



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

For the Reporting Period: March 10, 2015 to March 9, 2016

- Annual Report Progress Report
 New Permittee Renewal Permittee

Due Date: June 8, 2016

GENERAL INFORMATION			
Permittee Name:	East Hempfield Township	NPDES Permit No.:	PA 133632
Mailing Address:	1700 Nissley Road P.O. Box 128	Effective Date:	March 2013 (Permit not yet received)
City, State, Zip:	Landisville, PA 17538	Expiration Date:	March 2018
MS4 Contact Person:	Robert S. Krimmel	Renewal Due Date:	September 11, 2017
Title:	Township Manager	Admin. Extended?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Phone:	717-898-3100	Municipality:	East Hempfield Township
Email:	Robert@easthempfield.org	County:	Lancaster
Co-Permittees (if applicable):			

WATER QUALITY INFORMATION

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

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

Receiving Water Name	Ch. 93 Class.	Impaired?	Cause(s)	TMDL?	WLA?
Little Conestoga Creek	WWF	Yes	Source unknown; Pathogens	No	N/A
Chiques Creek	WWF	No		W/D	No
West Branch Little Conestoga River	CWF	Yes	Crop related agricultural nutrients; Grazing related agricultural nutrients, siltation	No	N/A
Swarr Run	TSF, MF	Yes	Source unknown, Pathogens	No	N/A
Brubaker Run	WWF	Yes	Source Unknown; Pathogens	No	N/A
Millers Run	CWF	Yes	Crop related agricultural nutrients, siltation; Urban Runoff/storm sewers; Source unknown.	No	N/A

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

N/A

GENERAL MINIMUM CONTROL MEASURE (MCM) INFORMATION

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

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

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

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

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

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

1. For new permittees only, attach the written PEOP or a summary thereof to the first report submitted to DEP.
2. If you are not a new permittee, did you complete and submit your written PEOP to DEP? Yes No
If Yes, provide the latest submission date: **An updated copy is attached**
3. Date of last evaluation of or revision to the PEOP: **January 2016**
4. What were the plans and goals for public education and outreach for the reporting period?
 1. **To provide additional illicit discharge information to the public, in the form of a pamphlet or a handout at the next public meeting.**
 2. **To get a higher attendance rate at the annual public meeting through exploring additional ways of advertising the meeting and having another speaker from a local watershed group speak about stream projects in the community.**
5. Did the MS4 achieve its goal(s) for the PEOP during the reporting period? Yes No
Explain the rationale for your answer:
 1. **The Township’s annual newsletter included information about illicit discharges and was distributed to homeowners and business owners in the Township (the newsletter is also posted on the Township’s website). The newsletter defined what an illicit discharge is, listed some common examples (including some pictures), and described how to report a suspected illicit discharge to the Township. At the annual public meeting held March 2nd an EPA brochure about illicit discharges was made available for attendees, called “After the Rain”.**
 2. **The Township advertised the annual public meeting on social media to reach a wider audience. Although there was not a speaker at the meeting, a discussion was held about an upcoming BMP project which will take place at the Municipal Building in cooperation with a division of Penn State.**
6. Identify specific plans and goals for public education and outreach for the upcoming year:
 1. **Ensure that all materials available at the Township building and website are updated with a focus on illicit discharges.**
 2. **Begin refining and adding to the current target audience lists based on pollutant types and priority areas (see PEOP).**

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

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

1. For new permittees only, attach your target audience list(s) to the first report submitted to DEP.
2. If you are not a new permittee, did you complete and submit your target audience list to DEP? Yes No
If Yes, provide the latest submission date:
3. Date of last review or revision to target audience list(s): **February 2015**

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

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

1. For new permittees only, attach your published stormwater educational or informational materials to the first report submitted to DEP.
2. If you are not a new permittee, did you complete and submit your published stormwater educational or informational materials to DEP? Yes No
If Yes, provide the latest submission date: **2014/2015 Annual Report**
3. Do you have a municipal newsletter? Yes No
If Yes, how often was it published during the reporting period and what MS4-related material did it contain?
The newsletter is an annual publication and was published in January 2016. The newsletter has a page dedicated to illicit discharge education, see attached copy.
4. Do you have a municipal website? Yes No (URL: www.easthempfield.org)
If Yes, what MS4-related material does it contain?
Stormwater information on the Township's website can be found under the tab, "Departments, Planning & Zoning, Stormwater Management (MS4)". The website includes:
 - a general overview of the Township's stormwater mangement plan, NPDES and MS4 permit information and links to the last few annual reports
 - "Quick Reference Links on Stormwater Management" including links to various stormwater related websites.
 - "MS4 Links Page" lists additional links to websites such as EPA and DEP.
 - "What Residents Can do" which lists steps to prevent and report illicit discharges
 - "Reporting a Problem" has a link to the illicit discharge reporting form
 - "Reducing Water Runoff" contains a link to an article about reducing pollution to stormwater
 - "Chiques Creek Watershed" includes information and links to the Chiques Creek re-envisioned project.
 - "Little Conestoga Watershed" contains information and a link to the Little Conestoga Watershed alliance's website.
 - "Lancaster Clean Water Consortium" contains information and a link to the Watershed group's website.
5. Describe any other method(s) used during the reporting period to provide information on stormwater to the public:
 1. **The Township has several stormwater publications available in the lobby of the building near the main entrance.**
 2. **The Township provides a copy of a fact sheet called "What the Construction Industry Should Know" to all permit applicants.**
 3. **The Township has a poster on display in the lobby pertaining to stormwater titled, "When You're Fertilizing the Lawn".**
 4. **The annual public meeting had a presentation which discussed the Township's stormwater management plan, the MS4 program and illicit discharge detection and reporting information. Two EPA stormwater publications were avaiable at the March 2nd annual public meeting.**

6. Date of most recent review and/or update to published stormwater educational materials: **January 2016**
7. Identify specific plans for the publication of stormwater materials for the upcoming year:
 1. **One of the goals for the 2016/2017 and 2017/2018 permit years is to refine the current target audience lists based on pollutant type and source. Once this is complete, the Township will gather and/or create specific outreach materials that will be distributed to the appropriate audiences.**
 2. **The Township will continue to publish annual newsletters containing stormwater information.**

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

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

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

The two additional methods that the Township utilizes are:

1. **A brochure display is located in the Township building which includes "The Homeowner's Guide to Stormwater" and "Backyard Conservation, What I can do to Protect Water Quality". In addition, a publication called "What the Construction Industry Should Know" is distributed to every permit applicant.**
2. **The poster "When You're Fertilizing the Lawn" is on display in the lobby of the Township building.**

MCM #2 – PUBLIC INVOLVEMENT/PARTICIPATION

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

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

- a. Opportunities for the public to participate in the decision-making processes associated with the development, implementation, and update of programs and activities related to this General Permit.
- b. Methods of routine communication to groups such as watershed associations, environmental advisory committees, and other environmental organizations that operate within proximity to the permittee's regulated small MS4s or their receiving waters.
- c. Making your periodic reports available to the public on your website, at your municipal offices, or by US Mail upon request.

1. For new permittees only, attach your written PIPP or a summary thereof to the first report submitted to DEP.
2. If you are not a new permittee, did you complete and submit your written PIPP or summary to DEP? Yes No
If Yes, provide the latest submission date: **An updated copy is attached.**

3. Date of last review and/or update to the PIPP: **December 2015**

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

Items a, b and c of the measurable goal were met by the following:

a. The public is invited to all stormwater meetings and/or activities in the Township. This is usually achieved by placing an ad in the local paper, however the Township also posts these events on the calendar posted their website and has recently started posting these events on social media to reach a wider audience. Audience questions and comments are always encouraged at all Township events.

b. The Township maintains a contact list of all local watershed groups, special interest groups and regulatory agencies. The list includes websites, emails, phone numbers and contact names. Currently, the Township is coordinating with the Lancaster Clean Water Consortium on public events in the Township (stream clean up/restoration events) and Penn State Agriculture and Environment Center on a planned BMP installation project. The Township is also a participant in the "Chiques Creek Re-envisioned Project" with the Penn State Agriculture and Environment Center. The project aims to create a partnership with all stakeholders in the watershed (including farms) and the creation of a watershed plan encouraging increased implementation of stormwater BMPs in farming, urban and suburban areas and provide professional training on the design, construction and maintenance of the BMPs.

c. The Township posts all annual reports on their website, and the report can be reviewed at the Township office.

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

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

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

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

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

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

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

1. Date of the public meeting(s): **March 2, 2016**
2. How were meeting(s) advertised to the public? **The meeting was posted on the Township calendar (on the website) and the meeting was posted on the the Township's social media page.**
3. Indicate where the meeting(s) were held and the number of attendees:
The meeting was at the Township building, 1700 Nissley Road, Landisville, and had 6 attendees.
4. What types of MS4-related activities did you solicit public involvement and participation for?
 1. **Illicit Discharges were discussed including how to report them. The public was strongly encouraged to report all suspected illicit discharges to the Township.**
 2. **The upcoming BMP installation project at the Township building. The public is encouraged to assist in the plantings and tour the finished project to learn about raingardens.**
 3. **Stormwater information published by the EPA was available to review and/or take from the meeting. Questions about this and the topics of discussion were welcomed.**
5. What MS4-related activities did the public participate in?
The annual public meeting on March 2, 2016.

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

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

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

1. For new permittees only, attach your written IDD&E program to the first report.
2. If you are not a new permittee, did you complete and submit your written IDD&E program to DEP? Yes No
If Yes, provide the latest submission date: **2014/2015 Annual Report**
3. Date of last review and/or update to IDD&E program: **March 2016**

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

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

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

2. For new permittees only, attach the completed map to the 4th year Annual Report.
3. Date of last update or revision to map(s): **January 22, 2014**
4. Total number of discharge points in your storm sewer system that:
Discharge directly to surface waters (outfalls): **353**
Discharge to storm sewers owned by others: **0**
5. Total number of outfalls that are mapped at this time: **353**

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

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

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

4. If you are not a new permittee, did you complete and submit your map to DEP? Yes No
If Yes, provide the latest submission date: **2014/2015 Annual Report**
5. Date of last update or revision to map: **March 2015**

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

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

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

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

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

Are you on pace to screen all outfalls twice during the permit term? Yes No
2. For renewal permittees, indicate the percent of outfalls screened during the reporting period: **32%**

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

3. For all permittees, indicate the percent of outfalls screened that revealed dry weather flows: **11%**
4. Did any dry weather flows reveal color, turbidity, sheen, odor, floating or submerged solids? Yes No
5. If Yes for #4, attach all sample results to this report with a map identifying the sample location. Explain the corrective action(s) taken in the attachment.

6. Do you use the "Outfall Reconnaissance Inventory / Sample Collection Field Sheet" provided in the permit?
 Yes No
If No, attach a copy of your monitoring form.

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

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

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

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

1. Do you have an ordinance (municipal) or SOP or other mechanism (non-municipal) that prohibits non-stormwater discharges? Yes No
If Yes, indicate the date of the ordinance or SOP: **May 7, 2014 (See attached letter)**
2. For new permittees only, attach an ordinance (or SOP) and letter from an official, engineer or solicitor that prohibits non-stormwater discharges to the first report submitted to DEP.
3. If you are not a new permittee, did you complete and submit your ordinance (or SOP) and letter from an official, engineer or solicitor that prohibits non-stormwater discharges to DEP? Yes No
4. Were there any violations of the ordinance during the reporting period? Yes No
If Yes, describe what enforcement actions were taken for each violation:
See Attached

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

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

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

If Yes, what was distributed? (1) The Township has illicit discharge information on its webpage which includes a phone number and a form to report any suspected illicit discharges.
(2) The annual newsletter included a page dedicated to Illicit Discharge education. The page included a definition, examples and pictures and procedures on reporting suspected illicit discharges.
(3) At the annual public meeting illicit discharges were discussed, including: how to identify them and how to report them. Handouts published by the EPA were also available at the meeting.

2. Is there a well-publicized method for employees, businesses and the public to report stormwater pollution incidents?
 Yes No
3. Do you maintain documentation of all responses, action taken, and the time required to take action? Yes No

MCM #4 – CONSTRUCTION SITE STORM WATER RUNOFF CONTROL

Are you relying on PA's statewide program for stormwater associated with construction activities to satisfy this MCM?
 Yes No **(If No, complete all remaining questions for this MCM; if Yes, skip to MCM #5).**

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

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

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

1. For new permittees only, attach the written stormwater associated with construction activities program to the first report submitted to DEP.
2. If you are not a new permittee, did you complete and submit your written stormwater associated with construction activities program to DEP? Yes No
If Yes, provide the latest submission date:
3. Date of last update or revision to the stormwater associated with construction activities program:

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

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

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

1. For new permittees only, attach an ordinance (or SOP) and letter from an official, engineer or solicitor that addresses stormwater associated with construction activities to the first report submitted to DEP.
2. If you are not a new permittee, did you complete and submit your ordinance (or SOP) and letter from an official, engineer or solicitor that addresses stormwater associated with construction activities to DEP? Yes No
If Yes, provide the latest submission date:

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

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

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

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

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

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

The Township has an MOU with the Lancaster County Conservation District for MCM#4. The District sends the Township a yearly report that lists the activities and actions taken in the Township for that year. A copy of the Township's operating procedures for this MCM, the MOU with the District and the 2015 report are attached.

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

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

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

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

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

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

If Yes, provide the latest submission date:

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

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

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

1. Number of development or redevelopment projects in urbanized area during reporting period:
2. Describe the tracking system in place:
3. Describe the structural and/or non-structural BMPs that were required for these projects:

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

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

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

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

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

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

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

If Yes, indicate the date of the ordinance or SOP: **May 7, 2014 (See attached letter)**

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

2. If you are not a new permittee, has the ordinance (or SOP) been submitted to DEP with a letter from an official, engineer or solicitor that certifies the enactment of an ordinance or SOP for PCSM activities? Yes No
3. Do you have authority to take enforcement action for failure to properly operate and maintain stormwater practices/facilities? Yes No

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

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

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

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

The Township's Stormwater Management Ordinance, adopted May 2014, §260.13 (General Requirements) states:

(3) To the maximum extent practicable, the techniques for low-impact development (LID) practices described in the BMP Manual shall be incorporated. The proposed LID practices shall be noted on the Stormwater management site plan.

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

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

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

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

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

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

If Yes, provide the latest submission date: **See Attached**

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

A representative of the Township conducts field inspections of the BMPs.

4. Date that inspection program was last reviewed or updated: **January 2016**

5. Total number of sites with PCSM BMPs installed as of the date of this report: **67**

6. Total number of sites inspected during this reporting period: **19**

7. Number of sites found to have PCSM BMP deficiencies: **15**
8. Number of enforcement actions taken during this reporting period: **0**

MCM #6 – POLLUTION PREVENTION / GOOD HOUSEKEEPING

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

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

1. Have you identified all facilities and activities owned and operated by the permittee that have the potential to generate stormwater runoff into the MS4? Yes No
2. When was the inventory last reviewed? **December 2015**
3. When was it last updated? **December 2015**
4. How many new facilities and/or activities were added to this inventory during this reporting period? **22, The inventory was expanded and re-arranged by municipal site/location.**

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

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

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

1. For new permittees only, attach the written O&M program to the first Annual Report.
2. If you are not a new permittee, did you complete and submit your written O&M program to DEP? Yes No
If Yes, provide the latest submission date: **An updated copy is attached**
3. Date of last review or update to O&M program: **December 2015**

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

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

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

1. For new permittees only, attach the written training program to the first Annual Report.
2. If you are not a new permittee, did you complete and submit your written training program to DEP? Yes No
If Yes, provide the latest submission date: **See Attached**
3. Date of last review or update to training program: **January 2016**
4. Identify the date(s) of employee training, the names of attendees, the topics covered, and the training presenters:
A training session for all Public Works employees was held on March 27, 2015. A sign in sheet of attendees is attached. The training session covered:
 1. An overview of illicit discharges and common examples.
 2. What discharges are not considered illicit in the Township's SWMO.
 3. How to investigate a suspected illicit discharge including a review of Township inspection forms.
 4. Example illicit discharge situations where the audience participated with the proper response procedures.

