



COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF WATERSHED MANAGEMENT

**MS4 ANNUAL REPORT FORM**  
**FOR STORMWATER DISCHARGES FROM**  
**SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4s)**

**Reporting Period**

(Check appropriate block. Fill in the year for the reporting period you are submitting the report if not listed.)

- March 10, 2008 through March 9, 2009 (due June 9, 2009)  
 March 10, 2009 through March 9, 2010 (due June 9, 2010)  
 March 10, 2013 through March 9, 2014 (due June 9, 2014)

**SECTION I – SMALL MS4 OPERATOR INFORMATION**

**1. Name of MS4 Permittee and NPDES Permit Number**

Name: East Hempfield Township PAG: 133632 PAI: \_\_\_\_\_  
Co-permittee : \_\_\_\_\_

**2. Location**

Municipality: East Hempfield Township County: Lancaster  
Watershed Name(s): Little Conestoga Creek & Chickies Creek

**3. Contact Person from the MS4**

Name: Robert S. Kimmel Title: Manager Phone: 717-898-3100  
Fax: 717-898-9486 Email: Robert@easthempfield.org

**4. Permittee Mailing Address**

Address: 1700 Nissley Road, P.O. Box 128  
City: Landisville State: PA Zip Code: 17538

**5. MS4 Website (If applicable)**

URL: \_\_\_\_\_

**6. Permittee's Consultant/Engineer Information (If applicable)**

Company Name: RAV Associates, Inc.  
Consultant/Engineer Name: Robert Visniski Title: Professional Engineer  
Phone: 717-898-8100 Fax: 717-898-5255 Email: robv@ravassociates.com  
Address: 14 Main Street  
City: Landisville State: PA Zip Code: 17538

## SECTION II – MCM INFORMATION

7A. Have you completed all required activities for?      Year 1: Yes  No   
Year 2: Yes  No   
Year 3: Yes  No   
Year 4: Yes  No   
Year 5: Yes  No

7B. Complete the following section for each watershed-based or Act 167 Storm Water Management Plan.

Watershed Plan Name Little Conestoga Creek

Is this an Act 167 Plan?      Yes  No

If yes, has DEP approved the plan?      Yes  No

If yes, give date: June 28, 1998

Is the ordinance required by the plan enacted:      Yes  No

If yes, give effective date: December 1998 updated Novemeber 19, 2008

If the ordinance is not enacted, please provide the anticipated enactment date \_\_\_\_\_  
and explain the status: \_\_\_\_\_

Watershed Plan Name Chiques Creek

Is this an Act 167 Plan?      Yes  No

If yes, has DEP approved the plan?      Yes  No

If yes, give date: November 7, 2013

Is the ordinance required by the plan enacted:      Yes  No

If yes, give effective date: June 7, 2014

If the ordinance is not enacted, please provide the anticipated enactment date \_\_\_\_\_  
and explain the status: \_\_\_\_\_

Watershed Plan Name Swarr Run

Is this an Act 167 Plan?      Yes  No

If yes, has DEP approved the plan?      Yes  No

If yes, give date: November 7, 2013

Is the ordinance required by the plan enacted:      Yes  No

If yes, give effective date: June 7, 2014

If the ordinance is not enacted, please provide the anticipated enactment date \_\_\_\_\_  
and explain the status: \_\_\_\_\_

**Section II MCM Information – 7B Continued**

Watershed Plan Name: Millers Run

Is this an Act 167 Plan? Yes  No

If yes, has DEP approved the plan? Yes  No

If yes, give date. November 7, 2013

Is the ordinance required by the plan enacted? Yes  No

If yes, give effective date. June 7, 2014

If the ordinance is not enacted, please provide the anticipated enactment date: \_\_\_\_\_

And explain the status. \_\_\_\_\_

Watershed Plan Name: W. Branch Little Conestoga Creek

Is this an Act 167 Plan? Yes  No

If yes, has DEP approved the plan? Yes  No

If yes, give date. November 7, 2013

Is the ordinance required by the plan enacted? Yes  No

If yes, give effective date. June 7, 2014

If the ordinance is not enacted, please provide the anticipated enactment date: \_\_\_\_\_

And explain the status. \_\_\_\_\_

Watershed Plan Name: Brubaker Run

Is this an Act 167 Plan? Yes  No

If yes, has DEP approved the plan? Yes  No

If yes, give date. November 7, 2013

Is the ordinance required by the plan enacted? Yes  No

If yes, give effective date. June 7, 2014

If the ordinance is not enacted, please provide the anticipated enactment date: \_\_\_\_\_

And explain the status. \_\_\_\_\_

7C. Please provide current contact name and phone number information:

MCM #1

Public Education and Outreach on Storm Water Impacts

Name: Robert S. Krimmel, Manager

Phone: 717-898-3100

MCM #2

Public Involvement/Participation

Name: Robert S. Krimmel, Manager

Phone: 717-898-3100

MCM #3

Illicit Discharge Detection and Elimination (IDD&E)

Name: Robert S. Krimmel, Manager

Phone: 717-898-3100

MCM #4

Construction Site Storm Water Runoff Control

Name: Robert S. Krimmel, Manager

Phone: 717-898-3100

MCM #5

Post-Construction Storm Water Management in New Development and Redevelopment

Name: Robert S. Krimmel, Manager

Phone: 717-898-3100

MCM #6

Pollution Prevention/Good Housekeeping for Municipal Operations

Name: Robert S. Krimmel, Manager

Phone: 717-898-3100

**MCM#1 - PUBLIC EDUCATION AND OUTREACH ON STORM WATER IMPACTS — MINIMUM CONTROL MEASURE**

**8A. MS4s USING DEP PROTOCOL for this MCM**

**BMP: Update Target Audience Information** (Have you reviewed your public education plan for accuracy and content and made any relevant changes regarding your target audiences and their communication channels? If so, include/attach your revised plan.)

Measurable goal for this BMP was met.  Measurable goal for this BMP was not met.

Describe how goal was met; or if not met, give an explanation and proposed corrective actions:

The primary audiences targeted by the plan consist of homeowners, business owners and developers. As new residents or business owners join the community, their names and addresses are added to the target audience list. Zoning, building, and stormwater permit applicants are also included in the target audience.

The Township has reviewed the Public Education and Outreach Program (PEOP) for accuracy and content. This year, we are expecting to receive a new MS4 permit from DEP. In anticipation of the new permit, the Township has revised its Public Education and Outreach Program (PEOP) to meet the requirements of the existing and new MS4 permits. A copy of the revised PEOP is attached to this report. The revised PEOP is designed to better guide the Township staff and volunteers in implementing the PEOP and will be used during the 2014-2015 permit year.

Is this BMP appropriate to meet your identified measurable goal?  Yes  No. If No, please provide additional information on other BMP(s) that would meet the goal.

**8B. BMP: Continue public education and outreach.** (What was accomplished during the past permit year regarding: Developer education/outreach? Storm water ad in local newspaper? Provide posters or other information to schools and businesses? Storm drain stenciling/markings? Maintain website links and provide website educational info? Educational information in your newsletter? Any other public education/outreach?)

Measurable goal for this BMP was met.  Measurable goal for this BMP was not met.

Describe how goal was met; or if not met, give an explanation and proposed corrective actions:

In accordance with the PEOP, the Township accomplished the following during the past permit year.

A. PEOP Revisions – During the past year, the Township has updated the PEOP to include the requirements of the new MS4 permit. The revised PEOP is attached to this report.

B. Maintained Target Audience Lists – The Township updated mailing lists for target audience groups as necessary to ensure smooth communication with the community.

C. Updated the Township Website – At the end of this reporting year, the Township was in the process of upgrading their website. The new site will have a page dedicated to MS4-related public education. The site will contain the following information:

- An introduction to stormwater and the hydrologic cycle
- General information about NDPEs and MS4 programs, including the 6 Minimum Control Measures
- Information about illicit discharges including a phone number and a link to a reporting form.
- Tips for ways residents can help prevent water pollution.
- Links for homeowners and business owners to get more from DEP, EPA and other sites about stormwater management.

The information listed above was available on the Township's previous website throughout most of the year. The migration to the new site should be completed during the 2014-2015 permit year.

D. Distributed Stormwater-Related Information to the Public – The Township took several steps to reach out and educate the public about stormwater, water pollution, and the Township's Stormwater Management Program:

- Mailed Stormwater Brochure to All Township Residents – A brochure entitled "The Homeowner's Guide to Stormwater" was mailed to all Township residents

- Displayed Poster in Public Areas – The Township displayed a poster entitled "When You're Fertilizing the Lawn" in public areas of the Township building to help raise awareness about stormwater concerns.

