



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.
- Don't 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

Small MS4 Annual Report for Year: 2017

Ohio EPA Facility Permit Number: 1GQ00055*CG

Name of MS4: City of Middletown, OH

Primary Contact: Scott Tadych, P.E.

Title: Director- Public Works and Utilities

Mailing Address: One Donham Plaza

City: Middletown

Zip Code: 45042

County: Butler and Warren

Telephone Number: 513-425-7845

Email Address: scottt@cityofmiddletown.org

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.

Storm Water Management Program Table of Organization

Minimum Control Measure (MCM)	Responsible Individual	Phone Number	Fax Number	Email
Overall SWMP Management and Implementation	Scott Tadych, P.E.	513-425-7845	513-425-7921	scottt@cityofmiddletown.org
Public Education and Outreach	Scott Tadych, P.E.	513-425-7845	513-425-7921	scottt@cityofmiddletown.org
Public Involvement / Participation	Scott Tadych, P.E.	513-425-7845	513-425-7921	scottt@cityofmiddletown.org
Illicit Discharge Detection and Elimination	Charlie Anderson	513-425-7953	513-425-1877	charliea@cityofmiddletown.org
Construction Site Runoff Control	Scott Tadych, P.E.	513-425-7845	513-425-7921	scottt@cityofmiddletown.org
Post-construction Storm Water Management in New Development and Redevelopment	Scott Tadych, P.E.	513-425-7845	513-425-7921	scottt@cityofmiddletown.org
Pollution Prevention / Good Housekeeping for Municipal Operations	Charlie Anderson	513-425-7953	513-425-1877	charliea@cityofmiddletown.org

The Director of Public Works and Utilities establishes principal authority to manage and implement each MCM to individuals listed in the above Table, of organization. The Public Works Superintendent provides on-going development and implementation of the SWMP by coordinating daily use of city of resources (labor, equipment, records, and office staff) to meet the SWMP needs. 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's Health Department and Fire Department regularly share pertinent information with the SWMP managers.

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.

Print Name:

Scott Tadych

Print Title:

Public Works & Utilities Director

Signature:

Date:

3/28/18



State of Ohio Environmental Protection Agency

SMALL MS4 ANNUAL REPORT FORM

PUBLIC EDUCATION & OUTREACH

Estimate Your Permit Area's Total Population: **48,813***

*based on July 2016 population estimate (www.census.gov)

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience Reached	Summary of Results	Effective (Yes or No)
Storm Water Program Awareness Mechanisms	Provide information on the City's Storm Water Management Program to the public through various mechanisms	Storm water program awareness Watershed pollution sources Illicit discharge awareness	General Public	20%	<ol style="list-style-type: none"> 1. City Council meeting minutes, which often include topics related to the City's Storm Water Program are posed online at: https://www.cityofmiddletown.org/AgendaCenter/City-Council-2. Additionally, the City of Middletown's Information System Department uploads video footage of the City Council meetings to their YouTube channel at: https://www.youtube.com/user/cityofmiddletown. 2. Storm water related information is available on the City's website, including a description of the program, links to public involvement activities, the annual report, and related rules and regulations (See MCM 3, 4, and 5). The City's website received 323 hits to storm water informational pages in 2017. 3. The storm water complaint system fielded 76 complaints that were forwarded to the Maintenance Division for resolution. The types of complaints included: high water, inlet repair, clogged drain, inlet lid off, and sweeper complaints. Complaints are filed through the City's online Request for Service at https://www.cityofmiddletown.org/386/Service-Request or by calling the Maintenance Division at 513-425-1896. 	Yes
Scott Tadych						
Storm Water Educational Presentations	Support storm water presentations given to school children at local and regional festivals or fairs	Protecting local waterways Illicit discharge awareness	School-aged children City Employees	20%	There were 8 tours given at the City's Water/Wastewater Treatment Plant in 2017 to a total of 167 participants. Participants included students from local schools, city employees, and community members. As part of the tour, participants view an American Water Works Association video that highlights water conservation, the water cycle, and how to keep water resources clean. Educational materials about the plant and the water cycle are also distributed during tours.	Yes
Scott Tadych						
Storm Water Outreach Mechanism	Conduct a storm water educational campaign covering one common theme throughout the year Develop a mechanism that provides SWMP information and requirements to developers	Storm water program awareness Construction site runoff control/post construction storm water management	General Public and Local Officials Developers within City boundaries	50%	<ol style="list-style-type: none"> 1. The City of Middletown joined the Regional Storm Water Collaborative (RSWC) in 2013 and renewed membership in 2017. RSWC utilizes several 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 and WLWT Channel 5). RSWC's website, www.savelocalwaters.org, reached 9,411 viewers in 2017 and social media reached more than 146,018 viewers. RSWC attained over 2.8 million regional impressions through its sponsored television ads on local TV stations and cable channels. In total RSWC is estimated to have reached a regional audience of over 1.5 million in 2017. As a participating member, Middletown's residents are included in RSWC's regional target audiences. 2. The City distributes their Erosion and Sediment Control Rules and Regulations to contractors for upcoming development. 	yes
Scott Tadych				100%		

