



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

For the Reporting Period: April 1, 2016 to March 31, 2017

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

Due Date: June 29, 2017

GENERAL INFORMATION					
Permittee Name:	Monroe Township	NPDES Permit No.:	PAG133573		
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:	September 16, 2017		
Title:	Administrative Assistant	Admin. Extended?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Phone:	(717) 258-6642	Municipality:	Monroe Township		
Email:	hwood@monroetwp.net	County:	Cumberland County		
Co-Permittees (if applicable): N/A					
WATER QUALITY INFORMATION					
Are there any discharges to waters within the Chesapeake Bay Watershed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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?
Trindle Spring Run	CWF, MF	Yes	PCB; TSS	Yes	No
Yellow Breeches Creek	CWF, MF	No	N/A	No	No
Dogwood Run	CWF	Yes	Pathogens; Organic Enrichment/Low D.O.; TSS	No	No
Identify any Wasteload Allocations (WLAs) identified in TMDLs for the MS4, if applicable. Identify the pollutant(s) and mass load(s):					

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF POINT AND NON-POINT SOURCE MANAGEMENT

N/A

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) 258-6642
#2 Public Involvement/Participation	Holly Wood	(717) 258-6642
#3 Illicit Discharge Detection and Elimination (IDD&E)	Holly Wood	(717) 258-6642
#4 Construction Site Storm Water Runoff Control	Vince McCollum - CCCD	(717) 240-7812
#5 Post-Construction Storm Water Management in New Development and Redevelopment	Holly Wood	(717) 258-6642
#6 Pollution Prevention / Good Housekeeping	Holly Wood	(717) 258-6642

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: **The PEOP was reviewed and updated as appropriate annually during the 2016/2017 reporting period. Refer to attachment MCM #1.**
- What were the plans and goals for public education and outreach for the reporting period?
Refer to attachment MCM #1 for PEOP details.
- Did the MS4 achieve its goal(s) for the PEOP during the reporting period? ☒ Yes ☐ No
Explain the rationale for your answer:
Refer to attachment "MS4 Program Activity Summary 2016/2017" for a summary of MCM #1 activities which occurred during the 2016/2017 reporting period.
- Identify specific plans and goals for public education and outreach for the upcoming year:
Continue past practices and work with other organizations to educate target audiences.

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.

- 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): **06/03/2016 - Updated resident mailing list to coincide with revisions to MS4 mapping.**

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: **Submitted with 2015/2016 MS4 Annual Report**
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?
Published April 2016 - included "MS4 Municipal Separate Storm Sewer System - 10 Things You Can Do To Prevent Stormwater Runoff Pollution". Published October 2016 and included article entitled "MS4 Stormwater Management: What Is It and Why Should We Care?".
4. Do you have a municipal website? ☒ Yes ☐ No (URL: <http://www.monroetwp.net/MS4StormwaterManagement/tabid/131/Default.aspx>)
If Yes, what MS4-related material does it contain?
Refer to website @ <http://www.monroetwp.net/MS4StormwaterManagement/tabid/131/Default.aspx> Township website was updated throughout the 2016/2017 Annual Reporting Period to include new educational material and timely notifications such as a reminder to pool owners to handle waste water responsibly and a website press release to announce the "Chesapeake Bay Awareness Week".
5. Describe any other method(s) used during the reporting period to provide information on stormwater to the public:
2016/2017 Annual MS4 Update was an agenda item at Township Board of Supervisor meeting held on February 9, 2017.
Refer to attachment "MS4 Program Activity Summary 2016/2017" for a summary of MCM #1 activities which occurred during the 2016/2017 reporting period.
6. Date of most recent review and/or update to published stormwater educational materials: **Throughout reporting period for 2016/2017 - Township articles, mailings and educational materials provided on its website are regularly reviewed and updated to provide timely information to the public.**
7. Identify specific plans for the publication of stormwater materials for the upcoming year:
Continue to regularly review and revise stormwater materials as appropriate. Work with other organizations to host joint public and municipal training sessions during 2017/2018. Continue to publish public outreach educational articles in local newspaper, newsletters 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).

Township participated in joint advertisement with other municipalities through CapCOG which was published during October 2016 in the Patriot News and the Sentinel. Township direct mailed a brochure entitled "Taking Care of Stormwater" to 750+ residents living within Township MS4 areas. Additional educational materials are posted at the Township Building Information Center.

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: **The PIPP was reviewed and updated as appropriate annually during the 2016/2017 reporting period. Refer to attachment MCM #2.**

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

The Township continually seeks opportunities to solicit public involvement and participation. When opportunities arise information is disseminated through the Township website. MS4 Program information is presented and discussed at public Board meetings. The Township website includes illicit discharge reporting and complaint forms to engage the public in reporting incidents of non-stormwater discharges. The Township works with volunteer groups to sponsor programs to increase public involvement and participation. The website provides links to several local watershed associations such as the Yellow Breeches Watershed Association, Cumberland County Trout Unlimited and the Chesapeake Bay Foundation. The Township website advertised a series of classes hosted by the Camp Hill Environmental Club on "BMPs for Homeowners and Renters"; classes were held monthly beginning February 2016 through November 2016 and included field trips. MS4 Annual Reports are made available to the public on the Township website. On March 23, 2017, the website began advertising an opportunity for Yellow Breeches Watershed Residents to win a free native garden through the Alliance for the Bay and the Yellow Breeches Watershed Association.

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:

N/A

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): **February 9, 2017**
2. How were meeting(s) advertised to the public? **Meeting dates and agendas are made available on the Township website.**
3. Indicate where the meeting(s) were held and the number of attendees:
Public meetings are held at the Township office. Seven (7) municipal representatives including Supervisors and staff were present as well as fifteen (15) members of the public.
4. What types of MS4-related activities did you solicit public involvement and participation for?
The floor was opened for any comment from the public regarding stormwater. There was no public comment. Township Engineer presented information regarding upcoming MS4 permit renewal; requirement to develop PRP & achieve 10% TSS reduction under the new permit by 2023 as well as costs associated with meeting the required reductions.
5. What MS4-related activities did the public participate in?
Public present at the meeting were given the opportunity to comment. No comment offered.

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: **The IDD&E program is reviewed annually and updated as appropriate when necessary. Refer to attachment MCM #3.**

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): **04/2016**

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: **04/2016**

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: **21%**

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 05/18/2014.**
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:
Refer to attachment MCM #3 for details on enforcement action taken at Williams Grove Speedway.

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? **IDD&E information along with reporting and complaint forms is posted on the Township website**

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:

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

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:
2. Describe the tracking system in place:
3. Describe the structural and/or non-structural BMPs that were required for these projects:

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:

No ordinances were enacted or updated during the 2016/2017 reporting period.

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: **Program is included with this submission. Refer to attachment MCM #5.**

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 inspections are conducted to ensure O&M.

4. Date that inspection program was last reviewed or updated: **2017. Refer to attachment MCM #5.**

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? **06/29/2016**
3. When was it last updated? **06/29/2016**
4. How many new facilities and/or activities were added to this inventory during this reporting period? **All facilities were added as the inventory was formalized 06/29/2016. Refer to attachment "MCM #6" for detailed list of facilities.**

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: **The Program was reviewed and updated as appropriate annually during the 2016/2017 reporting period. Refer to attachment MCM #6.**

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: **Training program was reviewed and updated as appropriate annually during the 2016/2017 reporting period. Refer to attachment MCM #6.**
4. Identify the date(s) of employee training, the names of attendees, the topics covered, and the training presenters:
04/20/2016 - Carl Kuhl, Greg Hertzler, John Stamy - MS4 Mthys & Realities - Educating Municipal Officials & The Public - Silver Spring Township
07/14/2016 - Catalina Araiza - DEP NPDES MS4 Program Updates - Londonderry Township
07/26/2016 - Erik Schroeder - Preparing for your Next Permit NOI or Application - PADEP - Best Western-Harrisburg
08/31/2016 - Holly Wood, Mark Bruening - Cumberland County MS4 Workgroup - Lower Allen Township
09/27/2016 - Erik Schroeder - PRP/TMDL Plans - PADEP - Best Western-Harrisburg
10/03/2016 - Mark Bruening - Cumberland County Regional Stormwater BMP Sharing Program - Lemoyne Borough
10/12/2016 - Greg Hertzler - Salt & Snow Management - Adams County 911 Center
10/17/2016 - Carl Kuhl - Summary of Changes to Future MS4 Permits - PADEP - CapCOG Board Meeting Hampden Township
12/08/2016 - Holly Wood, Greg Hertzler - DEP NPDES MS4 Program Updates - CapCOG Training - K&W Harrisburg
02/27/2017 - Denny Nailor, John Stamy, Lee Leinaweaver, Greg Hertzler, Adam Chronister - Good Housekeeping/Pollution Prevention Training & PPC Plan Training - Lower Allen Township
02/28/2017 - Holly Wood, Greg Hertzler, John Stamy - MS4 Required Plans - CapCOG MS4 Training - Hampden Township

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

MS4 TMDL Plan

Chesapeake Bay Pollutant Reduction Plan (CBPRP)

Is the permittee required to develop an MS4 TMDL Plan?