- Displayed Brochures in the Township Office – Brochures entitled "The Homeowner's Guide to Stormwater" and "Backyard Conservation" were displayed and provided to the public in the Township Office.

- Conducted Public Outreach at the Annual Amos Herr Park Country Fair Day – Brochures entitled "The Homeowner's Guide to Stormwater" and "Backyard Conservation" were handed out at the Amos Herr Park Country Fair Day, a community event open to the general public.

- Distributed Fact Sheets To Developers – The Township distributed a factsheet entitled "When It Rains It Drains" with all permit applications including, but not limited to zoning, building, and stormwater permits. In addition, the fact sheet is distributed with all subdivision and land development applications. The Township also encourages developers to attend a pre-application meeting before they begin the land development process. During this meeting, developers are made aware of the MS4 program and encouraged to use low-impact development practices in their projects.

- Held Public Meetings – The Township held a public meeting on February 26, 2014 to inform the public about the MS4 program. The meeting was advertised on February 19, 2014. The advertisement was available in the local printed newspaper and online. The topics discussed during the meeting include the following items.

1. Overview of MS4 Program & Regulation
2. Overview of the East Hempfield Township SWMP
3. Goals for the Coming Year
4. Public Comments/Questions/Suggestions

Is this BMP appropriate to meet your identified measurable goal?  Yes  No. If No, please provide additional information on other BMP(s) that would meet the goal.

**MCM#2 - PUBLIC INVOLVEMENT/PARTICIPATION — MINIMUM CONTROL MEASURE**

**10A. MS4s USING DEP PROTOCOL for this MCM**

**BMP: Update your Public Involvement and Participation Plan (PIPP).** (Have you reviewed your PIPP for accuracy and content and made any relevant changes? If so, include/attach your revised PIPP.)

Measurable goal for this BMP was met.  Measurable goal for this BMP was not met.

Describe how goal was met; or if not met, give an explanation and proposed corrective actions:

The Township has reviewed the Public Involvement and Participation Plan (PIPP) for accuracy and content. This year, the Township is expecting to receive a new MS4 permit from DEP. In anticipation of the new permit, the Township has revised its PIPP to meet the requirements of the existing and new MS4 permits. A copy of the revised PIPP is attached to this permit application. The revised PIPP is designed to better guide the Township staff and volunteers in implementing the PIPP and will be used during the 2014-2015 permit year.

Is this BMP appropriate to meet your identified measurable goal?  Yes  No. If No, please provide additional information on other BMP(s) that would meet the goal.

**10B. BMP: Notify and solicit public input/involvement regarding implementation of your Storm Water Management Program.** (How and when did you solicit public input/involvement? What were the results/accomplishments during the past permit year?)

Measurable goal for this BMP was met.  Measurable goal for this BMP was not met.

Describe how goal was met; or if not met, give an explanation and proposed corrective actions:

In accordance with the PIPP, the Township accomplished the following during the past permit year.

A. PIPP Revisions – During the past year, the Township has updated the PIPP to include the requirements of the new MS4 permit.

B. Stakeholder List – The Township reviewed and updated the list of stakeholders that includes the following groups: Little Conestoga Watershed Associates, Lancaster County Clean Water Consortium, Ducks Unlimited, Trout United and LCCD.

C. Public Meetings – Over the past reporting year, the Township has worked with its stakeholders listed above to solicit public participation and involvement. The following meetings were held.

Township Public Meeting February 26, 2014 – The Township held a public meeting on February 26, 2014 to inform the public about the MS4 program. The meeting was advertised in both the print and online versions of the local newspaper. Meeting attendees were invited to sign up to participate in Township stormwater activities. The topics discussed during the meeting include the following items:

1. Overview of MS4 Program & Regulation
2. Overview of the East Hempfield Township SWMP
3. Goals for the Coming Year
4. Public Comments/Questions/Suggestions

D. Other Meetings and Events –

The Township has teamed with the Clean Water Consortium to hold public meetings about stormwater. The mission of the Clean Water Consortium is the development of a proactive, efficient and cohesive countywide strategy to restore the waterways of Lancaster County, Pennsylvania, ultimately resulting in compliance with imminent federal and state regulations intended to reduce pollution and accelerate restoration of the Chesapeake Bay.

The Township Engineer participated in the Watershed Plan Advisory Committee (PAC) established to advise Lancaster County staff on the county-wide stormwater plan and model stormwater management ordinance. The group helped to evaluate policy and project alternatives, coordinate ordinance development with other municipal plans and programs, and review the plan prior to adoption. The plan, called "Blueprints", was adopted by the Lancaster County Commissioners on May 1, 2013.

Township staff conducted a public outreach at the Annual Amos Herr Park Country Fair Day, a community event open to the general public. Brochures entitled "The Homeowner's Guide to Stormwater" and "Backyard Conservation" were handed out and staff members answered questions from attendees.

Is this BMP appropriate to meet your identified measurable goal?  Yes  No. If No, please provide additional information on other BMP(s) that would meet the goal.

**MCM#3 - ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDD&E) — MINIMUM CONTROL MEASURE**

**12A. MS4s USING DEP PROTOCOL for this MCM**

**BMP: Map all outfalls and receiving water-bodies.** (Is your map up-to-date and accurate? Have you mapped additional features that can assist your outfall screening program, such as inlets, piping and outfall drainage areas? If updated, please submit)

Measurable goal for this BMP was met.  Measurable goal for this BMP was not met.

Describe how goal was met; or if not met, give an explanation and proposed corrective actions:

The MS4 outfall map was revised over the past year. The outfalls were divided into watersheds and the map is now color-coded to show the watershed for each outfall. A copy of the map is attached to this report. The Township is currently working on updating the map of the inlets and piping.

Is this BMP appropriate to meet your identified measurable goal?  Yes  No. If No, please provide additional information on other BMP(s) that would meet the goal.

**12B. BMP Implement and enforce ordinance to satisfy this Minimum Control Measure.** (How was ordinance implemented and enforced during the past permit year in order to meet the goals of this MCM?)

Measurable goal for this BMP was met.  Measurable goal for this BMP was not met.

Describe how goal was met; or if not met, give an explanation and proposed corrective actions:

On November 19, 2008, the Township adopted a Stormwater Management Ordinance that contained DEP model ordinance language for restricting illicit discharges within the Township (see section 301). The ordinance has both the DEP model ordinance language about illicit discharges and the Act 167 information for the Little Conestoga Creek watershed. A copy of the Ordinance was provided with previous submissions. The Ordinance is enforced through a joint effort between Township Staff and the Township Engineer. See MCM 4 & 5 for more information on how the Ordinance is implemented and enforced.

During the past permit year, the Township developed a new Stormwater Management Ordinance that is based on the latest Lancaster County Act 167 plan and the DEP model MS4 ordinance. The new ordinance was adopted in May of 2014 and will be included in the next report year.

Is this BMP appropriate to meet your identified measurable goal?  Yes  No. If No, please provide additional information on other BMP(s) that would meet the goal.

**12C. BMP: Distribute IDD&E specific educational material.** (What educational material was distributed to public employees, businesses and the general public concerning the hazards associated with illegal discharges and improper disposal of waste? Who received it? When?)

Measurable goal for this BMP was met.  Measurable goal for this BMP was not met.

Describe how goal was met; or if not met, give an explanation and proposed corrective actions:

The Township distributed IDD&E Education Material throughout the year. Below is a summary of what was completed.

Mailed Stormwater Information to All Township Residents – A brochure entitled “The Homeowner’s Guide to Stormwater” was mailed to all Township residents

Displayed Poster in Public Areas – The Township displayed a poster entitled “When You’re Fertilizing the Lawn” in public areas of the Township building to help raise awareness about stormwater concerns.

Displayed & Distributed Brochures in the Township Office – Brochures entitled “The Homeowner’s Guide to Stormwater” and “Backyard Conservation” were displayed and provided to the public in the Township Office.

Conducted Public Outreach at the Annual Amos Herr Park Country Fair Day – Brochures entitled “The Homeowner’s Guide to Stormwater” and “Backyard Conservation” were handed out at the Amos Herr Park Country Fair Day, a community event open to the general public.

Distributed Fact Sheets - The Township distributed a factsheet entitled “When It Rains It Drains” with all permit applications including, but not limited to zoning, building, and stormwater permits. In addition, the fact sheet is distributed with all subdivision and land development applications. The Township also encourages developers to attend a pre-application meeting before they begin the land development process. During this meeting, developers are made aware of the MS4 program and encouraged to use low-impact development practices in their projects.

