



Division of Surface Water
NPDES Small MS4 General Permit
(OHQ000003) Annual Reporting Form

Instructions for completing this form

- OHQ000003 requires that this form be used when submitting annual reports. You may request approval to use your own reporting format.
- Annual Reports are due annually on or before April 1st.
- Complete the form and sign and date the certification statement below
- If more space is needed than is provided, identify within the provided space that Attachment A, B, C, etc. has been attached.
- If an item of the form is not applicable for your program (such as street sweeping), fill in N/A in the space provided.
- Do not include attachments such as brochures, newspaper clips, sign-in sheets, etc. related to your program with this form.
You only need to summarize these within this report. These records must be filed and will be needed during program audits.
- When complete, submit this Annual Report form to the following address:
Ohio Environmental Protection Agency
Division of Surface Water
Storm Water Program-Small MS4
P.O. Box 1049
Columbus, Ohio 43216-1049

General Information

Small MS4 Annual Report for Year: 2018		Ohio EPA Facility Permit Number: 1GQ00055*CG
Name of MS4: City of Middletown, OH		
Mailing Address: ONE DONHAM PLAZA		
City: MIDDLETOWN	State: OH	Zip Code: 45042
Country: USA	County: Butler	
Primary Contact: SCOTT TADYCH		Title: Director of Public Works and Utilities
Email Address: scottt@cityofmiddletown.org	Phone: (513) 425-7845	Fax:

Include or attach a Table of Organization. Indicate who (name and contact information) is responsible for overall management and implementation of your program, and if different, each minimum control measure of your program. Identify how development and implementation across multiple positions, agencies and departments occur. Also, identify any Memorandum of Understandings (MOUs) or other such agreements that exist.

Upload File Name for Table of Organization: 2018 City of Middletown Storm Water Program Contacts.pdf

Table of Organization is included as an Attachment. A description of City Storm Water Management Program is provided here.

The Director of Public Works and Utilities establishes principal authority to manage and implement each MCM to individuals listed in this Table of Organization. The Public Works Superintendent provides on-going development implementation of the Storm Water Management Plan (SWMP) by coordinating daily use of city resources (i.e., labor, equipment, records, and office staff) to meet the SWMP needs and requirements. This may include handling citizen complaints, administering capital projects, maintaining city infrastructure, and organizing/attending city events or storm water training workshops and seminars.

There are no MOUs or other agreements in place, although the City Health and Fire Departments regularly share pertinent information with the SWMP managers.

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 gather and evaluate 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 possibility of fine and imprisonment for knowing violations.

Applicant Name (printed or typed):	Title:
Signature:	Date:

PUBLIC EDUCATION AND OUTREACH**Estimate Your Permit Area of Total Population: 48823**

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	% Target Audience	Effective
Storm Water Program Awareness	Scott Tadych	Provide information on the City Storm Water Management Program to the public through various mechanisms.	Storm water program awareness. Watershed pollution sources. Illicit discharge awareness.	General Public. School aged-children. City employees.	10	Yes

Summary of Results: The City of Middletown (City) Council meeting minutes often include topics related to the City Storm Water Program and are posted online at: www.cityofmiddletown.org/AgendaCenter/City-Council-2. Additionally, the City Information System Department uploads video footage of the City Council meetings to YouTube at www.youtube.com/user/cityofmiddletown. Storm water related information is also available on the City website, including a description of the program, links to public involvement activities, the MS4 annual report, and related rules and regulations (See MCM3, MCM4, and MCM5). The City website received 289 hits to storm water informational pages in 2018.

The online Request for Service system of the City (www.cityofmiddltown.org/386/Service-Request) was available for public use throughout 2018. This system provides an opportunity for residents to file complaints, including storm water complaints. The Request for Service system fielded 87 complaints that were forwarded to the Storm Water Division for resolution. The types of complaints received included 37 inlet lids off, 16 high water, 3 street sweeper, 5 miscellaneous, and 26 invalid complaints.

Education and outreach was also provided through the distribution of print-based materials, educational presentations, and via educational storm water videos provided at the City Water/Waste Water Treatment Plant. The City held 3 tours at the treatment plant in 2018, that included 62 participants with ages ranging from 5-12 and their chaperoning adults. The tour participants viewed an American Water Works Association video that highlighted water conservation, the water cycle, and how to keep water resources clean. Educational print-materials were distributed to the tour participants as well.

In 2018, the City authorized the construction of a storm water green infrastructure project in Sunset Park, to control both storm water quantity and quality. In July 2018, 50 people attended a public meeting, held by the City, that educated Middletown residents on the new project.

The City also produced a quarterly newsletter that is distributed to Middletown residents and businesses in both digital and print formats.

As required under the MS4 permit for MCM1, 50% of the MS4s population should be reached within the permit term. The target audience for this Storm Water Program Awareness BMP is the general public or all Middletown residents; therefore, the City would need to reach approximately 4,882 people each year under MCM1.

The cumulative total reached for all Storm Water Program Awareness activities in 2018 is at least 488 people which is 10% of the annual target.

Comments:

Development Community Awareness	Scott Tadych	Provide storm water and construction site runoff/ post-construction storm water management education to all developers within the City.	Storm water program awareness. Construction site runoff control/post-construction storm water management.	Development community	100	Yes
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Summary of Results: The City distributed their Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations to contractors for upcoming development. In 2018, materials were also distributed during 6 preconstruction meetings the City held with contractors.