A training presentation was also created for all Police Department employees. The presentation is narrated to ensure that all new employees will be able to watch it. A training log for the session is attached. The presentation covered:

1. An overview of illicit discharges and common examples.
2. What discharges are not considered illicit in the Township's SWMO.
3. How to investigate a suspected illicit discharge including a review of a reporting form created for Police Dept. Employees to use.
4. Examples of what should be reported.

BEST MANAGEMENT PRACTICES (BMPs)

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

MCM#1:

The Township recently revised their existing, written PEOP (BMP#1) to better reflect their goals for the remainder of the permit term. The main focus for the PEOP is to refine and add to its target audience lists (BMP#2) by creating new lists based on the prevailing pollutant types within the Township. This will be accomplished by reviewing and, if necessary redefining, priority areas and grouping common land use areas into target audience groups. When the new lists are created the Township will create and distribute specific information to the groups (BMP#3). The Township also maintains various informational materials at the Municipal building including posters, brochures and booklets for the public to take (BMP#4). The Township plans to add to the materials currently available in the upcoming permit years.

MCM#2:

The Township updated its written PIPP (BMP#1) to include additional planned activities for the remainder of the permit term. The major changes include the addition of a planned BMP installation project at the Municipal building with support and cooperation from the Penn State Agriculture and Environment Center, and the development of an "Action Plan" for additional activities for public participation in cooperation with local watershed groups (BMP#3). The Township advertises all public meetings and MS4 events to the public and has recently begun using social media to reach a wider audience (BMP#2). Illicit discharges are discussed at all MS4 public meetings and public involvement (such as reporting suspected discharges) is a focal point of the discussion (BMP#3).

MCM#3:

The Township has a written IDDE manual which is fully implemented (BMP#1). The Manual is reviewed and updated at least annually or as needed. The manual was updated in the 2015/2016 permit year to include an expanded definition of priority areas. The Township will use this to review and refine priority areas. The Township has an outfall map, priority area map and storm sewer system maps which are regularly reviewed and updated (BMP#2 &3). The Township continues to inspect outfalls and collects samples, when necessary for lab analysis and follow up (BMP#4). The Township has a SWMO ordinance in place which defines prohibited discharges and prohibits non-stormwater discharges. A copy of the Ordinance was attached to last year's report (BMP#5). The Township included illicit discharge information in its annual newsletter and annual public meeting. Information is also available on the Township's website (BMP#6).

MCM#4:

This is handled by the Lancaster County Conservation District (LCCD). A copy of the MOU between the Township and LCCD and a copy of the annual report from the LCCD is attached to this annual report.

MCM#5:

The Township checked option MCM#4.B in section E(4)-(5) of the NOI which satisfies BMPs #1-#3.

The Township's stormwater Ordinance, adopted in May of 2014, addresses post construction stormwater runoff from new and redevelopment areas and includes enforcement (BMP #4). A copy of the Ordinance and certification letter from the Township was attached to last year's report. The ordinance also include language pertaining to Low Impact Development (LID) (BMP#5). The Township maintains a table of all project sites with Post Construction Stormwater Management BMPs (PCSM BMPs) which indicates which ones have implemented LID practices (BMP#5).

The Township's PCSM inspection program includes specialized inspection forms for each structural BMP type. Each PCSM BMP has a unique BMP# to track the inspection and any follow up required. The inventory of PCSM BMPs that the Township maintains includes contact information for the BMP Owners, type of BMP and applicable inspection form, maintenance required/inspection report results, and follow up information for tracking the repairs/maintenance activities that have been completed (BMP#6). The Township continues to inspect PCSM BMPs and has created follow up letters to notify the owners of necessary repairs. All repairs are tracked in the BMP spreadsheet.

MCM#6:

The existing inventory of facilities and activities was updated and expanded in the 2015/2016 permit year, a copy is attached (BMP#1). O&M plans were created and implemented for all municipal sites (BMP#2) (see attached copies). The Township plans to expand the O&M plans in the upcoming permit years to include standard operating procedures of existing facilities and add additional facilities. As part of a review of its existing stormwater management plan, the Township created an employee training program with six focus areas. A "fact sheet", outlining major focal points and discussion topics, for each focus area was developed as part of the training program (a copy is attached).

OTHER REQUIRED REPORT ELEMENTS

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

N/A

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

The Township is planning an improvement project at its municipal site, 1700 Nissley Road. The project will proceed this permit term (2016/2017) pending a BMP installation grant from DEP. The project includes the installation of oil & grease traps near the fueling areas, a vegetated swale and two raingarden areas. The raingardens will be installed with cooperation from Penn State University Harrisburg, with Township residents also invited to be part of the process. The raingarden areas will be used as an educational tool for the Township and residents after installation.

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

The Township has a memorandum of understanding with the Lancaster County Conservation District (LCCD) in regards to construction site stormwater runoff control, a copy of the latest agreement is attached. The LCCD provides the Township with an annual summary, a copy of which is also attached.

CERTIFICATION

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

Robert S. Krimmell

Name of Responsible Official

717-898-3100

Telephone No.



Signature

June 1, 2016

Date

Attachments



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

East Hempfield Township has developed a Public Education and Outreach Program for the 5 year permit term effective March 2013 through 2018. The Township created the plan 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 must be reviewed and revised at least annually (and upon receipt of the permit). 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, as outlined. This document represents the 5 year written Public Education and Outreach Program.

Action Item: Review this plan annually to identify deficiencies in reaching the goals for the permit year and edit any changes that have been made to the 5 year plan. Any revisions must be sent to DEP for review. 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 Township will review each list annually and add additional lists as needed. The current list for **Permit Years 2013-2014** and **2014-2015** is divided into the following groups:

- Homeowners
- Business owners
- Schools
- Municipal employees

For **Permit year 2016** the Township will expand the target audience lists by the creation of a special interest target audience group(s) such as girl/boy scouts, student volunteer groups, etc.



to solicit involvement in future township educational events. The list will include all contacts made from the upcoming BMP installation project scheduled for 2016.

Since the Township has created a general and broad list of target audience groups, current efforts will concentrate on breaking the lists down to be more specific. Creating lists for priority areas, and specific pollutants of concern, such as sediment and nutrients, will be a main focus for the remainder of the permit term (Permit years 2016-2018) as follows:

Permit year 2016: Conduct field investigations to confirm existing priority areas and define any additional areas. Identify and note the land uses in these priority areas.

Permit Year 2017: Create the target audience group(s) categorized by land use in the priority areas. From this list create determine specific outreach materials that can be distributed in the area(s).

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 (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.**

Permit Year 2014-2015: The Township distributed an annual newsletter that included general stormwater information and detailed Illicit Discharge information. The newsletter is also available on the Township website.

Permit Year 2015-2016, 2016-2017, and 2017-2018: The Township will continue to cover topics related to stormwater in its upcoming newsletters.



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 each permit year. Distribution options include posters, brochures, fact sheets, advertisements, radio, local cable TV, newspaper articles, bill stuffers, presentation, conferences, meetings, giveaways or storm drain stenciling. The Township's past and planned activities are outlined below:

Permit Year 2013-2014: The Township has made several copies of printed materials available at the Municipal Building. This material includes copies of "When it Rains it Drains", "The Homeowner's Guide to Stormwater" and "Backyard Conservation"

Permit Year 2014-2015: The Township added a poster entitled: "When you're Fertilizing the Lawn" to the display of stormwater information in the Municipal Building.

Permit year 2015-2016: The Township will distribute information regarding illicit discharge detection and reporting to residents in the Township utilizing the "Homeowner" target audience list. Information specific to illicit discharges will be added to the current titles available at the Municipal building or posted on the Township website. The 2016 Township newsletter includes a page dedicated to illicit discharge information.

Permit year 2016-2017: The Township is planning the installation of raingardens on municipal property which will serve as stormwater BMPs and as an educational tool to the public. The public will be invited to assist in the planting of the raingardens. When the project is completed the areas will serve as examples to educate the public on how the raingardens function and how homeowners can utilize similar systems on their property.

Permit Year 2017-2018: The Township plans to distribute stormwater information to local schools such as handouts aimed at the "schools" target audience groups. This outreach will also serve to advertise the annual MS4 meetings in an effort to generate a greater interest and higher attendance.

- 1.5.1 Continually: Display stormwater-related poster(s) in public areas of the Township Building in accordance with this PEOP.

Action Item: Once a year, check to make sure that posters "When you're fertilizing the Lawn" and any additional titles are displayed. Use 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. Update the list as new titles are added:



- The Homeowner's Guide to Stormwater
- Backyard Conservation
- When It Rains It Drains

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).

Meets requirements for MCM 1, BMP 3

- 1.5.3 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 1.5.3 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

East Hempfield Township Newsletter

www.easthempfield.org

2016

Township
Manager

Robert Kimmel

Assistant
Township
Manager

Cindy
Schweitzer

Finance Director

Joseph
Robinson

Planning &
Development
Director

Andrew Stern

Zoning Officer

Jon Beck

Public Works
Director

Perry Madonna

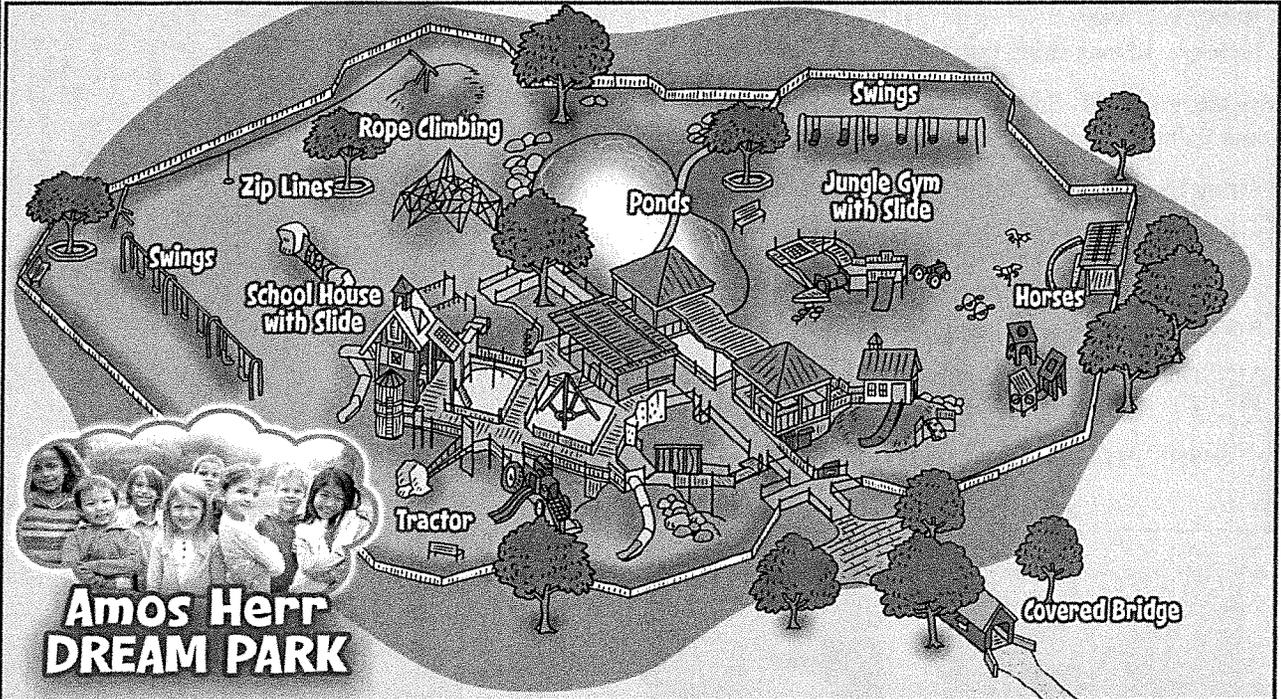
Chief of Police

Stephen Skiles

Administration
Building
Hours

8:00am - 4:30 pm
Monday - Friday

717-898-3100
Fax 717-898-9486



Construction of the new Amos Herr Dream Park is underway. The covered bridge entryway was completed and dedicated at a special event on September 20. The entryway was phase one of construction on a large, community-based project that will culminate in May 2016 when the entire playground is scheduled to be built.

The core committee of community volunteers has been busy coordinating all design, fundraising, and volunteer efforts. The project cost is estimated in excess of \$400,000.00. Fundraising continues with the funding goal within reach.

The one-of-a-kind playground was designed by Play by Design (PBD) from Ithaca, New York, and local elementary school students provided input on the design. Their ideas were captured at Design Day, which was held on June 5, 2014. PBD has been involved in the design of several other local community-built playgrounds and will supervise the playground's construction, but hundreds of community volunteers will be needed to successfully complete this project.

There are many ways to support the project. Individuals, families, and organizations can purchase fence pickets, playground equipment, donate construction equipment, and volunteer to build the playground. Please visit the Dreampark page on the Township website www.easthempfield.org for more information about supporting the project.

"If you are considering getting involved, you will not regret it," explained Kristi Newport, project co-chair. "Every community member has skills that can benefit the project and, in turn, benefit the community. Involvement in this project will introduce you to neighbors and friends you otherwise would not meet and will make you proud to be a member of this community."

The new A. Herr Dream Park will replace the original playground built in 1992. Over the years, some playground components, which were primarily constructed of pressure treated lumber, were removed to maintain safety standards. This deterioration, in addition to concerns that the playground's wood chip surface made it inaccessible for some children, prompted the township's leadership to approve the construction of a new playground, which is projected for construction in approximately the same area as the old playground. Demolition of the playground occurred in January 2015 in preparation for the construction of the new Dream Park.



Off-Season Indoor Lessons with
Alex Deering
 at Four Seasons Golf Club

30 Minute - \$40

Includes: Indoor swing instruction and video review.

45 Minute - \$50 - Indoor swing instruction with full video review and swing analysis and advice.

Swing Evaluation & Lesson Package - \$149.99 includes:

- 6 half hour lessons to be scheduled at the student's convenience throughout the winter.
- Video review throughout the process
- Golf club selection recommendations. Ensure that the student has the right 14 clubs in their golf bag for their game.

Email Alex@fourseasonsgolfclub.club or call 717-898-6881 for questions and scheduling.

**Outdoor
 Wedding
 Ceremonies**

*with picturesque
 surroundings*



Four Seasons specializes in golf outings, corporate events, holiday events, birthday parties, anniversary parties, bridal showers, baby showers, and wedding ceremony's and receptions. Consideration to detail is our priority.

949 Church Street • Landisville, PA • 17538 • 898-0536

www.fourseasonsgolfclub.club

Contact Terri L. Morton, Food & Beverage Manager, for additional information or to set up an appointment to see the facility.

HARC Hempfield

950 Church Street
 Landisville, PA 17538-1508

2016
 Events

Mark Your Calendars!

Hempfield Rec Center Open House

Saturday, January 9 & March 5 10am - 2pm HempfieldRecCenter
 Membership Specials! Tours! Free Classes!

Tri for Life Triathlon and Duathlon ~ PLUS Youth Tri!

Saturday, April 16 ~ Youth Tri

Sunday, April 17 ~ Tri for Life, Hempfield Rec Center

Online Registration will be available on www.hempfieldrec.com
 Contact jbook@hempfieldrec.com for details.

HARC Summer Playground

Amos Herr, E. Petersburg, Mountville, & Silver Spring Parks
 June 13 - August 5 M-F 9:00am - 3:30pm

Hempfield Community Flea Markets

Memorial Day and Labor Day at Amos Herr Park

Partnering with Hempfield Woman's Club

Contact kmichnya@hempfieldrec.com for booth information.

Koser Jewelers \$25,000 Tennis Challenge

August 7-14 Hempfield Rec Center

Come & See Women's Professional Tennis—Free Admission!

See Schedule at www.landisvilleproccircuit.com

Contact wpiptkin@hempfieldrec.com for volunteer and sponsor info.

Amos Herr 5K Honey Run & Kids' Fun Run

Sunday, August 28 Amos Herr Park

Kids' Fun Run at 5 pm 5k Run at 6 pm

Online Registration will be available on www.hempfieldrec.com

Contact jbook@hempfieldrec.com for details.

