

**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 AND SEDIMENT POLLUTION CONTROL
&
NPDES for Stormwater Discharges Associated with Construction Activities

PURPOSE: Erosion and the resulting deposition of sediment in our waterways are 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 of Understanding, 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/inspection fees and sufficient quantities of all necessary forms. The LCCD will promptly notify the municipality of any change in the plan review/inspection fee schedule and provide updated forms and educational materials in a timely manner.
- b. Upon request, provide all applicants with a PA 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 discharges of stormwater associated with 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 (E&S) control plans 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 E&S plans required by NPDES permitting regulations and complete administrative and technical reviews within time frames established by PA DEP.
- b. Receive all E&S plans either 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, but not limited to, permit and plan approvals, renewals, 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 Chapter 92 E&S practices are in compliance with the approved E&S Plan, the NPDES Permit and Chapter 102 regulations.
- b. Inspections will be performed:
 - I. At a minimum, in compliance with PA DEP inspection schedules for permitted projects
 - II. At the request of the municipality.
 - III. Within 10 calendar days of receipt, in response of 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 complaint 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 Chapter 92 and Chapter 102 programs. 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, will schedule to meet with municipal representatives a minimum of 2 times per year 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 LCCD's application form and fee schedule 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 E&S 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 the proposed projects meet the intent of the municipality's stormwater management ordinance, if covered under an approved 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 Municipal 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.

DISTRICT RESPONSIBILITIES: By a vote of the LCCD Board of Directors at the Dec 2021 meeting, the Lancaster Conservation District is no longer administering the Chapter 105 Program for PA DEP. All questions and complaints regarding the 105 Program should be directed to PA DEP's South Central Office (SCRO) at email: rap105questions@pa.org

MUNICIPAL RESPONSIBILITIES:

- a. Refer residents to the PA DEP 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 DEP.
- c. Forward any complaints related to the Chapter 105 program to PA DEP SCRO 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 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 heavy use areas and no-till as earth disturbing practices. 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 working 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.

VI. EXECUTION

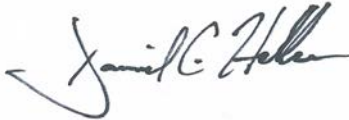
This Memorandum of Understanding shall become effective only after it has been adopted by vote of the governing bodies of both parties. Signatures must be those of a member of the governing body authorized to sign for the governing body.

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: January 2022

MANHEIM BOROUGH

By: _____

Title: Borough Manager

Date: Approved by Borough Council 02/02/2022

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

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. Revised Feb 2022

Municipal Information

Municipal Manager: James R Fisher, PE

Zoning Officer: Donna Czeiner

Public Works Director: Lindsey Uhlig

Municipality Mailing Address: 15 East High Street, Manheim, PA 17545

Phone Number 717-665-2461

Manager's email address: Boroughmanager@Manheimboro.org

Municipal Engineer Information

Municipal Engineer (Name): Ben Craddock

Engineer's Email Address: bencraddock@lancastercivil.com

Engineering Firm: Lancaster Civil

Firm Mailing Address: P.O. Box 8972, Lancaster PA 17604-8972

MS-4/167 Information

Who should the MS-4 Report be mailed to (Name): James Fisher

Mailing Address: 15 East High St, Manheim PA 17545

Email Address: boroughmanager@manheimboro.org

Phone Number: 717-665-2461

MS-4 Permit Period (Beginning Date/End Date) 2018/2023

MS-4 Information Requested by Date: July 31

ACT 167 Adopted (Date): 07/29/2014

**ATTACHMENT B
COMMON COMPLAINT CONTACTS LIST**

Complaints that the Lancaster County Conservation District has Authority to Respond to:

Soil Erosion from Ag Operations

Kevin Seibert, Agricultural Compliance Coordinator
(717) 874-2524

(If unavailable, see "Other Organizations")

Soil Erosion from Construction Sites

Richard Snyder, E&S Department Manager
(717) 874-2522

richardsnyder@lanasterconservation.org

(If unavailable, see "Other Organizations")

Manure

Kevin Seibert, Agriculture Compliance Coordinator
(717) 874-2524

(If unavailable, see "Other Organizations")

Act 38 Nutrient Management Law

Kevin Lutz, Agriculture Department Manager
(717) 874-2527

OR

State Conservation Commission

Frank Schneider

717-705-3895

Flies

Shelly Dehoff

Pennsylvania Agriculture Ombudsman Program

(717) 874-2547

(717) 880-0848

shelly.dehoff@gmail.com

Biosolids

Kevin Seibert, Agriculture Compliance Coordinator
(717) 874-2524

(If unavailable, see "Other Organizations")

Complaints that Other Organizations have the Authority to Respond to:

Storm Water

Local Borough or Townships

Biosolids

PA Dept of Environmental Protection

Eric Laur, Soil Scientist

(717) 507-4773

Invasive Species (plant or insects)

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

OR

Some Local Borough or Townships

Dead Animal (Mortality) Disposal

PA Dept of Agriculture Region VI Office

Dr. Aliza Simeone (717) 443-1199

asimeone@pa.gov

Suzette Thompson (717) 443-1189

suthompson@pa.gov

Fax: 717-787-1868

Pesticide Application

PA Dept of Agriculture Region VI Office

Pesticide Case Enforcement

Len Brylewski (717) 772-5206

lbrylewski@pa.gov

Hypersensitivity Registry

Allison Cramer (717) 787-4392

alcramer@pa.gov

DISTRICT USE ONLY
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.*

