

# Commonwealth of Pennsylvania MS4 Annual Report

April 2016 - 2017

Prepared For



West Earl Township, Lancaster County



# MCM #1 Appendix

- **MCM #1 Project Plan**
- **BMP 1.1 Attachments**
  - PublicEducation-OutreachPlan.pdf
- **BMP 1.2 Attachments**
  - Target Audience List-B.pdf
- **BMP 1.3 Attachments**
  - Stormwater-Education-website.pdf
  - 2016-3.pdf
  - 2016-2.pdf
- **BMP 1.4 Attachments**
  - NovDec2016-billstuffers.pdf
  - JulAug2016-billstuffers.pdf
  - Permits.pdf
  - West Earl Distributed Info.pdf

# MCM #1 Project Plan

- BMP 1.1

Description:

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.

Action Plan:

The Public Education & Outreach Plan (PEOP) will be evaluated and amended as necessary during each year of the Permit and will be completed by April 30 of each year. Implementation of the plan will be ongoing. As part of the evaluation, the target audiences, information distributed and the method of distribution will be reviewed annually to determine their appropriateness and effectiveness.

- BMP 1.2

Description:

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.

Action Plan:

The Township will update its list of property owners within the Urbanized Area annually using Lancaster County GIS data and the Urbanized Area boundary. The list will also include various groups and organizations along with contact information. The Target Audience List is located on the following pages (or attachments). Each subsequent year, the Target Audience List will be reviewed and revised as necessary.

Target audience list updated for 2016/2017 permit year to include HOAs

- BMP 1.3

Description:

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.

Action Plan:

The Township maintains a website and also publishes a semi-annual newsletter. The website currently includes links to various web pages related to stormwater information and education. The Township newsletter includes information related to the Township's stormwater management program or general stormwater information. Website and newsletter information will be detailed in the annual reports.

Website address: <http://westearltpw.org/>

- o Every 6 months the Township will update the website to include new stormwater management information.
- o The Township newsletter will be published semi-annually and include information related to stormwater management.

- BMP 1.4

Description:

Distribute stormwater educational materials to 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.

Action Plan:

Stormwater educational information will continue to be made available to the public in the Township Office lobby. Additionally, information is planned to be distributed with building permits, subdivision & land development and stormwater management plan applications moving forward. The information distributed will be detailed in each year's annual report.

- o Each subsequent year, the information distributed by the Township will be reviewed and updated as necessary.

Distributed stormwater educational materials with utility bills in July, August, November and December of 2016. Also included stormwater educational materials with building permits beginning February 2017.



# Public Education & Outreach Plan

## BMP 1: Public Education & Outreach Plan

The Public Education & Outreach Plan (PEOP) will be evaluated and amended as necessary during each year of the Permit and will be completed by April 30 of each year. Implementation of the plan will be ongoing.

As part of the evaluation, the target audiences, information distributed and the method of distribution will be reviewed to determine their appropriateness and effectiveness.

## BMP 2: Develop Target Audience List

The Township will update its list of property owners within the Urbanized Area annually using Lancaster County GIS data and the Urbanized Area boundary. The list will also include various groups and organizations along with contact information. The Target Audience List is located on the following pages.

- Each subsequent year, the Target Audience List will be reviewed and revised as necessary.

## BMP 3: Publish/Mail newsletter, flyer or website

The Township maintains a website and also publishes a semi-annual newsletter. The website currently includes links to various web pages related to stormwater information and education. The Township newsletter will include information related to the Township's stormwater management program or general stormwater information. Website and newsletter information will be detailed in the annual reports.

Website address: <http://westearltpw.org/>

- Every 6 months the Township will update the website to include new stormwater management information.
- The Township newsletter will be published semi-annually and include information related to stormwater management.

## BMP 4: Distribute stormwater educational information to the target audience

Stormwater educational information will continue to be made available to the public in the Township Office lobby. Additionally, information is planned to be distributed with building permit, subdivision & land development and stormwater management plan applications moving forward. The information distributed will be detailed in each year's annual report.

- Each subsequent year, the information distributed by the Township will be reviewed and updated as necessary.

## **Target Audience List**

West Earl Township Residents

West Earl Lions Club  
Rick Crouse, President

Cocalico Creek Watershed Association  
P.O. Box 121  
Reinholds, PA 17569  
Ed Ostrowski, President - (717) 665-9000  
or Jay Snyder, Past President - (717) 738-9282

Brownstown Elementary School  
51 School Lane  
Brownstown, PA 17508  
[Teresa\\_Burkhart@conestogavalley.org](mailto:Teresa_Burkhart@conestogavalley.org)

West Earl Fire Company  
14 School Lane Ave  
Brownstown, PA 17508  
Non-Emergency: 717-656-6791

Farmersville Fire Company  
74 E Farmersville Rd  
Ephrata, PA 17522  
( 717 ) 354-5841  
[firechief@farmersvillefire.com](mailto:firechief@farmersvillefire.com)

Boy Scouts

Girl Scouts

Eagleview HOA  
Anglesea HOA  
Country View HOA

## **Contractors/Developers**

Advanced Interiors  
BLM Construction and Remodeling  
Bottom Line Contracting  
Concrete Authority  
Countryside Builders  
Creekview Builders  
David S Fisher  
Earth Turf and Wood, Inc.  
Eby Exteriors  
Eldon E Weaver Building & Remodeling  
Farmersville Construction  
Heck Construction  
Highmark Construction LLC  
Horst Construction  
Innovative Building and Renovating  
John Reiff Builder  
Keyston Custom Homes  
Keystone Construction  
Kitchen Encounters  
Long Builders  
MKS Construction LCC  
Morgan Run Builders  
Network Building and Construction  
Pennacle Building  
Pinetree Builders  
R & R Builder  
RBHess Construction  
Serve-Pro Lancaster East  
Stump Quality Decks and Porches  
Summit Land Holdings  
Trademark Contractors  
Triangle Heating & AC

[Home](#)[About ▼](#)[Utilities ▼](#)[Public Works ▼](#)[Police](#)[Zoning/Planning ▼](#)[Documents ▼](#)

## STORMWATER RUNOFF RESOURCES

Below are several links to educational brochures and websites where you can find useful information about stormwater runoff and what you can do to help.

[Illicit Discharge Complaint Form](#)

[Stormwater Management Program Annual Report 2015/2016](#)

### WEBSITES

[National Resources Conservation Center](#)

[Pennsylvania Watersheds](#)

[Lancaster County Clean Water Consortium](#)

[Lancaster County Watersheds](#)

[Lancaster County Conservancy](#)

[United States Environmental Protection Agency](#)

[Chesapeake Stormwater Network](#)

[Create a Rain Garden](#)

### BROCHURES

[Backyard Conservation](#)

[Make Your Property Bay Friendly](#)

[The Drop You Drink is More Than You Think](#)

[Fence 'Em Out](#)

[Build Your Own Rain Barrel](#)

[After the Storm](#)

[Lancaster County Watershed Basics](#)

[Solution to Pollution](#)

[Homeowner's Guide to Stormwater](#)

Lancaster County Conservancy - rain barrel assessment & order forms

[Rain Barrel Registration & Assessment Form](#)

[Rain Barrel Maintenance](#)

[Rain Barrel DIY pictures](#)



157 W. METZLER RD.  
PO BOX 787  
717.859.3201

## INSIDE THIS ISSUE:

Radon	1
Sidewalks	1
Winter Weather	2
New Zoning Officer	2
Lancaster Watersheds	3
Library News	3

Leaf collection began on October 17th and will continue through December 8th (this date is subject to change).

### To Prepare Leaves for pick-up:

\*Rake Leaves into a row (not a pile) along the front edge of property onto the roadway.

\*Do not cover leaves or park vehicles over them.

\*Do not mix other yard waste or trash with the leaves.



# West Earl Township

FALL / WINTER

NOVEMBER 2016

## What You Should Know About Radon

### *What is Radon?*

Radon is a tasteless, odorless, colorless, naturally occurring radioactive gas. It comes from the breakdown of uranium in rocks and soil. Radon enters the home through hollow block walls, cracks in the foundation floor and walls, and openings around floor drains, pipes and sump holes.

### *What are the Health Effects of Radon?*

The harmful health effects of radon arise from the radioactive particles emitted from radon and its decay progeny. These particles can settle in the lungs, where they attach to the surface of the lungs and emit radioactive particles. It is these radioactive particles that can impact the lungs and cause lung cancer. Currently, there are no other health effects associated with radon exposure except for lung cancer.

### *How Do You Know if Your Home Has High Radon Levels?*

You and your family are most likely to get the greatest exposure to radon at home. The only way to know the radon level in your home is to test. Testing is easy and inexpensive. You may perform the test yourself using a radon test kit. Kits are available online at <https://securechek.com/DIY/index.html> or from a PA Certified Laboratory. You can choose either a short-term test, which takes 2 to 7 days, or a long-term test, which takes 3 to 12 months. These do-it-yourself kits can cost between \$15 and \$30. You also have the option to hire a PA Certified tester to perform the test. The cost to have a PA Certified tester perform the test can vary from about \$90 to \$120.

### *What do your test results mean?*

The U.S. EPA recommends that if your initial radon test result shows a level of 4 pCi/L or higher you should confirm the result with a follow-up test. For homes with radon levels of 4 pCi/L or higher, the EPA recommends that you have a radon mitigation system installed to lower the radon levels.

### *How can you reduce radon levels?*

Radon levels can be reduced by installing a radon mitigation system. The most common type of system uses an arrangement of plastic pipes and a fan to vent the radon gas to the outside air. The typical cost of a radon mitigation system ranges from \$500 to \$1,300.

For more information about Radon or Radon Mitigation Systems please visit any of the following websites.

DEP—[www.dep.pa.gov](http://www.dep.pa.gov), keyword: Radon

EPA—[www2.epa.gov/radon](http://www2.epa.gov/radon)

R&R Radon Reduction—[www.rrradonreduction.com](http://www.rrradonreduction.com)

DEP Radon Hotline: 1-800-23RADON

EPA Radon Hotline: 1-800-SOS-RADON

## SIDEWALK NEWS

In 2015 the West Earl Township Board of Supervisors adopted Ordinance #230—Sidewalks, Required maintenance repairs to sidewalks. The Township recently mailed a letter detailing plans to begin enforcement of this ordinance. This letter was mailed to all homeowners in the Township whether or not the property abuts a sidewalk. The Board of Supervisors felt it was important to keep all residents informed of these changes.

One of the most important components of the ordinance places the responsibility for maintaining and repairing a sidewalk on the owner of the property that abuts that sidewalk. An existing sidewalk shall be deemed defective and/or in need of replacement, resurfacing, or repair whenever, by reason of being uneven, cracked, broken or otherwise defective, such sidewalk becomes hazardous or presents a danger or risk in use by a pedestrian while walking or jogging and/or in the normal use of the sidewalk with tricycles, baby strollers, etc.

The Township has begun inspecting sidewalks and will notify property owners with sidewalks in need of repair. Sunday, **October 1, 2017** has been set as the date by which all sidewalks in the Township must be brought into compliance with the Sidewalk Ordinance. Owners of property abutting sidewalks deemed defective and/or in need of replacement, resurfacing, or repair will have until that date to effect appropriate repairs or replacements. Although the Township Supervisors have been working to obtain grant funding to help offset these kinds of repairs, such funding is not guaranteed, so affected property owners would be well advised to begin planning for these expenses now.

To view a copy of Ordinance #230 please visit the Township's website at [www.westearltwp.org](http://www.westearltwp.org).

# Winter Storm Safety

The winter season will soon be upon us and the Road Department would like to remind you about the general policy for snow removal. Each winter storm event could be cause for change however.

The major roads are attended to first with the residential streets following. Salt and anti-skid material is spread onto the roadway at the onset of the storm. When the snow accumulates to around 3 inches, the center of the road will be plowed one pass in each direction. This process may take place a couple of times throughout the duration of the storm. As the storm ends the plow will return to widen the street to its full width. Keep in mind that if you clear your driveway or sidewalk there is a possibility of snow getting onto those areas that you have cleared.

In our attempt to clear the snow from the roads, plowed snow occasionally damages mailboxes and plastic fences. Wet, heavy snow and slush increases the chance for damage to occur. To reduce the potential for damage to your mailbox please make sure that it is tightly secured on a solid post. Residents are reminded that mailbox damage occurring from the plowed snow is the responsibility of the property owner. The Road Department will make every effort to avoid causing any damage.

Additional reminders during snow events:

- Do not push or blow snow onto the roadway. This creates hazardous driving conditions.
- Please park vehicles off the street whenever possible. When the crew has done the widening of the street, they will not return to clear parking spaces.
- It is recommended that you wait to clear your sidewalk until after the crew has widened the street. This will prevent the need for additional shoveling of the sidewalks.
- Drive carefully on snow and ice covered streets.

Any questions, please contact the Township Office at 717.859.3201.



## NEW TOWNSHIP EMPLOYEE

The Board of Supervisors and Township staff would like to welcome Bethany Benedict to West Earl Township as the full-time Zoning Officer/Stormwater Coordinator. She graduated from Millersville University in 2015 with two bachelor's degrees in Occupational Safety and Environmental Geography. After graduation, she worked at RCM&D, an insurance broker, as a Risk Consultant.

Bethany enjoys spending time outdoors walking, gardening, and swimming. She has been a resident of West Earl Township her entire life and is passionate about the community.

Zoning office hours: Monday-Friday 8:00 a.m. - 4:00 p.m.

## Winter Weather Preparedness

*By William Howard, Emergency Management Coordinator*

Living and working in Pennsylvania can become interesting during the winter because of winter storms. Although weather forecasters can give the public an idea when storms will happen, it is not always accurate resulting in emergency situations. Here are some basic tips to remember during the winter months.

At Home:

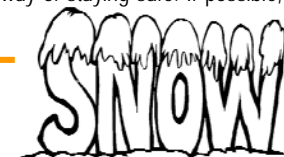
- ✓ Have flashlights and extra batteries.
- ✓ Have food that does not require cooking or refrigeration.
- ✓ Have 1 gallon of water per person, per day.
- ✓ Have extra prescription medicine.
- ✓ Have extra baby supplies such as diapers and formula.
- ✓ Have a secondary heating source— but be careful of carbon monoxide.
- ✓ Have a fire extinguisher and smoke and carbon monoxide detectors.
- ✓ Have extra pet supplies and a warm place for them.
- ✓ Charge your cell phone and back up power supplies.

These are just some suggestions for being ready for winter weather at home.

Many people need to travel during the winter months. Before leaving home, check the forecast for where you will be traveling. It is important to remember, "TAKE IT SLOW, IN THE SNOW" and if you must travel, be prepared. The NWS has prepared this graphic as a reminder of what items to have in a vehicle emergency kit.



Being prepared before the storm begins is the safest and most reliable way of staying safe. If possible, stay home and stay safe.



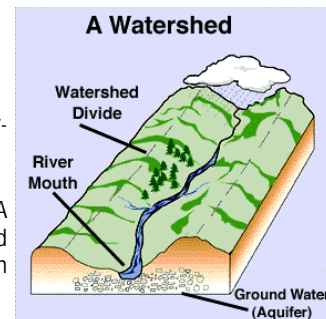


## Lancaster County Watershed Basics

### What is a Watershed?

A watershed is an area of land that drains to a specific body of water: a stream, pond, lake, wetland, river or ocean. A watershed area can be as large as portions of several states or as small as a backyard. Everyone lives in a watershed.

Watersheds are broken down into *Watershed Management Units*. The largest Watershed Management Unit is a **basin**. A basin drains to a major receiving water body (large river, estuary, or lake). The drainage areas of basins typically exceed several thousand square miles and usually include major portions of a single state or a group of states. Within each basin are **sub-basins**. Sub-basins extend over several hundred square miles and are composed of Watersheds.



Watersheds are broken down further into smaller geographic units called **Sub-watersheds**. Sub-watersheds typically have a drainage area of 2 – 15 square miles. Sub-watersheds usually drain to small streams. Finally, within sub-watersheds are **Catchments**, which are the smallest units in a watershed. Catchments are defined as the area that drains an individual development site to its first intersection with a stream.

### What are the Watersheds of Lancaster County?

The Basin in which most Lancaster County empties into is the Chesapeake Bay Drainage Basin. One of the many sub-basins for the Chesapeake Bay is the Susquehanna River Sub-basin, of which Lancaster County is a part. Continuing "upstream" within Lancaster County are 4 Watersheds; **Chiques, Conestoga, Pequea, and the Octoraro**. Finally, there are 12 Sub-watersheds within Lancaster County (to see a map of the 12 sub-watersheds visit [lancasterwatersheds.org](http://lancasterwatersheds.org)). West Earl Township is located within the Conestoga and Cocalico Sub-watersheds.

### What can you do to protect Lancaster County's Watersheds?

There are many ways residents of Lancaster County can protect the water quality of our streams, rivers, lakes, ponds, and wetlands. The simplest thing we all can do is let Mother Nature take care of herself. Altering a flowing stream by straitening it or constricting its flow only creates water quality and flooding problems downstream. In addition, mowing the vegetation next to a stream increases stormwater flows and reduces the ability of filtering pollutants before they enter the water body.

A better option instead of mowing next to a stream is to plant native vegetation that will increase water quality, provide food and cover for wildlife, protect stream banks, slow stormwater runoff, and trap and filter excess nutrients and sediments. Studies have shown the best way to protect and enhance a stream ecosystem for water quality and wildlife is to plant native trees and shrubs. This vegetation is known as a **Riparian Buffer**. These forested buffers provide a full complement of water quality and ecological benefits. Buffers have been shown to remove nearly 97% of sediments, 80% of nitrogen, and 77% of phosphorous from entering the stream. Add in wildlife benefits and one can see the true value of a riparian buffer. For more information about Lancaster County Watersheds please visit [www.lancasterwatersheds.org](http://www.lancasterwatersheds.org) or [www.lancasterconservation.org](http://www.lancasterconservation.org).

## Library News

The Lancaster Public Library has a wide range of programs and activities to keep the whole family out of the cold all winter long! Upcoming programs include:

**Pre-School Story Time:** A story time for our patrons 2 years old and above, with songs, finger plays, and stories every other Tuesday morning at 10:30 am.

**Construction Zone for Learning:** Hard hats and tool belts are not necessary as you head to the library for an hour of building. A variety of building materials will provide limitless possibilities for children to let their imaginations go wild as they build whatever they like. Join the fun and meet new friends in the library's Construction Zone for Learning all the while building fine motor and language skills on Thursdays at 10:30 am. While in the Construction Zone, children must be accompanied by an adult.

**Dog-Wagging Read Aloud:** Is your child looking to become more confident in his/her reading skills? Reading to the registered therapy dogs in the Reading Education Assistance Dogs (R.E.A.D) program helps children improve their reading and communication skills. Be sure to bring your favorite book on the first Saturday of every month from 10:30 am to 11:30 am. This program is for readers in 1<sup>st</sup> to 4<sup>th</sup> grades.

The library even has you covered on snow days! The Lancaster Public Library is now offering hoopla, a great new library app to all our patrons. Lancaster Public Library card holders can download the free hoopla digital mobile app on their Android or IOS device or visit [hoopladigital.com](http://hoopladigital.com) to begin enjoying thousands of titles – from major Hollywood studios, record companies, and publishers – available to borrow 24/7, for instant streaming or temporary downloading to their smartphones, tablets, and computers.



The Leola Branch Library has so much to offer but don't take our word for it – stop by and see for yourself! The Lancaster Public Library East-Leola Branch is located at 46 Hillcrest Avenue, Leola. You can reach the library by calling (717) 656-7920 or by visiting [www.lancaster.lib.pa.us](http://www.lancaster.lib.pa.us). The Leola Branch Library is open on Monday from noon to 5:00 pm; Tuesday from 10:00 am to 5:00 pm; Wednesday from noon to 7:00 pm; Thursday from 10:00 am to 5:00 pm; Friday from noon to 5:00 pm; and Saturday from 10:00 am to 1:00 pm.

