

Commonwealth of Pennsylvania MS4 Annual Report

June 2021 - 2022

Prepared For



Manheim Borough, Lancaster County



MCM #1 Appendix

- **MCM #1 Project Plan**
- **BMP 1.1 Attachments**
 - MCM #1 Project Plan.pdf
- **BMP 1.2 Attachments**
 - MCM #1 Project Plan.pdf
- **BMP 1.3 Attachments**
 - Stormwater Management “Borough website”.pdf
 - Spring-2022-Newsletter.pdf
 - Fall-2021-Newsletter.pdf
 - MCM #1 Project Plan.pdf
- **BMP 1.4 Attachments**
 - When it rains, it drains.pdf
 - SW info (sent with permits).pdf
 - Printed materials (2021).pdf
 - Homeowners Guide.pdf
 - MCM #1 Project Plan.pdf

MCM #1 Project Plan

- BMP 1.1

Description:

Develop, implement and maintain a written Public Education and Outreach Program.

Action Plan:

This plan will be reviewed annually, at a minimum, and revised when deemed necessary. This plan document is intended to serve as the required Public Education and Outreach Plan (PEOP).

- BMP 1.2

Description:

Develop and maintain lists of target audience groups present within the areas served by your MS4.

Action Plan:

The Borough has identified residents, businesses, community organizations, and elected officials within the Borough as target audiences. At least one of the educational activities identified under BMP 1.3 and 1.4 will reach each target audience group annually.

- BMP 1.3

Description:

Annually publish at least one educational item on your Stormwater Management Program.

Action Plan:

i) Printed materials:

Borough Newsletter - The Borough utilizes their community newsletter as a means for disseminating information. The newsletter is distributed semi-annually. The Borough annually reviews and verifies the mailing address list, to ensure it is current. The target audiences of this activity are Borough residents, businesses, and community organizations. The newsletter is also available on the Borough website.

ii) Website:

The Borough maintains a website which posts newsletter articles and PA DEP contact information. The Borough website contains information on stormwater management as well as a brief description of the requirements of the MS4 Permit. The target audience group is residents of the Borough.

- BMP 1.4

Description:

Distribute stormwater educational materials to target audiences.

Action Plan:

i) Printed Materials

Printed Materials at Borough Office - A copy of the County of Lancaster Green Infrastructure handout as well as other PA DEP brochures are available at the Borough office. The Green Infrastructure handout outlines what a resident can do to enhance local water resources. The Borough Zoning Officer and Manager are able to provide explanations of the information provided, upon request. The target audience group is the residents of the Borough. The Borough Library is located directly above the Borough Office which causes a lot of foot traffic to pass by the Office. Materials have been placed in the hallway to capture this foot traffic.

ii) Meetings:

Borough Council Meetings – MS4 activities are reported on the Borough Engineer's monthly report which is reviewed at Council meetings. Borough has also elected to hold their required MS4 Public Meeting during regularly scheduled Borough Council Meetings since it gives the greatest opportunity for resident exposure. The target audience groups for this activity are elected officials and Borough residents.

iii) Permits:

The Borough includes a stormwater educational pamphlet with the issuance of all building permits. The target audience groups are Borough residents and contractors.

iv) Welcome Packet:

The Borough provides a Welcome Packet to all new property owners within the Borough. A "When It Rains, It Drains" informational brochure is included in each Welcome Packet.

v) Chiques Creek Watershed Alliance

This group was formed with the mission to promote good stewardship of the land within the Chiques Watershed in order to protect and preserve the Chiques Creek for our present community and for future generations. A Borough representative participates in their monthly meetings in addition to the Borough providing an annual financial contribution. This group provides education in and around the Borough including an information stand at the annual farm show.

MCM #1 Project Plan

- BMP 1.1

Description:

Develop, implement and maintain a written Public Education and Outreach Program

Measurable Goal:

1. For new permittees, a written Public Education and Outreach Program (PEOP) shall be developed and implemented within one year following approval of coverage under this General Permit, and shall be re-evaluated each year thereafter and revised as needed.
2. For existing permittees, the existing PEOP shall be reviewed annually 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.

Action Plan:

This plan will be reviewed annually, at a minimum, and revised when deemed necessary. This plan document is intended to serve as the required Public Education and Outreach Plan (PEOP).

- BMP 1.2

Description:

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

Measurable Goal:

1. For new permittees, the lists shall be developed within one year following approval of coverage under this General Permit, and reviewed and updated as necessary every year thereafter.
2. For existing permittees, the lists shall continue to be reviewed and updated annually.

Action Plan:

The Borough has identified residents, businesses, community organizations, and elected officials within the Borough as target audiences. At least one of the educational activities identified under BMP 1.3 and 1.4 will reach each target audience group annually.

- BMP 1.3

Description:

Annually publish at least one educational item on your Stormwater Management Program

Measurable Goal:

1. 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.
2. In subsequent years, and for existing permittees, the list of items published and the content in these items shall be reviewed, updated, and maintained annually.

The permittee's publications shall contain stormwater educational information that addresses one or more of the six MCMs.

Action Plan:

i) Printed materials:

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ii) Website:

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- BMP 1.4

Description:

Distribute stormwater educational materials to target audiences

Measurable Goal:

All permittees shall select and utilize at least two distribution methods annually. These are in addition to BMP #3, above.

Action Plan:

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Follow Us



Stormwater Management

For information specifically related to flooding, please visit the following page:

Flood Information

Welcome to Stormwater Management Information page. This page is designed to provide Borough residents and property owners with quick access to information and resources to preserve and protect our water in the Borough and the Lancaster County regional community. Manheim Borough is actively involved in a variety of programs and initiatives to meet various Statewide and National goals for clean water.

As this communities knows, heavy rains can cause serious problems for this community. In 2011, Tropical Storm Lee caused widespread flooding in this community. Over the years, other storms have caused property damage and flooding of our roads, bridges, parks, and homes.

We all have a role to play to protect this community from the impacts of the rain.

Stormwater originates from rainfall and other precipitation that runs off of surfaces all over the Borough – rooftops, streets, construction sites, lawns, fields, etc.

Stormwater makes its way either along the surface or soaks into the ground. The surface water flows into swales, storm drains, and other natural water courses. As this water moved toward the streams and rivers, it will pick up loose things on the ground with it. This can include pollutants, sediment, leaves, trash, etc. The groundwater often times comes to the surface from springs in the water table. The Borough, together with the Borough Authority, Penn Township and Rapho Township are actively working to protect the ground water, the primary source of our drinking

are actively working to protect the ground water, the primary source of our drinking water in this region. The Borough is therefore developing a variety of programs and strategies to enhance water quality through plantings, mowing strategies, implementation of storm water management facilities and other “best management practices” (BMPs). We hope that you will find this information useful in learning about the requirements as well as tools to use on your own.

STORM WATER INLETS

Please keep an eye on any inlets near your house and keep them clear if you can – if not, ask your neighbors to help or call into the Borough office if the job looks too big for you to handle. If you see excessive ponding of water near an inlet please contact the Borough office.

SUMP PUMPS

Please remember that the Borough requires that all sump pumps go through grass or yards before getting into our storm water system. Also, no sump pump systems are permitted to be pumped directly into the sanitary (public sewer) system or directly onto a street or alley. If your system is connected to the sewer, it must be disconnected immediately. If you are not sure, please feel free to contact the Authority and their staff will be able to help you figure that out. The extra water in the system puts a strain on the sewer treatment plant and can result in problems for the Authority and increased cost for you.

In addition, please monitor the storm water facilities that you see or live near. If you see something that looks wrong or that is causing these facilities to be polluted or blocked, please call the Borough office at (717) 665-2461.

Examples of illicit discharges include:

- **Sediment leaving a construction site during a storm or being carried out onto the public road**
- **Spills (Chemical, Gas, Oil)**
- **Illegal dumping activity into streams or storm water facilities**

- [Dry weather flows from outfalls into streams \(at least 72 hours after a storm\)](#)

Storm Water Management – NPDES and MS4 Programs

The Clean Water Act is the federal legislation that governs storm water management. Stormwater point discharges to waters of the U.S. (pipes and drain pipes) are regulated using National Pollutant Discharge Elimination System (NPDES) permits. In 1999, federal regulations extended coverage of the NPDES program to Municipal Separate Storm Sewer Systems (MS4's) serving populations less than 100,000. In 2003, Manheim Borough became an MS4 community and as such is required to comply with the NPDES program. Under the NPDES storm water program, the Borough is required to develop a storm water management program that provides the details of how the community will comply with the requirements of the permit. Permits are based on a framework of six minimum control measures:

- MCM 1 – Public education and outreach
- MCM 2 – Public participation and involvement
- MCM 3 – Illicit discharge detection and elimination
- MCM 4 – Construction site runoff control
- MCM 5 – Post-construction storm water management in new development and redevelopment
- MCM 6 – Pollution prevention and good housekeeping for municipal operations and maintenance

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More information on this program is available from the Pennsylvania DEP website. [PA DEP MS4 Resource Page](#)

Chesapeake Bay Pollutant Reduction Plan

[Click Here>>](#) [2017-07-07 PRP Plan – DRAFT](#) for Manheim Borough's Chesapeake Bay Pollutant Reduction Plan, as required by the Pennsylvania Department of Environmental Protection in order to meet the terms of the 2018-2023 MS4 Permit Cycle.

Homeowner's Guide to Stormwater

[Click Here for Homeowner's Guide to Stormwater](#)






[Click Here for New Homeowner's Guide to Stormwater BMP Maintenance](#)

What residents can do...

The goals of the Borough's MS4 program are to reduce the discharge of pollutants into our waterways. The water that runs off your property and from the streets goes either into the ground and becomes groundwater or flows through a series of facilities such as swales and pipes to the waterways. If this water isn't cleaned, all the pollutants the water carries end up in the stream and ultimately into the Chesapeake Bay. You can help to keep our water clean by doing the following:

- Properly dispose of water from your property (rainwater, pool water, sump pumps, etc.) – directing water runoff over grassy areas, and not into streets and gutters, is required whenever this option is possible.
- **Do not wash your car in your driveway or in the street.**
- Clean up after your pets.
- Use fertilizers, pesticides, and herbicides correctly, beginning by using absolute minimum recommended application rates.
- Properly secure and store materials that could pollute storm water. When servicing your vehicle, do not allow oil, antifreeze, or other fluids to spill or drain onto any surface of the ground.

Helpful Links

-  [Pet Waste Can Affect Water Quality](#)
-  [Alliance for the Bay](#)
-  [Lancaster County Watersheds](#)
-  [EPA MS4 Resource Page](#)
-  [Chiques Creek Watershed Alliance](#)



MANHEIM BOROUGH STORM WATER ORDINANCE

Click below to download a copy of the Adopted Ordinance.

- [Manheim-SWMO ADOPTED 7.2014](#)
- [Manheim-SWMO APPENDIX ADOPTED](#)
- [Manheim-SWMO SUPPLEMENTS FINAL](#)

Search



Today's Events

 Nov 08 2021  7:00 pm

HISTORIC COMMISSION

Upcoming Events

NOVEMBER 2021

 Nov 09 2021  5:30 pm

CANCELLED – COMMITTEE MEETING-PUBLIC WORKS

 Nov 09 2021  7:00 pm

BOROUGH COUNCIL MEETING

 Nov 15 2021  7:00 pm

PLANNING COMMISSION

 Nov 25 - 26 2021  All Day

THANKSGIVING HOLIDAY – BOROUGH OFFICE CLOSED

 Nov 30 2021  7:00 pm

BOROUGH COUNCIL MEETING

 Nov 30 2021  7:30 pm

LOAD MORE

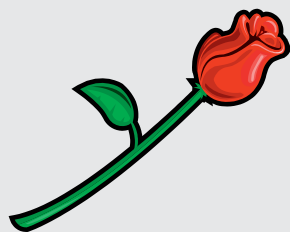
Manheim Borough

15 East High Street
Manheim, PA 17545
717-665-2461

Sitemap

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COUNCIL & STAFF

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VICE PRESIDENT
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BOROUGH
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MANAGER
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Barry Weidman
Travis English
Bruce Gloss
Nate Deck

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ASSISTANTS
Linda Gerhart
Teresa Rohrer

FISCAL
DIRECTOR
Anna Weaver

ZONING/CODES
OFFICIAL
Donna Czeiner

SPRINGTIME IN MANHEIM!



Old Man Winter decided to give us a break this year, and Spring has officially sprung! Our public works crew has been busy taking care of potholes and the other remnants from this past winter, and soon construction season will be fully underway. This year will feature more stormwater improvements, as well as a project to extend sidewalks eastward from Memorial Drive to the Borough line at the railroad tracks which will include a connection to the new trail in Memorial Park. A \$200,000 grant has been secured to pay for 80% of the cost of the project. The Borough website will be updated with detailed schedules as they are finalized.



Memorial Park Stream Restoration Project. This project has been completed and will be monitored to assure the health of the hundreds of plantings that are in place. This project is anticipated to fulfill the Borough's pollutant reduction requirements mandated by the federal and state government for at least two 5-year permit cycles. The Borough secured 7 grants totaling over \$1.5 million dollars to cover the costs for this project, and excess grant funds will be used for an extension of the work southward.



Market Square Revitalization Project. The Borough has received over \$1M in grants and matching funds for this project. Design and permitting will take place in 2022 with work anticipated to take place in 2023. Additional information will be provided throughout the year.



Manheim Community Pool. Unfortunately, due to the need for extensive and costly repairs, the pool will be closed indefinitely. The Borough is, however, undertaking an independent feasibility study in 2022 to assess the future of the pool.

Dog Park?? The Parks Committee is considering providing a dog park within the Borough. Please feel free to send your thoughts and comments on this to: BoroughManager@ManheimBoro.org.

The Borough is considering providing the option to receive our newsletters electronically for those who don't want a hard copy in the mail. If you would be interested in this, please send an email to BoroughManager@ManheimBoro.org.

www.ManheimBoro.org

We encourage everyone to bookmark and visit the Borough's website to keep up to date on current Borough activities. The front page is a bulletin board which is constantly updated with important information regarding community events, street closings, public works projects, trash and recycling dates, and much, much more!

**SUPPORT OUR
LOCAL
BUSINESSES**

Community Calendar www.ManheimBoro.org

APRIL 7th
Bi-weekly Yard Waste Pickups Start
NO TAGS NEEDED

APRIL 7th
First Thursday Starts for the Season

APRIL 14th
Large Appliance & Tire Pickups
TAGS NEEDED

APRIL 15th GOOD FRIDAY
BOROUGH OFFICE CLOSED

MAY 17th
Election Day—Remember to Vote

MAY 30th—MEMORIAL DAY
BOROUGH OFFICE CLOSED

MAY 30th
Memorial Day Parade & Ceremony
Starting at 10:00 AM

JUNE 3rd
FRIDAY TRASH DAY

JUNE 6th thru 10th
Street Sweeping

JUNE 13th
Lititz Rec Playground Program Starts

JULY 1st
Trash Bills Mailed

JULY 4th HOLIDAY
BOROUGH OFFICE CLOSED

JULY 8th
FRIDAY TRASH DAY

JULY 31st
Trash Bill Payments Due

SEPTEMBER 5th—LABOR DAY
BOROUGH OFFICE CLOSED

SEPTEMBER 9th
FRIDAY TRASH DAY

OCTOBER 3rd thru 7th
Manheim Community Farm Show Week

OCTOBER 5th
Manheim Community Farm Show
Parade

OCTOBER 20th
Bi-weekly Yard Waste Pickups End

NOVEMBER 3rd
Leaf Pickups Start—Tags not needed

Trash Bill Payments

CHECK OUT OUR NEW PAYMENT PORTALS

The Trash and Recycling Bill for the Borough is mailed January 1st and July 1st with the payment due the 31st of January & July. Payments can be made by Check, Cash or Credit Card (With Convenience Fee) at the Manheim Borough Office, 15 East High Street or by Credit Card (With Convenience Fee) on our website. There is also a drop box at the front door of the Borough Building for your convenience.

If you have any questions, please call the Manheim Borough Office at 717-665-2461 or contact us on our website at **www.ManheimBoro.org**.

Trash & Recycling

WE NEED YOUR HELP TO RECYCLE RIGHT

The Borough continues to encourage residents & businesses to refer to <https://lcswwa.org/> for detailed information on acceptable recyclables for Lancaster County, as well as other helpful information.

You may also refer to the link below for a more specific and comprehensive list of recycling centers for those items that should not go in your curbside bin (like newspapers, cereal boxes and plastic bags).

<https://earth911.com/>

Recycling Bins

Recycling Bins are available at the Borough Office for \$15.00. However, you can now use your own plastic container up to 32 gallons for recycling. Stop by the Borough Office today and pick up 2 **Free** Large Recycling Decals to put on each side of your container so our Recycling Drivers can easily spot your recycling.

Cardboard Dumpsters

Four corrugated cardboard dumpsters are located at the Logan Park Parking Lot off of West Ferdinand Street.

VFW Auxiliary Magazine Dumpster

The Dumpster is located in the Logan Park Parking Lot off of West Ferdinand Street. All money raised from this recycling project is used for the Ronald McDonald House in Hershey.

Battery Bags

Regular household batteries are not to be thrown in the trash. Orange Battery Collection Bags are available at the Borough Office at no charge. Fill the bag, seal it and place it next to your recycling container. The trash hauler will collect the bag during regular trash/recycling days. This does not include auto and utility vehicle batteries, which should also not be placed in your trash.

Large Appliance & Tire Pick-ups (TAGS NEEDED)

Large Appliance & Tire Spring Pick up is scheduled for Thursday, April 14th. A large appliance, or white good,

is an appliance with a motor, engine, or compressor. For disposal of your appliance please be sure to purchase a \$15.00 Large Appliance Tag from the Borough Office. Tires must display a \$3.00 tire tag, also available for purchase at the Borough Office. The Fall Large Appliance & Tire Pick-up will be Thursday, October 20th.

Oversize Items

Oversize item tags are also available at the Borough Office for \$5.00. Two (2) items a week can be put out on any regular trash day.

Extra Trash (TAGS NEEDED)

Extra Trash Bags (Over the 3-40 pound trash bag limit per week) can be purchased at the Borough Office for \$2.00.

Woody Yard Waste Pick-up (NO TAGS)

WYW Days (on regular trash days) STARTS April 7th then April 21, May 5 & 19, June 3, 16 & 30, July 14 & 28, August 11 & 25, September 9 & 22 and October 6 & 20.

Leaf Pick-ups On Thursdays (NO TAGS)

The first Leaf Pick-up will be held November 3rd then follows on November 10 & 17 and December 1 & 15.

Reminder

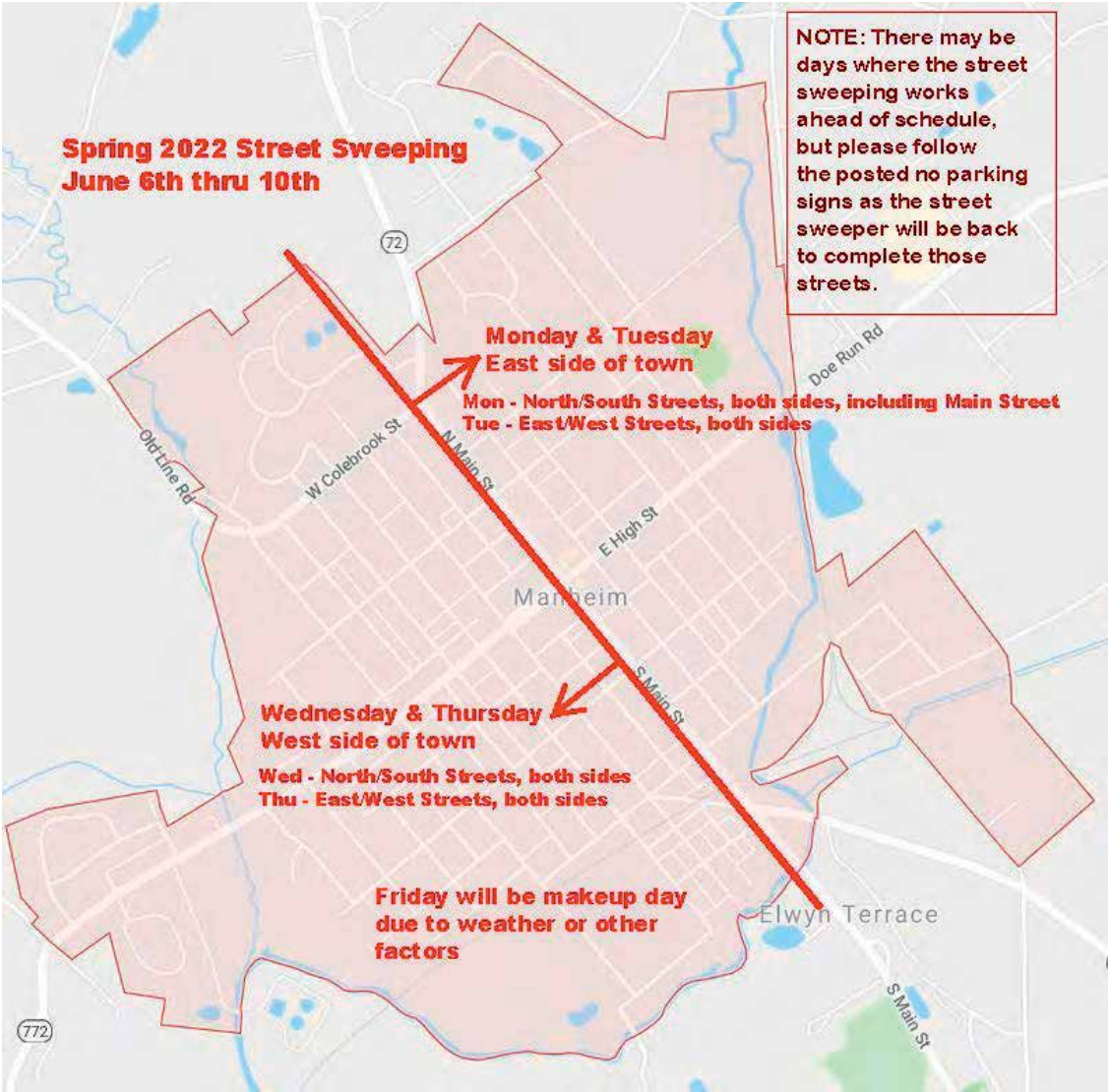
Trash and recycling is not to be placed curbside before 6:00 PM the evening before your pick-up day. If your trash or recycling is missed, please contact the Borough Office immediately at 717-665-2461. Please leave a message if the office is not open.

Since January 2013, Covered Devices

(televisions, computers, monitors etc.) are no longer collected curbside. The County offers free disposal of household hazardous waste.



If any resident sees storm drains that are clogged with debris, please contact the Borough office. We want to make sure all of our drains are clear and able to safely carry away Stormwater runoff.



2021

Key Performance Metrics

How MBPD performed in 2021 - by the numbers. A detailed explanation of each area will be explored



5,055

Written police reports
were filed by members
of MBPD.

2019 - 5,048

2020 - 4,412



9,797

Dispatches by Lancaster
County-Wide
Communications (911)

2019 - 10,948

2020 - 8,478

85,249

Miles patrolled.

2019 - 84,695

2020 - 80,538



419,176

Social Media Connections

That is 519,176 opportunities to exchange information and ideas with our community (and beyond) and be open and transparent about our efforts and outcomes.



399

Criminal Events
were reported in
Manheim Borough
and Rapho Township

Rapho Township

171

210 in 2020
210 in 2019

Manheim Borough

228

239 in 2020
277 in 2019

Rapho Township Crashes

272

264 in 2019 213 in 2020

Manheim Borough Crashes

77

95 in 2019 68 in 2020



349

Vehicle
crashes were
reported.

2019 - 359 2020 - 281



176

People charged with
a crime misdemeanor
or felony.

930

Traffic citations
issued.

2020 - 807



63%

of total crime was cleared (some crime
remains under active investigation)

57% in 2020

1,800 hours

Of in-service
and continuing
education
training were
completed in
2021.

Body-Worn Cameras

Since 2020, each
individual police
officer body-
worn camera
(BWC) and
Cruiser cams to
increase agency
transparency and
accountability.

Parking Tickets Issued

217



195 - Borough

22 - Township



1,367

Rapho - 746 Manheim Boro - 621



Traffic Stops

MS4: These innocent-looking two letters and one number represent some very big responsibilities for the Borough. MS4 stands for Municipal Separate Storm Sewer System, and represents all of the streets, gutters and pipes — basically anything that carries storm water runoff from where it falls and into streams...and eventually into the Chesapeake Bay — that exist in the Borough. As an MS4 municipality, we are responsible for not only the quantity of that water runoff, but also the quality. Rules and regulations have been established by US EPA, passed down to the PA DEP, and, of course, passed further down to us as a local government for ultimate implementation. Be assured that your Borough staff is working hard to maintain compliance with the regulations, and to do so in the most cost-efficient manner possible.



The goals of the Borough's MS4 program are to reduce the discharge of pollutants into our waterways. The water that runs off your property and from the streets goes either into the ground and becomes groundwater or flows through a series of facilities such as swales and pipes to the waterways. If this water isn't cleaned, all the pollutants the water carries end up in the stream and ultimately into the Chesapeake Bay. You can help to keep our water clean by doing the following:

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- Properly dispose of water from your property (rainwater, pool water, sump pumps, etc.) – directing water runoff over grassy areas, and not into streets and gutters, is required whenever this option is possible.
- Do not wash your car in your driveway or in the street.
- Clean up after your pets.
- Use fertilizers, pesticides, and herbicides correctly, beginning by using absolute minimum recommended application rates.
- Properly secure and store materials that could pollute storm water. When servicing your vehicle, do not allow oil, antifreeze, or other fluids to spill or drain onto any surface of the ground.

In addition, please monitor the storm water facilities that you see or live near. If you see something that simply looks “wrong” or that is causing these facilities to be polluted or blocked, please call the Borough office at (717) 665-2461.

Examples of Illicit Discharges include:

- Sediment leaving a construction site during a storm or being carried out onto the public road
- Spills (Chemical, Gas, Oil)
- Illegal dumping activity into streams or storm water facilities
- Dry weather flows from outfalls into streams (at least 72 hours after a storm)

www.ManheimBoro.org/stormwater-management

Zoning & Code Compliance Information



Change is in the Air...

Updating Codes regularly is a difficult challenge for municipalities because of the time it takes, limited staff, and the associated costs. However, times continue to change and the guidelines that may have worked years ago may not work with today's lifestyles and schedules. To be fair to our residents we need to keep up. Over two years in the making, after a lot of research, reviews and rewriting drafts, to stay consistent with the intent of our ordinances which are there to support the present as well as a better future within the Borough, we've added new options related to housing, revised definitions, and finessed existing problematic issues such as high grass & weeds, and incorporated a new process for vehicles that are not street legal kept on private property, junk, and trash.



One of the changes that affects everyone who mows their lawn in the Borough allows 14 days as opposed to the prior 10-day timeline giving residents at least 2 weekends to cut their grass. Special attention is now being paid to street curb and sidewalk areas where plant growth over 4" will now also warrant a Quick Ticket notice. Standing up or lying down plant growth needs to be removed and kept under 4" (sidewalk & street gutter areas) or 6" (in yards) depending on the location. Killing weeds with a pesticide is ok to stop their growth but the dead weeds still need to be removed. Use of certain chemicals is prohibited within street gutters because it washes down into our streams so, please read the label before use.



Another addition to the property maintenance code prohibits the outdoor storage of household items. This includes items that are not manufactured or intended to be used or kept outdoors or items around the house that are broken or in disrepair. It also prohibits the accumulation of yard litter and containers that will collect rain which will become stagnant attracting insects. Ten days is the allowable timeframe to bring these issues into compliance. This includes but is not limited to outdoor storage of indoor appliances, electronics, TV's, indoor style furniture, mattresses, bed frames, all tires; it also includes broken toys, grills, lawn equipment, bicycles, or parts thereof; cardboard, waste lumber, garbage bags, tubs, pots, etc.

All current changes to the Ordinances are in the final review stages and will go into effect either prior to or during the beginning of the upcoming summer season and include more topics than the two detailed above. Questions or clarification of these changes can be directed to the Codes Department at 717-665-2461 Ext. 223. Wishing you and yours a safe and glorious summer!

A complete list of property maintenance guidelines based on Borough codes can be found at www.manheimboro.org. Some permit applications and other forms are also available online. Questions about pools, decks and do you really need a permit or not? Check the website or contact us at 717-665-2461, ext. 223.

Manheim Borough

15 East High Street
Manheim, PA 17545

Phone: 717-665-2461

Fax: 717-665-7324

E-mail: adminassistant@manheimboro.org

www.ManheimBoro.org

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Monthly Meeting Schedule

All meetings begin promptly at 7:00 PM
in Council Chambers, 15 East High Street

**Parking may be found in the lot at the
corner of North Wolf and East High Streets**

Borough Council

2nd Tuesday

Last Tuesday

Committee meetings
begin at 5:30 on Council
meeting nights

Historic Commission

2nd Monday

MAWSA

2nd Thursday

Planning Commission

3rd Monday

Zoning Hearing Board

1st Monday

*****ECRWSEDDM*****

POSTAL CUSTOMER

Manheim, PA 17545

Boards & Commissions: Thank You for Serving

Manheim Borough Council

President, Noah Martin

Vice President, Jared Longenecker

Pro Tempore, James Blanck

Brad Roth

Carol Phillips

Adam Buchmoyer

Scot Funk, Mayor

MAWSA

Robert Miller Chairman

Bernard Reiley Vice Chairman

John Haldeman, Secretary

Barbara Horst, Treasurer

Robert Swayne, Jr., Asst. Secretary/Treasurer

Michael Connelly

Constable

Randall Kreiser

Zoning Hearing Board

Bernard Shimko, Chairperson

Jim Williams, Vice Chairperson

Dale Peters, Secretary

Shawn Hayduk

Catherine Prozzillo

Historic Commission

Donna Hlavacek, Chairperson

Dennis Brennan, Vice Chairperson

Deborah Kimmet, Secretary

Sharry Theal

Brandon Hay

Planning Commission

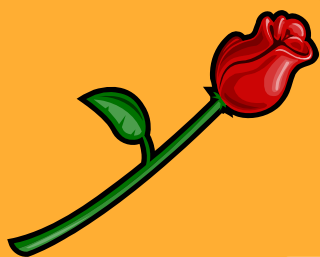
J. Michael Eshleman, Chairperson

Anthony Haldeman, Vice Chairperson

Claudia Zug, Secretary

Scot Funk

Carol Phillips



Manheim Borough News

OCTOBER 2021

COUNCIL & STAFF

PRESIDENT
Carol Phillips

VICE PRESIDENT
Brad Roth

PRO TEMPORE
Chad Enck

MEMBERS
Bryan Howett
Noah Martin
Jared Longenecker

MAYOR
Scot Funk

BOROUGH
MANAGER
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MPA

POLICE CHIEF
Joseph Stauffer

POLICE DEPT
OFFICE MANAGER
Sara Lucky

PUBLIC WORKS
Lindsey Uhlig
DIRECTOR

Barry Weidman
Travis English
Bruce Gloss

ADMINISTRATIVE
ASSISTANTS
Linda Gerhart,
RECYCLING
COORDINATOR
Teresa Rohrer

FISCAL
DIRECTOR
Anna Weaver

ZONING/CODES
OFFICIAL
Donna Czeiner

Fall/Winter Edition

Progress...

While 2021 has continued to have its share of setbacks, we continue to take the steps necessary to move the Borough forward.

The Memorial Park Stream Restoration Project is expected to be completed later this fall. This project will improve water quality in the Chiques, help the Borough to meet its state-mandated pollution reduction requirements for TWO permit cycles, and will include new walking trails and associated amenities. Seven grants were secured to cover nearly 100% of the total costs.

Numerous streets were paved this year, a potentially unsafe traffic signal was replaced, and storm water management facilities were upgraded. Most of the costs for these projects were covered by state liquid fuels tax allocations and grants. The Borough has been awarded another \$200,000 CDBG grant to extend sidewalks from the Memorial Drive area eastward to the Borough line, with work anticipated to begin in 2022. We will continue to look for alternative sources of funding for essential Borough services in order to minimize the financial burden on our taxpayers.

The Borough remains in good financial condition and has been able to maintain a healthy reserve balance which enables us to address urgent issues while avoiding incurring additional debt. These available funds also enable us to leverage grant opportunities as most grants require matching funds, and this allows us to complete more projects at a fraction of the full cost.

WE NEED YOUR HELP TO RECYCLE RIGHT!

To address the contamination issue in Lancaster County, and ensure curbside recycling is sustainable, we are going “back to the basics” with four material types that have a strong domestic market—meaning, there is a demand for these materials by manufacturers in the U.S. We call these materials the “**Big 4**”: **1)** Corrugated Cardboard (like shipping and packing boxes), **2)** Metal Food and Beverage Cans, **3)** Plastic Bottles and Jugs with a neck, and **4)** Glass Bottles and Jars.

If you think something could be recycled, please visit earth911.com to verify if there is a drop-off location near you.

Visit Lancaster County Solid Waste Municipal Authority’s website at www.lcswma.org for helpful advice and information, as well as the Borough’s website shown below.....

www.ManheimBoro.org

Please bookmark and visit the Borough’s website to keep up to date on current activities. The front page is a bulletin board which is constantly updated with important information regarding community events, street closings, public works projects, trash and recycling dates, and much more. The website also includes meeting agendas and minutes and other information, on zoning and codes, stormwater management, and many other matters of interest to the residents of the Borough.

INSIDE THIS ISSUE:	
Codes & Zoning	2
Recycling Updates	3
Community Calendar	4
Street Sweeping	5
Winter Tips	5
MS4—Stormwater	6
Manheim Borough Police	7
Boards & Commissions	8

Codes and Zoning



My favorite time of year...Fall! Time to do a quick home inspection before winter arrives. Are your windows and doors weathertight? Have you cleaned your furnace and replaced the filter lately? Check your roof gutters for holes or open seams and seal them; clean out the leaves and debris, and sometimes a little garden from the gutters; flush the downspouts. The bottom part of the downspout should be directed away from the foundation and preferably into a grassy area. Any loose roof shingles or siding need to be secured? Chimney cleaning reduces the risk of fire from built up creosote; it is recommended you clean your chimney annually. Check your foundation for any entry areas for mice and seal it up; did you know that mint is a natural mouse repellent – it irritates their noses!

Time marches on and Mother Nature doesn't let up, and we have snow and ice to look forward to when the temperatures drop. Ice and snow on sidewalks must be removed within 24 hours from when the snow/sleet stops. As temperatures rise in the day and get colder at night, snow and ice will freeze and thaw several times over a few days. You are responsible to ensure that they are maintained to help eliminate risk to anyone walking there and your effort will help to minimize the chance of someone falling. This entails checking the sidewalk regularly until all ice and snow is gone. If you live at a corner it is your responsibility to keep it safe and clear for school children and those walking about and needing to safely cross the street. If you can't use it safely then no one else can either. Snow is not permitted to be shoveled/blown into the street or onto neighboring properties. **Landlords**, if it snows, the sidewalks need to be shoveled within the same timeline as owner occupied properties; if it snows at your house then it probably snowed in Manheim. It is recommended you appoint someone in the building or pay a willing participant if you can't do it yourself.



Planning a yard sale? Register your yard sale with the Borough at least one week prior to the date of the sale; there is no fee. Our sign ordinance has changed so check out the guidelines below...



Signs may be put up 5 days prior to the yard sale date and removed within 24 hours after the event is over. One sign is permitted on each premise frontage where the event is to take place – a maximum of 2 signs are permitted on corner lots, 1 per frontage.

In addition, 2 free-standing directional signs are permitted at 2 separate intersections leading to the event. It is the responsibility of the sign owner to get permission of the property owner at their 2 chosen locations. At no time shall the sign or anything attached to the sign (balloons, etc.) block the public right-of-way or any vehicle sight distance. No yard sale sign shall be larger than of 5 square feet and shall be freestanding. Signs attached to poles, signs or trees are prohibited and may be removed by Borough staff. Signs shall include the address and date of the sale. Yard sale signs shall be removed by Borough staff if found placed without a permit. Signs shall remain at the Borough office for pick-up and disposed of as permitted by law.

VIOLATIONS: Unfortunately violations do occur, and while many times they are unintentional, they still need to be addressed. How the violation process works: The first notice sent is informational and explains the violation and provides the owner an opportunity to address the issue prior to being issued a formal violation notice; the second notice is the formal violation notice which provides timelines for corrective action as well as appeals procedures as specified in the applicable ordinance; the third notice is a citation which is filed with the Magisterial District Court. Our goal is compliance, not penalties, so we are always available to answer questions and willing to work with your particular situation to address the violations; just give us a call.

MISCELLANEOUS: It is part of the Building Code and PA state law to provide a Co2 detector if you have any type heat except for electric. One should be located outside the bedrooms and one in the basement near your mechanicals. Smoke detectors are required in every bedroom; one within 10' of the bedrooms and one on every floor including the basement and attic if the attic is occupied. Combo detectors are now available, many with a 10-year life span; always follow the manufacturers recommendations for installation.

Merry Christmas! Always use the properly sized and type of extension cords; ratings and use are usually on the tags and whatever packaging they come in. Read them, and that information will help you make the right choices, also be sure they are "UL Listed". An overload or use of an interior cord for the exterior strings of lights can over heat and cause a fire. Outdoor cords must be plugged in to an exterior outlet not pinched through a window or door.



I am available at extension 223, Monday thru Friday or email me at dczeiner@manheimboro.org for questions or comments. To read the Codes report go to www.manheimboro.org, click on "Government", then scroll down and click on "Monthly Codes Reports" and you will find what I've been up to that month.

Have a Happy Thanksgiving! Donna

RECYCLING & TRASH UPDATES

Recycling Bins

Recycling Bins are available at the Borough Office for \$6.00. However, you can now use your own plastic container up to 32 gallons for recycling. Stop by the Borough Office today and pick up 2 **Free** large Recycling Decals to put on each side of your container so our Recycling Drivers can easily spot your recycling. Contact the Borough Office with any questions.

Cardboard Dumpsters

Four corrugated cardboard dumpsters are located at the Logan Park Parking Lot off of West Ferdinand Street.

Magazine Dumpster In the Logan Park Parking

There is a magazine dumpster sponsored by the VFW Auxiliary in the Logan Park Parking Lot off of West Ferdinand Street for the recycling of magazines. Money from this dumpster is used for the Ronald McDonald House in Hershey.

Battery Bags

Regular household batteries are not to be thrown in the trash. Orange Battery Collection Bags are available at the Borough Office at no charge. Fill the bag, seal it and place it next to your recycling container. The trash hauler will collect the bag during regular trash/recycling days. This does not include auto and utility vehicle batteries, which should also not be placed in your trash as they contain several toxic elements.

Over Size Items

These items can be put out with your regular trash. They need to have an Orange Over Size Item tag on them, which can be purchased at the Borough Office for \$5.00. You are allowed 2 tagged items per week with your trash.

Large Appliance

The next large appliance pick-up is scheduled for October 14th. A large appliance is any appliance with a motor, engine, or compressor. For disposal of your appliance please be sure to purchase a \$15.00 Appliance Tag from the Borough Office.

Tire Pick-up

Tires will also be picked up curbside on the day of appliance pick-up in October 2021. Tires must display a \$3.00 tire tag, also available for purchase at the Borough Office.

Woody Yard Waste Pick-up (For 2021)

WYW Days (on regular trash days) October 21st is the final day for Woody Yard Waste Pick-ups in the Borough this year. All WYW must be in the Brown Kraft Bags.

Leaf Pick-ups (For 2021)

Leaf Pick-ups Days (Saturday) start November 6th. They will also be held November 13 & 20 and December 4th & Final Day will be December 18th. Please put all Leaf Bags out the night before the pickups after 6:00 PM. All Leaves must be in the Brown Kraft Bags.

Reminder

Trash and Recycling pick up is every Thursday except for an adjusted schedule for the weeks Major Holidays are on Monday thru Thursday of that week. Cancellations and rescheduling for inclement weather will be posted on our website. Trash and recycling is to be placed curbside after 6:00 PM the evening before your pick-up day. It does need to be placed curbside no later than 5:00 AM on pick up day. You are allowed 3 containers (weighing approximately 40 pounds) of trash per week. Extra Bag Tags can be purchased at the Borough Office. If your trash or recycling is missed, please contact the Borough Office immediately at 717-665-2461.

**SUPPORT OUR
LOCAL
BUSINESSES**

Community Calendar www.ManheimBoro.org

OCTOBER 14th
Appliance & Tire Pick up (Tags Needed)

OCTOBER 21st
Last Day for Yard Waste Pickups

OCTOBER 29th
Trick or Treat Night
6:00 PM to 8:00 PM

NOVEMBER 2nd
Election Day—PLEASE VOTE!

NOVEMBER 6th
First Day for Leaf Pick up

NOVEMBER 25th THANKSGIVING
Borough Office Closed

NOVEMBER 26th
Borough Office Closed
TRASH DAY

1ST WEEKEND IN DECEMBER
Christmas in Manheim

DECEMBER 4th
Christmas Tree Lighting

DECEMBER 6th to 10th
Street Sweeping

DECEMBER 18th
Last Day for Leaf Pick up

DECEMBER 24th CHRISTMAS EVE
Borough Office Closed

DECEMBER 25th CHRISTMAS

DECEMBER 27th
Borough Office Closed

DECEMBER 31st NEW YEARS EVE
Borough Office Closed

*******2022*******

JANUARY 1st NEW YEARS DAY

JANUARY (Saturday To Be Announced)
Christmas Tree Pick up

FEBRUARY 21st PRESIDENTS DAY
Borough Office Closed

APRIL 15th GOOD FRIDAY
Borough Office Closed

APRIL
WYW Pick ups Start

TRASH BILL PAYMENT - OPTION UPDATE

The Trash and Recycling Bill for the Borough is mailed January 1st and July 1st with the payment due the 31st of January & July. Payments can be made by Check, Cash or Credit Card (With Convenience Fee) at the Manheim Borough Office, 15 East High Street or by Credit Card (With Convenience Fee) and **NOW ACH DEBIT** on our website. There is also a drop box at the front door of the Borough Building for your convenience.