☐ Yes ☒ No

Is the permittee required to develop a CBPRP?

☒ Yes ☐ No

What is the status of the TMDL Design Details (if applicable)?

- ☐ Under Development (Due Date:)
☐ Submitted to DEP (Submission Date:)
☐ Approved by DEP (Approval Date:)

What is the status of the CBPRP (if applicable)?

- ☐ Under Development (Due Date:)
☒ Submitted to DEP (Submission Date: **06/2014**)
☐ 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.

BMP INVENTORY

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).

BMP Name / Description	DA (sf)	Latitude	Longitude	Receiving Waters	Date Installed or Implemented	NPDES Permit?
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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 CBPRP 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 the CBPRP will be considered with any improvements proposed by the Township or as part of a subdivision and land development application within the Township MS4 designated areas.

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

N/A

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

Signature

(7171) 697-4613

Telephone No.

Date

MS4 PROGRAM ACTIVITY SUMMARY 2016 / 2017

Memo

To: Board of Supervisors
From: Holly Wood
Date: March 31, 2017
Re: 2016/2017 MS4 Update

For the 2016/2017 MS4 Reporting period, the following items have been completed to satisfy requirements of the MS4 program.

MCM #1-Public Education — The following was completed to satisfy public education requirements:

1. An MS4 blurb was added to the Township website on 4/1/16 to explain what MS4 is and why the community should care about it.
2. An article was included in the April newsletter with 10 things people can do to prevent stormwater runoff pollution
3. Links to "Reduce your Stormwater" and "Reduce Your Stormwater Yard Design Tool" were added to the MS4 section of the township website on 5/27/16
4. The Township's updated MS4 maps were added to the MS4 section of the township website on 6/2/16
5. A press release regarding the first ever "Chesapeake Bay Awareness Week" (June 5-11) was added to the website on 6/7/16
6. Cumberland County's 2016 Household Hazardous Waste Drop-off Event (8/20/16) was added to the MS4 section of the township's website on 7/22/16
7. A direct mailer titled "Taking Care of Stormwater" was mailed to 750+ residents living in Monroe Township's MS4 area on 8/15/16
8. A DEP news release in regard to properly handling pool waste water was added to the homepage and MS4 section of the township's website on 9/29/16
9. The Township participated in a joint ad with other municipalities through CapCOG that was published in The Patriot News and The Sentinel.
10. An informational article was included in the Township's October newsletter.
11. Links to EPA and PA DEP websites were added to the Township website February 16, 2017.
12. A link to the Cumberland County Conservation District *Rain Barrels Why & How* website was added to the Township website February 16, 2017.
13. A link to the Alliance for the Bay website was added to the Township website March 23, 2017.
14. MS4 Requirement Update was an agenda item for the February 9, 2017 Board of Supervisors meeting. Township Engineer presented information regarding upcoming MS4 permit renewal including requirement to develop Pollution Reduction Plan (PRP) and achieve 10% TSS reduction under the new permit by 2023. Costs associated with meeting the required sediment reduction were also discussed. There was no public comment offered during the meeting.

MCM #2-Public Participation - Public meeting and workshop opportunities were posted on the township website and bulletin board as follows:

1. It's "Rain in Cats & Dogs!" MS4 Stormwater Best Management Practices for ALL Homeowners and Renters 2016 Series (Green-CAUSE.org) posted to website 10/1/15
2. The Vector Control/Weights & Measures office teamed up with the County's GIS department to map all catch basins or storm drains in the County. Monroe Twp.'s information was completed and sent to us on 3/15/16
3. A Penn State Extension office free workshop for October 25, 2016 that teaches people how to use the "Reduce Your Stormwater Yard Design Tool" was added to the MS4 section of the Township website 9/28/16
4. An Alliance for the Chesapeake Bay funding opportunity to plant native gardens and rain garden installation was added to the MS4 section of the Township website on 10/5/16
5. Notification regarding the availability of funds for residents living within the Yellow Breeches watershed to plant a native garden was posted to the Township's website March 23, 2017.

MCM # 3-Illicit Discharge Detection & Elimination — An illicit discharge report was filed for inlet SC2 on 3/16/16 in the Wertz Development area. Greg Hertzler investigated the report and found what appeared to be cooking oil dumped in the storm drain. The investigation was documented and filed in the 2016 MS4 binder.

Mark Bruening checked the Williams Grove Speedway during the rain event on September 29, 2016 and noted that there is still a large amount of dirt being washed into the Yellow Breeches from the Speedway grounds. Mitigation work was completed at the site in 2015/2016, but it appears to not be sufficient enough to correct an ongoing issue. Mr. Bruening will be following up with Williams Grove Speedway and the Township Solicitor.

January 23, 2017 an illicit discharge at 304 Wertz Avenue, Mechanicsburg was documented by Township maintenance staff while conducting field screening. Discharge was motor oil leaking from an automobile to the storm sewer.

MCM # 4-Construction Site Stormwater Runoff Controls — Construction sites are under the County Conservation District oversight, I have not received any reports regarding inspections and the like for 2016.

MCM # 5-Post-Construction Stormwater Management (PCSM) in New and Re-Development Activities — We do not currently have any post-construction BMP's, development in Trindle Station and Sinclair Park is still under the County Conservation Districts oversight

MCM # 6-Pollution Prevention/Good Housekeeping for Municipal Operations — In March, all inlets that needed cleaning were cleaned and the waste debris was hauled to the landfill.

On September 29, Greg Hertzler and Lee Leinaweaver toured the MS4 area during a rain event to see that all inlets and outlets were working properly.

June 29, 2016, an inventory of facilities and activities owned and operated by the Township was formalized

March 9, 2017, Township staff conducted inlet and catch basin inspections within the Trindle Springs and Yellow Breeches watersheds.

The following training/informational meetings were attended by township supervisors, professionals and employees during the 2016 year:

1. Feb. 25, 2016 — Confined Space Webinar — attended by Dennis Nailor, Kent Kerstetter, John Stamy, IV, Lee Leinaweaver and Greg Hertzler
2. Mar. 15, 2016 — Lower Allen Annual in-house MS4 training to satisfy MCM #6, Pollution Prevention/Good Housekeeping — Lower Allen Township Bldg. — attended by Dennis Nailor and Greg Hertzler
3. Mar. 16, 2016 — “What Constitutes Non-compliance Will My Municipality be Fined?” Swatara Township Municipal Building — attended by Dennis Nailor, Greg Hertzler, and Holly Wood
4. Apr. 20, 2016 --"MS4 Myths & Realities — Educating Municipal Officials & The Public— Silver Spring Township Building. — attended by Carl Kuhl, Greg Hertzler and John Stamy, IV
5. July 14, 2016 — DEP NPDES MS4 Program Updates — Londonderry Township Municipal Building — attended by Catalina Araiza
6. July 26, 2016 — Preparing for your Next Permit NOI or Application — Best Western-Harrisburg — attended by Erik Schroeder
7. August 31, 2016 — Cumberland County MS4 Workgroup — Lower Allen Township Building — attended by Holly Wood & Mark Bruening
8. Sept. 27, 2016 — PRP/TMDL Plans — Best Western-Harrisburg — attended by Erik Schroeder
9. Oct. 3, 2016 — Cumberland County Regional Stormwater BMP Sharing Program — Lemoyne Borough Bldg. — attended by Mark Bruening
10. Oct. 12, 2016 — Salt & Snow Management — Adam County 911 Center — attended by Greg Hertzler
11. Oct. 17, 2016 — DEP Presentation to Board of Delegates CapCOG Board Meeting — attended by Carl Kuhl
12. December 8, 2017 — DEP NPDES MS4 Program Updates — CapCOG sponsored training at K&W consultants — attended by Holly Wood and Greg Hertzler
13. February 27, 2017 — Good Housekeeping/Pollution Prevention Training & PPC Plan Training — Lower Allen Township — attended by Denny Nailor, John Stamy, Lee Leinaweaver, Greg Hertzler, Adam Chronister
14. February 28, 2017 - MS4 Required Plans - CapCOG sponsored training at Hampden Township — attended by Holly Wood, Greg Hertzler and John Stamy

As of March 31, 2017, we have spent a total of \$12,077.13 for the 2016 / 2017 year on our MS4 program.

