



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

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

- Annual Report     Progress Report  
 New Permittee     Renewal Permittee

Due Date: June 28, 2017

GENERAL INFORMATION			
Permittee Name:	East Lampeter Township	NPDES Permit No.:	PAG133541
Mailing Address:	2250 Old Philadelphia Pike	Effective Date:	April 1, 2016
City, State, Zip:	Lancaster, PA 17602	Expiration Date:	March 31, 2017
MS4 Contact Person:	Charity Kadwill	Renewal Due Date:	September 16, 2017
Title:	Stormwater Coordinator	Admin. Extended?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Phone:	717-393-1567 x3528	Municipality:	East Lampeter Township
Email:	ckadwill@eastlampetertownship.org	County:	Lancaster
Co-Permittees (if applicable):			

WATER QUALITY INFORMATION
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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?
Conestoga River	WWF, MF	Yes	Pathogens, Nutrients, Siltation, Organic Enrichment/Low Dissolved Oxygen, Chlorine	No	No
Stauffer Run	WWF, MF	Yes	Siltation	No	No
Mill Creek	WWF, MF	Yes	Nutrients, Siltation	No	No
Pequea Creek	WWF, MF	Yes	Nutrients, Siltation, Organic Enrichment/Low Dissolved Oxygen	Yes	No

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

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



**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.

- For new permittees only, attach the written PEOP or a summary thereof to the first report submitted to DEP.
- If you are not a new permittee, did you complete and submit your written PEOP to DEP?  Yes  No  
If Yes, provide the latest submission date: **June 30, 2016**
- Date of last evaluation of or revision to the PEOP: **May 31, 2016**
- What were the plans and goals for public education and outreach for the reporting period?

**Continue to provide educational information to the general public in the quarterly newsletter; Alert residents to the Township's new BMP inspection process so that they are prepared to maintain any under-performing stormwater management facility; Reach-out to the agricultural community; Expand the Township's educational efforts to school-age children; Reach out to the larger community by providing educational information to partnering organizations. Gain the public's help to reporting instances of illicit discharge and illegal connections to the stormwater system**

- Did the MS4 achieve its goal(s) for the PEOP during the reporting period?  Yes  No

Explain the rationale for your answer:

Articles regarding stormwater were published in the Summer 2016, Fall 2016, Winter 2017, Spring 2017, and Summer 2017 East Lampeter Township Newsletter, touching on a variety of topics such as illicit discharge, fall yard maintenance, and what is MS4. Article was also published in the Spring issue of the Pequea Creek Watershed Association newsletter informing readers of "What MS4 means and why should I care?"

More information regarding BMP inspection and maintenance is forthcoming in the 2018-2023 permit cycle, which includes a target date for self inspections by BMP owners by 2020.

Our efforts to reach out to the Ag community include a manure management & conservation plan workshop in conjunction with Team Ag and LFT.

In our efforts to reach more school aged individuals, the Township gave a stormwater tour and participated in water testing with Lancaster Mennonite Middle School students to relate stormwater quality to drinking water quality. The Township also lead a STEM tour for a group of girls with the School District of Lancaster to discuss water quality in relation to career choices. The Township also hosted a group of students from the Stevens College WET program to help conduct our mock outfall inspections and water testing.

The Township continued its sponsorship of the Pequea Creek Watershed Mini golf Outing by sponsoring a water quality message.

The Township has also begun to distribute materials to new target audience groups which include properties at 1820 Krystle Drive, 729 Hartman Station Rd, and Reese Ave/Susan Ave Swale Neighbors.

6. Identify specific plans and goals for public education and outreach for the upcoming year:

**Specific goals within the next permit year/cycle of 2018-2022 are as follows:**

- Redevelop the PEO Plan
- Develop and distribute PCSM educational pamphlet to all BMP owners
- Distribute LCCWC Homeowners guide to PCSM maintenance to all BMP owners as well
- Develop public signage at municipal BMP projects
- Annually Update TAG lists
- Continue to publish stormwater articles in our Township Newsletters each quarter, as well as contribute to the local watershed newsletters, with a focus on IDDE related items such as how to report a spill, what are spills, etc.