All contractors and developers receive a copy of the City rules and regulations.

Comments:

General Public Awareness	Scott Tadych	Provide storm water awareness to the general public through a social and traditional media presence.	Protecting local waterways.	General Public	100	Yes
<p>Summary of Results: The City of Middletown joined the Regional Storm Water Collaborative (Save Local Waters) in 2013 and renewed its membership in 2018. Save Local Waters utilizes different mechanisms to distribute its water-conservation messages among participating entities, including a conventional website (www.savelocalwaters.org), social media (Facebook, Twitter, YouTube, etc.), digital advertisements, and television ads (WKRC Local 12, WLWT Channel 5, and various streaming channels such as Nexstar).</p> <p>The Save Local Water website reached 6,498 people in 2018, while social media reached more than 77,708 people. Over 3.5 million local and regional impressions were generated on Save Local Waters social media accounts and through digital advertisements. Through traditional TV advertisements 1,524,802 viewers were reached. In total, Save Local Waters was able to reach over 1.6 million people. As a participating member, City residents are included in Save Local Waters regional target audience.</p> <p>The cumulative total reached for all Storm Water Outreach Mechanism activities is 1,609,008 people which exceeds the targeted audience size.</p> <p>Comments:</p>						
<p>PUBLIC EDUCATION & OUTREACH</p> <p><i>Summarize activities you plan to undertake during the next reporting cycle.</i></p>						
BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	% Target Audience	Proposed Schedule
Development Community Awareness	Scott Tadych	Develop a mechanism that provides storm water management information and requirements to developers.	Storm water program awareness. Construction site runoff control/post-construction storm water management.	Development Community	50	Ongoing in 2019.
<p>Summary of Planned Activities: The City will provide outreach through membership with the Regional Storm Water Collaborative (Save Local Waters). Continue to provide developers with the City Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations.</p> <p>Comments: The City will modify its MCM1 BMPs and storm water awareness campaigns in accordance with potential modifications of the Ohio MS4 permit in the allotted timeline by the Ohio EPA.</p>						
Storm Water Program Awareness	Scott Tadych	Provide information on the City Storm Water Management Program to the public through various mechanisms. Support storm water presentations given to school children at local and regional festivals or fairs.	Storm water program awareness. Watershed pollution sources. Illicit discharge awareness.	General public and local officials.	10	Storm water program awareness activities will occur throughout 2019.

Summary of Planned Activities: The City plans to air video(s) or ads on storm water issues on television and cable channels as well as YouTube videos, when applicable. The City will also include storm water related items/announcements in the City managers weekly report.

The City Storm Water webpage and Facebook page will also be updated throughout 2019, with current information and links, if applicable.

The City online Request for Service system will be operational throughout 2019.

The City will continue to identify relevant and educational resources within the region and take advantage of their services.

Presentations given throughout the City will be tracked in 2019 as well as number of students reached.

Comments: The City will modify its MCM1 BMPs and storm water awareness campaigns in accordance with potential modifications of the Ohio MS4 permit in the allotted timeline by the Ohio EPA.

General Public Awareness	Scott Tadych	Provide storm water awareness to the general public through a social and traditional media presence.	Protecting local waterways	General Public	50	Ongoing in 2019.
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Summary of Planned Activities: The City will continue to be a member of Save Local Waters and help distribute storm water education materials via social and tradition media forms.

Comments: The City will modify its MCM1 BMPs and storm water awareness campaigns in accordance with potential modifications of the Ohio MS4 permit in the allotted timeline by the Ohio EPA.

PUBLIC INVOLVEMENT AND PARTICIPATION

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate Of People Participated	Effective
Public Participation Activities	Scott Tadych, Pat Lovely	Support at least one public participation activity to clean up receiving waterways and increase education about storm water pollution sources.	Watershed and waterway pollution sources.	Residents and General Public	25	Yes

Summary of Results: The City advertised the Great Miami River Annual Clean Sweep event via social media, the Middletown Journal, and the City website community calendar at www.CityofMiddletown.org.

On October 27, 2018, 25 volunteers participated in the Great Miami River Cleanup, providing countless hours of labor and collected 6.5 tons of trash along with 13 automobile tires.

Comments:

Community Involvement Activities	Scott Tadych	Support community involvement groups with shared interests in reducing pollution.	Watershed pollution sources.	Residents and General Public	594	Yes
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Summary of Results: On Earth Day, April 22, 2018, 594 volunteers participated in the Keep Middletown Beautiful/ Great American Cleanup event. Volunteers properly disposed of 14 tons of trash and 463 tires. Information regarding this and other upcoming events were posted on the City Community Calendar (www.cityofmiddletown.org) and at www.keepmiddletownbeautiful.org.

The City also increased community involvement throughout 2018 by participating in the Tree City USA Program. The City was recognized as a Tree City USA community for the 11th year by the Arbor Day Foundation and by the ODNR. On Arbor Day in 2018, the City hosted activities that educate citizens about the benefits of trees, specifically how trees prevent soil erosion. The educational activities also encouraged citizens to help plant and protect trees.

Comments:

Storm Water Infrastructure Awareness Activities	Scott Tadych, Charlie Anderson	Increase Public Awareness of City storm water infrastructure through publicizing the portal to the City GIS information.	Increased awareness of storm water issues through and understanding of the City storm drain system.	General public and City employees.	299	Yes
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Summary of Results: Access to the City public GIS website is provided upon request. The City received 10 requests for access to this information in 2018. A total of 289 visitors were also recorded to have accessed the storm water page in 2018.