If you have any questions, please call the Manheim Borough Office at 717-665-2461 or contact us on our website at **www.ManheimBoro.org**.

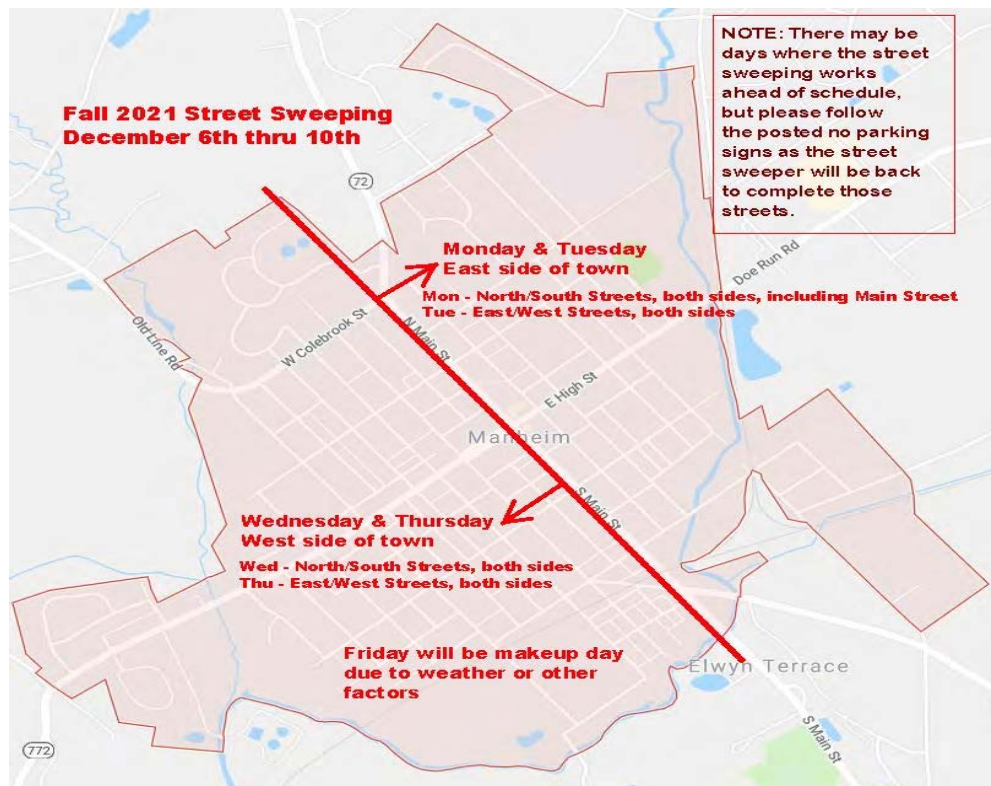
WINTER TIPS FROM THE PUBLIC WORKS DEPARTMENT

The Winter Season is quickly approaching and with that comes the need for borough residents to work together so each snow and ice event can be handled in the safest way possible. The following tips will assist the Public Works Department in effectively removing snow and ice from the streets during a snow event.

1. Whenever possible, use off-street parking during a snow event. This allows the snowplows to clear the street back to the curb, and clears space for the next storm and helps water to run from the snow melt toward the storm drains.
2. **DO NOT THROW OR BLOW SNOW ONTO THE STREET.** When this is done and the snow refreezes overnight it can become quite icy and dangerous to traffic and a potential liability to the homeowner. Violators may be subject to prosecution as this is a citable offense. If you have someone other than yourself doing your snow removal remind them as well as you would be responsible for your property.
3. **NO CARS SHOULD BE PARKED IN A CUL-DE-SAC.** Plowing cul-de-sacs can be time consuming, and having cars on the street makes it very difficult to clear the snow and turn around.
4. During plowing operations, snow will go into your driveway. If possible, wait until the street is plowed before clearing driveway openings. Shoveling the snow to the right side of your driveway as you face the street allows the snowplow to take the snow away from your driveway.

Municipal Parking Lots are available during these events at the intersection of North Wolf Street & East High Street and Danner Alley behind the BBT Bank.

Please visit www.ManheimBoro.org regularly for important Borough information.



MS4/PRP: Small abbreviations with large ramifications.

MS4 stands for Municipal Separate Storm Sewer System, and represents all of the streets, gutters and pipes within the Borough — basically anything that carries storm water runoff from where it falls and into streams...and eventually into the Chesapeake Bay. PRP stands for Pollution Reduction Plan, which is a new requirement to demonstrate how we will physically reduce the amount of pollutants reaching the streams and Bay. As an MS4 municipality located within the Chesapeake Bay watershed, we are responsible for not only the quantity of that water runoff, but also the quality. Rules and regulations have been established by US EPA, passed down to the PA DEP, and, of course, passed further down to us as a local government for ultimate implementation. Be assured that your Borough staff is working hard to maintain compliance with the regulations, and to do so in the most cost-efficient manner possible.



The goals of the Borough's MS4 program are to reduce the discharge of pollutants into our waterways. The water that runs off your property and from the streets goes either into the ground and becomes groundwater or flows through a series of facilities such as swales and pipes to the waterways. If this water isn't cleaned, all the pollutants the water carries end up in the stream and ultimately into the Chesapeake Bay. You can help to keep our water clean by doing the following:

What residents can do...

- Properly dispose of water from your property (rainwater, pool water, sump pumps, etc.) – directing water runoff over grassy areas, and not into streets and gutters, is required whenever this option is possible.
- Do not wash your car in your driveway or in the street.
- Clean up after your pets.
- Use fertilizers, pesticides, and herbicides correctly, beginning by using absolute minimum recommended application rates.
- Properly secure and store materials that could pollute storm water. When servicing your vehicle, do not allow oil, antifreeze, or other fluids to spill or drain onto any surface of the ground.

In addition, please monitor the storm water facilities that you see or live near. If you see something that simply looks “wrong” or that is causing these facilities to be polluted or blocked, please call the Borough office at (717) 665-2461.

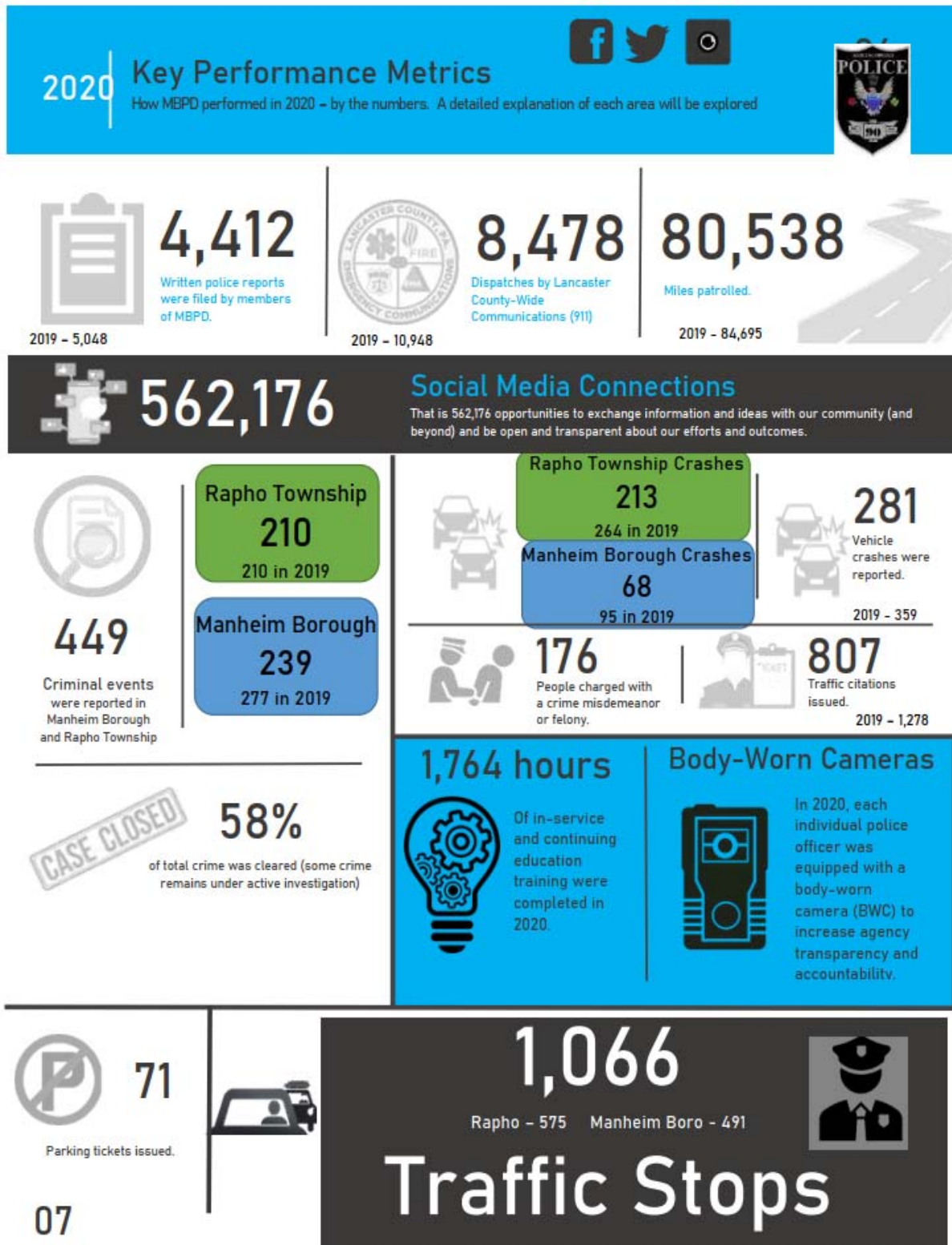
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- Illegal dumping activity into streams or storm water facilities
- Dry weather flows from outfalls into streams (at least 72 hours after a storm)

www.ManheimBoro.org/stormwater-management

Manheim Borough Police

211 N. Charlotte Street Manheim, PA 17545
 Station 717-665-2481 Police Dispatch 717-664-1180 Emergency 911



Manheim Borough

15 East High Street
Manheim, PA 17545

Phone: 717-665-2461

Fax: 717-665-7324

E-mail: adminassistant@manheimboro.org

www.ManheimBoro.org

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LITITZ, PA
17543

Monthly Meeting Schedule

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CA-RT SORT

POSTAL CUSTOMER LOCAL

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meeting nights

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2nd Monday

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Manheim Borough Council

President, Carol Phillips

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Pro Tempore, Chad Enck

Bryan Howett

Noah Martin

Jared Longenecker

Scot Funk, Mayor

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Robert Miller Chairman

Bernard Reiley, Vice Chairman

Charles Heisey, Secretary

Barbara Horst, Treasurer

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Benjamin Lescavage

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Donna Hlavacek, Vice Chairperson

Luke Fisher

Deborah Kimmet

Dennis Brennan

Planning Commission

J. Michael Eshleman, Chairperson

Anthony Haldeman, Vice Chairperson

Claudia Zug, Secretary

Scot Funk

Carol Phillips

MCM #1 Project Plan

- BMP 1.1

Description:

Develop, implement and maintain a written Public Education and Outreach Program

Measurable Goal:

1. For new permittees, a written Public Education and Outreach Program (PEOP) shall be developed and implemented within one year following approval of coverage under this General Permit, and shall be re-evaluated each year thereafter and revised as needed.
2. For existing permittees, the existing PEOP shall be reviewed annually 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.

Action Plan:

This plan will be reviewed annually, at a minimum, and revised when deemed necessary. This plan document is intended to serve as the required Public Education and Outreach Plan (PEOP).

- BMP 1.2

Description:

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

Measurable Goal:

1. For new permittees, the lists shall be developed within one year following approval of coverage under this General Permit, and reviewed and updated as necessary every year thereafter.
2. For existing permittees, the lists shall continue to be reviewed and updated annually.

Action Plan:

The Borough has identified residents, businesses, community organizations, and elected officials within the Borough as target audiences. At least one of the educational activities identified under BMP 1.3 and 1.4 will reach each target audience group annually.

- BMP 1.3

Description:

Annually publish at least one educational item on your Stormwater Management Program

Measurable Goal:

1. 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.
2. In subsequent years, and for existing permittees, the list of items published and the content in these items shall be reviewed, updated, and maintained annually.

The permittee's publications shall contain stormwater educational information that addresses one or more of the six MCMs.

Action Plan:

i) Printed materials:

Borough Newsletter - The Borough utilizes their community newsletter as a means for disseminating information. The newsletter is distributed semi-annually. The Borough annually

reviews and verifies the mailing address list, to ensure it is current. The target audiences of this activity are Borough residents, businesses, and community organizations. The newsletter is also available on the Borough website.

ii) Website:

The Borough maintains a website which posts newsletter articles and PA DEP contact information. The Borough website contains information on stormwater management as well as a brief description of the requirements of the MS4 Permit. The target audience group is residents of the Borough.

- BMP 1.4

Description:

Distribute stormwater educational materials to target audiences

Measurable Goal:

All permittees shall select and utilize at least two distribution methods annually. These are in addition to BMP #3, above.

Action Plan:

i) Printed Materials

Printed Materials at Borough Office - A copy of the County of Lancaster Green Infrastructure handout as well as other PA DEP brochures are available at the Borough office. The Green Infrastructure handout outlines what a resident can do to enhance local water resources. The Borough Zoning Officer and Manager are able to provide explanations of the information provided, upon request. The target audience group is the residents of the Borough. The Borough Library is located directly above the Borough Office which causes a lot of foot traffic to pass by the Office. Materials have been placed in the hallway to capture this foot traffic.

ii) Meetings:

Borough Council Meetings – MS4 is a standing item on the Borough Engineer's monthly report which is reviewed at Council meetings. Borough has also elected to hold their required MS4 Public Meeting during regularly scheduled Borough Council Meetings since it gives the greatest opportunity for resident exposure. The target audience groups for this activity are elected officials and Borough residents.

iii) Permits:

The Borough includes a stormwater educational pamphlet with the issuance of all building permits. The target audience groups are Borough residents and contractors.

iv) Chiques Creek Watershed Alliance

This group was formed with the mission to promote good stewardship of the land within the Chiques Watershed in order to protect and preserve the Chiques Creek for our present community and for future generations. A Borough representative participates in their monthly meetings in addition to the Borough providing an annual financial contribution. This group provides education in and around the Borough including an information stand at the annual farm show.

What is Storm Water?

Storm water is water from precipitation that flows across the ground and pavement when it rains or when snow and ice melt. The water seeps into the ground or drains into what we call storm sewers. These are the drains you see at street corners or at low points on the sides of streets. Collectively, the draining water is called storm water runoff.

Why is Storm Water “Good Rain Gone Wrong?”

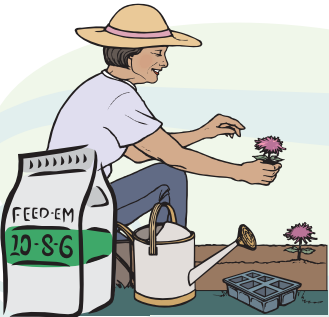
Storm water becomes a problem when it picks up debris, chemicals, dirt, and other pollutants as it flows or when it causes flooding and erosion of stream banks. Storm water travels through a system of pipes and roadside ditches that make up storm sewer systems. It eventually flows directly to a lake, river, stream, wetland, or coastal water. All of the pollutants storm water carries along the way empty into our waters, too, because storm water does not get treated!



Pet wastes left on the ground get carried away by storm water, contributing harmful bacteria, parasites and viruses to our water.




Vehicles drip fluids (oil, grease, gasoline, antifreeze, brake fluids, etc.) onto paved areas where storm water runoff carries them through our storm drains and into our water.



Chemicals used to grow and maintain beautiful lawns and gardens, if not used properly, can run off into the storm drains when it rains or when we water our lawns and gardens.

Waste from chemicals and materials used in construction can wash into the storm sewer system when it rains. Soil that erodes from construction sites causes environmental degradation, including harming fish and shellfish populations that are important for recreation and our economy.



Where To Go To Continue the Information Flow

Your community is preventing storm water pollution through a storm water management program. This program addresses storm water pollution from construction, new development, illegal dumping to the storm sewer system, and pollution prevention and good housekeeping practices in municipal operations. It will also continue to educate the community and get everyone involved in making sure the only thing that storm water contributes to our water is . . . water! Contact your community’s storm water management program coordinator or the Pennsylvania Department of Environmental Protection for more information about storm water management.



Pennsylvania Department of Environmental Protection
www.dep.state.pa.us

- 1. Ditch** – Part of the storm sewer system. Most people think that the system is just a series of underground pipes. It can also include ditches used to convey storm water from the land to a receiving lake, river, or stream.
- 2. Fire Hydrant** – Not part of the storm sewer system. Water sprayed from fire hydrants is not storm water, but is allowed by law to enter the storm sewer system.
- 3. Curb with Storm Drain Inlet** – Part of the storm sewer system. Many people do not realize that this is an opening leading to the storm sewer system. Anything going into this inlet (e.g., trash, leaves, improperly disposed of hazardous materials) travel directly to a receiving lake, river, or stream without being treated first. Many communities stencil storm drains with "Do Not Dump" messages to let people know.
- 4. Storm Sewer Outfall** – Part of the storm sewer system. An outfall is where storm water drains from the storm sewer system into a receiving lake, stream, or river. If there is a flow from an outfall when it isn't raining, there could be a problem with the system or someone has used a storm drain for illegally disposing of materials.
- 5. Toilet** – Not part of the storm sewer system. Wastewater from sinks and toilets in houses and businesses travel through a sewer system constructed to carry sanitary wastes. In some instances, older communities may have a combined sewer system designed to carry both storm water and sanitary waste.
- 6. Septic System** – Not part of the storm sewer system. Homeowners use septic tanks to manage sanitary wastes on-site. Improperly maintained septic systems can leak and contribute pollutants to the storm sewer system, as well as directly to lakes, rivers, and streams.
- 7. Roads and Other Paved Areas** – Not part of the storm sewer system. Roads and other hardened surfaces such as parking lots and sidewalks can accumulate pollutants (e.g., oil, grease, dirt, leaves, pet wastes) that storm water eventually washes into the storm sewer system.
- 8. Storm Drain Inlet** – Part of the storm sewer system. This is another example of what a storm drain may look like. Like the storm drain inlet shown in picture #3, anything that enters this drain will go directly to streams, rivers, and lakes without being treated first. It is important to recognize this as a storm drain to prevent it from being used as a trash can.

When It Rains, It Drains

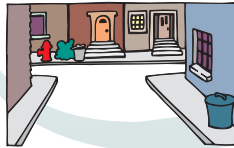
Understanding Storm Water and How It Can Affect Your Money, Safety, Health, and the Environment



What Happens When It Rains?

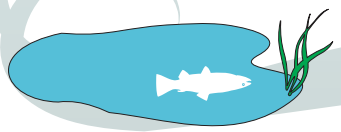


Rain is an important part of nature's water cycle, but there are times it can do more damage than good. Problems related to storm water runoff can include:



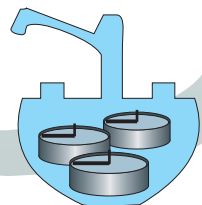
Flooding caused by too much storm water flowing over hardened surfaces such as roads and parking lots, instead of soaking into the ground.

Increases in spending on maintaining storm drains and the storm sewer system that become clogged with excessive amounts of dirt and debris.



Decreases in sportfish populations because storm water carries sediment and pollutants that degrade important fish habitat.

More expensive treatment technologies to remove harmful pollutants carried by storm water into our drinking water supplies.



Closed beaches due to high levels of bacteria carried by storm water that make swimming unsafe.

We can help rain restore its good reputation while protecting our health and environment while saving money for ourselves and our community. Keep reading to find out how. . .

Test Your Storm Sewer System Savvy!



What does the storm sewer system look like in your community? See if you can identify which pictures are part of the storm sewer system. (Answers are on the back.)



Restoring Rain's Reputation: What Everyone Can Do To Help

Rain by nature is important for replenishing drinking water supplies, recreation, and healthy wildlife habitats. It only becomes a problem when pollutants from our activities like car maintenance, lawn care, and dog walking are left on the ground for rain to wash away. Here are some of the most important ways to prevent storm water pollution:

- Properly dispose of hazardous substances such as used oil, cleaning supplies and paint—never pour them down any part of the storm sewer system and report anyone who does.
- Use pesticides, fertilizers, and herbicides properly and efficiently to prevent excess runoff.
- Look for signs of soil and other pollutants, such as debris and chemicals, leaving construction sites in storm water runoff or tracked into roads by construction vehicles. Report poorly managed construction sites that could impact storm water runoff to your community. (See the back of this brochure for contact information.)
- Install innovative storm water practices on residential property, such as rain barrels or rain gardens, that capture storm water and keep it on site instead of letting it drain away into the storm sewer system.
- Report any discharges from storm water outfalls during times of dry weather—a sign that there could be a problem with the storm sewer system.
- Pick up after pets and dispose of their waste properly. No matter where pets make a mess—in a backyard or at the park—storm water runoff can carry pet waste from the land to the storm sewer system to a stream.
- Store materials that could pollute storm water indoors and use containers for outdoor storage that do not rust or leak to eliminate exposure of materials to storm water.

Stormwater and the Construction Industry

Protect Natural Features



Bad



Good

- Minimize clearing.
- Minimize the amount of exposed soil.
- Identify and protect areas where existing vegetation, such as trees, will not be disturbed by construction activity.
- Protect streams, stream buffers, wild woodlands, wetlands, or other sensitive areas from any disturbance or construction activity by fencing or otherwise clearly marking these areas.

Construction Phasing



Bad



Good

- Sequence construction activities so that the soil is not exposed for long periods of time.
- Schedule or limit grading to small areas.
- Install key sediment control practices before site grading begins.
- Schedule site stabilization activities, such as landscaping, to be completed immediately after the land has been graded to its final contour.

Vegetative Buffers



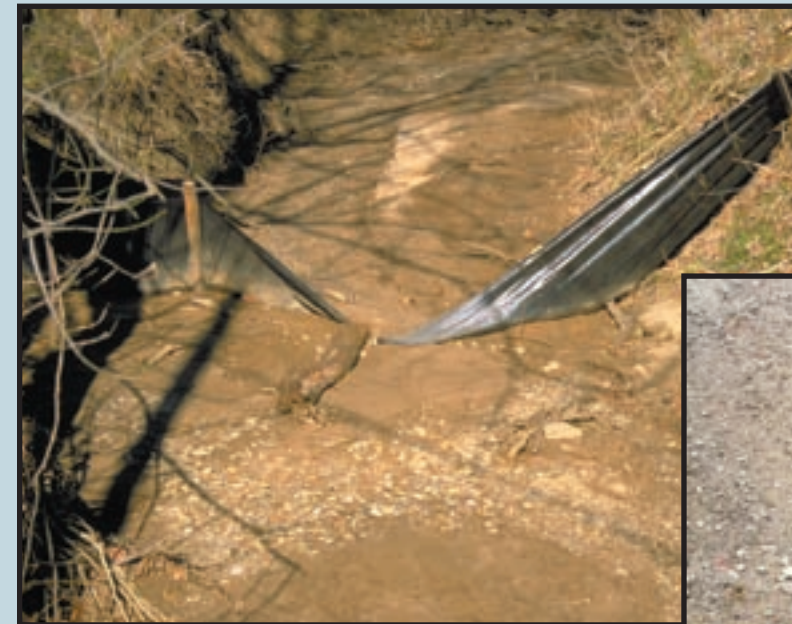
Bad



Good

- Protect and install vegetative buffers along waterbodies to slow and filter stormwater runoff.
- Maintain buffers by mowing or replanting periodically to ensure their effectiveness.

Silt Fencing



Bad



Good

- Inspect and maintain silt fences after each rainstorm.
- Make sure the bottom of the silt fence is buried in the ground.
- Securely attach the material to the stakes.
- Don't place silt fences in the middle of a waterway or use them as a check dam.
- Make sure stormwater is not flowing around the silt fence.

Maintain your BMPs!

www.epa.gov/npdes/menuofbmps

Site Stabilization



Bad



Good

- Vegetate, mulch, or otherwise stabilize all exposed areas as soon as land alterations have been completed.

Construction Entrances



Bad



Good

- Remove mud and dirt from the tires of construction vehicles before they enter a paved roadway.
- Properly size entrance BMPs for all anticipated vehicles.
- Make sure that the construction entrance does not become buried in soil.

Slopes



Bad



Good

- Rough grade or terrace slopes.
- Break up long slopes with sediment barriers, or under drain, or divert stormwater away from slopes.

Dirt Stockpiles



Bad



Good

- Cover or seed all dirt stockpiles.

Storm Drain Inlet Protection



Bad



Good

- Use rock or other appropriate material to cover the storm drain inlet to filter out trash and debris.
- Make sure the rock size is appropriate (usually 1 to 2 inches in diameter).
- If you use inlet filters, maintain them regularly.

Stormwater and the Construction Industry

Planning and Implementing Erosion and Sediment Control Practices

The construction industry is a critical participant in the nation's efforts to protect streams, rivers, lakes, wetlands, and oceans. Through the use of best management practices (BMPs), construction site operators are the key defense against erosion and sedimentation.

As stormwater flows over a construction site, it picks up pollutants like sediment, debris, and chemicals. High volumes of stormwater can also cause stream bank erosion, and destroy downstream aquatic habitat. Preventing soil erosion and sedimentation is an important responsibility at all construction sites.

In addition to the environmental impact, uncontrolled erosion can have a significant financial impact on a construction project. It costs money and time to repair gullies, replace vegetation, clean sediment-clogged storm drains, replace poorly installed BMPs, and mitigate damage to other people's property or to natural resources.

Best Management Practice (BMP)

A BMP is a method used to prevent or control stormwater runoff and the discharge of pollutants, including sediment, into local waterbodies. Silt fences, inlet protection, and site-stabilization techniques are typical BMPs on a construction site.

Operator

An operator is someone who has control over and the ability to modify construction plans and specifications (e.g. owner, general contractor)

or

Someone who has control over the day-to-day operations at a site (e.g., owner, general contractor) that are necessary to ensure compliance with the permit requirements. It is the responsibility of a construction site owner or operator to contain stormwater runoff and prevent erosion during all stages of a project.

There may be more than one person at a site who meets these definitions and must apply for permit coverage. (States may have different definitions of the term "operator.")

So what's being done about polluted runoff?

The Clean Water Act includes the National Pollutant Discharge Elimination System (NPDES) permitting program. As of January 2003, 44 states and territories are authorized to issue NPDES stormwater permits. If your state isn't authorized to operate the NPDES stormwater permit program, EPA issues the permits. Permits vary from state to state, so contact your state or EPA for specific information. Your permitting authority has specific information on your state's NPDES stormwater permit program. In general, construction permits require construction operators to do all of the following:

- Develop and implement a stormwater pollution prevention plan
- Submit a permit application or notice of intent (NOI)
- Comply with the permit, including maintaining BMPs and inspecting the site

Under the NPDES program, construction activities that disturb 1 or more acres are required to obtain stormwater permit coverage. States have different names for the plans that construction operators must develop, such as

- Stormwater pollution prevention plan
- Erosion and sediment control plan
- Erosion control and stormwater management plan
- Stormwater management plan
- Water pollution control plan
- Pollution prevention plan

This document uses the term "*Plan*."

I think I need a permit... Where do I start?

All land-disturbing activities, including clearing, grading, and excavation, that disturb **1 or more acres** are required to be covered under a state or EPA-issued NPDES construction stormwater permit **prior to land disturbance**. Permit requirements vary by state. Begin by researching the specific requirements in your state. You might already be subject to local erosion and sediment control requirements, but that doesn't release you from the requirements of the NPDES program at the state or EPA level. Although you must comply with both sets of requirements, in most cases they have been designed to be complementary. Contact your permitting authority to find out exactly what you need to do. A good place to start your search is the Construction Industry Compliance Assistance web site at <http://www.envcap.org/cica>.

The NPDES permit requirements include small construction activities that are part of a larger common plan of development or sale, such as a single lot within a larger subdivision. For developments with multiple operators, all operators must have permit coverage for their individual parts of the larger development, no matter how large or small each operation happens to be. When there are multiple operators at one site, they're encouraged to develop and share one comprehensive Plan and obtain permit coverage as co-permittees.

The **owner or operator** of the construction site is responsible for complying with the requirements of the permit. Responsibilities include developing a Plan, obtaining permit coverage, implementing BMPs, and stabilizing the site at the end of the construction activity.

Determine your eligibility

All construction activity that disturbs 1 or more acres of land, as well as activity that disturbs less than 1 acre but is part of a larger common plan of development, must obtain permit coverage.

Read and understand your stormwater permit requirements

Get a copy of the permit for construction activities and a permit application (or notice of intent form) from your state or EPA permitting authority.

Develop a Plan

Most states do not require you to submit your Plan. However, you do need to keep the Plan on site. If that's impractical, you may post a notice that tells where the Plan is kept so it can be accessed by the permitting authority and other interested parties.

You'll need to post a copy of your completed application on site. Put it in a place where the public can see it so they'll know your site is covered by an NPDES permit!

Apply for permit coverage

Once you understand your permit requirements and have developed a Plan, you can submit a stormwater permit application (or notice of intent) to your permitting authority. This must be done before beginning any land disturbance on the site. Some states require a few days of lead time, so check with your permitting authority. Once you've submitted the application, you must satisfy the conditions of the permit.

Implement the Plan

Be prepared to implement the BMPs in your Plan before construction begins. Ensure that BMPs are properly maintained, and upgrade and repair them as necessary.

Developing and Implementing a Plan

You must have a Plan that includes erosion and sediment control and pollution prevention BMPs. These Plans require

- Advance planning and training to ensure proper implementation of the BMPs
- Erosion and sediment control BMPs in place until the area is permanently stabilized
- Pollution prevention BMPs to keep the construction site "clean"
- Regular inspection of the construction site to ensure proper installation and maintenance of BMPs

Fortunately, the practices and measures that must be included in your Plan are already part of the standard operating procedures at many construction sites.

Six steps are associated with developing and implementing a stormwater Plan. There's a wealth of information available on developing pollution prevention plans. Please contact your permitting authority for help in finding additional guidance materials, or visit www.epa.gov/npdes/stormwater. A sample construction plan is available at www.epa.gov/npdes/pubs/sample_swppp.pdf.

1. Site Evaluation and Design Development

- Collect site information
- Develop site plan design
- Prepare pollution prevention site map

The first step in preparing a Plan is to define the characteristics of the site and the type of construction that will occur. This involves collecting site information, identifying natural features that should be protected, developing a site plan design, describing the nature of the construction activity, and preparing a pollution prevention site map.

2. Assessment

- Measure the site area
- Determine the drainage areas
- Calculate the runoff coefficient

The next step is assessing the impact the project will have on stormwater runoff. Determine the drainage areas and estimate the runoff amounts and velocities. For more information on calculating the runoff coefficient, go to www.epa.gov/npdes/pubs/chap02_conguide.pdf, page 11.

3. Control Selection and Plan Design

- Review and incorporate state or local requirements
- Select erosion and sediment controls
- Select other controls
- Select stormwater management controls
- Indicate the location of controls on the site map
- Prepare an inspection and maintenance plan
- Coordinate controls with construction activity
- Prepare sequence of major activities

In the third step you'll actually document your procedures to prevent and control polluted stormwater runoff. You must delineate areas that will not be disturbed, including critical natural areas like streamside areas, floodplains, and trees. You must also identify the measures (or BMPs) you'll use to protect these areas.

Soil erosion control tips...

- Design the site to infiltrate stormwater into the ground and to keep it out of storm drains. Eliminate or minimize the use of stormwater collection and conveyance systems while maximizing the use of stormwater infiltration and bioretention techniques.
- Minimize the amount of exposed soil on site.
 - ◆ To the extent possible, plan the project in stages to minimize the amount of area that is bare and subject to erosion. The less soil exposed, the easier and cheaper it will be to control erosion.
 - ◆ Vegetate disturbed areas with permanent or temporary seeding immediately upon reaching final grade.
 - ◆ Vegetate or cover stockpiles that will not be used immediately.
- Reduce the velocity of stormwater both onto and away from the project area.
 - ◆ Interceptors, diversions, vegetated buffers, and check dams are a few of the BMPs that can be used to slow down stormwater as it travels across and away from the project site.
 - ◆ Diversion measures can also be used to direct flow away from exposed areas toward stable portions of the site.
 - ◆ Silt fences and other types of perimeter filters should never be used to reduce the velocity of runoff.
- Protect defined channels immediately with measures adequate to handle the storm flows expected.
 - ◆ Sod, geotextile, natural fiber, riprap, or other stabilization measures should be used to allow the channels to carry water without causing erosion. Use softer measures like geotextile or vegetation where possible to prevent downstream impacts.
- Keep sediment on site.
 - ◆ Place aggregate or stone at construction site vehicle exits to accommodate at least two tire revolutions of large construction vehicles. Much of the dirt on the tires will fall off before the vehicle gets to the street.
 - ◆ Regular street sweeping at the construction entrance will prevent dirt from entering storm drains. Do not hose paved areas.
 - ◆ Sediment traps and basins are temporary structures and should be used in conjunction with other measures to reduce the amount of erosion.
- Maintaining all BMPs is critical to ensure their effectiveness during the life of the project.
 - ◆ Regularly remove collected sediment from silt fences, berms, traps, and other BMPs.
 - ◆ Ensure that geotextiles and mulch remain in place until vegetation is well established.
 - ◆ Maintain fences that protect sensitive areas, silt fences, diversion structures, and other BMPs.

Other BMPs and Activities to Control Polluted Runoff

You'll need to select other controls to address potential pollutant sources on your site. Construction materials, debris, trash, fuel, paint, and stockpiles become pollution sources when it rains. Basic pollution prevention practices can significantly reduce the amount of pollution leaving construction sites. The following are some simple practices that should be included in the Plan and implemented on site:

- Keep potential sources of pollution out of the rain as practicable (e.g., inside a building, covered with plastic or tarps, or sealed tightly in a leak-proof container).
- Clearly identify a protected, lined area for concrete truck washouts. This area should be located away from streams, storm drain inlets, or ditches and should be cleaned out periodically.
- Park, refuel, and maintain vehicles and equipment in one area of the site to minimize the area exposed to possible spills and fuel storage. This area should be well away from streams, storm drain inlets, or ditches. Keep spill kits close by and clean up any spills or leaks immediately, including spills on pavement or earthen surfaces.
- Practice good housekeeping. Keep the construction site free of litter, construction debris, and leaking containers. Keep all waste in one area to minimize cleaning.
- Never hose down paved surfaces to clean dust, debris, or trash. This water could wash directly into storm drains or streams. Sweep up materials and dispose of them in the trash. Never bury trash or debris!
- Dispose of hazardous materials properly.

4. Certification and Notification

- Certify the Plan
- Submit permit application or notice of intent

Once the Plan has been developed, an authorized representative must sign it. Now is the time to submit the permit application or notice of intent. Your permit might require that the Plan be kept on site, so be sure to keep it available for the staff implementing the Plan.

Erosion and sedimentation control practices are only as good as their installation and maintenance.

5. Implementing and Maintaining a Plan

- Implement controls
- Inspect and maintain controls
- Update/change the Plan
- Report releases of hazardous materials

A Plan describes the practices and activities you'll use to prevent stormwater contamination and meet the NPDES permit requirements. Make sure that the Plan is implemented and that the Plan is updated as necessary to reflect changes on the site.

Erosion and sedimentation control practices are only as good as their installation and maintenance. Train the contractors that will install the BMPs and inspect immediately to ensure that the BMPs have been installed correctly.

Regularly inspect the BMPs (especially before and after rain events) and perform any necessary repairs or maintenance immediately. Many BMPs are designed to handle a limited amount of sediment. If not maintained, they'll become ineffective and a source of sediment pollution.

It's also important to keep records of BMP installation, implementation, and maintenance. Keep track of major grading activities that occur on the site, when construction activities cease (temporarily or permanently), and when a site is temporarily or permanently stabilized.

If construction plans change at any time, or if more appropriate BMPs are chosen for the site, update the Plan accordingly.

6. Completing the Project: Final Stabilization and Termination of the Permit

- Final stabilization
- Notice of Termination
- Record retention

Many states and EPA require a Notice of Termination (NOT) or other notification signifying that the construction activity is completed. An NOT is required when

- Final stabilization has been achieved on all portions of the site for which the permittee is responsible.

- Another operator has assumed control over all areas of the site that have not been finally stabilized. That operator would need to submit a new permit application to the permitting authority.

- For residential construction only, temporary stabilization of a lot has been completed prior to transference of ownership to the homeowner, with the homeowner being made aware of the need to perform final stabilization.

Permittees must keep a copy of their permit application and their Plan for at least 3 years following final stabilization. This period may be longer depending on state and local requirements.

Preconstruction Checklist

- A site description, including
 - ◆ Nature of the activity
 - ◆ Intended sequence of major construction activities
 - ◆ Total area of the site
 - ◆ Existing soil type and rainfall runoff data
- A site map with:
 - Drainage patterns
 - Approximate slopes after major grading
 - Area of soil disturbance
 - Outline of areas which will not be disturbed
 - Location of major structural and nonstructural soil erosion controls
 - Areas where stabilization practices are expected to occur
 - Surface waters
 - Stormwater discharge locations
- ◆ Name of the receiving water(s)
- A description of controls:
 - ◆ Erosion and sediment controls, including
 - Stabilization practices for all areas disturbed by construction
 - Structural practices for all drainage/discharge locations
 - ◆ Stormwater management controls, including
 - Measures used to control pollutants occurring in stormwater discharges after construction activities are complete
 - Velocity dissipation devices to provide nonerosive flow conditions from the discharge point along the length of any outfall channel
 - ◆ Other controls, including
 - Waste disposal practices that prevent discharge of solid materials
 - Measures to minimize offset tracking of sediments by construction vehicles
 - Measures to ensure compliance with state or local waste disposal, sanitary sewer, or septic system regulations
 - ◆ Description of the timing during the construction when measures will be implemented
- State or local requirements incorporated into the Plan
- Inspection and maintenance procedures for control measures identified in the Plan
- Contractor certification and Plan certification

Implementation Checklist

- Maintain records of construction activities, including
 - ◆ Dates when major grading activities occur
 - ◆ Dates when construction activities temporarily cease on the site or a portion of the site
 - ◆ Dates when construction activities permanently cease on the site or a portion of the site
 - ◆ Dates when stabilization measures are completed on the site
- Prepare inspection reports summarizing
 - ◆ Name of person conducting BMP inspections
 - ◆ Qualifications of person conducting BMP inspections
 - ◆ BMPs/areas inspected
 - ◆ Observed conditions
 - ◆ Necessary changes to the Plan
- Report releases of reportable quantities of oil or hazardous materials
 - ◆ Notify the National Response Center at 800-424-8802 immediately
 - ◆ Report releases to your permitting authority immediately, or as specified in your permit. You must also provide a written report within 14 days.
 - ◆ Modify the Plan to include
 - The date of release
 - Circumstances leading to the release
 - Steps taken to prevent reoccurrence of the release
- Modify Plan as necessary
 - ◆ Incorporate requests of the permitting authority to bring the Plan into compliance
 - ◆ Address changes in design, construction operation, or maintenance that affect the potential for discharge of pollutants

An ounce of prevention is worth a pound of cure! It's far more efficient and cost-effective to prevent pollution than it is to try to correct problems later. Installing and maintaining simple BMPs and pollution prevention techniques on site can greatly reduce the potential for stormwater pollution and can also save you money!

Visit www.epa.gov/npdes/stormwater for more information.



1 female. 1 male.

2 litters a year.

4 kittens per litter.

The only equation where

$$1+1=8$$

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The proven effective and humane strategy for managing and reducing populations of free-roaming domestic cats by preventing reproduction.

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Camp Hill, PA 17011

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Email: contact@nobodyscats.org

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County of Lancaster, PA

Green Infrastructure



Lancaster is tackling pressing environmental concerns by employing an innovative design strategy that uses natural "green" resources to clean our air and water, reduce energy costs and enhance the natural beauty of the places we live, learn, work and play. This cost-effective, sustainable and environmentally friendly approach is called "green infrastructure."




When It Rains, It Drains

Understanding Storm Water
and How It Can Affect
Your Money, Safety, Health,
and the Environment



Prepare your own taxes for FREE at
FreeTaxPrepLancaster.org

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 VITA is a program of United Way of Lancaster County.

Manheim Borough Office
 15 East High Street
 Manheim, PA 17545

Office Hours:
 Monday – Thursday
 8:00 AM to 5:00 PM
 Friday
 8:00 AM to 1:30 PM

Telephone: 717-665-2461
Fax: 717-665-7324
www.manheimboro.org

Office Closed:
 New Year's Day
 President's Day
 Good Friday
 Memorial Day
 4th of July
 Labor Day
 Thanksgiving Day
 Day after Thanksgiving
 Christmas Eve
 Christmas Day

The Manheim Area Chamber of Commerce and business community, is pleased to provide you with our 2017 Municipal Directory and Map. It has been prepared in order to acquaint you with the many services that are available to you in our community. Please keep this guide in a convenient location and refer to it often.