SMALL MS4 ANNUAL REPORT FORM

PUBLIC EDUCATION & OUTREACH

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

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience to be Reached	Summary of Planned Activities	Proposed Schedule
Storm Water Program Awareness	Provide information on the City's Storm Water Management Program to the public through various media	Storm water program awareness	General Public and Local Officials	20%	<ol style="list-style-type: none"> Air video(s) or ads on storm water issues on television and cable channels, and through uploaded videos on YouTube; when applicable. Include storm water related items/announcements in City Manager's weekly report. Update the City's Storm Water webpage contents and links, if applicable. Include storm water related information on the City's Facebook page. Provide a mechanism for identifying and handling complaints related to storm water. 	Information on the City's Storm Water Program will be presented throughout 2018.
Scott Tadych		Watershed pollution sources Illicit discharge awareness	Developers within city boundaries			
Storm Water Educational Presentations	Support storm water presentations given to school children at local and regional festivals or fairs	Protecting local waterways	School-aged children	20%	<ol style="list-style-type: none"> Identify relevant and educational resources within the region and take advantage of their services Track presentations given and number of students reached 	Presentations throughout the year or as available
Scott Tadych		Illicit discharge awareness	City employees			
Storm Water Outreach Mechanisms	Conduct a storm water educational campaign covering one common theme throughout the year Develop a mechanism that provides storm water management information and requirements to developers	Storm water program awareness	General Public and Local Officials	50%	<ol style="list-style-type: none"> Provide outreach through membership in Regional Storm Water Collaborative Continue to provide developers with the City's Erosion and Sediment Control Rules and Regulations Identify excerpts from ODNR's <i>Rainwater and Land Development Manual</i> for active construction; post applicable excerpts on the Middletown storm water webpage. 	On-going throughout 2018
Scott Tadych		Construction site runoff control/post construction storm water management	Developers within City boundaries	100%		

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PUBLIC INVOLVEMENT/PARTICIPATION