As a plan for next year, Greg Hertzler would like to arrange a meeting with the fire company to discuss getting reports for any accidents or incidents that occur in the MS4 area, so as to have accurate documentation of possible illicit discharge whether they are allowed or not under the general permit.

There was an indication that Monroe Township would be required to obtain an individual permit for the next permitting cycle, however a request for review due to a possible error was returned in our favor. We will be eligible for coverage under the State's General Permit again, saving us money in permitting fees and such. Pennoni is handling the preparations for our next permitting cycle NOI, which is due in September of 2017.

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

MCM # 1 2016 Monroe Township, Cumberland County

Public Education and Outreach Plan

During the 2016 year, the township website will be updated periodically with new MS4 information to encourage and update residents on current programs and initiatives to "Save the Bay" and assist in maintaining cleaner waters in their respective watershed.

The Township will include informational pieces with regard to the MS4 program in the spring✓ and fall✓ issues of the quarterly township newsletter, as well as make MS4 educational materials available in the township office brochure rack, bulletin board and at the annual community day event.

The Township has also partnered with the Capital Region Council of Government to benefit from regional education and outreach programs sponsored by the COG and will add links and information to the township website as applicable and available. The Township will participate✓ in the educational piece coordinated by the CapCOG being a group advertisement run in The Patriot News and The Sentinel in the fall of the year stressing the importance of clean water to PA.

The Township will also prepare and send a direct✓ mailer flyer to the resident mailing list of its established MS4 areas as designated on the MS4 maps posted in the MS4 office of the township municipal building.

If and when possible and relevant, MS4 information will be distributed to student groups within the township such as elementary school students, boy/girl scout organizations and church youth groups. Developers and builders will be made aware of their MS4 duties and responsibilities through our Zoning Officer and Engineer as plans are submitted, reviewed and approved.

Other opportunities to educate the public will be utilized as they are made aware and available to the Township.

MCM # 1 2017 Monroe Township, Cumberland County

Public Education and Outreach Plan

During the 2017 year, the township website will be updated periodically with new MS4 information to encourage and update residents on current programs and initiatives to “Save the Bay” and assist in maintaining cleaner waters in their respective watershed.

The Township will include informational pieces with regard to the MS4 program in the spring and fall issues of the quarterly township newsletter, as well as make MS4 educational materials available in the township office brochure rack, bulletin board and at the annual community day event.

The Township has also partnered with the Capital Region Council of Government to benefit from regional education and outreach programs sponsored by the COG and will add links and information to the township website as applicable and available. The Township will participate in the educational piece coordinated by the CapCOG being a group advertisement run in The Patriot News and The Sentinel in the fall of the year stressing the importance of clean water to PA.

The Township will also prepare and send a direct mailer flyer to the resident mailing list of its established MS4 areas as designated on the MS4 maps posted in the MS4 office of the township municipal building.

If and when possible and relevant, MS4 information will be distributed to student groups within the township such as elementary school students, boy/girl scout organizations and church youth groups. Developers and builders will be made aware of their MS4 duties and responsibilities through our Zoning Officer and Engineer as plans are submitted, reviewed and approved.

2017 will also see added public education through the renewal process of the MS4 Permit. New requirements and regulations will be conveyed to the public through meetings, workshops, webpages and the like as Ordinances are updated and the NOI is prepared for submission.

Other opportunities to educate the public will be utilized as they are made aware and available to the Township.

MCM #2 – PUBLIC INVOLVEMENT/PARTICIPATION

MCM # 2 2016 Monroe Township, Cumberland County

Public Involvement/Participation Plan

During the 2016 year, the Township will post any and all meetings, workshops, or programs available to the general public to enhance or educate the public about MS4 issues on the township website as they are made available through various outlets and cooperation with other organizations, such as CapCOG and other MS4 partners and municipalities. These meetings, workshops, and program details will be listed and updated on the township website as respective dates come and go.

The Township will also address the MS4 program at a November or December public meeting to update the public and township officials on the progress and compliance with all the MCM's established for the MS4 program. Said update will detail all work completed to date for the year and summarized money spent to complete stated projects, initiatives, and compliance items.

When appropriate, available, and interest is expressed; the township will coordinate with other boards and organizations to arrange clean-up days and possible project workshops that will enhance, educate, and assist residents with properly maintaining their properties and surrounding areas to benefit the MS4 program.

MCM # 2 2017 Monroe Township, Cumberland County

Public Involvement/Participation Plan

During the 2017 year, the Township will post any and all meetings, workshops, or programs available to the general public to enhance or educate the public about MS4 issues on the township website as they are made available through various outlets and cooperation with other organizations, such as CapCOG and other MS4 partners and municipalities. These meetings, workshops, and program details will be listed and updated on the township website as respective dates come and go.

The Township will also address the MS4 program at a November or December public meeting to update the public and township officials on the progress and compliance with all the MCM's established for the MS4 program. Said update will detail all work completed to date for the year and summarized money spent to complete stated projects, initiatives, and compliance items.

When appropriate, available, and interest is expressed; the township will coordinate with other boards and organizations to arrange clean-up days and possible project workshops that will enhance, educate, and assist residents with properly maintaining their properties and surrounding areas to benefit the MS4 program.

2017 will see more opportunities for public involvement through the renewal process of the MS4 Permit. Public meetings and workshops will be advertised to elicit input when amending current ordinances and regulations to comply with the 2018 permit requirements. These meetings and workshops will be advertised as they are planned.

2016-2017 Annual Report will be made available on the township website when complete - notification of availability will be made in next available newsletter

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

2016-Illicit Discharge Notification Procedures

Any illicit discharge reported will be investigated as quickly as possible. In the case of hazardous materials detected: 1st- we will call 911 for proper assistance; 2nd- we will make every effort possible to contain the area; then after clean-up, we will document the incident with when it happened, who was involved, and what was done with materials collected.

Any illicit discharge reported to the Township office will be routed to the Township Certified MS4 Inspector, currently Greg Hertzler, for investigation. Depending on the nature of the incident any or all of the following individuals will be called to assist:

Mark Bruening, Twp. Engineer

Greg Rogalski, Zoning Officer

Tim Wargo, Twp. Sewage Enforcement Officer

Mechanicsburg Borough Sewer Department

Dillsburg Area Authority

Monroe Fire Company

County Control (911)

PA DEP

EPA

MS4 ILLICIT DISCHARGE PLAN

1. Illicit Discharge is reported to Township
2. Illicit Discharge report is completed and turned over to the Certified Stormwater Inspector for investigation
- 3a. If no illicit discharge is found: name, date, exact location, and time is noted on the form and form is filed in MS4 binder under the MCM 3 tab
- 3b. If an illicit discharge is found:
 - 1) Names, date, exact location, and time is noted on the form
 - 2) Other persons necessary to mitigate the situation are called in from the illicit discharge emergency contact list.
 - 3) Samplings and measurements are taken and noted on the form, as well as who performed samplings and measurements
 - 4) Date samplings were analyzed and name of analyzing lab are noted on the form.
 - 5) Sampling and lab results are noted on the form
 - 6) Actions taken and by whom are noted on the form
 - 7) Types, amounts, and disposal location of illicit discharge materials are noted in the form
 - 8) Follow up monitoring, if necessary, is noted on the form, and completed when necessary

MS4 ILLICIT DISCHARGE / EMERGENCY

CONTACT LIST

**DEPENDING ON THE TYPE OF ILLICIT DISCHARGE
REPORTED OR DETECTED**

TWP POINT PERSON: GREG HERTZLER, CERTIFIED STORMWATER INSPECTOR
717-697-4613

TWP ENGINEER: MARK BRUENING, BARTON & LOGUIDICE
717-737-8326

TWP SEO OFFICER: TIM WARGO, HOOVER ENGINEERING
717-770-0100

MECHANICSBURG BOROUGH SEWER DEPARTMENT:
717-691-3320

DILLSBURG AREA AUTHORITY: 717-502-0431

FIRE COMPANY: MONROE FIRE COMPANY - non-emergency - 717-258-3458

COUNTY CONTROL: non-emergency - 717-238-9676

PA DEP:

DEP 24 Hour Emergency Response - 866-825-0208

DEP Southcentral Regional Office Hotline - 717-705-4707

Fish Commission Pollution Hotline - 800-854-7365

DEP Southcentral Environmental Emergencies – Contact - 877-333-1904

EPA:

EPA REGION 3 - 215-814-5000 or 800-438-2474

2016-MCM # 3 & MCM # 6

THE SOUTH EAST CORNER OF MONROE TOWNSHIP IN THE MS4 AREA.