West Earl Township  
PO BOX 787  
Brownstown, PA 17508



### Meetings

#### **West Earl Board of Supervisors**

*Meets the 2nd and 4th Monday of every month at 7:00pm*

#### **West Earl Planning Commission**

*Meets the 3rd Tuesday of every month at 7:00pm*

#### **West Earl Parks and Recreation Board**

*Meets the 3rd Monday of every month as needed at 7:00pm*

#### **West Earl Zoning Hearing Board**

*Meet 1st Wednesday of the month as needed at 7:00pm*

#### **West Earl Sewer Authority**

*Meets the 2nd Wednesday of every month at 7:00pm*

#### **West Earl Water Authority**

*Meets the first Monday of every month at 7:00pm*

### Important Phone Numbers

- Municipal Office 859-3201
- Fax Number 859-3499
- Tax Collector 656-7522
- Water & Sewer Dept 859-3725  
(after hours)
- Police Department 859-1411
- Emergencies 911
- Zoning Officer 859-3201
- Sewage Enforcement 989-8439

### Email Addresses

- Road Master [sfisher@westearltpw.org](mailto:sfisher@westearltpw.org)
- Assistant Road Master [amartin@westearltpw.org](mailto:amartin@westearltpw.org)
- Water Dept [waterdept@westearltpw.org](mailto:waterdept@westearltpw.org)
- Sewer Dept [bhershock@westearltpw.org](mailto:bhershock@westearltpw.org)
- Township Manager [cjohnson@westearltpw.org](mailto:cjohnson@westearltpw.org)
- Administrative Office [datadept@westearltpw.org](mailto:datadept@westearltpw.org)
- Zoning Office [bbenedict@westearltpw.org](mailto:bbenedict@westearltpw.org)





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## INSIDE THIS ISSUE:

Recycling News	1
Inflatable Pools	1
Stormwater	2
Thank you	3
Lyme Disease	3
Conserving Water	3

## 2015 Water Quality Report

The 2015 Water Quality Report for West Earl Township is available for viewing. The report was mailed to all water customers of the Township and will also be available on our website at [www.westearltwp.org](http://www.westearltwp.org). If you are not a water customer of the Township but would like a copy of this report mailed to you, please call the Township office at 859-3201.



# West Earl Township

S U M M E R

J U L Y 2 0 1 6

## RECYCLING NEWS

**ATTENTION RESIDENTS WHO USE THE TOWNSHIP'S CONTRACTED HAULER**—You should have recently received a new, 32-gallon recycling bin. By offering this larger recycling container the contracted hauler hopes to reduce the amount of recyclable materials that are put into the regular trash and increase recycling by our customers. The use of this larger bin is optional. If you prefer, you may continue using the smaller, green bins.

### Acceptable items to recycle.

- ♻️ **Metal** - aluminum and steel beverage and food cans, aerosol cans and paint cans.
- ♻️ **Glass** - clear, brown, blue, and green glass food & beverage containers.
- ♻️ **Plastic** - #1 through #7 (*all materials must be thoroughly cleaned*).
- ♻️ **Paper, paperboard & cardboard** - cardboard boxes (all sizes, flattened), clean pizza boxes, food boxes (i.e. cereal & gelatin boxes), empty paper towel & toilet paper rolls, paperboard packaging (i.e. tissue boxes), office paper (any color), newspapers and inserts, magazines, catalogs, brochures, junk mail, envelopes, paper bags, phone books & other soft cover books and food and drink cartons.

Remove all packaging such as styrofoam peanuts and plastic bubble wrap. Flatten all boxes and bundle any boxes that won't fit into the recycle bin. Cover loose paper with heavier items to prevent it from blowing away. If the weather forecast calls for high winds or rain then please keep your paper recyclables until the next pickup day. Wet paper products are difficult to process.

### PLEASE DO NOT INCLUDE THE FOLLOWING ITEMS IN YOUR RECYCLING BIN.

- ♻️ Syringes and medical waste
- ♻️ Broken glass
- ♻️ Windows, mirrors & ceramics
- ♻️ Drinking glasses
- ♻️ Aluminum foil
- ♻️ Scrap metal
- ♻️ Clothing hangers
- ♻️ Shredded paper
- ♻️ Plastic bubble wrap
- ♻️ Food waste
- ♻️ Electronics or E-waste
- ♻️ Televisions
- ♻️ Styrofoam
- ♻️ Light bulbs



For a complete list please visit the Township's website at [www.westearltwp.org](http://www.westearltwp.org).

## Inflatable Pool Guidelines



An inflatable swimming pool is a popular way to cool off in your backyard. A storable pool such as this is easy to set up and take down and relatively inexpensive to purchase. However, the manufacturers took the "kiddie pool" concept a step further and designed inflatable pools that can be up to 48 inches high and hold the whole family!

What you should know before you purchase an inflatable pool is that it will require a zoning/building permit, an inspection for the electrical connection of the filter, and a fence with a self-latching gate around it.

The Pennsylvania Uniform Construction Code, adopted and implemented in July 2004, includes Appendix G, which covers all swimming pools, spas, and hot tubs designed to hold more than 24 inches of water. Generally any pool with a filter holds at least 24 inches of water. That puts inflatable (storable) pools in the same category as above-ground pools. All above-ground pools require electrical inspections and barrier (fence/gate) inspections.

Under Section 184-30 of the West Earl Township Zoning Ordinance, private, noncommercial swimming pools (whether above or below ground) which are designed to contain a water depth of 24 inches or more must be located in a rear or side yard only, be entirely enclosed with a permanent fence not less than 6 feet in height and have a self-locking type gate. Should be at least 15 feet from side yard and rear yard property lines and not occupy more than 25% of the minimum required yard.

Under Section 184-30 of the West Earl Township Zoning Ordinance, private, noncommercial swimming pools (whether above or below ground) which are designed to contain a water depth of 24 inches or more must be located in a rear or side yard only, be entirely enclosed with a permanent fence not less than 6 feet in height and have a self-locking type gate. Should be at least 15 feet from side yard and rear yard property lines and not occupy more than 25% of the minimum required yard.

### Important Notice

Due to State Regulations, the Township can no longer accept drain oil. The nearest locations for recycling drain oil include Advanced Auto Parts and Auto Zone. Please visit [www.Earth911.com](http://www.Earth911.com) for a complete list of locations.

# The Homeowner's Guide to Stormwater

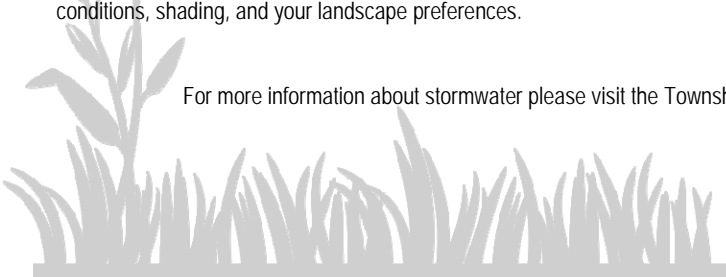
## Healthy Lawn Care Practices

Lawns make up a significant portion of individual properties and have been shown to produce more runoff than their forested counterparts. A recent research report by the Chesapeake Bay Program recommends practices that can make your lawn more Bay-friendly.



- ◆ **Retain a dense vegetative cover of turf grass to reduce runoff, prevent erosion, and retain nutrients.** Dense grass or plant cover helps to reduce surface runoff which can be responsible for significant nutrient loss from the lawn, regardless of whether it is fertilized or not. Lawns with poor turf cover have a high risk for nutrient loss, especially if soils are compacted or slopes are steep. Any bare spots or eroding areas should be re-seeded, and may require some soil amendments, spot fertilization and, in extreme cases, stabilized with a biodegradable erosion control cover.
- ◆ **Fertilizer application strategies.** Choose to fertilize, or adopt a Reduce Rate/Monitor Strategy, or apply less than a pound of nitrogen per 1,000 square feet per each individual application. The easiest strategy is to not fertilize at all, which makes sense for lawns that are relatively flat and mature, and have a dense grass cover. This strategy relies on soil mineralization, lawn clippings and atmospheric deposition to supply the nutrients needed for growth, but should NOT be used on lawns that have poor turf cover or exposed soils. The reduced rate and monitor fertilization approach would include applying 1/3 to 1/2 of the recommended application rate on the fertilizer bag label, and then monitor how your lawn responds over the next couple weeks. The third strategy is to fertilize at the recommended nitrogen fertilization rate but split it into 3 or 4 small doses during the growing season. Individual application rates should be no more than 0.9 pounds of nitrogen per 1,000 square feet of lawn.
- ◆ **If you choose to fertilize, the following practices can further reduce the risk of the fertilizer reaching the Chesapeake Bay.** Do not apply fertilizers before spring or after the grass becomes dormant. The highest fertilizer loss occurs in the winter when grass is dormant. Maximize use of slow release nitrogen fertilizer. The risk of nutrient loss during the growing season can be further reduced if you buy slow release fertilizer products. Immediately sweep off any fertilizer that lands on a paved surface in order to prevent it from being washed away in the next storm. Never apply fertilizer within 15 to 20 feet of any water feature and manage this zone as a grass, meadow, or forest buffer. The risk of nutrient loss is also high when fertilizer is applied close to water features such as swales, drainage ditches and streams. It's a good idea to create a "fertilizer-free" buffer zone around these water features to avoid contamination.
- ◆ **Keep clippings and mulched leaves on the lawn and keep them out of streets and storm drains.** Lawn clippings are an important nutrient and organic matter source which can enhance the health of your soils and your lawn. Using a composting lawn mower to keep the clippings on your lawn adds about one pound of nitrogen per 1,000 square feet of natural fertilizer to your lawn each year.
- ◆ **Set mower height at 3 inches or taller.** Maintaining taller grass produces a deeper and more extensive root system, which in turn, increases nutrient uptake and reduces lawn runoff volume. The deeper roots also reduce the need for supplemental irrigation during times of drought and will suppress weeds and increase turf density.
- ◆ **Use other practices to increase the porosity and infiltration capability of your lawn to treat stormwater.** Disconnecting your downspouts and installing practices like rain gardens have been shown to increase your lawn's ability to retain and manage stormwater on-site.
- ◆ **Consult with your local lawn care company to get the best advice on how to have a Bay-friendly lawn, which might involve a soil test analysis.** Many lawn care professionals can help you get a good looking and Bay-friendly lawn, given your type of grass, soil conditions, shading, and your landscape preferences.

For more information about stormwater please visit the Township's website at [www.westearltnw.org](http://www.westearltnw.org).





*The Township would like to thank Linda Hoffman for giving this fire hydrant an adorable paint job.*



## Earth Day Cleanup

On April 22nd students from the Conestoga Valley High School and Elementary School participated in a river cleanup and beautification project at the Community Park in Talmage for Earth Day 2016. We would like to thank the students for their hard work and for doing a wonderful job.



### *Pennsylvania Leads Nation in Lyme Disease Cases*

Pennsylvania has led the nation in confirmed cases of Lyme disease for three straight years, and for the first time, deer ticks have been found in all of its 67 counties, the State Department of Health reports.

#### *The great imitator*

Lyme disease is a bacterial infection that affects people of all ages and any organ of the body, including the brain and nervous system, muscles and joints, and the heart. It is called "The great imitator" because its symptoms mimic many other diseases such as chronic fatigue syndrome, fibromyalgia, multiple sclerosis, and various psychiatric illnesses, including depression.

#### *Testing for Lyme*

Diagnostic testing is unreliable in the early stages of the infection, often giving false negatives. However, treatment should not be delayed pending a positive test result if the suspicion of Lyme disease is high. If Lyme disease is not diagnosed or treated early, the bacteria can spread and may go into hiding in different parts of the body. Weeks, months, or even years later, patients may develop problems with the brain and nervous system, muscles and joints, heart and circulation, digestion, reproductive system, and skin. Symptoms may disappear even without treatment, and different symptoms may appear at different times.

#### *How to protect yourself*

**Know where ticks live**—Ticks tend to be near the ground, in leaf litter, grasses, bushes, and fallen logs.

**Dress defensively**—Wear shoes, socks, long pants, and long sleeves. Tie back long hair and wear a hat. Light-colored clothing can help you spot ticks.

**Use repellent on exposed skin**—Studies show that repellents with DEET, Picaridin, or lemon eucalyptus oil are most effective.

**Check for ticks**—When outdoors, periodically inspect your clothing and skin for ticks.

**Take a shower**—Once home, take a shower right away. This will wash away unattached ticks and allow you to thoroughly inspect yourself.

**Put your clothes in the dryer**—Running your clothes in a hot dryer for 10 minutes before you wash them will kill any ticks that may be there.

**Protect your pets**—Consult with your veterinarian about tick protection for your pets.

*For more information visit [www.LymeDisease.org](http://www.LymeDisease.org)*

## Tips for Conserving Water

We all use water every day. It's essential for drinking, bathing, cooking, cleaning and a whole lot more. But, a lot of water gets wasted. This happens both indoors and outdoors in many households most often due to water use habits and appliances that are not water-efficient. Leaky pipes and fixtures are also big water-wasters.

**Saving water has benefits.** They include saving money and energy and helping the environment. Everyone in the family can help save water. Here are a few ways to help conserve water at home.

**Look for leaks and repair them**—Most leaks are easy to detect and repair. For sinks, check faucets and pipes for dripping water. Replace washers, and repair or replace fixtures, if needed. For toilets, add food coloring to the tank water and check the bowl in 15 minutes. (Don't flush.) If there's color in the toilet bowl, it means there's a leak.

**Install water-saving devices**—such as low-flow toilets and sink fixtures.

**Save water while preparing food**—Use a brush and bowl of water to clean food instead of letting the water run.

**Use less water to clean your home**—Use a pail or basin instead of running water. Also, use a sponge mop instead of a string mop.

**Wash dishes wisely**—If you use a dishwasher, wash only full loads. If washing by hand don't run the water continuously. Soak pots and pans before washing.

**Check hoses and irrigation systems**—Use a hose nozzle that you can shut off or adjust to a fine spray. When finished, shut it off at the house to avoid leaks.

**Minimize watering outdoors**—Water when the sun is down and when it's not windy. Water slowly, deeply and as little as possible.

For more water saving tips visit [www.dep.state.pa.us](http://www.dep.state.pa.us), keywords: Water Conservation.

West Earl Township  
PO BOX 787  
Brownstown, PA 17508



### Meetings

#### **West Earl Board of Supervisors**

*Meets the 2nd and 4th Monday of every month at 7:00pm*

#### **West Earl Planning Commission**

*Meets the 3rd Tuesday of every month at 7:00pm*

#### **West Earl Parks and Recreation Board**

*Meets the 3rd Monday of every month as needed at 7:00pm*

#### **West Earl Zoning Hearing Board**

*Meet 1st Wednesday of the month as needed at 7:00pm*

#### **West Earl Sewer Authority**

*Meets the 2nd Wednesday of every month at 7:00pm*

#### **West Earl Water Authority**

*Meets the first Monday of every month at 7:00pm*

### Important Phone Numbers

- Municipal Office 859-3201
- Fax Number 859-3499
- Tax Collector 656-7522
- Water & Sewer Dept 859-3725  
(after hours)
- Police Department 859-1411
- Emergencies 911
- Zoning Officer 859-3201  
(hours vary—check Twp website.)
- Sewage Enforcement 989-8439

### Email Addresses

- Road Master [sfisher@westearltpw.org](mailto:sfisher@westearltpw.org)
- Assistant Road Master [amartin@westearltpw.org](mailto:amartin@westearltpw.org)
- Water Dept [waterdept@westearltpw.org](mailto:waterdept@westearltpw.org)
- Sewer Dept [bhershock@westearltpw.org](mailto:bhershock@westearltpw.org)
- Township Manager [cjohnson@westearltpw.org](mailto:cjohnson@westearltpw.org)
- Administrative Office [datadept@westearltpw.org](mailto:datadept@westearltpw.org)
- Zoning Office [tzorbaugh@westearltpw.org](mailto:tzorbaugh@westearltpw.org)



## "SNIPPETS of STORMWATER INFORMATION"

**In an effort to inform you of the problems of Stormwater Pollution, we are including some brief, informative material with your utility bills.**

### **What can I do to reduce pollutants in stormwater?**

Practice healthy household habits and share these habits with your neighbors:

*In the garage or shed:* check your car, boat, motorcycle, lawn mower, tiller and other machinery and equipment for **leaks and spills**. Make repairs as soon as possible and clean up spilled fluids with an absorbent material. Dispose of the material in the trash. Never rinse spills into a storm drain or over a hard surface. **Recycle** used oil and other automotive fluids at participating service stations. Never dump these chemicals down the storm drain or dispose of them in your trash.

*Vehicle Care:* Use a commercial car wash if available. If washing at home, move the car to the lawn or an unpaved surface to minimize the amount of dirty, soapy water flowing into the storm drain.

*Pet Care:* Always pick up waste and dispose of it properly. Flushing pet waste is the best method of disposal.

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November/ December 2016

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Stormwater runoff is generated from rain and snowmelt events that flow over land or impervious surfaces, such as paved streets, parking lots, and building rooftops, and does not soak into the ground.

### **What is Stormwater Pollution?**

The runoff picks up pollutants like trash, chemicals, oils, and dirt/sediment that can harm our rivers, streams, lakes, and coastal waters.

Because stormwater can flow over hard surfaces directly into storm drains, there is no opportunity for soil and plants or a water treatment facility to filter out pollutants.