37th Annual Amos Herr Park Country Fair

Featuring Landisville Lions Club Antique & Classic Car Show

Amos Herr Park

Sunday, September 18 (rain date 9/25), 11 am - 4 pm

Contact ldalton@hempfieldrec.com for booth information.

HARC 5k Glow Run

Saturday, October 22 Georgellis Law Firm

Stadium at Hempfield High School

5k Run at 7:30 pm

Online Registration will be available on www.hempfieldrec.com

Contact jbook@hempfieldrec.com for details.

Hempfield Community Tree Lighting

Saturday, November 19th 4pm (Inclement weather date 11/20)

Hempfield Rec Center Church Street Field/Pavillion

Co-sponsored by Hempfield Business Coalition

Details: 717-898-3102 www.hempfieldrec.com

East Hempfield Township Police Department

Safety Tips

Online Shopping

- Before browsing the internet, secure your personal computers by updating security software.
- Keep your personal information private and your passwords secure.
- When ordering on-line use a credit card instead of a debit card. It is much easier to cancel a credit card if an account number is illegally obtained.
- Be cautious of e-mails claiming to contain pictures in attached files, as the files may contain viruses. Only open attachments from known senders. Always run a virus scan on the attachment before opening.
- Always compare the link in the e-mail to the web address link you are directed to and determine if they match.
- Log on directly to the official Web site for the business identified in the e-mail, instead of "linking" to it from an unsolicited e-mail. If the e-mail appears to be from your bank, credit card issuer, or other company you deal with frequently, your statements or official correspondence from the business will provide the proper contact information.

Car Safety

- Always park in a well-lit and well-traveled area. Do not park in a remote dark area.
- Have your keys in hand when approaching your vehicle. You will be ready to unlock the door and will not be delayed by fumbling and looking for your keys.
- When storing items purchased at the stores, place them out of sight. The best place is in a locked trunk.
- Do not leave your purse, wallet, or cellular telephone in plain view.
- Drive defensively. Traffic is heavier during the holidays.
- Drivers may also have indulged in too much holiday spirits.

Home Safety

- Always lock your doors and windows, even if you plan to be out for a short amount of time.
- Leave lights turned on both inside and outside your residence after dark. Criminals do not like well lit places.
- If you plan on being away from home for several days, make arrangements to have someone pick up your mail and newspapers. An overstuffed mailbox is sure sign that no one is home and burglars are tempted to check those envelopes for holiday gifts.
- The use of automatic lights inside the home will give an appearance that someone is present.

Welcome Officers Geisler & Dilliaine

Officer Geisler graduated from Camp Hill H.S. and holds a BS degree in Marketing from Robert Morris University and a Master's degree in Public Administration from West Virginia University. He passed the MPOETC Act 120 certification exam in August 2014 and was previously employed by The Pennsylvania DUI Association as a Training Coordinator.

Jordan A. Geisler



Officer Dilliaine graduated from Wilson High School and was employed for 12 years as a police officer by East Cocalico Township Police Department. He was also employed as a part time officer for South Heidelberg Township and Western Berks County Regional Police Department in Berks County. In addition he has served several fire departments in various leadership positions, including fire chief and was also an emergency responder with an ambulance association.



Brian R. Dilliaine



IRS
Phone Scam

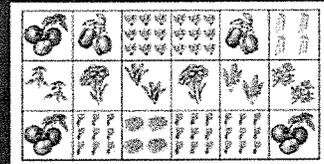
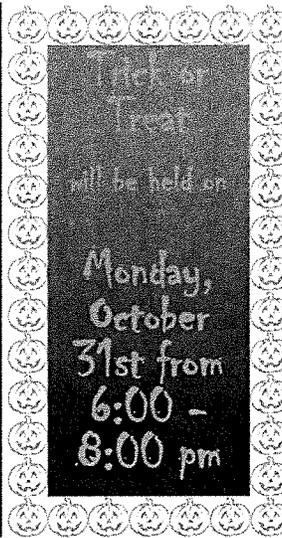
Further details on this IRS scam can be found at www.irs.gov.

During the last several months East Hempfield Township Police have seen a rise in calls with questions about phone calls that have been received by individuals purporting to be Agents of the IRS. Victims are told that they owe money to the IRS and it must be paid promptly though a debit card or wire transfer. If the victims refuse to cooperate or question the authenticity of the call the callers begin to threaten the victim with arrest, deportation or suspension of a business or driver's license. In many cases the caller becomes insulting and hostile to the victim. Many of the numbers that the "scammers" have been giving for call backs begins with a 202 area code. If you receive a call like this HANG UP. The IRS will never call you to collect on monies owed to them. The IRS will not make contact with you via email, text or social media. They will NEVER ask for PIN, passwords, account information or personal information. Finally, they will NEVER discuss the possibility of arrest or warrants being issued. The only way contact with the IRS is initiated is through writing via the mail. Should you receive any kind of calls like this or have further questions contact East Hempfield Township Police, 717-898-3103.



Improper placement of trees & shrubbery can become a danger for motorists exiting an intersection or driveway. Please plan accordingly when planting new plantings. They should be placed so that they will not grow into the street or into overhead wires. Without prior notice, the Township & other utility companies will trim trees & shrubs that grow into & over the roadway.

If you prefer to have your professional tree trimmer maintain your trees & shrubbery, please keep them at approximately 14' high & a minimum of 3' behind the curb or white line.



VEGETABLE & FLOWER PLOTS at the EHT Administration Building grounds are on a first come first serve basis. Registration will be held on Monday, February 1, 2016 at 8:00 a.m. Each plot is approximately 20' x 40'. Watering facilities are available. The cost is \$20.00 per plot. No telephone reservations will be accepted.

Celebrating Something??



Consider hosting your event under the pavilion at the 56 acre Amos Herr Park. Sand volleyball court, basketball courts, baseball fields, soccer fields, bocce court, tennis courts, & "dream park" play area are available. There are twelve picnic tables and two charcoal grills included in the rental fee. Contact the EHT Office for more information.

The summer months book up quickly!

The Amos Herr House Foundation and Historical Society is a non-profit organization whose purpose is to oversee the renovations, maintenance, and usage of the historic house, barns, and adjoining gardens and to preserve the history and traditions of the greater Hempfield area.



An individual membership cost is \$15.00 and a family membership cost is \$20.00. Checks can be made payable to the Amos Herr House Foundation and mailed to P.O. Box 52, Landisville, PA 17538.

TOWNSHIP MEETINGS

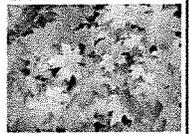
are open to the public and are held at the Township Building at 1700 Nissley Road, Landisville, PA

Agendas for upcoming meetings are posted on www.easthempfield.org or in the Lancaster Newspaper prior to a meeting.

- BOARD OF SUPERVISORS Meets 1st & 3rd Wednesday usually at 7:00 pm
- TRAFFIC COMMISSION Meets 3rd Wednesday at 6:15 pm
- PLANNING COMMISSION Meets 2nd Wednesday at 7:00 pm
- ZONING HEARING BOARD Meets 3rd Monday at 7:00 pm

LEAF SEASON

Mid October - Mid - December



CURBSIDE LEAF PICK UP POLICY

- The route occurs weather permitting.
- Do not mix twigs, pine needles, grass clippings, or any other yard waste in with the leaves.
- View our website daily for route info.
- Do not park on leaf piles.
- The Township will not be responsible for resident's tarps. Do not place items on tarp to hold it down.
- Please bag your leaves when the season ends.
- Rake leaves to the very edge of your property (curbside).

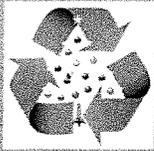
LEAF DROP OFF POLICY at the Township Building

- No plastic bags
- Biodegradable bags or loose leaves permitted

Snow plowing & mailboxes



Please inspect the condition of your mailbox. The plowed snow may knock over a mailbox that is unstable. The Township will not replace a mailbox that is not directly hit by it's trucks.



CHRISTMAS TREE RECYCLING

Trees collected curbside (free of bags, ornaments, garland, etc.) will be picked up during the week of January 11-15 on your normal trash day. Curbside pick up after this week will require a \$4.00 red tag or you may drop it off at the Township Building until Friday, January 29th, 2016.

YARD WASTE SEASON

April 4th - October 28, 2016



YARD WASTE PROGRAM POLICY

- Bags may be purchased wherever sold. Township bags are 50¢ each.
- Do not mix yard waste in with household trash during yard waste season.
- Bags & bundles cannot exceed 30 pounds each.
- Bundled material tied with twine cannot exceed 4 feet in length.
- If you have a trailer or truck full of yard waste contact your local compost site.

Holiday Trash Delays for 2016

- * January 1 New Year's Day
- * May 30 Memorial Day
- * July 4 Independence Day
- * September 5 Labor Day
- * November 24 Thanksgiving

ALL other holidays for 2016 are on a normal schedule.

LOWER Trash / Recycling rates anticipated for 2016

Quarterly charge will be reduced to \$42.50 or an annual one-time payment of \$150.00.



Safety is a top priority for drivers, as well as Township residents. **DO NOT** permit your children to play basketball in the street. If you have a freestanding basketball pole, place it in your driveway at a minimum of 3 feet away from the street. These poles create a hindrance for the mailman, trash & recycling trucks, street sweepers, & leaf collection trucks.



Yes



RECYCLABLE?



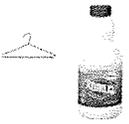
No



- Cans - Aluminum / metal food / aerosol
- Glass bottles & jars
- Plastic labeled 1-7
- Junk mail, envelopes, file folders
- Newspapers & inserts, magazines & catalogs
- Office paper - white / colored / computer / paper shipping materials
- Paper towel & toilet paper cores
- Shredded paper - placed in a clear plastic bag
- Telephone books
- Cardboard - flattened or bundled
- Food / cereal boxes (inside wrapper re moved)



- Aluminum foil products
- Coat hangers
- Containers from hazardous materials
- Construction debris
- Dishes, coffee cups, drinking glasses, glass cookware
- Plastic bags
- Styrofoam, packaging peanuts
- Scrap Metal / Construction debris
- Take out containers, plastic tableware
- Textbooks
- Tissue or paper towels
- Toys
- Wax coated boxes - milk, juice
- Window glass, mirrors, light bulbs



Commercial, Industrial, & Institutional Recycling

The Pennsylvania Department of Environmental Protection administers the requirements of the Municipal Waste Planning, Recycling, and Waste Reduction Act of 1988 (Act 101), which in turn requires that East Hempfield Township gather and report data on "post-consumer" recyclables that are collected and marketed on an annual basis. Additionally, Commercial, Industrial and Institutional waste generators in the Municipality are required to recycle certain material in accordance with the Township's Waste and Recycling Ordinance that has been in place since June 5, 1990. In addition to the above mentioned recyclable materials, Township Ordinance requires recycling of high grade office paper, corrugated cardboard, tires and large appliances.

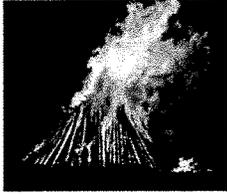
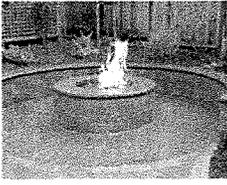
If you DO rely on a licensed waste hauler to transport your recyclables, your data is already reported. If you DO NOT rely on your waste hauler to transport some or all of your recyclables, please assist us by completing the Commercial/Industrial/Institutional Annual Recycling Report mailed to you each January. Contact the East Hempfield Township Office for assistance - 898-3100.

Each year the Township is awarded an Act 101 Recycling Program Performance Grant which is based on the amount of recycled materials collected from Township businesses and residences.

The annual grant is typically in the neighborhood of \$69,000. These funds are used to offset the cost of the recycling programs such as curb side pick-up of Christmas trees, leaves, and weekly recycling as well as the purchase of recycling equipment used to perform these services.

Your past, current and anticipated future efforts are appreciated!





Open Burning in East Hempfield Township

On August 5, 2015, the Board of Supervisors enacted a new Open Burning Ordinance for the Township.

- Burning of trash, recyclables, yard waste, and leaves are prohibited. All of these items are picked up curbside by the Township's waste hauler.
- The only thing permitted to be burned is wood over 1/4" in diameter for recreational, ceremonial, and/or cooking purposes. Wood should be suitable for burning so that smoke does not cause a nuisance to neighbors. Burning is no longer permitted for the purpose of eliminating yard waste.
- Permits are only necessary for large fires – with a wood pile over 4 feet in width and/or 2 feet in height.
- The Open Burning Ordinance addresses specific requirements such as required structures for burning, setbacks, etc.
- Police, Code Enforcement, and Fire personnel may require fires to be extinguished immediately if causing a fire safety hazard or a nuisance to neighbors.
- Police, Code Enforcement, and Fire personnel may issue citations for violations of this ordinance.

East Hempfield Township Project Updates



► Centerville Road Interchange improvements – This project is a collaborated effort between PennDot and the Township which will utilize federal, state and local funds. In addition to the interchange work, the project will also include the widening of Centerville Road from Columbia Avenue to Marietta Avenue. Preliminary design work continues to move forward with construction anticipated in 5-6 years.

► Centerville Road improvements (Marietta Avenue to the Centerville School) – This project will address storm water and travel lane improvements in the corridor between Spring Valley Road and Bunny Drive. The Township is currently in the right-of-way acquisition process with the property owners who front along the construction area. A 2016, early 2017 construction time frame is planned.

► Noll Drive road extension to Running Pump – This new roadway has been completed by the developer of the Lime Spring Property and is open to traffic.

► State Road Interchange Improvements – Planning and design work continues on this project with an anticipated construction timeline of 2018. The temporary traffic signals do make the intersection safer but also create some traffic congestion during peak traffic flow.



BIRD FLU EPIDEMIC

It is not often that Township officials are asked to be on the alert for agricultural disasters however in the last several months the Lancaster County Emergency Services Agency has notified townships and boroughs to be prepared for a **H5N2 bird flu epidemic**. Thus far the disease has been detected in 21 states, and as close as Michigan. Pennsylvania is asking for the Township's help in educating and determining the locations of poultry flocks in its jurisdiction. The large commercial flocks are easily identified but the unknown and undocumented factor is the "backyard flock" that is becoming popular with residents. Residents are advised that poultry flocks are not permitted in residential areas. Tracking of these 'backyard flocks' is difficult however the threat of the H5N2 bird flu epidemic is very real.

What can the Township do to help aid in the state's initiative to protect the pets and small flocks in PA?

Our number one goal is to educate owners to the strategies to prevent the flu from becoming active and to be aware of the symptoms of the flu when it does affect the animals. The Pennsylvania's Department of Agriculture has the best and most up to date information for owners. Everyone who owns chickens are asked to register with the state at no charge in order to help identify the locations of the animals if an outbreak occurs. This can be done over the internet at www.agriculture.pa.gov, clicking on "Premise Registration Form". The Township has placed links on its web page for additional information as well as a very informative copy of the article in the 2015 Pennsylvania Township News, Preventing an Avian Epidemic, which details the concerns and actions needed to prepare for such an event.

Please be aware counties agents are constantly monitoring the progress of the flu and holding meeting with state specialists and industry leaders. If you have chickens or fowl, please keep yourself informed to avoid a potential outbreak in PA.



ILLICIT DISCHARGE

WHAT IS IT?

Any discharge into a storm sewer system that is not composed entirely of stormwater.

EXAMPLES:

Chlorinated pool water

Household chemicals

Industrial fluids

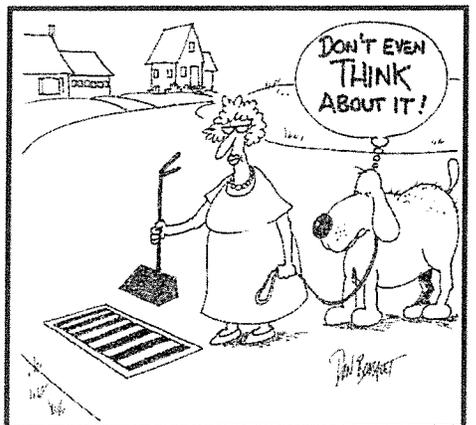
Oil from vehicles Pesticides

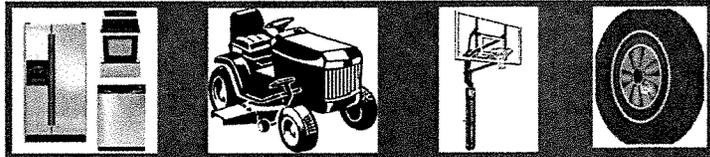
Pet waste

Septic tank waste

WHAT DO I DO?