Comments:

PUBLIC INVOLVEMENT AND PARTICIPATION

Summarize activities you plan to undertake during the next reporting cycle.

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People to Participate	Proposed Schedule
Storm Water Infrastructure Awareness Activities	Scott Tadych and Charlie Anderson	Increase public awareness of the City storm water infrastructure through publicizing the public portal to the City of Middletown GIS Information webpage.	Increase awareness of storm water issues through understanding of the City storm sewer system.	General Public and City Employees	150	These activities will occur throughout 2019, as needed

Summary of Planned Activities: When requested, the City will provide GIS data of the City storm water infrastructure throughout 2019. The City also plans to continue to advertise the availability of the GIS website on the City webpage and Facebook page. As in previous years, hits to the website and social media pages will be tracked throughout 2019.

Comments: The City will modify its MCM2 BMPs and storm water public participation campaigns in accordance with potential modifications of the Ohio MS4 permit in the allotted timeline by the Ohio EPA.

Public Participation Activities	Scott Tadych and Pat Lovely	Support at least one public participation activity to clean up receiving waterways and increase education and storm water pollution sources.	Watershed and waterway pollution sources.	Residents and General Public	20	Annually
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Summary of Planned Activities: The City will continue to advertise the Great Miami River Annual Cleanup event using the City Manager Weekly Report, local media, and the City webpage in 2019. The City will also track numbers of participants and amount of debris collected for the 2019 Great Miami River Annual Cleanup.

Comments: The City will modify its MCM2 BMPs and storm water public participation campaigns in accordance with potential modifications of the Ohio MS4 permit in the allotted timeline by the Ohio EPA.

Community Involvement Activities	Scott Tadych	Support community involvement groups with shared interests in reducing pollution.	Watershed pollution sources.	Residents and General Public	250	Throughout 2019
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Summary of Planned Activities: The City will participate in the Keep Middletown Beautiful/Great American Cleanup in 2019. The total number of participants and debris/material collected during the cleanup will be tracked. The City will also continue to encourage resident participation in the Butler County Household Hazardous Waste Collection Program. The City plans to encourage greater usage of community recycling options through the use of larger recycling bins, building on programs implemented in 2015. To further increase community involvement the City will encourage community participation in the crowd funding-based Tree Program while again participating in the Tree City USA Program for 2019.

Comments: The City will modify its MCM2 BMPs and storm water public participation campaigns in accordance with potential modifications of the Ohio MS4 permit in the allotted timeline by the Ohio EPA.

ILLCIT DISCHARGE DETECTION AND ELIMINATION (IDDE)

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Cite Local Code(s) Being Used (If available, web link for code(s))	Effective
Ordinance or Other Regulatory Mechanism	City of Middletown Public Works and Utilities Department, Health Department, Fire Department, and Code Enforcement	Regulatory mechanisms will be applied to eliminate any identified illicit discharges.	Yes	The City has developed and has in place the following regulations/ordinances that include the legal authority to implement the City Storm Water Management Program. Storm Water-Chapter 1050, HSTS- Chapter 184.03(h), Hazardous Materials- Chapters 1604, 1608, 1612.02; Dumping- Chapter 660; Food Services Dumping- Chapter 1820, Chapter 1822; Homeowner Property Maintenance- Chapter 660; Industry- Chapter 1041; and Illegal Connection and Auto Service- Chapter 1504.20. The City SWMP includes: Chapter 1050-Storm Water (Appendix C); IDDE Plan (Appendix D); and Storm Water O&M Manual (Appendix E). City Ordinances are found at (http://www.amlegal.com/codes/client/Middletown_oh/).	Yes

Summary of Results or Activities: No updates were needed within the ordinances or SWMP in 2018.

Comments: Ordinances and the SWMP may be modified in 2019 in accordance with any potential modifications of the Ohio MS4 Permit.

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
Storm Sewer System Map	Scott Tadych	Maintain a map of the current storm sewer system	Yes	The City updates its map of the storm sewer system with new infrastructure on an as-needed basis. Similar updates were performed in 2018. See Attachment 1 - Storm Sewer System.	Yes

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
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HSTS Mapping and List	City Engineering Division and Health Department	Maintain a list and map of current HSTSs within the regulated area.	Yes	<p>A map of the HSTSs located within the City is included in Attachment 2.</p> <p>There are 724 HSTSs within the City permitted area: 707 of these are non-mechanical and are inspected every 5 years, 11 are aerobic off-lot discharging systems that are inspected annually, and 6 are aerobic to leaching systems that are inspected every 3 years.</p> <p>The City inspected 10 of its mechanical systems in 2018. All other septic systems were up-to-date for inspections as of 12/31/2018 and will receive inspections in accordance with their schedule frequency.</p> <p>In 2018, the owners of 44 properties with HSTSs were notified by the Middletown Health District that their systems must be connected in 2019. Property owners for two HSTSs successfully connected to the sewer line in 2018.</p>	Yes
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Comments: The remaining 42 HSTS owners, who were ordered to connect to the sanitary line in 2018 but had not done so, will work towards connection throughout 2019.