BMP (Activity) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People Participated	Summary of Results	Effective (Yes or No)
Storm Water Infrastructure Awareness Activities Brian Adams Scott Tadych	Increase Public Awareness of City's storm water infrastructure through publicizing portal to the City's GIS information	Increased awareness of storm water issues through an understanding of the City's storm drain system	General Public and City Employees	323	1. Access to the City's public GIS website is provided upon request. Middletown received requests from several engineering consultants for access to this information in 2017. 2. The City recorded 323 visitors to the storm water webpage in 2017.	Yes
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	35	1. Advertise the Great Miami River Annual Clean Sweep event via social media, the Middletown Journal, and the City website community calendar at www.cityofmiddletown.org . Information for the event was also posted on scrolling informational screens at Miami University- Middletown and on a City sign on Town Mall Dr. City board members also went out into the community and talked to several churches, schools, and businesses about the event. 2. On October 28, 2017, 35 volunteers participated in the Great Miami River Cleanup, providing countless hours of labor. Five tons of trash were collected along with 12 automobile tires.	Yes
Community Involvement Activities Scott Tadych	Support community involvement groups with shared interests in reducing pollution	Watershed pollution sources	Residents and General Public	423	1. On Earth Day, April 22, 2017, 423 volunteers participated in the Keep Middletown Beautiful/Great American Clean-up event. Volunteers properly disposed of 16 tons of trash and shredded 1 ton of documents. Information regarding this and other upcoming events were posted on the City Website Community Calendar (www.cityofmiddletown.org) and at http://keepmiddletownbeautiful.org/ . 2. Middletown is recognized as a Tree City USA community for the 10 th year by both the Arbor Day Foundation and by the ODNR. In 2017, the City was able to plant as many trees as they had removed from construction areas. Middletown's Arbor Day activities educated citizens about the benefits of trees (how trees prevent soil erosion). The educational activities also encouraged citizens to help plant and protect trees.	Yes

SMALL MS4 ANNUAL REPORT FORM

PUBLIC INVOLVEMENT/PARTICIPATION

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

BMP (Activity) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People to Participate	Summary of Planned Activities	Proposed Schedule
Storm Water Infrastructure Awareness Activities Brian Adams Scott Tadych	Increase public awareness of City's storm water infrastructure through publicizing the public portal to the City's GIS Information webpage	Increase awareness of storm water issues through understanding of the City's storm sewer system	General Public and City Employees	150	1. When requested provide GIS data for the City's storm water infrastructure. 2. Advertise the availability of the GIS website on the City's webpage and Facebook page. 3. Track hits to the website and web pages.	Throughout 2018
Public Participation Activities Scott Tadych 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	75	1. Advertise the Great Miami River Annual Cleanup event using City Manager weekly report and local media. 2. Track number of participants and amount of debris collected.	Annually
Community Involvement Activities Scott Tadych	Support community involvement groups with shared interests in reducing pollution	Watershed pollution sources	Residents and General Public	250	1. Participate in the Keep Middletown Beautiful/Great American Cleanup. 2. Track number of participants and debris/material collected during cleanup events. 3. Continue to encourage resident participation in Butler County Household Hazardous Waste Collection Program. 4. Encourage greater usage of community recycling options through use of the larger recycling bins, building on programs implemented in 2015. 5. Encourage community participation in the new "crowd funding" based Tree Program. 6. Continue participating in the Tree City USA Program.	Throughout 2018

ILLICIT DISCHARGE DETECTION & ELIMINATION (IDDE)

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))	Summary of Results or Activities	Effective (Yes or No)
Ordinance or Other Regulatory Mechanism	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's Storm Water Management Program: <ul style="list-style-type: none">Storm Water – Chapter 1050HSTS – Chapter 184.03 (h)Hazardous Materials – Chapters 1604, 1608, 1612.02Dumping – Chapter 660Food Services Dumping – Chapter 1820, Chapter 1822Homeowner Property Maintenance – Chapter 660Industry – Chapter 1041Illegal Connections and Auto Service – Chapter 1504.20The City's Storm Water Management Plan (SWMP) includes:<ul style="list-style-type: none">Chapter 1050 – Storm Water (Appendix C)IDDE plan (Appendix D)Storm Water O&M Manual (Appendix E) City Ordinances are found at: http://www.amlegal.com/codes/client/middletown_oh/	There were no changes to the ordinances or SWMP in 2017. There were no enforcement actions necessary in 2017.	Yes
City of Middletown Public Works and Utilities Department, Health Department, Fire Department, and Code Enforcement					
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates		Effective (Yes or No)
Storm Sewer System Map	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 2017. See Exhibit 1.		Yes
Scott Tadych					
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates		Effective (Yes or No)
HSTS Mapping and List	Maintain a list and map of current HSTSs within the regulated area	Yes	A map of the City's HSTSs is included in Exhibit 2. Mechanical discharging systems are inspected once a year and mechanical non-discharging systems are inspected once a year and mechanical non-discharging systems once every three years. Non-mechanical systems are inspected every five years. The City inspected 7 of its mechanical systems in 2017. All other septic systems were up-to-date on their inspections as of 12/31/2017 and will receive inspections in accordance with their schedule frequency. There was one septic failure that was identified and addressed in 2017. A review of "legacy" systems - septic systems that must tie into the city sewer - shows that there are 29 systems remaining. These are being addressed in conjunction with road improvements.		Yes
Scott Tadych					