Updated the Township Website – At the end of this reporting year, the Township was in the process of upgrading their website. The new site will have a page dedicated to MS4-related public education. The site will contain the following information

- An introduction to stormwater and the hydrologic cycle
- General information about NDPES and MS4 programs, including the 6 Minimum Control Measures
- Information about illicit discharges including a phone number and a link to a reporting form.
- Tips for ways residents can help prevent water pollution.
- Links for homeowners and business owners to get more from DEP, EPA and other sites about stormwater management.

The information listed above was on the Township’s previous website throughout most of the year. The migration to the new site should be completed during the 2014-2015 permit year..

Is this BMP appropriate to meet your identified measurable goal?  Yes  No. If No, please provide additional information on other BMP(s) that would meet the goal.

**MCM#3 (continued)**

**12D. BMP: Establish priority areas, conduct screening/sampling and take appropriate actions as needed.**  
(Describe how the priority area was established and which outfalls were selected for screening during the past permit year. Summarize the results of your outfall screening/sampling. Include properly completed illicit discharge field screening form for any problem outfall. Include the illicit discharge quarterly summary report form. Describe the corrective actions taken to eliminate any illicit discharges or connections.)

Number of outfalls in system:	353
Number of outfalls screened during the past permit year:	0
Number of screenings conducted during the past permit year:	0
Number of outfalls/screenings with dry weather flow during the past permit year:	0
Number of dry weather flows sampled during the past permit year:	0
Number of outfalls determined to have an illicit discharge or connection during past permit year:	0

Measurable goal for this BMP was met.  Measurable goal for this BMP was not met.

Describe how goal was met; or if not met, give an explanation and proposed corrective actions:

To date, the Township has screened all outfalls in the MS4 area. During the screening process, samples were taken of all dry weather flows. The screening forms and testing results were previously submitted. There were NO illicit discharges found in the Township.

During the last reporting period, the Township has updated the Priority Area Map based on the previous screening results of the outfalls. A new Priority Area Map was created. Since no illicit discharges were detected, the Township has established priority areas based on outfalls with dry weather flows.

The Township tries to vary the time of year the outfalls in priority areas are sampled and tested in an effort to better detect illicit discharges. During the past reporting year, the Township planned to sample and test outfalls during the winter months of January and February of 2014. The Measurable Goal for this BMP was not met because of a severe winter that resulted in unusually high amounts of snow and freezing temperatures. It was not safe to collect samples because of weather conditions. The outfalls within the priority area will be screened during the early part of the 2014-2015 permit year.

Is this BMP appropriate to meet your identified measurable goal?  Yes  No. If No, please provide additional information on other BMP(s) that would meet the goal.

**MCM#4 - CONSTRUCTION SITE STORM WATER RUNOFF CONTROL — MINIMUM CONTROL MEASURE**

**14A. MS4s USING DEP PROTOCOL for this MCM**

**BMP: Implement and enforce ordinance to satisfy this Minimum Control Measure.** (How was ordinance implemented and enforced during the past permit year in order to meet the goals of this MCM?).

Measurable goal for this BMP was met.  Measurable goal for this BMP was not met.

Describe how goal was met; or if not met, give an explanation and proposed corrective actions:

On November 19, 2008, the Township adopted a Storm Water Management Ordinance that contained DEP model ordinance language as well as the Act 167 language for the Chickies Creek Watershed.

Implementation – Section 306 of the Storm Water Management Ordinance has specific language that requires both an Erosion and Sediment (E&S) Control permit and an NPDES permit be obtained from the Lancaster County Conservation District (LCCD) for any construction activity within the Township. The E&S permit is required for construction activities that disturb more than 1,000 square feet. NPDES permit requirements are based on current DEP requirements. No building permits or other earth disturbance activities are approved in the Township without written proof from the applicant that these permits are obtained. Additionally, a pre-construction meeting is held with developers, contractors and the LCCD to review in detail the BMP requirements for projects.

Enforcement – The Township has entered into a Memorandum of Understanding (MOU) with the LCCD. A copy of the MOU is included. Based on the MOU, the Ordinance is enforced through a joint effort between the Township Staff, Township Engineer and LCCD. All permitted construction activities within the Township are subject to spot inspections by any of the three agencies. Any violations of the permit are then immediately sent to the owners in writing for corrective action. If corrective measures are not done in a timely manner, any E&S violations are sent to LCCD personnel who have the authority to enforce corrective actions. Any stormwater violations are enforced by the Township. This policy has been in place since 2004.

This year LCCD reported a total of:

- 10 - E&S Plans Reviewed
- 9 - General Permits Filed
- 0 - Individual Permits Filed
- 4 - Complaints Received
- 62 - Inspections Performed
- 0 - Enforcement Actions Taken

This year the Township approved 18 stormwater plans for construction. The Township performed 25 inspections of various construction sites. No enforcement actions were required because contractors corrected any violations in a timely manner.

Is this BMP appropriate to meet your identified measurable goal?  Yes  No. If No, please provide additional information on other BMP(s) that would meet the goal.

**14B. BMP: Implement procedures for the review and enforcement of Erosion and Sediment (E&S) Control Plans.** (Who reviewed E&S Control Plans during the past permit year? Did the MS4 permittee conduct any E&S site inspections? Briefly describe any enforcement activities undertaken by the MS4 permittee.)

Measurable goal for this BMP was met.  Measurable goal for this BMP was not met.

Describe how goal was met; or if not met, give an explanation and proposed corrective actions:

describe any enforcement activities undertaken by the MS4 permittee.)

The Township has entered into a Memorandum of Understanding (MOU) with the LCCD. A copy of the MOU is included. Based on the MOU, the Ordinance is enforced through a joint effort between the Township Staff, Township Engineer and LCCD. All permitted construction activities within the Township are subject to spot inspections by any of the three agencies. Any violations of the permit are then immediately sent to the owners in writing for corrective action. If corrective measures are not done in a timely manner, the violations are sent to LCCD personnel who have the authority to enforce corrective actions. This policy has been in place since 2004.

This year LCCD reported a total of:

- 10 - E&S Plans Reviewed
- 9 - General Permits Filed
- 0 - Individual Permits Filed
- 4 - Complaints Received
- 62 - Inspections Performed
- 0 - Enforcement Actions Taken

This year, the Township approved 18 stormwater plans for construction. The Township performed 25 inspections of various construction sites. No enforcement actions were required because contractors corrected any violations in a timely manner.

Is this BMP appropriate to meet your identified measurable goal?  Yes  No. If No, please provide additional information on other BMP(s) that would meet the goal.

14C. **BMP: Provide education and outreach for developers and builders.** (What educational/outreach materials were distributed to developers/builders during the past permit year?)

Measurable goal for this BMP was met.  Measurable goal for this BMP was not met.

Describe how goal was met; or if not met, give an explanation and proposed corrective actions:

A fact sheet entitled "What the Construction Industry Should Know About Storm Water in Our Community" was supplied to builders and developers that encourages them to: 1) Comply with stormwater permit requirements; 2) Practice erosion control and pollution prevention practices to keep construction sites environmentally-friendly; and 3) Conduct advanced planning and training to ensure proper implementation on-site.

The Township requires that a pre-construction meeting be held for all construction projects associated with a Subdivision and Land Development or Stormwater Management plan. The meeting is attended by a representative from the Township, the Lancaster County Conservation District and the contractor doing the work. During this meeting, the requirements for erosion and sediment Control, NPDES and other stormwater BMPS are reviewed with the contractor to ensure the work will proceed as required.

Is this BMP appropriate to meet your identified measurable goal?  Yes  No. If No, please provide additional information on other BMP(s) that would meet the goal.

**MCM#4 (continued)**

14D. **BMP: Require construction site operators to control waste at the construction site.** (What was done in the past permit year to require construction site operators to control wastes such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary wastes?)

Measurable goal for this BMP was met.  Measurable goal for this BMP was not met.

Describe how goal was met; or if not met, give an explanation and proposed corrective actions:

The Township has entered into a Memorandum of Understanding (MOU) with the LCCD. A copy of the MOU is included. The Lancaster County Conservation District (LCCD) must review and approve all plans before construction commences. A portion of the review includes requirements for site operators to control waste at the construction site.