July/ August, 2016

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# BUILDING PERMIT SCHEDULE

NAME ON PERMIT	NUMBER	TYPE	TWP FEES	3RD PARTY FEES	DATE RECEIVED	DATE SENT
<del>Aaron Hoover</del>	<del>2017-001</del>	<del>Demo &amp; Barn</del>	<del>250</del>	<del>0</del>	<del>1/4/2017</del>	<del>n/a</del>
<del>SolarCity/Cancel</del>	<del>2017-002</del>	<del>Roof Mount Solar</del>	<del>50</del>	<del>120</del>	<del>1/4/2017</del>	<del>1/5/2017</del>
<del>Dave Reisch/RPM Sign - Volvo/Mack</del>	<del>2017-003</del>	<del>Sign</del>	<del>50</del>	<del>154</del>	<del>1/17/2017</del>	<del>1/18/2017</del>
<del>LeAnn Ocasio</del>	<del>2017-004</del>	<del>Electric/Plumbing</del>	<del>50</del>	<del>169</del>	<del>1/17/2017</del>	<del>1/18/2017</del>
<del>Good's Disposal</del>	<del>2017-005</del>	<del>roof repair</del>	<del>25</del>		<del>1/20/2017</del>	<del>1/20/2017</del>
<del>Debra Strohl</del>	<del>2017-006</del>	<del>sign</del>	<del>20</del>	<del>0</del>	<del>1/24/2017</del>	<del>n/a</del>
<del>Pinetree/Zook</del>	<del>2017-007</del>	<del>renovation</del>	<del>195</del>		<del>1/24/2017</del>	<del>1/25/2017</del>
<del>R&amp;R/Shirk</del>	<del>2017-008</del>	<del>Demo &amp; Barn</del>	<del>200</del>	<del>0</del>	<del>1/24/2017</del>	<del>n/a</del>
H&S Lot#11 - 144KD	2017-009	Single Family	330	550	2/1/2017	2/2/2017
Kevin Raiser	2017-010	Shed	50	0	2/1/2017	n/a
John Weaver	2017-011	Shed	100	0	2/1/2017	n/a
Levi Glick	2017-012	Green house	200	0	2/1/2017	n/a
Lewis Weaver	2017-013	shed	50	0	2/7/2017	n/a
Rick Schroeder	2017-014	basement reno	150	220	2/7/2017	2/8/2017
H&S Lot#27 - 208KD	2017-015	Single Family	495	550	2/16/2017	2/17/2017
Jay Weaver	2017-016	Shed	50	0	2/16/2017	n/a
Reed Sign/Univest Bank	2017-017	Temp. Sign	50	0	2/21/2017	n/a
John Burkholder	2017-018	Enclosed Porch	150	325	2/21/2017	2/22/2017
Mobilite	2017-019	data utility pole	289	450	2/21/2017	2/22/2017
Benchmark	2017-020	commercial reno	910	4312	2/21/2017	2/22/2017
Pinetree/Shirk	2017-021	sunroom	159	385	2/23/2017	2/24/2017
H&S Lot #29 - 216KD	2017-022	deck	100	220	2/23/2017	2/24/2017
Calvin Good	2017-023	sign	50	0	2/23/2017	n/a
KitchenEncounters/Miller	2017-024	kitchen renovation	261	390	2/23/2017	2/24/2017
DiennerHomeImp/Univest Bank	2017-025	commercial reno	382	550	2/23/2017	2/24/2017
Christ King	2017-026	barn	200	0	2/23/2017	n/a
Amos Lapp Jr	2017-027	manure pit	500	0	3/1/2017	n/a
James Zimmerman	2017-028	barn	500	0	3/1/2017	n/a
H&S Lot79 - 422MW	2017-029	Single Family	495		3/1/2017	3/2/2017
H&S Lot#49	2017-030	Single Family	495		3/1/2017	3/2/2017
Kevin & Anette Raiser	2017-031	patio & walkway	50	0	3/1/2017	n/a
Elvin Fox	2017-032	feed room & silo	100	0	3/7/2017	n/a
Donald Dundore	2017-033	remodel kitchen	189	340	3/7/2017	3/8/2017
Tim Newswanger	2017-034	detached garage	285	520	3/7/2017	3/8/2017
Weather-All/Carpenters Menn.	2017-035	renovation	250		3/7/2017	3/8/2017

Lee Dienner	2017-036	deck	50	175	3/7/2017	3/8/2017
Ben Allgeyer	2017-037	basement reno	159	350	3/7/2017	3/8/2017
JWB Lot #8 - 132KD	2017-038	Single Family	495		3/7/2017	3/8/2017
Trans Equipment	2017-039	sign	50		3/9/2017	3/10/2017
William Gordon	2017-040	Shed	50	0	3/28/2017	n/a
Keith Samuelson	2017-041	driveway	100	0	3/28/2017	n/a
H&S Lot#10 - 140KD	2017-042	Single Family	495	550	3/28/2017	3/29/2017
Edwin Sensenig	2017-043	barn	100	0	3/30/2017	n/a
H&S - 152 Kenneth Dr	2017-044	deck	50	220	3/30/2017	3/31/2017
CC Lot #64 - 467MW	2017-045	Single Family	555	550	3/30/2017	3/31/2017
Reed Sign/Univest Bank	2017-046	Sign	200	450	3/30/2017	3/31/2017
Greg Rice	2017-047	Shed	50	0	4/12/2017	n/a
Wendy Hauck	2017-048	shed & enclosure	200		4/12/2017	4/13/2017
James Hogan	2017-049	replacement deck	50	0	4/12/2017	n/a
Hurst/Bomgardner	2017-050	patio & roof enclosure	200		4/12/2017	4/13/2017
Weaver & Reiff	2017-051	barn roof	200	0	4/12/2017	n/a
Mark Weaver/Zook	2017-052	addition	225		4/12/2017	4/13/2017
H&S Lot#9 - 136KD	2017-053	Single Family	495		4/12/2017	4/13/2017
H&S Lot#41 - 421JC	2017-054	Single Family	510		4/12/2017	4/13/2017
	2017-055					
	2017-056					
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	2017-075					



# Stormwater Pollution Solutions

## Residential

*Recycle or properly dispose of household products that contain chemicals, such as insecticides, pesticides, paint, solvents, and used motor oil and other auto fluids. Don't pour them onto the ground or into storm drains.*

### Lawn care

Excess fertilizers and pesticides applied to lawns and gardens wash off and pollute streams. In addition, yard clippings and leaves can wash into storm drains and contribute nutrients and organic matter to streams.

- ◆ Don't overwater your lawn. Consider using a soaker hose instead of a sprinkler.
- ◆ Use pesticides and fertilizers sparingly. When use is necessary, use these chemicals in the recommended amounts. Use organic mulch or safer pest control methods whenever possible.
- ◆ Compost or mulch yard waste. Don't leave it in the street or sweep it into storm drains or streams.
- ◆ Cover piles of dirt or mulch being used in landscaping projects.



### Septic systems

Leaking and poorly maintained septic systems release nutrients and pathogens (bacteria and viruses) that can be picked up by stormwater and discharged into nearby waterbodies. Pathogens can cause public health problems and environmental concerns.

- ◆ Inspect your system every 3 years and pump your tank as necessary (every 3 to 5 years).
- ◆ Don't dispose of household hazardous waste in sinks or toilets.



### Auto care

Washing your car and degreasing auto parts at home can send detergents and other contaminants through the storm sewer system. Dumping automotive fluids into storm drains has the same result as dumping the materials directly into a waterbody.

- ◆ Use a commercial car wash that treats or recycles its wastewater, or wash your car on your yard so the water infiltrates into the ground.
- ◆ Repair leaks and dispose of used auto fluids and batteries at designated drop-off or recycling locations.



### Pet waste

Pet waste can be a major source of bacteria and excess nutrients in local waters.

- ◆ When walking your pet, remember to pick up the waste and dispose of it properly. Flushing pet waste is the best disposal method. Leaving pet waste on the ground increases public health risks by allowing harmful bacteria and nutrients to wash into the storm drain and eventually into local waterbodies.



## Residential landscaping

**Permeable Pavement**—Traditional concrete and asphalt don't allow water to soak into the ground. Instead these surfaces rely on storm drains to divert unwanted water. Permeable pavement systems allow rain and snowmelt to soak through, decreasing stormwater runoff.

**Rain Barrels**—You can collect rainwater from rooftops in mosquito-proof containers. The water can be used later on lawn or garden areas.

**Rain Gardens and Grassy Swales**—Specially designed areas planted with native plants can provide natural places for rainwater to collect and soak into the ground. Rain from rooftop areas or paved areas can be diverted into these areas rather than into storm drains.

**Vegetated Filter Strips**—Filter strips are areas of native grass or plants created along roadways or streams. They trap the pollutants stormwater picks up as it flows across driveways and streets.



## Commercial

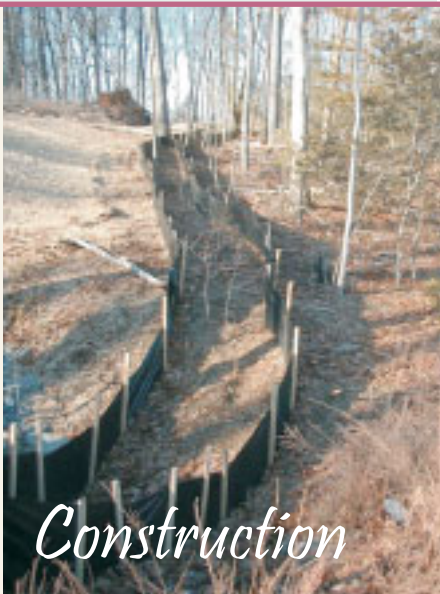
Dirt, oil, and debris that collect in parking lots and paved areas can be washed into the storm sewer system and eventually enter local waterbodies.

- ◆ Sweep up litter and debris from sidewalks, driveways and parking lots, especially around storm drains.
- ◆ Cover grease storage and dumpsters and keep them clean to avoid leaks.
- ◆ Report any chemical spill to the local hazardous waste cleanup team. They'll know the best way to keep spills from harming the environment.

Erosion controls that aren't maintained can cause excessive amounts of sediment and debris to be carried into the stormwater system. Construction vehicles can leak fuel, oil, and other harmful fluids that can be picked up by stormwater and deposited into local waterbodies.

- ◆ Divert stormwater away from disturbed or exposed areas of the construction site.
- ◆ Install silt fences, vehicle mud removal areas, vegetative cover, and other sediment and erosion controls and properly maintain them, especially after rainstorms.
- ◆ Prevent soil erosion by minimizing disturbed areas during construction projects, and seed and mulch bare areas as soon as possible.

## Construction



## Agriculture

Lack of vegetation on streambanks can lead to erosion. Overgrazed pastures can also contribute excessive amounts of sediment to local waterbodies. Excess fertilizers and pesticides can poison aquatic animals and lead to destructive algae blooms. Livestock in streams can contaminate waterways with bacteria, making them unsafe for human contact.

- ◆ Keep livestock away from streambanks and provide them a water source away from waterbodies.
- ◆ Store and apply manure away from waterbodies and in accordance with a nutrient management plan.
- ◆ Vegetate riparian areas along waterways.
- ◆ Rotate animal grazing to prevent soil erosion in fields.
- ◆ Apply fertilizers and pesticides according to label instructions to save money and minimize pollution.



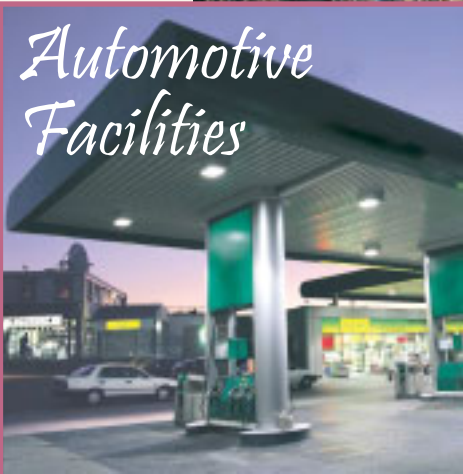
## Forestry

Improperly managed logging operations can result in erosion and sedimentation.

- ◆ Conduct preharvest planning to prevent erosion and lower costs.
- ◆ Use logging methods and equipment that minimize soil disturbance.
- ◆ Plan and design skid trails, yard areas, and truck access roads to minimize stream crossings and avoid disturbing the forest floor.
- ◆ Construct stream crossings so that they minimize erosion and physical changes to streams.
- ◆ Expedite revegetation of cleared areas.



## Automotive Facilities



Uncovered fueling stations allow spills to be washed into storm drains. Cars waiting to be repaired can leak fuel, oil, and other harmful fluids that can be picked up by stormwater.

- ◆ Clean up spills immediately and properly dispose of cleanup materials.
- ◆ Provide cover over fueling stations and design or retrofit facilities for spill containment.
- ◆ Properly maintain fleet vehicles to prevent oil, gas, and other discharges from being washed into local waterbodies.
- ◆ Install and maintain oil/water separators.



# Erosion & Sedimentation



Transforming Bare  
Soil into a

## Greener Tomorrow



**A Conservation Plan or Ag E&S plan used to meet Ch. 102 requirements must be available for review at the farm.**

## *Contact*

**Your County Conservation District,**  
<http://pacd.org/your-district/find-your-district/>

**Your Local USDA NRCS Office,**  
[www.pa.nrcs.usda.gov/](http://www.pa.nrcs.usda.gov/)

**A Qualified Private Consultant, or**  
**DEP Regional Offices**  
[www.depweb.state.pa.us](http://www.depweb.state.pa.us)

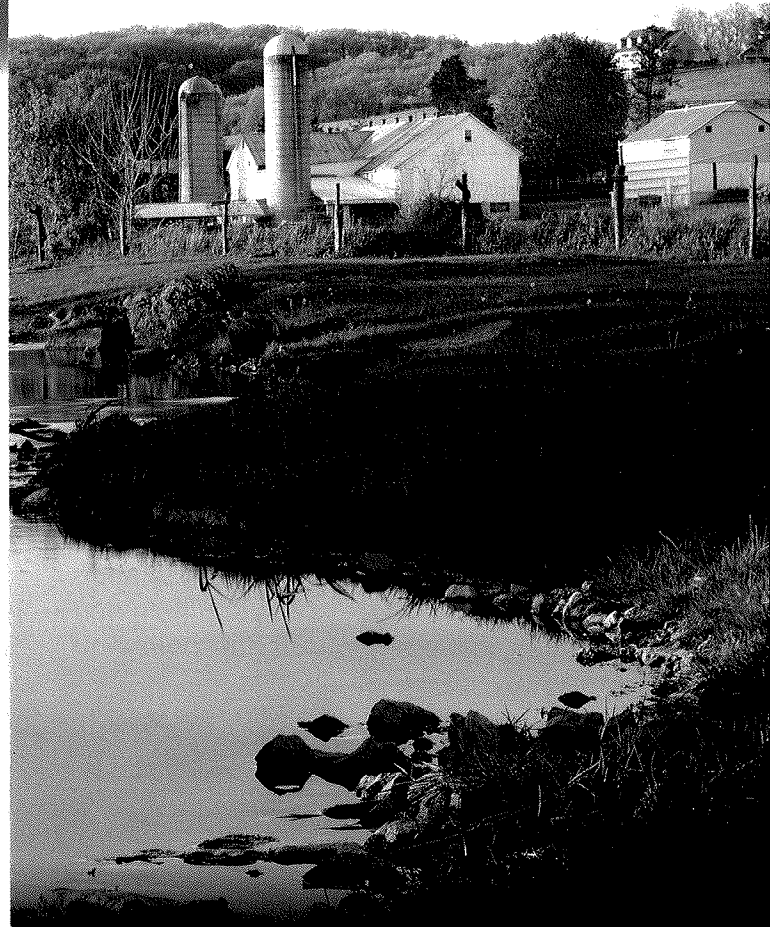
*for more details!*

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The manure image is (c) Tom Hovland/Grant Heilman Photography, Inc

# Agricultural Environmental Regulations:

*Am I In Compliance?*



## **Sediment and Erosion Control Requirements for Agricultural Activities**

January 2011

# MCM #2 Appendix

- **MCM #2 Project Plan**
- **BMP 2.1 Attachments**
  - PublicParticipationPlan.pdf
- **BMP 2.3 Attachments**
  - MS4-update-Apr2017.pdf
  - meeting-minutes
  - illicit-discharge-complaintform.pdf
  - Trash-a-thon-Oct2016.pdf
  - EarthDay-April2017.pdf

# MCM #2 Project Plan

- BMP 2.1

Description:

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.

Action Plan:

West Earl Township's Public Participation Plan (PPP) will be evaluated and updated as necessary. Each year the PPP will be reviewed, revised as necessary to improve effectiveness, and implemented in accordance with the following BMPs. The evaluation will be completed by April 30 of each year.

- o The Township's Plan includes an annual public meeting where the Township's Stormwater Plan will be discussed.
- o The Township plans to involve the Cocalico Creek Watershed Association in their PPP. The Township will meet with the Association periodically to determine the methods to interact and communicate with Township residents and businesses.
- o The Township will update their website to inform the public that the annual reports are available
- o The Township will work with Conestoga Valley School District for the annual Earth Day River Clean-up and with the Lititz Area Mennonite School for their annual Trash-a-thon.

- BMP 2.2

Description:

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

Action Plan:

On July 9 2014, the Township adopted an updated and revised Stormwater Management Ordinance based on the Lancaster County Act 167 Model Ordinance. Prior to adoption of the Ordinance, the draft ordinance was discussed at numerous Township Planning Commission and Township Board of Supervisor meetings. Additionally, pending adoption of the ordinance was advertised in the local newspaper as required by the Pennsylvania Municipalities Planning Code. The ordinance was discussed and adopted at a public Board of Supervisors meeting.

Stormwater Management Ordinance website:

- BMP 2.3

Description:

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 Goal:

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.

Action Plan:

The Township will discuss their stormwater management program at a regularly scheduled public meeting at least once per year and also perform the following:

- o Provide annual update of Stormwater Management Program at a public meeting.
- o Maintain a location on the website where residents can report potential illicit discharges.
  - \*\*All reports shall be documented including:
    - Date and location of potential illicit discharge
    - Results of township field visit
    - Any follow-up measures to prevent future discharges
- o The Township will document:
  - \*\*Participation in the stormwater program of residents, businesses and other groups
  - \*\*Coordination with watershed organizations
  - \*\*Activities such as stream cleanups, monitoring, storm drain stenciling, etc.
  - \*\*Updates to the Township Stormwater website page

# Public Participation Plan

## BMP 1: Public Participation Plan

The Public Participation Plan (PPP) will be evaluated and updated as necessary. Each year the PPP will be reviewed, revised as necessary to improve effectiveness, and implemented in accordance with the following BMPs. The evaluation will be completed by April 30 of each year.

- The Township's Plan includes an annual public meeting where the Township's Stormwater Plan will be discussed.
- The Township plans to involve the Cocalico Creek Watershed Association in their PPP. The Township will meet with the Association periodically to determine the methods to interact and communicate with Township residents and businesses.
- The Township will update their website to inform the public that the annual reports are available for review.

## BMP 2: Public Review of Stormwater Management Ordinance

On July 9 2014, the Township adopted an updated and revised Stormwater Management Ordinance based on the Lancaster County Act 167 Model Ordinance. Prior to adoption of the Ordinance, the draft ordinance was discussed at numerous Township Planning Commission and Township Board of Supervisor meetings. Additionally, pending adoption of the ordinance was advertised in the local newspaper as required by the Pennsylvania Municipalities Planning Code. The ordinance was discussed and adopted at a public Board of Supervisors meeting.

Stormwater Management Ordinance website:

<http://westearltpw.org/pages/stormwater.html>

## BMP 3: Solicit Public Involvement and Participation

The Township will discuss their stormwater management program at a regularly scheduled public meeting at least once per year and also perform the following:

- Provide annual update of Stormwater Management Program at a public meeting.
- Maintain a location on the website where residents can report potential illicit discharges.
  - All reports shall be documented including:
    - Date and location of potential illicit discharge
    - Results of township field visit
    - Any follow-up measures to prevent future discharges
- The Township will document:
  - Participation in the stormwater program of residents, businesses and other groups
  - Coordination with watershed organizations
  - Activities such as stream cleanups, monitoring, storm drain stenciling, etc.
  - Updates to the Township Stormwater website page
  - Will work with Conestoga Valley School District on the annual Earth Day River Clean-up and the Lititz Area Mennonite School on their annual Trash-a-thon





Photo courtesy of Dale Ebersole, Jr.

## West Earl Township

Lancaster County, PA

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### ANNOUNCEMENTS

#### MS4 (stormwater) Program Update

[Upcoming Town Hall Events - Senator Aument](#)

[Important Information for Taxpayers](#)

[Compost Site Changes](#)

[DEP Press Release - High Radon Levels](#)

As of June 2016 the Township will no longer accept used motor oil for recycling. West Earl residents do have other options for recycling used motor oil however. Please visit [www.Earth911.com](http://www.Earth911.com) to find a recycling location near you.



SwiftReach Networks, Inc.

### Quick Links:

- [ACT 44 Disclosure form](#)
- [2015 Water Quality Report](#)
- [Creek Bank Stabilization Project](#)
- [Recycling Guidelines](#)
- [Floodplain Ordinance](#)
- [Noise Ordinance](#)
- [Stormwater Runoff Resources](#)
- [Illicit Discharge Complaint Form](#)
- [2017 Meeting Schedule](#)
- [Pay Utility Bills Online](#)
- [Compost Facility](#)
- [Fee Schedule](#)
- [Most Recent Newsletter](#)
- [West Earl Fire Company](#)
- [Farmersville Fire Company](#)
- [West Earl Lions' Club](#)
- [Leola Public Library](#)
- [Lancaster County Government Home](#)
- [Conestoga Valley School District](#)
- [Brownstown Elementary School](#)
- [Senator Ryan Aument](#)
- [Representative Keith J. Greiner](#)

### Monthly Meetings

#### *Board of Supervisors*

2nd and 4th Monday of every month at 7:00 p.m.

#### *Sewer Authority*

2nd Wednesday of every month at 7:00 p.m.

#### *Water Authority*

1st Monday of every month at 7:00 p.m.

#### *Planning Commission*

3rd Tuesday of every month at 7:00 p.m.

#### *Park & Recreation Board*

3rd Monday of the month (as needed) at 7:00 p.m.



**West Earl Township will be updating the community on its MS4 (stormwater management) program. If interested in learning more about our MS4 program please plan to attend the meeting which will be held on Monday, April 24, 2017 at 7:00 p.m. during the regularly scheduled Board of Supervisors' Meeting. The meeting will take place at the Municipal Building located at 157 W. Metzler Road, Brownstown.**

West Earl Township Board of Supervisors, 157 West Metzler Road, Brownstown, PA 17508

In Attendance:

Chairman:	John Ford	Manager/Secretary:	Candie Johnson
Vice Chairman:	Harold Keppley, Jr.	Police Chief:	Brian Brandt
Member:	Richard Stover	Township Engineer:	Cory Rathman, Becker Eng.
Member:	Keith Kauffman		

Member Dave Thornton was absent.