Inspections will be done several times during the year by the township employees. We will be looking for any illicit discharge, focusing on color or odor of any discharges observed. We will also be checking the outfalls and the buffer areas to see that they are working properly with no discoloration to the plants. For every inspection, we will be sure to write down when and who performed the inspections.

Over the winter, we will use salt only when possible to treat the roads for ice and snow. The roads will be swept in the spring with our street sweeper to clean up any leftover debris from the winter to prevent it from getting into our inlets and pipes. Again writing down when and who performed the work. The street sweepings will be disposed of at an approved landfill.

For 2016, we will be repairing an inlet on Miller Road (MR1) that needs to be reconstructed. The walls need to be concreted and the grate lowered on this particular inlet. Once in the spring, we will do a complete inspection of all inlets and outfalls to check for debris and cracks to the inlets. We will also complete a rainy day inspection in late summer or early fall. While inspecting inlets and outfalls, we will also be checking the surrounding areas for any run off from fields could be a problem.

With the rural areas of the designated MS4 area, we will occasionally clean the ditches to keep the runoff water controlled. In our developments where most of our outfalls have grass area to filter the water, and we have no right-of-way to clean if they become filled up, we will get permission from the landowner to perform the work.

We will check any complaint received as quickly as possible. In the case of hazardous materials detected: 1st- we will call 911 for proper people; 2nd- we will try to contain the area from getting out of hand; then after clean-up, we will document the incident with when it happened, who was involved, and what was done with materials collected.

2017-Illicit Discharge Notification Procedures

Any illicit discharge reported will be investigated as quickly as possible. In the case of hazardous materials detected: 1st- we will call 911 for proper assistance; 2nd- we will make every effort possible to contain the area; then after clean-up, we will document the incident with when it happened, who was involved, and what was done with materials collected. Said documentation will be filed in the MS4 binder in the MS4 office located at the Township office.

Any illicit discharge reported to the Township office will be routed to the Township Certified MS4 Inspector, currently Greg Hertzler, for investigation. Depending on the nature of the incident any or all of the following individuals will be called to assist:

Greg Rogalski, Twp. Engineer & Zoning Officer

Tim Wargo, Twp. Sewage Enforcement Officer

Mechanicsburg Borough Sewer Department

Dillsburg Area Authority

Monroe Fire Company

County Control (911)

PA DEP

EPA

Contact information for above listed individuals or entities attached as separate list.

MS4 ILLICIT DISCHARGE / EMERGENCY **CONTACT LIST**

DEPENDING ON THE TYPE OF ILLICIT DISCHARGE REPORTED OR DETECTED

TWP POINT PERSON: GREG HERTZLER, CERTIFIED STORMWATER INSPECTOR
717-697-4613

TWP ENGINEER: GREG ROGALSKI, PENNONI ASSOCIATES
717-620-5947

TWP SEO OFFICER: TIM WARGO, HOOVER ENGINEERING
717-770-0100

MECHANICSBURG BOROUGH SEWER DEPARTMENT:
717-691-3320

DILLSBURG AREA AUTHORITY: 717-502-0431

FIRE COMPANY: MONROE FIRE COMPANY - non-emergency - 717-258-3458

COUNTY CONTROL: non-emergency - 717-238-9676

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Fish Commission Pollution Hotline - 800-854-7365

DEP Southcentral Environmental Emergencies – Contact - 877-333-1904

EPA:

EPA REGION 3 - 215-814-5000 or 800-438-2474

MS4 ILLICIT DISCHARGE PLAN

1. Illicit Discharge is reported to Township
2. Illicit Discharge report is completed and turned over to the Certified Stormwater Inspector for investigation
- 3a. If no illicit discharge is found: name, date, exact location, and time is noted on the form and form is filed in MS4 binder under the MCM 3 tab
- 3b. If an illicit discharge is found:
 - 1) Names, date, exact location, and time is noted on the form
 - 2) Other persons necessary to mitigate the situation are called in from the illicit discharge emergency contact list.
 - 3) Samplings and measurements are taken and noted on the form, as well as who performed samplings and measurements
 - 4) Date samplings were analyzed and name of analyzing lab are noted on the form.
 - 5) Sampling and lab results are noted on the form
 - 6) Actions taken and by whom are noted on the form
 - 7) Types, amounts, and disposal location of illicit discharge materials are noted on the form
 - 8) Follow up monitoring, if necessary, is noted on the form, and completed when necessary
 - 9) Form is filed in the MS4 binder under the MCM 3 tab



MONROE TOWNSHIP

1220 Boiling Springs Road, Mechanicsburg, PA 17055-9794

Phone: (717) 258-6642 • (717) 697-4613 • Fax: (717) 258-9311 • E-Mail: Monroetwp@monroetwp.net

Handwritten signature/initials
Handwritten signature/initials

October 28, 2016

VIA CERTIFIED RETURN RECEIPT

Kathy Hughes
Williams Grove Speedway
1 Speedway Drive
Mechanicsburg, PA 17055

**RE: Monroe Township
Williams Grove Speedway – Illicit Discharge**

Dear Ms. Hughes,

I have recently received the enclosed Illicit Discharge Field Screening Forms (B.2 Forms) from Mark Bruening, the Engineer for Monroe Township. The two B.2 Forms concern Outfall #39 and Outfall #52, and indicate silt erosion and sediment runoff emanating from the Williams Grove Speedway property. The flow observed entering each outfall consisted of cloudy, brown water containing sediment deposits. The observations by Mr. Bruening amount to an illicit discharge into Monroe Township's storm drainage system, which is a violation of Ordinance No. 2014-04.

This letter serves as a Notice of Violation pursuant to Ordinance No. 2014-04, Section 14. The illicit discharges as described in the B.2 Forms enclosed must be remediated within thirty (30) days from the date of this Notice. If the remediation is not completed within this time, further legal action will be taken by the Township to enforce said Ordinance. I have enclosed a copy of Ordinance No. 2014-04 for your review.

If you feel that this Notice of Violation has been issued in error, you may appeal to the Monroe Township Board of Supervisors within twenty (20) days of the date of this Notice. If you do not appeal within said twenty (20) days, your right to contest this Notice shall be deemed waived.

Please contact me if you have any questions.

Very Truly Yours,

Holly S. Wood
Administrative Assistant

cc: Mark Bruening (via email only)
Karen Lowery (via email only)
Michael J. Pykosh

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Kathy Hughes
Williams Grove Speedway
1 Speedway Drive
mechanicsburg, PA
17055

2. Article Number
(Transfer from sender's label)

PS Form 3811, 1

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X


☐ Agent☐ Addressee

B. Received by (Printed Name)

C. Date of Delivery

11/1/16

D. Is delivery address different from item 1? ☐ YesIf YES, enter delivery address below: ☐ No

3. Service Type

☒ Certified Mail☐ Express Mail☐ Registered☐ Return Receipt for Merchandise☐ Insured Mail☐ C.O.D.