Report suspected illicit discharges to the Township as soon as possible by calling 898-3100 or completing an illicit discharge form available on the website.





Holiday Trash Delays for 2016

ALL other holidays for 2016 are on a normal schedule.

- * January 1 New Year's Day
- * May 30 Memorial Day
- * July 4 Independence Day
- * September 5 Labor Day
- * November 24 Thanksgiving

Special Appliance &

Tire Pickup

Will take place during the weeks of:

April 4 - 8 &

November 7 - 11

On your normal trash day.

Tags must be purchased at the Township Office.

Christmas Tree pick up will take place January 11-15 2016

PRSR1 STD
U.S. POSTAGE
PAID
LANCASTER, PA
PERMIT NO. 472

East Hempfield Township
P. O. Box 128 - 1700 Nissley Road
Landisville, PA 17538

January

Friday 1 Happy New Year! Office Closed. Trash service delayed by one day.
M - F 11-15 Christmas Tree recycling - curbside pickup on your normal trash day.
Friday 15 Christmas tree drop off at the Township Building ends.
Monday 18 Martin Luther King Day - Normal trash service.

February

Monday 1 Garden Plot sign up at the Township Office at 8:00 a.m. First come first serve basis.
Monday 15 President's Day - Normal trash service.

March

Sunday 13 Daylight Saving's Time - set your clocks ahead one hour.
Friday 25 Good Friday- Office Closed - Normal trash service.

April

M - F 4 - 8 Appliance/Tire pick up on your normal trash day (tags purchased at the Township Office).
Yard Waste program begins (bags can be purchased anywhere).
Monday 11 Street sweeping begins.

May

Monday 30 Memorial Day - Office Closed. Trash service delayed by one day this week .

July

Monday 4 Independence Day - Office Closed. Trash delayed by one day this week.

September

Monday 5 Labor Day - Office Closed. Trash service delayed by one day this week.

October

Monday 10 Columbus Day - Normal trash service
Mid October Curbside leaf pick up & drop off at the Township begins (weather permitting).
Friday 28 Curbside yard waste program ends.
Monday 31 Trick or Treat Night 6:00 p.m. - 8:00 p.m.

November

Sunday 6 Daylight Savings Time - set your clocks back one hour.
M - F 7-11 Appliance/Tire pick up on your normal trash day. Tags purchased at the Township Office.
Friday 11 Veteran's Day - Normal trash service.
Thursday 24 Thanksgiving Day - Office Closed. Trash service delayed by one day.
Friday 25 Thanksgiving Holiday - Office Closed. Trash service delayed by one day.

December

Mid December Curbside leaf pick up ends (weather permitting).
Friday 23 Christmas Holiday - Office Closed .
Sunday 25 Christmas Day - Office Closed. Christmas tree drop off at the Township begins.
Monday 26 Christmas Holiday - Office Closed - Normal trash service.



Telephone Contacts

Area code is 717 unless otherwise noted

City of Lancaster Water Authority	291-4711
Comcast	1-800-266-2278
District Justice	898-2511
EHT Municipal Building	898-3100
EHT Police Department	898-3103
Four Seasons Golf Course	898-0104
Four Seasons Banquet Facility	898-0536
Health Department (State)	1-877-724-3258
Hempfield Fire Department	898-8112
Hempfield Recreation	898-3102
Hempfield School District Tax Office (Fall Real Estate)	898-5565
Hempfield School District	898-5564
Hempfield Water Authority	898-8231
LanCo Chamber of Commerce	397-3531
LanCo Tax Assessment Office	299-8381
LanCo Tax Collection Bureau (Income & Local Service)	569-4521
LanCo Treasurer's Office (Spring Tax)	299-8222
LanCo Solid Waste Management Authority	397-9968
LanCo SPCA	917-6979
Landisville Pool	898-1983
Landisville Post Office	898-8812
Lancaster Area Sewer Authority	299-4843
PA One Call System	1-800-242-1776
PennDot (state roads)	1-800-349-7623
Poison Control	1-800-222-1222
PP & L	1-800-342-5775
Recorder of Deeds	299-8238
Rohrerstown Fire Company	392-6700
Sheriff (County)	299-8200
Susquehanna Valley EMS	435-8101
UGI	1-800-276-2722
Verizon	1-800-837-4966
Voter Registration	299-8293

Emergency Contacts Updating Request

We need to know if anyone in your household requires any special needs in the event of an emergency. We classify special needs as the following: unable to walk, deaf or blind, has a constant need for oxygen, or any other problem which we may need to be aware of, in the event of an emergency.

If you have a special need, please fill out the form below and send it back to the Township office at the address below.

Thank you, Diane Garber, Emergency Management Director

Name: _____

Address _____

Telephone # _____

I have the following needs: I am on oxygen _____ I am unable to walk _____ I am blind _____ I am deaf _____

Other _____

Please return the form to: East Hempfield Township - 1700 Nissley Road - P.O Box 128 - Landisville, PA 17538

Fire Companies Appreciate Your Support!

Your donation is an investment in the safety of our township. Large or small, the amount that you contribute will help the members of our Fire Departments maintain their equipment. What better way to show your appreciation for these volunteers!

Hempfield Fire Department
19 West Main Street
Landisville, PA 17538
898-8112

Rohrerstown Fire Company
000000500 Elizabeth Street
Lancaster, PA 17603
392-6700
www.67fire.com

E. Petersburg Fire Company
6076 Pine Street
East Petersburg, PA 17520
569-5035
www.epfc23.com

Project Lifesaver® is a rapid-response electronic monitoring program that aids individuals (and their families/caregivers) who wander as a result of Alzheimer's, Dementia, Autism, Developmental disabilities, and other cognitive challenges. East Hempfield Township Police Department is now considered a member agency in this program through a relationship with West Hempfield Township Police Department and The Pilot Club of Lancaster, Inc. Cost for the service is simply the cost of the monitoring device. Please contact The Pilot Club of Lancaster for more details or to sign up for the program. (717-471-5750 or 717-572-2682 or www.pilotcluboflanaster.com)





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

East Hempfield Township has developed a Public Involvement and Participation Program (PIPP) for the permit term effective March 2013 through 2018 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 and upon receipt of the permit. The PIPP provides methods of encouraging the public's involvement and of soliciting the public's input for the Township's Stormwater Management Program for the 5 year permit term.

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 and non-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.

Permit Year 2014-2015: The contact list was updated to include all local watershed organizations and regulatory agencies. The Township maintains a relationship with several watershed organizations and has invited them to participate in their annual public meetings.

Permit Year 2015-2016: The Township has added the Penn State Agriculture and Environment Center to the contact list. The Township's upcoming BMP installation project will include



volunteers from the Center, as well as local residents.

Permit Year 2016-2017: The Township will update and add additional contacts made during the installation of Raingardens at the Municipal Building. The list may include new contacts such as Boy and Girl Scout Groups, and additional Penn State or other educational organization contacts.

Permit Year 2017-2018: The Township plans to utilize schools to advertise the annual public meetings to a larger audience. Updated contacts for local schools will be added to the list upon the outreach.

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 1.

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.

Permit Year 2014-2015: A speaker from the Lancaster Clean Water Consortium spoke at the annual public meeting in February 2015 about upcoming stream projects in the Township.

Permit Year 2015-2018: Continue to invite past speakers and new speakers to the annual public meeting concerning local projects. Discuss any upcoming Township projects (such as the raingarden installation) to encourage public support.

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.

Permit years 2015-2018: Explore new ways to advertise the meetings. Contacts on social media, schools and other Township events will be added to target audience lists.

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 including cleanups, monitoring, storm drain stenciling, etc. Assist the public in their stormwater and water pollution efforts.

Permit Year 2014-2015: The Township had a guest speaker from the Lancaster Clean Water Consortium speak at the annual meeting in regards to upcoming stream improvement projects in the Township which the public will be invited to participate in.

Permit Year 2016-2017: The Township is planning a stormwater improvement project for the installation of raingardens on municipal property. The public, including homeowners, business owners, local boy and girl scouts and other special interest groups will be invited to assist in the plantings of these raingardens during construction.

Permit Year 2016-2018: In addition to the raingarden project, the Township will devise an action plan to develop and implement additional activities for public participation. The plan will be devised on or near the beginning of the 2016 permit term (March). The plan is to participate in an activity with a local watershed group from the contact list (such as a stream clean up or restoration) and/or a road side clean up event with local volunteer organization(s). As part of the action plan specific outreach methods, depending on the project, will be outlined to encourage interest and participation with existing target audiences.

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 stormwater events held by other groups using the form in MCM 2, Appendix 2.6.

Meets Requirements for MCM 2, BMP 3

MCM#3



East Hempfield Township

1700 Nissley Road ~ P.O. Box 128 ~ Landisville, Pennsylvania 17538
Phone 717-898-3100 ~ Fax 717-898-9486 ~ www.easthempfield.org

Pennsylvania Department of Environmental Protection
Bureau of Point and Non-Point Source Management
Rachel Carson State Office Building
400 Market Street
Harrisburg, PA 17105-8874

To Whom It May Concern:

East Hempfield Township has enacted a Stormwater Management Ordinance which was adopted by the Board of Supervisors of the Township on May 7, 2014 by ordinance Number 2014-04. This letter is to certify that the following has been included in the Ordinance in accordance with the requirements of the PAG-13:

Article VIII. Prohibitions, § 260.45, prohibits non-stormwater discharges to the regulated MS4, with some exceptions and meets all applicable requirements of the PAG-13 (MCM#3, BMP#5).

Article VI. Operation and Maintenance, § 260.37-260.42, outlines the requirements for the installation, operation and maintenance of post construction stormwater management BMPs and meets the applicable requirements of the PAG-13 (MCM#5, BMP#4).

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Kimmel", written over a horizontal line.

Robert Kimmel
Township Manager

MCM#3, BMP#4, Question 4 (Page 10)
Summary of violations to the Township SWMO

The Township responded to five suspected violations to section 260.45 "Prohibited Discharges and Connections" of the Stormwater Management Ordinance. A summary of each is below:

1. In March 2015 a business in the Township had two existing sewage grinder pumps malfunction and release sewage into a nearby storm drain. The Township communicated via mail and email with the business owner to verify the issue and determine a solution. The business owner replaced both pumps and installed a new alarm system to prevent this from occurring in the future.
2. In May 2015 the Township was notified that yard waste was being dumped within the floodplain of a nearby stream. The Township sent letters to the homeowners and executive member of the housing development to cease the dumping and remove the waste from the stream area.
3. In October 2015 the Township was notified of a recreational vehicle leaking sewage in a driveway that ran into the street and into the storm sewer system. The Township investigated in person and sent letters ordering the owners to stop the leakage from the vehicle.
4. In July 2015 the Township was notified that an apartment complex was draining chlorinated pool water into a storm drain. The site was investigated and the discharge pump was shut off upon inspection. The Township followed up with a letter reiterating that this type of discharge is prohibited under the Township SWMO.
5. The Township was notified that bags of pet waste were found inside a storm drain. The Township investigated the site and removed the waste from the storm drain.



MCM 4: Construction Site Storm Water Runoff Standard Operating Procedures (SOP)

East Hempfield Township has entered into a Memorandum of Understanding (MOU) with the Lancaster County Conservation District (LCCD) for Construction Site Storm Water Runoff.

The Storm Water Management Ordinance (SWMO) 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 have been obtained.

The following items outline the responsible parties for various phases of the design and construction process.

Design and Plan Review Phase (Prior to Construction)

For the purposes of this SOP, a Project is defined as all Subdivision and Land Development plans as expressed in the Township's Subdivision and Land Development Ordinance (SALDO) and all Stormwater Management Plans as expressed in the Township SWMO.

East Hempfield Township Responsibilities.

The Township Engineer reviews the design plans for all Projects in accordance with the requirements of the SWMO and SALDO. Any plan deficiencies found from either ordinance are then listed in a letter and sent by the Township Engineer to the applicants for correction. If the applicant revises the plans to address all the deficiencies listed by the Township Engineer including obtaining the approvals listed below by the LCCD, the plans are submitted to the Township Council for review and approval. Once Projects are approved, they move to the Construction Phase as shown below.

LCCD Responsibilities.

As stated in the MOU, the LCCD or DEP will review all erosion and sediment pollution control plans and NPDES permits. Once the reviews are completed, the LCCD will issue a letter to the Applicant and to the Township acknowledging these items are completed.

Construction Phase

Prior to the start of construction, the Township requires all contractors to hold a pre-construction meeting. The meeting is attended by a representative from the Township, the Lancaster County Conservation District, and the contractor completing the work. During this meeting, the requirements for controlling waste at the site, along with other erosion and sediment control permit requirements, NPDES permit requirements and other stormwater BMPs are reviewed with the contractor to ensure the work will proceed as required.



During the Construction Phase, in accordance with the MOU, the LCCD staff inspects all earth disturbance activities. If violations are found, LCCD staff will initiate enforcement actions in accordance with the MOU.

In addition to LCCD staff inspections, the Township's Public Works Director and Township Engineer periodically monitor work at the site for compliance with the approved Plans. Any violations found 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 either sent to LCCD personnel who enforce E&S and NPDES requirements or sent to the Township Manager, who initiates enforcement actions in accordance with the Township SWMO.

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. When the as-built plans are approved, all BMPs are added to the Inspection Program and are routinely inspected in accordance with the Post Construction Storm Water Management (PCSM) BMP Inspection Program SOP.



LANCASTER COUNTY
CONSERVATION DISTRICT

Conserving Natural Resources for Our Future

To: Lancaster County Township and Borough Managers
From: Christopher M. Thompson, Administrator
Date: September 1, 2015
Re: Memorandum of Understanding



The enclosed document is a Memorandum of Understanding (MOU) between the Lancaster County Conservation District (LCCD) and your municipality. This MOU indicates both parties' responsibilities between our agencies. The MOU will also serve as a document to validate the linkage between your municipality and LCCD as required by the Municipal Separate Storm Sewer System (MS4) protocol and will remain in effect unless terminated or renewed in writing. This MOU requires action by your municipal board. **The District requests that you return: A signed copy of the Execution page and Attachment A – Municipal Contact Information, pages 18 &19, in the enclosed self-addressed envelope within 60 days of receipt of this letter.** Please keep a copy for your records.

The District will coordinate efforts with municipalities and interested parties to better determine how we can help meet municipal MS-4 requirements through our delegation responsibilities.

From time to time, you may have other natural resource concerns in your municipality that are not identified within the MOU. I have included a list of contact agencies/people that can assist you with these concerns.

If you have questions in regard to this MOU or would like to receive correspondence via email instead of standard mail, please contact Roberta Hartz, at (717) 299-5361 x 113, to be added to our email list.

