

City of Lancaster

Department of Public Works
Bureau of Stormwater

28 August 2015

Clean Water Program
Pennsylvania Department of Environmental Protection
Southcentral Regional Office
909 Elmerton Avenue
Harrisburg, PA 17110-8200

RE: City of Lancaster
MS4 Annual Report
NPDES Permit No. PAG133577
Lancaster City, Lancaster County

Clean Water Program Staff:

Please find enclosed the City of Lancaster's MS4 Annual Report Form and Attachments for the reporting period cover March 10, 2014 to May 31, 2015. If you should require any additional information or have any questions pertaining to these documents, please contact me at 717-735-0350 or by email at rhocker@cityoflancasterpa.com.

Sincerely,



Ruth Ayn Hocker, P.E.
Stormwater Program Manager

Enclosures

cc: Charlotte Katzenmoyer, Director of Public Works



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

For the Reporting Period: March 10, 2014 to May 31, 2015

- Annual Report Progress Report
 New Permittee Renewal Permittee

Due Date: August 29, 2015

GENERAL INFORMATION			
Permittee Name:	Lancaster City	NPDES Permit No.:	PAG133577
Mailing Address:	120 North Duke Street, PO Box 1599	Effective Date:	June 1, 2013
City, State, Zip:	Lancaster, PA 17608-1599	Expiration Date:	May 31, 2018
MS4 Contact Person:		Renewal Due Date:	November 2, 2017
Title:		Admin. Extended?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Phone:		Municipality:	City of Lancaster
Email:		County:	Lancaster
Co-Permittees (if applicable):			

WATER QUALITY INFORMATION

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

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

Receiving Water Name	Ch. 93 Class.	Impaired?	Cause(s)	TMDL?	WLA?
Conestoga River	WWF	Yes	Agriculture-Organic Enrichment/Low D.O.; Small Residential Runoff-Siltation; Upstream Impoundment-Siltation; Agriculture- Pathogens; Urban Runoff/Storm Sewers-Pathogens	No	No
Conestoga River	WWF	No	N/A	No	No
UNT to Conestoga River	WWF	Yes	Channelization - Siltation; Channelization - Flow Alterations; Removal of Vegetation - Siltation	No	No
UNT to Conestoga River	WWF	No	N/A	No	No
UNT to Little Conestoga Creek	WWF	Yes	Grazing Related Agriculture - Nutrients; Grazing Related Agriculture - Siltation; Urban Runoff/Storm	No	No

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

			Sewers - Cause Unknown; Source Unknown - Pathogens		
Little Conestoga Creek	WWF	Yes	Grazing Related Agriculture - Nutrients; Grazing Related Agriculture - Siltation; Urban Runoff/Storm Sewers - Cause Unknown; Source Unknown - Pathogens	No	No

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

N/A

GENERAL MINIMUM CONTROL MEASURE (MCM) INFORMATION

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

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

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

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

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

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

- For new permittees only, attach the written PEOP or a summary thereof to the first report submitted to DEP.
- If you are not a new permittee, did you complete and submit your written PEOP to DEP? Yes No
 If Yes, provide the latest submission date: **The last previous PEOP elements were submitted with the March 10, 2013 through May 30, 2014 MS4 Annual Report Form on August 29, 2014.**
- Date of last evaluation of or revision to the PEOP: **The latest evaluation of and revision to the PEOP occurred in August 2014.**
- What were the plans and goals for public education and outreach for the reporting period?

The goals of the PEOP were to distribute educational material to the community that would provide improvements in the community's understanding of stormwater pollution impacts and steps they can take to reduce these impacts.

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

Explain the rationale for your answer:

During the reporting period, numerous resources which are discussed further in this Report were used to improve the target audiences' understanding of stormwater pollution impacts. The combined effect of our continued public education and outreach elements will ensure compliance with the PEOP in accordance with Permit No. PAG133577.

- Identify specific plans and goals for public education and outreach for the upcoming year:
Specific plans for public education and outreach for the upcoming year include continued website updates, printed materials made available at public events, and workshops for the design and construction communities, but also include expanding use of social media through the City's Office of Promotion for improved outreach to the target audiences, as well as targeted outreach programs to incentivize homeowner implementation of stormwater retrofits in cooperation with multiple partner agencies.