Manheim Borough
 Manheim Area Chamber of Commerce



the maximum weight or begin allowed by the manufacturer of the car seat. Children younger than 1 year should always ride in a rear-facing car seat. Never place a rear-facing car seat in the front seat with an active passenger-side front air bag.

Traveling rear-facing is 1 hour after those forward-facing.

rear-facing car seat, secure them in a forward-facing car seat with a harness for as long as possible, up to the highest weight or height allowed by the manufacturer of the car seat.

Forward-facing car seats reduce the risk of injury for children 4 to 8 years of age compared to children using the seat belt alone.

a belt-positioning booster seat with a lap and shoulder belt until the seat belt fits properly, typically when a child is approximately 4 feet 9 inches and between 8 and 12 years of age.

Booster seats lower the risk of injury for children age 4 to 8 years by 45% compared to children using the seat belt alone.

shoulder belt. A lap and shoulder belt fits properly when the lap belt lays low and snug across the hips, upper thighs and the shoulder belt fits across the center of the chest and shoulder.

The lap and shoulder seat belts reduce the risk of injury by 45%.

Children younger than age 13 should ride in a back seat.



VITA

We're here to help.

Free Tax Prep by VITA Certified Volunteers

Count on the VITA program to help you prepare your taxes for free. VITA is a program of United Way of Lancaster County. We are here to help you understand your tax situation and prepare your taxes for free. We are here to help you understand your tax situation and prepare your taxes for free.


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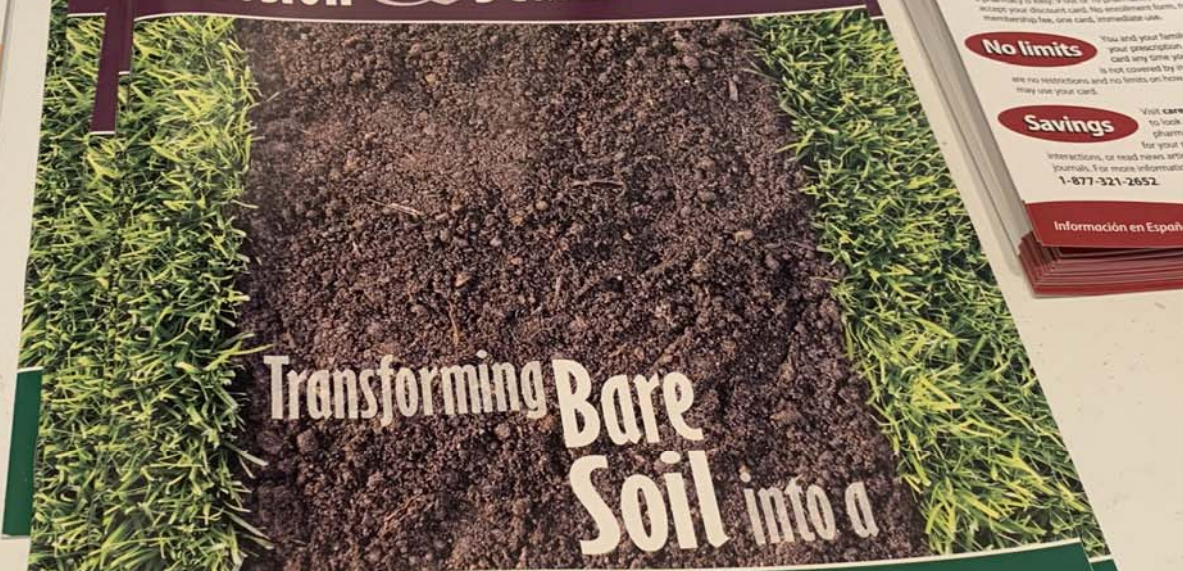
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Prepare your own taxes for FREE at
FreeTaxPrepLancaster.org

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Erosion & Sedimentation



Transforming Bare Soil into a Greener Tomorrow

GREENER TOMORROW

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Tear off this card and start saving today!

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No limits You and your family may use your prescription discount card any time your prescription is not covered by insurance. There are no restrictions and no limits on how many times you may use your card.

Savings Visit caremark.com/naco to look up a participating pharmacy, a price estimate for your prescription, check drug interactions, or read news articles from leading health journals. For more information, call toll-free 1-877-321-2652.

Información en Español en la parte atrás del folleto

MANHEIM VETERANS MEMORIAL

MANHEIM VETERANS MEMORIAL

Joe
 12:30-4:00
 Mask required on Oct. 9

Household Hazardous Waste Facility • 1299 Harrisburg Pike, Lancaster

LCSWMA



 **Alley Cat Allies**
The cats' leading advocate

How to Live With Cats in Your Neighborhood



Homeowners Guide to Stormwater BMP Maintenance

What You Need to Know to
Take Care of Your Property

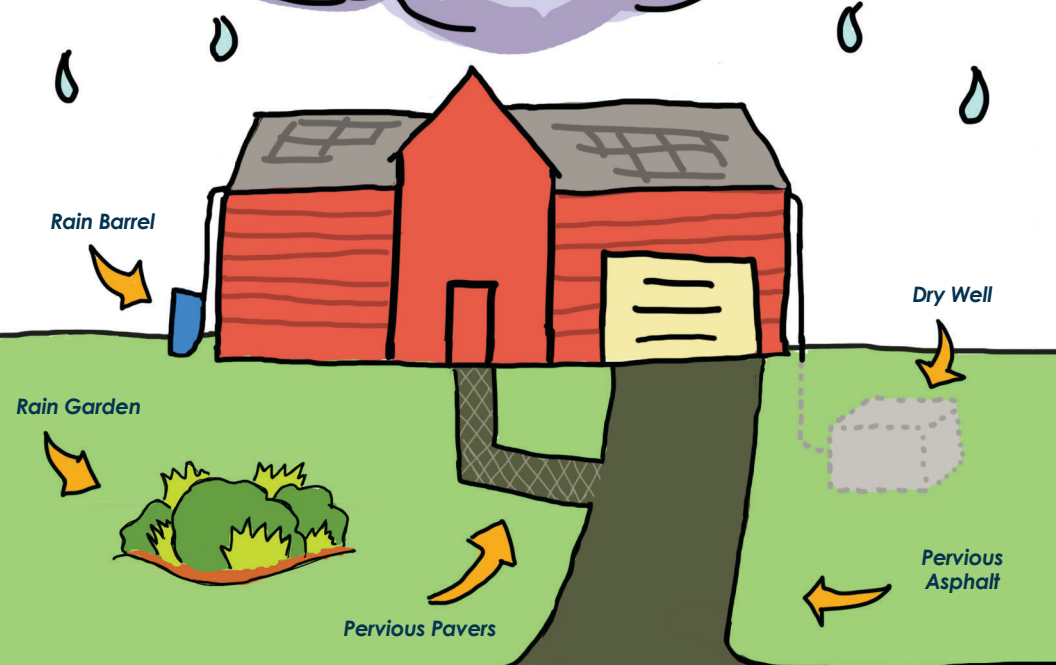


About Stormwater Management
SW Regulations for Homeowners
Home Stormwater BMP Description

Please do not
remove - if you
would like a copy
please visit the
Borough Website's
Stormwater page,
where you can print
a copy for your use.

Homeowners Guide to Stormwater BMP Maintenance

What You Need to Know to Take Care of Your Property



About Stormwater Management
SW **Regulations** for Homeowners
Home Stormwater **BMP Descriptions**

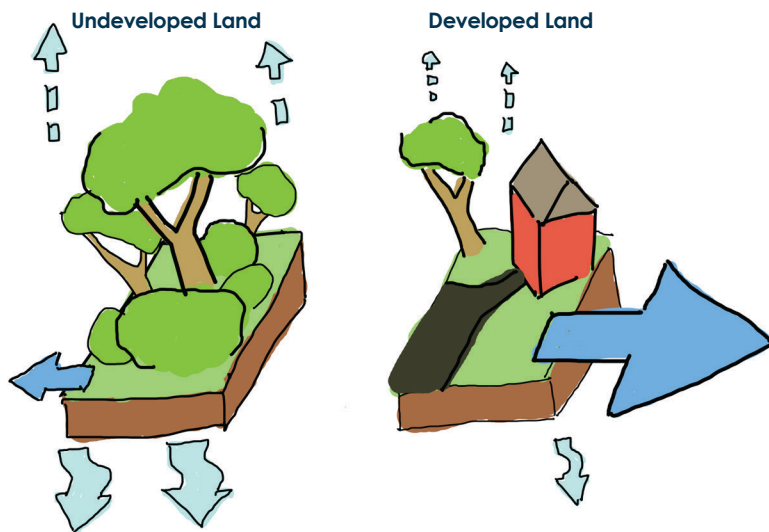
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What is Stormwater?

Stormwater is the water that runs off the land after precipitation, either rain or snowmelt. Rain or snow can drain down into the soil (called infiltration), evaporate back into the atmosphere, be used by plants, or flow into streams or water bodies. The water that runs off the land to streams or lakes is referred to as stormwater runoff.

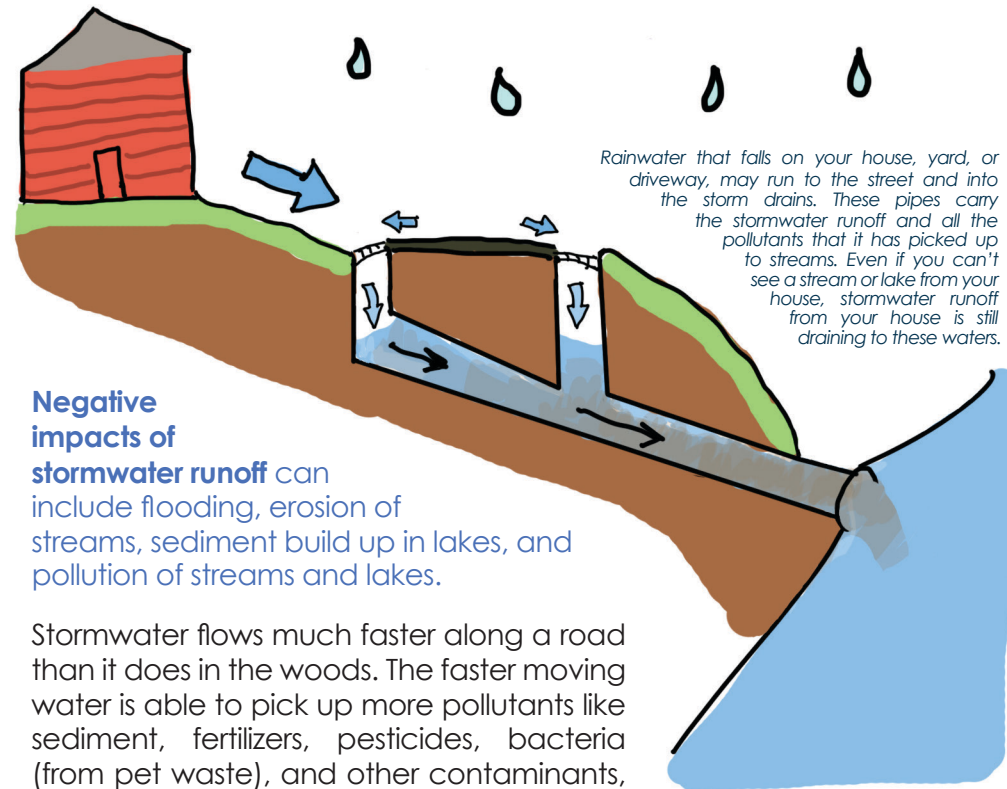
Stormwater runoff happens in natural, undeveloped areas, but typically only for larger storms. For most areas in Pennsylvania that are wooded or natural meadows, it takes about an inch or more of rain to produce runoff.

After development, the natural wooded or meadow areas are replaced with roofs, driveways, sidewalks, and streets. These hard surfaces are called impervious surfaces, and they do not allow water to drain through them, unlike how rain can drain into soil (which is called a pervious surface). When rain falls on impervious surfaces, it runs off rather than infiltrating into the soil or being taken up by vegetation.



When it rains on an undeveloped piece of property, much of the rainwater infiltrates into the soil or is evapotranspired back into the atmosphere. When vegetation is replaced with streets, driveways, sidewalks, houses, and lawns, less rainwater is able to infiltrate or return to the atmosphere, and more of the rain turns into runoff.

Why should you care about Stormwater Management?



Negative impacts of stormwater runoff can include flooding, erosion of streams, sediment build up in lakes, and pollution of streams and lakes.

Stormwater flows much faster along a road than it does in the woods. The faster moving water is able to pick up more pollutants like sediment, fertilizers, pesticides, bacteria (from pet waste), and other contaminants, and carry the pollutants to streams and lakes.

An increase in the amount of water that runs off after development and how quickly it runs off can cause erosion and instability in streams. Stormwater runoff can cause streams to become wider, deeper, and straighter, losing their natural bends (or meanders) and decreasing habitat for fish and other animals that live in streams. Stormwater from developed areas can also be hotter than natural stream sources. Warmer water holds less dissolved oxygen so stormwater can be harmful to fish like trout that need more oxygen.

It's easy to notice the flooding impacts of large rain storms, but over time, smaller storms can have an impact on streams, too. Across the state, about 95% of the rainfall volume occurs in small events (less than 2.4 to 3.2 inches depending on your location.)

BMPs: what are they, & what do they do?

BMP stands for **Best Management Practice**, and includes designed “things” like detention basins, as well as non-engineered approaches like protecting open space to manage stormwater. **SCMs** are Stormwater Control Measures, which are engineered facilities that are designed and constructed to manage stormwater. For the most part, the terms **BMP** and **SCM** can be used interchangeably.

The goal of **BMPs** or **SCMs** is to reduce the impact of development on downstream streams and lakes by:

- △ **minimizing the amount of runoff,**
- △ **slowing down the runoff,**
- △ **infiltrating runoff,**
- △ **evapotranspiring runoff, or**
- △ **filtering runoff.**

Many **BMPs** or **SCMs** will use vegetation for their ability to use water, put water back into the atmosphere, or help it infiltrate into the ground, rather than allow it to become runoff.

If you've ever walked through a meadow or shaken a tree branch after a rain, you got wet with intercepted water. When it rains, some of the water is trapped on plants. This “intercepted” water never even makes it to the ground where it could be infiltrated. Plants also use water as part of the photosynthesis process where they use the sun's energy to create their own food. This water used by plants is called evapotranspiration. Larger plants with broader leaves and deeper roots like trees, shrubs, or decorative grasses will intercept and evapotranspire more water than a grass lawn.



All of the homes in your community drain to a stream or lake. All homeowners need to do their part to maintain stormwater BMPs in their own yard to protect streams and lakes for everyone.

Your whole community has been designed with stormwater management in mind.

There are many different **BMPs** spread throughout the development. Stormwater flows downstream, and the homeowners must do their part on their own property to protect the streams for everyone. You and all of your neighbors each play an important role in the health of downstream waters.

Some BMPs/SCMs are landscaped and others are buried so you might not see anything at the surface. Even though it might just look like some plants or gravel, the **BMP** is still performing a very important function. Disturbing the vegetation or compacting the soil can ruin that **BMP** and have a negative impact downstream.

Native vegetation is the best choice for BMPs because they're naturally adapted to the soils and climate. They require less fertilizer, pesticides, watering, and overall less maintenance.

Stormwater Regulations

When a property is developed, the developer must incorporate stormwater management facilities. He/she must design **Erosion and Sediment Control (E&S) BMPs** that are used during construction to prevent soil from running off the site and polluting downstream waters. When the construction period is over, **Post-Construction Stormwater Management (PCSM) BMPs** will have been constructed, and the developer must provide a way for these BMPs to be properly maintained over time.

When the developer finished the project, they will have turned over the maintenance responsibilities for the BMPs to someone else, which could be the property owner, a nonprofit organization, the local municipality, an authority, a private corporation, or another person. The developer will also have produced a plan that must include drawings, which show the location and dimensions of each PCSM BMP. Accompanying this PCSM Plan will be a long-term operation and maintenance schedule, which provides for inspection of PCSM BMPs, including the repair, replacement, or other routine maintenance of the PCSM BMPs to ensure proper function and operation. This maintenance program must describe how access to the PCSM BMPs will be achieved.

The developer will be following the rules of **PA Code, Title 25, Chapter 102**, which defines rules for both Erosion and Sediment Control, and Post Construction Stormwater Management. These regulations can be found by going to PA Code online at www.pacode.com and then browsing to Title 25, Chapter 102.

What's the Homeowner's Legal Responsibility?

If your home was constructed after 2010, and your property contains any **Post Construction Stormwater Management (PCSM) BMPs**, the developer will have recorded details about them with your property's deed. State regulation requires that the information recorded with the deed identifies the PCSM BMP, provides for access to the BMPs for maintenance and inspection purposes, and provides notice that the responsibility for long-term operation and maintenance of the PCSM BMP is a legal requirement that runs with the property. You can view your property records at the Recorder of Deeds office at your county courthouse to determine if you are responsible for the maintenance of any BMPs.

If you are the person designated as the responsible-party for **operation and maintenance**, you must ensure that the BMPs continue to function properly and follow the maintenance schedule provided by the developer and recorded with your deed. The responsibility to maintain the BMPs includes the cost of plants or material for upkeep or replacement. You should have been provided a maintenance plan by the developer if you're the first owner of the home. If your home was constructed after 2010, you may need to check the property records for information if you're not the first owner and didn't receive the maintenance plan at the time of purchase.

If you're not doing the **necessary maintenance and required documentation**, you may be billed by your municipality for the cost of having someone else do the work, or you could face a summary offense and daily fine until the maintenance work is complete.

If **responsibility has been transferred to someone else**, you need to provide access for maintenance and inspection. You also must leave any BMPs in place. For example, you can't remove the vegetation of a rain garden, level it, and plant lawn grass.

Downspout Disconnection

What is it?

Traditionally, roof gutter downspouts were connected directly to underground storm drain pipes. Disconnecting the downspout allows the roof runoff to be managed right on your property, not allowing it to pick up any pollutants to carry downstream. Roof runoff can be directed to grassy lawn areas, to rain barrels and cisterns for reuse, or to an underground sump for infiltration.

Rain barrels and sumps are discussed separately. This section describes maintenance of roof runoff to a lawn area.

How does it work?

When the gutter downspout is turned and allowed to drain into the yard, the stormwater can be filtered by the grass and infiltrated into the soil. Downspout disconnection reduces stormwater volume by allowing it to be used by plants (evapotranspiration) or infiltrated into the soil.

How does a Homeowner maintain it?

Regularly:

- Maintenance for a downspout draining to a lawn area is generally part of the typical yard maintenance.
- Mow the lawn in this area at the same time interval that the rest of the yard is mowed.
- Check for bare spots and reseed if needed.

Additional Information:

- 💧 A splash guard or small pile of rocks may be needed at the location where the water leaves the drain to slow the water down and prevent erosion.
- 💧 The downspout could be directed to a rain garden rather than the lawn, in which case the Rain Garden maintenance (page 9) should be followed.

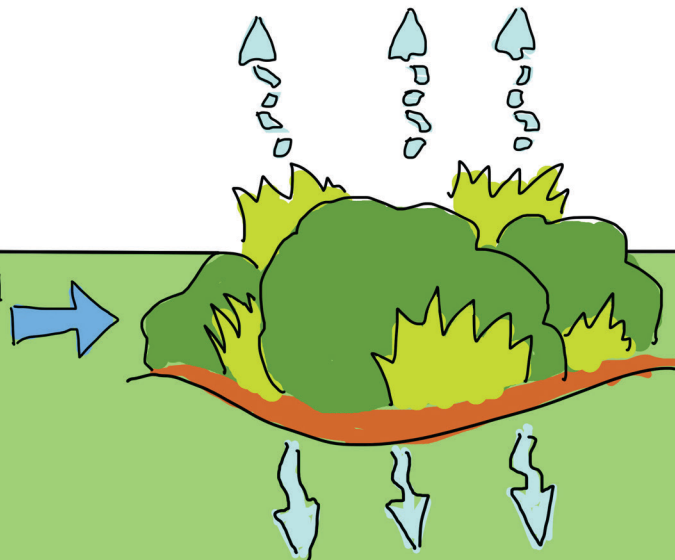
Rain Gardens & Small Bioretention

What is it?

A rain garden or bioretention area is a shallow depression that will hold runoff. It is planted with specially selected native vegetation that will filter and use runoff, as well as increase infiltration.

How does it work?

Rain gardens reduce the amount of runoff and remove pollutants. As the water pools in the depression, it can infiltrate deeper into the soil, or be used by the vegetation through evapotranspiration. The deep and dense root system of perennial vegetation increases the amount of water that infiltrate as compared to the shallow roots of lawn grasses. Even in a larger event during which the rain garden may overflow, runoff is still filtered through the vegetation removing pollutants.



How does a Homeowner maintain it?

Twice a year:

- Vegetation needs to be checked to make sure that it's healthy. Any bare spots need to be replanted.
- Check the inflow area to make sure that there isn't any sediment building up. Remove any accumulated sediment.
- Mulch should be re-spread when erosion is evident and be replenished as needed.

Annually:

- Perennial plants should be cut back if needed by species type and any dead vegetation should be removed at the end of the growing season.

Every Three Years:

- Apply mulch in the spring as needed to cover soil. Mulch should be 1-3 inches deep. Do not use mulch to "fill-in" the depression of the rain garden. That depression area is needed for stormwater management.

Additional Information:

- 💧 While vegetation is being established in the first few years, weeding may be required.
- 💧 If any plants die, they need to be replaced. Refer to the Post-Construction Stormwater Management Plan for what types of plants to use.
- 💧 During periods of extended drought, bioretention areas may require watering.
- 💧 Rain gardens should be checked after large rain storms to make sure that they are draining within 72 hours. If water remains in the rain garden longer than 72 hours, you could have mosquito problems, and should contact your county conservation district for guidance on fixing or replacing your rain garden.

Rain Barrels & Cisterns

What is it?

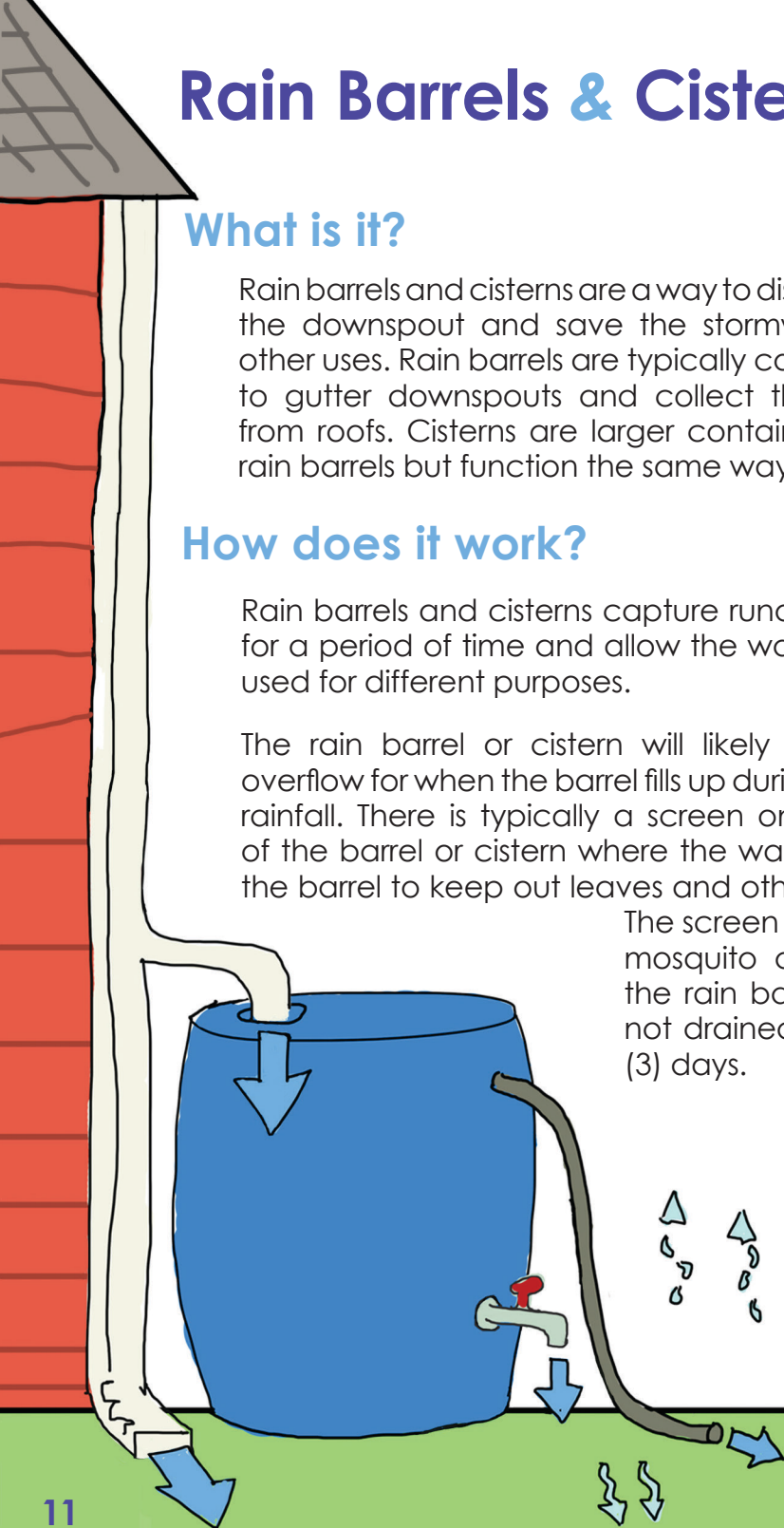
Rain barrels and cisterns are a way to disconnect the downspout and save the stormwater for other uses. Rain barrels are typically connected to gutter downspouts and collect the runoff from roofs. Cisterns are larger containers than rain barrels but function the same way.

How does it work?

Rain barrels and cisterns capture runoff, hold it for a period of time and allow the water to be used for different purposes.

The rain barrel or cistern will likely have an overflow for when the barrel fills up during heavy rainfall. There is typically a screen on the top of the barrel or cistern where the water enters the barrel to keep out leaves and other debris.

The screen also limits mosquito activity in the rain barrel if it is not drained in three (3) days.



How does a Homeowner maintain it?

After Rain Events:

- Clean the screen by removing any leaves that could block the flow of water into the barrel/cistern.
- Use the water in the barrel/cistern so that it's empty and ready to collect runoff from the next rain.

Annually:

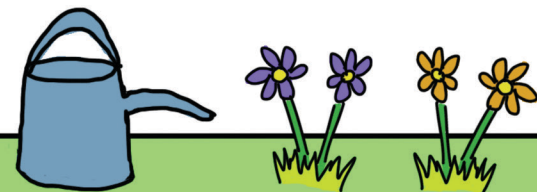
- Clean gutters to remove leaf debris that could clog the barrel/cistern.

❄ Special Winter Needs:

- In the fall, empty the rain barrel/cistern before the water could freeze.
- Rinse out the barrel/cistern to remove any accumulated sediment.
- Do not reconnect the barrel/cistern until spring. During the winter months, connect a piece of flexible gutter to the end of the downspout and direct the outlet to a grassy area of the yard.

Additional Information:

- 💧 **Rain barrels and cisterns are great (and economical!) water sources for watering plants.** The spigot can fill a watering can or be connected to a standard garden or irrigation hose.
- 💧 **Safety note!** The water in a rain barrel or cistern is not safe for consumption without prior treatment.



Dry Well

What is it?

Roof runoff can be directed through the gutter downspout to an underground dry well to be infiltrated without taking up any surface yard space. Dry wells are also sometimes called sumped downspouts.

How does it work?

Dry wells reduce stormwater volume by allowing it to be infiltrated into the soil. The water is held in the underground storage facility and then can drain slowly into the surrounding soil. The runoff drains from the gutter into either a gravel filled pit or a prefabricated plastic or concrete tank. There may be a sump, or smaller chamber, located before the gravel pit or tank. This sump collects leaves and other debris to prevent clogging of the dry well.

How does a Homeowner maintain it?

After storms with larger than 1 inch of rain:

- There is typically a screen where the downspout enters the dry well. Clean the screen by removing any leaves that could block the flow of water into the dry well.
- Inspect the sump for accumulation of sediment, trash, or any other material. Remove any material that is in the sump to prevent it from clogging the dry well.

Quarterly:

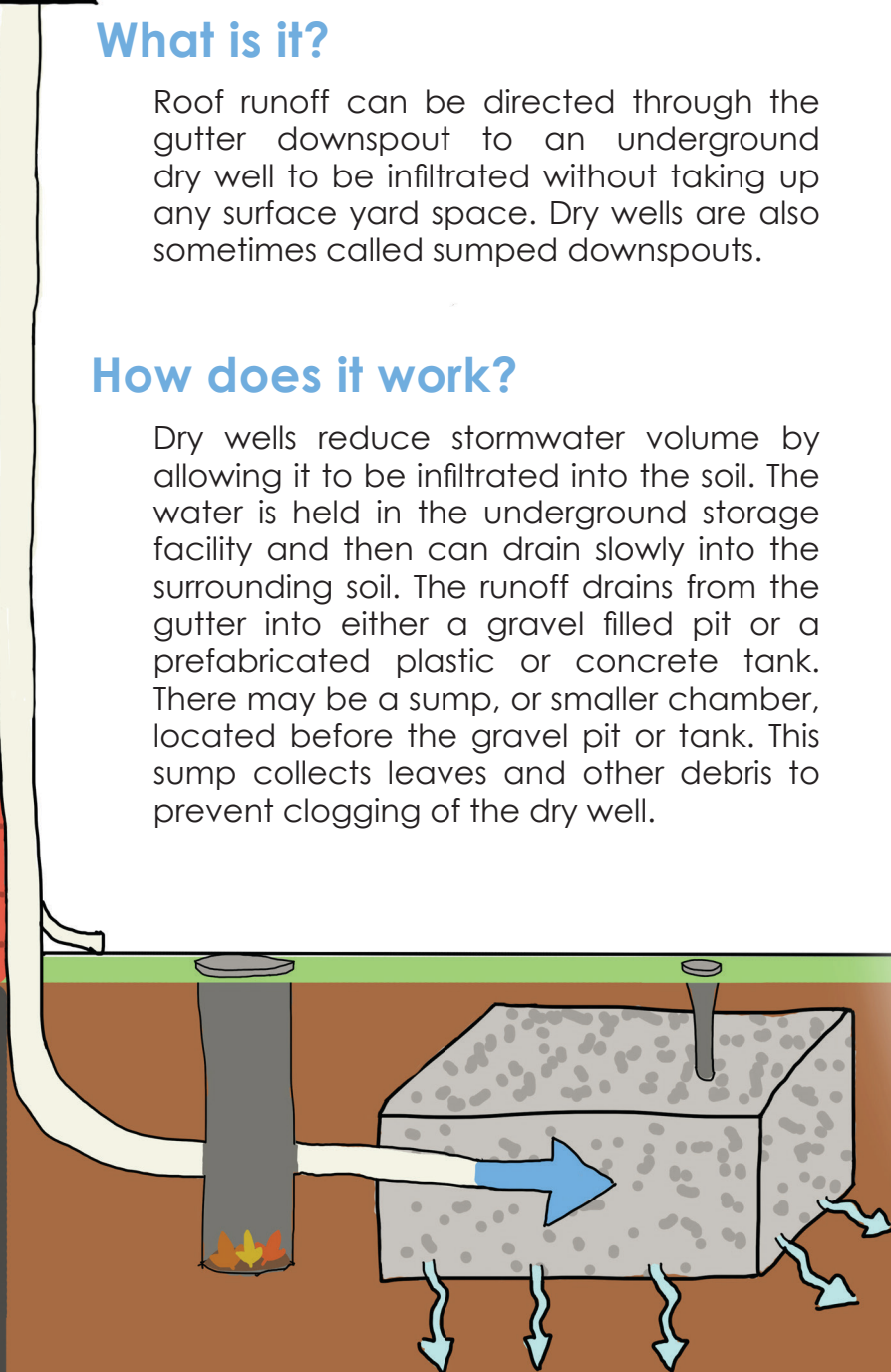
- There should be an above ground cap that allows access to the dry well. Four times a year, view down the access pipe to make sure that the dry well is not accumulating sediment, trash, or other material. Over time the accumulation of sediment or trash may be vacuumed or may require excavation. Contact your county conservation district for guidance on cleaning out your dry well.

Annually:

- Clean gutters to keep leave debris out of the sump and dry well.

Additional Information:

- △ After large rain events, check the access pipe to ensure that the dry well is draining within 72 hours. If the drain times are more than 72 hours, the dry well may need to be cleaned out or replaced. Contact your county conservation district for guidance on fixing or replacing your dry well.



Infiltration Trench

What is it?

Infiltration trenches are essentially leaky pipes in a stone-filled trench. Surface runoff or gutter downspouts can be directed to infiltration trenches.

How does it work?

An infiltration trench contains a perforated pipe in a stone trench. It can be thought of as the opposite of a French drain. In a French drain, water flows from the soil into a perforated pipe and away from the wet spot. For an infiltration trench, stormwater runoff is directed into a perforated pipe that is surrounded by gravel. The water then drains out of the perforated pipe into the trench.

During small rain events with a small amount of runoff, stormwater flows out of the pipe through the perforations into the gravel and then into the soil. During larger storms that produce more runoff, some stormwater will be stored in the stone trench, but water will also flow through the pipe to a larger BMP or SCM. Runoff that moves into the soil can help recharge aquifers (ground water) and wells.

How does a Homeowner maintain it?

Protection:

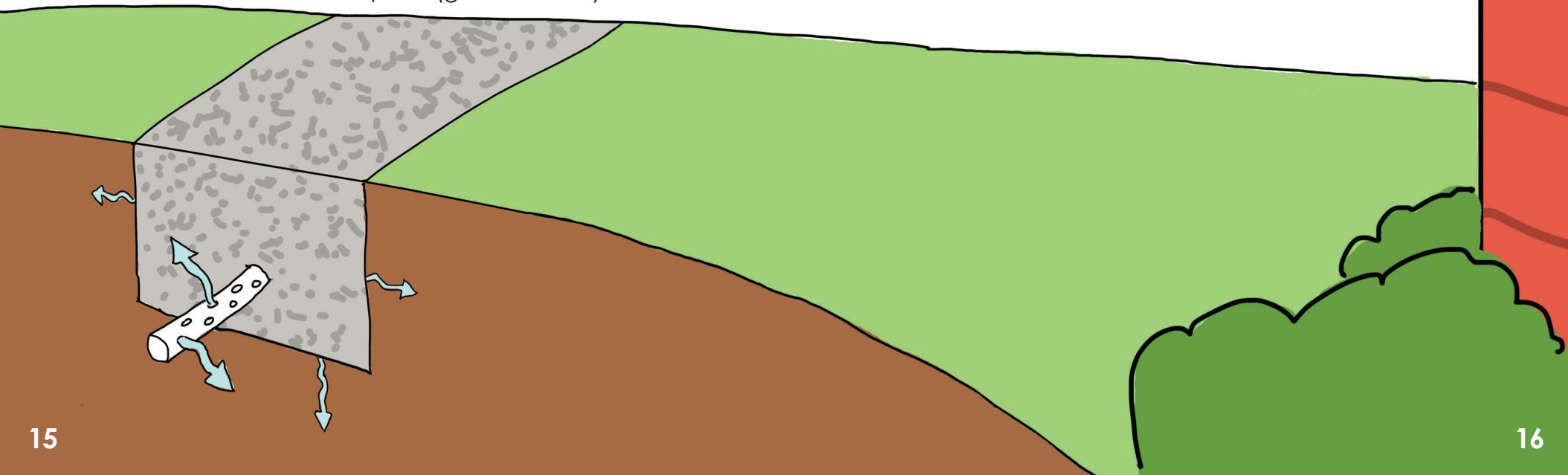
- You should be careful to not regularly drive over an infiltration trench so as to not cause compaction or crush the perforated pipe.

Annually:

- If the trench has an access pipe, it should be checked annually to make sure that the trench isn't clogged.

Additional Information:

- 💧 Ponding of water on the surface over the trench indicates that there is a problem with the trench and you should contact your county conservation district for guidance on fixing or replacing the infiltration trench.



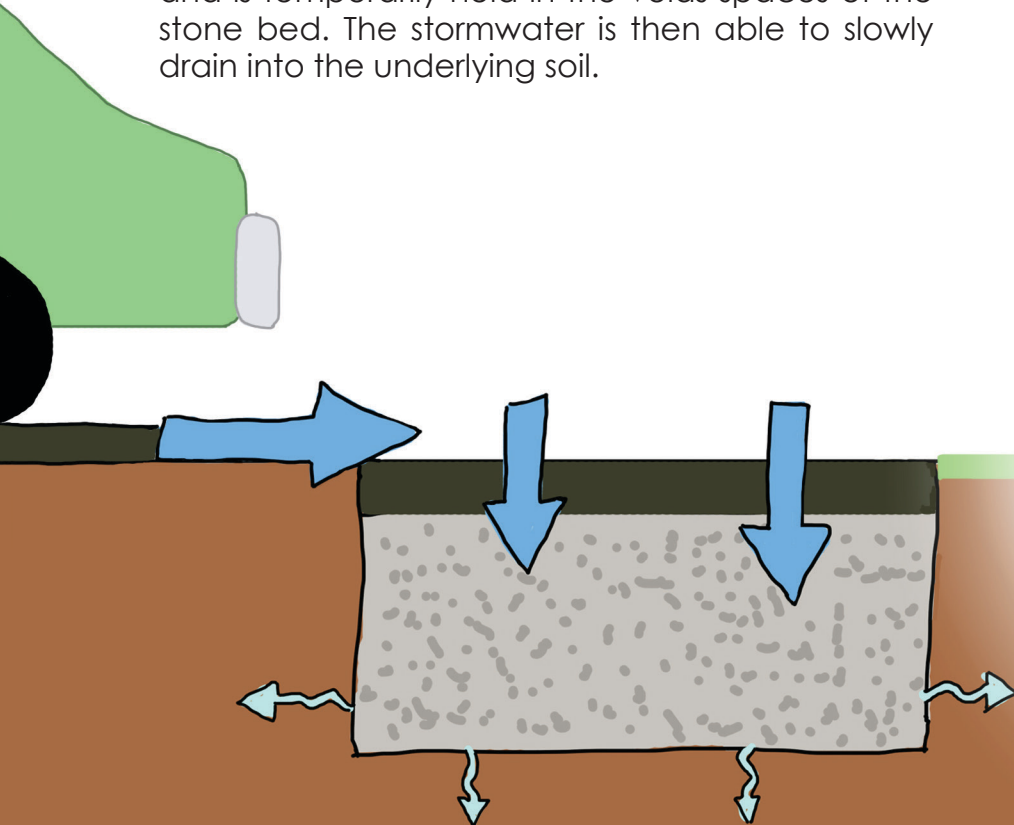
Pervious Pavements

What is it?

Pervious pavements are a modification to typical pavement that allow water to drain through the surface rather than run off it. Pervious pavements include porous asphalt or porous concrete which are poured over a gravel bed, or porous pavers on uncompacted soil.

How does it work?

Stormwater drains through the pervious surface and is temporarily held in the voids spaces of the stone bed. The stormwater is then able to slowly drain into the underlying soil.



How does a Homeowner maintain it?

Protection:

- The key to maintaining pervious pavements is to prevent the surface from getting clogged.
- Planted areas near the pervious pavement should be well maintained to prevent soil from washing into the pavement. If you see a bare spot or eroded area, it should be replanted to prevent soil wash off.
- If soil does wash onto the pavement, it should be immediately cleaned off before it gets ground into the surface.
- It is very important to never apply a sealing coat. A sealing coat over a pervious asphalt driveway or walkway will clog all the openings and prevent water from draining through it.

Biannually:

- The surface needs to be vacuumed twice a year with a commercial cleaning unit to remove fine particles from the surface.

❄️ Special Winter Needs:

- Sand or cinders should not be used with pervious pavement because the small particles will clog the surface.
- Snow shoveling and plowing is fine, but be careful not to scrape the surface.
- Salt can be used on pervious pavements, but nontoxic, organic deicers or magnesium chloride-based products are better than sodium chloride.

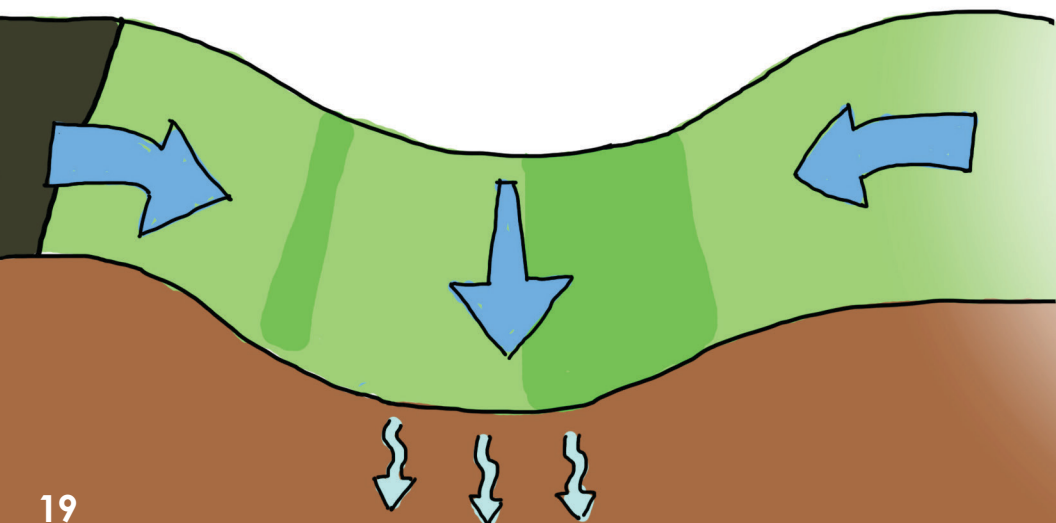
Vegetated Swale

What is it?