Cordially,
Christopher M. Thompson

Enclosures: MOU
Agency Contact List



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

EAST HEMPFIELD TOWNSHIP

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

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

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

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

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

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

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

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

1. Records, Resources, Materials and Documents:

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

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

2. Plan Reviews and Permitting:

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

3. Inspections:

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

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

4. Municipal Assistance:

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

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

1. Resources and Information:

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

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

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

2. Notice and Referral to the District:

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

3. Municipal Approvals and Actions:

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

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

II. Chapter 105- Dam Safety & Waterway Management

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

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

1. Records, Resources, Materials & Documents:

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

2. Chapter 105 General Permit Review & Permit Acknowledgement:

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

3. Municipal Assistance:

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

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

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

MUNICIPAL RESPONSIBILITIES:

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

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

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

MCM 1 – PUBLIC EDUCATION AND OUTREACH

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

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

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

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

MCM 2 – PUBLIC PARTICIPATION

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

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

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

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

MCM 4 – CONSTRUCTION SITE STORMWATER MANAGEMENT

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

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

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

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

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

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

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

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

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

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

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

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

IV.1 Plain Sect Outreach

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

DISTRICT RESPONSIBILITIES:

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

MUNICIPAL RESPONSIBILITIES:

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

V. EDUCATION & OUTREACH

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

V.I Watershed Program

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

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

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

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

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

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

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

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

V.2 Education Program

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

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

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

LCCD Education Program Links

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

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

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

V.3 Agricultural Ombudsman Program

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

DISTRICT RESPONSIBILITIES:

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

MUNICIPAL RESPONSIBILITIES:

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

VI. EXECUTION

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

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

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

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

LANCASTER COUNTY CONSERVATION DISTRICT

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

EAST HEMPFIELD TOWNSHIP

By: *John W. Burk*
Title: *Vice Chairman*
Date: *10.21.15*

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

September 1, 2015

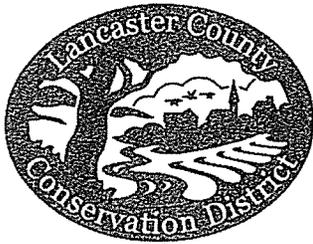
ATTACHMENT A- Municipal Contact Information

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

Municipal Information	
Municipal Manager:	<u>Robert Krimmel</u>
Zoning Officer:	<u>Jon Beck</u>
Road Master:	<u>Perry Madonna</u>
Municipality Mailing Address:	<u>1700 Nissley Rd</u> <u>Landisville, PA 17538</u>
Phone Number	<u>717-898-3100</u>
Manager's email address:	<u>Robert@EastHempfield.org</u>

Municipal Engineer Information	
Municipal Engineer (Name):	<u>RAV Associates / Rob Visniski</u>
Engineer's Email Address:	<u>Robv@RAVassociates.com</u>
Engineering Firm:	<u>RAV Associates</u>
Firm Mailing Address:	<u>14 Main St. Landisville PA 17538</u>

MS-4/167 Information	
Who should the MS-4 Report be mailed to (Name):	<u>Andrew Stern</u>
Mailing Address:	<u>1700 Nissley Rd Landisville PA 17538</u>
Engineering Firm:	<u>—</u>
Email Address:	<u>Planning@EastHempfield.org</u>
Phone Number:	<u>717-898-3100</u>
MS-4 Permit Period (Beginning Date/End Date)	<u>4-1-2015 to 3-31-2016</u>
ACT 167 Adopted (Date):	<u>—</u>



Lancaster County Conservation District

1383 Arcadia Road, Room 200 • Lancaster, Pennsylvania 17601-3149
Telephone (717) 299-5361 Ext. 5 • FAX (717) 299-9459
www.lancasterconservation.org

RECEIVED

JAN 25 2016
RAV Associates Inc.

RECEIVED

JAN 15 2016

Memo

EAST HEMPFIELD TOWNSHIP
PLANNING & DEVELOPMENT

To: East Hempfield Township Municipal Officials
From: Lancaster County Conservation District- Erosion & Sediment Control Department
Date: January 13, 2016
Re: Summary of Activities for the Chapter 102 and NPDES Programs for East Hempfield Township

Municipal Officials:

In response to requirements set forth by your MS-4 Permit and through your MOU with our office, the Lancaster County Conservation District is providing a report of activities for the 2015 calendar year. The following information is being provided for your use.

Total of:

E&S Plans Reviewed	14
General Permits filed	7
Individual Permits filed	0
Complaints received	1
Inspections performed.....	58
Enforcement Actions Taken	0

If you need additional information, you may contact the E&S Department at (717) 299-5361 ext 5.

Sincerely,

Nathaniel Kurtz
E & S Department Manager

Generational Stewardship; A Conservation Legacy



MCM 5: EHT PCSM BMP Inspection Program (BMP#6) Standard Operating Procedures (SOP)

East Hempfield Township has developed an inspection program to ensure that all structural post construction storm water management (PCSM) best management practices (BMP) installed in new or redevelopment areas since March 10, 2003 are tracked in an inventory, inspected regularly, and kept in good operational order. The standard procedures are outlined below.

1. PCSM BMP Tracking System

All PCSM BMPs that are located in the Township that were installed after March 10, 2003 are tracked electronically in a spreadsheet. Each BMP is assigned a unique BMP # in the following format: BMP#####. In addition to the BMP number the following information is tracked in the spreadsheet: the location of the BMP, Owner information such as name, address and phone number, the type of BMP, the date the BMP was installed, the maintenance required for each BMP, the date of inspection, the date the required maintenance was completed (if required), and the inspection form required for each BMP. A sample entry from the table is attached.

2. Inspection Procedures

The Township Engineer will inspect all PCSM BMPs at least once within the five year permit term. The Township Stormwater Officer will send an inspection notice letter to the BMP owner in advance of the inspection. Inspection forms have been developed for each structural BMP type in the Township, a sample is attached. The inspector will use the appropriate form and attach pictures along with any additional information acquired from the inspection to create the inspection report. If upon the inspection, it is discovered that maintenance is required, the inspector will notify the Township Stormwater Officer and a follow up letter will be sent to the owner of the BMP along with a copy of the inspection report with the deficiencies noted. The BMP owner has 60 days to perform the necessary maintenance and must notify the Township, in writing, when this maintenance is complete. If the maintenance is not completed at the end of the 60 days, the Township will contact the owner, either by second letter or by phone to discuss the maintenance. If the owner does not comply, the Township Stormwater Officer, in accordance with the Township Stormwater Ordinance, may either hire a contractor to do the repairs and bill the owner for costs and labor, assess fines against the owner or both.

3. Records

All inspection reports are saved electronically according to the project site. These reports are stored in the same file location as the BMP tracking spreadsheet. The electronic file includes such information as: final approved site plans and details, a copy of the inspection notice letter, the inspection forms and report, a copy of the inspection follow up letter sent to the BMP Owner (if applicable) and a copy of the NPDES permit (if available).

BMP#
East Hempfield Township
Form E: SWM BMP 6.4.5 Rain Garden / Bioretention Bed
Operation & Maintenance Inspection Form

BMP/Property Owner: _____ **Phone Number:** _____

BMP/Property Address: _____

Project Name: _____

Inspection Date: Choose date.

Time Since Last Rainfall: Choose an item.

Inspector: Choose an item.

Follow up Required: Choose an item.

Temperature: _____

1. Planted & Mulched Ponding Areas

Inspection Items	Maintenance Needed	Comments & Required Actions
Vegetation	Choose an item.	
Erosion, Bare Spots & Sedimentation	Choose an item.	
Trash or Debris	Choose an item.	
Mulch	Choose an item.	
Dewatering (72 hours max.)	Choose an item.	
Other (describe)	Choose an item.	

1.1.

1.2.

1.3.

2. Cleanouts & Outlet Pipes

Inspection Items	Maintenance Needed	Comments & Required Actions
Trash, Debris, & Other Obstructions	Choose an item.	
Grates or Caps	Choose an item.	
Cleanout Risers & Sumps	Choose an item.	
Outlet Pipes & Joints	Choose an item.	
Dewatering (60 hours max. with distrib. pipes)	Choose an item.	
Outlet Protection & Receiving Waters	Choose an item.	
Other (describe)	Choose an item.	

2.1.

2.2.

2.3.

3. Inlet Areas

Inspection Items	Maintenance Needed	Comments & Required Actions
Erosion, Bare Spots, & Sedimentation	Choose an item.	
Trash, Debris & Other Obstructions	Choose an item.	
Roof Drains, Cleanouts & Outlets	Choose an item.	
Other (describe)	Choose an item.	

3.1.

3.2.

3.3.

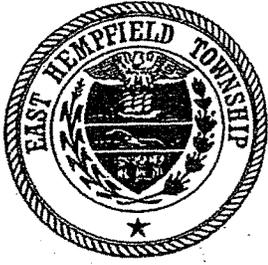
4. Miscellaneous

Inspection Items	Maintenance Needed	Comments & Required Actions
Complaints	Choose an item.	
Public Hazards (including contamination)	Choose an item.	
Other (describe)	Choose an item.	

4.1.

4.2.

4.3.



East Hempfield Township

1700 Nissley Road ~ P.O. Box 128 ~ Landisville, Pennsylvania 17538
Phone 717-898-3100 ~ Fax 717-898-9486 ~ www.easthempfield.org

Pennsylvania Department of Environmental Protection
Bureau of Point and Non-Point Source Management
Rachel Carson State Office Building
400 Market Street
Harrisburg, PA 17105-8874

To Whom It May Concern:

East Hempfield Township has enacted a Stormwater Management Ordinance which was adopted by the Board of Supervisors of the Township on May 7, 2014 by ordinance Number 2014-04. This letter is to certify that the following has been included in the Ordinance in accordance with the requirements of the PAG-13:

Article VIII. Prohibitions, § 260.45, prohibits non-stormwater discharges to the regulated MS4, with some exceptions and meets all applicable requirements of the PAG-13 (MCM#3, BMP#5).

Article VI. Operation and Maintenance, § 260.37-260.42, outlines the requirements for the installation, operation and maintenance of post construction stormwater management BMPs and meets the applicable requirements of the PAG-13 (MCM#5, BMP#4).

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Krimmel", written over a white background.

Robert Krimmel
Township Manager

MCM#6



Inventory of Municipal Facilities and Operations (MCM#6, BMP #1)

East Hempfield Township

Facility	Location	Discharges to	Operation and Maintenance Plan
Municipal Building/Police Department	1700 Nissley Road	Swarr Run	A.1
<i>Maintenance Building</i>	1700 Nissley Road	Swarr Run	A.2
<i>Storage Building</i>	1700 Nissley Road	Swarr Run	A.2
<i>Salt Storage Shed</i>	1700 Nissley Road	Swarr Run	A.3
<i>Impound Lot</i>	1700 Nissley Road	Swarr Run	A.5
<i>Fueling Area</i>	1700 Nissley Road	Swarr Run	A.4
<i>Parking Areas</i>	1700 Nissley Road	Swarr Run	A.5
<i>Access Drives</i>	1700 Nissley Road	Swarr Run	A.6
<i>Dumpsters/Trash Receptacles</i>	1700 Nissley Road	Swarr Run	A.8
<i>Lawn/ Park Areas</i>	1700 Nissley Road	Swarr Run	A.8
<i>Stormwater Conveyance Facilities</i>	1700 Nissley Road		A.7
<i>1852 Herr Homestead</i>	1756 Nissley Road	Swarr Run	A.1
<i>Parking Areas</i>	1756 Nissley Road	Swarr Run	A.5
<i>Access Drives</i>	1756 Nissley Road	Swarr Run	A.6
Hempfield Recreation Center Building	950 Church Street	UNT to Swarr Run	B.1
<i>Swimming Pool</i>	950 Church Street	UNT to Swarr Run	B.2
<i>Parking Areas</i>	950 Church Street	UNT to Swarr Run	B.3
<i>Access Drives</i>	950 Church Street	UNT to Swarr Run	B.4
<i>Tennis/Basketball Courts</i>	950 Church Street	UNT to Swarr Run	B.5
<i>Stormwater Facilities</i>	950 Church Street	UNT to Swarr Run	B.6
<i>Dumpsters/Trash</i>	950 Church Street	UNT to Swarr Run	B.7
<i>Lawn/Park</i>	950 Church Street	UNT to Swarr Run	B.7
Four Seasons Golf Course Building	949 Church Street	UNT to Swarr Run	C.1



Inventory of Municipal Facilities and Operations (MCM#6, BMP #1)

East Hempfield Township

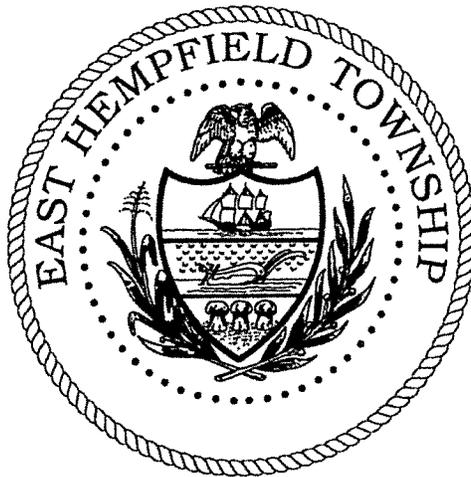
<i>Parking Areas</i>	949 Church Street	UNT to Swarr Run	C.2
<i>Roadways/Access Drives</i>	949 Church Street	UNT to Swarr Run	C.3
<i>Stormwater Facilities</i>	949 Church Street	UNT to Swarr Run	C.4
<i>Dumpsters/Trash Areas</i>	949 Church Street	UNT to Swarr Run	C.5
<i>Park/Lawn Areas</i>	949 Church Street	UNT to Swarr Run	C.5
Noel Dorwart Park	Good Drive	Little Conestoga Creek	D
<i>Parking areas</i>	Good Drive	Little Conestoga Creek	D.1
<i>Roadways/Access Drives</i>	Good Drive	Little Conestoga Creek	D.2
<i>Stormwater Conveyance Facilities</i>	Good Drive	Little Conestoga Creek	D.3
<i>Trail Areas</i>	Good Drive	Little Conestoga Creek	D.4
Wheatland Hills Park	Conestoga Blvd and Ridgeview Ave.	Little Conestoga Creek	E
<i>Parking areas</i>	Conestoga Blvd and Ridgeview Ave.	Little Conestoga Creek	E.1
<i>Roadways/Access Drives</i>	Conestoga Blvd and Ridgeview Ave.	Little Conestoga Creek	E.2
<i>Miscellaneous Facilities</i>	Conestoga Blvd and Ridgeview Ave.	Little Conestoga Creek	E.3

East Hempfield Township

Stormwater Operations & Maintenance (O&M) Plan

(MCM#6, BMP#2)

Area A



Municipal Grounds located at 1700 Nissley Road, Landisville PA

Index

A. Coverage Areas

A.1. Building Exterior Maintenance

- a. Wash-down
- b. Painting and Miscellaneous Building Repairs

A.2. Maintenance Building

- a. Vehicle Storage
- b. Vehicle Washing
- c. Vehicle Repairs and Maintenance
- d. Fluids Storage

A.3. Salt Shed

- a. Storage
- b. Material Transfer

A.4. Fueling Area

- a. Pumps

A.5. Parking areas

- a. Lots, Police Impound Area
- b. Stormwater Inlets

A.6. Roadways/Access Drives

- a. Stormwater Inlets

A.7. Stormwater Conveyance Facilities

- a. Maintenance

A.8 Miscellaneous Facilities

- a. Dumpsters and Trash Receptacles
- b. Lawn and Park Areas

A. Coverage Areas

This O&M Plan covers the facilities and operations located on Municipal property at or near 1700 Nissley Road including: the Municipal Office Building/Police Department, the Maintenance building, Storage Building, the salt storage shed, outdoor disposal/storage areas, the 1852 Herr Homestead, parking areas including the police impound lot and access drives.

A.1. Building Exterior Maintenance

a. Wash-down

Building wash-down should consist of only water whenever possible.

If building wash-down generates sediment or debris, a liner or drop cloths should be used to collect this material for disposal. No loose material, detergents or chemicals from building wash-down should enter the storm sewer system.

b. Painting and Miscellaneous Building Repairs

Painting should be done in a manner that reduces the risk of paint, paint removers or other chemicals from entering the storm sewer system. Paint and related chemicals should be stored in sealed containers. All waste materials that have been contaminated with paint or other chemicals should be disposed of in a covered waste receptacle.

Any building repairs that involve the use of chemicals or solvents shall be done in a manner that reduces any risk of leakage into the storm sewer system. These chemicals should be sealed and stored indoors and away from any rain or storm water flows. Any loose materials from construction or repairs shall be collected and disposed of in a covered trash receptacle.

No flows containing paint, chemicals, solvent or loose material shall enter a storm sewer inlet or conveyance facility.