**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: **June 30, 2016**
3. Date of last review or revision to target audience list(s): **5/24/2017**

**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: **June 30, 2016**

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 published four times per year, and information on stormwater related topics is routinely included. This years newsletters included topics such as yard waste and proper disposal, educational opportunities that the Township participated in during the summer, how to identify and illicit discharge and whom to contact, and what is MS4 and why it is important to township residents.**

4. Do you have a municipal website?  Yes  No (URL: <http://www.eastlampetertownship.org>)

If Yes, what MS4-related material does it contain?

**The website has a separate stormwater management page which contains all of the contact information for township authorities and whom to contact. It also contains a variety of links to stormwater management information from other entities. The township page contains information on all of the MCMs and how the Township works to address those on an annual basis.**

5. Describe any other method(s) used during the reporting period to provide information on stormwater to the public:

**The Township working with LFT and Team Ag is sponsoring a manure management/conservation plan workshop in June.**

**We continue to update the website in accordance with new stormwater information that was available regarding the MS4 permit.**

**We continue to have monthly stormwater updates at the board of supervisors meetings.**

6. Date of most recent review and/or update to published stormwater educational materials: **5/24/2017**

7. Identify specific plans for the publication of stormwater materials for the upcoming year:

**This year we will be developing the PCSM pamphlets and materials to distribute to all BMP owners, as well as the LCCWC Homeowner's Guide to Stormwater Management.**

**Our TAG lists will be continually updated, and they will get material specific to their individual issues we have identified when we are in the education and outreach phase of communication.**

**Our CBPRP will be available for public comment during the summer of 2017.**

**We plan on installing signage at any municipally owned BMP facilities installed in the new permit cycle in order to highlight stormwater projects and water quality benefits.**

#### **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).

**Pequea Creek Watershed Association Mini Golf Outing-Signage: October 2016**

**Pequea Creek Watershed Association Newsletter: Spring 2017**

**Strasburg Borough Fire Department MS4 Training: April 2017**

**1780 Krystle Drive-Distributed basin maintenance information & Followed up with site meeting: April-May 2017**

**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: **June 30, 2016**
3. Date of last review and/or update to the PIPP: **May 31, 2016**

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

- a. **Opportunities for the public to participate include the monthly meeting of the Board of Supervisors. The Township Manager Presents a stormwater report at each of these meetings and participants have the chance to ask specific questions. The parks and rec board meets monthly as well at which point they are available to discuss any BMP installations within the municipal parks system. Within the coming permit cycle, there will be more opportunity for the public to comment on the CBPRP and MS4 issues in the Township.**
- b. **ELT staff has a solid relationship with the Pequea Creek Watershed Association, Lancaster Inter-Municipal Coalition(LIMC), the Lancaster County Clean Water Consortium (LCCWC), Lancaster County Conservation District, and Lancaster Farmland Trust. The Township receives information from all of these groups at various times throughout the year, and takes advantage of participating in events as they become available.**
- c. **The municipal website is updated to show more information on stormwater activities. On the website you can view our stormwater ordinance and updates, you will be able to view our CBPRP in the summer of 2017. In addition to those documents you can easily access links to stormwater information endorsed by the LCCWC and various other water quality groups. Currently the annual reports and any MS4 information are available upon request at the township.**

**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:
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): **Monthly Meeting held first Monday of the Month (ongoing), Fire Company Training-April 4<sup>th</sup>, 2017**

2. How were meeting(s) advertised to the public? **The monthly meetings are advertised on our public signage, advertised on the East Lampeter Website, LNP, Fire Company Training was advertised through Strasburg Borough and local fire departments.**

3. Indicate where the meeting(s) were held and the number of attendees:  
**Supervisors Meetings are held at the East Lampeter Township building and have between 10-20 persons regularly in attendance. The fire company training was held at the Strasburg Borough Fire Co and there were approximately 30 attendees.**

4. What types of MS4-related activities did you solicit public involvement and participation for?  
**We solicited involvement from the public for our Mill Creek Stream Cleanup in October 2016.**

5. What MS4-related activities did the public participate in?  
**The public participated in the Mill Creek Stream Cleanup Event in October 2016, the Pequea Creek Watershed Mini Golf Fundraiser in October 2016, and the LCCD tree planting event in Pequea Township in March 2017.**