A vegetated swale is a wide, shallow channel, planted with grass or shrubs. A swale conveys runoff like a ditch, but a swale is much shallower and wider than a typical drainage ditch. If the swale is located on a steeper slope, rocks may be used to prevent erosion.

How does it work?

The wide, shallow design of swales allows runoff to flow more slowly than it would in a narrow, deep ditch or in a pipe. Vegetated swales slow runoff, promote infiltration, and filter pollutants and sediment in the process of conveying runoff. They can be used instead of conventional curb and gutter.



How does a Homeowner maintain it?

Regularly:

- If the vegetation in the swale is turf grass, mow the swale when mowing the rest of the yard. Mow only when swale is dry to avoid rutting.
- After rain events look for erosion, damage to vegetation, or sediment accumulation. Reseed bare areas and remove sediment.

Twice a Year:

- If the vegetation in the swale is larger perennial shrubs and bushes, check to make sure that it's healthy. Any bare spots need to be replanted.
- Look for any sediment build-up. Remove any accumulated sediment.

Annually:

- Perennial plants should be cut back if needed by species type, and any dead vegetation should be removed at the end of the growing season.

Additional Information:

- While vegetation is being established in the first few years, weeding may be required.
- Watering may be necessary during dry periods.

❄️ Special Winter Needs:

- After the spring melt, remove any accumulated antiskid material like sand. Replace any damaged vegetation.
- If driveway or sidewalk runoff is directed to the swale, use nontoxic, organic deicing agents or magnesium chloride-based liquid products (rather than sodium chloride-based salts).

Amended Soils

What is it?

Much of the management of stormwater relies on soil that can infiltrate runoff. Disturbed soils that have been compacted through construction activities or soils with poor organic content can be restored and amended through loosening the soil and adding material like compost.

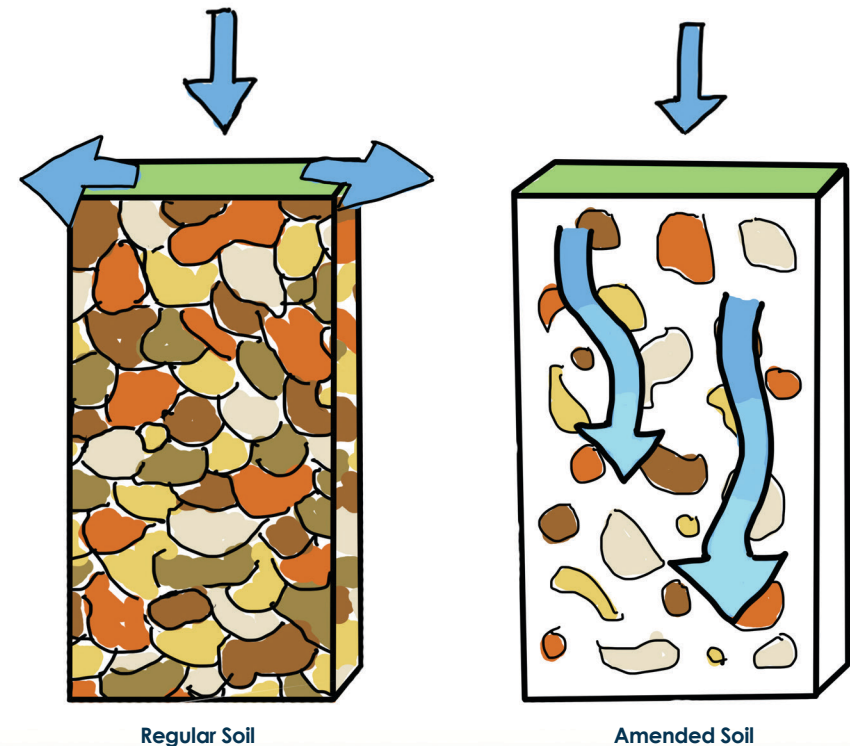
How does it work?

Little spaces between soil particles called pores or voids allow water to both be stored in the soil and move through the soil as infiltration. When the soil is compacted through the process of development, the pores or void spaces are reduced. Compaction of soil prevents water from infiltrating. Loosening the soil or tilling can reduce compaction and increase the soil's ability to infiltrate runoff. Adding organic material like compost, sand, or manufactured soil media to the soil increases the pore spaces in the soil, which increases its ability to hold water.

How does a Homeowner maintain it?

Protection:

- The key to maintaining amended soils is to protect and preserve them.
- Compaction of the soil should be avoided. Don't use as an extra parking area or storage for a recreational vehicle.
- Amended soils that are a BMP can't be removed. For example, the area cannot be converted to a patio or other use that would prevent stormwater infiltration.



There needs to be air spaces in between soil particles for water to be infiltrated. Amended soils have increased air space, but these air spaces are lost if the soil is compacted by heavy equipment or vehicle parking.

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Contact Information

Department of Environmental Protection Headquarters

Rachel Carson State Office Building
400 Market Street, Harrisburg, PA 17101
Phone: (717) 783-2300

Northeast Regional Office

2 Public Square, Wilkes-Barre, PA 18711-0790
24 Hour Emergency Number: (570) 826-2511

North-central Regional Office

208 West Third Street, Suite 10, Williamsport, PA 17701-6448
Main Number & 24 Hour Emergency Number: (570) 327-3636

Northwest Regional Office

230 Chestnut Street, Meadville, PA 16335
Business Hours: (814) 332-6945
After Hours: (800) 373-3398

Southeast Regional Office

2 East Main Street, Norristown, PA 19401
Main and 24 Hour Emergency Number: (484) 250-5900

South-central Regional Office

909 Elmerton Avenue, Harrisburg, PA 17110
Business Hours: (717) 705-4700
24 Hour Emergency Number: (866) 825-0208

Southwest Regional Office

400 Waterfront Drive, Pittsburgh, PA 15222-4745
24 Hour Emergency Number: (412) 442-4000

Additional Resources

🌱 Landscaping with Native Plants.

www.dcnr.state.pa.us/forestry/plants/nativeplants/

🌱 PA Stormwater Best Practices Manual (2006).

www.elibrary.dep.state.pa.us/dsweb/View/Collection-8305

MCM #1 Project Plan

- BMP 1.1

Description:

Develop, implement and maintain a written Public Education and Outreach Program

Measurable Goal:

1. For new permittees, a written Public Education and Outreach Program (PEOP) shall be developed and implemented within one year following approval of coverage under this General Permit, and shall be re-evaluated each year thereafter and revised as needed.
2. For existing permittees, the existing PEOP shall be reviewed annually 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.

Action Plan:

This plan will be reviewed annually, at a minimum, and revised when deemed necessary. This plan document is intended to serve as the required Public Education and Outreach Plan (PEOP).

- BMP 1.2

Description:

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

Measurable Goal:

1. For new permittees, the lists shall be developed within one year following approval of coverage under this General Permit, and reviewed and updated as necessary every year thereafter.
2. For existing permittees, the lists shall continue to be reviewed and updated annually.

Action Plan:

The Borough has identified residents, businesses, community organizations, and elected officials within the Borough as target audiences. At least one of the educational activities identified under BMP 1.3 and 1.4 will reach each target audience group annually.

- BMP 1.3

Description:

Annually publish at least one educational item on your Stormwater Management Program

Measurable Goal:

1. 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.
2. In subsequent years, and for existing permittees, the list of items published and the content in these items shall be reviewed, updated, and maintained annually.

The permittee's publications shall contain stormwater educational information that addresses one or more of the six MCMs.

Action Plan:

i) Printed materials:

Borough Newsletter - The Borough utilizes their community newsletter as a means for disseminating information. The newsletter is distributed semi-annually. The Borough annually

reviews and verifies the mailing address list, to ensure it is current. The target audiences of this activity are Borough residents, businesses, and community organizations. The newsletter is also available on the Borough website.

ii) Website:

The Borough maintains a website which posts newsletter articles and PA DEP contact information. The Borough website contains information on stormwater management as well as a brief description of the requirements of the MS4 Permit. The target audience group is residents of the Borough.

- BMP 1.4

Description:

Distribute stormwater educational materials to target audiences

Measurable Goal:

All permittees shall select and utilize at least two distribution methods annually. These are in addition to BMP #3, above.

Action Plan:

i) Printed Materials

Printed Materials at Borough Office - A copy of the County of Lancaster Green Infrastructure handout as well as other PA DEP brochures are available at the Borough office. The Green Infrastructure handout outlines what a resident can do to enhance local water resources. The Borough Zoning Officer and Manager are able to provide explanations of the information provided, upon request. The target audience group is the residents of the Borough. The Borough Library is located directly above the Borough Office which causes a lot of foot traffic to pass by the Office. Materials have been placed in the hallway to capture this foot traffic.

ii) Meetings:

Borough Council Meetings – MS4 is a standing item on the Borough Engineer's monthly report which is reviewed at Council meetings. Borough has also elected to hold their required MS4 Public Meeting during regularly scheduled Borough Council Meetings since it gives the greatest opportunity for resident exposure. The target audience groups for this activity are elected officials and Borough residents.

iii) Permits:

The Borough includes a stormwater educational pamphlet with the issuance of all building permits. The target audience groups are Borough residents and contractors.

iv) Chiques Creek Watershed Alliance

This group was formed with the mission to promote good stewardship of the land within the Chiques Watershed in order to protect and preserve the Chiques Creek for our present community and for future generations. A Borough representative participates in their monthly meetings in addition to the Borough providing an annual financial contribution. This group provides education in and around the Borough including an information stand at the annual farm show.

MCM #2 Appendix

- **MCM #2 Project Plan**
- **BMP 2.1 Attachments**
 - MCM #2 Project Plan.pdf
- **BMP 2.3 Attachments**
 - Manheim Borough's MS4 Program (2021).pdf

MCM #2 Project Plan

- BMP 2.1

Description:

Develop, implement and maintain a written Public Involvement and Participation Program (PIPP).

Action Plan:

i) Public Input Opportunities

Borough Council Meetings – MS4 activities are reported on the Borough Engineer's monthly report which is reviewed at Council meetings.

ii) Watershed Group Communication

Chiques Creek Watershed Alliance - This group was formed with the mission to promote good stewardship of the land within the Chiques Watershed in order to protect and preserve the Chiques Creek for our present community and for future generations. The Borough provides an annual financial contribution.

iii) Annual Report Publication

The Borough will maintain a copy of the latest annual report submission at the Borough office for public viewing. The Borough posts a digital copy of the latest annual report submission to their website.

- BMP 2.2

Description:

Advertise to the public and solicit public input on ordinances, SOPs, Pollutant Reduction Plans (PRPs) (if applicable) and TMDL Plans (if applicable), including modifications thereto, prior to adoption or submission to DEP.

Action Plan:

The Borough shall follow the requirements of ordinance advertisement and adoption as defined in §1-12 of the Borough Code.

- BMP 2.3

Description:

Regularly solicit public involvement and participation from the target audience groups using available distribution and outreach methods.

Action Plan:

i) Illicit Discharge Reporting: The Borough Office Administrative Assistant receives all reports/complaints within the Borough. Complaints are routed to the public works department for investigation. The Borough developed an Illicit Discharge Notification Protocol and utilizes a digital tracking form for complaints.

ii) Public Meeting: The Borough will hold at least one public meeting per permit cycle to review the status of their MS4 program with the public. These meetings will typically be scheduled during a Borough Council Meeting.

iii) Public Activities: The Borough promotes the Chiques Creek Watershed Alliance. Yearly they organize events and activities which engage the public. Past activities include public volunteer plantings, watershed expo, and the stream stomp (a youth event).

MCM #2 Project Plan

- BMP 2.1

Description:

Develop, implement and maintain a written Public Involvement and Participation Program (PIPP)

Measurable Goal:

The PIPP for new permittees shall be developed and implemented within one year following approval of coverage under this General Permit. All permittees shall reevaluate the PIPP annually and make revisions as necessary.

The PIPP shall include, at a minimum:

1. 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.
2. 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 surface waters receiving the permittee's discharges.
3. Making Annual MS4 Status Reports and all other plans, programs, maps and reports required by this General Permit available to the public on the permittee's website, at the permittee's office(s), or by mail upon request.

Action Plan:

i) Public Input Opportunities:

Borough Council Meetings – MS4 is a standing item on the Borough Engineer's monthly report which is reviewed at Council meetings.

ii) Watershed Group Communication

Chiques Creek Watershed Alliance - This group was formed with the mission to promote good stewardship of the land within the Chiques Watershed in order to protect and preserve the Chiques Creek for our present community and for future generations. A Borough representative participates in their monthly meetings in addition to the Borough providing an annual financial contribution.

iii) Annual Report Publication

The Borough will maintain a copy of the latest annual report submission at the Borough office for public viewing. The Borough posts a digital copy of the latest annual report submission to their website.

- BMP 2.2

Description:

The permittee shall advertise to the public and solicit public input on the following documents prior to adoption or submission to DEP:

- Stormwater Management Ordinances (for municipalities)
- Standard Operating Procedures (SOPs) (for non-municipal entities)
- Pollutant Reduction Plans (PRPs), including modifications thereto

Measurable Goal:

1. For Ordinances and SOPs, the permittee shall provide notice to the public; provide opportunities for public comment; document and evaluate the public comments; and document the permittee's responses to the comments prior to finalizing the documents. The

permittee shall provide this documentation to DEP upon request.

2. For PRPs, public participation requirements are specified in Appendices D and E of this General Permit.

Action Plan:

The Borough shall follow the requirements of ordinance advertisement and adoption as defined in §1-12 of the Borough Code.

- BMP 2.3

Description:

Regularly solicit public involvement and participation from the target audience groups using available distribution and outreach methods. This shall include an effort to solicit public reporting of suspected illicit discharges. Assist the public in their efforts to help implement the SWMP.

Measurable Goal:

1. The permittee shall solicit public involvement and participation from target audience groups on the implementation of the SWMP. The solicitation can take the form of public meetings or other events. The public shall be given notice in advance of each meeting or event. During the meetings or events, the permittee should present a summary of progress, activities, and accomplishments with implementation of the SWMP, and the permittee should provide opportunities for the public to provide feedback and input. The presentation can be made at specific MS4 events or during any other public meeting. Existing permittees shall conduct at least one public meeting that includes information on SWMP implementation by March 15, 2023; new permittees shall conduct at least one public meeting within 5 years following approval of General Permit coverage.
2. The permittee shall document and report instances of cooperation and participation in MS4 activities; presentations the permittee made to local watershed organizations and conservation organizations; and similar instances of participation or coordination with organizations in the community.
3. The permittee shall also document and report activities in which members of the public assisted or participated in the meetings and in the implementation of the SWMP, including education activities or organized implementation efforts such as cleanups, monitoring, storm drain stenciling, or others.

Action Plan:

- i) Illicit Discharge Reporting: The Borough Office Administrative Assistant receives all reports/complaints within the Borough. Complaints are routed to the public works department for investigation. The Borough developed an Illicit Discharge Notification Protocol and utilizes a digital tracking form for complaints.
- ii) Public Meeting: The Borough will hold at least one public meeting per year to review the status of their MS4 program with the public. These meetings will typically be scheduled during a Borough Council Meeting.
- iii) Public Activities: The Borough promotes the Chiques Creek Watershed Alliance. Yearly they organize events and activities which engage the public. Past activities include public volunteer plantings, watershed expo, and the stream stomp (a youth event).

Manheim Borough's MS4 Program



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[Minimum Control
Measures]

+

[Pollutant
Reduction Plan]



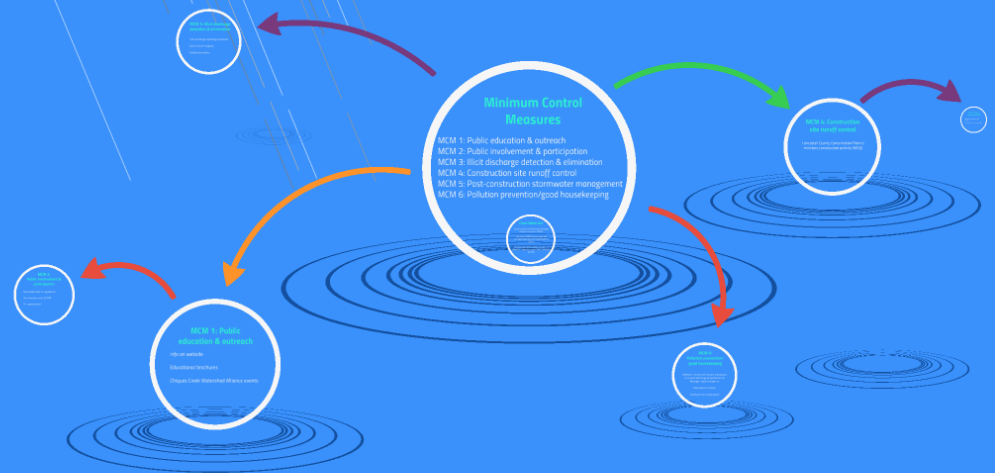
Phase I & II construction cost:
\$996,140

Grant applications:
\$250,000 - DCNR
\$250,000 - DEED/GTRP
\$300,000 - DEED/WRRP
\$200,000 - RFWF
\$50,000 - Lenc. Co. Comm. Foundation
\$437,931 - Growing Greener

Total: \$1.5 million in grant funding



Manheim Borough's MS4 Program



A graphic with a blue background featuring diagonal lines in the top left and horizontal wavy lines in the center. A large white circle is centered on the page, containing text. The background transitions to a light gray curve at the bottom.

Clean Water Act

Establishes National Pollutant Discharge
Elimination System (NPDES)

One type of NPDES permit regulates
municipal separate storm sewer systems
(MS4s)

The Borough's MS4 program includes six
elements - called Minimum Control Measures
(MCMs)

Minimum Control Measures

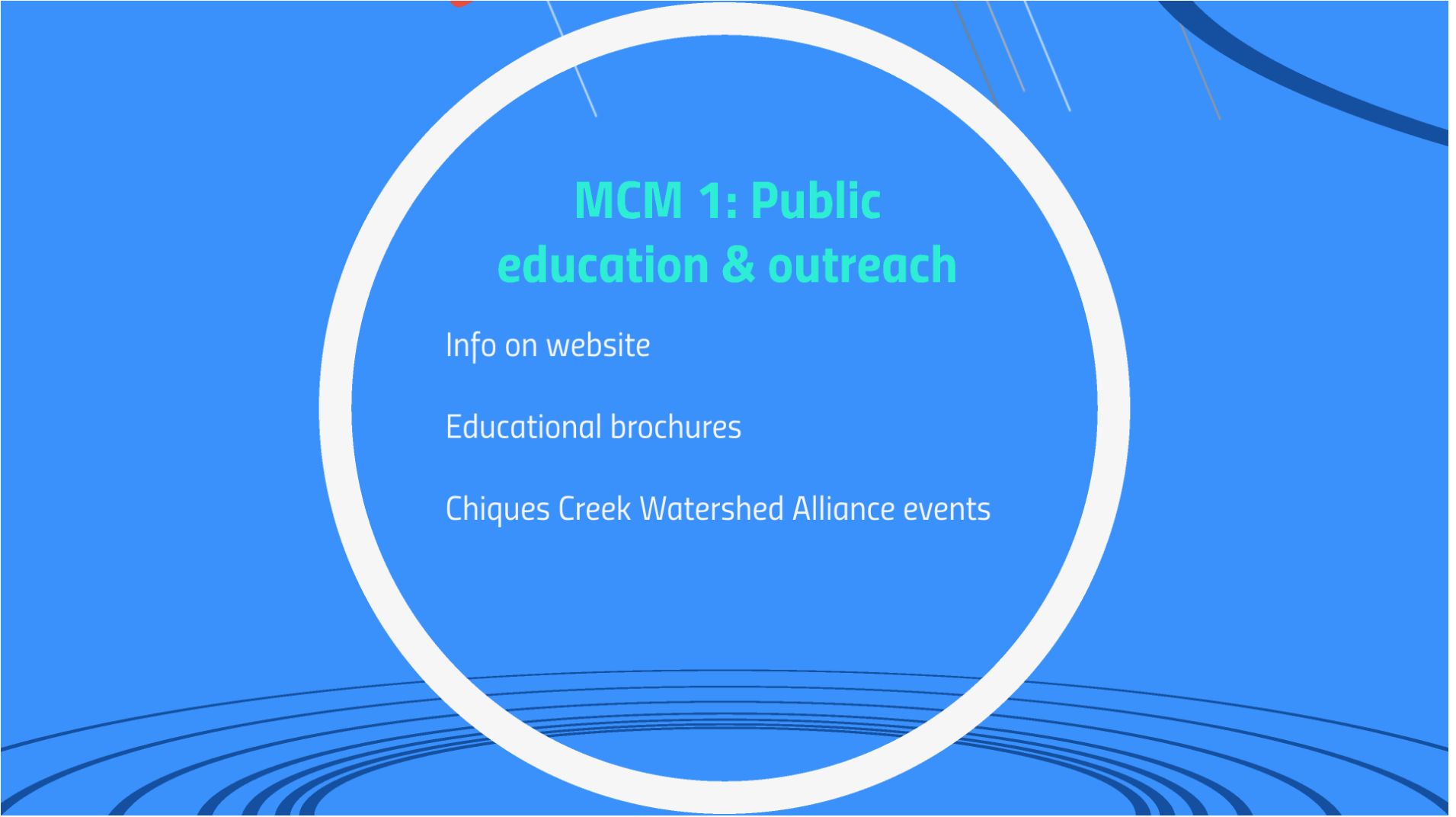
- MCM 1: Public education & outreach
- MCM 2: Public involvement & participation
- MCM 3: Illicit discharge detection & elimination
- MCM 4: Construction site runoff control
- MCM 5: Post-construction stormwater management
- MCM 6: Pollution prevention/good housekeeping

Clean Water Act

Establishes National Pollutant Discharge Elimination System (NPDES)

One type of NPDES permit regulates municipal separate storm sewer systems (MS4s)

The Borough's MS4 program includes six elements - called Minimum Control Measures (MCMs)





MCM 1: Public education & outreach

Info on website

Educational brochures

Chiques Creek Watershed Alliance events

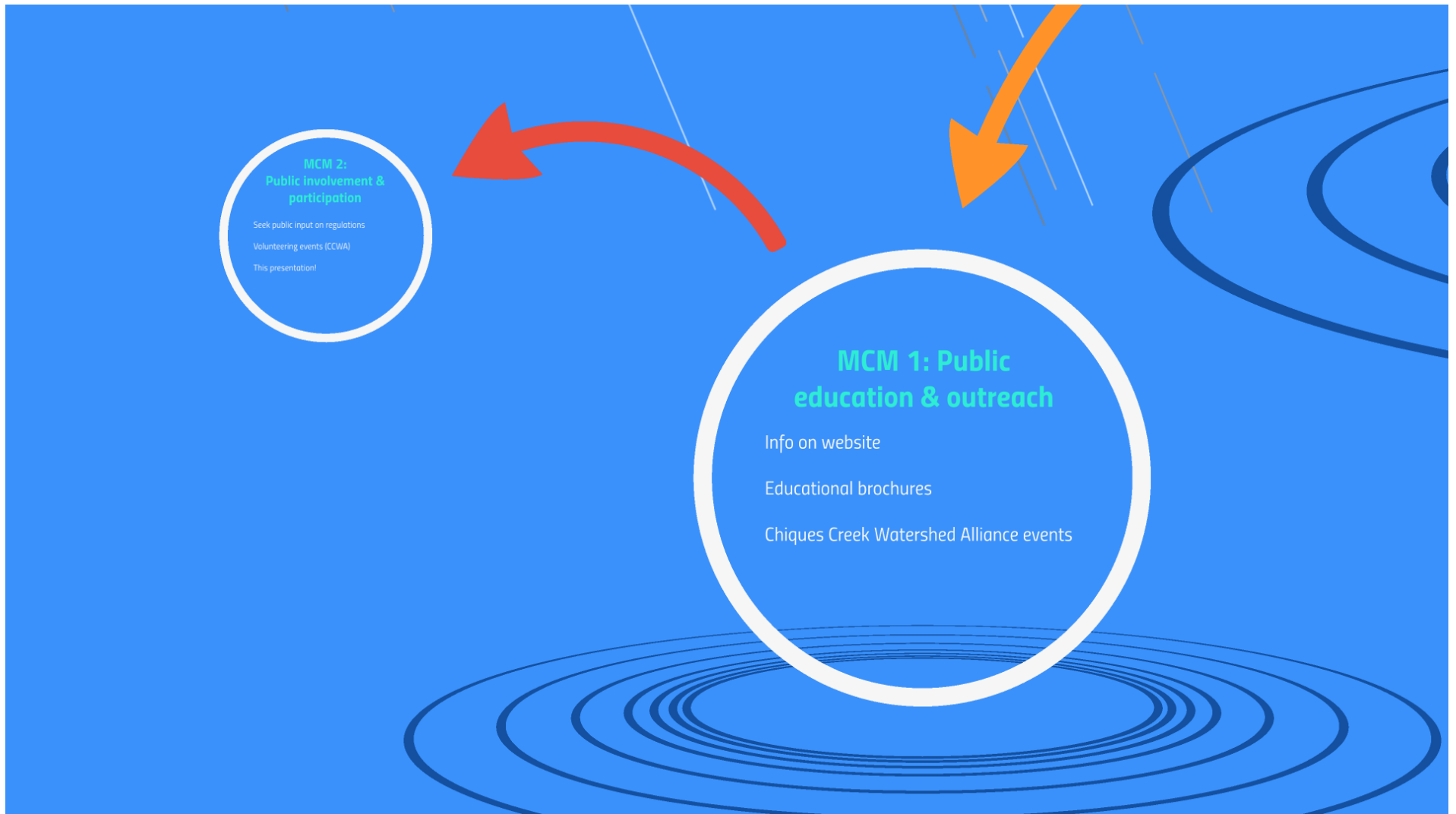


MCM 2: Public involvement & participation

Seek public input on regulations

Volunteering events (CCWA)

This presentation!



Minimum Control Measures

- MCM 1: Public education & outreach
- MCM 2: Public involvement & participation
- MCM 3: Illicit discharge detection & elimination
- MCM 4: Construction site runoff control
- MCM 5: Post-construction stormwater management
- MCM 6: Pollution prevention/good housekeeping

Clean Water Act

Establishes National Pollutant Discharge Elimination System (NPDES)

One type of NPDES permit regulates municipal separate storm sewer systems (MS4s)

The Borough's MS4 program includes six elements – called Minimum Control Measures (MCMs)



MCM 3: Illicit discharge detection & elimination

Illicit discharge reporting procedures

Storm sewer mapping

Outfall inspections



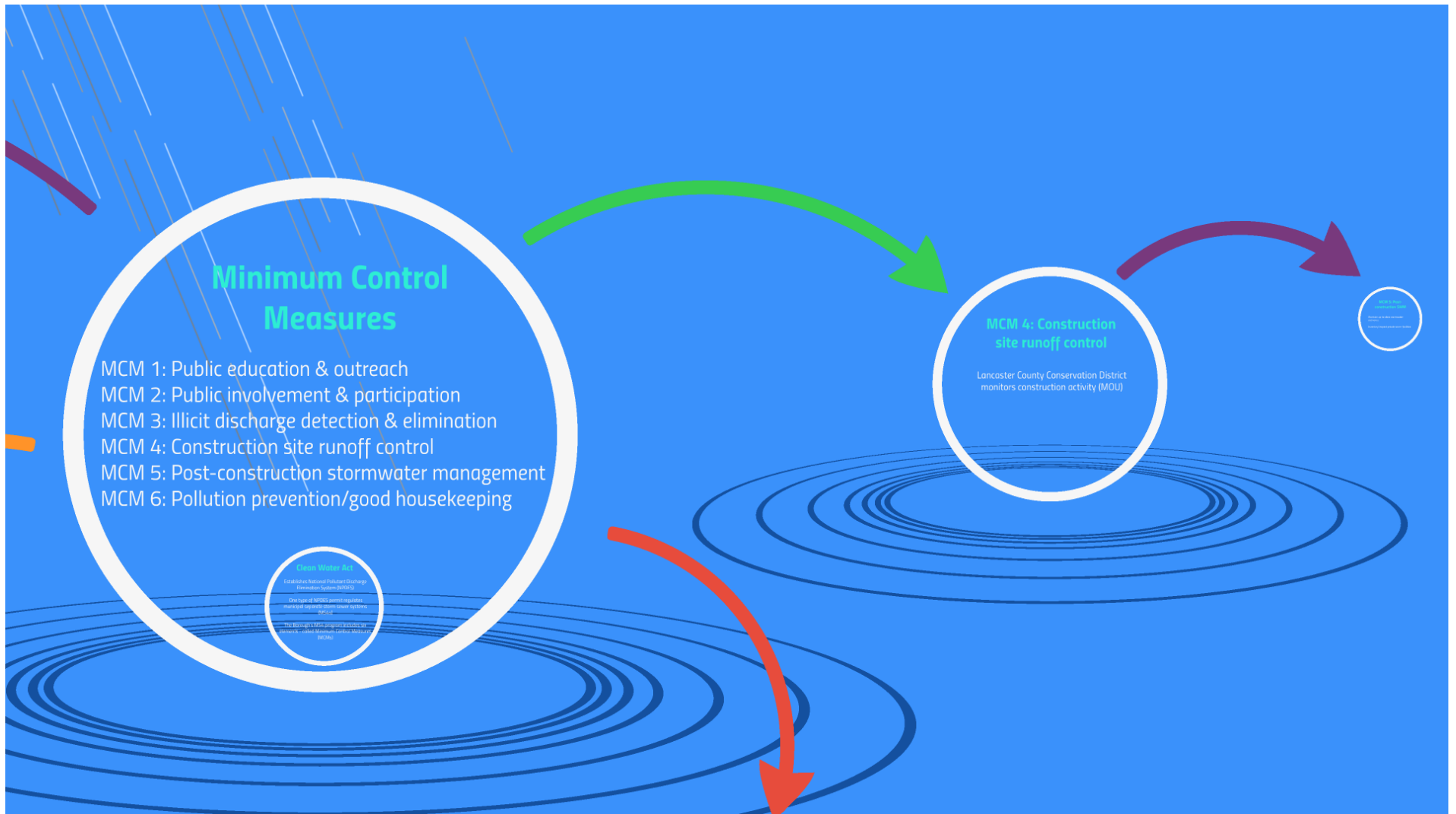
MCM 4: Construction site runoff control


Lancaster County Conservation District
monitors construction activity (MOU)

MCM 5: Post- construction SWM

Maintain up-to-date stormwater ordinance

Inventory/inspect private storm facilities





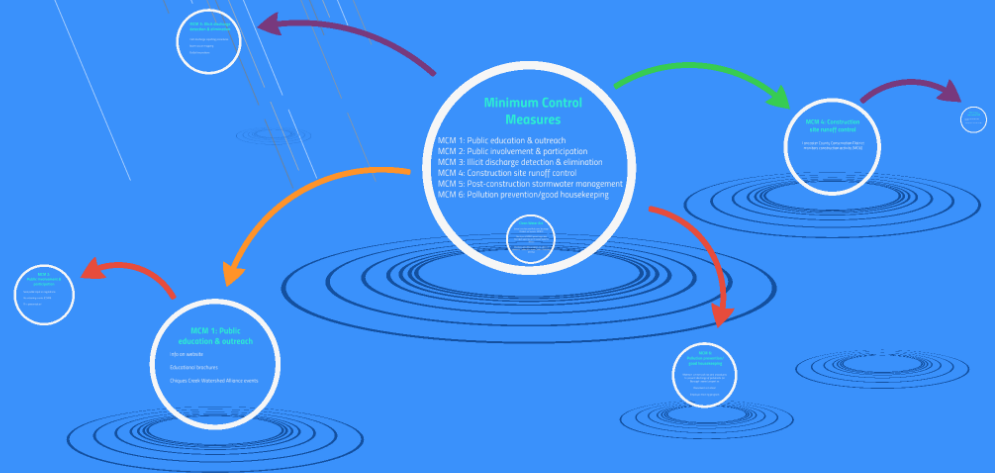
MCM 6: Pollution prevention/ good housekeeping

Maintain written policies and procedures
to prevent discharge of pollutants for
Borough-owned properties

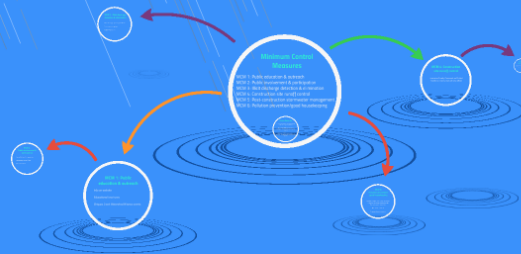
Document activities!

Employee training program

Manheim Borough's MS4 Program



Manheim Borough's MS4 Program



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Minimum Control
Measures

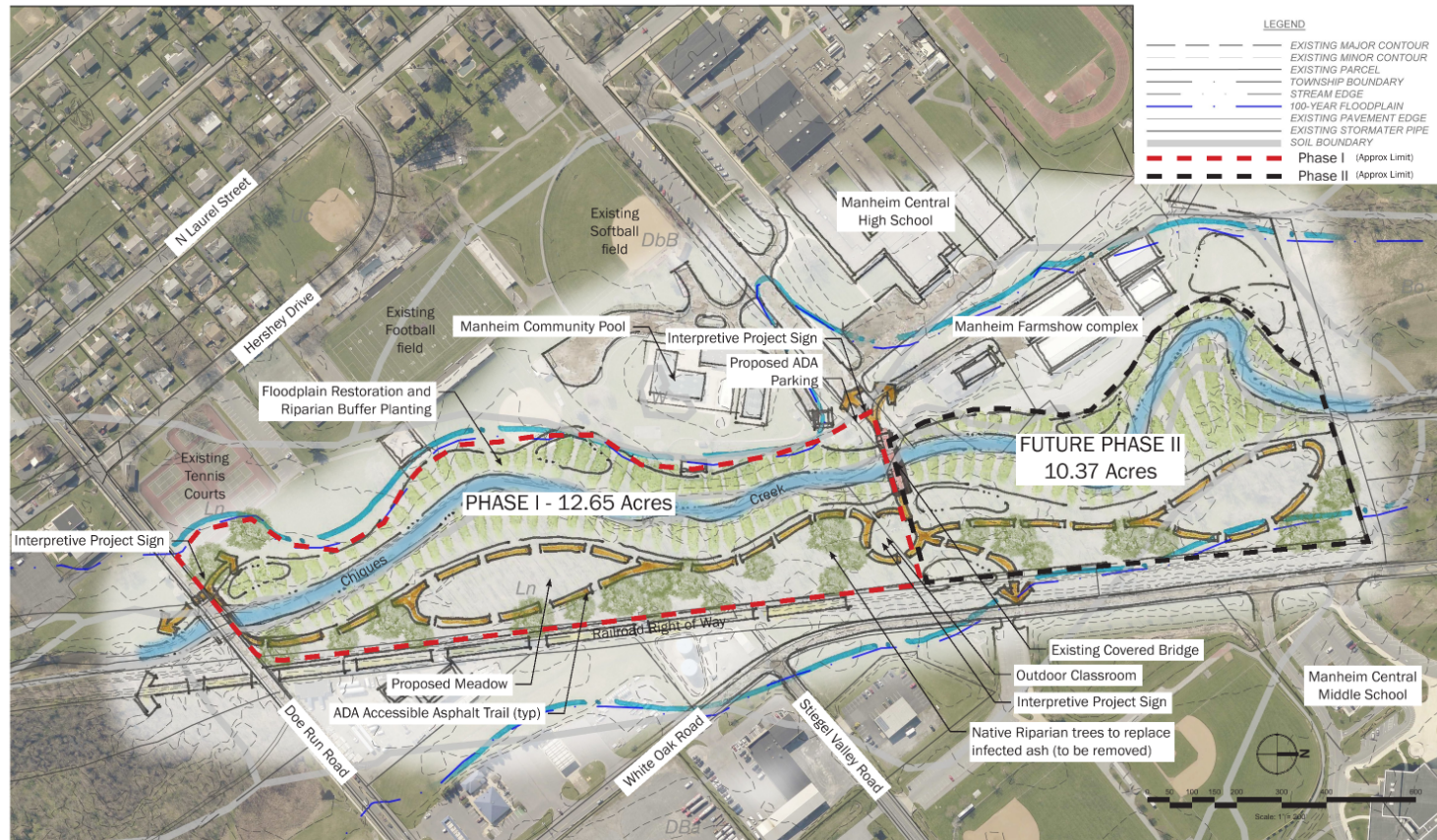
Minimum Control
Measures

+

Pollutant
Reduction Plan

Floodplain Restoration Concept

Manheim Loop Greenway - Memorial Park - Phase I
 Manheim, PA
 April 6, 2018



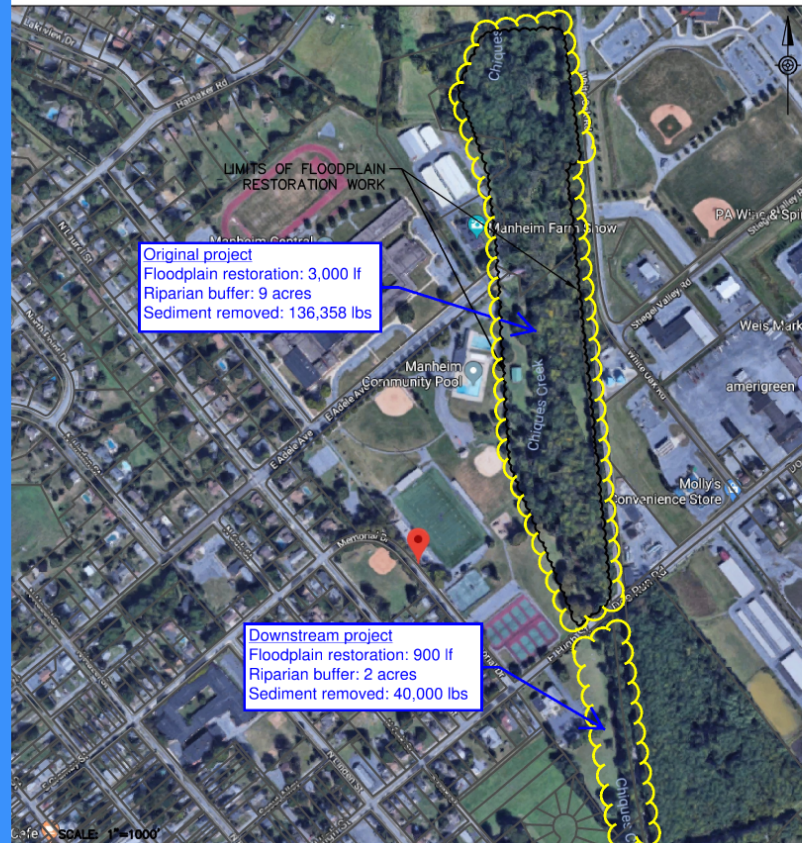
April 6, 2018



Total: \$1.5 million in grant funding

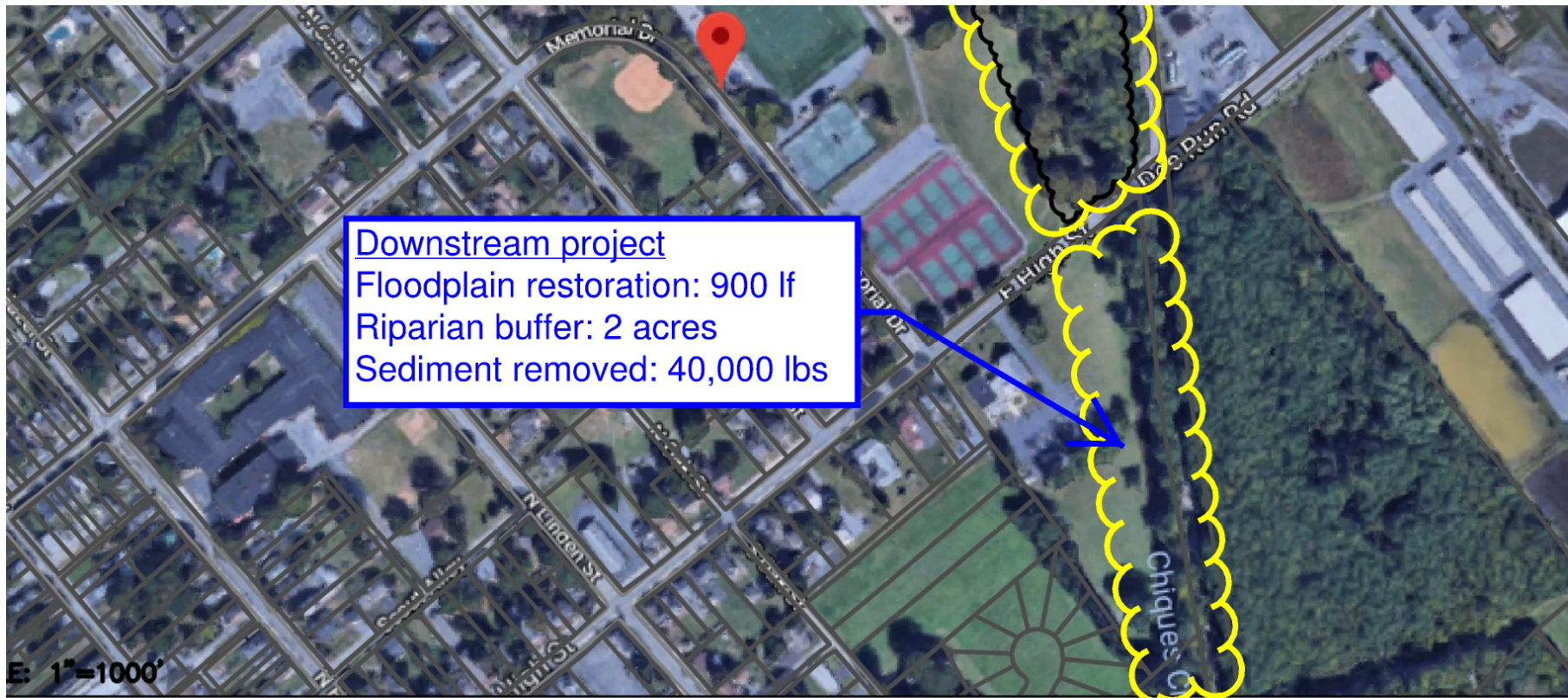
Chiques Creek Pollutant Reduction Project

MANHEIM BOROUGH, LANCASTER COUNTY, PA
LOCATION MAP



LANCASTER CIVIL ENGINEERING COMPANY

PO Box 8972, Lancaster, PA 17604
bencraddock@lanastercivil.com | 717-799-8599
www.lanastercivil.com



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Manheim Borough's MS4 Program



=

Minimum Control
Measures

+

Pollutant
Reduction Plan



Phase I & II construction cost:
\$996,140

Grant applications:
\$250,000 - DCNR
\$250,000 - DCED/GTRP
\$300,000 - DCED/WRPP
\$200,000 - NFWF
\$50,000 - Lanc. Co. Comm. Fou
\$437,931 - Growing Greener

Total: \$1.5 million in grant funds

MCM #3 Appendix

- **MCM #3 Project Plan**
- **BMP 3.1 Attachments**
 - Illicit Discharge (Outfall) Inspection Form.pdf
 - Illicit Discharge Inspection Protocol - Guide.pdf
 - MCM #3 Project Plan.pdf
 - Illicit Discharge Tracking Form
 - Illicit Discharge Notification Flow Chart
- **BMP 3.2 Attachments**
 - Outfall Map
- **BMP 3.4 Attachments**
 - Outfall Field Inspections
- **BMP 3.5 Attachments**
 - 2021-08-17 - 159 N. Main Street.pdf
 - 2021-08-17 - 134 Rapho Street follow up inspection.pdf
 - Manheim Borough Stormwater Ordinance 640 Excerpt
- **BMP 3.6 Attachments**
 - What residents can do...