The Township requires all construction projects associated with a Subdivision and Land Development Plan or Storm Water Management Plan to obtain a permit from the LCCD. In addition, all contractors are required to hold a pre-construction meeting. The meeting is attended by a representative from the Township, the Lancaster County Conservation District and the contractor doing the work. During this meeting, the requirements for controlling waste at the site along with other erosion and sediment control, NPDES and other stormwater BMPS are reviewed with the contractor to ensure the work will proceed as required.

In addition, the Township's Public Works Director and Township Engineer periodically monitor work at the site for compliance. Waste control is done through the permit process as described in items 14A & B above and enforced through the inspection process noted here and in the above items. Notices of non-compliance are issued to the builder/developer when the guidelines set forth have been violated. No enforcement actions were required because contractors corrected the violations in a timely manner.

Is this BMP appropriate to meet your identified measurable goal?  Yes  No. If No, please provide additional information on other BMP(s) that would meet the goal.

14E. **BMP: Implement procedures for the receipt and consideration of information submitted by the public.** (Summarize any information or complaints received from the public during the past permit year concerning construction site storm water runoff. Briefly describe how you responded to any such information/complaints?)

Measurable goal for this BMP was met.  Measurable goal for this BMP was not met.

Describe how goal was met; or if not met, give an explanation and proposed corrective actions:

As soon as the Township receives an inquiry, a Township representative makes a thorough investigation of the issue of concern. The results of the investigation are then given to the developer to correct, if necessary. A copy of the Township's response is provided to the person who made the inquiry. This year, the Township received 1 complaint about construction site stormwater runoff. The Township Engineer was sent out to the site to review the issue, and it was resolved by the contractor. No enforcement action was required.

Is this BMP appropriate to meet your identified measurable goal?  Yes  No. If No, please provide additional information on other BMP(s) that would meet the goal.

**MCM#5 - POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT — MINIMUM CONTROL MEASURE**

**16A. MS4s USING DEP *PROTOCOL* for this MCM**

**BMP: Implement and enforce ordinance to satisfy this Minimum Control Measure.** (How was ordinance implemented and enforced during the past permit year in order to meet the goals of this MCM?)

- Measurable goal for this BMP was met.  Measurable goal for this BMP was not met.

Describe how goal was met; or if not met, give an explanation and proposed corrective actions:

On November 19, 2008, the Township adopted a Storm Water Management Ordinance that contained DEP model ordinance language as well as the Act 167 language for the Little Conestoga Creek Watershed. Sections 306, 501, 702-704 and Appendix 10 of the Ordinance have specific language that addresses post-construction stormwater management BMPs. A copy of the Stormwater Management Ordinance was submitted with the 2010 report.

According to the Ordinance, all stormwater controls are required to be approved by the Township prior to issuance of any permits for both development and redevelopment sites. In addition, all projects that disturb over 1 acre of area are required to obtain both an NPDES and E&S permit. The NPDES and E&S permits are reviewed by the Lancaster County Conservation District and/or DEP.

Is this BMP appropriate to meet your identified measurable goal?  Yes  No. If No, please provide additional information on other BMP(s) that would meet the goal.

**16B. BMP: Ensure that all Post-Construction Storm Water Management (PCSWM) BMPs in new or re-development areas are built as designed, and operated and maintained properly.** (Summarize how the MS4 permittee accomplished this during the past permit year. Include a list of all applicable PCSWM BMPs.)

- Measurable goal for this BMP was met.  Measurable goal for this BMP was not met.

Describe how goal was met; or if not met, give an explanation and proposed corrective actions:

**Design review** – The Township has entered into a Memorandum of Understanding (MOU) with the Lancaster County Conservation District (LCCD) for review of all E&S and NPDES permit applications. During the permitting process, the post-construction BMPs are reviewed by LCCD and the Township Engineer to verify they are in compliance with the Township's Ordinance. No building permits or other land development activities are approved in the Township without written proof from the applicant that the design meets the Stormwater Management Ordinance and that the NPDES and E&S permits are obtained.

**Construction compliance** – Each developer is required to hold a pre-construction meeting with the Township Staff, contractors and LCCD. Based on the MOU discussed in MCM#4, the BMP requirements are enforced through a joint effort between the Township Staff, Township Engineer and LCCD. All permitted construction activities within the Township are subject to spot inspections by any of the three agencies. Any violations of the permit are then immediately sent to the owners in writing for corrective action. If corrective measures are not done in a timely manner, the violations are sent to LCCD personnel who have the authority to enforce corrective actions. Once construction is complete, the Township requires each developer or contractor to submit an as-built plan of all BMPs to ensure they are built in accordance with the design.

**Maintenance** – Each developer is required to enter into a maintenance agreement with the Township for future maintenance of the BMPs.

**BMP lists** – The Township has records for all NPDES permitted BMPs installed since the protocol was adopted. The NPDES permitted BMPs are listed on individual land development plans. The Township created a database of all NPDES permitted BMPs in the Township and is working to develop a GIS-based system to track the operation and maintenance of the BMPs. A copy of the BMP map was submitted in 2011.

Is this BMP appropriate to meet your identified measurable goal?  Yes  No. If No, please provide additional information on other BMP(s) that would meet the goal.

**MCM#6 - POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS —  
MINIMUM CONTROL MEASURE**

**18A. MS4s USING DEP *PROTOCOL* for this MCM**

**BMP: Implement an operation, maintenance, inspection and repair program for all municipally owned storm water facilities.** (Describe how your program was implemented during the past permit year. Include your written Operation & Maintenance (O&M) plan, if not previously submitted.)

Measurable goal for this BMP was met.  Measurable goal for this BMP was not met.

Describe how goal was met; or if not met, give an explanation and proposed corrective actions:

The Township has an operation and maintenance plan that includes an inspection and repair program for all municipally-owned stormwater facilities. The stormwater facilities program includes criteria for both corrective and preventative maintenance of all stormwater facilities. The inspections and maintenance include:

- Removing fallen trees and branches from open channels and swales to keep flow moving
- Maintaining ground cover and rip rap along open channels
- Repairing/replacing damaged culverts, inlets and head/endwalls as needed.
- Cleaning culverts, inlets, manholes, headwalls & end walls to ensure adequate flow and capacity and remove sediment build-up.
- Repairing erosion and clearing debris in channels, swales and detention facilities.
- Maintaining good ground cover in detention facilities and swales.
- Investigating and repairing any depressed areas or sinkholes.
- Maintaining vegetative growth at underground and at-grade infiltration facilities and bio-retention swales.

The Township owns a high-efficiency street sweeper and has adopted a street-sweeping program.

Is this BMP appropriate to meet your identified measurable goal?  Yes  No. If No, please provide additional information on other BMP(s) that would meet the goal.

**18B. BMP: Implement a pollution prevention/operation and maintenance program for all municipal vehicle/equipment operation, maintenance, fueling, and washing activities.** (Describe how your program was implemented during the past permit year. Include your written pollution prevention/O&M plan, if not previously submitted.)

Measurable goal for this BMP was met.  Measurable goal for this BMP was not met.

Describe how goal was met; or if not met, give an explanation and proposed corrective actions:

The Township has adopted and follows a Vehicle Maintenance, Fueling and Washing Program. The program is ongoing and has been in place since 2004. Some highlights of the program are as follows.

Vehicle Maintenance – Vehicle maintenance is performed by staff and outside service centers. Maintenance performed by staff is done at the Township's Public Works garage. The Public Works garage is equipped with a grease and oil trap drainage system which prevents oil and sludge from entering the sewer system when maintaining municipal vehicles.

Maintenance activities include, but are not limited to, minor vehicle repairs, washing vehicles, changing oil, etc. Batteries and tires are recycled. A used oil tank is maintained for proper disposal of used oil. Proper records are kept of where all recyclable material has been taken.

Vehicle Fueling – The Township maintains a vehicle fueling system where diesel fuel and unleaded gas are dispensed. All tanks are permitted by DEP and have leak detection and overfill prevention equipment, including an alarm and spill containment at the filler tubes. Dry absorbent and spill containment material is kept onsite at all times.

Vehicle Washing – The Township maintains a wash bay at its Public Works garage. Vehicles washed at this location include larger trucks and equipment. The wash bay includes a sediment and grease trap that is inspected and cleaned by an outside source. Proper maintenance records for the wash bay are kept on-site. Police cars are taken to a commercial car wash to be washed.

Is this BMP appropriate to meet your identified measurable goal?  Yes  No. If No, please provide additional information on other BMP(s) that would meet the goal.

18C. **BMP: Conduct BMP 18A and 18B training for appropriate municipal employees.** (Who was trained? When was the training conducted? What was the subject matter?)