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
IDDE Plan	Charlie Anderson	Provide on-going training that reaches 100% of Storm Water staff in field identification, investigation, and elimination of illicit discharges in accordance with the City IDDE Plan.	Yes	<p>The current City SWMP includes the IDDE Plan. This plan includes processes which are followed by the Storm Water staff for determining whether dry weather flows are illicit.</p> <p>Seven Storm Water City staff were trained on the IDDE program on 7/31/2018. Each staff member received four hours of training. The City has established a storm water training room with appropriate media and field equipment for storm water training sessions.</p>	Yes

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Total # of Outfalls	# of Outfalls Screened	# of Dry-Weather Flows Identified	# of Identified Illicit Discharges	# of Eliminated Illicit Discharges	Effective
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Dry-Weather Screening of Outfalls	Charlie Anderson	Perform investigations of outfalls, both randomly and as necessary to identify dry-weather flow and follow-up inspections in accordance with the City IDDE plan.	Yes	571	57	0	0	0	Yes
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Comments: Storm Water staff found no dry-weather flows or illicit discharges in 2018.

The City has crafted and utilizes a detailed inspection form to capture characteristics exhibited during these inspections. The City continued to evaluate migrating to a portable laptop-based field screening program in 2018. The Storm Water Division evaluated the optimal tracking methods for field operations along with making progress towards updating their work order software.

Attachment 3 contains the schedule for elimination of illicit discharges.

Upload File Name for the Illicit Discharges: Attachment3_IDDESchedule.docx

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Planned Activities	Comments	Effective
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No records found

ILLCIT DISCHARGE DETECTION & ELIMINATION (IDDE)

Summarize activities you plan to undertake for the next reporting cycle.

BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Ordinance or Other Regulatory Mechanism	City of Middletown Public Works and Utilities Department, Health Department, Fire Department, and Code Enforcement	Regulatory mechanisms will be applied to eliminate any identified illicit discharges.	The City will continue to update and implement regulatory mechanisms, and enforce the IDDE plan and ordinances as necessary.	Ongoing in 2019

Comments: The City IDDE plan and ordinances may be modified should the requirements in the Ohio EPA MS4 General Permit change following the timeframe outlined in the new permit.

Storm Sewer System Map	Scott Tadych	Maintain a map of the current Storm Sewer System.	The City will continue to perform a review of any new development to identify new storm water infrastructure and continue to incorporate new storm water infrastructure into the City GIS database (and subsequently in the Storm Sewer System Map) as needed. Throughout 2019, the City will evaluate its outfalls to confirm they are within the City MS4 system and applicable to the City SWMP.	Ongoing in 2019.
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Comments:

HSTS Mapping and List	City Engineering Division and Health Department	Maintain a list and map of current HSTSs within the regulated area.	The City Health Department will continue to update the list of HSTSs as necessary. Updates will be incorporated into the City GIS database (and subsequently to the Storm Sewer System Map).	Ongoing in 2019.
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Comments:

IDDE Plan	Charlie Anderson	Provide on-going training that reaches 100% of the Storm Water Staff in the field identification and elimination of illicit discharges in accordance with the City IDDE plan.	The City will continue to hold illicit discharge training for City Storm Water staff in 2019.	Ongoing in 2019.
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Comments: The City IDDE plan and ordinances may be modified should the requirements in the Ohio EPA MS4 General Permit change following the timeframe outlined in the new permit.					
Dry-Weather Screening of Outfalls	Charlie Anderson	Perform investigations of outfalls, both randomly and as necessary, to identify dry-weather flow and follow-up inspections in accordance with the City IDDE Plan.	The City will continue to identify additional high-priority outfalls with a history of suspicious dry-weather flow. Additional dry-weather screening activities will be performed each year on priority outfalls and investigations and eliminations will occur as necessary and in accordance with the City IDDE Plan. The City will continue to explore plans to implement a new tracking mechanism for inspection and elimination of dry-weather flows using field-based laptops once the optimal tracking method is determined.	Ongoing in 2019.	
Comments: A new tracking system may be implemented in the summer of 2019.					
CONSTRUCTION SITE RUNOFF CONTROL					
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Cite Local Code(s) Being Used (If available, web link for code(s))	Effective
Ordinance or Other Regulatory Mechanism	Scott Tadych	Using the City Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations to require erosion and sediment controls on construction sites compliant with current Ohio EPA NPDES Construction General Permit.	Yes	The City employs Chapter 1050.30 through 1050.34 of the City Ordinance (Appendix C) to require compliance with the City Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations. These rules and regulations require that erosion and sediment controls on construction sites are compliant with the current Ohio EPA NPDES Construction General Permit. The City Ordinances can be found online at www.amlegal.com/codes/client/middletown_oh/ . The following City documents were prepared in compliance with the current Ohio EPA NPDES Construction General Permit. Manual of Design for Public Works (Appendix G) (www.cityofmiddletown.org/documentcenter/view/376). Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations (Appendix H) (www.cityofmiddletown.org/DocumentCenter/View/406).	Yes
Summary of Results or Activities: The City Erosion, Sediment, and Post-Construction Storm Water Control Rule and Regulations are distributed to all contractors with construction within the regulated area and are implemented and enforced as necessary.					
The City has updated these rules and regulations to meet the 2018 Construction General Permit Requirements in 2018 and are awaiting formal adoption in early 2019.					
Comments: The updated City Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations will be placed online in 2019 after they are formally adopted.					