A.2. Maintenance Building

a. Vehicle Storage

Municipal vehicles should be parked in a designated area where leaked or spilled oils, fuels or other fluids cannot easily enter a storm drain or storm water conveyance facility. All vehicle storage areas should be inspected monthly for spills, leaks or drips of fluids and the inspection documented using the form "Municipal Facilities O&M Plan

Maintenance Log: Area A". A spill cleanup kit is located in the vehicle storage area and shall be used anytime a spill has occurred.

b. Vehicle Washing

Vehicle washing shall take place in a designated indoor area equipped with a floor drain that is connected to the sanitary sewer system. All chemicals used to wash vehicles shall be stored in leak proof containers. The washing area shall be inspected monthly for visible leaks, spills or drips and the inspection documented on the form "Municipal Facilities O&M Plan Maintenance Log: Area A". No flows from vehicle washing should enter the storm sewer system.

c. Vehicle Repairs and Maintenance

All vehicle repairs and/or maintenance shall take place inside, in a designated contained area equipped with a drain that is connected to the sanitary sewer system. Drip pans shall be used to capture all fluids from vehicle repairs or routine vehicle upkeep. A spill clean-up kit is stored in the maintenance area and shall be used for all spills, leaks or drips. All used spill clean-up material should be disposed of in an enclosed trash receptacle. If a water or pressure washing is required in the repair area, the flows must be directed to a drain connected to the oil water separator and then discharge into the sanitary sewer system or collected and disposed of. The repair/maintenance area shall be inspected monthly for signs of spills, leaks or drips and documented on the form "Municipal Facilities O&M Plan Maintenance Log: Area A".

d. Fluid Storage

All drained fluids should be collected and stored in leak resistant containers in a designated storage area for disposal. Likewise, all stockpiled oils, fuels, and other vehicle fluids should be stored in their original sealed containers, when possible. The storage areas should be inspected monthly and documented on the form "Municipal Facilities O&M Plan Maintenance Log: Area A" to ensure that there are no leaks or spills. A Spill clean-up kit is stored in close proximity to the fluid storage area(s). Any spills or leaks must be immediately cleaned up using the kit. Any material used in a spill clean-up should be disposed of in enclosed receptacle.

A.3. Salt Shed

a. Storage

The salt storage area must be enclosed to prevent rain and stormwater runoff from entering the storage area.

b. Material Transfer

Anytime salt is added or removed from the storage area it shall be done in a manner that minimizes spills and loss of material. The area should be inspected monthly for spilled material and documented on the form "Municipal Facilities O&M Plan Maintenance Log: Area A". Any spills should be immediately cleaned using the street sweeper.

A.4. Fueling Area

a. Pumps

While fueling, the driver shall remain outside of the vehicle at the pump.

A spill clean up kit is stored in the pumping area. If fuel drips, leaks or sprays from fueling, the spill should be immediately cleaned up using the kit. After clean up, the used materials should be disposed of in a covered trash receptacle. The fueling area shall be inspected monthly and documented on the form "Municipal Facilities O&M Plan Maintenance Log: Area A".

A.5 Parking Areas

a. Lots and Police Impound Areas

Parking areas and the Police impound area should be checked monthly for signs of spills or leaks. The inspection shall be documented on the form "Municipal Facilities O&M Plan Maintenance Log: Area A". Any spills of vehicle oils, fuel, or other fluids should be immediately cleaned up with a spill clean-up kit located in the maintenance building,

b. Stormwater Inlets

All inlets to the storm sewer system in the parking area (s) should be inspected annually to ensure that they are unobstructed. The inspections shall be documented on the "Municipal Facilities O&M Plan Maintenance Log: Area A". The inlet should be free of trash, debris and sediment. If there are signs of a spill or leaked fluids near a storm sewer inlet, clean up using a clean-up kit located in the maintenance building shall place immediately to prevent the discharge from entering the storm sewer system.

A.6. Roadways/Access Drives

a. Stormwater Inlets

All inlets to the storm sewer system along the access drive should be inspected annually to ensure that they are unobstructed. The inspections shall be documented on the "Municipal Facilities O&M Plan Maintenance Log: Area A". The inlet should be free of

trash, debris and sediment. If there are signs of a spill or leaked fluids near a storm sewer inlet, clean up using a clean-up kit located in the maintenance building shall place immediately to prevent the discharge from entering the storm sewer system.

A.7. Stormwater Facilities

a. Maintenance

All structural stormwater facilities must be regularly inspected to ensure proper functioning. These inspections are conducted and tracked as part of MCM#5.

Stormwater piping should be inspected annually and in good condition. The inspections shall be documented on the "Municipal Facilities O&M Plan Maintenance Log: Area A".

All stormwater outfalls are mapped and inspected regularly as part of MCM#3.

A.8. Miscellaneous Facilities

a. Dumpers and Trash Receptacles

All trash receptacles should be covered and located in a marked, designated area. All trash should be disposed of in the covered receptacles and not placed anywhere outside of the receptacle. The area(s) where the receptacles are located should be inspected monthly to ensure that there is no leakage or spills. The inspections shall be documented on the form "Municipal Facilities O&M Plan Maintenance Log: Area A". A supply of absorbent clean up materials is stored in the maintenance building. Any noticeable leaks or spills should be immediately cleaned up, and the material used should be disposed of in an enclosed receptacle. Any leaking or damaged dumpster or trash container should be repaired or replaced.

b. Lawn and Park Areas

All fertilizers and pesticides applied in the municipal lawn or park areas are done by licensed personnel.

Grassed areas are regularly mowed and the clippings are left on the lawn.

**Municipal Facilities O&M Plan Maintenance Log: Area A
1700 & 1756 Nissley Road**

Monthly Inspection Items

Month _____ Year _____

Contact: Perry Madonna, Director of Public Works 717-898-3100 Ext. 228

Maintenance Building

Inspection Areas	O&M Plan Attachment #	Date of Inspection and Initials	Notes/Follow up
Vehicle Storage Areas	A.2.a		
Vehicle Washing Areas	A.2.b		
Vehicle Repair and Maintenance Areas	A.2.c		
Fluid Storage Areas	A.2.d		

Salt Shed

Inspection Areas	O&M Plan Attachment #	Date of Inspection and Initials	Notes/Follow up
Storage Area	A.3.a & b		

Fueling Area

Inspection Areas	O&M Plan Attachment #	Date of Inspection and Initials	Notes/Follow up
Pumps	A.4.a		

Parking Areas

Inspection Areas	O&M Plan Attachment #	Date of Inspection and Initials	Notes/Follow up
Lots	A.5.a		

Miscellaneous Facilities

Inspection Areas	O&M Plan Attachment #	Date of Inspection and Initials	Notes/Follow up
Dumpsters and Trash Receptacles	A.8.a		

**Municipal Facilities O&M Plan Maintenance Log: Area A
1700 & 1756 Nissley Road**

Annual Inspection Items

Year _____

Contact: Perry Madonna, Director of Public Works 717-898-3100 Ext. 228

Parking Areas

Inspection Areas	O&M Plan Attachment #	Date of Inspection and Initials	Notes/Follow up
Stormwater Inlets	A.4.b		

Roadways/Access Drive

Inspection Areas	O&M Plan Attachment #	Date of Inspection and Initials	Notes/Follow up
Stormwater Inlets	A.6.a		

Stormwater Conveyance Facilities

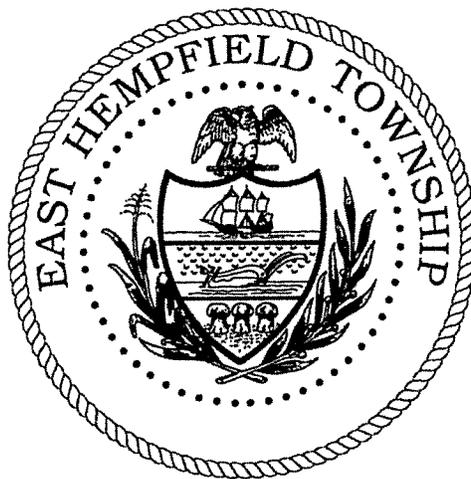
Inspection Areas	O&M Plan Attachment #	Date of Inspection and Initials	Notes/Follow up
Stormwater Piping	A.7.a		

East Hempfield Township

Stormwater Operations & Maintenance (O&M) Plan

(MCM#6, BMP#2)

Area B



Hempfield Recreation Center located at 950 Church Street, Landisville
PA

October 2015

Index

B. Coverage Areas

B.1. Building Exterior Maintenance

- a. Wash-down
- b. Painting and Miscellaneous Building Repairs

B.2. Swimming Pool

- a. Chlorine and Chemical storage
- b. Draining and Discharges

B.3. Parking areas

- a. Lots
- b. Stormwater Inlets

B.4. Roadways/Access Drives

- a. Stormwater Inlets

B.5. Tennis and Basketball Courts

- a. Maintenance

B.6. Stormwater Facilities

- a. Maintenance

B.7. Miscellaneous Facilities

- a. Dumpsters and Trash Receptacles
- b. Lawn and Park Areas

Municipal Facilities O&M Plan Maintenance Log: Area B

B. Coverage Areas

This O&M Plan covers the municipal facilities and operations at The Hempfield Rec Center located at 950 Church Street, Landisville including: the Recreation building, Outdoor swimming pool, parking areas, access drives, hard surface tennis and basketball courts, storm water facilities and Miscellaneous facilities including outdoor disposal/storage areas and park/lawn areas.

B.1. Building Exterior Maintenance

a. Wash-down

Building wash-down should consist of only water whenever possible.

If building wash-down generates sediment or debris, a liner or drop cloths should be used to collect this material for disposal. No loose material, detergents or chemicals from building wash-down should enter the storm sewer system.

b. Painting and Miscellaneous Building Repairs

Painting should be done in a manner that reduces the risk of paint, paint removers or other chemicals from entering the storm sewer system. Paint and related chemicals should be stored in sealed containers. All waste materials that have been contaminated with paint or other chemicals should be disposed of in a covered waste receptacle.

Any building repairs that involve the use of chemicals or solvents shall be done in a manner that reduces any risk of leakage into the storm sewer system. These chemicals should be sealed and stored indoors and away from any rain or storm water flows. Any loose materials from construction or repairs shall be collected and disposed of in a covered trash receptacle.

No flows containing paint, chemicals, solvent or loose material shall enter a storm sewer inlet or conveyance facility.

B.2. Swimming Pool

a. Chlorine and Chemical Storage

All pool chemicals including chlorine and other sanitizing compounds, water balancing compounds, Algaecides, and any other chemical used to treat or test pool waters shall be stored in their original sealed containers indoors in in a covered area shielded from rain or stormwater flows. The storage areas should be checked monthly for spills or leaks. The inspection shall be documented on the form "Municipal Facilities O&M Plan

Maintenance Log: Area B". A spill cleanup kit shall be located near the storage area and shall be used anytime a spill has occurred.

b. Draining and Discharges

Chlorinated pool water shall at no point be discharged into or near any stormwater inlet or facility. When Draining the pool is necessary, dechlorinated discharges can be safely discharged to the sanitary sewer system in accordance with Lancaster Area Sewer Authority's (LASA) fact sheet entitled: "Discharge of Chlorinated water (Pools and Spas) Fact Sheet". As an alternative to discharging to the sanitary sewer system, dechlorinated pool water can be discharged to land areas where it will have a chance to filter before reaching the storm sewer system or surface waters. Prior to discharge, chlorine levels should be tested (and deemed not detectable), the pH of the discharge should be generally between 6.5 and 8.5, and suspended solids should be allowed to settle out.

B.3 Parking Areas

a. Lots

Parking areas should be checked monthly for signs of spills or leaks. The inspection shall be documented on the form "Municipal Facilities O&M Plan Maintenance Log: Area B". Any spills of vehicle oils, fuel, or other fluids should be immediately cleaned up with a spill clean-up kit located in the recreation building,

b. Stormwater Inlets

All inlets to the storm sewer system in the parking area (s) should be inspected annually to ensure that they are unobstructed. The inspections shall be documented on the "Municipal Facilities O&M Plan Maintenance Log: Area B". The inlets should be free of trash, debris and sediment. If there are signs of a spill or leaked fluids near a storm sewer inlet, clean up using a clean-up kit located in the recreation building shall take place immediately to prevent the discharge from entering the storm sewer system.

B.4. Roadways/Access Drives

a. Stormwater Inlets

All inlets to the storm sewer system along the access drive should be inspected annually to ensure that they are unobstructed. The inspections shall be documented on the "Municipal Facilities O&M Plan Maintenance Log: Area B". The inlets should be free of

trash, debris and sediment. If there are signs of a spill or leaked fluids near a storm sewer inlet, clean up using a clean-up kit located in the recreation building shall place immediately to prevent the discharge from entering the storm sewer system.

B.5. Tennis and Basketball Courts

a. Maintenance

When washdown of the hard surface sports areas is necessary, plain water is preferable. If chemical additives are necessary, flows shall be diverted away from all stormwater inlets and/or facilities or be collected to be disposed of.

Any maintenance that may involve paint or sealants shall be done in a manner where there will be no contamination to stormwater facilities which may include the use of tarps, working in dry conditions and collection of any flows generated to be disposed of.

B.6. Stormwater Conveyance Facilities

a. Maintenance

All structural stormwater facilities must be regularly inspected to ensure proper functioning. These inspections are conducted and tracked as part of MCM#5.

Stormwater piping should be inspected annually and maintained in good condition. The inspections shall be documented on the "Municipal Facilities O&M Plan Maintenance Log: Area B".

All stormwater outfalls are mapped and inspected regularly as part of MCM#3.

B.7. Miscellaneous Facilities

a. Dumpsters and Trash Receptacles

All trash receptacles should be covered and located in a marked, designated area. All trash should be disposed of in the covered receptacles and not placed anywhere outside of the receptacle. The area(s) where the receptacles are located should be inspected monthly to ensure that there is no leakage or spills. The inspections shall be documented on the form "Municipal Facilities O&M Plan Maintenance Log: Area B". A supply of absorbent clean up materials is stored in the maintenance building. Any noticeable leaks or spills should be immediately cleaned up, and the material used should be disposed of in an enclosed receptacle. Any leaking or damaged dumpster or trash container should be repaired or replaced.

b. Lawn and Park Areas

All fertilizers and pesticides applied in the lawn or park areas are done by licensed personnel.

Grassed areas are regularly mowed and the clippings are left on the lawn.

**Municipal Facilities O&M Plan Maintenance Log: Area B
Hempfield Recreation Center
Located at 950 Church Street, Landisville PA**

Monthly Inspection Items

Month _____ Year _____

Contact: Perry Madonna, Director of Public Works 717-898-3100 Ext. 228

Swimming Pool

Inspection Areas	O&M Plan Attachment #	Date of Inspection and Initials	Notes/Follow up
Chlorine/Chemical Storage	B.2.a		

Parking Areas

Inspection Areas	O&M Plan Attachment #	Date of Inspection and Initials	Notes/Follow up
Lots	B.3.a		

Dumpsters and Trash Receptacles

Inspection Areas	O&M Plan Attachment #	Date of Inspection and Initials	Notes/Follow up
Dumpsters/Trash Cans	B.7.a		

**Municipal Facilities O&M Plan Maintenance Log: Area B
Hempfield Recreation Center
Located at 950 Church Street, Landisville PA**

Annual Inspection Items

Year _____

Contact: Perry Madonna, Director of Public Works 717-898-3100 Ext. 228

Parking Areas

Inspection Areas	O&M Plan Attachment #	Date of Inspection and Initials	Notes/Follow up
Stormwater Inlets	B.3.b		

Access Drive

Inspection Areas	O&M Plan Attachment #	Date of Inspection and Initials	Notes/Follow up
Stormwater Inlets	B.4.a		

Stormwater Conveyance Facilities

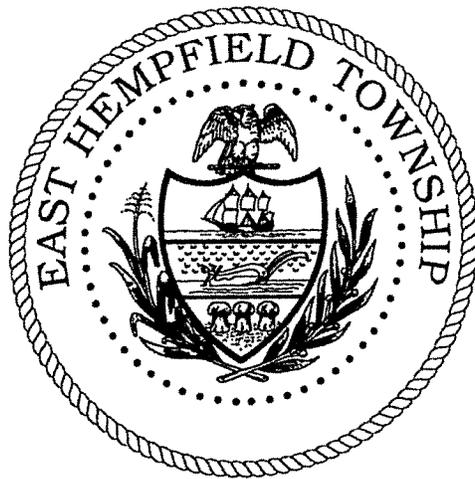
Inspection Areas	O&M Plan Attachment #	Date of Inspection and Initials	Notes/Follow up
Stormwater Piping	B.6.a		

East Hempfield Township

Stormwater Operations & Maintenance (O&M) Plan

(MCM#6, BMP#2)

Area C



Four Seasons Golf Course located at 949 Church Street, Landisville PA

August 2015

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C. Coverage Areas

C.1. Building Exterior Maintenance

- a. Wash-down
- b. Painting and Miscellaneous Building Repairs
- c. Indoor Chemical Storage

C.2. Parking areas

- a. Lots
- b. Stormwater Inlets

C.3. Roadways/Access Drives

- a. Stormwater Inlets

C.4. Stormwater Facilities

- a. Maintenance

C.5. Miscellaneous Facilities

- a. Dumpsters and Trash Receptacles
- b. Lawn and Golf Areas

Municipal Facilities O&M Plan Maintenance Log: Area C

C. Coverage Areas

This O&M Plan covers the municipal facilities and operations at The Four Seasons Golf Course located at 949 Church Street, Landisville including: the Food Service and Operations building, parking areas, access drives, and miscellaneous facilities including outdoor disposal/storage areas and park/lawn areas.