Measurable goal for this BMP was met.  Measurable goal for this BMP was not met.

Describe how goal was met; or if not met, give an explanation and proposed corrective actions:

The Township Public Works Director is aware of and follows the pollution prevention program. Monthly meetings are held to review operations to ensure compliance with the program. Once a year, all public works employees hold a meeting to review the entire program. This meeting was last held on July 15, 2013. 19 staff members from the Public Works department and the Township's golf course maintenance department met to review implementation of the current O&M Program and changes to the program for the next year.

Additionally, two Township employees are certified Pesticide Applicators and attended continuing education events last year..

Is this BMP appropriate to meet your identified measurable goal?  Yes  No. If No, please provide additional information on other BMP(s) that would meet the goal.

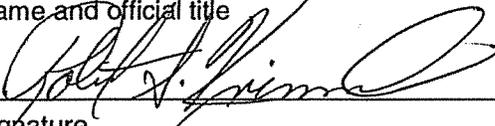
### SECTION III – CERTIFICATION

#### CERTIFICATION STATEMENT

I certify under penalty of law that 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 knowing violations.

Robert S. Kimmel, Township Manager

Name and official title

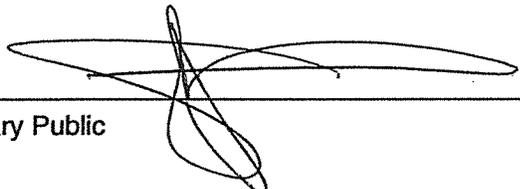


Signature

June 4, 2014

Date

Sworn and subscribed to before me, this 4<sup>th</sup> day of June, 2014



Notary Public

My commission expires Aug 15 2017

COMMONWEALTH OF PENNSYLVANIA  
Notarial Seal  
Cindy A Schweitzer, Notary Public  
East Hempfield Twp., Lancaster County  
My Commission Expires Aug. 15, 2017

(Notary Public Seal and Stamp)

COPY

2013/2014 MEMORANDUM OF UNDERSTANDING  
Between the  
Lancaster County Conservation District  
and the  
EAST HEMPFIELD TOWNSHIP, Lancaster County, PA

STATEMENT OF PURPOSE

This Memorandum has been prepared jointly and agreed upon by each party for the following purposes:

To serve as a joint commitment by the signatory parties to control accelerated erosion and to minimize sediment pollution to the waters of the Commonwealth which may result from the conduct of earthmoving activities in EAST HEMPFIELD TOWNSHIP.

To serve as a basis for stating the role of each party in administering the provisions of EAST HEMPFIELD TOWNSHIP's Erosion and Sediment Control Ordinance or Ordinance which contains Erosion and Sediment Control Provisions:

Ordinance Name East Hempfield Township Stormwater Management Ord. and Ordinance # 08-10.

I. In carrying out the intent of this memorandum, the Lancaster County Conservation District (District) shall:

- A. Receive all erosion and sediment control plans (E&S Plan) as required under Ordinance # 08-10 and complete an initial review of the E&S Plan within time frames established under the District's delegation agreement with DEP. Subsequent review time frames are also established by the delegation agreement.
- B. Within ten (10) working days of completion of review, notify the consultant, the applicant, and the municipality of all E&S Plan approvals, deficiencies, and all determinations that an E&S Plan cannot be approved upon completion of the third review because of inadequate information and/or a failure of the applicant to develop an E&S Plan in compliance with the provisions of the ordinance and in compliance with Chapter 102.
- C. Upon request, provide all applicants with a Department of Environmental Protection (DEP) Erosion and Sediment Pollution Control Program Manual and related forms, worksheets, checklists, etc. necessary to successfully prepare an E&S Plan.
- D. In accordance with a routine inspection schedule contained in the delegation agreement, and/or upon the request of the municipality, and /or upon the receipt of request from a third party, inspect ongoing earth disturbance projects and complete a standard DEP site inspection report. In conjunction with this responsibility, the District shall, to the limit of the District's resources,:
  1. Advise the municipality of all third party complaints within 10 calendar days of their receipt.

2. Provide a copy of all inspection reports to the responsible party(s) and municipality within 10 calendar days of the inspection.
- E. Serve as the repository for all E&S Plans, complaints, inspection reports, correspondence, etc. that involve earth disturbance activities. All such information shall be contained in a filing system which shall be available for inspection by the municipal officials for a time frame that is consistent with the DEP Records Retention Policy.
  - F. As part of and as stated in a Delegation Agreement with the DEP, the District shall administer and implement the Commonwealth's Erosion, Sediment, and Stormwater Control Program and through the Delegation with DEP and this MOU shall assist (name of municipality) in maintaining compliance with the Minimum Control Measure (MCM) #4 of EAST HEMPFIELD TOWNSHIP's NPDES Municipal Separate Stormsewer System (MS4) permit.
  - G. Conduct inspections in response to complaints regarding agricultural earth disturbance activities, including agricultural plowing and tilling or animal heavy use areas. Copies of the inspection report will be supplied to the municipality within ten (10) days of completion.
  - H. Upon receiving a request from the municipal officials, and after appropriate municipal representatives have received the required training, the District will provide technical assistance and financial support, to the limit of its allocation approved by the State Conservation Commission, for projects qualifying for the Dirt and Gravel Roads Program. The District will provide the municipality with this service by way of an agreement with the municipality.
  - I. As part of a Delegation Agreement with DEP, the District will annually monitor for compliance with the conservation plan 10% of the land in Lancaster County that has been identified as "active" and is permitted by DEP to receive land application of Bio-Solids. The District will respond to Bio-Solid complaints. The District will respond to complaints regarding Bio-Solids.
  - J. As part of a Delegation Agreement with the State Conservation Commission, the District will review all nutrient management plans submitted under Act 38 (PA Nutrient Management Act), approve those plans that meet Act 38 standards and monitor implementation of these plans. In addition, the District will provide information on federal nutrient management initiatives or confined animal feeding operation (CAFO) regulations. The District will upon request evaluate and determine if an individual operation is subject to Act 38.
  - K. Upon written request by a landowner or operator, the District will provide conservation planning technical assistance to farm owners and or operators, to the limit of the District's resources. Within the limits of our allocations, the District will provide cost share assistance to eligible landowners or operators.

L. As part of a Delegation Agreement with the DEP to administer certain provisions of the Dam Safety and Encroachments Act and the Chapter 105 (Dam Safety and Waterway Management) rules and regulations promulgated thereunder, the District will:

- a. Provide information and written materials to the general public and industry.
- b. Educate the public and industry concerning permits and other requirements of the Act.
- c. Issue General Permits for qualified activities.

M. As part of a Delegation Agreement with the DEP and at the request of the County Commissioners, the District's Watershed Specialist will assist municipal officials and citizen groups to form watershed associations for the purpose of addressing local water resource issues on a watershed basis. The Watershed Specialist will also be available to assist municipal planners that wish to incorporate a watershed focus into zoning and land planning.

N. The District will, in a timely manner, provide municipalities with current information relating to changes in regulations, program requirements, or permits for those program areas that are discussed in this Memorandum of Understanding.

**II. In carrying out the intent of this Memorandum, EAST HEMPFIELD TOWNSHIP shall:**

- A. Notify the District within 5 days of receipt of an application for a permit involving earth disturbance activities consisting of 1 acre or more, pursuant to Chapter 102.42.
- B. Pursuant to Chapter 102.43, EAST HEMPFIELD TOWNSHIP shall not issue building or other permit or approval to those proposing or conducting earth disturbance activities requiring a Department permit until the Department or District has issued the E&S or individual NPDES Permit or approved coverage under a general NPDES Permit for Stormwater Discharges Associated with Construction Activities under Chapter 102.5.
- C. Shall provide instructions to have the E&S Plans submitted to the District and forward all questions pertaining to the preparation of E&S Plans and Applications and tracking forms to the District.
- D. Forward all third party complaints about ongoing earth disturbance projects to the District for their inspection.
- E. Upon notification by the District, withhold any building, grading, or other permits that apply as specified in the ordinance or Chapter 102.43, when and where it has been determined that an applicant has failed to secure E&S Plan approval from the District.
- F. Contact the District seeking services of the Ombudsman to assist with ordinance review and/or potential conflict resolution resulting from the interface of production agriculture and urban constituents.