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Standards Being Used		Effective	
Sediment and Erosion Control Requirements	Scott Tadych	Maintain compliance of the City Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations with the current Ohio EPA NPDES Construction General Permit.	Yes	Manual of Design for Public Works (Appendix G) (www.cityofmiddletown.org/documentcenter/view/376). Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations (Appendix H) (www.cityofmiddletown.org/DocumentCenter/View/406).		Yes	
Summary of Results or Activities: The Erosion and Sediment Control Rules and Regulations, now named Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations, were updated in 2018 and are awaiting formal adoption.							
Comments:							
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites Requiring Plans	# of Plans Reviewed	Effective	
Complaint Process	Scott Tadych	Maintain the City storm water complaint system and follow-up on complaints received.	Yes	0	0	Yes	
Summary of Results or Activities: The Storm Water Division did not receive any complaints for construction site run-off in 2018.							
Comments:							
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Sites Requiring Plans	# of Plans Reviewed	Effective	
Site Plan Review Procedures	Scott Tadych	Complete preconstruction reviews of plans and SWP3s on all projects greater than 1 acre, or projects that are a part of a common plan of development that exceeds the 1-acre threshold to ensure compliance with the City Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations.	Yes	5	5	Yes	
Summary of Results or Activities: The following list contains the names of the 5 construction sites with plans reviewed in 2018 with their status as of 12/31/2018: Renaissance 1 Subdivision- Active; Renaissance 2 Subdivision- Active; 3555 Yankee Rd Spec. Building- Active; OPUS at 3577 Yankee Rd- Active; Middletown City Schools- High School and Middle School Campus. Also, this list is included as Attachment 4							
Comments:							
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites	# of Sites Inspected	Average Frequency	Effective
Site Inspection Procedures	Scott Tadych	Perform initial and monthly site inspections to ensure that erosion and sediment control measures are in place and functioning per approved SWP3 on all projects greater than 1 acre, or projects part of a larger common plan of development exceeding the 1-acre threshold.	No	5	9	0.22	No

Summary of Results or Activities: The City conducted 9 site inspections for erosion and sediment control at active construction sites in 2018 (3 winter months excluded). These sites visits are documented through completion of City developed checklists. The City did not reach the anticipated monthly inspection metric in 2018.

Comments: In recognizing the need for a stronger storm water field program, the City worked in 2018 to identify a full-time person to the storm water staff to manage site inspections and other aspects of the storm water program. A full-time staff person was assigned to the Public Works office at the beginning of 2019.

Upload File Name(s) for Applicable Sites: Attachment4_2018Construction Sites.xlsx

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Violation Letters	# of Enforcement Actions	Effective
Enforcement Procedures	Scott Tadych	Enforce the City ordinances and rules and regulations related to erosion and sediment control and NPDES permit compliance.	Yes	0	2	Yes

Summary of Results or Activities: The City issued two verbal warnings in 2018; one warning was issued to OPUS- 3577 Yankee Rd and one was issued to the Renaissance 2 Subdivision. These issues were resolved, and no enforcement actions were necessary.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Measurements	Effective
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No records found

CONSTRUCTION SITE RUNOFF CONTROL

Summarize activities you plan to undertake during the next reporting cycle.

BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Ordinance or Other Regulatory Mechanism	Scott Tadych	Use the City Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations to require erosion and sediment controls on construction sites compliant with current Ohio EPA NPDES Construction General Permit.	The City will implement and enforce Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations that have been updated to meet the 2018 Ohio EPA NPDES Construction General Permit.	Ongoing in 2019.

Comments: New rules and regulations to be adopted in early 2019.

Sediment and Erosion Control Requirements	Scott Tadych	Maintain Compliance of the City Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations with the current Ohio EPA NPDES Construction General Permit.	Implement requirements in the 2018 Ohio EPA NPDES Construction General Permit as identified in the City regulations.	Ongoing in 2019.
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Comments:

Complaint Process	Scott Tadych	Maintain City storm water complaint system and follow-up on complaints received.	The City will continue to ensure that complaints are forwarded to the appropriate party. The database will continually be updated with any complaints received, follow-up actions to those complaints, and complaint resolutions.	Ongoing in 2019.
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Comments:

Site Plan Review Process	Scott Tadych	Complete preconstruction reviews of plans and SWP3s on all projects greater than 1 acres, or projects that are a part of a common plan of development to ensure compliance with the City Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations.	Review all applicable project plans and SWP3s for compliance with the City Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations. City inspectors will continue to be involved in the plan review process.	Ongoing in 2019.
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Comments:

Site Inspection Procedures	Scott Tadych	Perform initial and monthly site inspections to ensure that erosion and sediment control measures are in place and functioning per approved SWP3 on all projects greater than 1 acre, or projects part of a larger common plan of development.	Initial and monthly inspections will occur as required and proper documentation will occur in accordance with the City Erosion, Sediment, and Post-Construction Storm Water Control inspection check-list. The City will also perform necessary reviews or inspections on projects to ensure contractor compliance with City requirements.	Ongoing in 2019.
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Comments: City inspection staff will receive training in early 2019 on implementation of the 2018 CGP requirements as incorporated into City rules and regulations.