4. Restricted Delivery? (Extra Fee)

☐ YesConfirmation
Services

Package ID 9171999991703478201879

Destination ZIP Code: 17055

Recipient:

Kathy Hughes

Address:

Wm. Grove Speedway

E-CERTIFIED

1ST CLASS LETTER

PBP Account #: 16399909

Serial #: 0252011

OCT 28 16 11:08A

**Monroe Township
Illicit Discharge Field Screening Form**

OUTFALL #: 39 Date: 9/29/16 Time: 9:15 AM

TIME SINCE LAST RAIN: ≥72 hours <72 hours
 QUANTITY OF LAST RAIN: ≥0.1 inches <0.1 inches
 INSPECTION TEAM: M. B. BAUEWING, P.E.

SITE DESCRIPTION:

LOCATION (Narrative Description): SILT EROSION FROM KILMARS GROUND SPEEDWAY SITE

STRUCTURE TYPE: OPEN CHANNEL ☐ MANHOLE ☐ OUTFALL ☒ OTHER: SLURRY

DOMINANT WATERSHED LAND USES: INDUSTRIAL ☐ COMMERCIAL ☒ RESIDENTIAL ☐ UNKNOWN ☐
 OTHER: _____

FLOW ESTIMATION:

WAS FLOW OBSERVED? NO ☐ YES ☒ IF YES, PLEASE ANSWER a. - d. BELOW.

a. WIDTH OF WATER SURFACE (feet): 4
 b. APPROXIMATE DEPTH OF WATER (feet): 0.167
 c. APPROXIMATE FLOW VELOCITY (feet per second): 0.5
 d. FLOW RATE (cubic feet per second) = $a \times b \times c =$ 0.34

VISUAL OBSERVATIONS:

WAS A PHOTO TAKEN? NO ☐ YES ☒ (Roll and Photo Number: Attached)

ODOR: NONE ☒ MUSTY ☐ SEWAGE ☐ ROTTEN EGGS ☐ SOUR MILK ☐ OTHER: _____

COLOR: CLEAR ☐ RED ☐ YELLOW ☐ BROWN ☒ GREEN ☐ GREY ☐ OTHER: _____

CLARITY: CLEAR ☐ CLOUDY ☒ OPAQUE ☐

FLOATABLES: NONE ☒ OILY SHEEN ☐ GARBAGE/SEWAGE ☐ OTHER: _____

DEPOSITS/STAINS: NONE ☐ SEDIMENTS ☒ OILY ☐ OTHER: _____

VEGETATION CONDITION: NONE ☒ NORMAL ☐ EXCESSIVE GROWTH ☐ INHIBITED GROWTH ☐

STRUCTURAL CONDITION: NORMAL ☐ CONCRETE CRACKING ☐ METAL CORROSION ☐ OTHER: _____

BIOLOGICAL: MOSQUITO LARVAE ☐ BACTERIA/ALGAE ☐ OTHER: N.A.

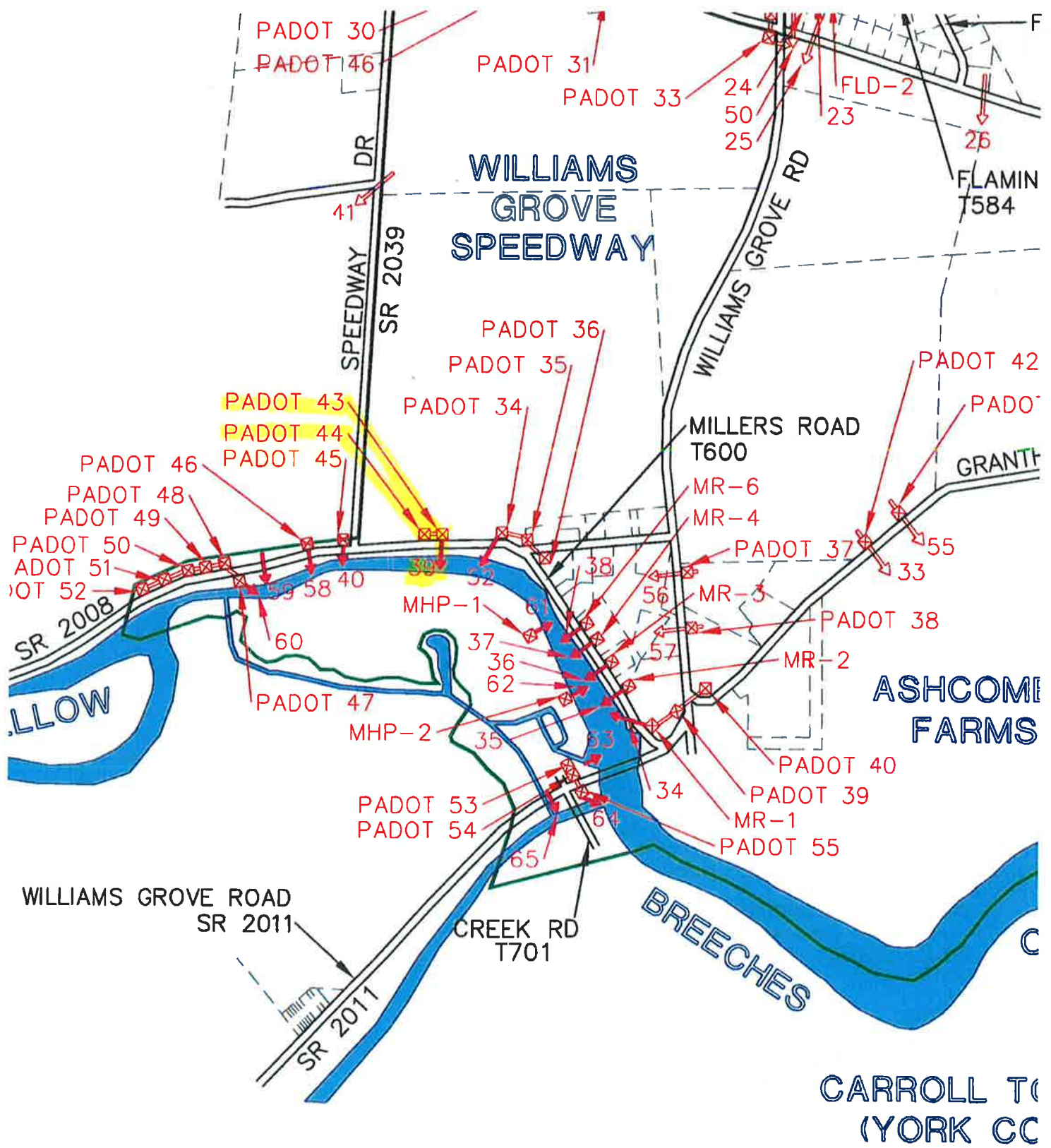
FIELD ANALYSIS:

WATER TEMP: _____ °F / °C CHLORINE (Total): _____ mg/l
 pH: _____ COPPER: _____ mg/l
 PHENOL: _____ mg/l DETERGENTS: _____ mg/l

WAS A LABORATORY SAMPLE COLLECTED? NO ☒ YES ☐
 (if yes attach copy of chain-of-custody record)