- G. Disseminate natural resource conservation information and written materials to the general public
- H. Seek assistance from the District when natural resource protection concerns arise in your municipality.
- I. Encourage and support appropriate local watershed activities and will invite the District's Watershed Specialist to participate with watershed-related projects and planning activities.
- J. Inform permit applicants of new or updated permit requirements or program information as the District provides such information.
- K. Consult with the District before referring to or assigning responsibilities to the District.
- L. Chapter 102.4 requires all farming operations that disturb over 5,000 sq ft to have a Conservation Plan or Ag E&S plan. This also includes no-till as an earth disturbing practice. Along with the conservation plans, 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. The District highly recommends that EAST HEMPFIELD TOWNSHIP require development of these plans before building permits for agricultural operations are approved.
- M. Rely upon the Commonwealth's Erosion, Sediment, and Stormwater Control program through this MOU to comply with MCM #4 of EAST HEMPFIELD TOWNSHIP's NPDES MS4 program.

III. This Memorandum of Understanding shall become effective immediately. It shall be reviewed annually, as the need arises by either or both parties, and may be amended by mutual consent of both parties. This MOU may be terminated at any time, by either party, following a 60 day written notice to the other party.

FOR EAST HEMPFIELD TOWNSHIP

Brett R. Miller  
 (NAME) Brett R Miller

Chairman  
 (TITLE)

4 - 3 - 2013  
 (DATE)

FOR LANCASTER COUNTY CONSERVATION DISTRICT

Frank A. Burschert  
 (CHAIRMAN)

March 13, 2013  
 (DATE)



## MCM 1: EHT Public Education and Outreach Program (PEOP)

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East Hempfield Township has developed a Public Education and Outreach Program with the following objectives in mind:

Meet the requirements of the Small Municipal Separate Storm Sewer Systems (MS4s) General Permit (PAG-13), Minimum Control Measure (MCM) 1: Public Education and Outreach.

Communicate appropriate information to target audiences in the Township to help members of our community learn about water pollution prevention and the MS4 program.

Help the public become aware of actions that individuals and businesses in our community can take to protect and improve water quality in our area.

The PAG-13 Stormwater Management Program contains specific Best Management Practices (BMPs) that are required by DEP and the EPA to implement the Minimum Control Measures. Each BMP has a Measurable Goal which the Township is required to achieve. The following activities will help East Hempfield Township meet its Measurable Goals for MCM 1.

### Stormwater Public Education and Outreach Activities

These activities will meet the Measurable Goals described under the BMPs (Best Management Practices) for MCM 1.

- 1.1 Annually: The Township's written Public Education & Outreach Program (PEOP) must be reviewed and revised at least annually. The PEOP must 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. This document represents the written Public Education and Outreach Program.

Action Item: Review and revise the PEOP annually to identify deficiencies and establish goals for the next year. Document annual review using form in Appendix 1.1.

*Meets requirements for MCM 1, BMP 1*

- 1.2 Annually: maintain and verify a mailing list of target audience groups within the Township.

The list is divided into 5 groups:

- Homeowners
- Business owners
- Developers
- Schools
- Municipal employees



Action item: Review and update the target audience list once a year. Document the review using the form in MCM 1, Appendix 1.2. Attach a copy of the list, if possible, or note the location of electronic files.

*Meets requirements for MCM 1, BMP 2*

- 1.3. Annually: maintain stormwater and MS4 information on the Township website.

The website should include:

- general stormwater educational information
- a description of the East Hempfield Stormwater Management Program
- information about illicit discharge detection and elimination and links to report illicit discharges (*MCM 3, BMP 6*)
- links to DEP's and EPA's stormwater websites
- MS4 Annual Report (*MCM 2, BMP1*)

Action Item: Review and revise the website once a year. Check educational resources from DEP, EPA and other sources to ensure that information on the website is accurate and up-to-date. Add new information as necessary, including most recent Annual Report. Check to make sure that all links work. Update phone numbers and addresses as necessary. Document the review using the form in MCM 1, Appendix 1.3.

*Meets requirements for MCM 1, BMP 3, part of MCM 2, BMP 3 and part of MCM 3, BMP 6*

- 1.4. Annually: Publish MS4 and stormwater-related information in the Township Newsletter or via another publication (such as homeowner or business owner brochures). Include updates about current water-pollution prevention activities in the Township. **Note: this is only required if information is not available on the Township website.**

Action Item: Document the newsletter publication using the form in MCM 1, Appendix 1.4. Include a copy of the MS4/stormwater portion of the newsletter or other publication.

*Meets requirements for MCM 1, BMP 3*

- 1.5. Continually: MCM 1, BMP 4 requires that the Township distribute stormwater educational materials using at least two methods. Distribution options include posters, brochures, fact sheets, advertisements, radio, local cable TV, newspaper articles, bill stuffers, presentation, conferences, meetings, giveaways or storm drain stenciling.

Use the following methods to distribute stormwater educational materials.

- 1.5.1 Continually: Display a stormwater-related poster entitled "When You're Fertilizing the Lawn" in public areas of the Township Building.

Action Item: Once a year, check to make sure the poster is displayed. Sign and date the form in MCM 1, Appendix 1.5.1 to verify the display. Include a copy of the poster.

*Meets requirements for MCM 1, BMP 3*

- 1.5.2 Continually: Display and distribute stormwater-related brochures to the public at the Township Building.



Action Item: Once a year, check to make sure the brochures listed below are displayed and available for the public to take. Use the form in Appendix 1.5.2 to verify the display. Include a copy of the brochure (or a photocopy of the first page).

The Homeowner's Guide to Stormwater  
Backyard Conservation

*Meets requirements for MCM 1, BMP 3*

- 1.5.3 Annually: Distribute stormwater-related information to the public at the Annual Amos Herr Park Country Fair.

Action Item: Set up an outreach display at the Amos Herr Park Country Fair Day (September 21, 2014). Distribute the following brochures. Use the form in Appendix 1.5.3 to verify the display. Include a copy of the brochure (or a photocopy of the first page).

The Homeowner's Guide to Stormwater  
Backyard Conservation  
The Chesapeake Bay in Lancaster County

*Meets requirements for MCM 1, BMP 3 and MCM 2, BMP 3.*

- 1.5.4 Continually: Distribute water pollution fact sheet entitled "What the Construction Industry Should Know" to zoning, building and stormwater permit applicants. Encourage developers to attend pre-application meetings with Township personnel. Make developers aware of the MS4 program and encourage them to use Low Impact Development practices with their projects.

Action Item: Once a year, check to make sure that the "What the Construction Industry Should Know" fact sheet is being distributed to permit applicants. Use the form in Appendix 1.5.4 to verify the distribution. Include a copy of the fact sheet.

*Meets requirements for MCM 1, BMP 4, part of MCM 3, BMP 6, and part of MCM 5, BMP 5*



# MCM 1: EHT Public Education and Outreach Program (PEOP)

## Appendix 1.1: Annual PEOP Review (*Page 1*)

Reviewed: \_\_\_\_\_  
*date*

Responsible Person: \_\_\_\_\_  
*name*

Review the PEOP at least once a year. Describe your review of the program below. Attach additional pages if more space is required.

1. Describe any changes made to the PEOP in the past year.

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2. Describe deficiencies identified during your review of the PEOP.

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# MCM 1: EHT Public Education and Outreach Program (PEOP)

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## Appendix 1.1: Annual PEOP Review (*Page 2*)

3. Describe actions taken or planned to address deficiencies.

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4. Describe goals or plans for the PEOP in the next year.

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# MCM 1: EHT Public Education and Outreach Program (PEOP)

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## Appendix 1.2: Target Audience Lists

Reviewed: \_\_\_\_\_  
*date*

Responsible Person: \_\_\_\_\_  
*name*

Update mailing lists for each of the target audiences below. Check each list to show that it was verified. If possible, attach a copy of each target audience list. Otherwise, indicate location (database, file, etc.) where contact information can be found.

Homeowners

Business Owners

Developers

Schools (attached)

Municipal Employees



# MCM 1: EHT Public Education and Outreach Program (PEOP)

## Appendix 1.3: Stormwater Section of Township Website

Reviewed: \_\_\_\_\_  
*date*

Responsible Person: \_\_\_\_\_  
*name*

Action Item: Review and revise the website once a year. Check educational resources from DEP, EPA and other sources to ensure that information on the website is accurate and up-to-date. Add new information as necessary, including most recent Annual Report. Check to make sure that all links work. Update phone numbers and addresses as necessary.

Verify that all the items on the list below are available on the Township website using the checkboxes. Update anything that is missing or incorrect.