Enforcement Procedures	Scott Tadych	Enforce the City ordinances and rules and regulations related to erosion and sediment control and NPDES permit compliance.	Implement the enforcement provisions of City Ordinance 1050.31 and Chapter 10-Violations of the Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations when necessary.	Ongoing in 2019.
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Comments:

POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Cite Local Code(s) Being Used (If available, web link for code(s))	Effective
Ordinance or Other Regulatory Mechanism	Scott Tadych	Use the City rules and regulations to require post-construction BMPs per the applicable design criteria set forth in those regulations.	Yes	The City uses the following ordinances and regulations to require post-construction BMPs per applicable design criteria. Chapter 1206.01 through 1206.20 of the City Ordinance (www.amlegal.com/codes/client/Middletown_oh/), Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations (www.cityofmiddletown.org/DocumentCenter/View/406), and the Manual of Design for Public Works (www.cityofmiddletown.org/documentcenter/view/376).	Yes

Summary of Results or Activities: The City developed Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations that cover the following elements: purpose; applicability and submittal procedures; conformance with local, state, and federal regulations; the erosion, sediment, and post-construction storm water control plan; erosion and sediment control requirements, post-construction storm water control requirements; fees and bonds; and violations.

The Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations have been updated to reflect the 2018 Ohio EPA Construction General Permit.

Comments: The rules and regulations are awaiting formal adoption in 2019.

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Structural and/or Non-Structural Standards Being Used	Effective
Post-Construction Requirements	Scott Tadych	Maintain compliance of the existing City rules and regulations with the current Ohio EPA NPDES MS4 and CGP Permit, and applicable sections of the ODNR Rainwater and Land Development manual.	Yes	The City uses the following ordinances and regulations to require post-construction BMPs per applicable design criteria. Chapter 1206.01 through 1206.20 of the City Ordinance (www.amlegal.com/codes/client/Middletown_oh/), Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations (www.cityofmiddletown.org/DocumentCenter/View/406), and the Manual of Design for Public Works (www.cityofmiddletown.org/documentcenter/view/376).	Yes

Summary of Results or Activities: City rules and regulations were updated to comply with the current Ohio EPA NPDES MS4 and CGP Permits and implements relevant guidance presented in the ODNR Rainwater and Land Development Manual.

Comments: The rules and regulations are awaiting formal adoption in early 2019.

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites Requiring Plans	# of Plans Reviewed	Effective
Site Plan Review Procedures	Scott Tadych	Complete preconstruction review of plans and SWMP3s on all projects greater than 1 acre, or projects part of a larger common plan of development to ensure compliance with the post-construction standards of the City.	Yes	1	5	Yes

Summary of Results or Activities: There was 1 site within the regulated area in 2018 that required or will require permanent storm water controls to be installed.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites	# of Inspections Performed	Average Frequency	Effective
Site Inspection Procedures	Scott Tadych	Following completion of projects, perform inspections to ensure that post-construction controls are in place and functioning per approved plans on all projects.	Yes	1	1	1	Yes

Summary of Results or Activities: In 2018, an inspection was conducted on the single required post-construction control while the control was being built.

Comments:						
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Violation Letters	# of Enforcement Actions	Effective
Enforcement Procedures	Scott Tadych	Enforce compliance with the existing City regulations regarding post-construction control design, construction, and O&M.	Yes	0	0	Yes

Summary of Results or Activities: No enforcement actions were needed in 2018.

Comments:						
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Sites Requiring Plans/Agreements	# of Plans Developed/Agreements in Place	Effective
Long-Term O&M Plans/Agreements	Scott Tadych	Maintain a system to track and inspect post-construction control maintenance and functionality on all applicable projects, in compliance with the existing City regulations.	Yes	1	1	Yes

Summary of Results or Activities: A long-term O&M plan was completed and implemented for one construction site in 2018 that required post-construction control maintenance and functionality.

Comments: As construction continues within Middletown, the City continues to implement and enforce the relevant sections of its SWMP and the Storm Water Maintenance O&M Manual.						
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Measurement 1	Measurement 2	Effective

No records found

POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

Summarize activities you plan to undertake for the next reporting cycle.

BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Ordinance or Other Regulatory Mechanism	Scott Tadych	Use the existing City regulations to require post-construction BMPs per the applicable design criteria set forth in those regulations.	The City has updated its Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations to meet the 2018 Ohio EPA Construction General Permit. The City is awaiting formal adoption of the updated rules and regulations.	The City plans to have formal adoption of its updated Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations in early 2019.

Comments:

Post-Construction Requirements	Scott Tadych	Maintain compliance of the existing City regulations with the current Ohio EPA NPDES MS4 and CGP Permit, and applicable sections of the ODNR Rainwater and Land Development manual.	The City has updated its Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations to meet the 2018 Ohio EPA Construction General Permit requirements and will continue to implement them in 2019.	The City plans to have formal adoption of its updated Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations in early 2019.
Comments:				
Site Plan Review Procedures	Scott Tadych	Complete preconstruction review of plans and SWP3s on all projects greater than 1 acre, or projects part of a larger common plan of development to ensure compliance with the post-construction standards of the City.	Current plan review and approval procedures will continue to be implemented as established under its Post-Construction program. The plan review process is subject to any changes made during the approval of the revised Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations.	This program is currently being updated to meet the 2018 Ohio Construction General Permit requirements. Updated regulations with new procedures will be finalized in 2019 or when the Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations are adopted, whichever occurs first. The program will be modified as necessary to meet and new requirements in the 2019 Ohio EPA MS4 General Permit.
Comments:				