C.1. Building Exterior Maintenance

a. Wash-down

Building wash-down should consist of only water whenever possible.

If building wash-down generates sediment or debris, a liner or drop cloths should be used to collect this material for disposal. No loose material, detergents or chemicals from building wash-down should enter the storm sewer system.

b. Painting and Miscellaneous Building Repairs

Painting should be done in a manner that reduces the risk of paint, paint removers or other chemicals from entering the storm sewer system. Paint and related chemicals should be stored in sealed containers. All waste materials that have been contaminated with paint or other chemicals should be disposed of in a covered waste receptacle.

Any building repairs that involve the use of chemicals or solvents shall be done in a manner that reduces any risk of leakage into the storm sewer system. These chemicals should be sealed and stored indoors and away from any rain or storm water flows. Any loose materials from construction or repairs shall be collected and disposed of in a covered trash receptacle.

No flows containing paint, chemicals, solvent or loose material shall enter a storm sewer inlet or conveyance facility.

c. Indoor Chemical Storage

All chemicals including fertilizers, pesticides, oils and fluids for mowing equipment and any other lawn/golf course treatment shall be stored in their original containers, wherever possible, or in approved storage tanks in a covered indoor area away from any storm drains or inlets. These areas shall be inspected regularly for any spills or leaks. Any leak or spill will be immediately removed using a spill clean up kit which shall be stored near any area containing chemicals.

C.2 Parking Areas

a. Lots

Parking areas should be checked monthly for signs of spills or leaks. The inspection shall be documented on the form "Municipal Facilities O&M Plan Maintenance Log: Area C". Any spills of vehicle oils, fuel, or other fluids should be immediately cleaned up with a spill clean-up kit located in the main building.

b. Stormwater Inlets

All inlets to the storm sewer system in the parking area (s) should be inspected annually to ensure that they are unobstructed. The inspections shall be documented on the "Municipal Facilities O&M Plan Maintenance Log: Area C". The inlet should be free of trash, debris and sediment. If there are signs of a spill or leaked fluids near a storm sewer inlet, clean up using a clean-up kit located in the main building shall take place immediately to prevent the discharge from entering the storm sewer system.

C.3 Roadways/Access Drives

a. Stormwater Inlets

All inlets to the storm sewer system along the access drive should be inspected annually to ensure that they are unobstructed. The inspections shall be documented on the "Municipal Facilities O&M Plan Maintenance Log: Area C". The inlet should be free of trash, debris and sediment. If there are signs of a spill or leaking fluids near a storm sewer inlet, clean up using a clean-up kit located in the main building shall place immediately to prevent the discharge from entering the storm sewer system.

C.4 Stormwater Conveyance Facilities

a. Maintenance

All structural stormwater facilities are regularly inspected to ensure proper functioning. These inspections are conducted and tracked as part of MCM#5.

Stormwater piping should be inspected annually and in good condition. The inspections shall be documented on the "Municipal Facilities O&M Plan Maintenance Log: Area C".

All stormwater outfalls are mapped and inspected regularly as part of MCM#3.

C.5 Miscellaneous Facilities

a. Dumpers and Trash Receptacles

All trash receptacles should be covered and located in a marked, designated area. All trash should be disposed of in the covered receptacles and not placed anywhere outside of the receptacle. The area(s) where the receptacles are located should be inspected monthly to ensure that there is no leakage or spills. The inspections shall be documented on the form "Municipal Facilities O&M Plan Maintenance Log: Area C". A supply of absorbent clean up materials is stored in the main building. Any noticeable leaks or spills should be immediately cleaned up, and the material used should be disposed of in an enclosed receptacle. Any leaking or damaged dumpster or trash container should be repaired or replaced.

b. Lawn and Golf Areas

All fertilizers and pesticides applied in the lawn or park areas are done by licensed personnel.

Grassed areas are regularly mowed and the clippings are left on the lawn.

**Municipal Facilities O&M Plan Maintenance Log: Area C
 Four Seasons Golf Course
 Located at 949 Church Street, Landisville PA**

Monthly Inspection Items

Month _____ Year _____

Contact: Perry Madonna, Director of Public Works 717-898-3100 Ext. 228

Parking Areas

Inspection Areas	O&M Plan Attachment #	Date of Inspection and Initials	Notes/Follow up
Lots	C.2.a		

Dumpsters and Trash Receptacles

Inspection Areas	O&M Plan Attachment #	Date of Inspection and Initials	Notes/Follow up
Dumpsters/Trash Cans	C.5.a		

**Municipal Facilities O&M Plan Maintenance Log: Area C
 Four Seasons Golf Course
 Located at 949 Church Street, Landisville PA**

Annual Inspection Items

Year _____

Contact: Perry Madonna, Director of Public Works 717-898-3100 Ext. 228

Parking Areas

Inspection Areas	O&M Plan Attachment #	Date of Inspection and Initials	Notes/Follow up
Stormwater Inlets	C.2.b		

Access Drive

Inspection Areas	O&M Plan Attachment #	Date of Inspection and Initials	Notes/Follow up
Stormwater Inlets	C.3.a		

Stormwater Conveyance Facilities

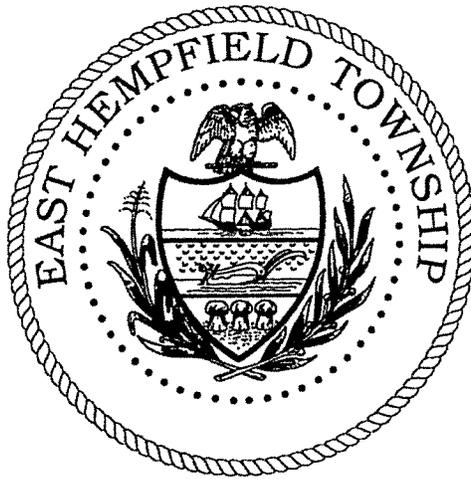
Inspection Areas	O&M Plan Attachment #	Date of Inspection and Initials	Notes/Follow up
Stormwater Piping	C.4.a		

East Hempfield Township

Stormwater Operations & Maintenance (O&M) Plan

(MCM#6, BMP#2)

Area D



Noel Dorwart Park and Farmingdale Trail located at the intersection of Good Drive and Parklawn Court, Lancaster.

October 2015

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D. Coverage Areas

D.1 Parking areas

a. Lots

b. Stormwater Inlets

D.2 Roadways/Access Drives

a. Stormwater Inlets

D.3 Stormwater Conveyance Facilities

a. Maintenance

D.4 Trail Areas

a. Trail Usage

b. Waste Removal

Municipal Facilities O&M Plan Maintenance Log: Area E

D. Coverage Areas

This O&M Plan covers the park and wooded areas of Noel Dorwart Park and the trail areas of the Farmingdale trail located near the intersection of Good Drive and Parklawn Court, Lancaster.

D.1 Parking Areas

a. Lots

Parking areas should be checked monthly for signs of spills or leaks. The inspection shall be documented on the form "Municipal Facilities O&M Plan Maintenance Log: Area E". Any spills of vehicle oils, fuel, or other fluids should be immediately cleaned up with a spill clean-up kit located onsite or in a Township maintenance vehicle.

b. Stormwater Inlets

All inlets to the storm sewer system in the parking area (s) should be inspected annually to ensure that they are unobstructed. The inspections shall be documented on the "Municipal Facilities O&M Plan Maintenance Log: Area E". The inlets should be free of trash, debris and sediment. If there are signs of a spill or leaked fluids near a storm sewer inlet, removal using a clean-up kit located onsite or in a Township maintenance vehicle shall take place immediately to prevent the discharge from entering the storm sewer system.

D.2 Access Drives

a. Stormwater Inlets

All inlets to the storm sewer system along the access drive should be inspected annually to ensure that they are unobstructed. The inspections shall be documented on the "Municipal Facilities O&M Plan Maintenance Log: Area E". The inlets should be free of trash, debris and sediment. If there are signs of a spill or leaked fluids near a storm sewer inlet, clean up using a clean-up kit located onsite or in a Township maintenance vehicle shall place immediately to prevent the discharge from entering the storm sewer system.

D.3. Stormwater Conveyance Facilities

a. Maintenance

All structural stormwater facilities must be regularly inspected to ensure proper functioning. These inspections are conducted and tracked as part of MCM#5.

Stormwater piping should be inspected annually and in good condition. The inspections shall be documented on the "Municipal Facilities O&M Plan Maintenance Log: Area E".

All stormwater outfalls are mapped and inspected regularly as part of MCM#3.

D.4. Trail Areas

a. Trail Usage

The trail is designed for non-motorized vehicle usage only. A sign noting this should be located near the entrance to the trail. If there are any signs of motor vehicle usage on the trail, the nearby areas should be visually inspected for any gasoline or vehicle fluids.

b. Waste Removal

Users of the trail must remove all trash and pet/animal wastes that are generated while utilizing the trail. A sign noting this should be located near the entrance to the trail, park areas, and dog run areas.

Municipal Facilities O&M Plan Maintenance Log: Area D

Noel Dorwart Park & Farmingdale Trail

Located at the Intersection of Good Drive and Parklawn Court, Lancaster.

Monthly Inspection Items

Month _____ Year _____

Contact: Perry Madonna, Director of Public Works 717-898-3100 Ext. 228

Parking Areas

Inspection Areas	O&M Plan Attachment #	Date of Inspection and Initials	Notes/Follow up
Lots	D.1.a		

**Municipal Facilities O&M Plan Maintenance Log: Area D
 Noel Dorwart Park & Farmingdale Trail
 Located at the Intersection of Good Drive and Parklawn Court, Lancaster.**

Annual Inspection Items

Year _____

Contact: Perry Madonna, Director of Public Works 717-898-3100 Ext. 228

Parking Areas

Inspection Areas	O&M Plan Attachment #	Date of Inspection and Initials	Notes/Follow up
Stormwater Inlets	D.1.b		

Access Drive

Inspection Areas	O&M Plan Attachment #	Date of Inspection and Initials	Notes/Follow up
Stormwater Inlets	D.2.a		

Stormwater Conveyance Facilities

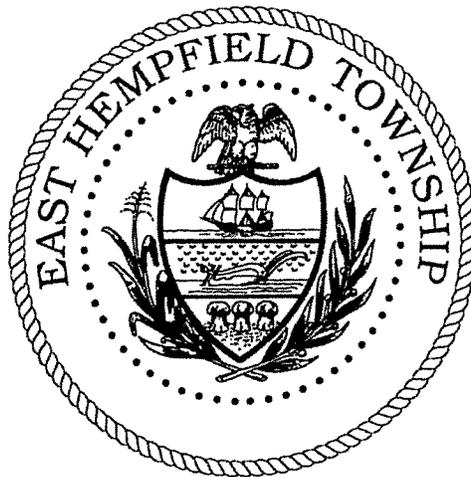
Inspection Areas	O&M Plan Attachment #	Date of Inspection and Initials	Notes/Follow up
Stormwater Piping	D.3.a		

East Hempfield Township

Stormwater Operations & Maintenance (O&M) Plan

(MCM#6, BMP#2)

Area E



Wheatland Hills Park located at the intersection of Ridgeview Avenue and Conestoga Boulevard, Lancaster PA

October 2015

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E. Coverage Areas

E.1 Parking areas

- a. Lots/Paved areas
- b. Stormwater Inlets

E.2 Roadways/Access Drives

- a. Stormwater Inlets

E.3 Miscellaneous Facilities

- a. Lawn and Park Areas

Municipal Facilities O&M Plan Maintenance Log: Area F

E. Coverage Areas

This O&M Plan covers the paved access roadway, parking areas and park/lawn areas of Wheatland Hills Park located near the intersection of Ridgeview Avenue and Conestoga Boulevard, Lancaster.

E.1 Parking Areas

a. Lots/Paved Areas

Parking areas should be checked monthly for signs of spills or leaks. The inspection shall be documented on the form "Municipal Facilities O&M Plan Maintenance Log: Area F". Any spills of vehicle oils, fuel, or other fluids should be immediately cleaned up with a spill clean-up kit located onsite or in a Township maintenance vehicle.

b. Stormwater Inlets

All inlets to the storm sewer system in the parking area should be inspected annually to ensure that they are unobstructed. The inspections shall be documented on the "Municipal Facilities O&M Plan Maintenance Log: Area F". The inlet should be free of trash, debris and sediment. If there are signs of a spill or leaked fluids near a storm sewer inlet, removal using a clean-up kit located onsite or in a Township maintenance vehicle shall take place immediately to prevent the discharge from entering the storm sewer system.

E.2 Roadways/Access Drives

a. Stormwater Inlets

All inlets to the storm sewer system along the access drive should be inspected annually to ensure that they are unobstructed. The inspections shall be documented on the "Municipal Facilities O&M Plan Maintenance Log: Area F". The inlets should be free of trash, debris and sediment. If there are signs of a spill or leaked fluids near a storm sewer inlet, clean up using a clean-up kit located onsite or in a Township maintenance vehicle shall place immediately to prevent the discharge from entering the storm sewer system.

E.3 Miscellaneous Facilities

a. Lawn and Park Areas

All fertilizers and pesticides applied in the municipal lawn or park areas are done by licensed personnel.

Grassed areas are regularly mowed and the clippings are left on the lawn.

Pet wastes should be removed from the park area and disposed of in a trash receptacle.

Municipal Facilities O&M Plan Maintenance Log: Area E

Wheatland Hills Park

**Located at the intersection of Ridgeview Avenue and Conestoga Blvd.,
Lancaster**

Monthly Inspection Items

Month _____ **Year** _____

Contact: Perry Madonna, Director of Public Works 717-898-3100 Ext. 228

Parking Areas

Inspection Areas	O&M Plan Attachment #	Date of Inspection and Initials	Notes/Follow up
Lots	E.1.a		

**Municipal Facilities O&M Plan Maintenance Log: Area E
Wheatland Hills Park
Located at the intersection of Ridgeview Avenue and Conestoga Blvd.,
Lancaster**

Annual Inspection Items

Year _____

Contact: Perry Madonna, Director of Public Works 717-898-3100 Ext. 228

Parking Areas

Inspection Areas	O&M Plan Attachment #	Date of Inspection and Initials	Notes/Follow up
Stormwater Inlets	E.1.b		

Access Drive

Inspection Areas	O&M Plan Attachment #	Date of Inspection and Initials	Notes/Follow up
Stormwater Inlets	E.2.a		

Annual Municipal Employee Training and Education Plan

Municipality: East Hempfield Township

Date of Plan: Jan-16

Plan Dates: March 2013-2018

Permit #: 133632

Permit Cycle Year: 2016-2017

This plan provides an outline of training and education activities for the municipality's employees (and contractors as applicable) for the dates indicated. This plan does not inhibit the potential to pursue and/or conduct other training activities the municipality may deem necessary during the permit cycle year. This plan is developed to help document the municipality's compliance efforts with the selected and implemented Best Management Practice (BMP) GH-1 "Employee Training and Education."