COMMENTS: _____

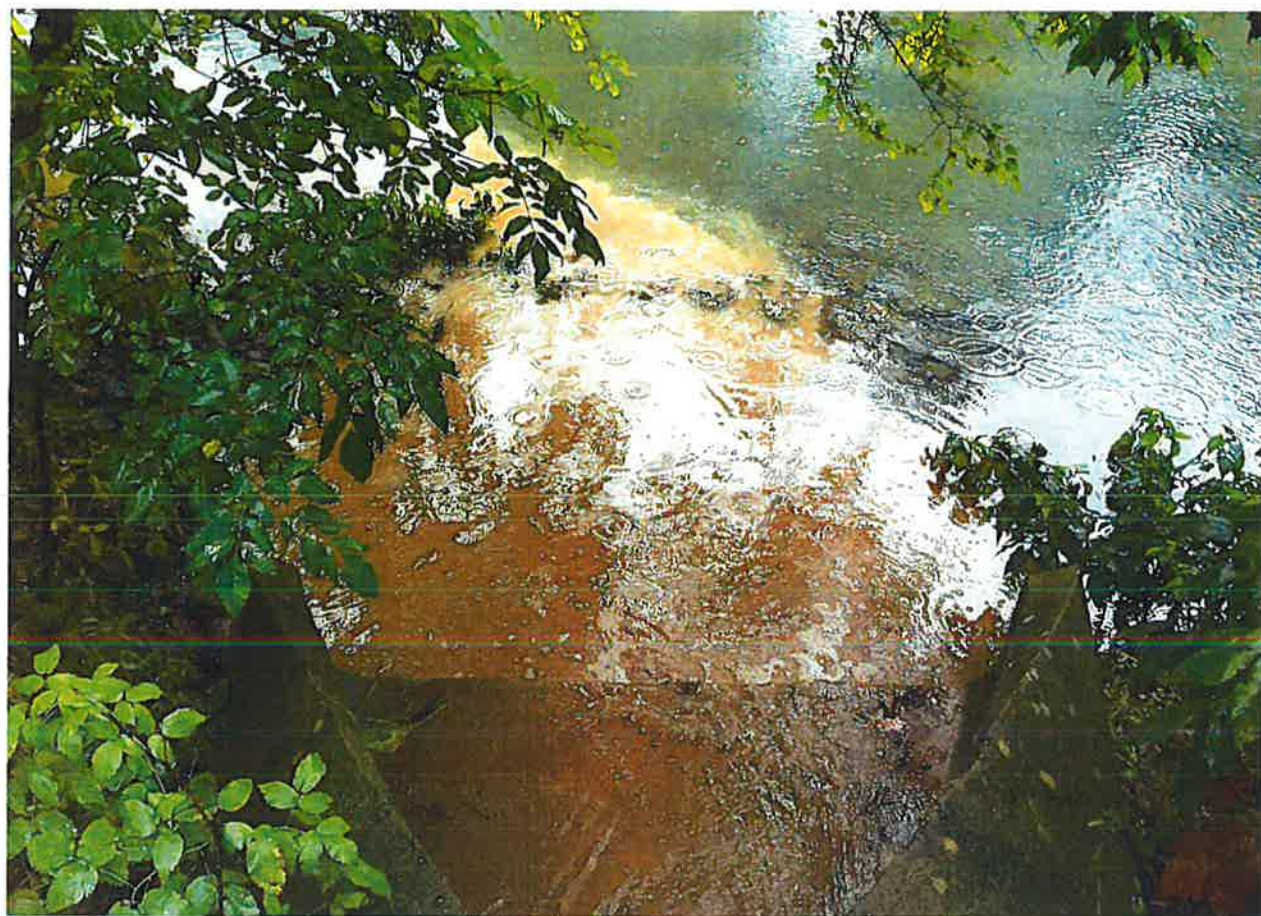
DATA SHEET FILLED OUT BY: (signature): _____ DATE: 10/25/16
 (print name): MARK B. BAUEWING, P.E. - TWP. ENG.











**Monroe Township
Illicit Discharge Field Screening Form**

OUTFALL #: 52 Date: 9/29/16 Time: 9:15 AM

TIME SINCE LAST RAIN: ☐ ≥72 hours ☒ <72 hours

QUANTITY OF LAST RAIN: ☐ ≥0.1 inches ☒ <0.1 inches

INSPECTION TEAM:

M.B. BUEENING, P.E.

SITE DESCRIPTION:

LOCATION (Narrative Description):

SEDIMENT OBSERVED IN RUNOFF FROM WILLIAMS GROVE SPEEDWAY ENTERING INLET PADOT 34 WHICH DISCHARGES TO YELLOW BREECHES CREEK AT OUTFALL #52

STRUCTURE TYPE: ☒ OPEN CHANNEL

☐ MANHOLE

☒ OUTFALL

OTHER: INLET PADOT 34

DOMINANT WATERSHED LAND USES:

☐ INDUSTRIAL

☒ COMMERCIAL

☐ RESIDENTIAL

☐ UNKNOWN

OTHER: _____

FLOW ESTIMATION:

WAS FLOW OBSERVED? ☐ NO

☒ YES

IF YES, PLEASE ANSWER a. - d. BELOW.

a. WIDTH OF WATER SURFACE (feet):

2

b. APPROXIMATE DEPTH OF WATER (feet):

0.167

c. APPROXIMATE FLOW VELOCITY (feet per second):

2

d. FLOW RATE (cubic feet per second) = a x b x c =

0.70

VISUAL OBSERVATIONS:

WAS A PHOTO TAKEN? ☐ NO

☒ YES

(Roll and Photo Number: Attached)

ODOR:

☒ NONE

☐ MUSTY

☐ SEWAGE

☐ ROTTEN EGGS

☐ SOUR MILK

OTHER: _____

COLOR:

☐ CLEAR

☐ RED

☐ YELLOW

☒ BROWN

☐ GREEN

☐ GREY

OTHER: _____

CLARITY:

☐ CLEAR

☒ CLOUDY

☐ OPAQUE

FLOATABLES:

☒ NONE

☐ OILY SHEEN

☐ GARBAGE/SEWAGE

OTHER: _____

DEPOSITS/STAINS:

☐ NONE

☒ SEDIMENTS

☐ OILY

OTHER: _____

VEGETATION CONDITION:

☐ NONE

☒ NORMAL

☐ EXCESSIVE GROWTH

☐ INHIBITED GROWTH

STRUCTURAL CONDITION:

☒ NORMAL

☐ CONCRETE CRACKING

☐ METAL CORROSION

OTHER: _____

BIOLOGICAL:

☐ MOSQUITO LARVAE

☐ BACTERIA/ALGAE

OTHER: ph. 4.

FIELD ANALYSIS:

WATER TEMP: _____ °F / °C

CHLORINE (Total): _____

mg/l

pH: _____

COPPER: _____

mg/l

PHENOL: _____

mg/l

DETERGENTS: _____

mg/l

WAS A LABORATORY SAMPLE COLLECTED? ☒ NO

☐ YES

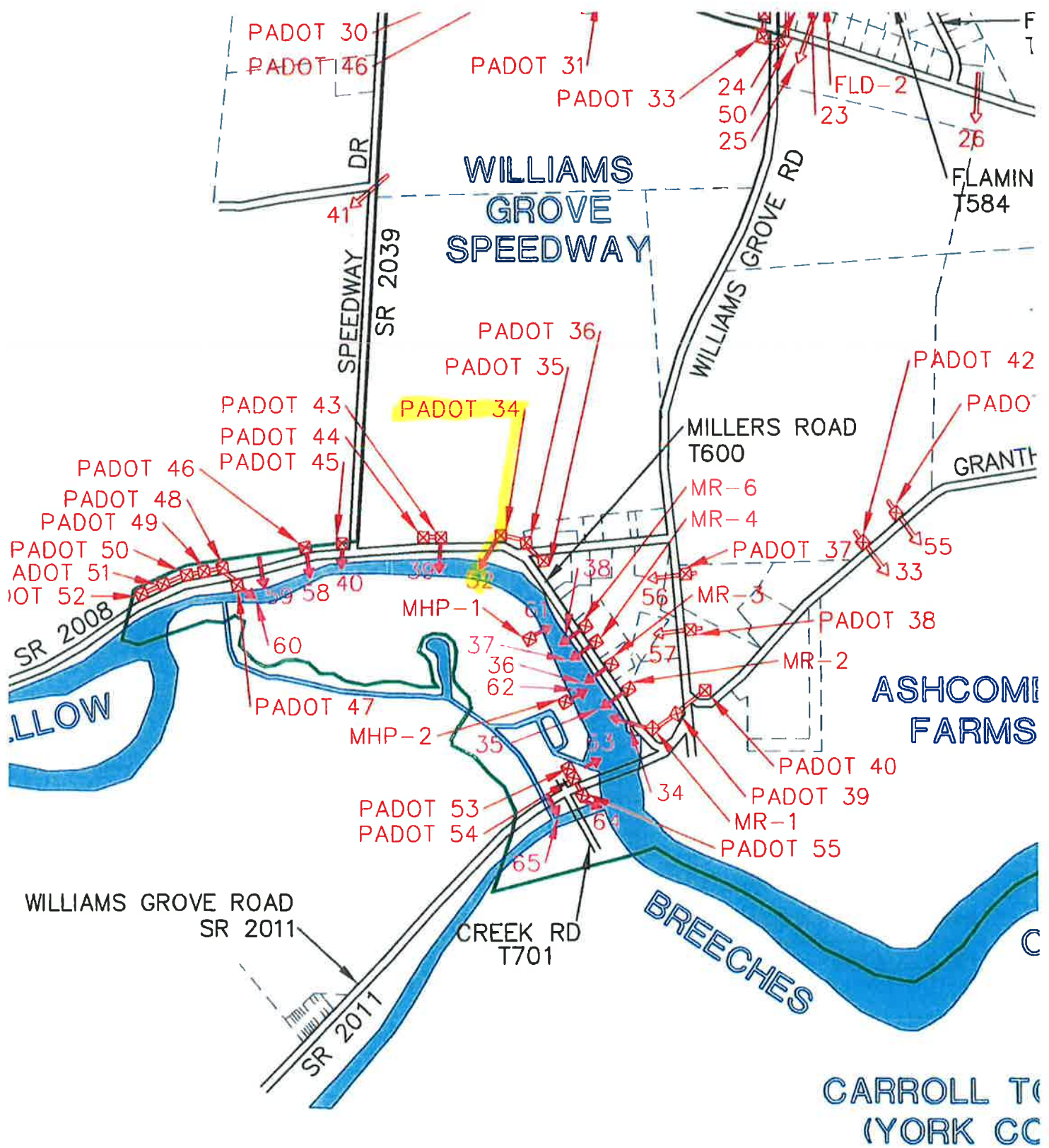
(if yes attach copy of chain-of-custody record)