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BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates				Effective (Yes or No)
IDDE Plan Charlie Anderson	Provide on-going training that reaches 100% of Storm Water staff in the field identification, investigation, and elimination of illicit discharges in accordance with the City's IDDE Plan	Yes	1. Five City staff were trained on IDDE on two dates (9/15/2017 & 9/20/2017). Each staff member received four hours of training. 2. The City's current 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. 3. The City has established a storm water training room with appropriate media and field equipment for storm water training sessions. All Storm Water staff were trained in September 2017 on the City's IDDE plan and the process described within.				Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Outfalls Screened	# of Dry-Weather Flows Identified	# Of Illicit Discharges:		Effective (Yes or No)
					Identified*	Eliminated	
Dry-Weather Screening of Outfalls Total # of Outfalls 569 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's IDDE plan	Yes	The City's Storm Water Staff screened 2 outfalls in 2017. The City has crafted and utilizes a detailed inspection form to capture characteristics exhibited during these inspections. The City started evaluating a portable laptop based field screening program in 2016 and continued program development in 2017.	Staff identified no dry weather flow (DWF) discharges in 2017.	0	0	Yes

*Include an attachment which provides schedules for elimination of illicit connections that have been identified but have yet to be eliminated.

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ILLICIT DISCHARGE DETECTION & ELIMINATION (IDDE)

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

BMP & 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	Continue to update, implement and enforce IDDE plan and ordinances as necessary.	Throughout 2018
Storm Sewer System Map Scott Tadych	Maintain a map of the current Storm Sewer System	<ol style="list-style-type: none"> The City will continue to perform a review of any new development to identify new storm water infrastructure. Continue to incorporate new storm water infrastructure into the City's GIS database (and subsequently in the Storm Sewer System Map) as needed. Evaluate the City's 561 outfalls to confirm they are within the City's MS4 system and applicable to the City's SWMP. 	Throughout 2018
HSTS Mapping and List Engineering Division, City of Middletown Health Department	Maintain a list and map of current HSTS within the regulated area	<ol style="list-style-type: none"> The City's Health Department will continue to update the list of HSTSs as necessary. Updates will be incorporated into the City's GIS database (and subsequently to the Storm Sewer System Map). 	Throughout 2018
IDDE Plan Charlie Anderson	Provide on-going training that reaches 100% of Storm Water Staff in the field identification investigation, and elimination of illicit discharges in accordance with the City's IDDE Plan	Continue to hold illicit discharge training sessions for City Storm Water staff in 2018.	Throughout 2018
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's IDDE Plan	<ol style="list-style-type: none"> Continue to identify additional high priority outfalls with a history of suspicious dry-weather flow. Continue to perform additional dry-weather screening activities each year on priority outfalls; investigate and eliminate as necessary in accordance with the City's IDDE Plan. Implement a new tracking mechanism for inspection and elimination of dry weather flows using field-based laptops. 	Between mid-June and late September