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

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

1. For new permittees only, attach your target audience list(s) to the first report submitted to DEP.
2. If you are not a new permittee, did you complete and submit your target audience list to DEP? Yes No
If Yes, provide the latest submission date: **The last previous target audience list was submitted with the March 10, 2013 through May 31, 2014 MS4 Annual Report Form on August 29, 2014.**
3. Date of last review or revision to target audience list(s): **The latest evaluation of and revision to the PEOP occurred in August 2014.**

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

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

1. For new permittees only, attach your published stormwater educational or informational materials to the first report submitted to DEP.
2. If you are not a new permittee, did you complete and submit your published stormwater educational or informational materials to DEP? Yes No
If Yes, provide the latest submission date: **Published stormwater educational materials have been included with previous Annual Reports with the most recent submission of continued public educational materials on August 29, 2014.**
3. Do you have a municipal newsletter? Yes No
If Yes, how often was it published during the reporting period and what MS4-related material did it contain?
4. Do you have a municipal website? Yes No (URL: <http://cityoflancasterpa.com>, <http://www.saveitlancaster.com>)
If Yes, what MS4-related material does it contain?
The City maintains two (2) websites that contain stormwater educational materials. The City's municipal website for governmental operations is <http://cityoflancasterpa.com/>. This website contains information on stormwater pollution prevention, link to the DEP's stormwater website, DEP publication When It Rains It Drains, EPA publication Protecting Water Quality from Urban Runoff, information on illicit discharges, City personal contact information in the form of phone/email for reporting illicit discharges, and a link to the City's stormwater focus website <http://www.saveitlancaster.com/>, and our stormwater ordinance and its requirements.

The City's Save It! website, <http://www.saveitlancaster.com>, hosts a multitude of stormwater educational materials geared toward all target audiences identified in the PEOP. The issues of stormwater runoff and the pollution it creates are identified, benefits of reducing runoff explained, current projects underway described, list of resources for each target audience provided, and various pictures and videos related to stormwater education are available through the website. The content of this website is continually updated.
5. Describe any other method(s) used during the reporting period to provide information on stormwater to the public:
The City expanded its use of social media through the Save It! Lancaster Facebook page, including features on stormwater runoff, pollution prevention, and information on building and planting rain gardens. The City also maintained decals on City vehicles and inlets throughout the City. Additionally, stormwater educational pamphlets were stocked at information stands in City Hall and at various businesses throughout the City.
6. Date of most recent review and/or update to published stormwater educational materials: **The most recent review of published stormwater educational materials occurred in January 2015. Updates were made in May of 2015, including a newly designed stormwater brochure; this will be reported on for March 10, 2015-May 31, 2016 annual report.**

7. Identify specific plans for the publication of stormwater materials for the upcoming year:
Continued review and update to the PEOP will be performed and publication of stormwater materials through the avenues identified in the PEOP will be carried through. This will include, but not be limited to, publication through local newspaper, City websites, City social media accounts, and pamphlet disbursement.

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

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

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

During the MS4 permit year from March 10, 2014 to May 31, 2015, the following additional methods of disbursement were performed in accordance with BMP #4: Inclusion of stormwater pamphlets at public information stands in City Hall, maintaining storm drain placards on all City-owned catch basins in the MS4 area, maintaining Save It! decals on City vehicles that show stormwater website address, numerous meetings with the public and key stakeholders on the affects of stormwater runoff, and distribution through the City's social media accounts.

MCM #2 – PUBLIC INVOLVEMENT/PARTICIPATION

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

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

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

1. For new permittees only, attach your written PIPP or a summary thereof to the first report submitted to DEP.
2. If you are not a new permittee, did you complete and submit your written PIPP or summary to DEP? Yes No
If Yes, provide the latest submission date: **The last previous PIPP elements were submitted with the March 10, 2013 through March 30, 2014 MS4 Annual Report Form on August 29, 2014.**
3. Date of last review and/or update to the PIPP: **The latest evaluation of and update to the PIPP occurred in August 2014.**
4. Explain how your PIPP addresses items a, b and c of the Measurable Goal:
The City of Lancaster's PIPP provides opportunities that encourage involvement and solicit information from the target audiences identified in the PPOP related to the management of stormwater generated by the City.