### General Stormwater Educational Information

Description of the East Hempfield Stormwater Management Program

Information about illicit discharge detection and elimination

Link to report illicit discharges

Links to DEP's and EPA's stormwater websites

Latest copy of MS4 Annual Report

Describe any changes made to the website or any deficiencies noted:



# MCM 1: EHT Public Education and Outreach Program (PEOP)

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## Appendix 1.4: Township Newsletter

Reviewed: \_\_\_\_\_  
*date*

Responsible Person: \_\_\_\_\_  
*name*

Indicate the date that stormwater information was published in the Township Newsletter in the space above. Make sure that copies are sent to members of the target audience lists. Attach a copy of the newsletter.

Publication Date: \_\_\_\_\_

Topics Covered: \_\_\_\_\_



# MCM 1: EHT Public Education and Outreach Program (PEOP)

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## Appendix 1.5.1: Stormwater Poster Display Verification

Verify that the poster entitled "When You're Fertilizing the Lawn" is displayed in a public area of the Township office. Sign and date to show that the display was checked.

Reviewed: \_\_\_\_\_  
*date*

Responsible Person: \_\_\_\_\_  
*name*

Title: \_\_\_\_\_  
\_\_\_\_\_

Target Audiences: Homeowners, Business Owners, Developers

*One or more of these groups: Homeowners, Business Owners, Developers, Schools, Municipal Employees*



# MCM 1: EHT Public Education and Outreach Program (PEOP)

## Appendix 1.5.2: Stormwater Brochure Display Verification

Verify that the information below is correct. Add any new titles to the list. Attach a copy of each brochure (or the front page of the brochure). Update the target audiences as necessary. Sign and date to show that the display was checked.

Reviewed: \_\_\_\_\_  
*date*

Responsible Person: \_\_\_\_\_  
*name*

Titles: The Homeowner's Guide to Stormwater  
Backyard Conservation  
\_\_\_\_\_  
\_\_\_\_\_

Target Audiences: Homeowners, Business Owners  
\_\_\_\_\_  
*One or more of these groups: Homeowners, Business Owners, Developers, Schools, Municipal Employees*



# MCM 1: EHT Public Education and Outreach Program (PEOP)

## Appendix 1.5.3: Annual Amos Herr Park Country Fair Outreach Verification

Verify that the following brochures were distributed at the Amos Herr Park Country Fair. Add any new titles to the list. Attach a copy of each brochure (or the front page of the brochure). Update the target audiences as necessary. Sign and date to show that the information was distributed.

Reviewed: \_\_\_\_\_  
*date*

Responsible Person: \_\_\_\_\_  
*name*

Titles: The Homeowner's Guide to Stormwater  
Backyard Conservation  
The Chesapeake Bay In Lancaster County

Target Audiences: Homeowners, Business Owners  
*One or more of these groups: Homeowners, Business Owners, Developers, Schools, Municipal Employees*



# MCM 1: EHT Public Education and Outreach Program (PEOP)

## Appendix 1.5.4: Verification of Fact Sheet Distribution to Developers

Check to make sure that the "What the Construction Industry Should Know" fact sheet is being distributed to permit applicants. Attach a copy of the fact sheet (or a photocopy of the first page). Sign and date to show that the distribution was checked.

Reviewed: \_\_\_\_\_  
*date*

Responsible Person: \_\_\_\_\_  
*name*

Titles: "What the Construction Industry Should Know"  
\_\_\_\_\_  
\_\_\_\_\_

Target Audiences: Developers

*One or more of these groups: Homeowners, Business Owners, Developers, Schools, Municipal Employees*



## MCM 2: EHT Public Involvement/Participation Program (PIPP)

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East Hempfield Township has developed a Public Involvement and Participation Program (PIPP) with the following objectives in mind:

Meet the requirements of the Small Municipal Separate Storm Sewer Systems (MS4s) General Permit (PAG-13), Minimum Control Measure (MCM) 2: Public Involvement / Participation.

Provide opportunities for the public to participate in the Township's decision-making processes regarding development and implementation of MS4 and stormwater-related ordinances and programs.

Establish methods of routine communication with community conservation and environmental groups.

Communicate the Township's efforts at meeting the PAG-13 requirements by making annual reports available to the public.

The PAG-13 Stormwater Management Program contains specific Best Management Practices (BMPs) that are required by DEP and the EPA to implement the Minimum Control Measures. Each BMP has a Measurable Goal which the Township is required to achieve. The following activities will help East Hempfield Township meet its Measurable Goals for MCM 2.

### Stormwater Public Involvement and Participation Activities

These activities will meet the Measurable Goals described under the BMPs (Best Management Practices) for MCM 2.

- 2.1 Annually: The Township's written Public Involvement and Participation Program (PIPP) must be reviewed and revised at least annually. The PIPP provides methods of encouraging the public's involvement and of soliciting the public's input for the Township's Stormwater Management Program.

Action Item: Revise and update the PIPP annually to identify deficiencies and establish goals for the next year. Document annual review using form in MCM 2, Appendix 2.1.

*Meets Requirements for MCM 2, BMP 1*

- 2.2 Annually: Maintain and verify a contact list for local groups such as watershed associations, environmental advisory committees, and other environmental organizations. Include name of main contact person, phone, email, mailing address, and normal method of communication (ie, phone, email, social media, etc).

Action Item: Review and update contact list once a year. Document the review using the form in MCM 2, Appendix 2.2. Attach a copy of the contact list, if possible, or note the location of electronic files.

*Meets Requirements for MCM 2, BMP 1b*

- 2.3 Annually: Publish the MS4 Annual Report on the Township Website.

Action Item: Document publication of the Annual Report on the form in MCM 1, Appendix 2.3.

*Meets Requirements for MCM 2, BMP 1c*

- 2.4 Annually: Hold a public meeting to report progress on implementation of the Stormwater Management Program (SWMP), solicit input and participation from the public, discuss the PIPP and SWMP, and determine what changes, if any, should be made to the PIPP or to the SWMP.

The agenda for the annual meeting should include these topics:

- Summary of progress, activities, and accomplishments related to implementation of the Stormwater Management Program (SWMP)
- Goals for the SWMP in the next year
- Request for public reporting of suspected illicit discharges
- Opportunity for feedback and input from the public concerning the SWMP.
- Possible revisions to the SWMP.

Action Item: Advertise the annual meeting to appropriate target audience groups (see MCM 1). Document all advertisements using MCM 2, Appendix 2.4.1. Document the meeting using the form in MCM 2, Appendix 2.4.2.

*Meets Requirements for MCM 2, BMP 3*

- 2.5 Continually: Invite the public to be present and participate in meetings where MS4-related topics will be discussed, especially prior to adoption of any proposed MS4 Stormwater Management Ordinance. Advertise meetings to appropriate target audience groups.

Action Item: Document all advertisements using the form in MCM 2, Appendix 2.5.1. Document the meetings using the form in MCM 2, Appendix 2.5.2.

*Meets Requirements for MCM 2, BMP 1, 2, 3*

- 2.6 Continually: Invite target audiences (see MCM 1.2) to participate in Township stormwater management activities, including meetings, educational activities, and organized implementation efforts such as cleanups, monitoring, storm drain stenciling, etc. Assist the public in their stormwater and water pollution efforts.

Action Item: Document Township-sponsored stormwater events using the form in MCM 2, Appendix 2.6.

*Meets Requirements for MCM 2, BMP 1, 2, 3*

- 2.7 Continually: Document attendance or presentations by Township officials and staff at local watershed and conservation meetings and events. (MCM 2, BMP 3)

Action Item: Document Township participation in other stormwater events using the form in MCM 2, Appendix 2.7.

*Meets Requirements for MCM 2, BMP 3*



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## MCM 2: EHT Public Involvement/Participation Program (PIPP)

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### Appendix 2.1: Annual PIPP Review (*Page 1*)

Reviewed: \_\_\_\_\_  
*date*

Responsible Person: \_\_\_\_\_  
*name*

Review the Public Involvement/Participation Program (PIPP) at least once a year. Describe your review of the program below. Attach additional pages if more space is required.

1. Describe any changes made to the PIPP in the past year.

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2. Describe deficiencies identified during your review of the PIPP.

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## MCM 2: EHT Public Involvement/Participation Program (PIPP)

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### Appendix 2.1: Annual PIPP Review (*Page 2*)

3. Describe actions taken or planned to address deficiencies.

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4. Describe goals or plans for the PIPP in the next year.