SMALL MS4 ANNUAL REPORT FORM

CONSTRUCTION SITE RUNOFF CONTROL

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))	Summary of Results or Activities	Effective (Yes or No)						
Ordinance or Other Regulatory Mechanism Scott Tadych	Utilize the City's Erosion and Sediment Control Rules and Regulations to require erosion and sediment controls on construction sites complaint with current OEPA 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's Erosion and Sediment Control Rules and Regulations. These rules and regulations require that erosion and sediment controls on construction sites are compliant with the current OEPA NPDES Construction General Permit. The City Ordinances can be found on the internet at: http://www.amlegal.com/codes/client/middletown_oh/ The following city document were prepared in compliance with the current OEPA NPDES Construction General Permit: Manual of Design for Public Works (Appendix G) is online at: https://www.cityofmiddletown.org/documentcenter/view/376 Erosion and Sediment Control Rules and Regulations (Appendix H) are online at: https://www.cityofmiddletown.org/DocumentCenter/View/406	The City's Erosion and Sediment Control Rules and regulations are distributed to incoming development and are implemented and enforced as necessary.	Yes						
BMP & Responsible Party Sediment and Erosion Control Requirements Scott Tadych	Maintain compliance of the City's Erosion and Sediment Control Rules and Regulations with the current OEPA NPDES Construction General Permit	Yes	The following City documents were prepared in compliance with the current OEPA NPDES Construction General Permit (CGP): Manual of Design for Public Works (Appendix G) is online at: https://www.cityofmiddletown.org/documentcenter/view/376 Erosion and Sediment Control Rules and Regulations (Appendix H) are online at: https://www.cityofmiddletown.org/DocumentCenter/View/406	There were no changes made in 2017. We realize a new Construction General Permit is being issued in April 2018 and will make modifications as necessary.	Yes						
BMP & Responsible Party Complaint Process Scott Tadych	Maintain City's storm water complaint system and follow up on complaints received	Yes	<table border="1"> <thead> <tr> <th colspan="2">Complaints</th></tr> <tr> <th>Received</th><th>Followed-Up On</th></tr> </thead> <tbody> <tr> <td>2</td><td>2</td></tr> </tbody> </table>	Complaints		Received	Followed-Up On	2	2	In all cases, corrective actions were communicated and enforced with the contractor. Note: Complaints listed for 2017 addressed dirt in adjacent roads from construction sites.	Yes
Complaints											
Received	Followed-Up On										
2	2										



State of Ohio Environmental Protection Agency

SMALL MS4 ANNUAL REPORT FORM

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Applicable Sites Requiring Plans	# of Plans Reviewed	Summary of Results or Activities	Effective (Yes or No)	
Site Plan Review Procedures Scott Tadych	Complete preconstruction review of plans and SWP3s on all projects greater than 1 acre, or projects that are a part of a common plan of development to ensure compliance with City's Erosion and Sediment Control Rules and Regulations	Yes	9	9	The following list shows the names of the nine construction sites with plans reviewed in 2017 with their status as of 12-31-2017. <ol style="list-style-type: none"> 1. Renaissance 1: Active 2. Renaissance 2: Active 3. Waterford Place: Pre-construction 4. O' Reillys: Active 5. Hardees: Active 6. McDonalds: Active 7. Dollar General: Active 8. Nicholas Place: Active 9. Yankee Rd.: Active 	Yes	
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Site Inspections Performed			Summary of Results or Activities	Effective (Yes or No)
			# of Applicable Sites	# Performed	Avg. Frequency		
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 common plan of development	Yes	9 (one site is still in the pre-construction phase)	22	Varies*	*There were 9 sites within the regulated area in 2017 that required site inspection to ensure erosion and sediment control measures were in place (one site still in pre-construction phase). Site construction was not active for the entire year and timing varied by site. The City continues to move forward in ramping up its efforts to meet the requirements of the erosion and sediment control measures. There was a slight increase in the number of inspections performed, 17 inspections in 2016 to 22 in 2017. The number of construction projects remained constant from 2016 to 2017, but the City expects construction to increase in the next few years.	Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Violations			Summary of Results or Activities	Effective (Yes or No)
			# of Violation Letters	# of Enforcement Actions			
Enforcement Procedures Scott Tadych	Enforce the City's ordinances and rules and regulations related to erosion and sediment control and NPDES permit compliance	Yes	0	0		No violation letters or enforcement actions were issued in 2017.	Yes

*Include an attachment which identifies applicable sites within your jurisdiction for this reporting period.