MCM #3 Project Plan

- BMP 3.1

Description:

Develop and implement a written program for the detection, elimination, and prevention of illicit discharges into the regulated small MS4.

Action Plan:

1) Procedures for identifying priority areas

The Borough has identified outfall 3-12 as a "priority outfall" and observation point 4-6 as a "priority observation point" due to their close proximity to industrial activities.

2) Procedures for screening outfalls during various seasonal conditions

The Borough will inspect the outfalls within one quadrant per year in addition to the priority outfalls.

3) Procedures for identifying a source of an illicit discharge

The Borough will utilize the Illicit Discharge Field Inspection Protocol to aid in identifying illicit discharges. The standard DEP Outfall Reconnaissance Inventory/Sample Collection Field Sheet shall be utilized for logging inspections. In the event a situation is not covered in this guide, Chapter 7 of the IDD&E Manual can be utilized for reference.

4) Procedures for eliminating an illicit discharge

The Borough will utilize the procedures identified in the Illicit Discharge Field Inspection Protocol to aid in identifying illicit discharges. Chapter 8 of the IDD&E Manual also provides information and techniques for how to eliminate illicit discharges.

5) Procedures for assessing the potential for illicit discharges caused by the interaction of sewage disposal systems.

The entire Borough is connected to a public sanitary sewer system. Septic failure is not a risk factor in the Borough.

6) Mechanisms for gaining access to private properties

The Borough has not identified any areas in which access is currently an issue. O&M agreements will be executed and recorded with all new Subdivision, LD, and SWM Site Plans.

7) Procedures for program documentation, evaluation, and assessment.

The Borough stores all inspections within CSDatum, a digital GIS platform. These inspections are also summarized and included within each annual report submission for the given year they were completed in.

8) Procedures for addressing information or complaints received from the public.

The Borough Office Administrative Assistant receives all reports/complaints within the Borough. Complaints are routed to the public works department for investigation. The Borough developed an Illicit Discharge Notification Protocol and utilizes a digital tracking form for complaints.

- BMP 3.2

Description:

Develop and maintain map(s) that show permittee and urbanized area boundaries, the location of all outfalls and, if applicable, observation points, and the locations and names of all surface waters that receive discharges from those outfalls. Outfalls and observations points shall be numbered on

the map(s).

Action Plan:

None Specified

- BMP 3.3

Description:

In conjunction with the map(s) created under BMP #2 (either on the same map or on a different map), the permittee shall develop and maintain map(s) that show the entire storm sewer collection system within the permittee's jurisdiction that are owned or operated by the permittee (including roads, inlets, piping, swales, catch basins, channels, and any other components of the storm sewer collection system), including privately-owned components of the collection system where conveyances or BMPs on private property receive stormwater flows from upstream publicly-owned components.

Action Plan:

None Specified

- BMP 3.4

Description:

Conduct dry weather screenings of MS4 outfalls to evaluate the presences of illicit discharges. If any illicit discharges are present, the permittee shall identify the source(s) and take appropriate actions to remove or correct any illicit discharges. The permittee shall also respond to reports received from the public or other agencies of suspected or confirmed illicit discharges associated with the storm sewer system, as well as take enforcement action as necessary. The permittee shall immediately report to DEP illicit discharges that would endanger users downstream from the discharge, or would otherwise result in pollution or create a danger of pollution or would damage property.

Action Plan:

None Specified

- BMP 3.5

Description:

Enact a Stormwater Management Ordinance or SOP to implement and enforce a stormwater management program that includes prohibition of non-stormwater discharges to the regulated small MS4.

Action Plan:

None Specified

- BMP 3.6

Description:

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.

Action Plan:

None Specified

OUTFALL RECONNAISSANCE INVENTORY/ SAMPLE COLLECTION FIELD SHEET

Section 1: Background Data

Subwatershed:		Outfall ID:	
Today's date:		Time (Military):	
Investigators:		Form completed by:	
Temperature (°F):	Rainfall (in.): Last 24 hours: Last 48 hours:		
Latitude:	Longitude:	GPS Unit:	GPS LMK #:
Camera:		Photo #s:	
Land Use in Drainage Area (Check all that apply): <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> Industrial <input type="checkbox"/> Ultra-Urban Residential <input type="checkbox"/> Suburban Residential <input type="checkbox"/> Commercial </div> <div style="width: 48%;"> <input type="checkbox"/> Open Space <input type="checkbox"/> Institutional Other: _____ Known Industries: _____ </div> </div>			
Notes (e.g., origin of outfall, if known):			

Section 2: Outfall Description

LOCATION	MATERIAL	SHAPE	DIMENSIONS (IN.)	SUBMERGED	
<input type="checkbox"/> Closed Pipe	<input type="checkbox"/> RCP <input type="checkbox"/> CMP <input type="checkbox"/> PVC <input type="checkbox"/> HDPE <input type="checkbox"/> Steel <input type="checkbox"/> Other: _____	<input type="checkbox"/> Circular <input type="checkbox"/> Elliptical <input type="checkbox"/> Box <input type="checkbox"/> Other: _____	<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Triple <input type="checkbox"/> Other: _____	Diameter/Dimensions: _____ _____	In Water: <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Fully With Sediment: <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Fully
<input type="checkbox"/> Open drainage	<input type="checkbox"/> Concrete <input type="checkbox"/> Earthen <input type="checkbox"/> rip-rap <input type="checkbox"/> Other: _____	<input type="checkbox"/> Trapezoid <input type="checkbox"/> Parabolic <input type="checkbox"/> Other: _____	Depth: _____ Top Width: _____ Bottom Width: _____		
<input type="checkbox"/> In-Stream	(applicable when collecting samples)				
Flow Present?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If No, Skip to Section 5</i>				
Flow Description (If present)	<input type="checkbox"/> Trickle <input type="checkbox"/> Moderate <input type="checkbox"/> Substantial				

Section 3: Quantitative Characterization

FIELD DATA FOR FLOWING OUTFALLS				
PARAMETER		RESULT	UNIT	EQUIPMENT
<input type="checkbox"/> Flow #1	Volume		Liter	Bottle
	Time to fill		Sec	
<input type="checkbox"/> Flow #2	Flow depth		In	Tape measure
	Flow width	____' ____"	Ft, In	Tape measure
	Measured length	____' ____"	Ft, In	Tape measure
	Time of travel		S	Stop watch
Temperature			°F	Thermometer
pH			pH Units	Test strip/Probe
Ammonia			mg/L	Test strip

Outfall Reconnaissance Inventory Field Sheet

Section 4: Physical Indicators for Flowing Outfalls Only

Are Any Physical Indicators Present in the flow? ☐ Yes ☐ No (If No, Skip to Section 5)

INDICATOR	CHECK IF Present	DESCRIPTION	RELATIVE SEVERITY INDEX (1-3)		
Odor	<input type="checkbox"/>	<input type="checkbox"/> Sewage <input type="checkbox"/> Rancid/sour <input type="checkbox"/> Petroleum/gas <input type="checkbox"/> Sulfide <input type="checkbox"/> Other:	<input type="checkbox"/> 1 - Faint	<input type="checkbox"/> 2 - Easily detected	<input type="checkbox"/> 3 - Noticeable from a distance
Color	<input type="checkbox"/>	<input type="checkbox"/> Clear <input type="checkbox"/> Brown <input type="checkbox"/> Gray <input type="checkbox"/> Yellow <input type="checkbox"/> Green <input type="checkbox"/> Orange <input type="checkbox"/> Red <input type="checkbox"/> Other:	<input type="checkbox"/> 1 - Faint colors in sample bottle	<input type="checkbox"/> 2 - Clearly visible in sample bottle	<input type="checkbox"/> 3 - Clearly visible in outfall flow
Turbidity	<input type="checkbox"/>	See severity	<input type="checkbox"/> 1 - Slight cloudiness	<input type="checkbox"/> 2 - Cloudy	<input type="checkbox"/> 3 - Opaque
Floatables -Does Not Include Trash!!	<input type="checkbox"/>	<input type="checkbox"/> Sewage (Toilet Paper, etc.) <input type="checkbox"/> Suds <input type="checkbox"/> Petroleum (oil sheen) <input type="checkbox"/> Other:	<input type="checkbox"/> 1 - Few/slight; origin not obvious	<input type="checkbox"/> 2 - Some; indications of origin (e.g., possible suds or oil sheen)	<input type="checkbox"/> 3 - Some; origin clear (e.g., obvious oil sheen, suds, or floating sanitary materials)

Section 5: Physical Indicators for Both Flowing and Non-Flowing Outfalls

Are physical indicators that are not related to flow present? ☐ Yes ☐ No (If No, Skip to Section 6)

INDICATOR	CHECK IF Present	DESCRIPTION	COMMENTS
Outfall Damage	<input type="checkbox"/>	<input type="checkbox"/> Spalling, Cracking or Chipping <input type="checkbox"/> Peeling Paint <input type="checkbox"/> Corrosion	
Deposits/Stains	<input type="checkbox"/>	<input type="checkbox"/> Oily <input type="checkbox"/> Flow Line <input type="checkbox"/> Paint <input type="checkbox"/> Other:	
Abnormal Vegetation	<input type="checkbox"/>	<input type="checkbox"/> Excessive <input type="checkbox"/> Inhibited	
Poor pool quality	<input type="checkbox"/>	<input type="checkbox"/> Odors <input type="checkbox"/> Colors <input type="checkbox"/> Floatables <input type="checkbox"/> Oil Sheen <input type="checkbox"/> Suds <input type="checkbox"/> Excessive Algae <input type="checkbox"/> Other:	
Pipe benthic growth	<input type="checkbox"/>	<input type="checkbox"/> Brown <input type="checkbox"/> Orange <input type="checkbox"/> Green <input type="checkbox"/> Other:	

Section 6: Overall Outfall Characterization

☐ Unlikely ☐ Potential (presence of two or more indicators) ☐ Suspect (one or more indicators with a severity of 3) ☐ Obvious

Section 7: Data Collection

1. Sample for the lab?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. If yes, collected from:	<input type="checkbox"/> Flow <input type="checkbox"/> Pool
3. Intermittent flow trap set?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, type: <input type="checkbox"/> OBM <input type="checkbox"/> Caulk dam

Section 8: Any Non-Illicit Discharge Concerns (e.g., trash or needed infrastructure repairs)?

Illicit Discharge Field Inspection Protocol

Outfall mapping and inspections are required per MCM #3 of the MS4 Permit. The following procedures and practices must be observed by the Municipality and Inspector to meet the requirements of the permit. In the event an inspector has questions regarding procedural or reporting requirements, please contact Derek J. Rinaldo, C. S. Davidson, at (717) 846-4805 for clarification.

Procedure for Screening Outfalls:

- Every outfall in the selected inspection area shall be screened once per permit year.
- In addition to the above inspections, each outfall designated as a “priority outfall” shall be screened at least once per permit year.
- Outfall field screenings may only be completed during dry periods. The inspector shall wait a minimum of 48 hours since the last precipitation event to begin inspections. Greater than 48 hours may be needed during period of heavy rain and high groundwater levels.
- The “Outfall Reconnaissance Inventory/Sample Collection Field Sheet” shall be used for reporting. A new sheet should be filled out for each individual outfall inspection. Field Staff should consult the “Inspection Sheet Guidance” information for questions relating to completing the inspection sheet.
- A photo of the outfall should be taken at each inspection and attached to the inspection form.

Procedure for Identifying the Source of an Illicit Discharge:

- The field inspector shall observe physical characteristics to determine the type of discharge. Section 4 of the Inspection Sheet shall be utilized for this analysis.
- The field inspector shall determine the discharge’s point of origin by tracing the flow back through the drainage system to find the source. The outfall map shall be utilized for this process.
- In the event that the type or source of illicit discharge cannot be determined by physical characteristics or visual inspection, a lab sample shall be collected for analysis. The following parameters should be utilized as “action levels”:
 - pH – less than 6 S.U. or greater than 9 S.U.
 - Conductivity – greater than 750 µmhos/cm (µS/cm)
 - Fecal Coliform – greater than 2,000/100 mL
 - Heavy Metals – ten (10) times the applicable water quality standard in 25 Pa. Code Chapter 93
 - COD - 100 mg/L
 - BOD5 – 50 mg/L
 - TSS – 100 mg/L
 - TDS – 500 mg/L
 - Oil and Grease – 30 mg/L
 - TRC – 0.5 mg/L
 - Ammonia-Nitrogen – 1.0 mg/L
- In the event dry weather flow is encountered but no physical or visual evidence indicate that the discharge contains pollutants, the field inspector may attribute this flow to clean ground water based on historical data and knowledge of the area. The location of the groundwater base flow shall be noted on the outfall map and future inspections shall consider this parameter.

Procedure for Eliminating an Illicit Discharge:

- The field inspector shall ensure that the proper point of origin was identified as part of the above procedure.
- Upon confirming the source of an illicit discharge, the municipality shall make a determination on the proper course of remediation. The “Detection and Elimination of Illicit Discharges to the Municipal Separate Storm Sewer System” section of the Stormwater Management Ordinance detail the notification, enforcement and abatement power of the municipality. The Municipal Solicitor shall be contacted as necessary.

In the event circumstances are encountered that are not covered within this protocol, the Illicit Discharge Detection and Elimination Manual published by the Center for Watershed Protection in October 2004 shall be consulted for additional guidance and procedural information.

Inspection Sheet Guidance

This document is intended to provide guidance and information for field inspectors utilizing the “Outfall Reconnaissance Inventory/Sample Collection Field Sheet” for outfall screenings. The “Illicit Discharge Field Inspection Protocol” shall be referenced for procedural questions.

Section 1

- Inspectors shall fill out as much information about the outfall as possible in this section. Any unknown information may be left blank.

Section 2

- Utilize this section to identify important characteristics about the outfall.
- The “Closed Pipe” section shall be used for all pipe outfalls. The “Open Drainage” section is utilized for swales and other similar outfalls.
- If no flow is present, please skip to Section 5. When flow is present, the inspector shall use Sections 3 & 4 to describe the flow as needed.

Section 3

- This section is only utilized if a lab sample is collected. Lab samples shall be collected when the source or pollution of the discharge cannot be identified by physical inspection. We recommend completing Section 4 prior to determining if a sample should be collected.
- If your municipality does not own a field test kit and wish to take a sample, please contact C.S. Davidson to schedule a field sampling.

Section 4

- Describe physical indicators of the outflow to help determine the source of the flow and if it is illegal.

Section 5

- This section should be utilized to identify any damage to outfalls requiring maintenance.

Section 6

- Identify the likelihood of the discharge being illegal. Utilize Section 4 as your guide.

Section 7

- Identify characteristics of lab sample source. Check “no” in box #1 and skip if no sample was collected.

Section 8

- List any other maintenance concerns with outfall in addition to Section 5.

MCM #3 Project Plan

- BMP 3.1

Description:

The permittee shall develop and implement a written program for the detection, elimination, and prevention of illicit discharges into the regulated small MS4.

Measurable Goal:

1. 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.
2. For existing permittees, the IDD&E program shall continue to be implemented and evaluated annually.

Action Plan:

1) Procedures for identifying priority areas

The Borough has identified outfalls 3-12 and 4-7 as priority outfalls due to their close proximity to industrial activities.

2) Procedures for screening outfalls during various seasonal conditions

The Borough has identified outfall screening as a priority to complete during the 2015-2016 reporting year. The Borough completed a major mapping update and inspected every outfall in the Borough to catch up from prior years activities. Moving forward, the Borough will inspect the outfalls within one quadrant per year in addition to the priority outfalls.

3) Procedures for identifying a source of an illicit discharge

The Borough will utilize the Illicit Discharge Field Inspection Protocol to aid in identifying illicit discharges. The standard DEP Outfall Reconnaissance Inventory/Sample Collection Field Sheet shall be utilized for logging inspections. In the event a situation is not covered in this guide, Chapter 7 of the IDD&E Manual can be utilized for reference.

4) Procedures for eliminating an illicit discharge

The Borough will utilize the procedures identified in the Illicit Discharge Field Inspection Protocol to aid in identifying illicit discharges. Chapter 8 of the IDD&E Manual also provides information and techniques for how to eliminate illicit discharges.

5) Procedures for assessing the potential for illicit discharges caused by the interaction of sewage disposal systems.

The entire Borough is connected to a public sanitary sewer system. Septic failure is not a risk factor in the Borough.

6) Mechanisms for gaining access to private properties

The Borough has not identified any areas in which access is currently an issue. O&M agreements will be executed and recorded with all new Subdivision, LD, and SWM Site Plans.

7) Procedures for program documentation, evaluation, and assessment.

The Borough stores all inspections within CSDatum, a digital GIS platform. These inspections are also summarized and included within each annual report submission for the given year they were completed in.

- BMP 3.2

Description:

The permittee shall develop and maintain map(s) that show permittee and urbanized area boundaries, the location of all outfalls and, if applicable, observation points, and the locations and names of all surface waters that receive discharges from those outfalls. Outfalls and observation points shall be numbered on the map(s).

Measurable Goal:

1. For new permittees, the map(s) must be developed and submitted to DEP as an attachment to an Annual MS4 Status Report by September 30, 2022 or the fourth (4th) Annual MS4 Status Report following approval of coverage under this General Permit, whichever is later.
2. For existing permittees, the existing map(s) shall be updated and maintained as necessary during each year of coverage under this General Permit.

Action Plan:

None Specified

- BMP 3.3

Description:

In conjunction with the map(s) created under BMP #2 (either on the same map or on a different map), the permittee shall develop and maintain map(s) that show the entire storm sewer collection system within the permittee's jurisdiction that are owned or operated by the permittee (including roads, inlets, piping, swales, catch basins, channels, and any other components of the storm sewer collection system), including privately-owned components of the collection system where conveyances or BMPs on private property receive stormwater flows from upstream publicly-owned components.

Measurable Goal:

1. For new permittees, the map(s) must be developed and submitted to DEP as an attachment to an Annual MS4 Status Report by September 30, 2022 or the fourth (4th) Annual MS4 Status Report following approval of coverage under this General Permit, whichever is later.
2. For existing permittees, the existing map(s) shall be updated and maintained as necessary during each year of coverage under this General Permit.

Action Plan:

None Specified

- BMP 3.4

Description:

The permittee shall conduct dry weather screenings of its MS4 outfalls to evaluate the presence of illicit discharges. If any illicit discharges are present, the permittee shall identify the source(s) and take appropriate actions to remove or correct any illicit discharges. The permittee shall also respond to reports received from the public or other agencies of suspected or confirmed illicit discharges associated with the storm sewer system, as well as take enforcement action as necessary. The permittee shall immediately report to DEP illicit discharges that would endanger users downstream from the discharge, or would otherwise result in pollution or create a danger of pollution or would damage property, in accordance with Part A III.D.4 of this General Permit.

Measurable Goal:

1. For new permittees, all of the identified regulated small MS4 outfalls shall be screened during dry weather at least twice within the 5-year period following approval of coverage under this General Permit.
2. For existing permittees, each of the identified regulated small MS4 outfalls shall be screened during dry weather at least once by March 15, 2023. For areas where past problems have been reported or known sources of dry weather flows occur on a continual basis, outfalls

shall be screened annually during each year of permit coverage.

3. If a discharge is observed from any outfall during dry weather screenings, the discharge shall be inspected for color, odor, floating solids, scum, sheen, and substances that result in observed deposits in the surface waters. In addition, the discharge cannot contain substances that result in deposits in the receiving water or produce an observable change in the color, odor or turbidity of the receiving water.
If the discharge exhibits any of the above characteristics, or contains any other pollutants or causes an observed change in the surface waters, the permittee shall sample the discharge(s) for field and/or laboratory analysis of one or more common IDD&E parameters in order to determine if the dry weather flow is illicit. Possible parameters include, but are not limited to: pH, Conductivity, Fecal Coliform bacteria, Heavy Metals, Chemical Oxygen Demand (COD), 5-day Biochemical Oxygen Demand (BOD5), Total Suspended Solids (TSS), Total Dissolved Solids (TDS), Oil and Grease, Total Residual Chlorine (TRC) and Ammonia-Nitrogen. Proper quality assurance and quality control procedures shall be followed when collecting, transporting or analyzing water samples. The permittee shall retain sample results with the inspection report in accordance with Part A III.B of this General Permit.
4. Each time an outfall is screened, the permittee shall record outfall observations, regardless of the presence of dry weather flow. All outfall inspections shall be documented on the MS4 Outfall Field Screening Report form (3800-FM-BCW0521), or equivalent. The report must be signed by the inspector and be maintained by the permittee in accordance with Part A III.B of this General Permit. If an outfall flow is determined by the permittee to be illicit, the actions taken to identify and eliminate the illicit flow shall also be documented.
5. The permittee shall summarize the results of outfall inspections and actions taken to remove or correct illicit discharges in Annual MS4 Status Reports.
6. If the permittee determines that an outfall cannot be accessed due to safety or other reasons, the permittee shall establish an "observation point" at an appropriate location prior to the outfall where outfall field screening shall be performed. If observation points are established by the permittee, such points shall be identified on the map required under BMP #2 of this section.
7. Permittees must ensure that outfalls are properly maintained in accordance with Part C I.B.6.b of this General Permit.

Action Plan:

None Specified

• BMP 3.5

Description:

Enact a Stormwater Management Ordinance or SOP to implement and enforce a stormwater management program that includes prohibition of non-stormwater discharges to the regulated small MS4.

Measurable Goal:

1. Municipal permittees shall submit a copy of an ordinance that is consistent with DEP's 2022 Model Stormwater Management Ordinance (3800-PM-BCW0100j) as an attachment to an Annual MS4 Status Report by September 30, 2022 (existing permittees) or the fourth (4th) Annual MS4 Status Report following approval of coverage under this General Permit (new permittees).
2. Permittees that lack the authority to enact ordinances (non-municipal permittees and counties) shall develop and adopt an SOP that prohibits non-stormwater discharges consistent with this General Permit, and shall submit a copy of the SOP as an attachment to an Annual MS4 Status Report by September 30, 2022 (existing permittees) or the fourth (4th) Annual MS4 Status Report following approval of coverage under this General Permit (new permittees).

3. Notice must be provided to DEP of the approval of any waiver or variance by the permittee that allows an exception to non-stormwater discharge provisions of an ordinance or SOP. This notice shall be submitted in the next Annual MS4 Status Report following approval of the waiver or variance.

Action Plan:

The Borough adopted an ordinance consistent with the PA DEP model MS4 ordinance on July 29, 2014. Section 608 of the Stormwater Management Ordinance specifically discusses prohibited discharges, prohibited connections, and alteration of BMPs. Section 703 outlines the enforcement actions that can be taken by the borough and resulting penalties.

- BMP 3.6

Description:

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 Goal:

1. 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. The permittee shall establish and promote a stormwater pollution reporting mechanism (e.g., a complaint line with message recording) by the end of the first year of General Permit coverage for the public to use to notify the permittee of illicit discharges, illegal dumping or outfall pollution. The permittee shall respond to all complaints in a timely and appropriate manner. The permittee shall document all responses, including the action taken, the time required to take the action, and whether the complaint was resolved successfully.
2. Educational outreach may include: distribution of brochures and guidance for target audiences including schools; programs to encourage and facilitate public reporting of illicit discharges; organizing volunteers to locate and visually inspect outfalls and to stencil storm drains; and implement and encourage recycling programs for common wastes such as motor oil, antifreeze and pesticides.

Action Plan:

The Borough Office Administrative Assistant receives all reports/complaints within the Borough. Complaints are routed to the public works department for investigation. The Borough developed an Illicit Discharge Notification Protocol and utilizes a digital tracking form for complaints.

Illicit discharge tracking form

* Required

1. Contact name

Who noticed the discharge?

.....

.....

.....

.....

.....

2. Contact phone number *

How can we get in touch with this person again?

.....

.....

.....

.....

.....

3. Contact address

.....

.....

.....

.....

.....

4. When was the discharge noticed? *

.....

Example: December 15, 2012

5. Where was the discharge found? *

Address, road intersection, landmarks, etc.

6. What is the nature of the discharge? *

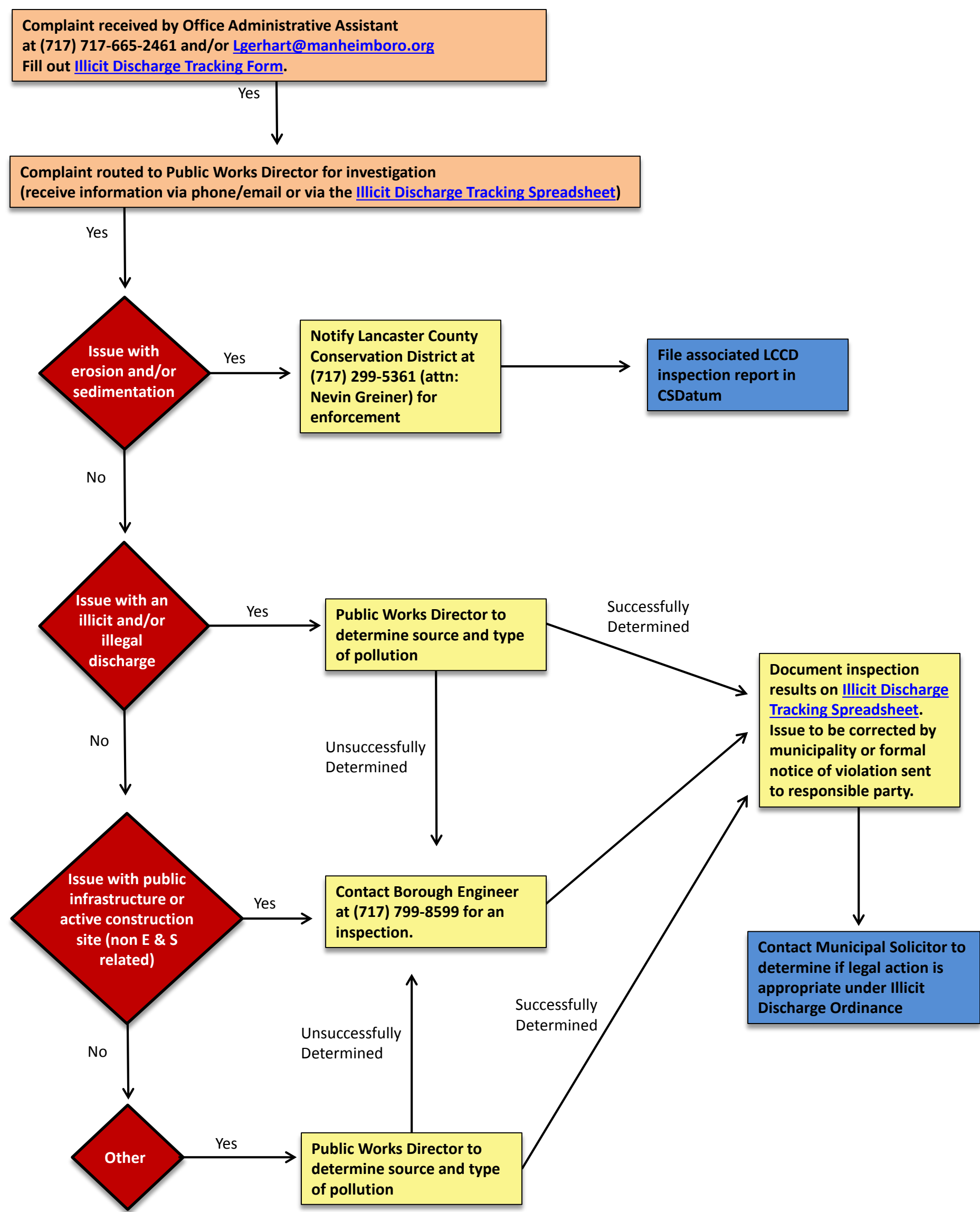
Color? Odor? Clear or cloudy? Oily? Sewage?

Powered by



Google Forms

ILLICIT DISCHARGE NOTIFICATION PROTOCOL



MANHEIM BOROUGH STORMWATER SYSTEM

PENN TOWNSHIP

RAPHO TOWNSHIP

PENN TOWNSHIP

Stormwater Outfalls - 35
Stormwater Inlets - 319
Stormwater Manholes - 6
Feet of Stormwater Pipe - 35000 ft

Legend

- ★ Stormwater Outfalls
- Stormwater Inlets
- Storm Manholes
- Stormwater Pipes
- Streams
- Stormwater Quadrants

0 750 1,500 3,000
Feet

C.S.Davidson, Inc.
Excellence in Civil Engineering



MS4 OUTFALL FIELD SCREENING REPORT

BACKGROUND INFORMATION				
Permittee Name: MANHEIM BOROUGH		NPDES Permit No.: PA G133640		
Date of Inspection: 03/22/22		Outfall ID No.: 2-4		
Land Use in Outfall Drainage Area (Select All): <input type="checkbox"/> Industrial <input type="checkbox"/> Urban Residential <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Suburban Residential <input type="checkbox"/> Open Space <input type="checkbox"/> Other:		Latitude: 40 ° 10 ' 23.9 "		
		Longitude: -76 ° 23 ' 44.5 "		
		Dry Weather Inspection? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
		Date of Previous Precipitation: 03/19/22		
Inspector Name(s): Lindsey Uhlig		Amount of Previous Precipitation: .25 in		
		Were Photographs Taken? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Are Photographs Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No				
OUTFALL DESCRIPTION				
TYPE	MATERIAL	SHAPE	DIMENSIONS	SUBMERGED
<input checked="" type="checkbox"/> Closed Pipe	<input type="checkbox"/> RCP <input type="checkbox"/> CMP <input type="checkbox"/> PVC <input type="checkbox"/> HDPE <input checked="" type="checkbox"/> Steel <input type="checkbox"/> Other	<input type="checkbox"/> Circular <input type="checkbox"/> Single <input checked="" type="checkbox"/> Elliptical <input type="checkbox"/> Double <input type="checkbox"/> Box <input type="checkbox"/> Triple <input type="checkbox"/> Other <input type="checkbox"/> Other	Diameter: _____ in	<input type="checkbox"/> In Water <input type="checkbox"/> With Sediment:
<input type="checkbox"/> Open Channel	<input type="checkbox"/> Concrete <input type="checkbox"/> Earthen <input type="checkbox"/> Rip-Rap <input type="checkbox"/> Other	<input type="checkbox"/> Trapezoid <input type="checkbox"/> Parabolic <input type="checkbox"/> Other	Depth: _____ in Top Width: _____ in Bottom Width: _____	
Dry Weather Flow Present at Outfall During Inspection? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If No, skip to Certification Section)				
Description of Flow Rate <input checked="" type="checkbox"/> Trickle <input type="checkbox"/> Moderate <input type="checkbox"/> Significant <input type="checkbox"/> N/A				
DRY WEATHER FLOW EVALUATION				
Does the dry weather flow contain color? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, provide a description below.				
Does the dry weather flow contain an odor? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, provide a description below.				
Is there an observed change in the receiving waters as a result of the discharge? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, provide a description below.				
Does the dry weather flow contain floating solids, scum, sheen or substances that result in deposits? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, provide a description below.				

Were sample(s) collected of the dry weather flow? ☐ Yes ☒ No (If Yes, No. Samples: _____)

FIELD / LABORATORY ANALYSIS

PARAMETER	RESULTS	UNITS	PARAMETER	RESULTS	UNITS
Flow Rate		GPM	Fecal Coliform		No./100 mL
pH		S.U.	COD		mg/L
Total Residual Chlorine (TRC)		mg/L	BOD5		mg/L
Conductivity		µmhos/cm	TSS		mg/L
Ammonia-Nitrogen		mg/L	TDS		mg/L
Other: _____			Oil and Grease		mg/L
Other: _____			Other: _____		

Indicate the parameters above that were analyzed by a DEP-certified laboratory:

ILLCIT DISCHARGES

Is the dry weather flow an illicit discharge? ☐ Yes ☒ No

If Yes, describe efforts made to determine the source(s) of the illicit discharge.

Describe corrective actions taken by the permittee in response to the finding of an illicit discharge.

Inspector Comments:

Flow is from a over flow pipe from a pond above the outfall, on private property.

RESPONSIBLE OFFICIAL CERTIFICATION

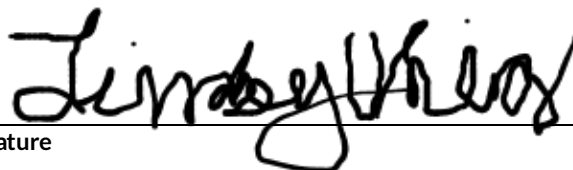
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage 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).

Lindsey Uhlig

Responsible Official Name

(717)696-5803

Telephone No.



Signature

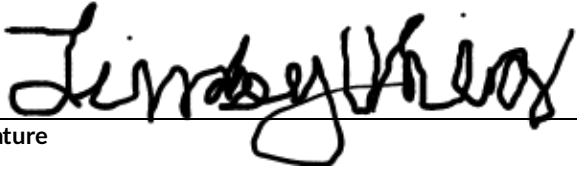
03/23/2022

Date



MS4 OUTFALL FIELD SCREENING REPORT

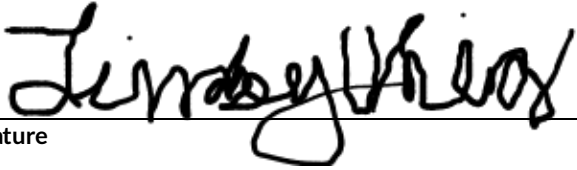
BACKGROUND INFORMATION				
Permittee Name: MANHEIM BOROUGH		NPDES Permit No.: PA G133640		
Date of Inspection: 03/22/22		Outfall ID No.: 2-5		
Land Use in Outfall Drainage Area (Select All): <input type="checkbox"/> Industrial <input type="checkbox"/> Urban Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Suburban Residential <input type="checkbox"/> Open Space <input type="checkbox"/> Other:		Latitude: 40 ° 10 ' 25 "		
		Longitude: -76 ° 23 ' 30.7 "		
		Dry Weather Inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No		
		Date of Previous Precipitation: 03/19/22		
		Amount of Previous Precipitation: .25 in		
Inspector Name(s): Lindsey Uhlig		Were Photographs Taken? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
		Are Photographs Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No		
OUTFALL DESCRIPTION				
TYPE	MATERIAL	SHAPE	DIMENSIONS	SUBMERGED
<input checked="" type="checkbox"/> Closed Pipe	<input type="checkbox"/> RCP <input type="checkbox"/> CMP <input type="checkbox"/> PVC <input type="checkbox"/> HDPE <input type="checkbox"/> Steel <input type="checkbox"/> Other	<input type="checkbox"/> Circular <input type="checkbox"/> Single <input type="checkbox"/> Elliptical <input type="checkbox"/> Double <input type="checkbox"/> Box <input type="checkbox"/> Triple <input type="checkbox"/> Other <input type="checkbox"/> Other	Diameter: _____ in	<input type="checkbox"/> In Water <input type="checkbox"/> With Sediment:
<input type="checkbox"/> Open Channel	<input type="checkbox"/> Concrete <input type="checkbox"/> Earthen <input type="checkbox"/> Rip-Rap <input type="checkbox"/> Other	<input type="checkbox"/> Trapezoid <input type="checkbox"/> Parabolic <input type="checkbox"/> Other	Depth: _____ in Top Width: _____ in Bottom Width: _____	
Dry Weather Flow Present at Outfall During Inspection? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If No, skip to Certification Section)				
Description of Flow Rate <input type="checkbox"/> Trickle <input type="checkbox"/> Moderate <input type="checkbox"/> Significant <input checked="" type="checkbox"/> N/A				
DRY WEATHER FLOW EVALUATION				
Does the dry weather flow contain color? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide a description below.				
Does the dry weather flow contain an odor? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide a description below.				
Is there an observed change in the receiving waters as a result of the discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide a description below.				
Does the dry weather flow contain floating solids, scum, sheen or substances that result in deposits? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide a description below.				

Were sample(s) collected of the dry weather flow? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, No. Samples: _____)					
FIELD / LABORATORY ANALYSIS					
PARAMETER	RESULTS	UNITS	PARAMETER	RESULTS	UNITS
Flow Rate		GPM	Fecal Coliform		No./100 mL
pH		S.U.	COD		mg/L
Total Residual Chlorine (TRC)		mg/L	BOD5		mg/L
Conductivity		µmhos/cm	TSS		mg/L
Ammonia-Nitrogen		mg/L	TDS		mg/L
Other: _____			Oil and Grease		mg/L
Other: _____			Other: _____		
Indicate the parameters above that were analyzed by a DEP-certified laboratory:					
ILLCIT DISCHARGES					
Is the dry weather flow an illicit discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If Yes, describe efforts made to determine the source(s) of the illicit discharge.					
Describe corrective actions taken by the permittee in response to the finding of an illicit discharge.					
Inspector Comments: Removed large stones blocking flow from outfall. 3/23/22					
RESPONSIBLE OFFICIAL 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).					
Lindsey Uhlig					
Responsible Official Name					
(717)696-5803			03/23/2022		
Telephone No.			Date		



MS4 OUTFALL FIELD SCREENING REPORT

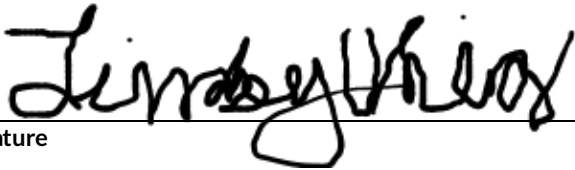
BACKGROUND INFORMATION				
Permittee Name: MANHEIM BOROUGH		NPDES Permit No.: PA G133640		
Date of Inspection: 03/22/22		Outfall ID No.: 2-3		
Land Use in Outfall Drainage Area (Select All): <input type="checkbox"/> Industrial <input type="checkbox"/> Urban Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Suburban Residential <input type="checkbox"/> Open Space <input checked="" type="checkbox"/> Other: Institutional		Latitude: 40 ° 10 ' 19.1 "		
		Longitude: -76 ° 23 ' 23.9 "		
		Dry Weather Inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No		
		Date of Previous Precipitation: 03/19/22		
Inspector Name(s): Lindsey Uhlig		Amount of Previous Precipitation: .25 in		
		Were Photographs Taken? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Are Photographs Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No				
OUTFALL DESCRIPTION				
TYPE	MATERIAL	SHAPE	DIMENSIONS	SUBMERGED
<input checked="" type="checkbox"/> Closed Pipe	<input type="checkbox"/> RCP <input type="checkbox"/> CMP <input type="checkbox"/> PVC <input type="checkbox"/> HDPE <input checked="" type="checkbox"/> Steel <input type="checkbox"/> Other	<input type="checkbox"/> Circular <input type="checkbox"/> Single <input checked="" type="checkbox"/> Elliptical <input type="checkbox"/> Double <input type="checkbox"/> Box <input type="checkbox"/> Triple <input type="checkbox"/> Other <input type="checkbox"/> Other	Diameter: _____ in	<input checked="" type="checkbox"/> In Water <input type="checkbox"/> With Sediment:
<input type="checkbox"/> Open Channel	<input type="checkbox"/> Concrete <input type="checkbox"/> Earthen <input type="checkbox"/> Rip-Rap <input type="checkbox"/> Other	<input type="checkbox"/> Trapezoid <input type="checkbox"/> Parabolic <input type="checkbox"/> Other	Depth: _____ in Top Width: _____ in Bottom Width: _____	
Dry Weather Flow Present at Outfall During Inspection? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If No, skip to Certification Section)				
Description of Flow Rate <input type="checkbox"/> Trickle <input type="checkbox"/> Moderate <input type="checkbox"/> Significant <input checked="" type="checkbox"/> N/A				
DRY WEATHER FLOW EVALUATION				
Does the dry weather flow contain color? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide a description below.				
Does the dry weather flow contain an odor? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide a description below.				
Is there an observed change in the receiving waters as a result of the discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide a description below.				
Does the dry weather flow contain floating solids, scum, sheen or substances that result in deposits? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide a description below.				