Public involvement and participation has been and will continue to be facilitated and solicited from target audiences with regard to the City's stormwater management program, and especially Lancaster's Green Infrastructure Plan and Stormwater Management Fee. The City's Green Infrastructure Plan assesses the impervious surface areas and open spaces City-wide, in both the MS4 and CSO areas, to identify opportunities to implement green infrastructure, such as green roofs, green streets, parks, porous pavement, planters, infiltration facilities, and create more open space. The implementation of green infrastructure is funded in part by the revenue generated by the Stormwater Management Fee, assessed to each property owner within the City based on impervious surface area per parcel as outlined in the "City of Lancaster, Pennsylvania Stormwater Management Fee Ordinance" and associated Policy and Procedures Manual.

In soliciting public involvement and participation, the City employs a variety of methods, including public meetings, and extensively uses neighborhood charrettes and design meetings to discuss potential green infrastructure projects with nearby property owners. Similarly, during the rollout and throughout the continued implementation of the stormwater management fee, the City conducted public meetings to inform target audiences about the stormwater management fee, including the MS4 permit obligations of the City.

Adequate public notice and opportunities for review, input and feedback are, and will be, provided prior to the adoption of any ordinance or ordinance revisions affecting stormwater management activities.

In regards to City any City document or report, all are made available to the public by request.

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

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

1. Was an MS4-related ordinance or SOP developed during the reporting period? Yes No

2. If Yes, describe how you advertised the draft ordinance and how you provided opportunities for public review, input and feedback:

City Stormwater Ordinance containing all Lancaster County and DEP MS4 requirements was amended and adopted on February 24, 2015. Notice of availability and public comment period was published in the Lancaster newspaper and an electronic copy was made available on the City website during the published comment period. Following adoption of the ordinance, the City held a workshop outlining the revisions to the ordinance and updated stormwater permitting policies and procedures.

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

Ordinance No. / SOP Name	Date of Public Notice	Date of Public Hearing	Date Enacted
Ordinance No. 3-2015	February 17, 2015		February 24, 2015

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

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

1. Date of the public meeting(s): **February 10, 2015**

2. How were meeting(s) advertised to the public? **Yes. Public meeting advertisement was through local printed newspaper, local on-line newspaper, and City social media.**

3. Indicate where the meeting(s) were held and the number of attendees:

February 10, 2015 meeting was held at the City Council Chambers, 100 South Queen Street, Lancaster. Public attendance was not recorded.

4. What types of MS4-related activities did you solicit public involvement and participation for?

During the MS4 permit year from March 10, 2014 through May 31, 2015, the City solicited public involvement and participation in its implementation of the Green Infrastructure Program, revisions to the City Stormwater Management Ordinance, stormwater catchbasin stenciling, and touring green infrastructure projects.

5. What MS4-related activities did the public participate in?

Public participation occurred in the form of green infrastructure tours, stormwater catchbasin stenciling, and public meetings held during the reporting period.

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

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

Measurable Goal: For new permittees, the IDD&E program shall be developed during the first year of coverage under this General Permit and shall be implemented and evaluated each year thereafter. For renewal permittees, the existing IDD&E

program shall continue to be implemented and evaluated annually. Records shall be kept of all outfall inspections, flows observed, results of field screening and testing, and other follow-up investigation and corrective action work performed under this program.