CONSTRUCTION SITE RUNOFF CONTROL

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

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Ordinance or Other Regulatory Mechanism	Utilize the City's Erosion and Sediment Control Rules and Regulations to require erosion and sediment controls on construction sites compliant with the current OEPA NPDES Construction General Permit.	Continue implementation and enforcement of the City's Erosion and Sediment Control Rules and Regulations.	As required
Scott Tadych			
Sediment and Erosion Control Requirements	Maintain compliance of the City's Erosion and Sediment Control Rules and Regulations with the current OEPA NPDES Construction General Permit.	Implement requirements in the 2018 OEPA NPDES Construction General Permit.	As required
Scott Tadych			
Complaint Process	Maintain City's storm water complaint system and follow up on complaints received.	Continue to ensure that complaints are forwarded to the appropriate party. Maintain database of complaints received; follow up actions, and complaint resolutions.	As required
Scott Tadych			
Site Plan Review Procedures	Complete preconstruction review of plans and SWP3s on all projects greater than 1 acre, or projects part of a common plan of development to ensure compliance with City's Erosion and Sediment Control Rules and regulations.	Review all applicable project plans and SWP3s for compliance with the City's Erosion and Sediment Control Rules and Regulations.	As required
Scott Tadych			
Site Inspection Procedures	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 common plan of development.	<ol style="list-style-type: none"> Perform initial and monthly inspections as required, and document accordingly using the City's Erosion and Sediment Control Inspection Checklist. Continue to involve City inspectors in the plan review process. Perform necessary reviews or inspections on projects to ensure contractor compliance with City requirements. 	As required
Scott Tadych			
Enforcement Procedures	Enforce the City's ordinances and rules and regulations related to erosion and sediment control and NPDES permit compliance.	Implement the enforcement provisions of City Ordinance 1050.34 and Chapter 10- Violations of the Erosion and Sediment Control Rules and regulations when necessary.	As required
Scott Tadych			

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POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))		Summary of Results or Activities	Effective (Yes or No)
Ordinance or Other Regulatory Mechanism	Utilize the City's existing regulations to require post-construction BMPs per the applicable design criteria set forth in those regulations	Yes	<p>The City utilizes the following ordinances and regulations to require post-construction BMPs per applicable design criteria:</p> <p>Chapter 1206:01 through 1206:20 of the City Ordinance: http://www.amlegal.com/codes/client/middletown_oh/</p> <p>Erosion and Sediment Control Rules & Regulations: https://www.cityofmiddletown.org/DocumentCenter/View/406</p> <p>Manual of Design for Public Works: https://www.cityofmiddletown.org/documentcenter/view/376</p>		City continues to implement existing regulations as necessary.	Yes
Scott Tadych						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Structural and/or Non-Structural Standards Being Used		Summary of Results or Activities	Effective (Yes or No)
Post-Construction Requirements	Maintain compliance of the City's existing regulations with the current OEPA NPDES MS4 and CGP Permit, and applicable sections of ODNR's Rainwater and Land Development	Yes	<p>The City utilizes the following ordinances and regulations to require post-construction BMPs per applicable design criteria:</p> <p>Chapter 1206:01 through 1206:20 of the City Ordinance: http://www.amlegal.com/codes/client/middletown_oh/</p> <p>Erosion and Sediment Control Rules & Regulations: https://www.cityofmiddletown.org/DocumentCenter/View/406</p> <p>Manual of Design for Public Works: https://www.cityofmiddletown.org/documentcenter/view/376</p>		The City complies with the current Ohio EPA NPDES MS4 and Construction General Permits and implements relevant guidance presented in the ODNR RLWP.	Yes
Scott Tadych						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Applicable Sites Requiring Post-Const. BMPs	# of Plans Reviewed	Summary of Results or Activities	Effective (Yes or No)
Site Plan Review Procedures	Complete preconstruction review of plans and SWMP3's on all projects greater than 1 acre, or projects part of a common plan of development to ensure compliance with the City's post construction standards	Yes	2	10	There were 2 sites within the regulated area in 2017 that required or will require permanent storm water controls to be installed.	Yes
Scott Tadych						