Call to Order

Chairman Ford called the April 24, 2017 regular meeting to order at 7:00 p.m.

Public Comment/Guests

None

Approval of Minutes

Moved by Vice Chairman Keppley, second by Member Kauffman to approve the April 10, 2017 regular meeting minutes as presented. Motion approved unanimously.

New Business

- 1. MS4 Presentation** – Cory Rathman & Sara Service. Review of Minimum Control Measures (MCM) for the Township's MS4 stormwater management program.
  - **MCM 1 Public Education** – Website has been updated with the annual MS4 report, additional storm water management information and illicit discharge reporting form. Newsletters that include MS4 information are published at least twice per year. MS4 information is now being included with building permits.
  - **MCM 2 Public Participation** – Activities this year included the Lititz Area Mennonite School Trash-a-thon where trash and debris were cleaned from 16 Township roads and the Conestoga Valley School District held their annual Earth Day cleanup of the Conestoga River and Lions' Park.
  - **MCM 3 Illicit Discharge Detection & Elimination (IDDE)** – Outfall mapping has been reviewed and updated based on recent PA DEP guidance and field work. Mapping is now in CS Datum and future observations will be documented in the database. The prohibited discharges ordinance was enforced. Future inventory of all BMPs in Township is planned.
  - **MCM 4 Construction Site Runoff** – Compliance with the permit addressed by the Lancaster County Conservation District inspections and & plan review.
  - **MCM 5 Post Construction Site Runoff** – The Stormwater Management Ordinance is enforced for development. An inventory of BMPs has been created dating back to 2003. The Township enforces maintenance of BMPs through existing O&M Agreements. In 2016 there were 5 farms with new or updated Conservation plans.
  - **MCM 6 Municipal Facility Good Housekeeping & Training** – Waste oil tank has been removed, the Cocalico Creek bank stabilization project was completed, two holding tanks were installed to catch the water from washing trucks and equipment and a roof was built over the gas pumps. Other good housekeeping measures include taking street sweeping materials to the solid waste authority and depositing debris cleaned from the shop floor drains into the dumpster. All equipment and truck washing is now done inside the shop. Training this year included a webinar "Stormwater Controls for Municipal Garages" and a video for Township staff on how to spot and

report stormwater pollution. In the upcoming permit year, employee training will become more of a focus.

- **CS Datum Implementation** – Outfalls, BMPs, inlets, pipes & swales have been added to the database. The MS4 documentation had been added for the 2016/2017 permit year. Database will be used for future documentation of reports, inspections, plans, photos, etc.
- **2016 DEP Audit Comments** – Incorporating additional methods of public education and participation, updated outfall mapping, Municipal facility improvements and additional trainings of Township staff.
- **Pollutant Reduction Plan** – Field work has been completed. Existing load & load reductions are being finalized. A meeting with the Township is planned to discuss proposed BMPs for load reductions.
- **Moving Forward** – Continued implementation of MS4 NPDES Permit requirements. Planned completion & submission of Pollutant Reduction Plan and Application for the new NPDES permit. Improve documentation of Standard Operating Procedures for BMP tasks. Develop procedures for inspections of existing BMPs. Implement training program for all employees and coordinate more public education.

**2. Request for use of Stone Quarry Park** – Request to use the open grass area at the Stone Quarry Park for cricket games. Moved by Member Kauffman, second by Member Stover to approve the use of the Stone Quarry Park for cricket games contingent upon the receipt of a certificate of insurance.

**3. Jerre Martin plan & agreements**

- **Stormwater Management Agreement** – Moved by Vice Chairman Keppley, second by Member Stover to sign the Stormwater Management Agreement for the Jerre Martin Plan. Motion approved unanimously.
- **Holding Tank Agreement** – Moved by Member Kauffman, second by Member Stover to sign the Holding Tank Agreement. Motion approved unanimously.
- **Escrow Agreement** – Moved by Chairman Ford, second by Vice Chairman Keppley to sign the Escrow Agreement. Motion approved unanimously.

**4. John Leid Stormwater Management Plan** – Moved by Chairman Ford, second by Member Kauffman to approve the John Leid Stormwater Management Plan contingent upon all outstanding items in the April 24, 2017 review letter from Becker Engineering. Motion approved unanimously.

Manager's Report

**Pension Plan RFPs** – Still being worked on.

**Municibid** – 10 ton floor jack for Municibid. The Board did not take action but asked the Manager for more information. Ms. Johnson will bring more information to the next meeting.

**Rewriting Zoning Ordinance & SALDO** – Ms. Johnson is soliciting quotes and will bring them to the Board once received.

**Liens** – The Board directed Ms. Johnson to proceed with collection.

**BCO** – Ms. Johnson reported that Sara Service passed her Building Code Official exam and will be the Township's new BCO. Board members congratulated Ms. Service.

**Tax Collector** – The current tax collector will not be on the upcoming ballot. Ms. Johnson will discuss this with the Township's Solicitor to see what the next steps will be.

Police Chief's Report

- Police Department purchased a new vehicle.
- Meeting date – Chairman Ford will check his calendar.
- Speed enforcement – Scott Ruth has been working on it.
- Activity reports – Chief has data and will compile it.

Payment of Bills

Moved by Member Kauffman, second by Vice Chairman Keppley to pay the bills as presented. Motion approved unanimously.

Supervisors' Comments

None

Adjournment

Moved by Vice Chairman Keppley, second by Member Kauffman to adjourn the April 24, 2017 meeting at 7:45 p.m. Motion approved unanimously.

**WEST EARL TOWNSHIP  
ILLICIT DISCHARGE REPORTING FORM**

Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_ Time Discharge Discovered: \_\_\_\_\_

Date of Last Rain Event: \_\_\_\_\_ Estimated Quantity of Rain: \_\_\_\_\_ in.

LOCATION OF DISCHARGE (indicate nearby street intersections, addresses, and/or landmarks for reference): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHERE WAS DISCHARGE FOUND? OPEN DITCH    STREAM    PIPE OUTFALL    OTHER: \_\_\_\_\_

WAS WATER FLOW OBSERVED?                      NO                      YES                      .

WAS FLOW SOLID OR PULSING?                      SOLID                      PULSING

WAS A PHOTO TAKEN?              NO                      YES              (Please attach a copy to form)

ODOR:      NONE      MUSTY      SEWAGE      ROTTEN EGGS      SOUR MILK      OTHER: \_\_\_\_\_

COLOR:      CLEAR      RED      YELLOW      BROWN      GREEN      GREY      OTHER: \_\_\_\_\_

CLARITY:      CLEAR      CLOUDY      OPAQUE

WAS THERE AN:                      OILY SHEEN                      YES                      NO  
   GARBAGE/SEWAGE                      YES                      NO  
   OTHER: \_\_\_\_\_

ADDITIONAL INFORMATION TO ASSIST IN THE INVESTIGATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Follow up Investigation (to be completed by staff)*

OUTFALL NO: \_\_\_\_\_ INSPECTOR NAME \_\_\_\_\_ PHONE \_\_\_\_\_

**FIELD ANALYSIS:**

WATER TEMP: \_\_\_\_\_ °F / °C                      CHLORINE (Total): \_\_\_\_\_ mg/l

pH: \_\_\_\_\_    COPPER: \_\_\_\_\_ mg/l

PHENOL: \_\_\_\_\_ mg/l                                      DETERGENTS: \_\_\_\_\_ mg/l

WAS A LABORATORY SAMPLE COLLECTED?              NO                      YES

(if yes attach copy of chain-of-custody record)

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATA SHEET FILLED OUT BY: (signature): \_\_\_\_\_ DATE: \_\_\_\_\_

Additional notes to file: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Follow-up with Complainant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Public Involvement & Participation - Activity Record

Municipality: West Earl Township

Permit #: 133535

Activity Description: Litter clean-up

Activity Date: October 13, 2016

Organized by: Lititz Area Mennonite School (LAMS)

Performed by: LAMS

Number of Attendees: 20-25

### Purpose of Activity/General Topic(s) Reviewed:

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> General Stormwater Awareness      | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Good Housekeeping BMPs | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Illicit Discharge & Detection     | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Other: _____                      | <input type="checkbox"/> Other: _____ |

### Details of Activity:

See attached letter

### Additional Notes/Follow-Up:

Sara Service

Signature of Authorized Municipal Representative

Sara Service

Printed Name of Authorized Municipal Representative

2/23/17

Date



September 1, 2016

Dear Park Managers,

Our annual Trash-A-Thon will be held Thursday, October 6. The rain date is October 13. 250 students in kindergarten through 8th grade along with teachers and parents will walk along 240 miles of roads, plus parks, church and commercial properties to pick up litter.

Some of our groups will be using your park facility to take a break and eat lunch. We have a group of 20-25 children and adult supervisors coming to eat lunch at your park. **We are requesting that the restrooms be unlocked from 9:00 a.m. to 2:30 p.m.** After lunch, these students and their supervisors will spend a short time walking over your property cleaning up litter. All the litter collected will be returned to Lititz Area Mennonite School.

At times some questions have been raised as to insurance coverage. In the event of an accident or injury, the school's insurance policy will cover related expenses and no liability is placed on your business.

The following safety guidelines are strictly followed:

1. Safety gloves and orange vests will be worn at all times.
2. Broken glass and sharp objects will be picked up by adults only, while children are standing still.
3. Adult will carry a red flag to make drivers aware of their work crew.
4. Adult's job is to watch traffic to insure children's safety.
5. At no time will a student cross the road or driveway without permission.
6. Adults will park their car and walk with student group at all times.
7. Busy parking lot areas will not be cleaned due to safety issues.

This work day is designed to benefit the communities where our patrons live and work. The day is hard, dirty work, but lots of fun and a good teaching tool for the children.

Please return the enclosed postcard granting us permission to use your park restroom facilities. If you have any questions, please feel free to contact our school at 626-9551.

Thank you very much!

  
Keith Garner  
Administrator

Trash-a-Thon

Lititz Area Mennonite School

October 13, 2016

**ROADS CLEANED**

**Metzler Road (East & West)**

**Turtle Hill Road**

**Tobacco Road**

**Pool Road**

**High Road**

**Miley Road**

**Peach Road**

**Farmersville Road**

**Stone Quarry Road**

**Locust Street**

**N. Maple Avenue**

**Center Square Road**

**Brethren Church Road**

**Peace Road**

**N. Hershey Avenue**

**Balmerstown Road**



# EARTH DAY RIVER CLEAN-UP

West Earl Township Lions' and Stone Quarry Road  
Parks

April 20, 2017

## Volunteers

Conestoga Valley High School Freshwater Biology Class

Leola Elementary School Kindergarten Class

## Local Business sponsors

Benchmark Construction - provided sandwiches

Crystal Springs Water – provided drinks















# MCM #3 Appendix

- **MCM #3 Project Plan**
- **BMP 3.1 Attachments**
  - illicit-discharge-flow-chart.pdf
  - corrective-action-flow-chart.pdf
  - IDDE-field-guidance.pdf
  - IDDE-plan.pdf
- **BMP 3.6 Attachments**
  - illicit-discharge-complaintform.pdf

# MCM #3 Project Plan

- BMP 3.1

Description:

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.

Action Plan:

An Illicit Discharge Detection and Elimination (IDDE) Plan was developed during the first year of the Permit. Implementation of the plan occurred during the subsequent years. Each year, the IDDE Plan will be reviewed, revised as necessary to improve effectiveness, and implemented in accordance with the following BMPs.

- o The IDDE Plan can be found on the following pages (or attachment). The plan will be reviewed annually and BMPs added and/or updated as necessary to make the program more effective and efficient.

- BMP 3.2

Description:

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 Goal:

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.

Action Plan:

The Township developed an Outfall Map during the first year of permit coverage. The Outfall Map depicts the location of outfall locations, roads, named water bodies, municipal boundaries, watershed boundaries, and the Urbanized Area among other features. A copy of the outfall map is included with this stormwater program.

- o The Outfall Map will be reviewed annually to determine if additional outfalls should be included.

- BMP 3.3

Description:

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 Goal:

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.

Action Plan:

The Township has begun a GIS mapping project to identify the location of inlets, pipes, swales, basins, etc. that are part of the Township stormwater infrastructure within the Urbanized Area. The mapping may also include areas outside of the Urbanized Areas. A current copy of the outfall and stormwater system map is included with this stormwater program.

o A map of the entire stormwater system within the Urbanized Area will be developed and updated periodically throughout the year to reflect installation of stormwater management and conveyance facilities.

- BMP 3.4

Description:

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

Measurable Goal:

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.

Action Plan:

The identified outfalls will be screened a minimum of 1 time during the 5-year permit coverage term. The Township will target screening 33% of the outfalls annually. Targeting 33% of the outfalls will provide flexibility in the event outfalls are not screened during a permit year. The outfall screening will be conducted in accordance with the Outfall Screening Protocol on the following pages.

All identified outfalls were inspected during the 2015/2016 permit year.

- BMP 3.5

Description:

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).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).

Action Plan:

On June 9, 2014, West Earl Township enacted a Stormwater Management Ordinance conforming to the requirements of the Lancaster County Act 167 Model Ordinance. The Township incorporated Prohibited Discharges into the Stormwater Management Ordinance which identifies specific non-stormwater discharges that cannot be discharged to the storm sewer. Copies of the Ordinances are available at the Township's website and at the Township Office.

Stormwater Management Ordinance website:

<http://westearltwp.org/pages/stormwater.html>

- BMP 3.6

Description:

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

Measurable Goal:

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.

Action Plan:

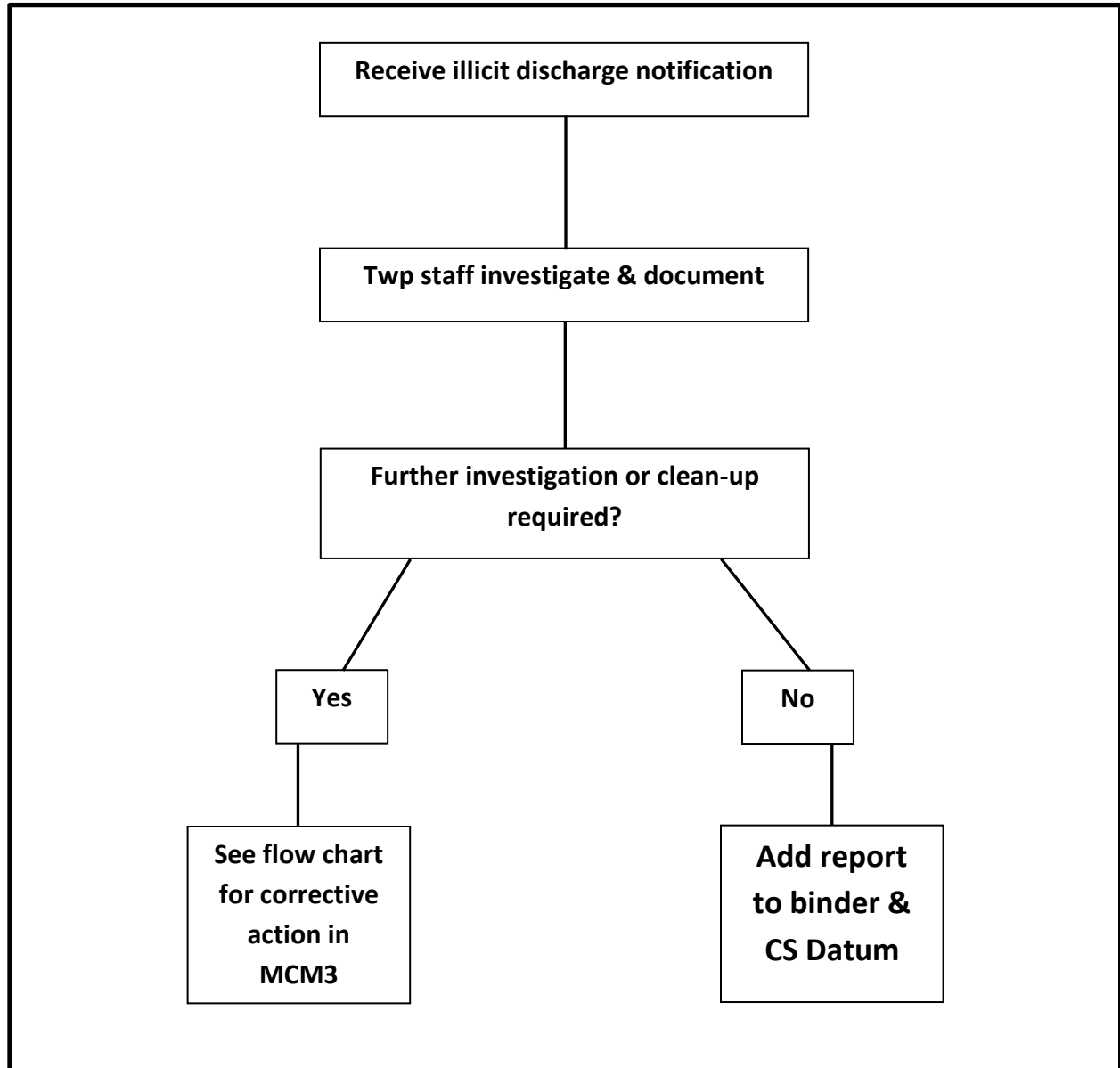
As part of the Township's Public Education and Public Participation program, information will be made available to Township residents, contractors, and developers related to the IDD&E Program through newsletters and the website. Further, a reporting system will be developed on the Township's website for residents to alert the Township of any suspected illegal discharges and/or dumping.

Illicit discharge reporting form posted to website at the following address (and is attached to this document):

<http://www.westearltwp.org/documents/illicit-discharge-complaintform.pdf>

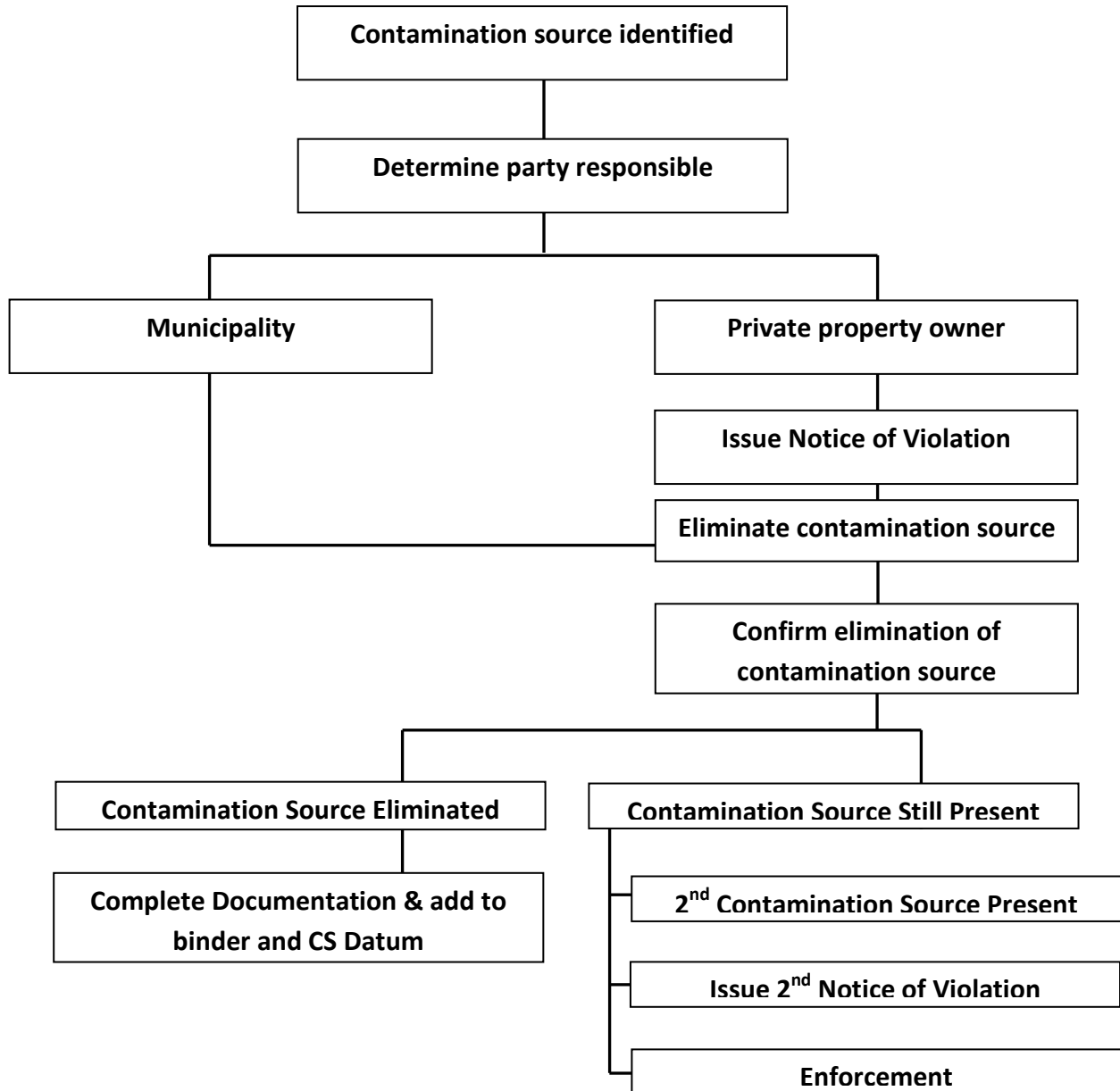
## ILLICIT DISCHARGE DETECTION & ELEMINATION

### REPORTING & INVESTIGATING PROCESS



## ILLCIT DISCHARGE DETECTION & ELEMINATION

### CORRECTIVE ACTION



**PHASE II MS4 STORM WATER MANAGEMENT PROGRAM PROTOCOLS**  
**MINIMUM CONTROL MEASURE: ILLICIT DISCHARGE DETECTION & ELIMINATION**

**FIELD SCREENING GUIDANCE**

According to 40 CFR122.6, a program is required of all MS4s to detect and remove illicit discharges and improper disposal in the storm sewer. A dry weather visual inspection is the easiest way to screen for these discharges. Theoretically, if water is found flowing from a storm water outfall during dry weather conditions, it can be assumed that some illicit source of discharge is present in the storm sewer system. If such a dry weather flow is located, action must be taken to determine the source of the discharge so that it can be eliminated. If a dry weather flow is detected grab samples can be taken and analyzed using field testing methods for temperature, pH, phenol, chlorine, and detergents. Laboratory testing may be necessary as well for certain situations or potential pollutant that cannot be detected using a field test kit.