1. For new permittees only, attach your written IDD&E program to the first report.
2. If you are not a new permittee, did you complete and submit your written IDD&E program to DEP? Yes No
If Yes, provide the latest submission date: **The City of Lancaster's IDD&E program was last submitted to the DEP with the March 10, 2013 through May 31, 2014 MS4 Annual Report Form on August 29, 2014.**
3. Date of last review and/or update to IDD&E program: **The latest evaluation of the IDD&E program occurred in August 2014.**

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

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

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

2. For new permittees only, attach the completed map to the 4th year Annual Report.
3. Date of last update or revision to map(s): **The City of Lancaster's Outfall and Receiving Waters map was last revised in June 2014 to show locations where stormwater is transmitted to storm sewers owned by others.**
4. Total number of discharge points in your storm sewer system that:
Discharge directly to surface waters (outfalls): **34**
Discharge to storm sewers owned by others: **4**
5. Total number of outfalls that are mapped at this time: **34**

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

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

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

4. If you are not a new permittee, did you complete and submit your map to DEP? Yes No
If Yes, provide the latest submission date:

5. Date of last update or revision to map: **The City of Lancaster has mapping of its MS4 system on multiple sheets. During the past MS4 annual reporting period, all MS4 catch basins were located with global positioning system for incorporation into the City's geographic information system. This catch basin data, along with the existing mapping of various MS4 drainage basins, was compiled into one overview map and submitted to the DEP.**

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

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

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

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

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

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

2. For renewal permittees, indicate the percent of outfalls screened during the reporting period: **12%**

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

3. For all permittees, indicate the percent of outfalls screened that revealed dry weather flows: **0%**

4. Did any dry weather flows reveal color, turbidity, sheen, odor, floating or submerged solids? Yes No

5. If Yes for #4, attach all sample results to this report with a map identifying the sample location. Explain the corrective action(s) taken in the attachment.

6. Do you use the "Outfall Reconnaissance Inventory / Sample Collection Field Sheet" provided in the permit?

Yes No

If No, attach a copy of your monitoring form.

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

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

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

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

1. Do you have an ordinance (municipal) or SOP or other mechanism (non-municipal) that prohibits non-stormwater discharges? Yes No

If Yes, indicate the date of the ordinance or SOP: **City Stormwater Ordinance containing all Lancaster County and DEP MS4 requirements was amended and adopted on February 24, 2015.**

2. For new permittees only, attach an ordinance (or SOP) and letter from an official, engineer or solicitor that prohibits non-stormwater discharges to the first report submitted to DEP.

3. If you are not a new permittee, did you complete and submit your ordinance (or SOP) and letter from an official, engineer or solicitor that prohibits non-stormwater discharges to DEP? Yes No

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

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

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

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

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

If Yes, what was distributed? During the MS4 permit year from March 10, 2013 to May 31, 2014, public education of IDD&E was carried out through materials contained on the City's two (2) websites, inclusion of stormwater pamphlets at public information stands in City Hall, placing storm drain placards on all City owned catch basins in the MS4 area, providing Save It! decals on City vehicles that show stormwater website address, continued public education by the City's Solid Waste and Recycling Bureau on household hazardous waste collection, and numerous meetings with the public and key stakeholders on the effects of stormwater runoff.

The City's governmental website contains specific information on IDD&E along with City employee contact information for public reporting.

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

Yes No

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

MCM #4 – CONSTRUCTION SITE STORM WATER RUNOFF CONTROL

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

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

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

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

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

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

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

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

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

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

If Yes, provide the latest submission date:

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

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

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

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

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

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

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

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

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

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

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

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

If Yes, provide the latest submission date:

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

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

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

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

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

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

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

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

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

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

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

If Yes, indicate the date of the ordinance or SOP: **City Stormwater Ordinance containing all Lancaster County and DEP MS4 requirements was amended and adopted on February 24, 2015.**

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

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

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

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

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

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

City Stormwater Ordinance containing all Lancaster County and DEP MS4 requirements was amended and adopted as Ordinance No. 3-2015 on February 24, 2015.

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

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

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

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

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

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

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

The City of Lancaster inspects all qualifying BMPs annually to ensure adequate O&M. Inspection sheets are completed and any deficiencies noted are provided to the property owner in writing. If said property owner fails to complete the necessary corrective actions measures in the timeline specified, the City will perform the corrective action measures and hold the property owner accountable for reimbursement to the City for fees incurred.