### **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: **June 30, 2016**

3. Date of last review and/or update to IDD&E program: **May 31, 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 4<sup>th</sup> year Annual Report.
3. Date of last update or revision to map(s): **3/22/2017**
4. Total number of discharge points in your storm sewer system that:  
Discharge directly to surface waters (outfalls): **97**  
Discharge to storm sewers owned by others: **1**
5. Total number of outfalls that are mapped at this time: **98 as of 5/24/17. Outfall confirmation inspections to happen over the Summer/Fall of 2017.**

**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 4<sup>th</sup> 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:

5. Date of last update or revision to map: **March 22, 2017 (see Attached Maps)**

**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: **25%**

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: **15%**
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: **April 7, 2014**
2. For new permittees only, attach an ordinance (or SOP) and letter from an official, engineer or solicitor that prohibits non-stormwater discharges to the first report submitted to DEP.
3. If you are not a new permittee, did you complete and submit your ordinance (or SOP) and letter from an official, engineer or solicitor that prohibits non-stormwater discharges to DEP?  Yes  No

4. Were there any violations of the ordinance during the reporting period?  Yes  No

If Yes, describe what enforcement actions were taken for each violation:

We had 62 violations of the ordinance ranging from major to minor over the course of the last permit year. Below describes only the cases that are currently open and ongoing. The remainder of the violations were able to be identified, addressed, and closed out within the permit year. Those reports for closed cases are available upon request.

July 5, 2016: 125 Reese Ave - Owners had constructed a swale without a permit. Properties were within limits of Lancaster City but discharging onto ELT property. City of Lancaster sent violations and updated ELT on the work performed to date.

July 10, 2016: 2898 Lincoln Highway East - Easement violation, trees, driveway, cistern and porch footings were within an easement. Violation was sent and extension was granted so new property owners can address the issue.

October 5, 2016: 283 Greenland Drive - complaint regarding bubbles in the inlet. Case has been ongoing for the last year. bubbles as well as pink dye were noted to be exiting the headwall into a stream channel. Upon further investigation it was concluded to not be coming from the homes and not to be coming from the commercial development. It appears that PennDot piping from the maintenance yard is connected to our storm sewer in some way. This is ongoing.

February 13, 2017: 2481 Lincoln Highway East - Violation given for failure to produce verification of underground BMP and inspection report, as well as obstructions within the stormwater basin. Maintenance of the facility is ongoing.

March 22, 2017: 374 Mt Sidney Rd - Driveway expansion that was unpermitted as well as earthmoving without E&S controls. Drawings were provided that the cistern that is on site is large enough to manage the stormwater from the existing impervious that didn't need to be managed and is a volume larger than that of the driveway.

April 25, 2017: 1674 Lincoln Highway - Dumpster leaking violation and stone washing off into storm sewer violation. Working with this owner to figure out a better way to direct water to the inlet as the stones are washing off from the roadway across the property. Dumpster discharge issue was resolved.

April 25, 2017: 2200 Hathaway Rd - E&S pile with not controls, also is not approved to be here. Working with owner to get pile removed from the site and disposed of properly.

April 25, 2017: 1670 Lincoln Highway - Basin Maintenance violations; ongoing.

May 8, 2017: 2422 Gehman Ln - Detection of a dry weather flow to an outfall. Working to use the Pitt Flow Chart to determine that the flow is not an IDDE

May 8, 2017: 2300 Lincoln Highway - Piping that is discharging into ELT storm sewer system which was previously unknown. Working with Property owner to determine where discharge and piping is coming from.

May 19, 2017: 2105 Lincoln Highway East - PennDot Oil spill internally in Maintenance Shed. 175-350 gallons of fuel oil discharged from PennDot Shed to ELT storm sewers. DEP and ELT notified, and PennDot worked to stop spill. Contracted Skelly and Loy environmental services to spearhead cleanup. Soil samples, cleanup, and water quality ongoing as of this date.

**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? **IDDE information was distributed in each of the 4 township newsletters this quarter. Topics included yard waste and how to dispose of it, how to spot an illicit discharge and whom to contact, as well as an article on Township efforts to reduce illicit discharges. The Township newsletter and the Pequea Creek Watershed newsletter included an article about what MS4 is and what you need to know about stormwater in the municipality.**

2. Is there a well-publicized method for employees, businesses and the public to report stormwater pollution incidents?

Yes  No

3. Do you maintain documentation of all responses, action taken, and the time required to take action?  Yes  No

### MCM #4 – CONSTRUCTION SITE STORM WATER RUNOFF CONTROL

Are you relying on PA's statewide program for stormwater associated with construction activities to satisfy this MCM?