Were sample(s) collected of the dry weather flow? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, No. Samples: _____)					
FIELD / LABORATORY ANALYSIS					
PARAMETER	RESULTS	UNITS	PARAMETER	RESULTS	UNITS
Flow Rate		GPM	Fecal Coliform		No./100 mL
pH		S.U.	COD		mg/L
Total Residual Chlorine (TRC)		mg/L	BOD5		mg/L
Conductivity		µmhos/cm	TSS		mg/L
Ammonia-Nitrogen		mg/L	TDS		mg/L
Other: _____			Oil and Grease		mg/L
Other: _____			Other: _____		
Indicate the parameters above that were analyzed by a DEP-certified laboratory:					
ILLICIT DISCHARGES					
Is the dry weather flow an illicit discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If Yes, describe efforts made to determine the source(s) of the illicit discharge.					
Describe corrective actions taken by the permittee in response to the finding of an illicit discharge.					
Inspector Comments:					
RESPONSIBLE OFFICIAL 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).					
Lindsey Uhlig					
Responsible Official Name					
(717)696-5803			03/23/2022		
Telephone No.			Date		



MS4 OUTFALL FIELD SCREENING REPORT

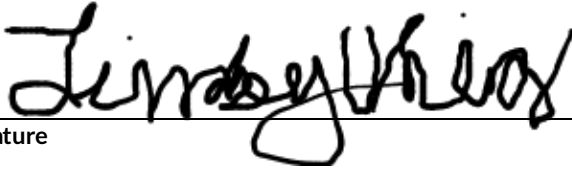
BACKGROUND INFORMATION				
Permittee Name: MANHEIM BOROUGH		NPDES Permit No.: PA G133640		
Date of Inspection: 03/22/22		Outfall ID No.: 2-2		
Land Use in Outfall Drainage Area (Select All): <input type="checkbox"/> Industrial <input type="checkbox"/> Urban Residential <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Suburban Residential <input type="checkbox"/> Open Space <input checked="" type="checkbox"/> Other: Institutional		Latitude: 40 ° 10 ' 18.6 "		
		Longitude: -76 ° 23 ' 23.5 "		
		Dry Weather Inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No		
		Date of Previous Precipitation: 03/19/22		
		Amount of Previous Precipitation: .25 in		
Inspector Name(s): Lindsey Uhlig		Were Photographs Taken? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
		Are Photographs Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No		
OUTFALL DESCRIPTION				
TYPE	MATERIAL	SHAPE	DIMENSIONS	SUBMERGED
<input type="checkbox"/> Closed Pipe	<input type="checkbox"/> RCP <input type="checkbox"/> CMP <input type="checkbox"/> PVC <input type="checkbox"/> HDPE <input type="checkbox"/> Steel <input type="checkbox"/> Other	<input type="checkbox"/> Circular <input type="checkbox"/> Single <input type="checkbox"/> Elliptical <input type="checkbox"/> Double <input type="checkbox"/> Box <input type="checkbox"/> Triple <input type="checkbox"/> Other <input type="checkbox"/> Other	Diameter: _____ in	<input type="checkbox"/> In Water <input type="checkbox"/> With Sediment:
<input checked="" type="checkbox"/> Open Channel	<input type="checkbox"/> Concrete <input type="checkbox"/> Earthen <input type="checkbox"/> Rip-Rap <input checked="" type="checkbox"/> Other	<input type="checkbox"/> Trapezoid <input type="checkbox"/> Parabolic <input type="checkbox"/> Other	Depth: 24 in Top Width: 96 in Bottom Width: 36	
Dry Weather Flow Present at Outfall During Inspection? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If No, skip to Certification Section)				
Description of Flow Rate <input type="checkbox"/> Trickle <input type="checkbox"/> Moderate <input type="checkbox"/> Significant <input checked="" type="checkbox"/> N/A				
DRY WEATHER FLOW EVALUATION				
Does the dry weather flow contain color? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide a description below.				
Does the dry weather flow contain an odor? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide a description below.				
Is there an observed change in the receiving waters as a result of the discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide a description below.				
Does the dry weather flow contain floating solids, scum, sheen or substances that result in deposits? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide a description below.				

Were sample(s) collected of the dry weather flow? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, No. Samples: _____)					
FIELD / LABORATORY ANALYSIS					
PARAMETER	RESULTS	UNITS	PARAMETER	RESULTS	UNITS
Flow Rate		GPM	Fecal Coliform		No./100 mL
pH		S.U.	COD		mg/L
Total Residual Chlorine (TRC)		mg/L	BOD5		mg/L
Conductivity		µmhos/cm	TSS		mg/L
Ammonia-Nitrogen		mg/L	TDS		mg/L
Other: _____			Oil and Grease		mg/L
Other: _____			Other: _____		
Indicate the parameters above that were analyzed by a DEP-certified laboratory:					
ILLCIT DISCHARGES					
Is the dry weather flow an illicit discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If Yes, describe efforts made to determine the source(s) of the illicit discharge.					
Describe corrective actions taken by the permittee in response to the finding of an illicit discharge.					
Inspector Comments:					
RESPONSIBLE OFFICIAL 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).					
Lindsey Uhlig					
Responsible Official Name					
(717)696-5803			03/23/2022		
Telephone No.			Date		



MS4 OUTFALL FIELD SCREENING REPORT

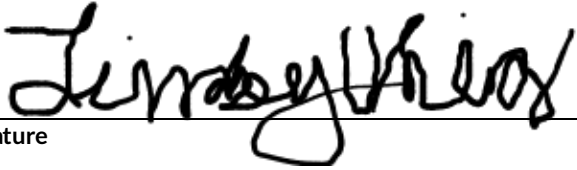
BACKGROUND INFORMATION				
Permittee Name: MANHEIM BOROUGH		NPDES Permit No.: PA G133640		
Date of Inspection: 03/22/22		Outfall ID No.: 2-1		
Land Use in Outfall Drainage Area (Select All): <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Urban Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Suburban Residential <input type="checkbox"/> Open Space <input type="checkbox"/> Other:		Latitude: 40 ° 10 ' 3.9 "		
		Longitude: -76 ° 23 ' 19.9 "		
		Dry Weather Inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No		
		Date of Previous Precipitation: 03/19/22		
		Amount of Previous Precipitation: .25 in		
Inspector Name(s): Lindsey Uhlig		Were Photographs Taken? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
		Are Photographs Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No		
OUTFALL DESCRIPTION				
TYPE	MATERIAL	SHAPE	DIMENSIONS	SUBMERGED
<input checked="" type="checkbox"/> Closed Pipe	<input type="checkbox"/> RCP <input type="checkbox"/> CMP <input type="checkbox"/> PVC <input type="checkbox"/> HDPE <input checked="" type="checkbox"/> Steel <input type="checkbox"/> Other	<input checked="" type="checkbox"/> Circular <input type="checkbox"/> Single <input type="checkbox"/> Elliptical <input type="checkbox"/> Double <input type="checkbox"/> Box <input type="checkbox"/> Triple <input type="checkbox"/> Other <input type="checkbox"/> Other	Diameter: 36 in	<input type="checkbox"/> In Water <input type="checkbox"/> With Sediment:
<input type="checkbox"/> Open Channel	<input type="checkbox"/> Concrete <input type="checkbox"/> Earthen <input type="checkbox"/> Rip-Rap <input type="checkbox"/> Other	<input type="checkbox"/> Trapezoid <input type="checkbox"/> Parabolic <input type="checkbox"/> Other	Depth: _____ in Top Width: _____ in Bottom Width: _____	
Dry Weather Flow Present at Outfall During Inspection? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If No, skip to Certification Section)				
Description of Flow Rate <input type="checkbox"/> Trickle <input type="checkbox"/> Moderate <input type="checkbox"/> Significant <input checked="" type="checkbox"/> N/A				
DRY WEATHER FLOW EVALUATION				
Does the dry weather flow contain color? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide a description below.				
Does the dry weather flow contain an odor? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide a description below.				
Is there an observed change in the receiving waters as a result of the discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide a description below.				
Does the dry weather flow contain floating solids, scum, sheen or substances that result in deposits? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide a description below.				

Were sample(s) collected of the dry weather flow? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, No. Samples: _____)					
FIELD / LABORATORY ANALYSIS					
PARAMETER	RESULTS	UNITS	PARAMETER	RESULTS	UNITS
Flow Rate		GPM	Fecal Coliform		No./100 mL
pH		S.U.	COD		mg/L
Total Residual Chlorine (TRC)		mg/L	BOD5		mg/L
Conductivity		µmhos/cm	TSS		mg/L
Ammonia-Nitrogen		mg/L	TDS		mg/L
Other: _____			Oil and Grease		mg/L
Other: _____			Other: _____		
Indicate the parameters above that were analyzed by a DEP-certified laboratory:					
ILLICIT DISCHARGES					
Is the dry weather flow an illicit discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If Yes, describe efforts made to determine the source(s) of the illicit discharge.					
Describe corrective actions taken by the permittee in response to the finding of an illicit discharge.					
Inspector Comments: Will remove bush at out fall					
RESPONSIBLE OFFICIAL 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).					
Lindsey Uhlig					
Responsible Official Name					
(717)696-5803			03/23/2022		
Telephone No.			Date		



MS4 OUTFALL FIELD SCREENING REPORT

BACKGROUND INFORMATION				
Permittee Name: MANHEIM BOROUGH		NPDES Permit No.: PA G133640		
Date of Inspection: 06/21/22		Outfall ID No.: 3-12		
Land Use in Outfall Drainage Area (Select All): <input checked="" type="checkbox"/> Industrial <input type="checkbox"/> Urban Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Suburban Residential <input type="checkbox"/> Open Space <input type="checkbox"/> Other:		Latitude: 40 ° 9 ' 38.6 "		
		Longitude: -76 ° 23 ' 6.8 "		
		Dry Weather Inspection? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
		Date of Previous Precipitation: 06/16/22		
Inspector Name(s): Lindsey Uhlig		Amount of Previous Precipitation: .50 in		
		Were Photographs Taken? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
		Are Photographs Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No		
OUTFALL DESCRIPTION				
TYPE	MATERIAL	SHAPE	DIMENSIONS	SUBMERGED
<input checked="" type="checkbox"/> Closed Pipe	<input type="checkbox"/> RCP <input type="checkbox"/> CMP <input type="checkbox"/> PVC <input type="checkbox"/> HDPE <input checked="" type="checkbox"/> Steel <input type="checkbox"/> Other	<input checked="" type="checkbox"/> Circular <input type="checkbox"/> Single <input type="checkbox"/> Elliptical <input type="checkbox"/> Double <input type="checkbox"/> Box <input type="checkbox"/> Triple <input type="checkbox"/> Other <input type="checkbox"/> Other	Diameter: 24 in	<input type="checkbox"/> In Water <input checked="" type="checkbox"/> With Sediment:
<input type="checkbox"/> Open Channel	<input type="checkbox"/> Concrete <input type="checkbox"/> Earthen <input type="checkbox"/> Rip-Rap <input type="checkbox"/> Other	<input type="checkbox"/> Trapezoid <input type="checkbox"/> Parabolic <input type="checkbox"/> Other	Depth: _____ in Top Width: _____ in Bottom Width: _____	
Dry Weather Flow Present at Outfall During Inspection? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If No, skip to Certification Section)				
Description of Flow Rate <input type="checkbox"/> Trickle <input type="checkbox"/> Moderate <input type="checkbox"/> Significant <input checked="" type="checkbox"/> N/A				
DRY WEATHER FLOW EVALUATION				
Does the dry weather flow contain color? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide a description below.				
Does the dry weather flow contain an odor? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide a description below.				
Is there an observed change in the receiving waters as a result of the discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide a description below.				
Does the dry weather flow contain floating solids, scum, sheen or substances that result in deposits? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide a description below.				

Were sample(s) collected of the dry weather flow? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, No. Samples: _____)					
FIELD / LABORATORY ANALYSIS					
PARAMETER	RESULTS	UNITS	PARAMETER	RESULTS	UNITS
Flow Rate		GPM	Fecal Coliform		No./100 mL
pH		S.U.	COD		mg/L
Total Residual Chlorine (TRC)		mg/L	BOD5		mg/L
Conductivity		µmhos/cm	TSS		mg/L
Ammonia-Nitrogen		mg/L	TDS		mg/L
Other: _____			Oil and Grease		mg/L
Other: _____			Other: _____		
Indicate the parameters above that were analyzed by a DEP-certified laboratory:					
ILLICIT DISCHARGES					
Is the dry weather flow an illicit discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If Yes, describe efforts made to determine the source(s) of the illicit discharge.					
Describe corrective actions taken by the permittee in response to the finding of an illicit discharge.					
Inspector Comments:					
RESPONSIBLE OFFICIAL 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).					
Lindsey Uhlig					
Responsible Official Name					
(717)696-5803			06/21/2022		
Telephone No.			Date		



MS4 OUTFALL FIELD SCREENING REPORT

BACKGROUND INFORMATION				
Permittee Name: MANHEIM BOROUGH		NPDES Permit No.: PA G133640		
Date of Inspection: 06/22/22		Outfall ID No.: 4-6 Observation Point (Observation Point)		
Land Use in Outfall Drainage Area (Select All): <input type="checkbox"/> Industrial <input type="checkbox"/> Urban Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Suburban Residential <input type="checkbox"/> Open Space <input type="checkbox"/> Other:		Latitude: 40 ° 9 ' 18.4 "		
		Longitude: -76 ° 23 ' 59.4 "		
		Dry Weather Inspection? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
		Date of Previous Precipitation: 06/22/22		
Inspector Name(s): Lindsey Uhlig		Amount of Previous Precipitation: .50 in		
		Were Photographs Taken? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
		Are Photographs Attached? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
OUTFALL DESCRIPTION				
TYPE	MATERIAL	SHAPE	DIMENSIONS	SUBMERGED
<input checked="" type="checkbox"/> Closed Pipe	<input checked="" type="checkbox"/> RCP <input type="checkbox"/> CMP <input type="checkbox"/> PVC <input type="checkbox"/> HDPE <input type="checkbox"/> Steel <input type="checkbox"/> Other	<input checked="" type="checkbox"/> Circular <input type="checkbox"/> Single <input type="checkbox"/> Elliptical <input type="checkbox"/> Double <input type="checkbox"/> Box <input type="checkbox"/> Triple <input type="checkbox"/> Other <input type="checkbox"/> Other	Diameter: 30.0 in	<input type="checkbox"/> In Water <input type="checkbox"/> With Sediment:
<input type="checkbox"/> Open Channel	<input type="checkbox"/> Concrete <input type="checkbox"/> Earthen <input type="checkbox"/> Rip-Rap <input type="checkbox"/> Other	<input type="checkbox"/> Trapezoid <input type="checkbox"/> Parabolic <input type="checkbox"/> Other	Depth: _____ in Top Width: _____ in Bottom Width: _____	
Dry Weather Flow Present at Outfall During Inspection? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If No, skip to Certification Section)				
Description of Flow Rate <input type="checkbox"/> Trickle <input type="checkbox"/> Moderate <input type="checkbox"/> Significant <input checked="" type="checkbox"/> N/A				
DRY WEATHER FLOW EVALUATION				
Does the dry weather flow contain color? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide a description below.				
Does the dry weather flow contain an odor? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide a description below.				
Is there an observed change in the receiving waters as a result of the discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide a description below.				
Does the dry weather flow contain floating solids, scum, sheen or substances that result in deposits? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide a description below.				

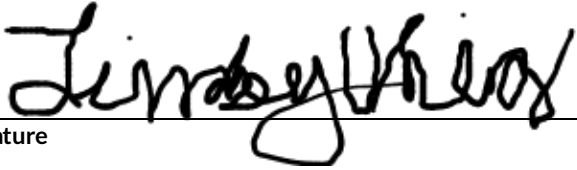
Were sample(s) collected of the dry weather flow? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, No. Samples: _____)					
FIELD / LABORATORY ANALYSIS					
PARAMETER	RESULTS	UNITS	PARAMETER	RESULTS	UNITS
Flow Rate		GPM	Fecal Coliform		No./100 mL
pH		S.U.	COD		mg/L
Total Residual Chlorine (TRC)		mg/L	BOD5		mg/L
Conductivity		µmhos/cm	TSS		mg/L
Ammonia-Nitrogen		mg/L	TDS		mg/L
Other: _____			Oil and Grease		mg/L
Other: _____			Other: _____		
Indicate the parameters above that were analyzed by a DEP-certified laboratory:					
ILLCIT DISCHARGES					
Is the dry weather flow an illicit discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If Yes, describe efforts made to determine the source(s) of the illicit discharge.					
Describe corrective actions taken by the permittee in response to the finding of an illicit discharge.					
Inspector Comments: Good condition					
RESPONSIBLE OFFICIAL 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).					
Lindsey Uhlig					
Responsible Official Name					
(717)696-5803			06/22/2022		
Telephone No.			Date		

Photo Log

Photo No. 1:

16559025306988112022032502961451.jpg



Photo No. 2:

16559025471265180095402931287698.jpg



Manheim Borough

Stormwater Management

15 East High Street, Manheim, PA 17545

Phone 717.799.8599 bencraddock@lancastercivil.com

Notice

This letter has been designed for informational purposes to inform residents of certain regulations and to resolve potential violations without going through formal enforcement procedures

08/17/2020

Bradford D. Hess
165 N. Main Street, Unit A
Manheim, PA 17545

Regarding: 165 N. Main Street, Manheim

Violation of: Chapter 187, Stormwater Management Ordinance

Ordinance: #627 Adopted 1-31-2020, Amended by #640, Adopted 7-29-2017

#1 Nature of Non-compliance: Discharge (onto adjacent property) that is not composed entirely of storm water.

187-26.A Erosion and sediment controls shall be implemented and maintained.

187-39.B No person shall allow, or cause to allow, discharges into surface waters of this commonwealth which are not composed entirely of stormwater.

Action Required: Install erosion controls to prevent muddy water from leaving the property. Stabilize disturbed areas with vegetation.

Action Response Time: 14 days

#2 Nature of Non-compliance: Discharging concentrated flow across adjacent properties.

187-25.C The existing points of concentrated drainage that discharge onto adjacent property shall not be relocated.

187-25.G Discharge onto adjacent property shall not cause erosion, sedimentation, flooding or other harm.

Action Required: Regrade property to eliminate discharge onto adjacent property.

Action Response Time: 14 days

The Manheim Borough Code of Ordinances can be found online at www.manheimboro.org for your review. If you have questions, please do not hesitate to contact me at 717-799-8599 or via email at bencraddock@lancastercivil.com. I look forward to working with you regarding this matter.

Thank you,



Benjamin S. Craddock, PE
Borough Engineer

cc: James R. Fisher, PE, CBO, Borough Manager (via email)
Donna Czeiner, BCO, Zoning & Codes Official (via email)
Lindsey Uhlig, Public Works Director (via email)



Figure 1: Muddy discharge onto neighboring property, 157 N. Main Street (08/12/2021)



Figure 2: Unstabilized soil without erosion & sediment controls (08/12/2021)

August 17, 2021

James R. Fisher, PE
Borough Manager
Manheim Borough
15 East High Street
Manheim, PA 17022

Re: 134 Rapho Street stormwater complaint
LCEC Project No: 9-10
Inspection memo



Via email: JimFisher@manheimboro.org

Dear Mr. Fisher:

Our office has inspected the above-referenced property as a follow up to a resident complaint regarding sediment discharge from vehicle washing. The following was observed:

- No sediment was observed at the driveway for the above-referenced property.
- There is a very minor sediment visible at an existing landscaped bed. This should be monitored and addressed if the condition worsens.

Please see the attached photo log for additional information.

I trust that this report provides you with the information you need, however please do not hesitate to contact me if you have questions or need additional information.

Sincerely,



Benjamin S. Craddock, PE, President

LANCASTER CIVIL

cc: Donna Czeiner, Zoning & Codes Official (via email)
Lindsey Uhlig, Public Works Director (via email)
Josh Brengel, Lancaster Civil (via email)



Figure 1: No sediment was observed at the driveway for 134 Rapho Street (08/05/2021)



Figure 2: Very minor sediment at landscaped bed (08/05/2021)

MANHEIM BOROUGH

STORM WATER MANAGEMENT ORDINANCE OF 2014



**ADOPTED JULY 29, 2014
ORDINANCE 640**

Prepared by:

RETTEW
We answer to you.

all storm water management facilities.

6. When a digital submission of an As-Built Plan is required, all coordinates as depicted on the plan shall be based on the PA South Zone State Plane Coordinate System (NAD83 for horizontal and NAVD88 for vertical).
7. The As-Built Record Plan submission shall include a certification of completion signed by the Owner's qualified professional verifying that all permanent SWM BMPs have been constructed according to the approved plans and specifications. If any qualified licensed professionals contributed to the construction plans, then a qualified licensed professional must sign the completion certificate.

SECTION 608 PROHIBITED DISCHARGES AND CONNECTIONS

1. The following connections are prohibited, except as provided in Section 608.3 below.
 - A. Any drain or conveyance, whether on the surface or subsurface, that allows any non-storm water discharge including sewage, process wastewater, and wash water to enter a separate storm sewer system (if applicable), or Waters of this Commonwealth, and any connections to the storm drain system from indoor drains and sinks; and,
 - B. Any drain or conveyance connected from a commercial or industrial land use to the separate storm sewer system (if applicable) which has not been documented in plans, maps, or equivalent records, and approved by the Borough.
2. No person shall allow, or cause to allow, discharges into surface Waters of this Commonwealth which are not composed entirely of storm water, except (1) as provided in Section 608.3 below and (2) discharges allowed under a state or federal permit.
3. The following discharges are authorized unless they are determined to be significant contributors to pollution to the Waters of this Commonwealth:

- Discharges from firefighting activities	- Flows from riparian habitats and wetlands, diverted streamflows
- Potable water sources including water line flushing	- Uncontaminated water from foundations or from footing drains
- Irrigation and Landscape irrigation drainage	- Lawn watering
- Air conditioning condensate	- Dechlorinated swimming pool discharges
- Springs	- Uncontaminated pumped groundwater, rising groundwater, and groundwater infiltration
- Water from crawl space pumps	- Water from individual residential car washing

- Pavement wash waters where spills or leaks of toxic or hazardous materials have not occurred (unless all spill material has been removed) and where detergents are not used	- Routine external building wash down (which does not use detergents or other compounds)
---	--

4. In the event that the Borough or DEP determines that any of the discharges identified in Section 608.3 above significantly contribute to pollution of the Waters of this Commonwealth, the Borough or DEP will notify the responsible person(s) to cease the discharge.

SECTION 609 ROOF DRAINS AND SUMP PUMPS

Roof drains and sump pumps shall discharge, to the maximum extent practicable, to infiltration or vegetative BMPs and to the maximum extent practicable satisfy the criteria for DIAs.

SECTION 610 ALTERATION OF SWM BMPS

No person shall modify, remove, fill, landscape, or alter any SWM BMPs, facilities, areas, or structures without the written approval of the Borough.

SECTION 611 INSPECTION

1. SWM BMPs shall be inspected by the Landowner, or the Landowner's Designee according to the following list of minimum frequencies:
 - A. Annually for the first five (5) years.
 - B. Once every three (3) years thereafter.
 - C. During or immediately after the cessation of a 10-year or greater storm.
 - D. Those BMPs related to an NPDES permit shall be inspected to the Post-Construction Storm Water Management Plan, with annual written reports provided to the Township.

ARTICLE VI – MAINTENANCE, FINANCIAL SECURITY, MODIFICATIONS AND PROHIBITED ACTIVITIES

- Section 601 – Responsibilities of Developers and Landowners
- Section 602 – Operation and Maintenance Agreements
- Section 603 – Performance Guarantee
- Section 604 – Maintenance Responsibilities
- Section 605 – Maintenance of Existing Facilities/BMPs
- Section 606 – Modifications
- Section 607 – As-Built Plan
- Section 608 – Prohibited Discharges and Connections
- Section 609 – Roof Drains and Sump Pumps
- Section 610 – Alteration of SWM BMPs
- Section 611 – Inspection

Article VII – ADMINISTRATION

- Section 701 – Right-of-Entry
- Section 702 – Notification
- Section 703 – Enforcement/Violations
- Section 704 – Penalties/Remedies
- Section 705 – Appeals
- Section 706 – Construction
- Section 707 – Effective Date

APPENDICES

- APPENDIX A – Operation and Maintenance Agreement
- APPENDIX B – Low Impact Development Practices
- APPENDIX C – Storm Water Management Design Criteria
- APPENDIX D – Carbonate Geology Certification
- APPENDIX E – Storm Water Management Site Plan Approval Certification
- APPENDIX F – Manheim Borough Engineer Review Certificate
- APPENDIX G – Landowner acknowledgement of permanence of BMPs

ARTICLE I

GENERAL PROVISIONS

SECTION 101 TITLE

This Ordinance shall be known as the Manheim Borough Storm Water Management Ordinance.

SECTION 102 STATEMENT OF FINDINGS

The Manheim Borough Council finds that:

1. Inadequate management of accelerated storm water runoff resulting from development throughout a watershed increases flood flows and velocities; contributes to erosion and sedimentation; overtakes the carrying capacity of existing streams and storm sewers; greatly increases the cost of public facilities to convey and manage storm water; undermines floodplain management and flood reduction efforts in upstream and downstream communities; reduces groundwater recharge; and, threatens public health and safety.
2. A comprehensive program of storm water management, including reasonable regulation of development and activities causing accelerated erosion, is fundamental to the public health, safety, welfare, and the protection of the people of the Borough and all the people of the Commonwealth, their resources, and the environment.
3. Storm water is an important water resource, which provides groundwater recharge for water supplies and base flow of streams, which also protects and maintains surface water quality.
4. Federal and state regulations require certain municipalities to implement a program of storm water controls. These municipalities are required to obtain a permit for storm water discharges from their separate storm sewer systems under the National Pollutant Discharge Elimination System (NPDES).
5. Public education on the control of pollution from storm water is an essential component in successfully addressing storm water issues.
6. Non-storm water discharges to municipal separate storm sewer systems (MS4) can contribute to pollution of Waters of this Commonwealth.
7. Inadequate maintenance of storm water best management practices (BMPs) causes loss of water quality, flooding, and other problems.
8. A program of reasonable regulation of connections and discharges to municipal storm water management facilities will be beneficial.

SECTION 103 PURPOSE

The purpose of this Ordinance is to promote health, safety, and welfare within Manheim Borough by minimizing the damages described in Section 102 of this Ordinance through provisions designed to:

1. Meet legal water quality requirements under state law, including regulations in Chapter 93 to protect, maintain, reclaim, and restore the existing and designated uses of the Waters of this Commonwealth.
2. Manage accelerated runoff and erosion and sedimentation problems at their source by regulating activities that cause these problems.
3. Utilize and preserve the existing natural drainage systems.
4. Maintain recharge of groundwater to prevent degradation of surface and groundwater quality and to otherwise protect water resources.
5. Maintain existing flows and quality of streams and watercourses in the Borough and the Commonwealth.
6. Preserve and restore the flood-carrying capacity of streams.
7. Provide proper operations and maintenance of all temporary and permanent storm water management facilities and Best Management Practices (BMPs) that are constructed and implemented.
8. Ensure consistency and compliance with the recommendations for quantity and quality controls that are found in "Blueprints: An Integrated Water Resources Plan for Lancaster County", including the "Countywide Act 167 Plan" dated April 2013 Revised Aug 16.
9. Prevent scour, aggradation, degradation, and erosion of stream banks and streambeds.
10. Provide procedures, performance standards, and design criteria for storm water planning and management.
11. Implement an "illegal discharge detection and elimination program" within MS4 permitted urbanized areas to address non-storm water discharges into Manheim Borough separate storm sewer system.
12. Promote storm water runoff prevention through the use of nonstructural Best Management Practices (BMPs).
13. Provide a regulatory environment that supports the proportion, density, and intensity of development called for in the comprehensive plan; allows for creative methods of improving water quality and managing storm water runoff; and promotes a regional approach to water resource management.
14. Help preserve and protect exceptional natural resources, and conserve and restore natural resource systems.
15. Promote storm water management practices that emphasize infiltration, evaporation, and transpiration.

16. Provide standards to meet NPDES permit requirements.

SECTION 104 STATUTORY AUTHORITY

The Manheim Borough Council pursuant to the Pennsylvania Storm Water Management Act, Act No. 167 of October 4, 1978, (P.L. 864) (Act 167), Section 680.1, et. seq., as amended, The Pennsylvania Borough Code, Act of February 1, 1966, P.L. (1965) 1656, No. 581, as reenacted and amended by the Act of May 17, 2012 (P.L. 262, No. 43), as amended, and the Pennsylvania Flood Plain Management Act, Act No. 166 of October 4, 1978 (P.L. 851), and 35 P.S. Section 691.1 et seq. the Pennsylvania Clean Streams Law hereby enacts and ordains this Ordinance as the Manheim Borough Storm Water Management Ordinance.

SECTION 105 APPLICABILITY

With the exception of activities exempted under Section 402, the provisions, regulations, limitations, and restrictions of this ordinance shall apply to Regulated Activities as defined in this Ordinance. Including:

1. Installation and proper operation and maintenance of storm water management facilities and appurtenances thereto.
2. All activities that may contribute non-storm water discharges to the Borough's regulated small MS4.
3. Discharges from Regulated Earth Disturbance Activities.
4. The following additional activities are defined as "Regulated Activities" and shall be regulated by this Ordinance:
 - A. All Subdivisions or Land Developments.
 - B. Major or Minor Land Disturbances.
 - C. Construction of new or additional impervious surfaces (driveways, parking lots, etc.).
 - D. Construction of new buildings or additions to existing buildings.
 - E. Diversion or piping of any natural or man-made stream channel.
 - F. Installation or modification of storm water management facilities, BMPs, or appurtenances thereto.
 - G. Any other activities where the Borough determines that said activities may affect any existing watercourse's storm water management facilities, or storm water drainage patterns.

What residents can do...

The goals of the Borough's MS4 program are to reduce the discharge of pollutants into our waterways. The water that runs off your property and from the streets goes either into the ground and becomes groundwater or flows through a series of facilities such as swales and pipes to the waterways. If this water isn't cleaned, all the pollutants the water carries end up in the stream and ultimately into the Chesapeake Bay. You can help to keep our water clean by doing the following:

- Properly dispose of water from your property (rainwater, pool water, sump pumps, etc.) – directing water runoff over grassy areas, and not into streets and gutters, is required whenever this option is possible.
- Do not wash your car in your driveway or in the street.
- Clean up after your pets.
- Use fertilizers, pesticides, and herbicides correctly, beginning by using absolute minimum recommended application rates.
- Properly secure and store materials that could pollute storm water. When servicing your vehicle, do not allow oil, antifreeze, or other fluids to spill or drain onto any surface of the ground.

MCM #4 Appendix

- **MCM #4 Project Plan**
- **BMP 4.1 Attachments**
 - LCCD MOU Sept 2015.pdf
- **BMP 4.3 Attachments**
 - LCCD MOU.pdf

MCM #4 Project Plan

- BMP 4.1

Description:

The permittee may not issue a building or other permit or final approval to those proposing or conducting earth disturbance activities requiring an NPDES permit unless the party proposing the earth disturbance has valid NPDES Permit coverage (i.e., not expired) under 25 Pa. Code Chapter 102.

Action Plan:

None Specified

- BMP 4.2

Description:

A municipality or county which issues building or other permits shall notify DEP or the applicable CCD within 5 days of the receipt of an application for a permit involving an earth disturbance activity consisting of one acre or more, in accordance with 25 Pa. Code 102.42.

Action Plan:

None Specified

- BMP 4.3

Description:

Enact, implement and enforce an ordinance or SOP to require the implementation and maintenance of E&S control BMPs, including for non-compliance, as applicable.

Action Plan:

None Specified

- BMP 4.4

Description:

Review Erosion and Sediment (E&S) control plans to ensure that such plans adequately consider water quality impacts and meet regulatory requirements.

Action Plan:

None Specified

- BMP 4.5

Description:

Conduct inspections regarding installation and maintenance of E&S control measures during earth disturbance activities. Maintain records of site inspections, including dates and inspection results, in accordance with the record retention requirements in this permit.

Action Plan:

None Specified

- BMP 4.6

Description:

Conduct enforcement when installation and maintenance of E&S control measures during earth

disturbance activities does not comply with permit and/or regulatory requirements.

Action Plan:

None Specified

- BMP 4.7

Description:

Develop and implement requirements for construction site operators to control waste at construction sites that may cause adverse impacts to water quality. The permittee shall provide education on these requirements to construction site operators.

Action Plan:

None Specified

- BMP 4.8

Description:

Develop and implement procedures for the receipt and consideration of public inquiries, concerns, and information submitted by the public to the permittee regarding location construction activities.

Action Plan:

None Specified

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
LANCASTER COUNTY CONSERVATION DISTRICT
AND**

MANHEIM BOROUGH

WHEREAS, the Lancaster County Conservation District, hereafter referred to as "LCCD", and MANHEIM BOROUGH, hereafter referred to as Municipality, have common areas of responsibility in serving the citizens of MANHEIM BOROUGH and

WHEREAS, there are common areas of work that require communication and support of each of these parties to the other party, and

WHEREAS, the District and the Municipality desire to formalize their interactions in relation to common programs and responsibilities, and

WHEREAS, this Memorandum of Understanding will serve as a foundation for a cooperative and mutually beneficial working relationship between the District and the Municipality,

NOW THEREFORE, the parties agree to jointly enter into this Memorandum of Understanding. The Memorandum of Understanding has six component parts as listed herein:

	<u>Page</u>
I. Erosion & Sediment Pollution Control/NPDES for Stormwater Discharges Associated with Construction Activities	2
II. Chapter 105- Dam Safety & Waterway Management	7
III. NPDES Municipal Separate Storm Sewer Systems (MS-4 – NPDES Permit PAG-13 MCM 1, 2, 4, 5)	9
IV. Agricultural Related Activities (Manure Management & Erosion Control) I. Plain Sect Outreach	12
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I. EROSION AND SEDIMENT POLLUTION CONTROL
&
NPDES for Stormwater Discharges Associated with Construction Activities

PURPOSE: Erosion and the resulting deposition of sediment in our waterways is the primary pollutant by volume of our streams. Minimizing erosion and sediment pollution of our streams requires initiatives at the federal, state, county and local municipal levels of government. The purpose of this Memorandum of Understanding (MOU) is to serve as a joint commitment to control accelerated erosion and to prevent sediment pollution to the waters of the Commonwealth, which may result from the conduct of earth disturbance activities. This MOU also serves as a basis for stating the role of each party in appropriately updating and administering appropriate Ordinances of the municipality in relation to Erosion and Sediment Pollution Control.

DISTRICT RESPONSIBILITIES: In carrying out the intent of this memorandum, the LCCD shall, within the limits of its capabilities and within the scope of its Delegation Agreement with PA DEP, administer and implement the Commonwealth's Erosion and Sediment and Stormwater Control (Chapter 102 and Chapter 92- NPDES) Programs:

1. Records, Resources, Materials and Documents:

- a. Provide to the Municipality a schedule of plan review fees and sufficient quantities of all necessary forms. The LCCD will promptly notify the municipality of any change in the plan review fee schedule and provide updated forms and educational materials in a timely manner.
- b. Upon request, provide all applicants with a DEP Erosion and Sediment Pollution Control Program Manual, National Pollutant Discharge Elimination System (NPDES) permit applications, and related forms, worksheets, checklists and all other forms and documents necessary to successfully prepare an E&S plan and/or NPDES permit application for discharge of stormwater from construction activities.
- c. Provide the municipality with a year-end summary of NPDES and Erosion and Sediment Pollution Control activities within the municipality. The summary is intended to inform the municipality of activities and document activities for municipal MS4 permit requirements. The report is titled "Annual MS-4 Supplemental Report for MANHEIM BOROUGH".
- d. Serve as a repository for all erosion and sediment control plans (E&S) plans, permit applications, plan and permit reviews, complaints, inspection reports, correspondence and other materials and documents concerning the conduct of earth disturbance activities permitted under the municipal ordinance. All such information shall be contained in a dedicated filing system, which shall be available for inspection by municipal officials at any time.

- e. The LCCD will maintain information and materials on its website related to NPDES permitting and the E&S program. Municipalities may provide links to the LCCD website from municipal websites. This activity provides additional outreach and satisfies relevant MS4 requirements.
- f. The LCCD shall maintain a filing system, in accordance with DEP's Records Retention Policy, that may be available for municipal official review.

2. Plan Reviews and Permitting:

- a. Receive all applications and ESCP plans required by NPDES permitting regulations and complete administrative and technical reviews within time frames established by DEP.
- b. Receive all E & S plans required by municipal ordinance or submitted voluntarily, and complete reviews of the plans within time frames established by the LCCD.
- c. Within 10 calendar days of a review action, the LCCD will forward to the municipality, applicant and/or responsible party:
 - I. Notice of NPDES permit decisions including permit and plan approvals and renewal deficiency letters, denials and withdrawals.
 - II. Notice of E & S plan decisions where NPDES permits are not required including approvals and deficiency letters.

3. Inspections:

- a. The LCCD will inspect earth disturbance activities to ensure that the implementation and maintenance of the E & S plan and E & S practices are in compliance with the NPDES program and Chapter 102 regulations.
- b. Inspections will be performed:
 - I. At a minimum, in compliance with DEP inspection schedules for permitted projects
 - II. At the request of the municipality.
 - III. Within 10 calendar days of receipt, in response to a complaint from the municipality or the public.
 - IV. Routinely, as time, workload, or staffing resources may allow.
- c. Within 10 calendar days of completion the LCCD will forward to the municipality and applicant or responsible party:

- I. Inspection reports resulting from complaints investigations and other inspections
- d. Initiate enforcement actions within the scope of the delegation agreement between the LCCD and the PA DEP.

4. Municipal Assistance:

- a. The LCCD will assist the municipality with environmental problems, permit applications and resource management issues within the scope of the LCCD's role under the NPDES and Chapter 102 program. The LCCD will enlist assistance from cooperating agencies when appropriate.
- b. The LCCD will provide an invitation to the municipality to all appropriate educational events.
- c. At the request of the municipality, the LCCD will review appropriate sections of municipal stormwater management and subdivision and land development ordinances and make recommendations for consistency with current Chapter 102 regulations and NPDES permit requirements.
- d. Meetings:
 - I. The LCCD will invite the municipality to all scheduled pre-application meetings. Where the LCCD is not the entity organizing the meeting, the LCCD will recommend to the meeting organizer that the municipality be invited. Attendance and choice of representative is at the discretion of the municipality.
 - II. LCCD staff, at the request of the municipality, will meet with municipal representatives to provide information or to discuss issues related to NPDES permitting and Chapter 102 regulations.
 - III. LCCD staff, where appropriate, will notify the municipality of any site meetings related to inspections, violations or complaints and invite the municipality to attend these meetings.

MUNICIPAL RESPONSIBILITIES: In carrying out the intent of this memorandum, the municipality shall:

1. Resources and Information:

- a. Inform those involved with earth disturbance activities of any Erosion and Sediment Pollution Control and NPDES permitting requirements involving municipal ordinances.
- b. Retain a sufficient quantity of the application form for E & S plans and issue such information to all proposed earth disturbance projects that require review and approval in accordance

with the provisions of the municipal ordinance. The municipality shall provide instructions as necessary to have the plans submitted to the LCCD.

- c. Distribute education information about the LCCD's programs and provide contact information to the public for the LCCD.
- d. Retain all correspondence from the LCCD including copies of inspection reports, permit authorizations, denials and withdrawals, notices of violations; E & S plan approvals and other correspondence needed by the municipality for MS4 permit documentation or other municipal purposes.

2. Notice and Referral to the District:

- a. Forward complaints involving earth disturbance activities to the LCCD within 10 calendar days of receipt for inspection.
- b. Forward all questions related to the preparation of E & S plans and NPDES permit applications to the LCCD.
- c. Notify the LCCD of the receipt of a building permit application involving earth disturbance of one acre or more within five (5) working days of receipt. (**Required under 25 PA Code §102.42**).
- d. Forward to the LCCD an Act 167 consistency letter to confirm that projects meet the intent of the municipality's stormwater ordinance, if covered under an Act 167 ordinance.
- e. Forward to the LCCD copies of municipal engineer review letters when comments pertain to the E & S plans, stormwater management plans, and/or NPDES applications.
- f. Coordinate pre-application meetings with the LCCD whenever possible.
- g. Complete **Attachment A**, contained in this MOU, to better facilitate communications between the municipality and the LCCD.