4. Date that inspection program was last reviewed or updated: **The Post-Construction Program was last reviewed in May 2014 as the annual BMP inspections were carried out.**

5. Total number of sites with PCSM BMPs installed as of the date of this report: **9**

- 6. Total number of sites inspected during this reporting period: **9**
- 7. Number of sites found to have PCSM BMP deficiencies: **0**
- 8. Number of enforcement actions taken during this reporting period: **0**

MCM #6 – POLLUTION PREVENTION / GOOD HOUSEKEEPING

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

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

1. Have you identified all facilities and activities owned and operated by the permittee that have the potential to generate stormwater runoff into the MS4? Yes No
2. When was the inventory last reviewed? **The inventory of City facilities in the MS4 area was last reviewed in June 2014.**
3. When was it last updated? **June 2014**
4. How many new facilities and/or activities were added to this inventory during this reporting period? **0**

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

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

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

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

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

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

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

1. For new permittees only, attach the written training program to the first Annual Report.
2. If you are not a new permittee, did you complete and submit your written training program to DEP? Yes No
If Yes, provide the latest submission date: **The City of Lancaster's written training program was last submitted to the DEP with the March 10, 2013 through May 31, 2014 MS4 Annual Report Form on August 29, 2014.**
3. Date of last review or update to training program: **The last evaluation of the municipal employee training program occurred in August 2014.**
4. Identify the date(s) of employee training, the names of attendees, the topics covered, and the training presenters:
Training during this reporting period included a permitting workshop for City staff responsible for identifying, inspecting and permitting various project within the City, including Building Codes, Housing and Planning Staff. The training covered the February 2015 revisions to the City stormwater ordinance, general education on stormwater management and its role in City regulation, and stormwater management policies and procedures.
Attendees were Kari Shrom, Bob Snyder, Suzanne Stallings, John Lefever, Darren Parmer, Randy Patterson, Bruce Hall, Glen Recknagle, Bruce Hall, Paula Jackson, Karl Graybill, Jesus Vega, Craig Lenhard, Edwin Santiago, Michael Bireley, Nelson Peters, Kevin Flanagan, and Benjamin Perwein.

BEST MANAGEMENT PRACTICES (BMPs)

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

The BMPs installed within the City's MS4 area are performing as designed and are appropriately sized to manage the volume of tributary runoff in a manner consistent with local, State, and Federal water quality regulations. Continued inspection and ensurance of ongoing maintenance will be performed by a dedication green infrastructure inspector.

MS4 TMDL Plan	Chesapeake Bay Pollutant Reduction Plan (CBPRP)
Is the permittee required to develop an MS4 TMDL Plan? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Is the permittee required to develop a CBPRP? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
What is the status of the TMDL Design Details (if applicable)? <input type="checkbox"/> Under Development (Due Date:) <input type="checkbox"/> Submitted to DEP (Submission Date:) <input type="checkbox"/> Approved by DEP (Approval Date:)	What is the status of the CBPRP (if applicable)? <input type="checkbox"/> Under Development (Due Date:) <input checked="" type="checkbox"/> Submitted to DEP (Submission Date: May 31, 2014) <input type="checkbox"/> Approved by DEP (Approval Date:)

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

N/A

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

N/A

OTHER REQUIRED REPORT ELEMENTS

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

The City has a 10-year street pavement management plan (PMP) that outlines the streets and alleys that are planned for rehabilitation. A green street prioritization process was developed to determine the streets that are potentially suitable for the integration of green infrastructure and to score those that are feasible based on six criteria - pavement condition index, green street project status, average percent slope, sewershed/watershed location, owner/functional class, and tree canopy. As the City prepares to implement the PMP, additional information is collected to further evaluate green infrastructure potential (e.g., planned utility work, drainage areas) and then the design process is initiated. The City's 2011 Green Infrastructure Plan estimated that approximately 13 acres of impervious area could be managed by green streets over a 5-year period.

(http://cityoflanasterpa.com/sites/default/files/documents/cityoflanaster_giplan_fullreport_april2011_final_0.pdf)

As discussed above, the City has a Green Infrastructure Plan and is actively implementing it on a number of fronts, including a tree planing program and the green streets and green alleys program. In addition, the City has secured a \$7M PENNVEST loan to implement green infrastructure in the City and is currently using that to fund green roofs and other green infrastructure on both public and private properties. The City also has a stormwater fee, including a credit program, which will further incentivize green infrastructure implementation on private property and provides a sustainable funding source for continued implementation. The City also continues to implement a rigorous stormwater ordinance consistent with the Lancaster County Act 167 plan. Specific projects/control measures are selected based on a number of criteria including cost effectiveness, funding availability, integration with other infrastructure improvements, and public education and acceptance. Private property owners that receive funding for green infrastructure projects must commit in a legal document to provide long-term maintenance.

