structural PCSM BMPs. A tracking system (e.g., database, spreadsheet, or written list) shall be implemented to track the inspections conducted and to track the results of the inspections (e.g., BMPs were, or were not, installed properly). Permittees not relying on DEP's statewide QLP to satisfy requirements under this BMP shall summarize construction inspections and results in periodic reports. See BMP #6 for requirements related to post-construction inspection and tracking of PCSM BMPs to ensure that the operation and maintenance plan is being implemented.

If there were development or redevelopment projects during the reporting period, attach documentation of inspections of PCSM BMPs to this report.

BMP #4: The permittee shall enact, implement, and enforce an ordinance (municipal) or SOP or other regulatory mechanism (non-municipal) to address post-construction stormwater runoff from new development and redevelopment projects, as well as sanctions and penalties associated with non-compliance, to the extent allowable under State or local law.

Measurable Goal: Within the first year of coverage under this permit, new permittees shall enact and implement a stormwater management ordinance (municipal) or SOP (non-municipal) that meets the requirements of this General Permit.

Measurable Goal: All permittees shall submit a letter signed by a municipal official, municipal engineer or the municipal solicitor as an attachment to their first periodic report certifying the enactment of a stormwater management ordinance that meets the requirements of this General Permit.

1. Do you have an ordinance (or SOP) to address post-construction stormwater runoff from new and redevelopment projects and does it include sanctions? ☒ Yes ☐ No

If Yes, indicate the date of the ordinance or SOP: **Ordinance 2011-03, enacted 10/31/11.**

For new permittees only, attach a copy of the ordinance or SOP.

2. If you are not a new permittee, has the ordinance (or SOP) been submitted to DEP with a letter from an official, engineer or solicitor that certifies the enactment of an ordinance or SOP for PCSM activities? ☒ Yes ☐ No

3. Do you have authority to take enforcement action for failure to properly operate and maintain stormwater practices/facilities? ☒ Yes ☐ No

BMP #5: Develop and implement measures to encourage and expand the use of Low Impact Development (LID) in new and redevelopment. Measures also should be included to encourage retrofitting LID into existing development. DEP's Pennsylvania Stormwater Best Management Practices Manual provides guidance on implementing LID practices.

Measurable Goal: In your inventory of development and redevelopment projects authorized for construction since March 10, 2003, that discharge stormwater to your regulated MS4s, indicate which projects incorporated LID practices and for each project list and track the BMPs that were used.

Measurable Goal: Enact ordinances consistent with LID practices and repeal sections of ordinances that conflict with LID practices. Progress with enacting and updating your ordinances to enable the use of LID practices shall be summarized in the periodic reports.

1. Identify ordinances enacted or updated during the reporting period to ensure consistency with LID practices:

None

BMP 6: Ensure adequate operation and maintenance of all post-construction stormwater management BMPs installed at all qualifying development or redevelopment projects (including those owned or operated by the permittee).

Measurable Goal: Within the first year of coverage under this permit, new permittees shall develop and implement a written inspection program to ensure that stormwater BMPs are properly operated and maintained. The program shall include sanctions and penalties for non-compliance. All permittees shall review and update the inspection program annually and shall continue to implement this BMP.

Measurable Goal: An inventory of PCSM BMPs shall be developed by permittees and shall be continually updated during the term of coverage under the permit as development projects are reviewed, approved, and constructed. This inventory shall include all PCSM BMPs installed since March 10, 2003 that discharge directly or indirectly to your regulated small MS4s. The inventory also should include PCSM BMPs discharging to the regulated small MS4 system that may cause or contribute to violation of water quality standard. The inventory shall include:

- all PCSM BMPs that were installed to meet requirements in NPDES Permits for Stormwater Discharges Associated with Construction Activities approved since March 10, 2003;
- the exact location of the PCSM BMP (e.g., street address);
- information (e.g., name, address, phone number(s)) for BMP owner and entity responsible for BMP Operation and Maintenance (O&M), if different from BMP owner;
- the type of BMP and the year it was installed;
- maintenance required for the BMP type according to the Pennsylvania Stormwater BMP Manual or other manuals and resources;
- the actual inspection/maintenance activities for each BMP;
- an assessment by the permittee if proper operation and maintenance occurred during the year and if not, what actions the permittee has taken, or shall take, to address compliance with O&M requirements.

1. For new permittees only, attach the written inspection program to ensure that stormwater BMPs are properly operated and maintained.

2. If you are not a new permittee, did you complete and submit your written inspection program to ensure that stormwater BMPs are properly operated and maintained to DEP? ☒ Yes ☐ No

If Yes, provide the latest submission date: **06/2014**

3. How do you ensure that stormwater BMPs are properly operated and maintained? Explain if you rely on means other than municipal inspections to ensure adequate O&M (consistent with your stormwater ordinance).