Yes  No **(If No, complete all remaining questions for this MCM; if Yes, skip to MCM #5).**

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

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

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

1. For new permittees only, attach the written stormwater associated with construction activities program to the first report submitted to DEP.

2. If you are not a new permittee, did you complete and submit your written stormwater associated with construction activities program to DEP?  Yes  No

If Yes, provide the latest submission date:

3. Date of last update or revision to the stormwater associated with construction activities program:

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

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

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

1. For new permittees only, attach an ordinance (or SOP) and letter from an official, engineer or solicitor that addresses stormwater associated with construction activities to the first report submitted to DEP.

2. If you are not a new permittee, did you complete and submit your ordinance (or SOP) and letter from an official, engineer or solicitor that addresses stormwater associated with construction activities to DEP?  Yes  No

If Yes, provide the latest submission date:

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

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

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

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

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

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

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

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

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

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

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

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

If Yes, provide the latest submission date:

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

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

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

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

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

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

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

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

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

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

1. Do you have an ordinance (or SOP) to address post-construction stormwater runoff from new and redevelopment projects and does it include sanctions?  Yes  No  
If Yes, indicate the date of the ordinance or SOP: **April 7, 2014**  
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 following updates were enacted during the 5 year permit cycle. No new updates were enacted during the reporting period:

Ordinance 311-Adopt the Official Map of East Lampeter Township-enacted April 20, 2015: ELT will be able to utilize the official map to determine areas suited to LID practices.

Ordinance 321-Floodplain District- enacted March 21, 2016: ELT establishes stricter land development standards in the floodplain district in order to protect against flooding damage and maintain natural drainage patterns.

**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: **June 30, 2016**

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).  
**Currently we inspect BMP facilities to ensure they are functioning as needed. The goal in the 2018-2022 permit cycle is to first identify all PCSM BMP owners, next to educate private BMP owners on facility types and their maintenance, and then provide them with inspection sheets. The goal is to hit certain rates of return over the next 4 years to hopefully transition to having BMP owners be able to self inspect.**
4. Date that inspection program was last reviewed or updated: **May 23, 2017**
5. Total number of sites with PCSM BMPs installed as of the date of this report: **131**
6. Total number of sites inspected during this reporting period: **18**
7. Number of sites found to have PCSM BMP deficiencies: **11**
8. Number of enforcement actions taken during this reporting period: **Enforcement action was taken on 11 BMP's. The issues were either resolved or are in the process of being resolved.**



## 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? **May 31, 2016**
3. When was it last updated? **May 23, 2017**
4. How many new facilities and/or activities were added to this inventory during this reporting period? **No new facilities have been added in this permit year.**

**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: **June 30, 2016**

3. Date of last review or update to O&M program: **May 23, 2017**

**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: **June 30, 2016**

3. Date of last review or update to training program: **May 31, 2016**

4. Identify the date(s) of employee training, the names of attendees, the topics covered, and the training presenters:

**1/12/2017 - Water Words that Work, Webinar - Kadwill: Addressed better advertising techniques to help people report illicit discharges.**

**1/10/2017, 2/14/2017, 4/11/2017 - LCCWC MS4 Training series - Kadwill: PRP Training**

**2/22/2017 - PSATS Webinar, Stormwater Controls for Municipal Garages - Kadwill, Thomas, Wasilewski, Public Works Staff - Webinar on MCM 6: Operation and Maintenance**

**3/22/2017 - PSATS Webinar, Inspecting Stormwater Controls - Kadwill, Thomas, Wasilewski, Hitchens, Hutchison - Webinar on Inspecting Stormwater Facilities**