All intended work listed above moves the City toward achieving pollutant discharge reductions to the MEP and complying with water quality standards.

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

In addition to the activities described previously in this report, the City is, pending award of grant funding, planning to perform a watershed action plan in cooperation with two neighboring municipalities (East Lampeter Township and West Lampeter Township) to address drainage/flooding concerns and identify areas for BMP placement to meet CBPRP goals in all municipalities.

The City is also working toward completion of a green infrastructure design of improvements to Shelly Road in the MS4 area, which will include rain gardens and regenerative step pools near MS4 Outfall 017. This project will address CBPRP goals, improve drainage, and attenuate stormwater runoff prior to discharge into a receiving stream.

The City has been awarded Dirt & Gravel Road program funding for two alley projects in the MS4 area. Alley 156SW and Alley 142SW will be retrofit with porous pavement and subsurface infiltration beds to reduce stormwater runoff volume and improve water quality to meet CBPRP goals. The City anticipates construction being completed on these projects in 2017.

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

The 2014/2015 Memorandum of Understanding (MOU) between the City of Lancaster and the Lancaster County Conservation District (LCCD) is attached. During the reporting period covered by this Annual Report, the City of Lancaster relied on the LCCD MOU for meeting the MS4 Permit requirements for all or portions of MCM#4 and MCM#5.

CERTIFICATION

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

Ruth A. Hocker

Name of Responsible Official



Signature

(417) 733-0350

Telephone No.

8/28/15

Date

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
LANCASTER COUNTY CONSERVATION DISTRICT
AND

LANCASTER CITY

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

- I. Erosion & Sediment Pollution Control/NPDES for Stormwater Discharges Associated with Construction Activities
- II. Chapter 105- Dam Safety & Waterway Management
- III. NPDES Municipal Separate Storm Sewer Systems (MS-4 – NPDES Permit PAG-13)
- IV. Agricultural Related Activities (Manure Management & Erosion Control)
 - A. Plain Sect Outreach
- V. Education and Outreach
 - A. Watershed Program
 - B. Education Program
 - C. Ombudsman Program

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.

A. 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 *(Name of Municipality)*". Information requested in addition to the provided report is subject to a fee, per the fee schedule in Attachment.
- 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:
 1. Notice of NPDES permit decisions including permit and plan approvals and renewals, deficiency letters, denials and withdrawals.
 2. 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 approval, 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:
 1. At a minimum, in compliance with DEP inspection schedules for permitted projects
 2. At the request of the municipality
 3. Within 10 calendar days of receipt, in response to a complaint from the municipality or the public.
 4. 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:
 1. 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

1. 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.
2. 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.
3. 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.

B. 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 violation; 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 not 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.

A. 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:

1. 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.
2. 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.
3. 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.

4. 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 the 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:
 1. The number of sites inspected and the number of inspections conducted.
 2. The number of complaints received, the number of inspections conducted in response to complaints, and the number of complaints referred to other parties.
 3. The number of enforcement actions taken.
 4. The number of NPDES permits issued.
 5. The number of E&S plans reviewed.
 6. A list of NPDES permits issued with the date of issuance, explanations 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. Notify the LCCD as to when the MS-4 Annual Reports are due and when the permit period ends, no less than 90 days prior to the due date of the report. The LCCD cannot guarantee delivery of the MS-4 Report component if notification is given less than 90 days.
- e. 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 Conservation 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.