When performing field screening for illicit discharge detection and elimination, one should remember to follow proper QA/QC procedures for collecting, cataloging analyzing visual inspections and grab samples. It is important to note the time, date, and weather conditions when the observation was made or samples are taken. This information will be critical during the investigation and enforcement procedures that may follow the field screening process.

Specific guidance on sample collection and analysis can be found in Appendix 2 of a document created for the Pennsylvania Citizens' Volunteer Monitoring Program entitled "Designing Your Monitoring Program: A Technical Handbook for Community-Based Monitoring In Pennsylvania," by Geoff Dates of the River Network. Appendix 2, titled "Guide to Indicators and Monitoring Methods," is available from DEP on the Phase II MS4 Storm Water Management Program Protocol CD-ROM (open the file entitled **Sampling Guidance B**). You can also obtain Appendix 2 via the Internet at the following URL:

<http://www.dep.state.pa.us/dep/deputate/watermgt/WC/subjects/CVMP/Appendix%202.pdf>

The entire document may be found at the following URL:

[http://www.dep.state.pa.us/dep/deputate/watermgt/WC/subjects/CVMP/cvmp\\_HdBook.htm](http://www.dep.state.pa.us/dep/deputate/watermgt/WC/subjects/CVMP/cvmp_HdBook.htm)

In addition, in Pennsylvania it is not unusual for underground springs to be diverted directly to the storm drain, which might create the appearance of a dry weather flow. Where possible, these groundwater drains and connections should be mapped and base flow confirmed during various seasons to best understand when flow can be attributed to this uncontaminated ground water or when it should be investigated further. No sampling normally is required when it can be verified that the flow observed is uncontaminated groundwater. However, visual analysis of the water should be performed regularly to ensure that the flow remains uncontaminated. If visual or odor inspections indicate something unusual (e.g. color, turbidity, sheen, floatables) in the groundwater flow, it should be treated as a potential illicit discharge, grab samples should be taken and the proper analysis performed.

# Illicit Discharge Detection & Elimination (IDDE) Program

The following program has been developed in accordance with the MS4 regulations.

The program will be administered jointly by the Stormwater Coordinator and the Assistant Road Master.

A map of the outfall locations will be developed along with identification of the contributing areas to each outfall location. The map will be reviewed and updated annually.

The program will be divided into the following areas:

1. Identifying Priority Areas
2. Procedures for Screening Outfalls
3. Procedures for Identifying Sources of Illicit Discharges
4. Procedures for Eliminating Illicit Discharges
5. Program Documentation, Evaluation and Assessment
6. Reporting Illicit Discharges

## Identifying Priority Areas

Priority areas are locations with a higher likelihood of illicit discharges, illicit connections and illegal dumping. Typically, older infrastructure, a concentration of high-risk activities, or past history of pollution are areas that can be identified as priority areas. Any areas identified as potential problem areas, may be evaluated on a more frequent basis.

## Procedure for Screening Outfalls

The Township currently identifies 31 outfalls within its Urbanized Area. The Township plans to screen approximately 33% of outfalls annually for dry weather flows; this amount allows for the possibility of screenings not occurring during a permit year. Dry weather is defined to be a 48 hour period with no occurrence of a stormwater producing event.

Any dry weather flows observed during the screening shall be visually evaluated for color, odor, turbidity, sheen, floating or submerged solids, and adverse impacts to the nearby plants and surrounding area. Suspected illicit discharges shall be tested for appropriate biological and /or chemical parameters. Common parameters include pH, conductivity, E. Coli bacteria, fecal coliform bacteria, metals, suspended solids, dissolved solids, oils, ammonia, detergents, chlorine and fluoride.

All outfall inspection information shall be recorded on the Outfall Reconnaissance Inventory/Sample Collection form even if no dry weather flow is observed. A copy of the Outfall Reconnaissance Inventory/Sample Collection form can be found as part of MCM3, BMP#4. Outfall screening records shall be kept for inclusion in the annual report.

Personnel performing outfall screenings shall be familiar with the procedures for using the field testing equipment and for collecting samples for off-site analysis, such as sampling technique, storage of the sample, and holding times prior to conducting outfall screenings.

Additional outfall screenings may be necessary based on the results of the inspection or if biological and/or chemical testing indicates the presence of pollutants.

#### Procedures for Identifying Sources of Illicit Discharges

When an illicit discharge is detected at an outfall, Township personnel trace the source of water using the stormwater system maps. After determining the drainage area to the outfall, the following procedures may be utilized as needed to track an illicit discharge to its source:

After determining the drainage area to the outfall, the following procedures may be utilized as needed to track an illicit discharge to its source:

- (a) Storm Drain Investigation: Using the storm sewer system map, field crews begin at the outfall and follow the storm sewer upstream. Depending on the extent of the drainage area, multiple sections of the storm sewer system may need to be investigated for a particular outfall. Manholes and/or inlets are to be inspected for indicators of pollution while following the storm sewer. Biological and/or chemical sampling is to be performed as needed at reasonable locations upstream of the outfall to isolate the source of the illicit discharge.
- (b) On-Site Investigations: To pinpoint the exact source of an illicit discharge within the storm sewer network, additional testing may be necessary including dye testing, video testing, or smoke testing. Field personnel should select the appropriate testing method based on drainage area, frequency of the illicit discharge, location, and property accessibility.

For additional information regarding the tracking of illicit discharges, Township staff should reference Illicit Discharge Detection and Elimination-A Guidance Manual for Program Development and Technical Assessments (Center for Watershed Protection & University of Alabama, October 2004).

#### Procedures for Eliminating Illicit Discharges

Methods used to remove/correct the illicit connections will be site specific. If the source of the illicit discharge is the responsibility of the Township, appropriate repairs must be completed to eliminate the source of pollution. If the source of the illicit discharge is the responsibility of private property owner, the Township shall notify the property owner.

Township staff shall follow the flow chart on the following page (or attachment) for procedures on eliminating the illicit discharge. All actions shall be documented.

#### Program Documentation, Evaluation and Assessment

As a final step, all actions taken under the plan will be documented. Doing this will illustrate that continuous progress is being made to eliminate illicit discharges and connections. This data will also be included as one of the measurable goals achieved in the required annual report. This information documented will include: number of outfalls screened; any complaints received and corrected; the number of discharges eliminated and the number of tests conducted.

#### Reporting Illicit Discharges

When an illicit discharge is reported to the Township, appropriate personnel will conduct a site visit to determine if an illicit discharge is present. If an illicit discharge has occurred, the Township is to identify the source per the procedures. In all cases, whether an illicit discharge was confirmed or not, a field report is to be completed providing the date, location, and field observations and be included with the MS4 periodic report.



The following activities have been determined to have negligible flows/discharges to be considered an illicit discharge.

- Water line flushing
- Landscape irrigation
- Rising ground water
- Uncontaminated ground water infiltration
- Uncontaminated pumped ground water
- Discharges from potable water sources
- Foundation drains
- Air conditioning condensation
- Springs
- Footing drains

The following documents and forms can be found on the following pages.

1. PADEP Field Screening Guidance
2. Illicit Discharge Field Screening – Data Collection Form/Outfall Observation Record

**WEST EARL TOWNSHIP  
ILLICIT DISCHARGE REPORTING FORM**

Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_ Time Discharge Discovered: \_\_\_\_\_

Date of Last Rain Event: \_\_\_\_\_ Estimated Quantity of Rain: \_\_\_\_\_ in.

LOCATION OF DISCHARGE (indicate nearby street intersections, addresses, and/or landmarks for reference): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHERE WAS DISCHARGE FOUND? OPEN DITCH    STREAM    PIPE OUTFALL    OTHER: \_\_\_\_\_

WAS WATER FLOW OBSERVED?                      NO                      YES                      .

WAS FLOW SOLID OR PULSING?                      SOLID                      PULSING

WAS A PHOTO TAKEN?              NO                      YES              (Please attach a copy to form)

ODOR:    NONE    MUSTY    SEWAGE    ROTTEN EGGS    SOUR MILK    OTHER: \_\_\_\_\_

COLOR:    CLEAR    RED    YELLOW    BROWN    GREEN    GREY    OTHER: \_\_\_\_\_

CLARITY:    CLEAR    CLOUDY    OPAQUE

WAS THERE AN:                      OILY SHEEN                      YES                      NO  
   GARBAGE/SEWAGE                      YES                      NO  
   OTHER: \_\_\_\_\_

ADDITIONAL INFORMATION TO ASSIST IN THE INVESTIGATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Follow up Investigation (to be completed by staff)*

OUTFALL NO: \_\_\_\_\_ INSPECTOR NAME \_\_\_\_\_ PHONE \_\_\_\_\_

**FIELD ANALYSIS:**

WATER TEMP: \_\_\_\_\_ °F / °C                      CHLORINE (Total): \_\_\_\_\_ mg/l

pH: \_\_\_\_\_    COPPER: \_\_\_\_\_ mg/l

PHENOL: \_\_\_\_\_ mg/l                                      DETERGENTS: \_\_\_\_\_ mg/l

WAS A LABORATORY SAMPLE COLLECTED?              NO                      YES

(if yes attach copy of chain-of-custody record)

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATA SHEET FILLED OUT BY: (signature): \_\_\_\_\_ DATE: \_\_\_\_\_

Additional notes to file: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Follow-up with Complainant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# MCM #4 Appendix

- MCM #4 Project Plan
- BMP 4.2 Attachments
  - 2015MOU-LCCD.pdf

# MCM #4 Project Plan

- BMP 4.1

Description:

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 Goal:

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.

Action Plan:

With regard to Construction Site Stormwater Runoff Control, West Earl Township will rely on DEP's statewide program for issuing NPDES Permits for Stormwater Discharges Associated with Construction Activities (through the Lancaster County Conservation District) to satisfy all requirements under MCM #4 and all requirements under BMPs #1 through #3 of MCM #5. In this case, West Earl Township is not required as a condition of their NPDES permit to implement any of the BMPs listed under MCM #4 nor any of the first three BMPs listed under MCM #5 in Appendix A of the Authorization to Discharge.

- BMP 4.2

Description:

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). 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.

Action Plan:

With regard to Construction Site Stormwater Runoff Control, West Earl Township will rely on DEP's statewide program for issuing NPDES Permits for Stormwater Discharges Associated with Construction Activities (through the Lancaster County Conservation District) to satisfy all requirements under MCM #4 and all requirements under BMPs #1 through #3 of MCM #5. In this case, West Earl Township is not required as a condition of their NPDES permit to implement any of the BMPs listed under MCM #4 nor any of the first three BMPs listed under MCM #5 in Appendix A of the Authorization to Discharge.

- BMP 4.3

Description:

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.

Action Plan:

With regard to Construction Site Stormwater Runoff Control, West Earl Township will rely on DEP's statewide program for issuing NPDES Permits for Stormwater Discharges Associated with Construction Activities (through the Lancaster County Conservation District) to satisfy all requirements under MCM #4 and all requirements under BMPs #1 through #3 of MCM #5. In this case, West Earl Township is not required as a condition of their NPDES permit to implement any of the BMPs listed under MCM #4 nor any of the first three BMPs listed under MCM #5 in Appendix A of the Authorization to Discharge.

- BMP 4.4

Description:

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

Action Plan:

With regard to Construction Site Stormwater Runoff Control, West Earl Township will rely on DEP's statewide program for issuing NPDES Permits for Stormwater Discharges Associated with Construction Activities (through the Lancaster County Conservation District) to satisfy all requirements under MCM #4 and all requirements under BMPs #1 through #3 of MCM #5. In this case, West Earl Township is not required as a condition of their NPDES permit to implement any of the BMPs listed under MCM #4 nor any of the first three BMPs listed under MCM #5 in Appendix A of the Authorization to Discharge.

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

**WEST EARL TOWNSHIP**

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

	<u>Page</u>
I. Erosion & Sediment Pollution Control/NPDES for Stormwater Discharges Associated with Construction Activities	2
II. Chapter 105- Dam Safety & Waterway Management	7
III. NPDES Municipal Separate Storm Sewer Systems (MS-4 – NPDES Permit PAG-13 MCM 1, 2, 4, 5)	9
IV. Agricultural Related Activities (Manure Management & Erosion Control) I. Plain Sect Outreach	12
V. Education and Outreach 1. Watershed Program 2. Education Program 3. Ombudsman Program	14
VI. EXECUTION	18
VII. ATTACHMENT A- Municipal Contact Information ATTACHMENT B- Common Complaint Contacts List	19 20



**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 WEST EARL 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:

1. 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](http://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](http://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](http://www.lancasterconservation.org)
- [www.lancasterwatersheds.org](http://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

### WEST EARL TOWNSHIP

By: [Signature]  
Title: Chairman  
Date: 9/1/15

(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: Candie L. Johnson  
Zoning Officer: TOM ZORBAUGH  
Road Master: Sylvan Fisher  
Municipality Mailing Address: PO BOX 787  
BROWNSTOWN, PA 17508  
Phone Number 717-859-3201  
Manager's email address: Cjohnson@westearltwp.org

#### Municipal Engineer Information

Municipal Engineer (Name): Cory Rathman  
Engineer's Email Address: crbeckereng.net  
Engineering Firm: Becker Engineering  
Firm Mailing Address: 115 Millersville Rd, Lancaster, PA  
17603

#### MS-4/167 Information

Who should the MS-4 Report be mailed to (Name): Cory Rathman  
Mailing Address: 115 Millersville Rd, Lancaster, PA 17603  
Engineering Firm: Becker Engineering  
Email Address: crbeckereng.net  
Phone Number: 717-295-4975  
MS-4 Permit Period (Beginning Date/End Date) May 1, 2015 to April 30, 2019  
ACT 167 Adopted (Date): June 9, 2014

## **ATTACHMENT B- Common Complaint Contacts List**

### **What the Lancaster County Conservation District is Responsible for:**

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#### **Biosolids Application to Farmland Complaints**

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

#### **Excessive Soil Erosion from Ag Operations**

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

#### **Excessive Soil Erosion from Construction Sites**

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

#### **Manure Complaints**

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

#### **Act 38 Nutrient Management Law Compliance Complaints**

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

#### **Fly Related Complaints**

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

### **What Other Organizations are Responsible for:**

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#### **Stormwater Complaints (Varies from case to case)**

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

#### **Invasive Species Complaints (plant or insects)**

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

#### **Dead Animal (Mortality) Disposal Complaints**

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

#### **Pesticide Application Complaints**

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

#### **Stream & Wetland Encroachment Complaints**

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

#### **Biosolids Application to Farmland Complaints**

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

#### **Manure or Other Contaminant Complaints**

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

#### **Manure Odor Complaints**

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



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

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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.

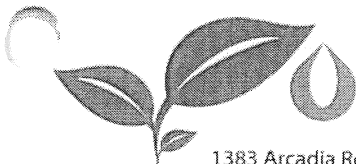
The District will coordinate efforts with municipalities and interested parties to better determine how we can help meet municipal MS-4 requirements through our delegation responsibilities.

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





# MCM #5 Appendix

- MCM #5 Project Plan
- BMP 5.6 Attachments
  - WestEarBMPInventory2017-07-21.pdf



# MCM #5 Project Plan

- BMP 5.1

Description:

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

Action Plan:

West Earl Township implements their Post Construction Stormwater Management Program through enforcement of the West Earl Township Stormwater Management Ordinance (Ordinance). The Ordinance was adopted on June 9, 2014.

For BMPs 1-3, West Earl Township will rely on DEP's statewide program for issuing NPDES Permits for Stormwater Discharges Associated with Construction Activities (through the Lancaster County Conservation District) to satisfy all requirements under MCM #4 and all requirements under BMPs #1 through #3 of MCM #5. In this case, West Earl Township is not required as a condition of their NPDES permit to implement any of the BMPs listed under MCM #4 nor any of the first three BMPs listed under MCM #5 in Appendix A of the Authorization to Discharge.

- BMP 5.2

Description:

Require the implementation of a combination of structural and/or non-structural BMP's 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.

Action Plan:

West Earl Township implements their Post Construction Stormwater Management Program through enforcement of the West Earl Township Stormwater Management Ordinance (Ordinance). The Ordinance was adopted on June 9, 2014.

For BMPs 1-3, West Earl Township will rely on DEP's statewide program for issuing NPDES Permits for Stormwater Discharges Associated with Construction Activities (through the Lancaster County Conservation District) to satisfy all requirements under MCM #4 and all requirements under BMPs #1 through #3 of MCM #5. In this case, West Earl Township is not required as a condition of their NPDES permit to implement any of the BMPs listed under MCM #4 nor any of the first three BMPs listed under MCM #5 in Appendix A of the Authorization to Discharge.

- BMP 5.3

Description:

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.

Action Plan:

West Earl Township implements their Post Construction Stormwater Management Program through enforcement of the West Earl Township Stormwater Management Ordinance (Ordinance). The Ordinance was adopted on June 9, 2014.

For BMPs 1-3, West Earl Township will rely on DEP's statewide program for issuing NPDES Permits for Stormwater Discharges Associated with Construction Activities (through the Lancaster County Conservation District) to satisfy all requirements under MCM #4 and all requirements under BMPs #1 through #3 of MCM #5. In this case, West Earl Township is not required as a condition of their NPDES permit to implement any of the BMPs listed under MCM #4 nor any of the first three BMPs listed under MCM #5 in Appendix A of the Authorization to Discharge.

- BMP 5.4

Description:

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. 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.

Action Plan:

A copy of the West Earl Township Stormwater Ordinance can be found at the West Earl Township municipal office or at the following web site address:

<http://westearltwp.org/pages/stormwater.html>

- BMP 5.5

Description:

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. 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.