Municipal Inspection

4. Date that inspection program was last reviewed or updated: **2013**
5. Total number of sites with PCSM BMPs installed as of the date of this report: **0**
6. Total number of sites inspected during this reporting period: **0**
7. Number of sites found to have PCSM BMP deficiencies: **0**
8. Number of enforcement actions taken during this reporting period: **0**

MCM #6 – POLLUTION PREVENTION / GOOD HOUSEKEEPING

BMP #1: Identify and document all facilities and activities that are owned or operated by the permittee and have the potential for generating stormwater runoff to the regulated small MS4. This includes activities conducted by contractors for the permittee. Activities may include the following: street sweeping; snow removal/deicing; inlet/outfall cleaning; lawn/grounds care; general storm sewer system inspections and maintenance/repairs; park and open space maintenance; municipal building maintenance; new construction and land disturbances; right-of-way maintenance; vehicle operation, fueling, washing and maintenance; and material transfer operations, including leaf/yard debris pickup and disposal procedures. Facilities can include streets; roads; highways; parking lots and other large paved surfaces; maintenance and storage yards; waste transfer stations; parks; fleet or maintenance shops; wastewater treatment plants; stormwater conveyances (open and closed pipe); riparian buffers; and stormwater storage or treatment units (e.g., basins, infiltration/filtering structures, constructed wetlands, etc.).

Measurable Goal: By the end of the first year of permit coverage, new permittees shall identify and document all types of municipal operations, facilities and activities and land uses that may contribute to stormwater runoff within areas of municipal operations that discharge to the regulated small MS4. Renewal permittees should have completed this list during the previous permit term. For all permittees, this information shall be reviewed and updated each year of permit coverage, as needed. Part of this effort shall include maintaining a basic inventory of various municipal operations and facilities.

1. Have you identified all facilities and activities owned and operated by the permittee that have the potential to generate stormwater runoff into the MS4? ☒ Yes ☐ No
2. When was the inventory last reviewed? **2013**
3. When was it last updated? **02/2013**
4. How many new facilities and/or activities were added to this inventory during this reporting period? **0**

BMP #2: Develop, implement and maintain a written operation and maintenance (O&M) program for all municipal operations and facilities that could contribute to the discharge of pollutants from the regulated small MS4s, as identified under BMP #1. This program (or programs) shall address municipally owned stormwater collection or conveyance systems, but could include other areas (as identified under BMP #1). The O&M program(s) should stress pollution prevention and good housekeeping measures, contain site-specific information, and address the following areas:

- Management practices, policies, procedures, etc. shall be developed and implemented to reduce or prevent the discharge of pollutants to your regulated small MS4s. You should consider eliminating maintenance-area discharges from floor drains and other drains if they have the potential to discharge to storm sewers.
- Maintenance activities, maintenance schedules, and inspection procedures to reduce the potential for pollutants to reach your regulated small MS4s. You also should review your procedures for maintaining your stormwater BMPs.
- Controls for reducing or eliminating the discharge of pollutants from streets, roads, highways, municipal parking lots, maintenance and storage yards, waste transfer stations, fleet or maintenance shops with outdoor storage areas, and salt / sand (anti-skid) storage locations and snow disposal areas.
- Procedures for the proper disposal of waste removed from your regulated small MS4s and your municipal operations, including dredge spoil, accumulated sediments, trash, household hazardous waste, used motor oil, and other debris.

Measurable Goal: During the first year of permit coverage, new permittees shall develop and implement a written O&M program that complies with BMPs #1 and #2. Renewal permittees shall continue to implement their existing program. All permittees shall review the O&M program annually, edit as necessary, and continue to implement during every year of permit coverage.

1. For new permittees only, attach the written O&M program to the first Annual Report.
2. If you are not a new permittee, did you complete and submit your written O&M program to DEP? ☒ Yes ☐ No
If Yes, provide the latest submission date: **06/2014**

3. Date of last review or update to O&M program: **01/2013**

BMP #3: Develop and implement an employee training program that addresses appropriate topics to further the goal of preventing or reducing the discharge of pollutants from municipal operations to your regulated small MS4s. The program may be developed and implemented using guidance and training materials that are available from federal, state or local agencies, or other organizations. Any municipal employee or contractor shall receive training. This could include public works staff, building / zoning / code enforcement staff, engineering staff (on-site and contracted), administrative staff, elected officials, police and fire responders, volunteers, and contracted personnel. Training topics should include operation, inspection, maintenance and repair activities associated with any of the municipal operations / facilities identified under BMP #1. Training should cover all relevant parts of the permittee's overall stormwater management program that could affect municipal operations, such as illicit discharge detection and elimination, construction sites, and ordinance requirements.