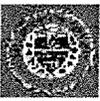
Training Event	Target Employee Audience	Planned Frequency (if applicable)	Topic(s)/Description
SWMP Review	All Staff	annual	See Fact Sheet: Stormwater Management Plan Review
Illicit Discharge and Detection	Public Works Staff	annual	See Fact Sheet: Illicit Discharge Detection and Elimination <i>Training events occurred in February and March 2015</i>
Vehicle and Equipment Fueling	Public Works Staff, Police Department Employees	annual	See Fact Sheet: Vehicle and Equipment Fueling
Waste Management	Public Works Staff	annual	See Fact Sheet: Waste Management
Spill Prevention and Control	Public Works Staff	Bi-annually	See Fact Sheet: Spill Prevention and Control
Outdoor Storage of Materials	Public Works Staff	annual	See Fact Sheet: Outdoor Storage of Materials
Municipal Yard Maintenance	Public Works Staff	Annual	See Fact Sheet: Municipal Yard Maintenance

The municipality will conduct operations with the goal of completing all events listed to the Maximum Extent Practicable (MEP).

Signature of Authorized Municipal Representative

Date

Printed Name of Authorized Municipal Representative



MCM#6: Employee Training Program Fact Sheet: Stormwater Management Plan (SWMP) Review

Introduction:

An annual review of the Township's SWMP is essential for the successful implementation of the program. This review also provides a forum to convey updates and changes to the program.

Objectives:

- Ensure that all employees understand their role in the Township's Stormwater Management Plan

Procedures:

1. Provide an overview of the changes to the SWMP:
 - a. The development of a formal employee training program
 - b. Discuss or review all training topics on the employee training plan
 - c. The O&M plans and maintenance logs for each municipal area
 - d. Updates from any audits or meetings
 - e. Discuss training priorities based on changes to the SWMP and/or issues encountered with the SWMP
2. Provide status updates
 - a. Reports of any incidents or spills
 - b. Review procedures for reporting incidents
 - c. Status of upcoming projects (BMP project for fueling area)
3. Allow for questions and suggestions

Discussion Points:

1. Ensure that the locations of all clean up materials are known in areas at risk for spills
2. Ensure that all maintenance and inspections are being documented



MCM#6: Employee Training Program Fact Sheet: Illicit Discharge Detection and Elimination (IDDE)

Introduction:

The Township's storm sewer system operates by conveying stormwater directly into streams and waterways for discharge. This discharge may include pollutants and solids that have collected in the stormwater, causing pollution to the Township's waterbodies. Understanding what an illicit discharge is and how to investigate them is an important component of the Township's Stormwater Management Plan.

Objectives:

- Ensure that all employees understand what constitutes an Illicit Discharge
- Ensure that all employees know what their role is when an illicit discharge is reported
- Ensure that employees are following the Township's "Illicit Discharge Detection and Elimination program Manual"

Procedures:

1. Review what constitutes an illicit discharge and what the allowable discharges are as listed in the Township's permit and Stormwater Management Ordinance
2. Specific information should be documented when a suspected illicit discharge event is reported
 - a. Review the data collection form ("A-1, Citizen Complaint Illicit Discharge Form)
3. All details of an illicit discharge investigation procedure should be documented.
 - a. Review investigation form (A-3, East Hempfield Township Response Form)
4. Discuss any complaints received and corresponding investigations conducted within the last year



Discussion Points:

1. Ensure that all documentation for each illicit discharge event is retained
2. Ensure that follow up investigations occur within at least five (5) days of the receipt of a suspected illicit discharge. Priorities, based on the severity and type of contaminant may require a faster response (See table 5.1 "Source Investigation Priority Levels" in the Township IDDE Manual).



MCM#6: Employee Training Program Fact Sheet: Vehicle and Equipment Fueling

Introduction:

The Township is equipped with a fueling station in the municipal yard area at 1700 Nissley Road. Drips, spills and leaks of fuel which are not properly cleaned can easily wash into storm sewers or streams causing pollution events. The procedures outlined below aim to reduce this risk of pollution.

Objectives:

- Ensure that all Township employees are aware of and are following fueling procedures
- Ensure that all leaks or spills are reported to the Public Works Department for proper containment and cleaning

Procedures:

1. At no time will a fueling vehicle be left unattended. Drivers are to remain outside of the vehicle, in the pumping area while fueling
2. Avoid 'topping off' gas tanks to prevent spillover
3. If a spill or leak is observed, contact Public Works immediately to report it for clean-up
4. A stockpile of clean up materials will be stored in the fueling area. Only these materials should be used to clean up spilled fuels. Hosing down or washing the area with water is **not** an acceptable way to clean up a spill.
5. All used spill clean-up materials will be disposed of in a covered receptacle located near the fueling area
6. In the event of a major leak or spill (fuel cannot be contained or cleaned by onsite methods) outside of Township business hours, call 911 and DEP emergency response at: **866-825-0208**
7. If a container of fuel is being filled for use offsite of the fueling area, ensure that the container is approved for fuel, is free of holes or cracks and is filled slowly and under its maximum capacity. This should only be done under the supervision and approval of the Public Works Supervisor

**Discussion Points:**

1. Ensure that users of the fueling area know the location of spill clean-up materials, drip pans, and waste cans, preferably with a field view of the fueling area. All nearby stormwater inlets which may be impacted in the event of a spill should be identified. A demonstration of proper fueling and spill response procedures is recommended upon a field view
2. All users of the fuel pumps should observe the area upon each use for noticeable spills, and report them to Public Works
3. The fueling area should be routinely inspected to ensure that the tanks are not leaking, the fuel pumps are in good working order and that there are no signs of spills or drips in the area. The inspection must include all components of the fueling area including the tanks, hoses, waste disposal area(s), and the likely flow path of stormwater to the nearest inlet or stream. This inspection should occur monthly and be documented
4. The fuel pump area is for fueling only, no other vehicle fluids should be drained or changed at the fueling location
5. If a vehicle is found to be leaking, drip pans should be used to collect all fluids
6. Only “dry” cleaning methods (such as sweeping) should be used to clean the fueling area. The loose material collected should be disposed of in a covered receptacle
7. Any leak or spill should be immediately reported to the Public Works Department for further action



MCM#6: Employee Training Program Fact Sheet: Waste Management

Introduction:

The improper storage and disposal of waste material can easily lead to direct stream pollution from leaks, spills, and misplaced or strewn materials. The goal of this fact sheet is to inform employees of waste storage and removal procedures.

Objectives:

- Ensure that all employees know the location of the waste storage area
- Ensure that the receptacles in the waste storage areas are properly labeled to note which types of waste they can receive
- Ensure that all employees know what to do if a spill or leak is observed

Procedures:

1. All waste should be disposed of in covered receptacles in the defined waste storage/disposal area.
2. Wastes should be sorted by type prior to disposal. Categories should include recyclable materials, general office refuse, liquid wastes (including vehicle fluids, oils, paints, cleaning chemicals, etc) and hazardous wastes (which must be kept separate).
3. The waste disposal areas should be free of litter or loose materials. All loose material should be collected using a “dry” method such as sweeping or collection of the material by hand.
4. Avoid hosing the area down unless all wash water will be collected or directed to a drain connected to the sanitary sewer system.
5. Liquid spills or leaks should be immediately reported to the Public Works Department and cleaned up with an absorbent material stored nearby. (See also the fact sheet “Spill Prevention and Control”)
6. The waste storage area should be generally observed upon each use for any noticeable leaks or spills. On a monthly basis the entire area including all receptacles and containers should be thoroughly inspected and documented to ensure the integrity of area.



Discussion Points:

1. Ensure that all employees know the location of spill clean-up materials.
2. Any leak or spill should be immediately reported to the Public Works Department for further action.
3. Ensure that employees can identify “Hazardous” wastes (which usually require special disposal). These types of waste must be kept separated.
4. Ensure that a supply of protective equipment is stored near the waste storage area such as gloves and safety glasses for spill and material clean up.



MCM#6: Employee Training Program Fact Sheet: Spill Prevention and Control

Introduction:

Spills of materials can occur due to accidents, negligence and improper usage and storage of materials. Spilled material such as salt, cleaning fluids, vehicle fluids and leaks from dumpsters can easily be washed into the storm sewer or streams if not properly contained and removed. This fact sheet outlines procedures to prevent and contain spills to prevent pollution.

Objectives:

- Ensure that materials that are liquid or loose materials are contained
- Increase awareness of storage and disposal areas to prevent accidents and increase observation of spills or leaks
- Ensure that all employees know what to do in the event of a spill

Procedures:

1. Clearly label the storage area and all storage containers to prevent accidents and cross contamination.
2. When possible, store materials that are easily spilled indoors or in a covered area. If this is not possible, a secondary containment measure should be installed to keep water out and the material in.
3. Report a spill to the public works department immediately upon discovery and implement clean up procedures.
4. A supply of clean up materials appropriate for the type of materials stored should be keep in a close proximity to the storage area. Dry cleaning methods such as sweeping or using absorbent materials that are easily collected for disposal are the primary cleaning method. If an area requires hosing, ensure that all wash water is collected or disposed on into a drain connected to the sanitary sewer.
5. Ensure that drip pans are used when when changing/draining vehicle fluids, and to collect all leaks from vehicles or equipment.



6. All municipal employees should observe any area they are using (fueling area, waste area, storage areas, etc) for any noticeable spills or leaks upon every use.
7. Material storage areas including salt storage, vehicle fluids, and dumpsters/trash storage areas should have a thorough inspection at least monthly with documentation.
8. A general log of materials stored on-site (vehicle fluids, cleaning materials, paints, etc) should be kept and regularly updated. This log will determine the types of clean up and protective materials needed and can assist in the event of a large spill or leak to determine appropriate clean up measures.
9. Hazardous materials should be stored separately.

Discussion Points:

1. Ensure that all employees know the location of spill clean-up materials and protective equipment for spill clean up.
2. Ensure that all employees are familiar with the type of material they are working with, and keep a copy of the MSDS sheet at the storage area where appropriate.



MCM#6: Employee Training Program Fact Sheet: Outdoor Storage of Materials

Introduction:

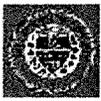
Materials stored outdoors pose of risk of pollution when not properly contained and/or covered. This fact sheet outlines procedures for outdoor storage areas.

Objectives:

- Ensure that outdoor storage areas are stable and contained
- Ensure that regular inspections of the outdoor storage areas are occurring and being documented

Procedures:

1. Covered or enclosed containment areas should be used to store loose materials such as soil, gravel, mulch, sand, salt, etc. when possible. The containers should be inspected frequently for any holes or cracks, overflowing material, and to ensure that the cover used is keeping water out and the material in.
2. Materials in transferrable containers should be stored on pallets to keep them off of the ground and facilitate easy movement/removal.
3. Silt fence should be used around large piles of loose material too large to be fully contained.
4. Since a stream runs adjacent to the municipal yard a berm or diversion ditch to direct stormwater flows away from the storage area should be in place and maintained.
5. Provide a defined access path in and out of storage areas for any vehicles or equipment to reduce accidental spills.
6. Spills of material should be reported to Public Works.
7. "Dry" cleaning methods such as sweeping, vacuuming, and the use of absorbent materials that are easily collected for disposal should be used.
8. Since the storage area is not paved, soil contaminated from a spill should be removed fully removed and disposed of in the event of a liquid spill that seeps into the ground.



Discussion Points:

1. Ensure that all stored materials are separated by type
2. A daily quick check of these areas should be conducted for leaks or spills.
3. Keep track of materials stored outdoors using an inventory or log.



MCM#6: Employee Training Program Fact Sheet: Municipal Yard Maintenance

Introduction:

The Municipal yard, located at 1700 Nissley Road, consists of the following facilities: Salt storage shed, Maintenance Building, Fueling area, parking area(s)/police impound lot, and an outdoor storage area. This fact sheet outlines some basic pollution prevention procedures for facilities located in the municipal yard.

Objectives:

- Increase employee awareness of the potential for stormwater and stream Pollution in the municipal yard
- Ensure that employees know what to do in the event of a spill or leak of a potential pollutant
- Ensure that inspections of the municipal yard are occurring at least monthly and are being documented

Procedures:

1. The **salt storage shed** should be covered and all salt contained within the shed at all times. If loose material is observed outside of this area it should be immediately removed (using a “dry” method such as sweeping). Ensure that no rainwater or runoff can enter this area.
2. All potential pollutants (such a vehicle fluids, fertilizers, pesticides, cleaning fluids, etc) contained within the **Maintenance building** should be stored in a designated area. The storage area should include a supply of clean up materials appropriate for the chemicals stored.
 - a. Drip pans should be used to collect any drained or leaking fluids from vehicles or equipment.
 - b. Water from vehicle and equipment washing should be discharged to a drain connected to the sanitary sewer.
 - c. Wastes should be handled in accordance with the Township’s Waste Management Plan.
3. The **fueling area** should be used and maintained in accordance with the Township’s Vehicle and Equipment Fueling guidelines.



4. Any vehicle parked or stored in the **parking/police impound areas** should be monitored for leaks. Drip pans should be used to collect all fluids. Spill clean-up materials should be stored as close to the area(s) as possible and easily accessible.

5. **Outdoor storage areas** should not include any substance that can leak, corrode, or in any way erode and enter the storm sewer or stream, in accordance with the Outdoor Storage of Materials plan.

Discussion Points:

1. Ensure that the locations of all clean up materials are known.
2. A daily quick check of these areas can prevent a leak or spill from reaching a stormwater facility or stream.
3. Keep track of what materials are in supply and what materials are being disposed of.



IDDE Training, March 27, 2015

Attendance Sheet

Name	Phone/Email
Perry Madonna	898-3100
Eddie King	898-3100
Robert Knoll	898-3100
John B. Rusko	898-3100
Maurice Perin	898-3100
MARK FRENCH	898-3100
Jim Neiss	898-3100
Cliff Hays	898-3200
JOE VOSNOCK	898-3100
Ernie Thompson	898-1551
Charles Hull	285-5600
RICKY A. WINNER	367-0576
Steve Shiles	898-3103
TANNY MARSH	898-3103

EAST HEMPFIELD TOWNSHIP POLICE DEPARTMENT

Township MS4 Training Sign-Off Sheet

Employee	Date	My signature indicates that I have received, and understand the MS4 training.	Supervisor's Initial
Bender, David	5/8/15		
Brown, Kyle	5/8/15		BH
Brubaker, Jennifer	5/5		JB
Chase, Christopher	5/12		
Earhart, Mark	05/10/15		MEE
Etter, Ethan	5/9/15		
Haski, Gregory	5/8/15		BH
Henry, Jeremy	5-21-15		SS
Hessinger, Jeffrey	5/11/15		JH
Hollis, Bret	5/8/15		BH
Keen, Christopher	5/4/15		JH
Kelly, Ryan	5/12/15		SS
Lombardo, Anthony	5/8/15		
Marks, Timothy	5/8/15		BH
Marsh, Tammy	5/5/15		TRM
Meeder, Adam	5/8/15		BH
Miller, Matthew	5/8/15		
Murray, Luke	5-11-15		MEE
Nagel, Chad	5-20-15		JH
Peet, James	5-11-2015		MEE
Pohle, Matthew	5-11-15		
Romeo, George	5-11-15		MEE
Roush, Allison	5-11-15		MRE
Sandman, Joshua	5/8/15		BH
Schmidtke, John	5/10/15		
Shanabruch, David	5/9/15		MEE
Skiles, Jason	5/15/15		
Skiles, Stephen	5/8/15		SS
Spitler, Matthew	5-22-15		SS
Stamm, Brennan	5/8/15		BH
Urey, Terri	5/08/15		SS
Watt, William	5/8/15		

EAST HEMPFIELD TOWNSHIP POLICE DEPARTMENT

Township MS4 Training Sign-Off Sheet

Gayman, Peggy	5-22-15	<i>P. Gayman</i>	
Roth, Amanda	5/24/15	<i>Amanda Roth</i>	
Spangler, Joan	5-22-15	<i>J. Spangler</i>	
Zaporozec, Taras	5-11-15	<i>T. Zaporozec</i>	