3. Municipal Approvals and Actions:

- a. Before issuing any permits or approvals, with the exception of local stormwater approvals, the municipality will require evidence of an issued Individual NPDES permit, authorized General NPDES permit or approved E & S permit if required, or an approved E & S plan where municipal regulations require an approved E & S plan where NPDES or E & S permits are required. Per Section 102.43, municipalities may not issue building or other permits to applicants proposing earth disturbance activities requiring a permit under Chapter 102.

- b. Where violations of Chapter 102 or NPDES permitting regulations are discovered, the municipality will cooperate with the LCCD to document and resolve the violations. Cooperation may entail providing access or copies of approved subdivision or land development plans, issued permits, review comments, revocation of municipal permits and other reasonable measures legally and practically available to the municipality.
- c. Encourage the preservation and responsible use of all of Lancaster County's natural resources.

II. Chapter 105- Dam Safety & Waterway Management

PURPOSE: Pennsylvania's Chapter 105 program regulates the waterways and wetlands of the Commonwealth. Chapter 105 establishes the thresholds for permitting requirements for encroachment or obstruction activities to jurisdictional waters and wetlands. The regulations also specify for requirements related to dam and floodway activities. This section of the MOU establishes the delegation authority for the Chapter 105 program given to the LCCD by PA DEP.

DISTRICT RESPONSIBILITIES: In carrying out the intent of this memorandum, the LCCD shall, within the limits of its capabilities and within the scope of its Delegation Agreement with PA DEP, administer and implement the Commonwealth's Chapter 105 program.

1. Records, Resources, Materials & Documents:

- a. Provide to the Municipality a schedule of Chapter 105 application fees and sufficient quantities of all necessary forms. The LCCD will promptly notify the municipality of any changes in the application fees or regulations.
- b. Serve as a repository for all Chapter 105 General Permit applications and associated E & S plans, inspection reports, complaint information, and other materials and documents concerning the conduct of encroachment and obstruction activities related to the Chapter 105 program.
- c. The LCCD will maintain information and materials on its website related to the Chapter 105 program. Municipalities are encouraged to provide the link to the LCCD website on their own municipal website.
- d. The LCCD will maintain a filing system, in accordance with DEP's Records Retention Policy, that may be available for municipal review.

2. Chapter 105 General Permit Review & Permit Acknowledgement:

- a. Receive all Chapter 105 General Permit #'s 1, 2, 3, 4, 5, 6, 7, 8, and 9 applications and corresponding fee application for review. Applications will be processed in the timeframes established by DEP.
- b. Within 10 calendar days of permit acknowledgement, forward notice of permit use to the municipality.

3. Municipal Assistance:

- a. The LCCD will assist the municipality with environmental problems, permit applications and resource management issues within the scope and resources of the LCCD's role under

the Chapter 105 program. The LCCD will enlist assistance from cooperating agencies when appropriate.

- b. The LCCD will provide an invitation to the municipality to all appropriate educational events.
- c. Meetings:
 - I. The LCCD will invite the municipality to all scheduled pre-application meetings. Where the LCCD is not the entity organizing the meeting, the LCCD will recommend to the meeting organizer that the municipality be invited.
 - II. LCCD staff, at the request of the municipality, will meet with municipal representatives to provide information or to discuss issues related to the Chapter 105 regulations.
 - III. LCCD staff, where appropriate, will notify the municipality of any site meetings related to inspections, violations or complaints and invite the municipality to attend these meetings.

MUNICIPAL RESPONSIBILITIES:

- a. Refer residents to the LCCD when they have questions on permitting or earth moving activities related to streams, wetlands, ponds, springs or other waters regulated under Chapter 105.
- b. Distribute fact sheets and other educational materials provided by the LCCD.
- c. Retain copies of all correspondence from the LCCD pertaining to the Chapter 105 program for municipal purposes.
- d. Forward any complaints related to the Chapter 105 program to LCCD within 10 calendar days of receipt.

III. NPDES Municipal Separate Storm Sewer Systems (MS-4 – NPDES Permit PAG-13)

PURPOSE: Many municipalities in Lancaster County and the County itself are subject to NPDES permit requirements for Municipal Separate Storm Sewer Systems (MS4). The purpose of this agreement is to coordinate, where possible and desirable, the activities of the municipalities and the county associated with MS4 permit requirements. While not all requirements lend themselves to coordination, several of the requirements are such that coordination will result in decreased compliance cost and greater efficiency for both the municipality and county. The following details the municipal and LCCD responsibilities by Minimum Control Measure (MCM)

MCM 1 – PUBLIC EDUCATION AND OUTREACH

DISTRICT RESPONSIBILITIES: In carrying out the intent of this memorandum, the LCCD shall, within the limits of its capabilities:

- a. Distribute an educational publication to developers, contractors, farmers and other stakeholders in Lancaster County, once per permit year at minimum.
- b. Maintain on the LCCD website, information related to stormwater regulations, educational materials and resources. It is recommended that Municipalities provide a link from the municipal website, if available, to the LCCD website.
- c. Annually, no later than 30 days after the end of the permit year, provide a summary to each regulated municipality of the above activities and any other educational activities conducted by the LCCD that would be applicable for MS4 permit compliance. Where possible, copies of the educational materials, the dates distributed and a summary or list of those the material was distributed to will be included in the summary.

MUNICIPAL RESPONSIBILITIES In carrying out the intent of this memorandum, the municipality shall, within the limits of its capabilities:

- a. Annually, no later than 30 days prior to the end of the permit year, provide a summary to the LCCD of the use and or distribution of educational posters.
- b. Where practical and applicable, notify the LCCD at least 15 calendar days in advance of municipal public outreach events where the LCCD could play a role in providing public outreach.

MCM 2 – PUBLIC PARTICIPATION

DISTRICT RESPONSIBILITIES: In carrying out the intent of this memorandum, the municipality shall, within the limits of its capabilities:

- a. Notify regulated municipalities of public participation events, as appropriate 30 days prior to the event.

MUNICIPAL RESPONSIBILITIES: In carrying out the intent of this memorandum, the municipality shall, within the limits of its capabilities:

- a. Notify the LCCD of public participation events, as appropriate, at least 30 days prior to the event.

MCM 4 – CONSTRUCTION SITE STORMWATER MANAGEMENT

DISTRICT RESPONSIBILITIES: In carrying out the intent of this memorandum, the LCCD shall, within the limits of its capabilities:

- a. Meet all of its responsibilities listed in the E & S section of this MOU.
- b. Annually, no later than 30 days after the end of the permit year, provide a summary to each regulated municipality of LCCD activities conducted in the municipality. The summary will include:
 - I. The number of sites inspected and the number of inspections conducted.
 - II. The number of complaints received, the number of inspections conducted in response to complaints, and the number of complaints referred to other parties.
 - III. The number of enforcement actions taken.
 - IV. The number of NPDES permits issued.
 - V. The number of E & S plans reviewed.
 - VI. A list of NPDES permits issued with the date of issuance, expirations and permit number.

MUNICIPAL RESPONSIBILITIES: In carrying out the intent of this memorandum, the municipality shall, within the limits of its capabilities:

- a. The municipality will meet all of its responsibilities listed in the E & S section of this MOU.
- b. Retain all correspondence from the LCCD including copies of inspection reports, permit authorizations, notices of violation; E & S plan approvals and other correspondence needed by the municipality for MS4 documentation purposes.

- c. Annually provide the LCCD with a list of contacts, their company, address, email and phone number, as to where the municipality would like copies of correspondences sent.
- d. Provide copies of ordinances related to stormwater management, erosion and sediment control and illicit discharges. The municipality will provide the LCCD with copies of any revised ordinances within 30 days of adoption.

IV. AGRICULTURAL RELATED ACTIVITIES **(MANURE MANAGEMENT & EROSION CONTROL)**

PURPOSE: To conserve the agricultural resources of Lancaster County, by educating local municipalities and the public. This document encompasses but is not limited to, Nutrient Management, erosion control on farms, and compliance related topics.

DISTRICT RESPONSIBILITIES: In carrying out the intent of this memorandum, the LCCD is a clearing house of information relating to agricultural farming. The following items are available to municipalities across Lancaster County.

- a. Administer the State's Act 38 program, also known as the Nutrient Management Law. LCCD staff reviews nutrient management plans, conducts onsite yearly status reviews relating to nutrient application. These plans are developed on an animal density calculation. Any operation that has over 2.0 Animal Equivalent Units (AEU's)/Acre, is required to have an approved Act 38 Nutrient Management Plan.
- b. The Commonwealth also requires farmers to have a Manure Management Plan (Chapter 91.36), developed for every farm that produces or applies manure on their ground, no limit on size or scope of operation. Once farm size reaches certain thresholds based on livestock, further requirement for nutrient management may be required (such as Act 38 or CAFO). These plans must be available upon request for review from the landowner/operator on site, but are not required to be submitted for review or approval.
- c. Erosion and Sediment Control on farming operations:
 - I. The LCCD will oversee 25 PA Code Chapter 102.4(a) (Erosion & Sediment Control) relating to agriculture operations. Chapter 102.4 requires all farming operations that disturb over 5,000 sq. ft. to have a Conservation Plan or Ag E & S plan developed and implemented. This also includes no-till as an earth disturbing practice. These plans must be available upon request for review from the landowner/operator on site, but are not required to be submitted for review or approval.
- d. The LCCD will offer Technical Assistance for farming operations within the county. This technical assistance can be used by the farming landowner/operator to help with the implementation of BMPs found within their Conservations Plans. When needed, for BMP implementation, a reviewed design packet will accompany, along with spot inspections of construction implementation, and certification.
- e. Conduct complaint investigations regarding nutrient and sediment pollution events. (See **Attachment B**)
- f. When applicable, provide guidance on conservation planning, within the Bio-Solids Program.

- g. Provide the LCCD wide fee schedule, which includes fees pertinent to agricultural operations.
- h. Provide the municipality with a reasonable quantity of related resource materials at the request of the municipality.

MUNICIPAL RESPONSIBILITIES: In carrying out the intent of this memorandum, within the limits of its capabilities and available resources, the municipality shall:

- a. Forward to the LCCD (Ag Compliance Coordinator), any agricultural complaint relating to, but not limited to: Nutrient pollution, and sediment pollution.
- b. The LCCD highly recommends that the municipality require development of these plans before building permits for agricultural operations are approved. The municipality should not release permits to agricultural operations, until those landowners can produce a Nutrient or Manure Management Plan AND Conservation, or Ag E & S Plan.
- c. Make available to the public any educational materials provided by the LCCD.

IV.1 Plain Sect Outreach

PURPOSE: The LCCD dedicates an Ag staff person as the 'Plain Sect' Outreach Coordinator. This person has experience working with the 'Plain Sect' community and is available to meet with municipal representatives to provide information related to conservation issues within the 'Plain Sect' community. This staff person is available to meet with individual 'Plain Sect' farmers and can serve as a resource person for any municipal sponsored informational meeting for the agriculture community.

DISTRICT RESPONSIBILITIES:

- a. Provide assistance to the "Plain Sect" community by informing the community on agricultural regulatory requirements and best management farming practices.
- b. Refer farmers to the appropriate Agricultural Technician within the LCCD for technical guidance and planning.
- c. Provide assistance to municipalities when they need support in dealing with the Plain Sect.

MUNICIPAL RESPONSIBILITIES:

- a. Be aware that the Plain Sect Outreach Coordinator position exists and is available for assistance.
- b. Refer Plain Sect farmers to the LCCD for assistance, when appropriate.

V. EDUCATION & OUTREACH

PURPOSE: The mission of the LCCD is to promote stewardship of the land, water, and other natural resources; and to make all citizens aware of the interrelationships between human activities and the natural environment; to provide assistance for current efforts in natural resource conservation; and to develop and implement programs which promote the stewardship of natural resources; while enlisting and coordinating help from public and private sources in accomplishing this mission. The education departments of the LCCD serve as a beginning point for many of our goals. Educating the public about our county's natural resources is a primary goal. Through education we can protect, preserve and promote the mission of the LCCD.

V.I Watershed Program

PURPOSE: The LCCD's Watershed Program goals are to educate, create and foster grassroots volunteer watershed efforts, water quality monitor, and be a resource on all things water related in Lancaster County. The Watershed Coordinator for the LCCD should be used as a resource tool by community members, businesses, schools, and especially municipalities. Items the Watershed Program can deal with include, but are not limited to, stream water quality, wetlands, pond management, stormwater education, groundwater recharge, volunteer conservation efforts, and many additional issues. One of the ultimate goals of the watershed program is to get local streams off the state's list of impaired waterways. This goal can be accomplished through combined efforts from the LCCD, surrounding landowners, businesses, and the municipality. This MOU outlines general areas of cooperation between both parties.

DISTRICT RESPONSIBILITIES: In carrying out the intent of this memorandum, the LCCD shall, within the limits of its capabilities:

- a. Help to keep all municipalities informed of local watershed associations/group activities within their jurisdiction. The types of activities these organizations conduct can assist municipalities in their MS4 requirements. (i.e. public education and public participation)
- b. Provide the municipality with any volunteer water monitoring data that may be gathered for streams within your municipal boundary. All of this data can be found on the Lancaster County Watersheds website, www.lancasterwatersheds.org, under the volunteer monitoring data tab.
- c. Provide copies of resource and educational materials the LCCD may create. Limited amounts of such copies will be provided at no charge. For larger quantities, the LCCD will provide copies in a format, where practical, suitable for producing copies or at cost. (i.e. stormwater management, riparian buffers, floodplains, groundwater recharge, water conservation, backyard conservation, and other natural resource issues.)

- d. Maintain a Lancaster County Watershed website (www.lancasterwatersheds.org) that provides current and useful local, regional, and statewide water resources that municipalities can use. (i.e. local watershed plans, list of volunteer watershed groups, stormwater action plans, local TMDL plans, electronic versions of educational publications, and a host of other useful tools.)
- e. Assist the municipality with watershed or water quality/quantity issues and permit applications that fall within the LCCD's area of expertise. The LCCD will enlist the services of cooperating agencies when necessary.
- f. Provide the municipality with watershed technical training opportunities and points of contact for LCCD programs.
- g. Notify municipalities of public participation events, as appropriate 30 days prior to the event.

MUNICIPAL RESPONSIBILITIES: In carrying out the intent of this memorandum, the municipality shall, within the limits of its capabilities:

- a. Be an active participant in local volunteer watershed groups as they devise ways to educate, restore, or improve the local watershed within your municipality.
- b. Inform the LCCD of natural resource issues especially those that are water related.
- c. Where practical and applicable, notify the LCCD at least 30 calendar days in advance of municipal public outreach events where the LCCD could play a role in providing public outreach.
- d. Cooperate with the LCCD on studies, pilot projects or surveys related to water resource conservation within the municipality.

IT IS MUTUALLY AGREED WITHIN THE LIMITS OF ABILITIES AND RESOURCES:

- a. Both parties will provide for the mutual sharing of information.
- b. Both parties will supply each other with available maps, geographic information system and computer aided drafting files, printed material, photos/slides, video and displays pertaining to pertinent programs.
- c. Both parties will work on projects mutually benefiting the LCCD and the municipality.

V.2 Education Program

PURPOSE: The purpose of this agreement is to define educational programs provided by the LCCD and available to the municipalities and the county. The mission of the LCCD is the stewardship of land, water, and other natural resources. The LCCD administers and participates in a variety of programs to protect and promote the wise use of natural resources.

DISTRICT RESPONSIBILITIES: In carrying out the intent of this memorandum, the LCCD shall, within the limits of its capabilities:

- a. Develop and present lessons and programs designed to address the PA Department of Education Environment and Ecology Standards for teachers, students, community organizations, watershed organizations, and the public within municipalities.
- b. Publish and distribute educational materials for teachers, students, and the public.
- c. Provide educational materials requested by municipalities for schools or public outreach.

LCCD Education Program Links

- www.lancasterconservation.org
- www.lancasterwatersheds.org

MUNICIPAL RESPONSIBILITIES: In carrying out the intent of this memorandum, the municipality shall, within the limits of its capabilities:

- a. Notify the Conservation LCCD when possible and applicable of municipal public outreach activities or events where the LCCD could be of assistance in providing educational presentations or materials.
- b. Notify the Conservation LCCD of public participation events, as appropriate.
- c. Post educational materials or programs available from the LCCD, as appropriate.

V.3 Agricultural Ombudsman Program

PURPOSE: The PA Agricultural Ombudsman Program handles public relations, education and conflict management related to agriculture. The Program offers statewide liaison services to communities on issues affecting agriculture, land use, environment and planning. The Ombudsman Program focuses on pro-active education, but has re-active responsibilities, too. The Agricultural Ombudsman is not an advocate for any particular party, but seeks to achieve a satisfactory resolution to disputes through training and education.

DISTRICT RESPONSIBILITIES:

- a. Serve as an intermediary between agricultural producers and municipalities, Conservation Districts and regulatory authorities, and to assist producers in navigating applications and permit and plan review processes to ensure the producer is treated fairly and expeditiously in that process, while ensuring municipalities, Districts and regulatory agencies that the producer has met all the applicable requirements.
- b. Provide assistance to help municipal officials prepare for meetings expected to attract significant public interest or concern. Sample policies are available for municipalities to review and consider using to ensure an orderly, productive meeting that allows all parties involved to give their input.
- c. Inform municipalities and residents about current farming practices and help dispel myths about modern agriculture.
- d. Provide educational materials to help address public concerns about agricultural operations.

MUNICIPAL RESPONSIBILITIES:

- a. Contact the Conservation District seeking services of the Agricultural Ombudsman to assist with conflict management, resulting from the interface of production agriculture and suburban/urban constituents.
- b. Contact the Conservation District seeking services of the Agricultural Ombudsman to assist with educational input or non-legal advice regarding impacts on agriculture and the potential for farmer/resident conflicts because of what is currently written or proposed in a municipal ordinance.
- c. Direct residents to contact the Agricultural Ombudsman when residents are experiencing fly concerns, odor management concerns or other concerns generated by agricultural activities.

ATTACHMENT B- Common Complaint Contacts List

What the Lancaster County Conservation District is Responsible for:

Biosolids Application to Farmland Complaints

Kevin Seibert, Agriculture Compliance Coordinator
(717) 299-5361 Ext. 125
(If unavailable, see "Other Organizations")

Excessive Soil Erosion from Ag Operations

Kevin Seibert, Agricultural Compliance Coordinator
(717) 299-5361, Ext. 125

Excessive Soil Erosion from Construction Sites

Nate Kurtz, E&S Program Manager
(717) 299-5361, Ext. 141

Manure Complaints

Kevin Seibert, Agriculture Compliance Coordinator
(717) 299-5361, Ext. 125

Act 38 Nutrient Management Law Compliance Complaints

Jeff Hill, Agriculture Program Manager
(717) 299-5361, Ext. 143

Fly Related Complaints

Shelly Dehoff, Pennsylvania Agriculture Ombudsman
(717) 299-5361 x149 or (717) 880-0848
shelly.dehoff@gmail.com
OR
Kevin Seibert, Agriculture Compliance Coordinator
(717) 299-5361 Ext. 125

What Other Organizations are Responsible for:

Stormwater Complaints (Varies from case to case)

1. Local (Borough or Township)
2. Lancaster County Planning Commission
Dean Severson (717) 299-8333
3. Pennsylvania Department of Transportation
(717) 299-7621

Invasive Species Complaints (plant or insects)

PA Dept of Agriculture Region VI Office 717-772-5209

Dead Animal (Mortality) Disposal Complaints

PA Dept of Agriculture Region VI Office
Joyce McLaughlin (717) 783-8300
Fax: 717-787-1868

Pesticide Application Complaints

PA Dept of Agriculture Region VI Office
Joe Uran (717) 772-5212
Hypersensitivity Registry Forms
Dona McCorry (717) 787-4392

Stream & Wetland Encroachment Complaints

PA Dept of Environmental Protection
Jeff Minski (717-705-4709)

Biosolids Application to Farmland Complaints

PA Dept of Environmental Protection
Eric Laur, Soil Scientist
(717) 507-4773

Manure or Other Contaminant Complaints

PA Dept of Environmental Protection
Deborah Miller (717) 705-4780
e-mail – debomiller@state.pa.us
And/Or
PA Fish and Boat Commission
Lancaster Co. Office (Lititz)
(717) 626-0228

Manure Odor Complaints

PA Dept of Environmental Protection
Jeff Minski 717-705-4709
OR
State Conservation Commission
Karl Diamond 570-836-2181 x 120

ATTACHMENT A- Municipal Contact Information

Please complete the entire form. Contact information will be used by the LCCD to communicate with your municipal officials throughout the year.

Municipal Information

Municipal Manager: James R Fisher, PE
Zoning Officer: Rob Mayer
Road Master: Public Works Director Barry Weidman
Municipality Mailing Address: 15 E. High St.
Manheim PA 17545
Phone Number 717 665 2461
Manager's email address: Jim.Fisher@Manheimboro.org

Municipal Engineer Information

Municipal Engineer (Name): Ben Craddock PE
Engineer's Email Address: ben.craddock@lanastercivil.com
Engineering Firm: Lanaster Civil Engineering Company
Firm Mailing Address: PO Box 8972
Lanaster PA 17604

MS-4/167 Information

Who should the MS-4 Report be mailed to (Name): James R. Fisher, PE, Boro Manager
Mailing Address: 15 E High St Manheim PA 17545
Engineering Firm: Lanaster Civil Engineering Company
Email Address: ben.craddock@lanastercivil.com
Phone Number: 717-799-8599
MS-4 Permit Period (Beginning Date/End Date) 4 Permit not received yet
ACT 167 Adopted (Date): July 29, 2014

VI. EXECUTION

This Memorandum of Understanding shall become effective only after it has been adopted by vote of the governing bodies of both parties. Signatures must be those of a member of the governing body authorized to sign for the governing body.

This Memorandum of Understanding may be terminated by either party for any reason. Termination of this Memorandum of Understanding must be by certified mail. Termination shall become effective 30 days after receipt of the notice of termination.

This Memorandum of Understanding shall be reviewed periodically by either or both parties and may be amended by mutual consent of both parties.

With the execution of this Memorandum of Understanding any previous Memorandum of Understandings between the Municipality and the District shall be invalid.

LANCASTER COUNTY CONSERVATION DISTRICT

By: Kenneth S Meek
Title: Chairman
Date: September 1, 2015

MANHEIM BOROUGH

By: James R Fiske, PE
Title: Manheim Borough Manager
Date: 9/29/15

(SIGN AND RETURN THIS PAGE ALONG WITH THE NEXT PAGE, ATTACHMENT A)

September 1, 2015



LANCASTER COUNTY
CONSERVATION DISTRICT

Conserving Natural Resources for Our Future

RECEIVED

APR 24 2019

Manheim Borough

To: Lancaster County Township and Borough Managers
From: Christopher M. Thompson, Administrator
Date: April 6th, 2019
Re: Memorandum of Understanding

The enclosed document is a Memorandum of Understanding (MOU) between the Lancaster County Conservation District (LCCD) and your municipality. This document outlines the scope and scale of responsibilities and expectations between our organizations. The MOU will also serve as a document to validate the linkage between your municipality and LCCD as required by the Municipal Separate Storm Sewer System (MS4) protocol. The terms of this document will remain in effect unless terminated or renewed in writing by either party.

This MOU requires action by your municipal board - Changes to the 2019 MOU were only minor wording and punctuation corrections on pages 7 and 12, but we are using the review/renew process to reestablish our partnership and provide you with updated MOU documentation. **Please return only a signed copy of the Execution page and Attachment A – Municipal Contact Information, pages 16 & 17, in the enclosed self-addressed envelope by July 1st, 2019.** Please keep a copy of the full document for your records.

The District will continue to coordinate efforts with municipalities and valued partners to better determine how we can help meet mutual goals and objectives, but if you have natural resource concerns in your municipality that are not identified within the MOU please review attachment C for a list of contact agencies/people that can assist you with these concerns.

If you have questions regarding this MOU or would like a district representative to present this MOU to your Board please contact the office at (717) 299-5361 x 5.

Cordially,

Christopher M. Thompson



MEMORANDUM OF UNDERSTANDING
BETWEEN THE
LANCASTER COUNTY CONSERVATION DISTRICT
AND
MANHEIM BOROUGH

WHEREAS, the Lancaster County Conservation District, hereafter referred to as “LCCD”, and MANHEIM BOROUGH, hereafter referred to as Municipality, have common areas of responsibility in serving the citizens of MANHEIM BOROUGH and

WHEREAS, there are common areas of work that require communication and support of each of these parties to the other party, and

WHEREAS, the District and the Municipality desire to formalize their interactions in relation to common programs and responsibilities, and

WHEREAS, this Memorandum of Understanding will serve as a foundation for a cooperative and mutually beneficial working relationship between the District and the Municipality,

NOW THEREFORE, the parties agree to jointly enter into this Memorandum of Understanding. The Memorandum of Understanding has six component parts as listed herein:

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I. Erosion & Sediment Pollution Control/NPDES for Stormwater Discharges Associated with Construction Activities	2
II. Chapter 105- Dam Safety & Waterway Management	6
III. NPDES Municipal Separate Storm Sewer Systems (MS-4 – NPDES Permit PAG13 MCM 1, 2, 4)	7
IV. Agricultural Related Activities (Manure Management & Erosion Control) 1. Plain Sect Outreach	10
V. Education and Outreach 1. Watershed Program 2. Educational Program 3. Ombudsman Program	12
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I. EROSION AND SEDIMENT POLLUTION CONTROL

&

NPDES for Stormwater Discharges Associated with Construction Activities

PURPOSE: Erosion and the resulting deposition of sediment in our waterways is the primary pollutant by volume of our streams. Minimizing erosion and sediment pollution of our streams requires initiatives at the federal, state, county and local municipal levels of government. The purpose of this Memorandum of Understanding (MOU) is to serve as a joint commitment to control accelerated erosion and to prevent sediment pollution to the waters of the Commonwealth, which may result from the conduct of earth disturbance activities. This MOU also serves as a basis for stating the role of each party in appropriately updating and administering appropriate Ordinances of the municipality in relation to Erosion and Sediment Pollution Control.

DISTRICT RESPONSIBILITIES: In carrying out the intent of this memorandum, the LCCD shall, within the limits of its capabilities and within the scope of its Delegation Agreement with PA DEP, administer and implement the Commonwealth's Erosion and Sediment and Stormwater Control (Chapter 102 and Chapter 92- NPDES) Programs:

1. Records, Resources, Materials and Documents:

- a. Provide to the Municipality a schedule of plan review fees and sufficient quantities of all necessary forms. The LCCD will promptly notify the municipality of any change in the plan review fee schedule and provide updated forms and educational materials in a timely manner.
- b. Upon request, provide all applicants with a DEP Erosion and Sediment Pollution Control Program Manual, National Pollutant Discharge Elimination System (NPDES) permit applications, and related forms, worksheets, checklists and all other forms and documents necessary to successfully prepare an E&S plan and/or NPDES permit application for discharge of stormwater from construction activities.
- c. Provide the municipality with a year-end summary of NPDES and Erosion and Sediment Pollution Control activities within the municipality. The summary is intended to inform the municipality of activities and document activities for municipal MS4 permit requirements. The report is titled "Annual MS-4 Supplemental Report for MANHEIM BOROUGH".
- d. Serve as a repository for all erosion and sediment control plans (E&S) plans, permit applications, plan and permit reviews, complaints, inspection reports, correspondence and other materials and documents concerning the conduct of earth disturbance activities permitted under the municipal ordinance. All such information shall be contained in a dedicated filing system, which shall be available for inspection by municipal officials at any time.

- e. The LCCD will maintain information and materials on its website related to NPDES permitting and the E&S program. Municipalities may provide links to the LCCD website from municipal websites. This activity provides additional outreach and satisfies relevant MS4 requirements.
- f. The LCCD shall maintain a filing system, in accordance with DEP's Records Retention Policy, that may be available for municipal official review.

2. Plan Reviews and Permitting:

- a. Receive all applications and ESCP plans required by NPDES permitting regulations and complete administrative and technical reviews within time frames established by DEP.
- b. Receive all E & S plans required by municipal ordinance or submitted voluntarily, and complete reviews of the plans within time frames established by the LCCD.
- c. Within 10 calendar days of a review action, the LCCD will forward to the municipality, applicant and/or responsible party:
 - I. Notice of NPDES permit decisions including permit and plan approvals and renewal deficiency letters, denials and withdrawals.
 - II. Notice of E & S plan decisions where NPDES permits are not required including approvals and deficiency letters.

3. Inspections:

- a. The LCCD will inspect earth disturbance activities to ensure that the implementation and maintenance of the E & S plan and E & S practices are in compliance with the NPDES program and Chapter 102 regulations.
- b. Inspections will be performed:
 - I. At a minimum, in compliance with DEP inspection schedules for permitted projects
 - II. At the request of the municipality.
 - III. Within 10 calendar days of receipt, in response to a complaint from the municipality or the public.
 - IV. Routinely, as time, workload, or staffing resources may allow.
- c. Within 10 calendar days of completion the LCCD will forward to the municipality and applicant or responsible party:

- I. Inspection reports resulting from complaints investigations and other inspections
- d. Initiate enforcement actions within the scope of the delegation agreement between the LCCD and the PA DEP.

4. Municipal Assistance:

- a. The LCCD will assist the municipality with environmental problems, permit applications and resource management issues within the scope of the LCCD's role under the NPDES and Chapter 102 program. The LCCD will enlist assistance from cooperating agencies when appropriate.
- b. The LCCD will provide an invitation to the municipality to all appropriate educational events.
- c. At the request of the municipality, the LCCD will review appropriate sections of municipal stormwater management and subdivision and land development ordinances and make recommendations for consistency with current Chapter 102 regulations and NPDES permit requirements.

d. Meetings:

- I. The LCCD will invite the municipality to all scheduled pre-application meetings. Where the LCCD is not the entity organizing the meeting, the LCCD will recommend to the meeting organizer that the municipality be invited. Attendance and choice of representative is at the discretion of the municipality.
- II. LCCD staff, at the request of the municipality, will meet with municipal representatives to provide information or to discuss issues related to NPDES permitting and Chapter 102 regulations.
- III. LCCD staff, where appropriate, will notify the municipality of any site meetings related to inspections, violations or complaints and invite the municipality to attend these meetings.

MUNICIPAL RESPONSIBILITIES: In carrying out the intent of this memorandum, the municipality shall:

1. Resources and Information:

- a. Inform those involved with earth disturbance activities of any Erosion and Sediment Pollution Control and NPDES permitting requirements involving municipal ordinances.
- b. Retain a sufficient quantity of the application form for E & S plans and issue such information to all proposed earth disturbance projects that require review and approval in accordance

with the provisions of the municipal ordinance. The municipality shall provide instructions as necessary to have the plans submitted to the LCCD.

c. Distribute education information about the LCCD's programs and provide contact information to the public for the LCCD.

d. Retain all correspondence from the LCCD including copies of inspection reports, permit authorizations, denials and withdrawals, notices of violations; E & S plan approvals and other correspondence needed by the municipality for MS4 permit documentation or other municipal purposes.

2. Notice and Referral to the District:

a. Forward complaints involving earth disturbance activities to the LCCD within 10 calendar days of receipt for inspection.

b. Forward all questions related to the preparation of E & S plans and NPDES permit applications to the LCCD.

c. Notify the LCCD of the receipt of a building permit application involving earth disturbance of one acre or more within five (5) working days of receipt. **(Required under 25 PA Code §102.42).**

d. Forward to the LCCD an Act 167 consistency letter to confirm that projects meet the intent of the municipality's stormwater ordinance, if covered under an Act 167 ordinance.

e. Forward to the LCCD copies of municipal engineer review letters when comments pertain to the E & S plans, stormwater management plans, and/or NPDES applications.

f. Coordinate pre-application meetings with the LCCD whenever possible.

g. Complete **Attachment A**, contained in this MOU, to better facilitate communications between the municipality and the LCCD.

3. Municipal Approvals and Actions:

a. Before issuing any permits or approvals, with the exception of local stormwater approvals, the municipality will require evidence of an issued Individual NPDES permit, authorized General NPDES permit or approved E & S permit if required, or an approved E & S plan where municipal regulations require an approved E & S plan where NPDES or E & S permits are required. Per Section 102.43, municipalities may not issue building or other permits to applicants proposing earth disturbance activities requiring a permit under Chapter 102.

b. Where violations of Chapter 102 or NPDES permitting regulations are discovered, the municipality will cooperate with the LCCD to document and resolve the violations.

Cooperation may entail providing access or copies of approved subdivision or land development plans, issued permits, review comments, revocation of municipal permits and other reasonable measures legally and practically available to the municipality.

- c. Encourage the preservation and responsible use of all of Lancaster County's natural resources.

II. Chapter 105- Dam Safety & Waterway Management

PURPOSE: Pennsylvania's Chapter 105 program regulates the waterways and wetlands of the Commonwealth. Chapter 105 establishes the thresholds for permitting requirements for encroachment or obstruction activities to jurisdictional waters and wetlands. The regulations also specify for requirements related to dam and floodway activities. This section of the MOU establishes the delegation authority for the Chapter 105 program given to the LCCD by PA DEP.

DISTRICT RESPONSIBILITIES: In carrying out the intent of this memorandum, the LCCD shall, within the limits of its capabilities and within the scope of its Delegation Agreement with PA DEP, administer and implement the Commonwealth's Chapter 105 program.

1. Records, Resources, Materials & Documents:

- a. Provide to the Municipality a schedule of Chapter 105 application fees and sufficient quantities of all necessary forms. The LCCD will promptly notify the municipality of any changes in the application fees or regulations.
- b. Serve as a repository for all Chapter 105 General Permit applications and associated E & S plans, inspection reports, complaint information, and other materials and documents concerning the conduct of encroachment and obstruction activities related to the Chapter 105 program.
- c. The LCCD will maintain information and materials on its website related to the Chapter 105 program. Municipalities are encouraged to provide the link to the LCCD website on their own municipal website.
- d. The LCCD will maintain a filing system, in accordance with DEP's Records Retention Policy, that may be available for municipal review.

2. Chapter 105 General Permit Review & Permit Acknowledgement:

- a. Receive all Chapter 105 General Permit #'s 1, 2, 3, 4, 5, 6, 7, 8, and 9 applications and corresponding fee application for review. Applications will be processed in the timeframes established by DEP.
- b. Within 10 calendar days of permit acknowledgement, forward notice of permit use to the municipality.

3. Municipal Assistance:

- a. The LCCD will assist the municipality with environmental problems, permit applications and resource management issues within the scope and resources of the LCCD's role under the Chapter 105 program. The LCCD will enlist assistance from cooperating agencies when appropriate.
- b. The LCCD will provide an invitation to the municipality to all appropriate educational events.
- c. Meetings:
 - I. The LCCD will invite the municipality to all scheduled pre-application meetings. Where the LCCD is not the entity organizing the meeting, the LCCD will recommend to the meeting organizer that the municipality be invited.
 - II. LCCD staff, at the request of the municipality, will meet with municipal representatives to provide information or to discuss issues related to the Chapter 105 regulations.
 - III. LCCD staff, where appropriate, will notify the municipality of any site meetings related to inspections, violations or complaints and invite the municipality to attend these meetings.

MUNICIPAL RESPONSIBILITIES:

- a. Refer residents to the LCCD when they have questions on permitting or earth moving activities related to streams, wetlands, ponds, springs or other waters regulated under Chapter 105.
- b. Distribute fact sheets and other educational materials provided by the LCCD.
- c. Retain copies of all correspondence from the LCCD pertaining to the Chapter 105 program for municipal purposes.
- d. Forward any complaints related to the Chapter 105 program to LCCD within 10 calendar days of receipt.

III. NPDES Municipal Separate Storm Sewer Systems **(MS-4 – NPDES Permit PAG-13)**

PURPOSE: Many municipalities in Lancaster County and the County itself are subject to NPDES permit requirements for Municipal Separate Storm Sewer Systems (MS4). The purpose of this agreement is to coordinate, where possible and desirable, the activities of the municipalities and the county associated with MS4 permit requirements. While not all requirements lend

themselves to coordination, several of the requirements are such that coordination will result in decreased compliance cost and greater efficiency for both the municipality and county. The following details the municipal and LCCD responsibilities by Minimum Control Measure (MCM)

MCM 1 – PUBLIC EDUCATION AND OUTREACH

DISTRICT RESPONSIBILITIES: In carrying out the intent of this memorandum, the LCCD shall, within the limits of its capabilities:

- a. Distribute an educational publication to developers, contractors, farmers and other stakeholders in Lancaster County, once per permit year at minimum.
- b. Maintain on the LCCD website, information related to stormwater regulations, educational materials and resources. It is recommended that Municipalities provide a link from the municipal website, to the LCCD website.
- c. Annually, no later than 30 days after the end of the permit year, provide a summary to each regulated municipality of the above activities and any other educational activities conducted by the LCCD that would be applicable for MS4 permit compliance. Where possible, copies of the educational materials, the dates distributed and a summary or list of those the material was distributed to will be included in the summary.

MUNICIPAL RESPONSIBILITIES: In carrying out the intent of this memorandum, the municipality shall, within the limits of its capabilities:

- a. Annually, no later than 30 days prior to the end of the permit year, provide a summary to the LCCD of the use and or distribution of educational posters.
- b. Where practical and applicable, notify the LCCD at least 15 calendar days in advance of municipal public outreach events where the LCCD could play a role in providing public outreach.

MCM 2 – PUBLIC PARTICIPATION

DISTRICT RESPONSIBILITIES: In carrying out the intent of this memorandum, the municipality shall, within the limits of its capabilities:

- a. Notify regulated municipalities of public participation events, as appropriate 30 days prior to the event.

MUNICIPAL RESPONSIBILITIES: In carrying out the intent of this memorandum, the municipality shall, within the limits of its capabilities:

- a. Notify the LCCD of public participation events, as appropriate, at least 30 days prior to the event.

MCM 4 – CONSTRUCTION SITE STORMWATER MANAGEMENT

DISTRICT RESPONSIBILITIES: In carrying out the intent of this memorandum, the LCCD shall, within the limits of its capabilities:

- a. Meet all of its responsibilities listed in the E & S section of this MOU.
- a. Annually, no later than 30 days after the end of the permit year, provide a summary to each regulated municipality of LCCD activities conducted in the municipality. The summary will include:
 - I. The number of sites inspected and the number of inspections conducted.
 - II. The number of complaints received, the number of inspections conducted in response to complaints, and the number of complaints referred to other parties.
 - III. The number of enforcement actions taken.
 - IV. The number of NPDES permits issued.
 - V. The number of E & S plans reviewed.
 - VI. A list of NPDES permits issued with the date of issuance, expirations and permit number.

MUNICIPAL RESPONSIBILITIES: In carrying out the intent of this memorandum, the municipality shall, within the limits of its capabilities:

- a. The municipality will meet all of its responsibilities listed in the E & S section of this MOU.
- b. Retain all correspondence from the LCCD including copies of inspection reports, permit authorizations, notices of violation; E & S plan approvals and other correspondence needed by the municipality for MS4 documentation purposes.
- c. Annually provide the LCCD with a list of contacts, their company, address, email and phone number, as to where the municipality would like copies of correspondences sent.
- d. Provide copies of ordinances related to stormwater management, erosion and sediment control and illicit discharges. The municipality will provide the LCCD with copies of any revised ordinances within 30 days of adoption.

IV. AGRICULTURAL RELATED ACTIVITIES **(MANURE MANAGEMENT & EROSION CONTROL)**

PURPOSE: To conserve the agricultural resources of Lancaster County, by educating local municipalities and the public. This document encompasses but is not limited to, Nutrient Management, erosion control on farms, and compliance related topics.

DISTRICT RESPONSIBILITIES: In carrying out the intent of this memorandum, the LCCD is a clearing house of information relating to agricultural farming. The following items are available to municipalities across Lancaster County.

a. Administer the State's Act 38 program, also known as the Nutrient Management Law. LCCD staff reviews nutrient management plans, conducts onsite yearly status reviews relating to nutrient application. These plans are developed on an animal density calculation. Any operation that has over 2.0 Animal Equivalent Units (AEU's)/Acre, is required to have an approved Act 38 Nutrient Management Plan.

b. The Commonwealth also requires farmers to have a Manure Management Plan (Chapter 91.36), developed for every farm that produces or applies manure on their ground, no limit on size or scope of operation. Once farm size reaches certain thresholds based on livestock, further requirement for nutrient management may be required (such as Act 38 or CAFO). These plans must be available upon request for review from the landowner/operator on site, but are not required to be submitted for review or approval.

c. Erosion and Sediment Control on farming operations:

- i. The LCCD will oversee PA Code Chapter 102.4(a) (Erosion & Sediment Control) relating to agriculture operations. Chapter 102.4 requires all farming operations that disturb over 5,000 sq. ft. to have a Conservation Plan or Ag E & S plan developed and implemented. This also includes no-till as an earth disturbing practice. These plans must be available upon request for review from the landowner/operator on site, but are not required to be submitted for review or approval.

d. The LCCD will offer Technical Assistance for farming operations within the county. This technical assistance can be used by the farming landowner/operator to help with the implementation of BMPs found within their Conservations Plans. When needed, for BMP implementation, a reviewed design packet will accompany, along with spot inspections of construction implementation, and certification.

e. Conduct complaint investigations regarding nutrient and sediment pollution events. (See Attachment B)

f. When applicable, provide guidance on conservation planning, within the Bio-Solids Program.

- g. Provide the LCCD wide fee schedule, which includes fees pertinent to agricultural operations.
- h. Provide the municipality with a reasonable quantity of related resource materials at the request of the municipality.