Measurable Goal: *During the first year of permit coverage, new permittees shall develop and implement a training program that identifies the training topics that will be covered, and what training methods and materials will be used. Renewal permittees shall continue to operate under their existing program. All permittees shall review the training program annually, edit it as necessary, and continue to implement it during every year of permit coverage.*

Measurable Goal: *Your employee training shall occur at least annually (i.e., during each permit coverage year) and shall be fully documented in writing and reported in your periodic reports. Documentation shall include the date(s) of the training, the names of attendees, the topics covered, and the training presenter(s).*

1. For new permittees only, attach the written training program to the first Annual Report.

2. If you are not a new permittee, did you complete and submit your written training program to DEP? ☒ Yes ☐ No
If Yes, provide the latest submission date: **06/2014**

3. Date of last review or update to training program: **2013**

4. Identify the date(s) of employee training, the names of attendees, the topics covered, and the training presenters:

11/19/2015 - Holly Wood, Greg Hertzler, Denny Nailor - Data Collection and Documentation, CapCOG

05/14/2015 - Greg Hertzler, Denny Nailor - Sanitary Sewer System Efficiency (MCM 3)

08/19/2015 - Greg Hertzler, Denny Nailor - Londonderry Twp BMP Presentatio and Tour, CapCOG

10/21/2015 - Greg Hertzler, BMP Maintenance and Inspections, CapCOG

11/10/2015 - Greg Hertzler, Denny Nailor - LTAP Stormwater Management, LTAP Training at Adams County

12/8/2015 - Greg Hertzler, Lee Leinaweaver, John Stamy, Kent Kerstetter, Denny Nailor - Municipal Safety and Confined Space, CapCOG

BEST MANAGEMENT PRACTICES (BMPs)

Provide an assessment of the appropriateness of the BMPs implemented to date, and identify any steps that will be taken to address deficiencies in the BMPs or make changes to BMPs or other aspects of the SWMP developed by the permittee.

N/A - None implemented to date

MS4 TMDL Plan	Chesapeake Bay Pollutant Reduction Plan (CBPRP)
Is the permittee required to develop an MS4 TMDL Plan? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Is the permittee required to develop a CBPRP? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
What is the status of the TMDL Design Details (if applicable)? <input type="checkbox"/> Under Development (Due Date:) <input type="checkbox"/> Submitted to DEP (Submission Date:) <input type="checkbox"/> Approved by DEP (Approval Date:)	What is the status of the CBPRP (if applicable)? <input type="checkbox"/> Under Development (Due Date:) <input checked="" type="checkbox"/> Submitted to DEP (Submission Date: 06/2014) <input type="checkbox"/> Approved by DEP (Approval Date:)

For permittees with DEP-approved MS4 TMDL Plans and/or CBPRPs, describe progress with implementing BMPs and other activities identified in those plans:

CBPRP under review, submitted 06/2014.

For permittees with DEP-approved MS4 TMDL Plans and/or CBPRPs, complete the section below. Identify the required pollutant reductions (for those with MS4 TMDL Plans) or pollutant reductions committed to by the permittee (for those with CBPRPs) and the cumulative reductions achieved through implementing the BMPs, as of the end of the reporting period:

CBPRP under review, submitted 06/2014.

List all new structural BMPs installed and ongoing non-structural BMPs implemented in the urbanized area during the reporting period that are being used toward achieving load reductions in the permittee's MS4 TMDL Plan and/or CBPRP. Provide a name or description for each BMP, the area, in square feet (sf) that drains to each BMP (drainage area (DA)) (if applicable), the location of the BMP (latitude and longitude), the name of the water body that receives discharges from the BMP (if applicable), the date the BMP was installed or implemented, and whether the BMP was completed pursuant to an NPDES permit for stormwater associated with construction activities or other NPDES permit (check box if done under an NPDES permit).

[illegible]

OTHER REQUIRED REPORT ELEMENTS

Identify the progress towards achieving the statutory requirements of reducing the discharge of pollutants to the Maximum Extent Practicable (MEP) and complying with water quality standards.

Submitted Chesapeake Bay Pollutant Reduction Plan to DEP for approval June 2014.

Provide a summary of stormwater activities planned during the next reporting cycle (not identified previously in this report):

No municipal infrastructure upgrades are planned at this time. However, a list of typical upgrades listed in CBPRP submitted will be considered with any improvements proposed by municipality, or as a part of subdivision and land development applications within the Townships MS4 Designated Area.

Provide a summary of notices, intergovernmental agreements and other relevant documents if the permittee is relying on another governmental entity to satisfy any of its permit obligations

None

CERTIFICATION

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowledge of violations. See 18 Pa. C.S. § 4904 (relating to unsworn falsification).

Holly S Wood

Name of Responsible Official

Holly S. Wood

Signature

717-697-4613

Telephone No.

6/27/16

Date