Action Plan:

The West Earl Township Stormwater Management Ordinance (Ordinance) encourages and promotes Low Impact Development (LID) practices to accomplish stormwater management. The Ordinance was recently updated to include LID practices and adopted on June 9, 2014.

A list of BMPs utilizing LID practices is included in the following inventory under BMP 6. It should be noted that the inventory may include BMPs that are outside of the regulated MS4 area.

- BMP 5.6

Description:

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 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. 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

Action Plan:

An operation and maintenance agreement is included in the West Earl Township Stormwater Management Ordinance (Ordinance) and entering into this agreement is a requirement for all regulated projects involving stormwater management. The agreement is between the owner of the BMP and the Township. The agreement identifies the operation, maintenance and inspection responsibilities of the BMP owner. Additionally, BMP operation, maintenance and inspection responsibilities are listed on the recorded plans.

An inventory of BMPs is listed in the following spreadsheet under BMP 6. The inventory currently reflects BMPs since 2011 but will be updated to include BMPs installed since 2003. It should be noted that the inventory may include BMPs that are outside of the regulated MS4 area.

BMP - Best Management Practice	SFD - Single Family Dwelling
SWM - Stormwater Management	PL - Parking Lot
SDP - Subdivision Plan	AB - Accessory Building
LDP - Land Development Plan	BA - Building Addition

# MCM #6 Appendix

- MCM #6 Project Plan
- BMP 6.2 Attachments
  - Good Housekeeping-O-M program.pdf

# MCM #6 Project Plan

- BMP 6.1

Description:

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.

Action Plan:

The Pollution Prevention / Good Housekeeping Program for West Earl Township is included in the following pages. \*\*Note that there are no Township owned facilities within the urbanized area or within the drainage areas to the MS4 outfalls with the exception of the Township roads. However, a Pollution Prevention/Good Housekeeping Program has been developed for the Township owned properties.

- BMP 6.2

Description:

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.

Action Plan:

The O&M Program objectives:

1. Identify and document all municipal facilities and activities that may contribute pollutants to receiving waters via the regulated MS4 through stormwater runoff or a non-stormwater discharge.
2. Implement, maintain, and document all practices, controls, procedures, and so on for a group of selected BMPs aimed at reducing or preventing pollutants that may result from municipal facilities or activities.
3. Implement, maintain, and document an employee and contractor training program to improve the knowledge of employees and contractors for reducing or preventing pollutants that may result from municipal facilities or activities.
4. Identify and document all other activities, policies, and so on with a focus on pollution prevention and good housekeeping for municipal operations.

The program, along with its components, will be reviewed annually by the Stormwater Coordinator & Township Manager. Components to be reviewed include, but are not limited to, the BMP Implementation and Maintenance Schedule and selected BMPs. Modifications or revisions to the O&M Program may occur during the annual reviews.

See attached O&M full plan

- BMP 6.3

Description:

Develop and implement an employee training program that addresses appropriate topics to further the goal of preventing or reducing the discharge of pollutants from 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. 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).

**Action Plan:**

An annual training plan will be developed by February 1st of each year. The topics of focus in the training plan are based on selected BMPs or any items relative to stormwater and water quality deemed necessary. The Annual Training and Education Plan can be found in Attachment B. Training is provided to municipal employees and contractors by the following methods, but not limited to:

- Formal or informal
- “Tail-gate” training
- On-site
- Classroom or similar

Training is conducted by appropriate and qualified persons, including those persons listed as responsible persons in Section 2.

Training Records will be completed and logged documenting training completed, and will include information such as the date of training, location of training, instructor(s)/presenter(s), and topics reviewed. Training Records can be found in Attachment C. Records will be completed for training activities outlined in the Annual Training Plan and for non-planned activities.

# Good Housekeeping Operation & Maintenance Program

(O&M Program)

The Municipal Pollution Prevention/Good Housekeeping Plan (MS4 PPGHP)

West Earl Township  
Municipality

Updated February 23, 2017  
Date

## CONTENTS

Section 1.....	Background & Introduction
1.1	Objectives
1.2	Applicable Regulations
1.3	O&M Program Modifications and Reviews
1.4	Effective Permit
1.5	O&M Program Preparation
Section 2.....	Purpose & Responsibilities
2.1	O&M Program Overview
2.1.1	Documentation
2.1.2	Inspections
2.1.3	Monitoring and Analytical Testing
2.1.4	Training

2.2 BMP Selection

Section 3..... Description of Municipality

- 3.1 Geographic Boundaries
  - 3.1.1 Geographic Features
- 3.2 Municipal Inventory
- 3.3 Stormwater Collection and Conveyance System

Section 4..... Operational Plan

- 4.1 Best Management Practices (BMPs)
  - 4.1.1 Waste Disposal Plan
  - 4.1.2 Spill Response and Control Plan
- 4.2 Program Goals
- 4.3 Training and Education
- 4.4 Inspections
- 4.5 BMP Implementation and Maintenance Activities
- 4.6 Events
- 4.7 Measuring Effectiveness
  - 4.7.1 General Monitoring
  - 4.7.2 Field Monitoring
  - 4.7.3 Analytical Monitoring

ATTACHMENTS

- Attachment A..... Municipal Inventory List
- Attachment B..... Annual Training and Education Plan(s)
- Attachment C..... Training Records
- Attachment D..... Inspection Records
- Attachment E..... Event Records
- Attachment F..... Activity Records
- Attachment G..... BMP Implementation & Maintenance Schedule
- Attachment H..... Individual BMP Fact Sheets

## Section 1 Background & Introduction

The Good Housekeeping Operation and Maintenance Program (O&M Program) was developed to outline operational management and maintenance practices, policies, procedures, and protocols (or Best Management Practices (“BMPs”)) for reducing and/or preventing pollutants associated with municipal facilities and activities from entering receiving waters as outlined and/or required by the National Pollutant Discharge Elimination System (NPDES) and an issued NPDES Small Municipal Separate Storm Sewer System (MS4) Permit (including PAG-13).

Compliance is a broad word with respect to an issued MS4 Permit and corresponding applicable laws and regulations such as Title 40 (“40 CFR”) and 25 Pa. Code, which provide the basis of the permit. There are two primary categories for consideration for an MS4 Permit—documentation and program effectiveness. A program is built to effectively prevent or reduce pollutants from entering receiving waters via stormwater runoff or non-stormwater discharges to meet the requirements of an MS4 Permit. Documentation provides the specifics of the program; along with evidence the permitted entity is addressing not only the requirements of the MS4 Permit, but also the applicable laws and regulations.

The O&M Program specifically addresses the regulatory requirements outlined for municipal good housekeeping practices for operations and maintenance of facilities and activities, and is more commonly known as Minimum Control Measure Number Six (“MCM #6”) in an issued MS4 Permit. An important aspect of the O&M Program is the training component as required by 40 CFR Part 122.34(b) (6) (i).

The O&M Program addresses, but is not limited to:

- municipal operations.
- the stormwater collection and conveyance system.
- facilities, activities, and land uses that have the potential to generate stormwater runoff.
- facilities, activities, and land uses that may contribute pollutants via stormwater runoff or non-stormwater discharges to receiving waters.
- pollution prevention and good housekeeping control measures for reducing or eliminating the discharge of pollutants from municipal facilities and activities through Best Management Practices (BMPs) including, but not limited to:
  - practices and procedures.
  - maintenance and inspection activities.
  - assessing goals and effectiveness.
  - training and education.

Section 4 of the O&M Program is the Operational Plan of the program. This section provides the specifics of activities, policies, procedures, and so on. The O&M Program as described in the contents section effectively becomes the MS4 Pollution Prevention/Good Housekeeping Plan (“MS4 PPGHP”) for MCM #6 of an issued MS4 Permit.

## **1.1 OBJECTIVES**

The O&M Program has four main objectives:

1. Identify and document all municipal facilities and activities that may contribute pollutants to receiving waters via the regulated MS4 through stormwater runoff or a non-stormwater discharge.
2. Implement, maintain, and document all practices, controls, procedures, and so on for a group of selected BMPs aimed at reducing or preventing pollutants that may result from municipal facilities or activities.
3. Implement, maintain, and document an employee and contractor training program to improve the knowledge of employees and contractors for reducing or preventing pollutants that may result from municipal facilities or activities.
4. Identify and document all other activities, policies, and so on with a focus on pollution prevention and good housekeeping for municipal operations.

## **1.2 APPLICABLE REGULATIONS**

Congress established the Federal Water Pollution Control Act in 1948. This law provides the foundation of current water quality and water pollution control regulations. In 1972, Congress passed an amendment to the original act known as the Clean Water Act ("CWA"). Section 301 of the CWA prohibits discharges to waters of the U.S. except with a permit. Also, the CWA authorized the NPDES in Section 402. The U.S. Environmental Protection Agency ("EPA") developed the NPDES through promulgation of regulations found in 40 CFR. The Commonwealth of Pennsylvania issues NPDES permits through an approved program following requirements that meet or exceed 40 CFR §123.

In 1987, Congress passed another amendment to the original Federal Water Pollution Control Act. The amendment is more commonly known as the Water Quality Act. This act specifically labeled stormwater as a "problem."

25 Pa. Code Chapter 92a incorporates 40 CFR into Pennsylvania code. Chapter 92a is more commonly known as the NPDES Permitting, Monitoring, and Compliance regulations. Additional chapters in 25 Pa. Code that affect municipal operations governed by an MS4 Permit include Chapter 93 (Water Quality Standards and Criteria), Chapter 96 (Water Quality Protection Requirements), and Chapter 105 (Waterway Management). Chapter 96 also outlines requirements associated with an issued Total Maximum Daily Load ("TMDL").

## **1.3 O&M PROGRAM MODIFICATIONS AND REVIEWS**

The program, along with its components, will be reviewed annually by the Township Manager, Stormwater Coordinator and/or the Assistant Roadmaster. Components to be reviewed include, but are not limited to, the BMP Implementation and Maintenance Schedule and selected BMPs. Modifications or revisions to the O&M Program may occur during the annual reviews. Primary purposes of the review include:



- Ensuring selected BMPs and program information match actual municipal facilities and activities.
- Qualitatively measure effectiveness and goals of the overall program.
- Qualitatively measure effectiveness and goals of individual components of the program.
- Outline new goals for the program or components of the program.

The annual review will be noted on the update page following the MCM #6 cover sheet. Annual Reports will further reflect modifications to the O&M Program.

#### **1.4 EFFECTIVE PERMIT**

The O&M Program is developed to address the requirements of MCM #6 in an issued NPDES MS4 Permit for the municipality. A copy of the permit can be found in West Earl Township office.

Permit # PAG 133535 was issued to West Earl Township.

The effective date of the permit is \_\_\_\_\_ May 1, 2014 \_\_\_\_\_, and expires  
 \_\_\_\_\_ April 30, 2019 \_\_\_\_\_.

#### **1.5 O&M PROGRAM PREPARATION**

The O&M Program was prepared by:

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## **Section 2 Purpose & Responsibilities**

West Earl Township is a permitted entity under the Commonwealth of Pennsylvania Department of Environmental Protection National Pollutant Discharge Elimination System (NPDES) Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4s) Permit ("MS4 Permit"). Permitted entities are required to develop, implement, and maintain a written operation and maintenance program ("O&M Program") per Minimum Control Measure No. 6 ("MCM #6") as outlined in the MS4 Permit, and further described in applicable federal regulations. The ultimate purpose of the O&M Program is preventing or reducing polluted runoff from municipal operations and activities.

## **2.1 O&M PROGRAM OVERVIEW**

The O&M Program lists procedures and practices (BMPs) to minimize pollution to receiving waters via stormwater runoff or non-stormwater discharges through direct discharge or the municipally owned and operated stormwater conveyance system in the regulated area. The O&M Program describes the facilities, activities, and land uses that have the potential to generate stormwater runoff along with polluting the runoff. Procedures and practices include, but are not limited to documentation, inspections, monitoring, and training.

Development and implementation of an O&M Program will aid West Earl Township in achieving compliance with the three BMPs under MCM #6 in Appendix A of the issued MS4 Permit (PAG-13) and applicable regulations such as follows:

- PAG-13/MCM #6 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.
  - The Municipal Inventory provides a list of properties owned by the Township.
  - The O&M Program will include a map identifying the locations of municipal facilities and activities.
  - MEASURABLE GOAL: Development of the O&M Program components/attachments listed above by April 2015 will help achieve this goal.
- PAG-13/MCM #6 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, etc.
  - The BMP Fact Sheets in Attachment H provides a centralized location for information regarding management practices, management procedures, maintenance activities, inspection procedures, and so on.
  - Inspection Records (Attachment D), Event Records (Attachment E), and Activity Records (Attachment F), provides documentation pertaining to inspections and activities to reduce the potential for pollutants to reach the regulated small MS4.
  - The O&M Program calls for the insertion of the Waste Disposal Plan and Spill Response and Control Plan as attachments.
  - MEASURABLE GOAL: Development of the O&M Program and items listed above by April 2015 will help achieve this goal.
- PAG-13/MCM #6 BMP #3: Develop and implement an employee training program
  - The Annual Training and Education Plan is located in Attachment B.
  - Training Records (Attachment C) provide documented training activities.
  - MEASURABLE GOAL(s): Implementation of the above items and as outlined in the O&M Program by April 2015 will achieve the goals.

### **2.1.1 DOCUMENTATION**

All documentation relative to good housekeeping and pollution prevention referenced in the O&M Program or as applicable will be centralized into one location. Persons responsible for the

implementation and maintenance of the O&M Program and corresponding activities and procedures of the BMPs outlined in the program are as follows:

Candie Johnson, Township Manager

Sara Service, Stormwater Coordinator

Ashley Martin, Assistant Roadmaster

Each person listed is qualified to manage and/or administer the activities and procedures outlined in the O&M Program.

Documentation guidance for selected and implemented BMPs can be found on the BMP Fact Sheets in Attachment H.

The responsible persons assume the following duties:

- Ensuring compliance with MCM #6 of the MS4 Permit and applicable laws and regulations as it pertains to pollution prevention and good housekeeping for municipal operations.
- Implementing elements of the MS4 PPGHP
- Inspections
- Documentation
- Correlating activities and procedures with other MS4 Permit requirements
- Administer the O&M Program of the MS4 PPGHP

### **2.1.2 INSPECTIONS**

Inspections will be conducted of municipal facilities and activities. Inspection protocols are further described in Section 4 of the O&M Program and the individual implemented BMPs. Descriptions will include the frequency of regular inspections for individual BMPs implemented. Certain rain events will warrant inspections of certain BMPs outside of the normal regular inspection frequency. A defined rain event that will warrant an inspection of particular BMPs is as follows:

DEFINED RAIN EVENT: Greater than 3 inches of rain in any given period of time.

The measured rainfall amount will be based on documented rainfalls from Pennsylvania State Climatologist website to determine if the threshold for a defined rain event has been met.

<http://climate.psu.edu/data/>

For any continuous rain event greater than 24 hours in duration, all BMPs identified for rain event inspections will be inspected. Rain event inspections will follow the defined rain event. From time-to-time, municipal personnel may inspect applicable BMPs prior to a significant and forecasted rain event.

The person(s) responsible for inspections of municipal activities and facilities, along with corresponding BMPs outlined in this O&M Program are as follows:

Candie Johnson, Township Manager

Sara Service, Stormwater Coordinator

Ashley Martin, Assistant Roadmaster

### **2.1.3 MONITORING AND ANALYTICAL TESTING**

General monitoring is a continuous activity, and further described in Section 4 of the O&M Program. Analytical monitoring will be conducted as warranted. Such monitoring may include field testing by qualified municipal employees or a qualified laboratory. -Actual analytical monitoring protocols are further described in Section 4 of the O&M Program.

From time to time, analytical testing of samples will be required. The following laboratories or similar type entity will conduct testing of samples:

#### **LABORATORY 1**

Eurofins Lancaster Laboratories Environmental (Lancaster Labs)  
Laboratory

2425 New Holland Pike  
Address

Lancaster, PA 17601  
City, State, Zip

[LancLabsEnv@EurofinsUS.com](mailto:LancLabsEnv@EurofinsUS.com)  
Contact

717-656-2300  
Contact Number

### **2.1.4 TRAINING**

Training of employees and relevant contractors will be conducted for both general pollution prevention knowledge and implemented BMPs as it pertains to MCM #6 and good housekeeping. A training plan will be developed annually and is found in Attachment B. More information regarding employee and contractor training is found in Section 4 of the O&M Program.

Candie Johnson/Sara Service/Ashley Martin is responsible for the annual development of the training and education plan.

## **2.2 BMP SELECTION**

A primary purpose of the O&M Program is to document the selection, implementation, and maintenance of BMPs to meet the requirements of MCM #6 in an issued MS4 Permit and applicable federal and state regulations and laws.

The process for selecting, implementing, and maintaining BMPs is as follows:

- An inventory of municipal facilities and activities will be completed per Section 3 of the O&M Program
- BMPs corresponding to the inventory will be selected per Section 4 of the O&M Program.
  - BMPs will be identified as either existing or proposed.
  - A schedule of inspections, maintenance, and implementation of proposed BMPs (if applicable) will be completed and maintained per Section 4 of the O&M Program.
- Selected BMPs are listed in the BMP Implementation and Maintenance Schedule included in Attachment G.
- Implemented BMPs will be reviewed periodically as further described in Section 4 of the O&M Program.

## **Section 3 Description of Municipality**

Understanding the features and facilities of a municipality aids with establishing a comprehensive and effective program. This section describes the facilities and activities of the municipality.

### **3.1 MUNICIPAL INVENTORY**

The municipality owns or operates facilities and conducts certain activities. These facilities and activities, along with certain land uses, either have the potential to generate stormwater runoff or contribute pollutants to stormwater runoff. Certain facilities and activities may contribute pollutants directly through contact with stormwater runoff or non-stormwater discharges.

A complete list of all municipal facilities, activities, and land uses can be found on the Municipal Inventory List found in Attachment A. The list will be reviewed annually for accuracy or needed modifications by a responsible person listed in Section 2 by **February 1<sup>st</sup>** of each year. An Activity Record will be completed and logged for this action to document the annual review. Activity Records can be found in Attachment F.

A primary facility of the municipality is the municipal yard. A number of facilities and activities are located or conducted within the boundaries of the yard. A map showing the locations of all municipal facilities, activities, and relevant land uses will be developed in future permit years.

### **3.3 STORMWATER COLLECTION AND CONVEYANCE SYSTEM**

Certain structural and natural components within the municipality collect and convey stormwater to receiving waters. Such components include pipes, curbs, ditches, basins, and inlets that are municipally

owned. A goal of the municipality is to prevent or reduce polluted stormwater in the entire collection and conveyance system. However, the issued MS4 Permit provides focus to an established regulated area. A map revealing the regulated area and corresponding components of the collection and conveyance system within the regulated area is found as part of the mapping for MCM #3.

The stormwater collection and conveyance system in the regulated area drains to the following waters:

Cocalico Creek  
Conestoga River  
Groff Creek

BMPs addressing components of the collection and conveyance system are further described in Section 4, along with the practices aimed at reducing or preventing polluted discharges from municipal facilities and activities from entering the regulated MS4 and/or collection and conveyance system.

## **Section 4 Operational Plan**

The Operational Plan outlines the specific practices, controls, procedures, and so on aimed at reducing or eliminating the discharge of pollutants from streets, roads, municipal facilities, municipal activities, storage areas, and any other municipally owned facility or activity as identified in Section 3 and the corresponding Municipal Inventory List. The Operational Plan also addresses training and education of municipal employees and contractors for the specific practices, controls, procedures, and so on identified.

### **4.1 BEST MANAGEMENT PRACTICES (BMPs)**

Based on the Municipal Inventory List found in Attachment A, a set of BMPs have been selected. The selected BMPs are primarily source-control BMPs with a goal to reduce or prevent the discharge of pollutants. The objectives, protocols/practices (including operations and maintenance), inspection procedures, and documentation procedures of selected BMPs can be found within the individual BMP Fact Sheets located in Attachment H. Effectiveness, established milestones/goals, and practices will be reviewed. An Activity Record will be completed and logged for this action. Along with this action, the BMP Implementation and Maintenance Schedule will be reviewed and updated to note any changes in the annual review.