Site Inspection Procedures	Scott Tadych	Following completion of projects, perform inspections to ensure that post-construction controls are in place and functioning per approved plans on all projects.	Current site inspection procedures will continue to be implemented as established under its Post-Construction program. The site inspection process is subject to any changes made during the approval of the revised Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations.	This program is currently being updated to meet the 2018 Ohio Construction General Permit requirements. Updated regulations with new procedures will be finalized in 2019 or when the Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations are adopted, whichever occurs first. The program will be modified as necessary to meet and new requirements in the 2019 Ohio EPA MS4 General Permit.
Comments:				

Enforcement Procedures	Scott Tadych	Enforce compliance with the existing City regulations regarding post-construction control design, construction, and O&M.	Current site enforcement procedures will continue to be implemented as established under its Post-Construction program. Enforcement procedures are subject to any changes made during the approval of the revised Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations.	This program is currently being updated to meet the 2018 Ohio Construction General Permit requirements. Updated regulations with new procedures will be finalized in 2019 or when the Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations are adopted, whichever occurs first. The program will be modified as necessary to meet and new requirements in the 2019 Ohio EPA MS4
Comments:				

Long-Term O&M Plans/Agreements	Scott Tadych	Maintain a system to track and inspect post-construction control maintenance and functionality on all applicable projects, in compliance with the existing City regulations.	The City will implement its long-term O&M plans/agreements as established under its Post-Construction program. The O&M review process is now concurrent with plan review requirements per the revised Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations.	This program is currently being updated to meet the 2018 Ohio Construction General Permit requirements. Updated regulations with new procedures will be finalized in 2019 or when the Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations are adopted, whichever occurs first. The program will be modified as necessary to meet and new requirements in the 2019 Ohio EPA MS4 General Permit.
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Comments:

POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Topic(s)	Targeted Audience	# of Employees Attended	Effective
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Employee Training Program 1	Charlie Anderson	Provide City employees with annual training in support of current goals established in the SWMP.	Yes	Pollution prevention and BMPs, IDDE (identifying, tracking, and documenting the course of illumination), and spill prevention	Employees	26	Yes
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Summary of Activity: The City trained 26 of its storm water and Streets Department employees on Pollution Prevention and Good Housekeeping for Municipal Operations in 2018. The City uses the Excal Visual Training videos that include Raincheck, Pollution Prevention; IDDE a Grate Concern; Oil and Water Do Not Mix; Spill Prevention Control and Counter Measures; and The Ripple Effect of a Chemical Spill. The employees also attended a Butler County Engineers Office Construction Inspection and Maintenance Workshop.

Comments:

Comments:					
BMP (mechanism)	List of Municipal Facilities Subject to Program		O&M Procedures Developed?	# of Inspections Performed	Frequency of Inspections
Municipal Facilities	Municipal Airport, Municipal Satellite Salt Storage Facility, and Municipal Bus Terminal		Yes	3	Annually - minimum frequency
BMP (mechanism)	Summarize Maintenance Activities and Schedules		Summarize Activities Performed		
MS4 Maintenance	Maintain City Facilities in compliance with the SWMP and referenced plans including the City Storm Water Maintenance O&M Manual. On-going daily operations of City Storm Water Maintenance Staff.		In 2011, SWP3s were prepared for municipal facilities and have been continually implemented in the following years.		
BMP (mechanism)	Procedures Developed?	Document Amounts of Wastes Properly Disposed			
Disposal of Wastes	Yes	The City employs a dedicated crew which provides daily maintenance of the MS4, activities performed include regular maintenance and field activities in response to complaints.			
BMP (mechanism)	Covered?	Tons Used	Summarize Measures Taken to Minimize Usage		
Road Salt	Yes	2942 Tons	The City Maintenance Staff services road salt application equipment as needed. The City SWMP includes Maintenance Division road salt use and application procedures which serves as the guidance for road salt applications. The City also used 1,100 gallons of 29% Calcium Chloride and 4,500 gallons of liquid brine in efforts to reduce road salt usage.		
BMP (mechanism)	Procedures Developed?	Gallons Used	Summarize Measures Taken to Minimize Usage		
Pesticide & Herbicide Usage	Yes	121 Gallons	The City used a total of 121.36 gallons of pesticide and herbicide over a total of 62 acres. The City is taking a number of measures to reduce pesticide and herbicide usage including: select and use pest- and disease-resistance species and cultivars; use of organic methods for pest reduction such as Garden Safe Brand Insecticidal Soap Insect Killer; use mechanical management when and where possible; use only licensed applicators to apply pesticides and herbicides in accordance to product labels; have the licensed applicators attend trainings and continuing education classes for their license; and clean and calibrate all equipment to reduce seed spread and ensure proper application. The Maintenance Division current pesticide and herbicide use and handling procedures are included in the City SWMP.		
BMP (mechanism)	Procedures Developed?	Pounds Used	Summarize Measures Taken to Minimize Usage		