**5/18/2017 - APA-PA Workshop, Compliance, Coordination, and Cost - Kadwill, Hitchens**

**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.

**ELT's new stormwater management ordinance requires that all projects that propose to increase the impervious area by more than 500sf (residential) or 1,000sf (agriculture) install BMPs that will reduce the volume of stormwater runoff and promote infiltration. Most of the installed stormwater BMPs include a combination of infiltration trenches, bioretention basins, vegetated swales, dry-extended basins, and planting riparian buffers. Within the ELT SWMP update we have identified a timeline of getting the BMP's inspected and transitioning to self inspection over the course of the next 5 years. Within the next permit cycle, we will be focusing more on maintenance of the BMP facilities as we will be installing a handful of BMP's to reduce the load reduction within our CBPRP.**

MS4 TMDL Plan	Chesapeake Bay Pollutant Reduction Plan (CBPRP)
Is the permittee required to develop an MS4 TMDL Plan? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Is the permittee required to develop a CBPRP? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
What is the status of the TMDL Design Details (if applicable)? <input type="checkbox"/> Under Development (Due Date: ) <input type="checkbox"/> Submitted to DEP (Submission Date: ) <input type="checkbox"/> Approved by DEP (Approval Date: )	What is the status of the CBPRP (if applicable)? <input checked="" type="checkbox"/> Under Development (Due Date: <b>9/16/18 - New PRP due date</b> ) <input type="checkbox"/> Submitted to DEP (Submission Date: <b>3/18/16 - Old Permit Cycle PRP</b> ) <input type="checkbox"/> Approved by DEP (Approval Date: )

For permittees with DEP-approved MS4 TMDL Plans and/or CBPRPs, describe progress with implementing BMPs and other activities identified in those plans:

**NA**

For permittees with DEP-approved MS4 TMDL Plans and/or CBPRPs, complete the section below. Identify the required pollutant reductions (for those with MS4 TMDL Plans) or pollutant reductions committed to by the permittee (for those with CBPRPs) and the cumulative reductions achieved through implementing the BMPs, as of the end of the reporting period:

NA



## 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.

**Partnered with West Lampeter Township to fund a full-time Stormwater Management Coordinator position, and a full time stormwater technician position to conduct BMP inspections and mapping.**

**Purchased CSDatum to map and inspect all regulated outfalls and BMPs in the municipality.**

**Developed written O&M BMPs for public works activities, and has begun the process of writing SOPs for all public works activities. Worked with public works to begin maintenance scheduling and monitoring for all township owned stormwater facilities.**

**Conducted a Mapshed Analysis of the Conestoga, and Mill Creek watersheds, as well as the Pequea Creek Watershed, to establish baseline pollutant loads. This will provide the necessary information to calculate required reductions which is anticipated for the next permit cycle.**

**Contracted LandStudies Inc. to rework ELT's stormwater management program in order to provide quantitative goals towards water quality and a self guided schedule for implementing those goals over the course of the 5 year permit cycle.**

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

**Within the next permit cycle we have the following goals outlined in our SWMP and target dates for those :**

**August 2020: Complete the MS3 Delineations and conduct initial wet weather discharge characterization for applicable outfalls**

**June 2020: Update/adjust the system map coding based on the sample PA DEP Map Legend**

**February 2018: Complete the re-development of the SWMP element plans or the MCM's including the PEOP, PIPP, IDD&E Plan, Construction Site Runoff Control Plan, PCSM Plan, and O&M Plan.**

**October 2017: Outline the framework and facilitate plan generation for the development of SWMP element plans for Impaired Waters, including the Impaired Waters Plan, CBPRP, Nutrient/Sediment Pollutant Reduction Plan, and Pathogens PCMs.**

**December 2023: Enforce and improve required operations and maintenance of both privately owned and publicly owned PCSM facilities and BMPs with the intent to reduce the long term use of the Township to provide investigations and inspections.**

**We have a goal for installation of all 13 BMPs associated with the CBPRP by the end of the permit cycle.**

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

**Memorandum of Understanding with the Lancaster County Conservation District signed on September 14, 2015. This MOU has six component parts: 1. E&S Pollution Control/NMPDES for Stormwater Discharges Associated with Construction Activities 2. Chapter 105-Dam Safety & Waterway Management 3. NPDES MS4 4. Agricultural Related Activities 5. Education and Outreach (See attached)**

**Intermunicipal Agreement with West Lampeter Township involving Joint municipal Monitoring and Enforcement of Stormwater Management Ordinance and MS4 Requirements dated February 9, 2015. (See 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).

\_\_\_\_\_  
Name of Responsible Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Date