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## MCM 2: EHT Public Involvement/Participation Program (PIPP)

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### MCM 2, Appendix 2.2: Contact List for Local Environmental Groups

Reviewed:

\_\_\_\_\_

*date*

Responsible Person:

\_\_\_\_\_

*name*

Maintain list of local watershed, environmental and conservation groups. List should include the following information:

- Main Contact Person
- Phone Number
- Email
- Address
- Best method of communication (email, website, mail, etc.)

Attach copy of list.



## MCM 2: EHT Public Involvement/Participation Program (PIPP)

### Appendix 2.3: Stormwater Section of Township Website (Duplicate of MCM 1, 1.3)

Reviewed:

\_\_\_\_\_

*date*

Responsible Person:

\_\_\_\_\_

*name*

Action Item: Review and revise the website once a year. Check educational resources from DEP, EPA and other sources to ensure that information on the website is accurate and up-to-date. Add new information as necessary, including most recent Annual Report. Check to make sure that all links work. Update phone numbers and addresses as necessary.

Verify that all the items on the list below are available on the Township website using the checkboxes. Update anything that is missing or incorrect.

General Stormwater Educational Information

Description of the East Hempfield Stormwater Management Program

Information about illicit discharge detection and elimination

Link to report illicit discharges

Links to DEP's and EPA's stormwater websites

Latest copy of MS4 Annual Report

Describe any changes made to the website or any deficiencies noted:



# MCM 2: EHT Public Involvement/Participation Program (PIPP)

## MCM 2, Appendix 2.4.1: Annual Public Meeting Advertisement/Notice

Date(s) of Advertisement/Notice: \_\_\_\_\_  
*Date*

Responsible Person: \_\_\_\_\_  
*Name*

Date of Meeting: \_\_\_\_\_  
*Date*

Description of Advertisement/Notice (or attach a copy):

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# MCM 2: EHT Public Involvement/Participation Program (PIPP)

## MCM 2, Appendix 2.4.2: Annual Public Meeting Documentation

Date of Meeting: \_\_\_\_\_  
*date*

Responsible Person: \_\_\_\_\_  
*name*

- Attach an agenda for the meeting.
- Attach minutes of the meeting.
- Attach attendance list for meeting.
- Attach summary of response by EHT to any public feedback concerning stormwater matters.
- If an ordinance was adopted, provide the following information.

Ordinance No.	Date of Public Notice	Date of Public Hearing	Date Enacted



## MCM 2: EHT Public Involvement/Participation Program (PIPP)

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### MCM 2, Appendix 2.5.1: Public Meeting Advertisement/Notice

Date(s) of Advertisement/Notice: \_\_\_\_\_  
*Date*

Responsible Person: \_\_\_\_\_  
*Name*

Date of Meeting: \_\_\_\_\_  
*Date*

Use for meetings other than the required Annual Public Meeting.

Description of Advertisement/Notice (or attach a copy):

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# MCM 2: EHT Public Involvement/Participation Program (PIPP)

## MCM 2, Appendix 2.5.2: Public Meeting Documentation

Date of Meeting: \_\_\_\_\_  
*date*

Responsible Person: \_\_\_\_\_  
*name*

- Use for additional meetings (other than the required Annual Public Meeting)
- Attach an agenda for the meeting.
- Attach minutes of the meeting.
- Attach attendance list for meeting.
- Attach summary of response by EHT to any public feedback concerning stormwater matters.
- If an ordinance was adopted, provide the following information.

Ordinance No.	Date of Public Notice	Date of Public Hearing	Date Enacted



## MCM 2: EHT Public Involvement/Participation Program (PIPP)

### MCM 2, Appendix 2.6: Stormwater / Water Pollution Events

Document all instances of cooperation and participation by the public in Township MS4 activities. Also document all instances of participation by Township staff and officials in local MS4-related meetings and events. If necessary, copy this page to include additional events. Include programs, agendas, and attendance lists as appropriate to document the event.

Date	Event	Names & Number of Attendees (for large groups, attach separate sheet with names)	Description

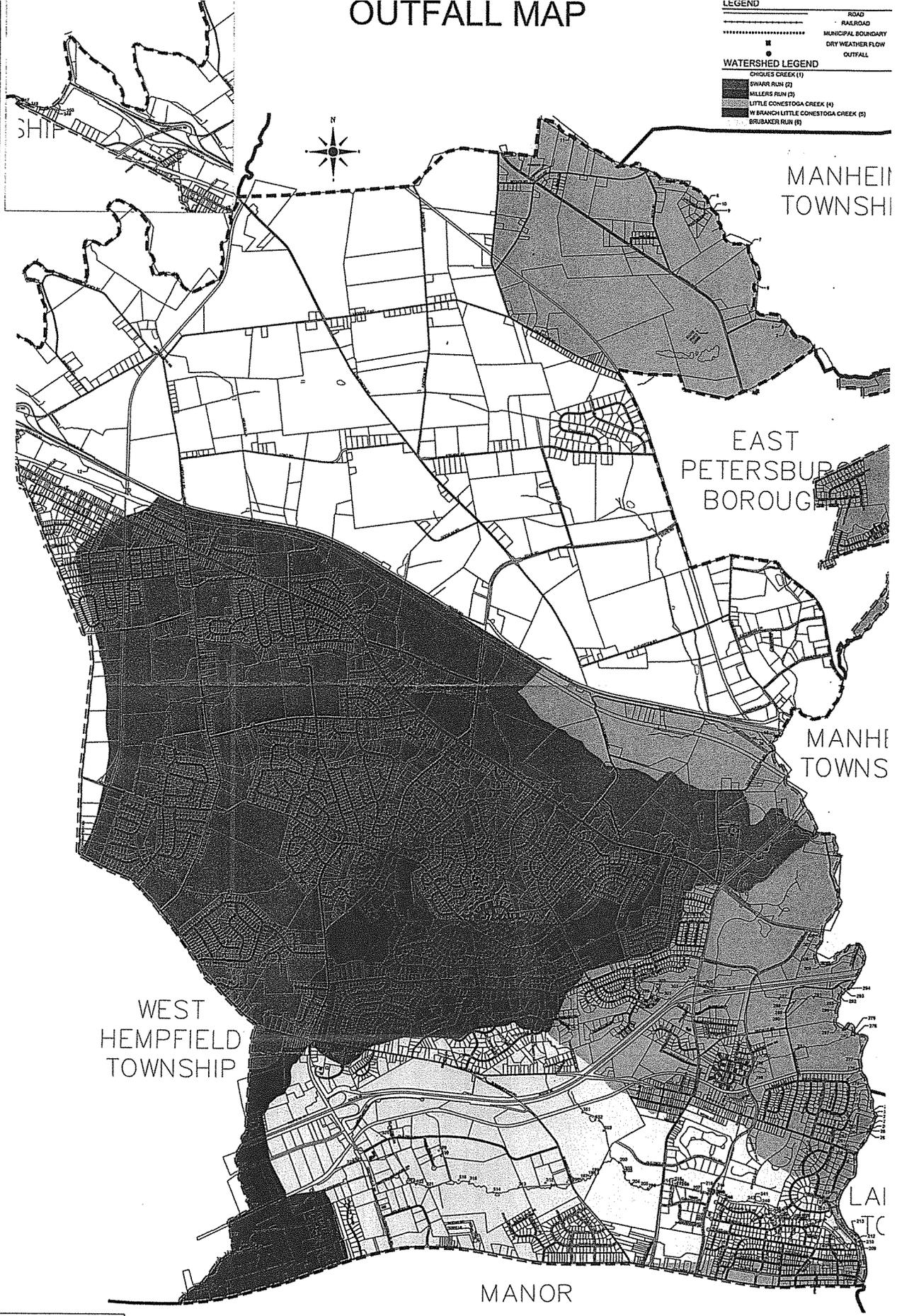
# OUTFALL MAP

**LEGEND**

- ROAD
- RAILROAD
- MUNICIPAL BOUNDARY
- DRY WEATHER FLOW
- OUTFALL

**WATERSHED LEGEND**

- CHICKS CREEK (1)
- SWARR RUN (2)
- HALLERS RUN (3)
- LITTLE CONESTOGA CREEK (4)
- W BRANCH LITTLE CONESTOGA CREEK (5)
- BRUBAKER RUN (6)



**RAV**  
 RAV ASSOCIATES INC.  
 ENGINEERS - CONSULTANTS  
 14 Main Street, Langhorne, PA  
 17528 (717) 858-4100

OUTFALL MAP			
FIG. NO.	SCALE	DATE	SHEET
EH-288	NONE	1/22/2014	1 OF 1