MUNICIPAL RESPONSIBILITIES: In carrying out the intent of this memorandum, within the limits of its capabilities and available resources, the municipality shall:

- a. Forward to the LCCD (Ag Compliance Coordinator), any agricultural complaint relating to, but not limited to: Nutrient pollution, and sediment pollution.
- b. The LCCD highly recommends that the municipality require development of these plans before building permits for agricultural operations are approved. The municipality should not release permits to agricultural operations, until those landowners can produce a Nutrient or Manure Management Plan AND Conservation, or Ag E & S Plan.
- c. Make available to the public any educational materials provided by the LCCD.

IV.1 Plain Sect Outreach

PURPOSE: The LCCD dedicates an Ag staff person as the ‘Plain Sect’ Outreach Coordinator. This person has experience working with the ‘Plain Sect’ community and is available to meet with municipal representatives to provide information related to conservation issues within the ‘Plain Sect’ community. This staff person is available to meet with individual ‘Plain Sect’ farmers and can serve as a resource person for any municipal sponsored informational meeting for the agriculture community.

DISTRICT RESPONSIBILITIES:

- a. Provide assistance to the “Plain Sect” community by informing the community on agricultural regulatory requirements and best management farming practices.
- b. Refer farmers to the appropriate Agricultural Technician within the LCCD for technical guidance and planning.
- c. Provide assistance to municipalities when they need support in dealing with the Plain Sect.

MUNICIPAL RESPONSIBILITIES:

- a. Be aware that the Plain Sect Outreach Coordinator position exists and is available for assistance.
- b. Refer Plain Sect farmers to the LCCD for assistance, when appropriate.

V. EDUCATION & OUTREACH

PURPOSE: The mission of the LCCD is to promote stewardship of the land, water, and other natural resources; and to make all citizens aware of the interrelationships between human activities and the natural environment; to provide assistance for current efforts in natural resource conservation; and to develop and implement programs which promote the stewardship of natural resources; while enlisting and coordinating help from public and private sources in accomplishing this mission. The education departments of the LCCD serve as a beginning point for many of our goals. Educating the public about our county's natural resources is a primary goal. Through education we can protect, preserve and promote the mission of the LCCD.

V.I Watershed Program

PURPOSE: The LCCD's Watershed Program goals are to educate, create and foster grassroots volunteer watershed efforts, water quality monitor, and be a resource on all things water related in Lancaster County. The Watershed Coordinator for the LCCD should be used as a resource tool by community members, businesses, schools, and especially municipalities. Items the Watershed Program can deal with include, but are not limited to, stream water quality, wetlands, pond management, stormwater education, groundwater recharge, volunteer conservation efforts, and many additional issues. One of the ultimate goals of the watershed program is to get local streams off the state's list of impaired waterways. This goal can be accomplished through combined efforts from the LCCD, surrounding landowners, businesses, and the municipality. This MOU outlines general areas of cooperation between both parties.

DISTRICT RESPONSIBILITIES: In carrying out the intent of this memorandum, the LCCD shall, within the limits of its capabilities:

- a. Help to keep all municipalities informed of local watershed associations/group activities within their jurisdiction. The types of activities these organizations conduct can assist municipalities in their MSA requirements. (i.e. public education and public participation)
- b. Provide the municipality with any volunteer water monitoring data that may be gathered for streams within your municipal boundary. All of this data can be found on the Lancaster County Watersheds website, www.lancasterwatersheds.org, under the volunteer monitoring data tab.
- c. Provide copies of resource and educational materials the LCCD may create. Limited amounts of such copies will be provided at no charge. For larger quantities, the LCCD will provide copies in a format, where practical, suitable for producing copies or at cost. (i.e. stormwater management, riparian buffers, floodplains, groundwater recharge, water conservation, backyard conservation, and other natural resource issues.)

- d. Maintain a Lancaster County Watershed website (www.lancasterwatersheds.org) that provides current and useful local, regional, and statewide water resources that municipalities can use. (i.e. local watershed plans, list of volunteer watershed groups, stormwater action plans, local TMDL plans, electronic versions of educational publications, and a host of other useful tools.)
- e. Assist the municipality with watershed or water quality/quantity issues and permit applications that fall within the LCCD's area of expertise. The LCCD will enlist the services of cooperating agencies when necessary.
- f. Provide the municipality with watershed technical training opportunities and points of contact for LCCD programs.
- g. Notify municipalities of public participation events, as appropriate 30 days prior to the event.

MUNICIPAL RESPONSIBILITIES: In carrying out the intent of this memorandum, the municipality shall, within the limits of its capabilities:

- a. Be an active participant in local volunteer watershed groups as they devise ways to educate, restore, or improve the local watershed within your municipality.
- b. Inform the LCCD of natural resource issues especially those that are water related.
- c. Where practical and applicable, notify the LCCD at least 30 calendar days in advance of municipal public outreach events where the LCCD could play a role in providing public outreach.
- d. Cooperate with the LCCD on studies, pilot projects or surveys related to water resource conservation within the municipality.

IT IS MUTUALLY AGREED WITHIN THE LIMITS OF ABILITIES AND RESOURCES:

- a. Both parties will provide for the mutual sharing of information.
- b. Both parties will supply each other with available maps, geographic information system and computer aided drafting files, printed material, photos/slides, video and displays pertaining to pertinent programs.
- c. Both parties will work on projects mutually benefiting the LCCD and the municipality.

V.2 Education Program

PURPOSE: The purpose of this agreement is to define educational programs provided by the LCCD and available to the municipalities and the county. The mission of the LCCD is the

stewardship of land, water, and other natural resources. The LCCD administers and participates in a variety of programs to protect and promote the wise use of natural resources.

DISTRICT RESPONSIBILITIES: In carrying out the intent of this memorandum, the LCCD shall, within the limits of its capabilities:

- a. Develop and present lessons and programs designed to address the PA Department of Education Environment and Ecology Standards for teachers, students, community organizations, watershed organizations, and the public within municipalities.
- b. Publish and distribute educational materials for teachers, students, and the public.
- c. Provide educational materials requested by municipalities for schools or public outreach.

LCCD Education Program Links

- www.lancasterconservation.org
- www.lancasterwatersheds.org

MUNICIPAL RESPONSIBILITIES: In carrying out the intent of this memorandum, the municipality shall, within the limits of its capabilities:

- a. Notify the Conservation LCCD when possible and applicable of municipal public outreach activities or events where the LCCD could be of assistance in providing educational presentations or materials.
- b. Notify the Conservation LCCD of public participation events, as appropriate.
- c. Post educational materials or programs available from the LCCD, as appropriate.

V.3 Agricultural Ombudsman Program

PURPOSE: The PA Agricultural Ombudsman Program handles public relations, education and conflict management related to agriculture. The Program offers statewide liaison services to communities on issues affecting agriculture, land use, environment and planning. The Ombudsman Program focuses on pro-active education, but has re-active responsibilities, too. The Agricultural Ombudsman is not an advocate for any particular party, but seeks to achieve a satisfactory resolution to disputes through training and education.

DISTRICT RESPONSIBILITIES:

- a. Serve as an intermediary between agricultural producers and municipalities, Conservation Districts and regulatory authorities, and to assist producers in navigating applications and permit and plan review processes to ensure the producer is treated

VI. EXECUTION

This Memorandum of Understanding shall become effective only after it has been adopted by vote of the governing bodies of both parties. Signatures must be those of a member of the governing body authorized to sign for the governing body.

This Memorandum of Understanding may be terminated by either party for any reason. Termination of this Memorandum of Understanding must be by certified mail. Termination shall become effective 30 days after receipt of the notice of termination.

This Memorandum of Understanding shall be reviewed periodically by either or both parties and may be amended by mutual consent of both parties.

With the execution of this Memorandum of Understanding any previous Memorandum of Understandings between the Municipality and the District shall be invalid.

LANCASTER COUNTY CONSERVATION DISTRICT



By: _____

Title: _____ Chairman

Date: _____ March 6, 2019

MANHEIM BOROUGH



By: _____

Title: _____ Borough Manager

Date: _____ 5-1-19

*approved 4/30/19
covered intg.*

(SIGN AND RETURN THIS PAGE ALONG WITH THE NEXT PAGE, ATTACHMENT A)

fairly and expeditiously in that process, while ensuring municipalities, Districts and regulatory agencies that the producer has met all the applicable requirements.

- b. Provide assistance to help municipal officials prepare for meetings expected to attract significant public interest or concern. Sample policies are available for municipalities to review and consider using to ensure an orderly, productive meeting that allows all parties involved to give their input.
- c. Inform municipalities and residents about current farming practices and help dispel myths about modern agriculture.
- d. Provide educational materials to help address public concerns about agricultural operations.

MUNICIPAL RESPONSIBILITIES:

- a. Contact the Conservation District seeking services of the Agricultural Ombudsman to assist with conflict management, resulting from the interface of production agriculture and suburban/urban constituents.
- b. Contact the Conservation District seeking services of the Agricultural Ombudsman to assist with educational input or non-legal advice regarding impacts on agriculture and the potential for farmer/resident conflicts because of what is currently written or proposed in a municipal ordinance.
- c. Direct residents to contact the Agricultural Ombudsman when residents are experiencing fly concerns, odor management concerns or other concerns generated by agricultural activities.

ATTACHMENT A- Municipal Contact Information

Please complete the entire form. Contact information will be used by the LCCD to communicate with your municipal officials throughout the year.

	Municipal Information
Municipal Manager:	<u>James R Fisher PE, CBO</u>
Zoning Officer:	<u>Donna Czeiner</u>
Road Master:	<u>Barry Weidman (public works director)</u>
Municipality Mailing Address:	<u>15 E. High St</u> <u>Manheim PA 17545</u>
Phone Number	<u>717 665 2461</u>
Manager's email address:	<u>JimFisher@Manheimboro.org</u>

Municipal Engineer Information	
Municipal Engineer (Name): <u>Lancaster Civil - Ben Craddock</u>	
Engineer's Email Address: <u>BenCraddock@lancastercivil.com</u>	
Engineering Firm: <u>Lancaster Civil</u>	
Firm Mailing Address: <u>PO Box 8972, Lancaster, PA 17604</u>	

MS-4/167 Information
Who should the MS-4 Report be mailed to (Name): <u>Ben Craddock</u>
Mailing Address: <u>PO Box 8972, Lancaster, PA 17604</u>
Engineering Firm: <u>Lancaster Civil Engineering Co.</u>
Email Address: <u>bencraddock@lancastercivil.com</u>
Phone Number: <u>717-799-8599</u>
MS-4 Permit Period (Beginning Date/End Date) <u>July 1, 2018 to June 30, 2019</u>
MS-4 Information Requested by Date: <u>July 30, 2019</u>
ACT 167 Adopted (Date): <u>May 21, 2013 (Blueprints: Integrated Water Resources Plan)</u>

ATTACHMENT A- Municipal Contact Information

Please complete the entire form. Contact information will be used by the LCCD to communicate with your municipal officials throughout the year.

	Municipal Information
Municipal Manager:	<u>James R Fisher PE, CBO</u>
Zoning Officer:	<u>Donna Czerner</u>
Road Master:	<u>Barry Weidman (public works director)</u>
Municipality Mailing Address:	<u>15 E. High St</u> <u>Manheim PA 17545</u>
Phone Number	<u>717 665 2461</u>
Manager's email address:	<u>Jim.fisher@Manheimboro.org</u>

Municipal Engineer Information
Municipal Engineer (Name): <u>Lancaster Civil - Ben Craddock</u>
Engineer's Email Address: <u>BenCraddock@lancastercivil.com</u>
Engineering Firm: <u>Lancaster Civil</u>
Firm Mailing Address: _____

MS-4/167 Information
Who should the MS-4 Report be mailed to (Name): _____
Mailing Address: _____
Engineering Firm: _____
Email Address: _____
Phone Number: _____
MS-4 Permit Period (Beginning Date/End Date) _____
MS-4 Information Requested by Date: _____
ACT 167 Adopted (Date): _____

ATTACHMENT B- Common Complaint Contacts List

What the Lancaster County Conservation District is Responsible for:

1) Biosolids Application to Farmland Complaints

Kevin Seibert, Agriculture Compliance Coordinator
(717) 299-5361 Ext. 2524
(if unavailable, see "Other Organizations")

2) Excessive Soil Erosion from Ag Operations

Kevin Seibert, Agricultural Compliance Coordinator
(717) 299-5361, Ext. 2524

3) Excessive Soil Erosion from Construction Sites

Nate Kurtz, E&S Program Manager
(717) 299-5361, Ext. 2522

4) Manure Complaints

Kevin Seibert, Agriculture Compliance Coordinator
(717) 299-5361, Ext. 2524
(if unavailable, see "Other Organizations")

5) Act 38 Nutrient Management Law

Compliance Complaints
Jeff Hill, Agriculture Program Manager
(717) 299-5361, Ext. 2542

6) Fly Related Complaints

Shelly Dehoff
Pennsylvania Agriculture Ombudsman Program
(717) 299-5361 Ext. 2547
(717) 880-0848
shelly.dehoff@gmail.com
OR
Kevin Seibert, Agriculture Compliance Coordinator
(717) 299-5361 Ext. 2524

What Other Organizations are Responsible for:

Stormwater Complaints (Vary from case to case)

1. Local (Borough or Township)
2. Lancaster County Planning Commission
Dean Severson (717) 299-8333
3. Pennsylvania Department of Transportation
(717) 299-7621

Biosolids Application to Farmland Complaints

PA Dept of Environmental Protection
Eric Laur, Soil Scientist
(717) 507-4773

Invasive Species Complaints (plant or insects)

PA Dept of Agriculture Region VI Office
717-772-5209

Manure or Other Contaminant Complaints

PA Dept of Environmental Protection
Deborah Miller (717) 705-4780
e-mail – deborahmiller@state.pa.us
And/Or
PA Fish and Boat Commission
Lancaster Co. Office (Lritz)
(717) 626-0228

Dead Animal (Mortality) Disposal Complaints

PA Dept of Agriculture Region VI Office
Joyce McLaughlin (717) 783-8300
Fax: 717-787-1868

Pesticide Application Complaints

PA Dept of Agriculture Region VI Office
Joe Uran (717) 772-5212
Hypersensitivity Registry Forms
Dona McCory (717) 787-4392

Manure Odor Complaints

PA Dept of Environmental Protection
Jeff Minski
717-705-4709
OR
State Conservation Commission

Stream & Wetland Encroachment Complaints

PA Dept of Environmental Protection
Jeff Minski (717) 705-4709

Karl Diamond
570-836-2181 Ext. 120

Date Received _____

Date Notified Municipality that request can/cannot be fulfilled: _____

Person Contacted: _____

ATTACHMENT C

**Lancaster County Conservation District
Fee for Services Schedule/Request for Information
Municipal MS-4 Report Assistance**

The Lancaster County Conservation District charges a fee for services provided to municipalities that will assist them with compiling information for their MS-4 Annual Report. The fee is required because information is being requested that is above and beyond what is provided by the District free of charge, as outlined in the Memorandum of Understanding for the current year.

SECTION 1: CONTACT INFORMATION

Municipality	Date of Request
--------------	-----------------

Person in Charge of Compiling the MS-4 Report	
Company/Firm	
Phone Number	
Email Address	
Mailing Address	

Date Information is Requested By	
----------------------------------	--

Municipal Contact	
Phone Number	
Email Address	
Mailing Address	

SECTION 2: REQUEST FOR INFORMATION:

*Outline, in detail, what additional information your municipality is requesting beyond the MS-4 report already supplied. Your municipality will be invoiced at a rate of **\$75 per hour** for the work requested. Payment will be due to the LCCD within 30 days of delivery of the requested information. You will be notified within seven (7) business days whether or not your request can be fulfilled. If so, the LCCD will deliver the requested information within 30 days of the date of request.*

Attach Additional Pages for Description

[Date]

[Municipality]

[Contact Person]

[Address]

[City, State, Zip Code]

RE: Invoice for Services Provide- Information Request for MS-4 Reporting

SAMPLE INVOICE

[illegible]

Payment is due within thirty (30) calendar days of this invoice. Checks should be made payable to "LCCD" and mailed, along with a copy of the invoice to:

**Lancaster County Conservation District
E&S Department
1383 Arcadia Road Room 200
Lancaster, PA 17601**

April 6, 2019

MCM #5 Appendix

- MCM #5 Project Plan
- BMP 5.3 Attachments
 - BMP Field Inspections

MCM #5 Project Plan

- BMP 5.1

Description:

Enact, implement and enforce an ordinance or SOP to require post-construction stormwater management from new development and redevelopment projects, including sanctions for non-compliance.

Action Plan:

None Specified

- BMP 5.2

Description:

Develop and implement measures to encourage and expand the use of Low Impact Development (LID) in new development or redevelopment. Measures should also be included to encourage retrofitting LID into existing development. Enact ordinances consistent with LID practices and repeal sections of ordinances that conflict with LID practices.

Action Plan:

None Specified

- BMP 5.3

Description:

Ensure adequate O&M of all post-construction stormwater management BMPs that have been installed at development or redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale.

Action Plan:

None Specified

- BMP 5.4

Description:

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.

Action Plan:

None Specified

- BMP 5.5

Description:

Ensure that controls are installed that shall prevent or minimize water quality impacts. The permittee shall inspect all qualifying development or redevelopment projects during the construction phase to ensure proper installation of the approved structural PCMS 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).

Action Plan:

None Specified

- BMP 5.6

Description:

Develop a written procedure that describes how the permittee shall address all required components of this MCM.

Action Plan:

None Specified

BMP Inspection
MANHEIM BOROUGH



BMP Name/ID
Baron Elem. Pervious Pavement with Underground Stone Infiltration Bed

NPDES Permit #
PAC360046

Property Address
123 E. Gramby Street

Type
Pervious Pavement with Infiltration Bed (BMP 6.4.1)

Inspection Date
06/21/22

Time
9:50AM

Investigator
Lindsey Uhlig

Temperature
70 °F

24 Hr Rainfall

48 Hr Rainfall

Weather
Cloudy

Overall

No comments

Components

Pavement Surface

Adjacent Planted Areas

Inlets Draining to Subsurface

Recommendations

None

Prepared By **CSDatum**

Photo Log

Photo No. 1: 165581923944546007707151941711116.jpg



Photo No. 2: 16558192598897095042289389449347.jpg



Photo No. 3: Pavement Surface



MCM #6 Appendix

- **MCM #6 Project Plan**
- **BMP 6.1 Attachments**
 - Properties Owned by Manheim Borough 2-9-16
- **BMP 6.2 Attachments**
 - Manheim community pool.pdf
 - Borough Buildings and Ground Maintenance.pdf
 - Manheim Borough Public Works Department Standard Operating Procedures
- **BMP 6.3 Attachments**
 - Manheim Borough Employee MS4 Training Program

MCM #6 Project Plan

- BMP 6.1

Description:

Identify and document all operations that are owned or operated by the permittee and have the potential for generating pollution in stormwater runoff to the MS4. This includes activities conducted by the contractors for the permittee.

Action Plan:

None Specified

- BMP 6.2

Description:

Develop, implement and maintain a written O&M program for all operations that could contribute to the discharge of pollutants from the MS4, as identified under BMP #1. This program shall address stormwater collection or conveyance systems within the regulated MS4.

Action Plan:

None Specified

- BMP 6.3

Description:

Develop and implement an employee training program that addresses appropriate topics to further the goal of preventing or reducing the discharge of pollutants from operations to the regulated small MS4. All relevant employees and contractors shall receive training.

Action Plan:

None Specified

February 9, 2016

Inventory of Manheim Borough properties

Parcel ID	Address	Owner name	Owner address	Notes
4008343900000	270 W. Colebrook Street	Manheim Borough Authority	18 E. High Street	Public Works building
4000849400000	W. Colebrook Street	Borough of Manheim	15 E. High Street	Behind the Public Works building
4001902600000	540 W. Ferdinand Street	Borough of Manheim	15 E. High Street	Logan Park (Ferdinand Street side)
4007927200000	83 S. Main Street	Borough of Manheim	15 E. High Street	Fire Company
4003304500000	30 E. High Street	Borough of Manheim	15 E. High Street	Wolf Street parking lot (western half)
4003304500000	38 E. High Street	Borough of Manheim	15 E. High Street	Wolf Street parking lot (eastern half)
4004452900000	502 E. Adele Avenue	Borough of Manheim	15 E. High Street	Farm Show building (front)
4000389700000	303 Memorial Drive	Manheim Boro	15 E. High Street	Ballpark at corner of N. Laurel and Memorial
4003093900000	26 N. Wolf Street	Manheim Boro Council	15 E. High Street	Ambulance building
4002986900000	15 E. High Street	Manheim Borough	15 E. High Street	Borough offices, library, picnic area
4002965500000	506 E. Adele Avenue	Manheim Borough	15 E. High Street	Farm Show buildings (rear)
4004999700000	E. Stiegel Street	Manheim Borough	15 E. High Street	Parking lot - possible subdivision and sale
4006705600000	512 E. Adele Avenue	Manheim Borough	15 E. High Street	Woods to east of Farm Show buildings, Chiques Creek
4004916700000	320 Memorial Drive	Manheim Borough	15 E. High Street	Memorial Park, pool, football field, tennis courts, ballfields, woods, Chiques Creek
4004110700000	213 N. Charlotte Street	Manheim Borough	15 E. High Street	Police station
4007549900000	45 E. Stiegel Street	Manheim Borough	15 E. High Street	Triangle parcel east of Chiques Creek/rain garden
4000018800000	200 E. Mill Street	Manheim Borough of	15 E. High Street	Hollinger Field
4007415500000	165 S. Hazel Street	Manheim Borough of	15 E. High Street	Swan Park
4007582500000	167 S. Hazel Street	Manheim Borough of	15 E. High Street	Swan Park
4007130900000	161 S. Hazel Street	Manheim Borough of	15 E. High Street	Swan Park
4007187600000	163 S. Hazel Street	Manheim Borough of	15 E. High Street	Swan Park
4007884200000	171 S. Hazel Street	Manheim Borough of	15 E. High Street	Swan Park
4007748800000	169 S. Hazel Street	Manheim Borough of	15 E. High Street	Swan Park
4008059300000	173 S. Hazel Street	Manheim Borough of	15 E. High Street	Swan Park
4006299400000	38 E. Stiegel Street	Manheim Borough of	15 E. High Street	Vacant lot across from triangle parcel
4006495200000	25 E. Stiegel Street	Manheim Borough of	15 E. High Street	Rain garden at Chiques Creek
4005815400000	34 E. Stiegel Street	Manheim Borough of	15 E. High Street	Vacant lot across from rain garden (east side of Wolf)
4004684400000	22 E. Stiegel Street	Manheim Borough of	15 E. High Street	Vacant lot across from rain garden (west side of Wolf)
4004324000000	16 E. Stiegel Street	Manheim Borough of	15 E. High Street	Residential property
4006620900000	245 S. Main Street	Manheim Borough of	15 E. High Street	Strip of land between railroad and Fruitville Pike traffic signal
4002276000000	536 W. Ferdinand Street	Manheim Borough of	15 E. High Street	Vacant lot near Logan Park entrance
4003812700000	542 W. High Street	Rapho Township of, Manheim Borough of	971 N. Colebrook F	Mummau Park
4005005800000	59 Rettew Lane	The Borough of Manheim	20 E. High Street	Logan Park (772 side)

**MANHEIM BOROUGH PUBLIC WORKS DEPARTMENT
STANDARD OPERATING PROCEDURES**

MANHEIM COMMUNITY POOL

PURPOSE: Stormwater pollution prevention procedures for operating and maintaining the Manheim Community Pool complex.

DESCRIPTION: Chlorine, algaecides, and other chemicals used to treat swimming pools can harm the environment and pollute waterways if discharged through the storm drain system. Proper maintenance and neutralization practices will aid in pollution prevention practices.

PROCEDURES:

1. Do not use copper-based algaecides. Control algae with chlorine or other alternatives, such as sodium bromide.
2. Do not discharge treated pool water to a street or storm drain when draining pools; discharge to the sanitary sewer when permitted by MAWSA to do so. If water is dechlorinated with a neutralizing chemical or by allowing chlorine to dissipate for a few days (do not use the facility during this time), the water may be recycled/reused by draining it gradually onto a landscaped area. Water must be tested prior to discharge to ensure that chlorine is not present.
3. If draining a pool to the sanitary sewer, be sure to call the local wastewater treatment plant for guidance on flow rate restrictions, handling special cleaning waste (such as acid wash), etc.
4. Provide drip pans or buckets beneath drain pipe connections to catch leaks. This will be especially important if pool water that has not been dechlorinated is pumped through piping to a discharge location.
5. Never clean a filter in the street or near a storm drain. Rinse cartridge filters onto a surface where the residue can be easily cleaned up and properly disposed of by placing in a spill-proof container and removed to an approved disposal facility.
6. In the case of an accidental pool chemical spill, have spill cleanup materials readily available and on-site.
7. Cleanup chemical spills immediately and use dry methods, if possible.

8. Properly dispose of spill cleanup material.
9. Pool chemical room shall be properly locked and secured whenever whenever qualified pool maintenance personnel are away from the pool complex.

TRAINING

1. Pool maintenance personnel shall be trained to test chlorine and other pool chemical levels and to apply neutralizing chemicals.
2. Pool maintenance personnel shall be trained regarding proper maintenance of pools.

**MANHEIM BOROUGH PUBLIC WORKS DEPARTMENT
STANDARD OPERATING PROCEDURES**

BOROUGH BUILDINGS & GROUND MAINTENANCE

PURPOSE: Stormwater pollution prevention procedures for maintaining Borough buildings and grounds.

DESCRIPTION: Stormwater runoff from buildings and grounds maintenance activities can be contaminated with toxic hydrocarbons in solvents, fertilizers and pesticides, suspended solids, heavy metals, etc. Utilizing the following procedures will prevent or reduce the discharge of pollutants to stormwater from building and grounds maintenance activities by washing and cleaning up with as little water as possible, following good landscape management practices, preventing and cleaning up spills immediately, keeping debris from entering the storm drains, and maintaining the stormwater collection system.

PROCEDURES:

A. Landscaping Activities

1. Do not apply any chemicals (insecticide, herbicide, or fertilizer) directly to surface waters.
2. Dispose of grass clippings, leaves, sticks, or other collected vegetation as garbage, or by composting. NEVER dispose of collected vegetation into waterways or storm drainage systems.
3. Use mulch or other erosion control measures on exposed soils.

B. Building Repairs, Remodeling, and Construction

1. Do not dump any toxic substance or liquid waste on the pavement, the ground, or toward a storm drain.
2. Use ground or drop cloths underneath outdoor painting, scraping, and sandblasting work, and place collected material into a spill-proof container and remove to an approved disposal facility.
3. Clean paint brushes and tools covered with water-based paints in sinks connected to sanitary sewers or in portable containers that can be dumped into a sanitary sewer drain. Brushes and tools covered with non-water-based paints, finishes, or other materials must be cleaned in a manner that enables collection of used solvents (such as paint thinner, turpentine, etc.) for recycling and disposal at an approved disposal facility.

4. Store toxic material under cover with secondary containment during precipitation events and when not in use. A cover would include tarps or other temporary cover material.

C. Mowing, Trimming, and Planting

1. Dispose of leaves, sticks, or other collected vegetation as garbage, by composting or at a permitted landfill. Do not dispose of collected vegetation into waterways or storm drainage systems.
2. Use mulch or other erosion control measures when soils are exposed.
3. Place temporarily stockpiled material away from watercourses and drain inlets, and berm or cover stockpiles to prevent material releases to the storm drain system.
4. Use hand or mechanical weeding where practical.

D. Fertilizer and Pesticide Management

1. Follow all federal, state, and local laws and regulations governing the use, storage, and disposal of fertilizers and pesticides and training of applicators and pest control advisors.
2. Follow manufacturer's recommendations and label directions. Pesticides must never be applied if precipitation is occurring or predicted. Do not apply insecticides within 100 feet of surface waters such as ponds, streams, and wetlands.
3. Use less toxic pesticides that will do the job, whenever possible.
4. Do not use pesticides if rain is expected.
5. Do not mix or prepare pesticides for application near storm drains.
6. Use the minimum amount needed for the job.
7. Calibrate fertilizer distributors to avoid excessive application.
8. Employ techniques to minimize off-target application (spray drift) of pesticides, including consideration of alternative application techniques.
9. Apply pesticides only when wind speeds are low.
10. Work fertilizers into the soil rather than dumping or broadcasting them onto the surface.
11. Irrigate slowly to prevent runoff and then only as much as is needed.
12. Clean pavement and sidewalk if fertilizer is spilled on these surfaces before applying irrigation water. Dispose of empty pesticide containers according to the instructions on the container label.
13. Use up the pesticides. Rinse containers, and use rinse water as product. Dispose of unused pesticide as hazardous waste.
14. Store pesticides in a locked, fire and explosion-proof cabinet.

E. Training

1. Educate and train employees on use of pesticides and in pesticide application techniques to prevent pollution.

2. Train employees and contractors in proper techniques for spill containment and cleanup.

F. Spill Response and Prevention

1. Have spill cleanup materials readily available and in a location known to all employees.
2. Cleanup spills immediately and use dry methods if possible.
3. Properly dispose of spill cleanup material at an approved disposal facility.

**MANHEIM BOROUGH PUBLIC WORKS DEPARTMENT
STANDARD OPERATING PROCEDURES**

FUELING & FUEL SPILL CLEAN UP

PURPOSE: Stormwater pollution prevention procedures for municipal operations where vehicles and/or equipment are fueled with gasoline or diesel fuel. This SOP also applies to fueling from stationary tanks above or underground, and from portable tanks and containers in the field.

1. Fueling

- a. Fuel carefully to minimize drips on the ground.
- b. Require that the person doing the fueling remain present during entire fueling operation. Don't walk away or retreat to cab of the vehicle.
- c. **No cell phone usage while fueling.**
- d. Keep a spill kit at or near each fueling area.
- e. Employees are trained to clean up spills and dirty absorbent.
- f. Employees will inspect the fueling area and equipment before it is used for fueling. Spills will be cleaned immediately.
- g. When fueling small equipment in the field like lawn mowers, small sweepers, weed whackers, blowers, portable generators, etc., do so over a paved or concrete area, well away from any storm drains or ditches. When pouring fuel from a portable can, use a funnel.

2. Locate Storm Drains

Locate and block any storm drains on site and ensure that any spilled fuel does not reach drains or waterways.

3. Fuel Spill Cleanup

- a. Clean up spills thoroughly and promptly.
- b. Always use dry methods for cleanup of fuel spills such as gas, diesel & kerosene.
 1. Spread absorbents on the spill.
 2. Sweep up or pick up absorbed materials.
 3. Dispose of wastes properly.
- c. If fluids are leaking or have spilled on an impermeable surface, locate the nearest down gradient storm drain and dike or berm the drain to prevent fluids from entering.
- d. After clean up, be sure to sweep up the contaminated absorbent and remove berm or dike from storm drain area.
- e. **Never hose down spills or leaks.**
- f. Significant spills should be reported to Lancaster County Haz-Mat (717)664-1100.

**MANHEIM BOROUGH PUBLIC WORKS DEPARTMENT
STANDARD OPERATING PROCEDURES**

MAINTENANCE OF VEHICLES

PURPOSE: Stormwater pollution prevention procedures for fleet and vehicle maintenance operations including emergency repair operations to vehicles and equipment.

1. Stormwater Protection Equipment and Materials

- a. Weatherproof containers.
- b. Drum covers.
- c. Tarps.
- d. Spill kit and equipment for dry clean up (socks, absorbent pads, litter, broom).
- e. Drip pans.

2. Vehicle & Equipment maintenance

When Borough vehicles are not sent to a local dealership or garage, the following shall be implemented:

- a. Move leaking vehicles or equipment indoors or under cover.
- b. Use drip pans for leaking vehicles that need to be stored outside.
- c. Contain leaking fluids and tag the vehicle to alert drivers that vehicle is non-operational.
- d. Perform all maintenance activities involving fluids indoors only.
- e. Dispose of wastewater from tire leak check appropriately.
- f. Clean all parts indoors using the parts washer.
- g. Wash vehicles indoors.

3. Emergency Maintenance Operations

- a. Use drip pans underneath vehicles to catch leaks and drips.
- b. Have spill kits on all response vehicles.
- c. Move vehicle to an impervious surface if possible (for better spill cleanup).
- d. Notify the Borough Manager.
- e. Never hose down spills or leaks.

4. Good Housekeeping and Waste Disposal

- a. Clean up spills promptly.
- b. Transfer fluids from drip pans to the appropriate waste containers immediately.
- c. Routinely check any equipment stored outside for leaks.
- d. Maintain oil/water separator annually (minimum).
- e. Keep lids on dumpsters closed when not in use.
- f. Keep metal recycle area free of debris accumulation and spills.

**MANHEIM BOROUGH PUBLIC WORKS DEPARTMENT
STANDARD OPERATING PROCEDURES**

INLET AND OUTFALL CLEANING

PURPOSE: To provide time-tested, generally accepted routine procedures that minimize the potential for release of pollutants from a site during the performance of municipal operations activities.

1. Outfalls and Inlets

- a. Make thorough inspections of all outfalls in the spring, fall and after severe storm events when the soil is wet and the subsurface drains are running. Make sure that all of the markers are still in place and clearly visible.
- b. Examine end pipes and any erosion control such as riprap aprons for scour and undermining and to confirm that water is not draining from under and/or around the end pipe.
- c. Check the end pipe for damage caused by ice. Remove any trash, debris or plant material that has accumulated around the end pipe to ensure that it continues to function properly.
- d. Make any repairs or replace the grate if necessary.
- e. Look for signs of sediment in drainage discharge and in the receiving ditch. Sediment at the drain outfall indicates that there is soil entering the drainage system from bad joints, crushed pipe or the need for a drain envelope. Quite a bit of sediment may come out of the system in its first year, but this should not persist. Locate the area where the sediment is entering the drainage system and repair the drain or remove the sediment.
- f. Maintain street inlets, storm sewers, culverts, and other conveyance features. Keep sediment and debris buildup from entering the stormwater system.
- g. All storm drain inlets should be checked for debris after each weather event and should be cleaned appropriately.
- h. Measure and identify debris collected and dispose of properly.
- i. Maintain a spreadsheet of weight or estimated amount of collected debris.

**MANHEIM BOROUGH PUBLIC WORKS DEPARTMENT
STANDARD OPERATING PTOCEDURES**

STREET SWEEPING

PURPOSE: To protect stormwater by removing sediment and other metals, debris, and pollutants from local roadways.

1. When/If Borough sweeps roadways

- a. Inspect equipment for functionality and cleanliness.
- b. Weigh or estimate weight of all debris and document and retain information in file.
- c. Dispose of collected materials in approved areas.
- d. Within 30 days of street sweeping, all outlets will be cleaned.
- e. Clean equipment following use.
- f. Report problem areas (illegal dumping, spills, etc.).
- g. Clean areas/roadways where spills due to traffic accidents have occurred before next rainfall.
- h. Perform street sweeping on an appropriate schedule to reduce the amount of sediment, debris and organic matter entering basins, swales or water bodies, which in turn reduces the frequency in which they will need to be cleaned.

**MANHEIM BOROUGH PUBLIC WORKS DEPARTMENT
STANDARD OPERATING PROCEDURES**

WEED, PEST CONTROL AND MOWING

PURPOSE: To protect stormwater by properly storing, applying and disposing of herbicides and pesticides.

1. Pesticide Use

- a. Ensure that pesticides are only applied by personnel certified to do so. NO OTHER EMPLOYEE SHALL ADMINISTER PESTICIDES UNLESS CERTIFIED BY THE STATE OF PENNSYLVANIA.
- b. Use, store and dispose of all chemicals and waste products according to manufacturer's specifications and any state or local requirements.
- c. Cleanup any spilled chemicals.
- d. Store pesticides and herbicides in the combustible/flammable container located in the Public Works building.
- e. Use only when necessary. Recommend mowing and trimming whenever possible.
- f. Use alternative methods whenever possible (such as biorational insecticides (natural soaps & oils)).
- g. Rinse equipment only when necessary and use rinse water to dilute next mix as long as application rates are not exceeded.
- h. Mix/load pesticides in an area where spills can be contained.
- i. Reduce seed release of weeds by timing cutting at seed set.
- j. Establish setback distances from pavement, storm drains, and water bodies, allowing these areas to serve as buffers with disease-resistant plants and minimal mowing.

2. Mowing and Trimming

- a. Preparation
 1. Review the overall process with all employees.
 2. Check the oil and fuel levels of the mowers and other equipment. Fill if needed and only in designated areas of the Public Works facility.
- b. Process
 1. Protect catch basins where applicable.
 2. Wear eye and hearing protection.
 3. Mow and trim the lawn.
 4. Sweep or blow clippings to grass areas.
- c. Cleanup
 1. Wash equipment inside the Public Works facility.

**MANHEIM BOROUGH PUBLIC WORKS DEPARTMENT
STANDARD OPERATING PROCEDURES**

SNOW REMOVAL – PUBLIC ROADWAYS, PARKS, MUNICIPAL PROPERTY

Purpose: Stormwater pollution prevention procedures for snow and ice removal.

1. Preparation

- a. Store de-icing materials under a covered storage area (salt shed).
- b. Wash out vehicles (if necessary) in wash bay before preparing them for snow removal.
- c. Calibrate spreaders to minimize amount of de-icing materials used and still be effective.
- d. Vehicles have spill cleanup kits in case of hydraulic line rupture or other spills. Maintenance building is prepared for these spills.
- e. Train employees in spill cleanup procedures and proper handling and storage of de-icing materials.

2. Process

- a. Carefully load material into trucks, minimizing spillage.
- b. Periodically dry sweep loading area to reduce the amount of de-icing materials exposed to runoff.
- c. Distribute the minimum amount of de-icing material to be effective on roads.
- d. Turn spreader off while loading and any other time the vehicle is not moving in the forward position.
- e. Park trucks loaded with material inside whenever possible.

3. Cleanup

- a. Sweep up all spilled de-icing material around loading area and salt shed.
- b. Clean out trucks after snow removal duty in approved wash bay in the Public Works building.
- c. Provide maintenance for vehicle in covered area.

4. Removal Priorities

- a. Snow emergency routes shall go into effect when a snow emergency is deemed necessary by the Emergency Management Coordinator, the Mayor, and the Borough Manager.
- b. Primary Routes – Major arterials and school access are the critical routes providing access into and out of Manheim Borough. Snow removal efforts will be concentrated on the primary routes throughout the snowstorm.
- c. Secondary Routes – Minor arterials and collector streets connecting neighborhoods to the primary routes. Secondary routes include any streets with hazardous hills

within the Borough limits. These routes are plowed only after all primary routes have been done.

- d. Tertiary Routes – Residential or local streets and alleys are plowed and treated after the primary and secondary streets.
- e. After the roadways are completed, the municipal facilities are then plowed and treated. Parks are last, if necessary. Plow drivers should always try to do the police parking area frequently so that emergency vehicles can enter/exit the police facility safely.

Manheim Borough Employee Training Program

The municipality has developed the following employee training program to further the goal of preventing or reducing the discharge of pollutants from municipal operations to the regulated MS4s. The program is designed to be inclusive of all employees that impact the management of the municipality's MS4 Program and Maintenance. Training topics will include operation, inspection, maintenance and repair activities associated with any of the municipal operations / facilities identified under the municipality's MS4 facility and activity inventory.

Training will occur annually and be based upon the frequency interval identified below. Training will be documented in writing and included in periodic reports. Document shall include the date, time, location, attendance list, and topic of the training.

The training requirements of this BMP can be met in various ways. Training can be formal or informal; conducted on-site or off-site; conducted on-the-job or during dedicated training periods; conducted one-on-one or in a group setting (including with staff from other MS4s); conducted by municipal staff or consultants/volunteers; conducted via oral presentations/instructions and/or via written materials (e.g., SOP's, guidance manuals, tests).

The Municipality will identify one of its employees to be the manager of its MS4 Employee Training Program. This employee's responsibilities should include scheduling training activities, tracking attendance, and maintaining records of completed training. The person responsible for this task is James R. Fisher. Every effort should be made to clearly document all training. Desirable, but not required, training records include sign-in rosters, materials from presentations, or course completion certificates. Detailed records will assist the Municipality in demonstrating that it is meeting the goals of MCM 6 BMP 3.

The following table outlines the goals of the municipality's training program:

Job Description	Training Frequency	Topic(s) of Training
Municipal Manger	Two trainings per year	Public Education and Participation, Regulatory Compliance (MCM 1, MCM 2)
Elected Officials	One training per year	Regulatory Compliance, General Best Practices Education (MCM 1, MCM 2)
Public Works Director	Two trainings per year	Operation and Maintenance of MS4, Pollution Prevention (MCM 6, MCM 3)
Zoning Officer	One training per year	Erosion and Sedimentation, Stormwater Management, PCSM BMPs (MCM 4, MCM 5)
Administrative Staff	One training per year	Public Education/Participation, Illicit Discharge Complaints/Resolution (MCM 1, MCM 2, MCM 3)
Public Works Employees	One training per year	Illicit Discharge Prevention/Inspections, Operation and Maintenance of MS4 (MCM 3, MCM 6)
Fire Chief	One training per year	Illicit Discharge Prevention/Remediation, Complaints Protocol (MCM 3)
Fireman/staff	One training per permit term	Illicit Discharge Prevention/Remediation, Complaints Protocol (MCM 3)
Police Chief	One training per year	Illicit Discharge Prevention/Remediation, Complaints Protocol (MCM 3)
Policeman/staff	One training per permit term	Illicit Discharge Prevention/Remediation, Complaints Protocol (MCM 3)