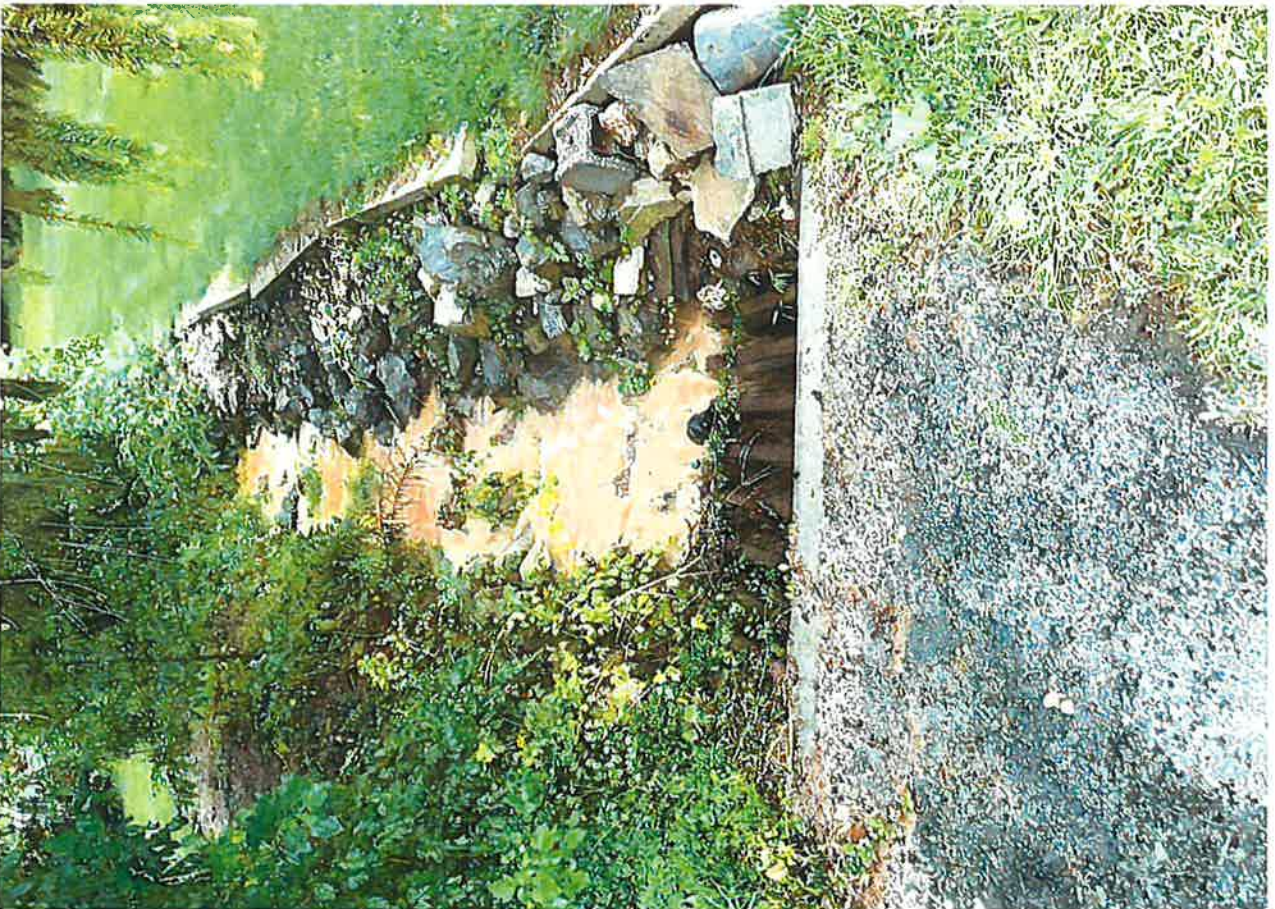
COMMENTS: _____

DATA SHEET FILLED OUT BY: (signature): Mark B. Bueening, P.E.

DATE: 10/25/16

(print name): MARK B. BUEENING, P.E., TRIP EGR







November 16, 2016

Monroe Township
Board of Supervisors
1220 Boiling Springs Rd
Mechanicsburg Pa 17055

Dear Supervisors,

We recently received your letter concerning the Illicit Discharge Field Screening Forms. We have forwarded the letter to our contracted engineering company on this matter and had a meeting set up with Chris Hoover November 4th to discuss the matter.

Williams Grove Speedway had started the process to eliminate the problems concerning the illicit discharge. The basin in the infield (phase1) was started in 2015 under the distress of the company not having funds at the time. We secured funding and completed the project in December 2015. The basin in the front of the property(phase2) was started on April 22nd 2016 and is 50% complete. The completion of the project was to be completed at the end of the year but do to the loss of our largest race we have pushed the project back to start in the beginning of 2017. The John Gleim Excavating company has already been contracted to set up a date for completion of this basin.

In addition to the completed work detailed above, we will continue with an aggressive regiment of other steps to alleviate the discharge of sediment leaving our site. They will include, at a minimum, the following:

1. Installation of silt soxx will occur along critical areas of drainage within the site, especially those areas along drainageways, edges of slopes where erosion could occur, and along the entrance driveways.



2. Begin a schedule of sweeping the off-track areas after racing events to minimize the amount of soil deposited on areas outside of the track which could be washed to the storm sewer system.
3. Complete the construction of Basin 3 (adjacent to the entrance driveway) by enlarging the basin to create additional capacity, as well as installing a new outlet structure.
4. Construct a small sediment basin along the pit area, which will intercept drainage from this area, and prevent the discharge from entering the PennDOT drainage system near Inlet MR-4.
5. Clean out Basin 2 within the infield of the track to provide additional storage volumes.

The people involved with our company plan to continue working with all involved till we can rectify this situation in the future.

Thank you,

Management



**MCM #5 –POST CONSTRUCTION STORMWATER MANAGEMENT (PCSM) IN NEW AND
REDEVELOPMENT ACTIVITIES**

MCM #5 - POST CONSTRUCTION STORMWATER MANAGEMENT (PCSM) INSPECTION PROGRAM

The *Post Construction Stormwater Management Inspection Program* for Monroe Township has been developed to ensure adequate operation and maintenance of all post-construction stormwater management Best Management Practices (BMPs) installed at all qualifying development or re-development projects, including those owned or operated by the Township. Only BMPs within or draining to the urbanized area need to be inventoried and inspected.