Fertilizer Usage	Yes	310 Pounds	The City SWMP includes current fertilizer use and handling procedures. To minimize fertilizer usage the City uses trained applicators to apply fertilizer in accordance with product labels as well as the following measures: select and install pollution and drought tolerant species and cultivars; select and install species and cultivars that adapt to a wide range of soils; only use fertilizers on trees for two-years after planting; only use fertilizers on trees that show signs of stress; and use only minimal fertilizer on annual flowers contained in planters throughout the season.	
BMP (mechanism)	Procedures Developed?	Document Amount of Material Collected and Properly Disposed		
Street Sweeping	Yes	7,173 miles were swept in 2018. The amount of material collected and disposed of by the City was 3,213 cubic yards of debris.		
BMP (mechanism)	Summarize Any New or Existing Flood Management Projects that were Assessed for Impacts on Water Quality			
Flood Management Projects	The City wastewater facility finalized its Long-Term Control Plan (LTCP) that will minimize combined sewer overflows. The plan went into effect as of 1/1/2018. In conjunction with the LCTPs goal and objectives, the City has begun to identify and acquire properties that could assist with future storm water retention and thereby help reduce combined sewer overflows.			
BMP (mechanism)	Summary			
No records found				
POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS				
Summarize activities you plan to undertake for the next reporting cycle.				
BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Employee Training Program	Charlie Anderson	Provide City employees annual training in support of current goals established in the SWMP.	Continue to conduct annual training related to storm water management, pollution prevention, and good housekeeping practices as identified in the SWMP and SWP3s.	Training to be conducted on an on-going basis, as time allows, and as outside training opportunities are presented.
Comments:				
List of Facilities Subject to Program	Scott Tadych	Maintain a comprehensive list of municipal facilities subject to the SWMP and MS4 permit.	For new facilities, determine whether they are subject to the SWMP and MS4 Permit. If this is the case, they will be added to the list. Site facility inspections will occur throughout the year and any SWP3s or existing SPCC plans will be adapted for facilities, as required.	Ongoing in 2019.
Comments:				
MS4 Maintenance	Scott Tadych	Maintain City Facilities in compliance with the SWMP and referenced plans including the City Storm Water Maintenance and O&M Manual.	Continue to conduct infrastructure inspections, maintain outfalls, sweep streets, and maintain detention basins.	Ongoing in 2019.
Comments: SWP3s and the City Storm Water Maintenance and O&M Manual will be modified should the requirements in the Ohio EPA MS4 General Permit change following the timeframe outline in the new permit.				
Disposal of Wastes	Charlie Anderson	Document the proper disposal of waste.	Continue to update and include waste disposal procedures in the City O&M Manual. Document waste quantities and disposal.	Ongoing in 2019.
Comments: SWP3s and the City Storm Water Maintenance and O&M Manual will be modified should the requirements in the Ohio EPA MS4 General Permit change following the timeframe outline in the new permit.				

Road Salt	City of Middletown Street Maintenance Department	Maintain responsible and controlled application of pesticide and herbicides by properly trained employees.	The City will maintain application equipment through regular calibration, cleaning, and repair. The City will continue to apply materials using established application rates. The City will also provide City employees with annual training in the proper equipment use and material application.	Ongoing in 2019.
Comments: SWP3s and the City Storm Water Maintenance and O&M Manual will be modified should the requirements in the Ohio EPA MS4 General Permit change following the timeframe outline in the new permit.				
Pesticide & Herbicide Usage	Scott Tadych	Maintain responsible and controlled application of pesticides and herbicides by properly trained employees.	The City will maintain application equipment through regular calibration, cleaning, and repair. Trained employees will apply materials using established application rates. The City will also provide its employees with annual training in the proper equipment use and material application.	Ongoing in 2019.
Comments: SWP3s and the City Storm Water Maintenance and O&M Manual will be modified should the requirements in the Ohio EPA MS4 General Permit change following the timeframe outline in the new permit.				
Fertilizer Usage	Scott Tadych	SWP3s and the City Storm Water Maintenance and O&M Manual will be modified should the requirements in the Ohio EPA MS4 General Permit change following the timeframe outline in the new permit.	The City will maintain application equipment through regular calibration, cleaning, and repair. Trained employees will apply materials using established application rates. The City will also provide its employees with annual training in the proper equipment use and material application.	Ongoing in 2019.
Comments: SWP3s and the City Storm Water Maintenance and O&M Manual will be modified should the requirements in the Ohio EPA MS4 General Permit change following the timeframe outline in the new permit.				
Street Sweeping	Charlie Anderson	Sweep all arterial streets multiple times per year to avoid collection of sediment and debris on roadways.	Continue to operate street sweeper per the City Storm Water Maintenance O&M Manual.	Daily per schedule.
Comments:				
Flood Management Projects	Scott Tadych	Address water quality impacts and opportunities for all flood management projects.	The City will continue to review all flood management projects for water quality impacts and opportunities. The City plans to complete the Bulls Run to Sunset Park Green Infrastructure Basin in 2019.	Ongoing in 2019.
Comments:				
PROPOSED CHANGES TO YOUR SWMP (IF ANY)				
<i>Summarize any proposed changes to your SWMP, including changes to any BMPs or any identified measurable goals that apply to the program elements. If you fail to satisfy measurable goals for the reporting year, please explain why.</i>				
There are no proposed changes to the existing SWMP in 2019. The City will begin to modify the SWMP to meet new or revised requirements in the 2019 Ohio EPA MS4 General Permit.				
VARIANCES GRANTED (IF ANY)				
<i>Identify and summarize any variances granted under your storm water program.</i>				
No variances have been granted at this time.				

ADDITIONAL INFORMATION

Please add any additional comments or attachments below.

Attachment 1 - Storm Sewer System Map; Attachment 2 - HSTS Map

Additional Information attachment(s): Attachment1_Sewer Map 3-15-19.pdf, Attachment2_HSTS Map 2019.pdf