A. 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; 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.

A. WATERSHED PROGRAM

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

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

- A. Help to keep all municipalities informed of local watershed associations/group activities within their jurisdiction. The types of activities these organizations conduct can assist municipalities in their MS4 requirements. (i.e. public education and public participation)
- B. Provide the municipality with any volunteer water monitoring data that may be gathered for streams within your municipal boundary. All of this data can be found on the Lancaster County Watersheds website, www.lancasterwatersheds.org, under the volunteer monitoring data tab.
- C. Provide copies of resource and educational materials the LCCD may create. Limited amounts of such copies will be provided at no charge. For larger quantities, the LCCD will provide copies in a format, where practical, suitable for producing copies or at cost. (i.e. stormwater management, riparian buffers, floodplains; groundwater recharge, water conservation, backyard conservation, and other natural resource issues.)
- D. Maintain a Lancaster County Watershed website (www.lancasterwatersheds.org) that provides current and useful local, regional, and statewide water resources that municipalities can use. (i.e. local watershed plans, list of volunteer watershed groups, stormwater action plans, local TMDL plans, electronic versions of educational publications, and a host of other useful tools.)
- E. Assist the municipality with watershed or water quality/quantity issues and permit applications that fall within the LCCD's area of expertise. The LCCD will enlist the services of cooperating agencies when necessary.
- F. Provide the municipality with watershed technical training opportunities and points of contact for LCCD programs.
- G. Notify municipalities of public participation events, as appropriate 30 days prior to the event.

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

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

It is mutually agreed within the limits of abilities and resources:

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

B. Education Program

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

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

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

LCCD Education Program Links

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

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

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

C. 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. We focus on pro-active education, but we have 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. The Lancaster and Blair County Conservation Districts house the two Ombudsman positions for Pennsylvania. Shelly Dehoff serves in Lancaster.

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.

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: Frank R Burkhart
Title: Chairman
Date: March 12, 2014

LANCASTER CITY

By: Charlotte Olney
Title: Director of Public Works
Date: 4-22-14

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

March 12, 2014

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: Charlotte Katzenmoyer

Zoning Officer: Walt Siderio

Road Master: Bonna Jessup

Municipality Mailing Address: 120 North Duke Street, PO Box 1599
Lancaster PA 17608-1599

Phone Number: 717-291-4339

Manager's email address: CKatzenm@cityoflancasterpa.com

Municipal Engineer Information

Municipal Engineer (Name): N/A City Engineer - Rob Ruth

Engineer's Email Address: r.ruth@cityoflancasterpa.com

Engineering Firm: _____

Firm Mailing Address: _____

MS-4/167 Information

Who should the MS-4 Report be mailed to (Name): Bryan Harner

Mailing Address: 1220 New Danville Pike Lancaster PA 17603

Engineering Firm: _____

Email Address: bharner@cityoflancasterpa.com

Phone Number: 717 293 5546

MS-4 Permit Period (Beginning Date/End Date) June 1, 2013 - May 31, 2014

MS-4 Information Requested by Date: July 1, 2014



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

Memo

To: Lancaster City Municipal Officials
From: Lancaster County Conservation District- Erosion & Sediment Control Department
Date: January 26, 2015
Re: Summary of Activities for the Chapter 102 and NPDES Programs for Lancaster City

Municipal Officials:

In response to requirements set forth by your MS-4 Permit and through your MOU with our office, the Lancaster County Conservation District is providing a report of activities for the 2014 calendar year. The following information is being provided for your use.

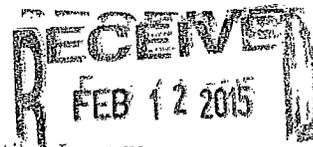
Total of:

E&S Plans Reviewed	8
General Permits filed	5
Individual Permits filed	0
Complaints received	0
Inspections performed.....	15
Enforcement Actions Taken	0

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

Sincerely,

Nathaniel Kurtz
 E & S Department Manager



Generational Stewardship; A Conservation Legacy



Lancaster County Conservation District

1383 Arcadia Road, Room 200 • Lancaster, Pennsylvania 17601-3149

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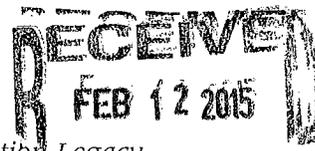
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Sincerely,

Nathaniel Kurtz
E & S Department Manager



Generational Stewardship; A Conservation Legacy