#### **4.1.1 WASTE DISPOSAL PLAN**

Along with the selection of BMP GH-7, a Waste Disposal Plan addressing collection and disposal of waste removed from the regulated MS4 and as a result of municipal activities will be developed. The Plan addresses disposal of wastes such as dredge spoil, accumulated sediments, trash, hazardous wastes (including household), used motor oil, and other debris.

#### **4.1.2 SPILL RESPONSE AND CONTROL PLAN**

Along with the selection of BMP GH-10, a Spill Response and Control Plan addressing spills that may pollute stormwater runoff or contribute pollutants directly to receiving waters via the regulated MS4 will be developed. The plan outlines such items as spill control materials and responsibilities.

#### **4.2 PROGRAM GOALS**

Goals have been identified and established for the facilitation of the O&M Program. Goals may be modified, changed, or added during annual reviews. Initial goals associated with the program or components of the program are as follows:

1. Implementation and documentation of O&M plan for stormwater facilities
2. Development/update of Waste Disposal plan
3. Development/update of Spill Response & Control plan
4. Development and implementation of Training & Education plan

#### **4.3 TRAINING AND EDUCATION**

An annual training plan will be developed by **February 1<sup>st</sup>** of each year. The topics of focus in the training plan are based on selected BMPs or any items relative to stormwater and water quality deemed necessary. The Annual Training and Education Plan can be found in Attachment B. Training is provided to municipal employees and contractors by the following methods, but not limited to:

- Formal or informal
- “Tail-gate” training
- On-site
- Classroom or similar

Training is conducted by appropriate and qualified persons, including those persons listed as responsible persons in Section 2.

Training Records will be completed and logged documenting training completed, and will include information such as the date of training, location of training, instructor(s)/presenter(s), and topics reviewed. Training Records can be found in Attachment C. Records will be completed for training activities outlined in the Annual Training Plan and for non-planned activities.

#### **4.4 INSPECTIONS**

Inspections of facilities and activities as outlined in selected BMPs will be conducted by responsible persons. Inspection Records are located in Attachment D. Inspections will be conducted on a regular basis and based on the selected BMP for a particular facility or activity. Most BMPs will follow a regular inspection frequency.

Inspections will include, but are not limited to the following:

- Comparison of observed facility or activity against the selected practices.
- A note if maintenance or repairs are needed.
- A note if a spill, leak or discharge was observed.
- Any concerns that need addressed.
- Any follow-up activities that may be required such as training or spill control.

Monitoring will be conducted along with inspections to ensure an effective program. More information is provided in Section 4.7 below.

#### **4.5 BMP IMPLEMENTATION AND MAINTENANCE ACTIVITIES**

Any activities associated with implementing or maintaining a BMP for a municipal operation or facility will be documented on an Activity Record. Activity Records are located in Attachment F.

Activities include repairs to a facility or activity, street sweeping, waste transport, modifying a facility or activity to reflect a BMP, illicit connection investigation, and so on. Individual BMP fact sheets located in Attachment H provide guidance for activities to be documented.

#### **4.6 EVENTS**

Significant events are recorded on Event Records. Event Records are located in Attachment E. Events that are recorded include major rain events and illicit discharges.

#### **4.7 MEASURING EFFECTIVENESS**

The primary measurement of effectiveness is ensuring proper execution of practices and protocols outlined in the O&M Program (and specifically the selected BMPs) through adequate documentation and review of documentation reflecting implementation and maintenance of BMPs.

##### **4.7.1 GENERAL MONITORING**

General monitoring entails frequent observations of municipal activities and facilities outside the normal inspection schedule. Municipal employees and contractors will observe potential polluting conditions (e.g. leaks, discharges, and so on) during normal operations.

##### **4.7.2 FIELD MONITORING**

Field monitoring entails documented observations of selected municipal facilities and activities. Field monitoring may include sample acquisition by qualified municipal employees or contractors. Most samples acquired will be tested with a field test kit.

There is no overarching frequency identified for field monitoring. Field monitoring will be conducted as needed or as identified as a measurement of effectiveness for selected BMPs.



#### **4.7.3 ANALYTICAL MONITORING**

As required by the NPDES permit, analytical monitoring and testing will be conducted to measure the quality of waters within the regulated area to ensure selected practices and protocols for good housekeeping are effective. Analytical monitoring may also include sample acquisition at other locations in the regulated area of the MS4.

Analytical monitoring will be conducted by a laboratory listed in Section 2. Sample acquisition may be completed by qualified municipal personnel, contractors, or the laboratory. The monitoring report will note the person acquiring the sample, along with proper chain of custody forms and other relevant information to ensure quality control.

There is no overarching frequency identified for analytical monitoring. Analytical monitoring will be conducted as needed and for potential pollutants as deemed appropriate.

# Attachment A - Municipal Inventory List

- [West Earl Facilities List.pdf](#)

### **West Earl Township Facilities List & Description**

Municipal Drive Complex; 157 W. Metzler Rd Ephrata Pa 17522 (Building are fenced in)

#### Office Building

- Twp offices & Meeting Rooms
- Police offices & cruiser bays
- Public Works Garage & Shops

#### Pole Shed

- Cold Storage
- 4 bay garage
- Stand by generator
- Police evidence storage
- On the N/W end of the building 2 bays for stone storage

#### Salt Shed

- 3 sided pole shed with 3 bays
- Raw salt storage
- Mix storage
- Cold patch storage

#### Municipal Drive Park

- Baseball Field
- Tennis Court
- Basket Ball Court
- Pavilion & Bleachers
- Storage shed for ball field equipment

#### Compost Facility 161 Locust Street Leola Pa 17540 (storage site)

- Brush pile
- Yard waste pile
- Yard waste composting windrows
- Single ground mulch pile
- Double ground mulch pile
- Humus pile
- Topsoil pile
- Fill pile
- Asphalt millings pile
- Firewood pile
- Pole shed to house the compost turner
- 3 sedimentation ponds
- 13 acres total, (7 blacktop & 5 grass and ponds)

#### Sewer Treatment Plant facility 161 Locust Street Rear Leola Pa 17540 (treatment facility)

- 2 SBR units with a blower room
- Control building
- In ground sludge storage
- Twin clear wells
- UV Channel
- Influent wet well
- 4.5 Acres

#### Sewer Lift Stations (various locations)

- Eagle Drive
- Cocalico Creek Road.
- Newport Road.
- Oregon Pike
- Church Street

The lift stations typically consist of block control buildings with a diesel generator for backup power. Influent wet well with pumps that transfer the sewage toward the main sewer treatment plant.

#### Water Treatment Plant (potable)

- Main control building for Nolt's Well
- Main control building for two additional booster stations and two tanks.
- Nitrate reduction and disinfection control process for the Nolt's well is at this location.

#### Oregon Pike Booster Station

- Pump building for the main interconnect with Lancaster City.
- Disinfection boost
- Diesel Generator for back up power

#### Main Metering Pit

- Dual Metering pit for the city tie in.
- Located at the West Earl Township / Manheim Township Line on Oregon Pike

#### Hilltop Tank

- 350000 gallon Hydro Piller
- 100000 gallon standpipe
- Detention basin for overflow

#### Akron Booster Station

- Main Booster Station for the Akron zone
- Disinfection boost
- No generator on site, direct service from the PPL substation.
- 1/5<sup>th</sup> acre lot

#### Akron Hill Tank

- 250000 gallon elevated reservoir
- 1 Acre lot

#### Stone Quarry Rd Park

- Open field, 13 acres
- Walking trails (gravel)
- Parking lot (gravel)

#### Lions Park

- 20 acre park
- Paved walking trail and parking lot
- Tot-lot, restrooms and pavilion

#### Eagle View Park

- 10 acres in design stages.

# **Attachment B - Annual Training & Education Plan**

- [employee-training-plan2016-2017.pdf](#)

**WEST EARL TOWNSHIP  
ANNUAL EMPLOYEE TRAINING AND EDUCATION PLAN**

Permit #: 133535

Permit Cycle Year: 2016-2017

Updated: February 22, 2017

<b>Training Event</b>	<b>Target Employee Audience</b>	<b>Planned Frequency</b>	<b>Topics</b>
SWMP Review	All Staff	Annually	Updates on the SWMP
Illicit Discharge and Detection	All Staff	Annually	How to spot and report illicit discharges
Waste Disposal	Public Works Staff	Annually	Proper disposal of various materials
Salt & Materials Storage	Public Works Staff	Semi-annually	Proper storage of salt & other materials

# Attachment C - Training Records

- training-VIDEO.pdf
- training-WEBINAR.pdf

## Training Record

Municipality: West Earl Township

Record:

Permit #: 133535

Training Event Title/Description: Video - "How to Spot and Report Stormwater Pollution"

Training Event Date: April 21, 2017

☐ Planned Event

Training Event Location: \_\_\_\_\_

### General Topic(s) Reviewed:

☐ General Stormwater Awareness

☐ Other: \_\_\_\_\_

☐ Good Housekeeping BMPs

☐ Other: \_\_\_\_\_

☒ Illicit Discharge & Detection

☐ Other: \_\_\_\_\_

☐ Other: \_\_\_\_\_

☐ Other: \_\_\_\_\_

### Specific Topic(s) Reviewed (if applicable):

☐ Information attached

How to spot & report illicit discharges & pollution.

### Attendance Log:

☒ Attendance Log attached

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sara Service

Signature of Authorized Municipal Representative

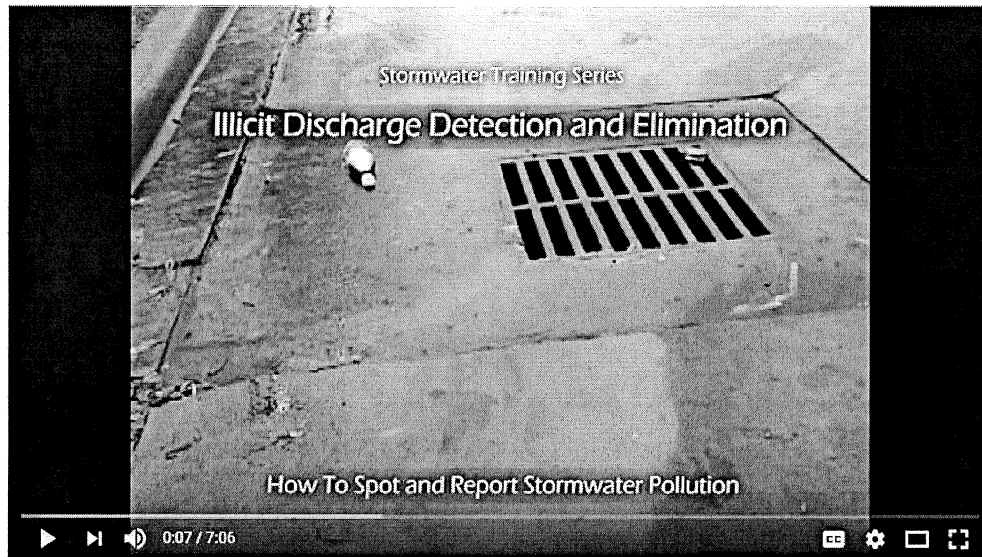
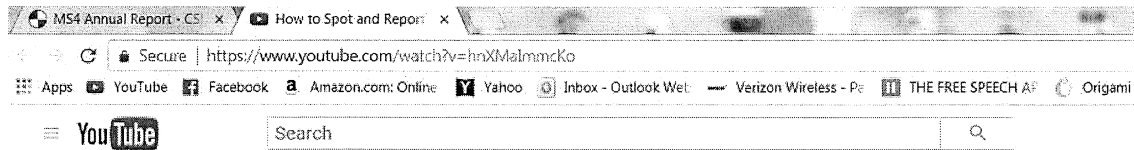
4/25/17

Date

Sara Service

Printed Name of Authorized Municipal Representative





### How to Spot and Report Stormwater Pollution



NCTCOG E&D

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5,406 views

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### ATTENDANCE:

Sara Service  
Teresa Beever  
Amy Carter  
Robert Buckwalter  
Elaine Rudzinski  
Fred Riccelli  
Scott Ruth  
Dale Ebersole  
Brian Brandt  
Jeremy Sorenson  
Sylvan Fisher  
Ashley Martin

## Training Record

Municipality: West Earl Twp

Record:

Permit #: 133535

Training Event Title/Description: PMGA Webinar

"Stormwater Controls for Municipal Garages"

Training Event Date: 2/22/17

☐ Planned Event

Training Event Location: Webinar

### General Topic(s) Reviewed:

☐ General Stormwater Awareness

☐ Other: \_\_\_\_\_

☒ Good Housekeeping BMPs

☐ Other: \_\_\_\_\_

☐ Illicit Discharge & Detection

☐ Other: \_\_\_\_\_

☐ Other: \_\_\_\_\_

☐ Other: \_\_\_\_\_

### Specific Topic(s) Reviewed (if applicable):

☐ Information attached

### Attendance Log:

☐ Attendance Log attached

Sara Ser vice

Signature of Authorized Municipal Representative

2/22/17

Date

Printed Name of Authorized Municipal Representative

# Certificate of Completion

Presented to:  
**Sara Service**

*has successfully completed the requirement for  
1 credit in the PSATS Municipal Government Academy*

Stormwater Controls for Municipal Garages

Wed 22nd Feb 2017



# **Attachment D - Inspection Records**

# **Attachment E - Event Records**

# **Attachment F - Good Housekeeping Activity Records**

- CocalicoCreekProject2016-06-22.pdf
- gas-pumps-Feb2017.pdf
- holding-tank-Jan2017.pdf
- drains-cleaned.pdf
- waste-oil-removed.pdf
- street-sweeping-list.pdf

## Cocalico Creek Streambank Stabilization Project

West Earl Township has completed a streambank stabilization project along the Cocalico Creek, adjacent to Cocalico Creek Road with the intent of minimizing ongoing erosion and providing protection to Cocalico Creek Road. The project represents a significant component of the Township's Chesapeake Bay Pollutant Reduction Plan (CBPRP) as implementation of the project is estimated to reduce 52.7 lbs/yr of Nitrogen, 24.3 lbs/yr of Phosphorous and 46,222 lbs/yr of Sediment from entering the Cocalico Creek.

The project involved stabilizing the existing streambank through installation of vegetation, shot rock and placed rip rap along an approximately 250 foot length of streambank. Placement of shot rock will form a permanent stream edge to minimize the potential for further erosion towards the roadway while also protecting vegetation and mature trees currently located along the streambank. Riparian vegetation has been planted in flatter sloped areas and placed riprap has been installed along steep sections of the roadway embankment.

The Township believes this will provide a direct benefit of immediate water quality improvement to the Cocalico Creek as a result of reduced nitrogen, phosphorous and sediment entering the creek while also providing protection to existing trees and the Cocalico Creek Road.



































ROOF OVER GAS PUMPS INSTALLED

FEBRUARY 2017

Pictures following





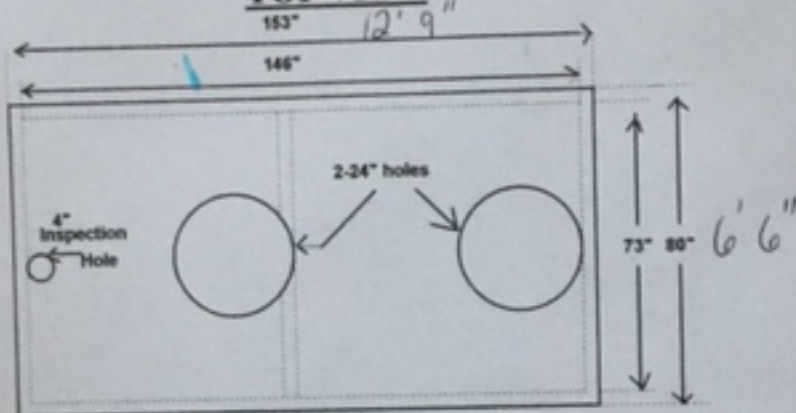
# HOLDING TANK TO CATCH ALL WASH WATER INSTALLED JANUARY 2017

Pictures following

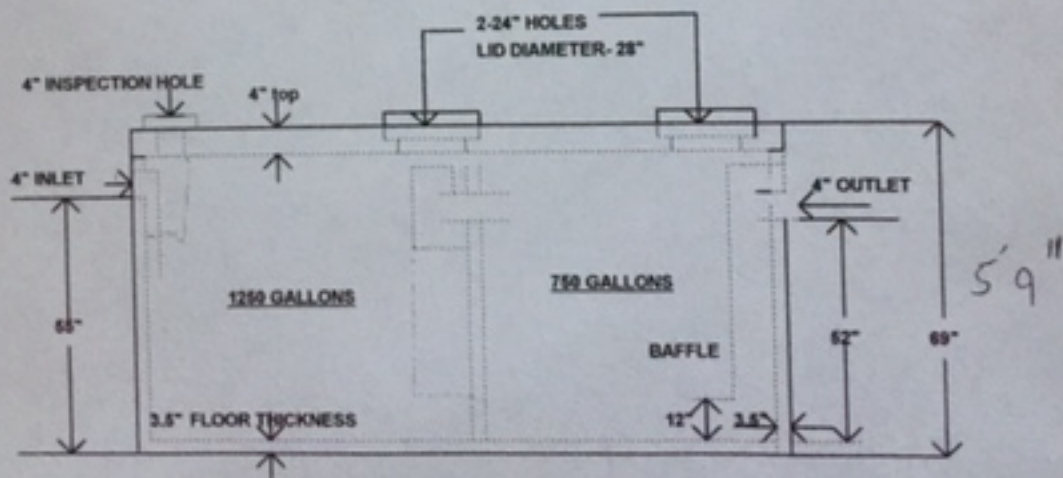
6 INDUSTRIAL WAY  
DENVER, PA. 17517  
717-336-6250

CONCRETE  
2000 2 COMPARTMENT  
GREASE SEPARATOR  
TANK WEIGHT 18500  
42 GALLONS PER INCH

### TOP VIEW



### SIDE VIEW





























Jan. 18<sup>th</sup> 2017

Shop floor drains

cleaned out &

disposed of in dumpster.

~~Anthony M. West~~

12/14/16

75 lbs.

floor drain stuff.

John White did it

June 6, 2016

As a result of the 5/23/2016 DEP audit, it was found that the waste oil tank located at the Township building that was open to the public was not in compliance with MS4 standards.

The tank was in bad condition, exposed to the elements and without a secondary containment.

The waste oil tank was removed from the Township property on June 6, 2016. West Earl Township no longer accepts waste oil from the public.

## **STREET SWEEPING**

Allen Road  
Batten's Circle  
Brian Drive  
Briarhill Lane  
Brown Road  
Buchland Road  
Cedar Avenue  
Chapel Lane  
Church Street (North & South)  
Circle Rock Drive  
Circlevue Drive  
Cocalico Creek Road  
Concord Drive  
Conestoga Avenue  
Conestoga View Drive (North & South)  
Countryside Lane  
Dane Drive  
Dogwood Drive  
Eagle Drive  
Evergreen Lane  
Farmersville Road (North, South, East & West)  
Garland Lane  
Golden Circle  
Greenwood Circle  
Gregory Court  
Groff's Drive  
Hawk Lane  
Highview Drive  
Hillside Drive  
Hilltop Drive  
Industrial Road  
Locust Street  
Louise Avenue  
Main Street (East & West)  
Marlou Avenue  
Meadow View Drive

Mellinger Circle  
Millstone Drive  
Millway Road  
Municipal Drive  
Northview Drive  
Orchard View Drive  
Pearl Avenue  
Pool Road  
Redwood Circle  
Robindale Drive  
School Lane Avenue  
Southview Drive  
Sparrow Lane  
State Street (North & South)  
Stone Quarry Road  
Stoneridge Drive  
Talon Drive  
Valley View Drive  
Walnut Drive  
Waterwheel Drive  
White Street  
Wolf Circle  
Zook's Mill Road

**LCSWMA MANIFEST FORM**REGULATED MUNICIPAL WASTE, RESIDUAL WASTE &  
SOURCE SEPARATED RECYCLABLE MATERIALS

LCSWMA

3049 River Rd  
Conestoga, PA 17516

REMIT TO: PO Box 4425 Lancaster PA 17604

**GENERATOR INFORMATION**

TRX #:

Bin Number: 116

Generator Type (Check One):

Generator Code: \_\_\_\_\_

Residential ☐Commercial/Institutional ☐

(if applicable)

Industrial ☐Generator Name: WEST EARL TOWNSHIP

Certify this material is a RCRA nonhazardous waste according to federal and state regulations and is of the same type and composition as specifically approved by LCSWMA for disposal at LCSWMA Facilities.