- A. An inventory of all post-construction stormwater BMPs should be developed and maintained. The inventory should include all BMPs installed to meet the requirements of an NPDES permit (sites 1 acre or greater) since March 10, 2003 and include the following information:
 - 1. The exact location of the BMP
 - 2. Information (i.e. name, mailing address, contact numbers) about the BMP owner and/or the entity responsible for BMP operations and maintenance.
 - 2. Type of BMP and year constructed
 - 3. Maintenance required for the BMP type according to the PA Stormwater BMP Manual or the site-specific plan
 - 4. Actual inspection/maintenance activities for each BMP; and an assessment by the Township determining if proper operation and maintenance occurred
 - 5. Actions taken by the Township to address non-compliance with operation and maintenance requirements.
- B. BMPs should be inspected annually.
- C. Property owners should be notified prior to conducting the inspection.
- D. The approved subdivision and/or land development plan and/or as-built plans should be utilized during the site inspection to verify proper location of BMPs.
- E. A field report is to be completed for each BMP inspected. Reports are to document:
 - 1. Visual observations regarding site conditions
 - 2. Weather conditions during and 24 hours prior to the inspection
 - 3. Discrepancies between the plan details and the installed BMP
 - 4. Maintenance notes

5. Photographs
 6. Date and time inspector was present on site, and
 7. Note indicating whether BMP owner was present.
- F. Should non-compliance with operation and maintenance requirements be noted, the property owner should be notified and given the opportunity to address any operation or maintenance issues. For continued non-compliance, penalties may be assessed per the procedures set forth in §501 of the Township Stormwater Management Ordinance and the recorded Operation and Maintenance Agreement.

MS4 INVENTORY OF PCSM BMP'S

WEST SHORE EVANGELICAL FREE CHURCH

TRINDLE STATION DEVELOPMENT

SINCLAIR PARK DEVELOPMENT

ALL ABOVE LISTED PROJECTS ARE STILL UNDER THE
COUNTY CONSERVATION DISTRICT OFFICE'S AUTHORITY

MCM #6 – POLLUTION PREVENTION / GOOD HOUSEKEEPING

2016-MCM # 3 & MCM # 6

THE SOUTH EAST CORNER OF MONROE TOWNSHIP IN THE MS4 AREA.

Inspections will be done several times during the year by the township employees. We will be looking for any illicit discharge, focusing on color or odor of any discharges observed. We will also be checking the outfalls and the buffer areas to see that they are working properly with no discoloration to the plants. For every inspection, we will be sure to write down when and who performed the inspections.

Over the winter, we will use salt only when possible to treat the roads for ice and snow. The roads will be swept in the spring with our street sweeper to clean up any leftover debris from the winter to prevent it from getting into our inlets and pipes. Again writing down when and who performed the work. The street sweepings will be disposed of at an approved landfill.

For 2016, we will be repairing an inlet on Miller Road (MR1) that needs to be reconstructed. The walls need to be concreted and the grate lowered on this particular inlet. Once in the spring, we will do a complete inspection of all inlets and outfalls to check for debris and cracks to the inlets. We will also complete a rainy day inspection in late summer or early fall. While inspecting inlets and outfalls, we will also be checking the surrounding areas for any run off from fields could be a problem.

With the rural areas of the designated MS4 area, we will occasionally clean the ditches to keep the runoff water controlled. In our developments where most of our outfalls have grass area to filter the water, and we have no right-of-way to clean if they become filled up, we will get permission from the landowner to perform the work.

We will check any complaint received as quickly as possible. In the case of hazardous materials detected: 1st- we will call 911 for proper people; 2nd- we will try to contain the area from getting out of hand; then after clean-up, we will document the incident with when it happened, who was involved, and what was done with materials collected.

2017-MCM # 6

THE SOUTH EAST CORNER OF MONROE TOWNSHIP IN THE MS4 AREA.

Inspections will be done several times during the year by the township employees. We will be looking for any illicit discharges, focusing on color or odor of any discharges observed. We will also be checking the outfalls and the buffer areas to see that they are working properly with no discoloration to the plants. For every inspection, we will be sure to log when and who performed the inspections on our official inspection sheets.

During the winter, we will use salt only when possible to treat the roads for ice and snow. The roads will be swept in the spring with our street sweeper to clean up any leftover debris from the winter to prevent it from getting into our inlets and pipes. Again logging when and who performed the work. The street sweepings will be disposed of at an approved landfill. In 2017, Monroe Township would like to look at developing an agreement with Mechanicsburg Borough for use of their screening process to reduce the amount of uncontaminated street sweepings being hauled to the local landfill.

Once in the spring of 2017, we will do a complete inspection of all inlets and outfalls to check for debris and cracks to the inlets. We will also complete a rainy day inspection in late summer or early fall. While inspecting inlets and outfalls, we will also be checking the surrounding areas for any runoff from fields could be a problem. A dry weather, fall inspection of all the inlets and outfalls will also be performed

With the rural areas of the designated MS4 area, we will occasionally clean the ditches to keep the runoff water controlled. In our developments where most of our outfalls have grass area to filter the water, and we have no right-of-way to clean if they become filled up, we will get permission from the landowner to perform any work and to do any inspections.

All inspection reports will be maintained in binders for their respective areas in the MS4 office located at the Township Building.

MS4 INVENTORY OF MUNICIPAL FACILITIES

ROADS

TRINDLE SPRINGS AREA

ALDER STREET

BARN SWALLOW WAY (NOT YET A DEDICATED TWP. ROAD)

BUTTERFLY DRIVE (NOT YET A DEDICATED TWP. ROAD)

CHARLES AVENUE

FAIRFIELD STREET

FRANKLIN DRIVE (NOT YET A DEDICATED TWP. ROAD)

GENEVIEVE DRIVE (NOT YET A DEDICATED TWP. ROAD)

GREEN ACRES STREET

LODGE ROAD

LONGMEADOW STREET

MONROE STREET

NIXON DRIVE

SHULER STREET

SINCLAIR ROAD

SPRING CIRCLE

SPRINGROCK COURT (NOT YET A DEDICATED TWP. ROAD)

TAMANINI WAY (NOT YET A DEDICATED TWP. ROAD)

W. KELLER STREET

W. TRINDLE ROAD (STATE ROAD)

WERTZ AVENUE

PARKS

NONE

MS4 INVENTORY OF MUNICIPAL FACILITIES

ROADS

WILLIAMS GROVE AREA

FAIRWAY DRIVE

FISHER ROAD

FLAMINGO DRIVE

JOHN-MAR COURT

LUCINDA LANE

MILLERS ROAD

PARK PLACE (STATE ROAD)

SPEEDWAY DRIVE

STONER ROAD

STONER ROAD EXTENDED

STUMPSTOWNS ROAD

W. GRANTHAM ROAD (STATE ROAD)

W. LISBURN ROAD (STATE ROAD)

WESTVIEW DRIVE

WIDDERS DRIVE

WILLIAMS GROVE ROAD (STATE ROAD)

PARKS

MONROE ACRES

MOWING OF PARKS & ROAD SHOULDERS, PLOWING & SALTING OF TOWNSHIP OWNED ROADS FOR SNOW & ICE REMOVAL, ROAD/STREET SWEEPING, AND ROAD REPAIR ITEMS (SUCH AS SEALCOATING & CRACK SEALING) ARE PERFORMED ON ALL TOWNSHIP OWNED ROADS AND PARKS AS NEEDED TO MAINTAIN SAFETY AND CLEAN APPEARANCE.

Trindle Springs Area

Outfall 6

923 Spring Circle Outfall to left of house

919 Spring Circle Outfall to right of house (Earnie Zimmerman Property)

Outfall 7

909 Spring Circle Outfall is to the right in 911 Spring circle back yard but have to walk beside there property to get in the back yard of 911 Spring.

911 Spring circle Outfall 7 is in the rear behind the shed.

2016 Monroe Township, Cumberland County

Employee Training Program

During the 2016 year, Monroe Township will require various employees to attend MS4 workshops and education programs with the goal of educating and sharing information learned with fellow employees, supervisors, township boards and other organizations, as well as the general public, to better comply with MS4 program requirements and enhance the watersheds and waters of Pennsylvania. Monroe Township will seek out and attend training programs made available through State and local governments and other local agencies, such as the Capital Regions Council of Governments, neighboring municipalities and other such groups.

Monroe Township will also conduct an annual in-house meeting to review the yearly progress of the MS4 program, as well as educate all employees, supervisors, and the like, that are not directly or deeply involved in the MS4 program. Said training will detail work completed to date for the year, initiatives, and compliance items.

All trainings will be summarized in a memo to the Board of Supervisors, logged in the MS4 binder, and any materials used or obtained at said training will be maintained in the MS4 binder or MS4 office files depending on the size of said training materials.

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