Signature &amp; Title \_\_\_\_\_ Date \_\_\_\_\_

**TRANSPORTER INFORMATION (To be completed by Transporter)**LCSWMA License Number: 16423

Transporter Company Name: \_\_\_\_\_

Driver Name: \_\_\_\_\_

(Please Print)

Certify this material was received from the Generator identified above and delivered to the Facility identified below in accordance with LCSWMA Rules and Regulations.

Driver's Signature John White Date 7-13-16**MATERIAL INFORMATION**

Type	Quantity	Units of Measure
<u>SPRINKLING</u>	_____	Pounds, CuYd, Drums, Items
<u>_____</u>	_____	Pounds, CuYd, Drums, Items
<u>_____</u>	_____	Pounds, CuYd, Drums, Items
<u>_____</u>	_____	Pounds, CuYd, Drums, Items

**FACILITY INFORMATION**

Frey Farm Landfill

Frey Farm Staging Area

Resource Recovery Facility

Transfer Station

Other (if delivered to non-LCSWMA Facility)

Facility ID Number: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Certify that the materials described above were received by the Facility indicated on this manifest and were processed, recycled or disposed in accordance with LCSWMA Rules and Regulations.

Signature &amp; Title: \_\_\_\_\_ Date \_\_\_\_\_

Ticket: 1000189253

Date: 7/13/2016

Time: 09:54:57 - 10:14:25

Direction: Inbound

Pay Type: Account

Cust: 231325/WEST EARL TOWNSHIP

Carr: 231325/WEST EARL TOWNSHIP

DEP: WH13826

Truck: 16423

Truck Type: TRIAXLE/TRIAXLE

License: MG 3912E

Origin: PA036118/West Earl Township

Grid: WF/Working Face

Driver: COM/COMMERCIAL

Gross: 38700 LBS In Scale 1

Tare: 18300 LBS Out Scale 2

Net: 20400 LBS

TONS: 10.20

Material: F-01/Refuse

Quantity: 10.20 TON

\$73.00/TON

Amount: \$ 744.60

Total Amount: \$ 744.60

Weighmaster: Adam Campbell 70062

Driver:

John White  
07/13/2016 10:14

\*\*\*\*\* INVOICE \*\*\*\*\*

**LCSWMA MANIFEST FORM****REGULATED MUNICIPAL WASTE, RESIDUAL WASTE &  
SOURCE SEPARATED RECYCLABLE MATERIALS**

LCSWMA

3049 River Rd

Conestoga, PA 17516

REMIT TO: PO Box 4425 Lancaster PA 17604

**GENERATOR INFORMATION**

TRX #:

Manifest Number: 118

Generator Type (Check One):

Generator Code: \_\_\_\_\_  
(Applicable)Residential ☐  
Commercial/Institutional ☒  
Industrial ☐Generator Name: WEST EARL TOWNSHIPVerify this material is a RCRA nonhazardous waste according to federal and state  
regulations and is of the same type and composition as specifically approved by  
VMA for disposal at LCSWMA Facilities.

Signature &amp; Title \_\_\_\_\_ Date \_\_\_\_\_

**TRANSPORTER INFORMATION (To be completed by Transporter)**VMA License Number: 16423Transporter Company Name: \_\_\_\_\_  
Driver Name: \_\_\_\_\_

(Please Print)

Verify this material was received from the Generator identified above and  
delivered to the Facility identified below in accordance with LCSWMA Rules and  
regulations.Driver's Signature John White Date 7-5-16**MATERIAL INFORMATION**

Type	Quantity	Units of Measure
<u>20 Sweeping</u>	_____	Pounds, CuYd, Drums, Items
_____	_____	Pounds, CuYd, Drums, Items
_____	_____	Pounds, CuYd, Drums, Items
_____	_____	Pounds, CuYd, Drums, Items

**FACILITY INFORMATION**Frey Farm Landfill  
Frey Farm Staging Area  
Resource Recovery Facility  
Transfer Station  
Other (if delivered to non-LCSWMA Facility)  
Facility ID Number: \_\_\_\_\_  
Facility Name: \_\_\_\_\_Verify that the materials described above were received by the Facility indicated  
on this manifest and were processed, recycled or disposed in accordance with  
VMA Rules and Regulations.

Signature &amp; Title: \_\_\_\_\_ Date \_\_\_\_\_

Ticket: 1000188174

Date: 7/5/2016

Time: 13:30:19 - 13:52:27

Direction: Inbound

Pay Type: Account

Cust: 231325/WEST EARL TOWNSHIP

Carr: 231325/WEST EARL TOWNSHIP

DEP: WH13826

Truck: 16423

Truck Type: TRIAXLE/TRIAXLE

License: MG 3912E

Origin: PA036118/West Earl Township

Grid: WF/Working Face

Driver: COM/COMMERCIAL

Gross: 37340 LBS In Scale 1

Tare: 18300 LBS Out Scale 2

Net: 19040 LBS

TONS: 9.52

Material: F-01/Refuse

Quantity: 9.52 TON

\$73.00/TON

Amount: \$ 694.96

Total Amount: \$ 694.96

Weighmaster: Nathan Bernhardt 76708

Driver:

John White

\*\*\*\*\* INVOICE \*\*\*\*\*



**LCSWMA MANIFEST FORM****REGULATED MUNICIPAL WASTE, RESIDUAL WASTE &  
SOURCE SEPARATED RECYCLABLE MATERIALS**

LCSWMA

3049 River Rd

Conestoga, PA 17516

REMIT TO: PO Box 4425 Lancaster PA 17604

**GENERATOR INFORMATION****TRX #:**Origin Number: 119

Generator Type (Check One):

Residential ☐

Generator Code: \_\_\_\_\_

Commercial/Institutional ☐

(if applicable)

Industrial ☐Generator Name: WEST EARL TOWNSHIP

Certify this material is a RCRA nonhazardous waste according to federal and state regulations and is of the same type and composition as specifically approved by LCSWMA for disposal at LCSWMA Facilities.

Signature &amp; Title \_\_\_\_\_ Date \_\_\_\_\_

**TRANSPORTER INFORMATION (To be completed by Transporter)**LCSWMA License Number: 16423

Transporter Company Name: \_\_\_\_\_

Driver Name: \_\_\_\_\_

(Please Print)

Certify this material was received from the Generator identified above and delivered to the Facility identified below in accordance with LCSWMA Rules and Regulations.

Driver's Signature John Bernhardt Date 7-2-16**MATERIAL INFORMATION**

Type	Quantity	Units of Measure
<u>1000 SWEEPINGS</u>	_____	Pounds, CuYd, Drums, Items
_____	_____	Pounds, CuYd, Drums, Items
_____	_____	Pounds, CuYd, Drums, Items
_____	_____	Pounds, CuYd, Drums, Items

**FACILITY INFORMATION**

Frey Farm Landfill

Frey Farm Staging Area

Resource Recovery Facility

Transfer Station

Other (if delivered to non-LCSWMA Facility)

Facility ID Number: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Certify that the materials described above were received by the Facility indicated in this manifest and were processed, recycled or disposed in accordance with LCSWMA Rules and Regulations.

Signature &amp; Title \_\_\_\_\_ Date \_\_\_\_\_

Ticket: 1000188335

Date: 7/6/2016

Time: 13:13:59 - 13:32:01

Direction: Inbound

Pay Type: Account

Cust: 231325/WEST EARL TOWNSHIP

Carr: 231325/WEST EARL TOWNSHIP

DEP: WH13826

Truck: 16423

Truck Type: TRIAXLE/TRIAXLE

License: MG 3912E

Origin: PA036118/West Earl Township

Grid: WF/Working Face

Driver: RES/RESIDENTIAL

Gross: 42980 LBS In Scale 1

Tare: 18260 LBS Out Scale 2

Net: 24720 LBS

TONS: 12.36

Material: F-01/Refuse

Quantity: 12.36 TON

\$73.00/TON

Amount: \$ 902.28

Total Amount: \$ 902.28

Weighmaster: Nathan Bernhardt 76708

Driver:

John Bernhardt

7/6/2016 11:21

\*\*\*\*\* INVOICE \*\*\*\*\*

**LCSWMA MANIFEST FORM****REGULATED MUNICIPAL WASTE, RESIDUAL WASTE &  
SOURCE SEPARATED RECYCLABLE MATERIALS**

LCSWMA

3049 River Rd  
Conestoga, PA 17516

REMIT TO: PO Box 4425 Lancaster PA 17604

**A. GENERATOR INFORMATION TRX #:**

Origin Number: 118 Generator Type (Check One):  
Residential ☐  
Generator Code: 10054 Commercial/Institutional ☐  
(if applicable) Industrial ☐  
Generator Name: 10054 EARL TOWNSHIP

I certify this material is a RCRA nonhazardous waste according to federal and state regulations and is of the same type and composition as specifically approved by LCSWMA for disposal at LCSWMA Facilities.

Signature &amp; Title \_\_\_\_\_ Date \_\_\_\_\_

**B. TRANSPORTER INFORMATION (To be completed by Transporter)**

LCSWMA License Number: 16423  
Transporter Company Name: \_\_\_\_\_  
Driver Name: \_\_\_\_\_  
(Please Print)

I certify this material was received from the Generator identified above and delivered to the Facility identified below in accordance with LCSWMA Rules and Regulations.

Driver's Signature Gahn White Date 7-7-16**C. MATERIAL INFORMATION**

Type	Quantity	Units of Measure
<u>Street Sweeping</u>		Pounds, CuYd, Drums, Items
		Pounds, CuYd, Drums, Items
		Pounds, CuYd, Drums, Items
		Pounds, CuYd, Drums, Items

**D. FACILITY INFORMATION**

☐ Frey Farm Landfill  
☐ Frey Farm Staging Area  
☐ Resource Recovery Facility  
☐ Transfer Station  
☐ Other (if delivered to non-LCSWMA Facility)  
Facility ID Number: \_\_\_\_\_  
Facility Name: \_\_\_\_\_

I certify that the materials described above were received by the Facility indicated on this manifest and were processed, recycled or disposed in accordance with LCSWMA Rules and Regulations.

Signature & Title: [Signature] Date \_\_\_\_\_

Ticket: 1000188459  
Date: 7/7/2016  
Time: 10:36:46 - 10:54:20  
Direction: Inbound  
Pay Type: Account

Cust: 231325/WEST EARL TOWNSHIP  
Carr: 231325/WEST EARL TOWNSHIP  
DEP: WH13826  
Truck: 16423  
Truck Type: TRIAXLE/TRIAXLE  
License: MG 3912E  
Origin: PA036118/West Earl Township  
Grid: WF/Working Face  
Driver: COM/COMMERCIAL

Gross: 44260 LBS In Scale 1  
Tare: 18320 LBS Out Scale 2  
Net: 25940 LBS  
TONS: 12.97

Material: F-01/Refuse  
Quantity: 12.97 TON  
\$73.00/TON  
Amount: \$ 946.81

Total Amount: \$ 946.81

Weighmaster: Nathan Bernhardt 76708

Driver:

Gahn White  
7/7/2016 10:54

\*\*\*\*\* INVOICE \*\*\*\*\*

**LCSWMA MANIFEST FORM****REGULATED MUNICIPAL WASTE, RESIDUAL WASTE &  
SOURCE SEPARATED RECYCLABLE MATERIALS**

LCSWMA

3049 River Rd  
Conestoga, PA 17516

REMIT TO: PO Box 4425 Lancaster PA 17604

**GENERATOR INFORMATION** **TRX #:**Origin Number: 118  
Generator Type (Check One):  
Residential ☐  
Commercial/Institutional ☐  
Industrial ☐Generator Name: West Earl Township

I certify this material is a RCRA nonhazardous waste according to federal and state regulations and is of the same type and composition as specifically approved by SWMA for disposal at LCSWMA Facilities.

Signature &amp; Title \_\_\_\_\_ Date \_\_\_\_\_

**TRANSPORTER INFORMATION** (To be completed by Transporter)SWMA License Number: 16423  
Transporter Company Name: \_\_\_\_\_  
Driver Name: \_\_\_\_\_

(Please Print)

I certify this material was received from the Generator identified above and delivered to the Facility identified below in accordance with LCSWMA Rules and Regulations.

Driver's Signature John White Date 7-13-16**MATERIAL INFORMATION**

Type	Quantity	Units of Measure
<u>SW REP. ING</u>		Pounds, CuYd, Drums, Items
		Pounds, CuYd, Drums, Items
		Pounds, CuYd, Drums, Items
		Pounds, CuYd, Drums, Items

**FACILITY INFORMATION**Frey Farm Landfill  
Frey Farm Staging Area  
Resource Recovery Facility  
Transfer Station  
Other (if delivered to non-LCSWMA Facility)  
Facility ID Number: \_\_\_\_\_  
Facility Name: \_\_\_\_\_

I certify that the materials described above were received by the Facility indicated this manifest and were processed, recycled or disposed in accordance with SWMA Rules and Regulations.

Signature &amp; Title: \_\_\_\_\_ Date \_\_\_\_\_

Ticket: 1000189310  
Date: 7/13/2016  
Time: 13:12:40 - 13:33:47  
Direction: Inbound  
Pay Type: AccountCust: 231325/WEST EARL TOWNSHIP  
Carr: 231325/WEST EARL TOWNSHIP  
DEP: WH13826  
Truck: 16423  
Truck Type: TRIAXLE/TRIAXLE  
License: MG 3912E  
Origin: PA036118/West Earl Township  
Grid: WF/Working Face  
Driver: COM/COMMERCIALGross: 38800 LBS In Scale 1  
Tare: 18260 LBS Out Scale 2  
Net: 20540 LBS

TONS: 10.27

Material: F-01/Refuse  
Quantity: 10.27 TON  
\$73.00/TON  
Amount: \$ 749.71

Total Amount: \$ 749.71

Weighmaster: Adam Campbell 70062  
Driver:

\*\*\*\*\* INVOICE \*\*\*\*\*

**LCSWMA MANIFEST FORM**REGULATED MUNICIPAL WASTE, RESIDUAL WASTE &  
SOURCE SEPARATED RECYCLABLE MATERIALS

LCSWMA

3049 River Rd  
Conestoga, PA 17516

REMIT TO: PO Box 4425 Lancaster PA 17604

**GENERATOR INFORMATION**

TRX #:

Manifest Number: 118

Generator Type (Check One):

Residential ☐Generator Code: \_\_\_\_\_  
(if applicable)Commercial/Institutional ☐  
Industrial ☐Generator Name: WEST EARL TOWNSHIPCertify this material is a RCRA nonhazardous waste according to federal and state  
regulations and is of the same type and composition as specifically approved by  
LCSWMA for disposal at LCSWMA Facilities.

Signature &amp; Title \_\_\_\_\_ Date \_\_\_\_\_

**TRANSPORTER INFORMATION** (To be completed by Transporter)LCSWMA License Number: 164 23

Transporter Company Name: \_\_\_\_\_

Driver Name: \_\_\_\_\_

(Please Print)

Certify this material was received from the Generator identified above and  
delivered to the Facility identified below in accordance with LCSWMA Rules and  
regulations.Driver's Signature John White Date 7-12-16**MATERIAL INFORMATION**

Type	Quantity	Units of Measure
<u>street sweeping</u>	_____	Pounds, CuYd, Drums, Items
<u>oil</u>	_____	Pounds, CuYd, Drums, Items
_____	_____	Pounds, CuYd, Drums, Items
_____	_____	Pounds, CuYd, Drums, Items

**FACILITY INFORMATION**

Frey Farm Landfill

Frey Farm Staging Area

Resource Recovery Facility

Transfer Station

Other (if delivered to non-LCSWMA Facility)

Facility ID Number: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Certify that the materials described above were received by the Facility indicated  
on this manifest and were processed, recycled or disposed in accordance with  
LCSWMA Rules and Regulations.Signature & Title: John White Date \_\_\_\_\_

Ticket: 1000189046

Date: 7/12/2016

Time: 08:37:18 - 08:59:50

Direction: Inbound

Pay Type: Account

Cust: 231325/WEST EARL TOWNSHIP

Carr: 231325/WEST EARL TOWNSHIP

DEP: WH13826

Truck: 16423

Truck Type: TRIAXLE/TRIAXLE

License: MG 3912E

Origin: PA036118/West Earl Township

Grid: WF/Working Face

Driver: COM/COMMERCIAL

Gross: 35220 LBS In Scale 1

Tare: 18260 LBS Out Scale 2

Net: 16960 LBS

TONS: 8.48

Material: F-01/Refuse

Quantity: 8.48 TON

\$73.00/TON

Amount: \$ 619.04

Total Amount: \$ 619.04

Weighmaster: Michael Dyer 74171

Driver:

John White  
Driver's Signature

\*\*\*\*\* INVOICE \*\*\*\*\*

**LCSWMA MANIFEST FORM****REGULATED MUNICIPAL WASTE, RESIDUAL WASTE &  
SOURCE SEPARATED RECYCLABLE MATERIALS**

LCSWMA

3049 River Rd

Conestoga, PA 17516

REMIT TO: PO Box 4425 Lancaster PA 17604

**A. GENERATOR INFORMATION****TRX #:**Origin Number: 118

Generator Type (Check One):

Residential ☐Commercial/Institutional ☐Industrial ☐Generator Code: \_\_\_\_\_  
(if applicable)Generator Name: West Earl - 0-05918

certify this material is a RCRA nonhazardous waste according to federal and state regulations and is of the same type and composition as specifically approved by LCSWMA for disposal at LCSWMA Facilities.

Signature &amp; Title \_\_\_\_\_ Date \_\_\_\_\_

**B. TRANSPORTER INFORMATION (To be completed by Transporter)**LCSWMA License Number: 16423

Transporter Company Name: \_\_\_\_\_

Driver Name: \_\_\_\_\_

(Please Print)

certify this material was received from the Generator identified above and delivered to the Facility identified below in accordance with LCSWMA Rules and Regulations.

Driver's Signature John White Date 7-8-16**C. MATERIAL INFORMATION**

Type	Quantity	Units of Measure
<u>3-1 - SHIPPING</u>	_____	Pounds, CuYd, Drums, Items
<u>01</u>	_____	Pounds, CuYd, Drums, Items
_____	_____	Pounds, CuYd, Drums, Items
_____	_____	Pounds, CuYd, Drums, Items

**D. FACILITY INFORMATION**

- ☐ Frey Farm Landfill  
☐ Frey Farm Staging Area  
☐ Resource Recovery Facility  
☐ Transfer Station  
☐ Other (if delivered to non-LCSWMA Facility)  
Facility ID Number: \_\_\_\_\_  
Facility Name: \_\_\_\_\_

certify that the materials described above were received by the Facility indicated in this manifest and were processed, recycled or disposed in accordance with LCSWMA Rules and Regulations.

Signature &amp; Title: \_\_\_\_\_ Date \_\_\_\_\_

Ticket: 1000189083

Date: 7/12/2016

Time: 10:30:07 - 10:46:39

Direction: Inbound

Pay Type: Account

Cust: 231325/WEST EARL TOWNSHIP

Carr: 231325/WEST EARL TOWNSHIP

DEP: WH13826

Truck: 16423

Truck Type: TRIAXLE/TRIAXLE

License: MG 3912E

Origin: PA036118/West Earl Township

Grid: WF/Working Face

Driver: COM/COMMERCIAL

Gross: 37320 LBS In Scale 1

Tare: 18200 LBS Out Scale 2

Net: 19120 LBS

TONS: 9.56

Material: F-01/Refuse

Quantity: 9.56 TON

\$73.00/TON

Amount: \$ 697.88

Total Amount: \$ 697.88

Weighmaster: Adam Campbell 70062

Driver:

\*\*\*\*\* INVOICE \*\*\*\*\*