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BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Site Inspections Performed		Summary of Results or Activities	Effective (Yes or No)
			# Performed	Avg. Frequency		
Site Inspection Procedures	Following completion of projects, perform inspections to ensure that post- construction BMPs are in place and functioning per approved plans on all projects	Yes	1	1	Of the two sites requiring post-construction BMPs, only one site was completed in 2017, and the other was still active at the end of the year. Post-construction inspections will be performed on completion.	Yes
Scott Tadych						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Violations		Summary of Results or Activities	Effective (Yes or No)
			# of Violation Letters	# of Enforcement Actions		
Enforcement Procedures	Enforce compliance with the City's existing regulations regarding post-construction BMP design, construction, and O&M	Yes	0	0	No enforcement actions necessary.	Yes
Scott Tadych						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Sites Requiring Plans/Agreements	# of Plans Developed/Agreements in Place	Summary of Results or Activities	Effective (Yes or No)
Long-Term O&M Plans/Agreements	Maintain system to track and inspect post-construction BMP maintenance and functionality on all applicable projects, in compliance with the City's existing regulations	Yes	1	1	Long term O&M plans were completed and implemented for one construction site in 2017, that required post-construction BMP maintenance and functionality. 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.	Yes
Scott Tadych						

SMALL MS4 ANNUAL REPORT FORM

POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

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

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Ordinance or Other Regulatory Mechanism	Utilize the City's existing regulations to require post-construction BMPs per the applicable design criteria set forth in those regulations.	Continue implementation and enforcement of the City's existing regulations.	On-going implementation and enforcement
Scott Tadych			
Post-Construction Requirements	Maintain compliance of the City's existing regulations with the current OEPA NPDEA MS4 and CGP Permit, and applicable sections of the ODNR's Rainwater and Land Development Manual (RLDM).	Review the current OEPA NPDES MS4 Permit and Construction General Permit and the ODNR RLDM against the City's existing regulations annually, and evaluate any changes necessary to comply with the permit.	As required
Scott Tadych			
Site Plan Review Procedures	Complete preconstruction review of plans and SWP3's on all projects greater than 1 acre, or projects part of a common plan of development to ensure compliance with the City's post-construction standards.	Continue to review all applicable project plans and SWP3s against the City's post-construction standards included in existing regulations.	As required
Scott Tadych			
Site Inspection Procedures	Following completion of projects, perform inspections to ensure that post-construction BMPs are in place and functioning per approved plans on all projects.	Continue to perform final inspections as required and document accordingly.	As required
Scott Tadych			
Enforcement Procedures	Enforce compliance with the City's existing regulations regarding post-construction BMP design, construction, and O&M.	When inspections reveal non-compliance with the City's existing regulations, implement appropriate enforcement procedures per the SWMP.	As required
Scott Tadych			
Long-Term O&M Plans/Agreements	Maintain system to track and inspect post-construction BMP maintenance and functionality on all applicable project, in compliance with the City's existing regulations.	<ol style="list-style-type: none"> Inspect post-construction BMPs on a semi-annual basis to ensure BMP's are operated and maintained in accordance with in-place O&M plans. Amend the City's Storm Water Maintenance O&M Manual to include locations of known existing post-construction BMP's that require O&M plans. 	As required
Scott Tadych			



SMALL MS4 ANNUAL REPORT FORM

POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Topic(s)	Targeted Audience	# of Employees Attended	Summary of Activity	Effective (Yes or No)				
Employee Training Program	Provide City employees annual training in support of current goals established in the SWMP	Yes	<ul style="list-style-type: none"> Pollution prevention and BMP's IDDE (identifying, tracking, and documenting the source and illumination) Spill prevention 	Employees	5 City employees received training on good housekeeping practices in 2017.	The City utilizes the Excal Visual Training Videos that include Raincheck, IDDE, and Oil and Water Don't Mix, to educate City employees on good housekeeping measures. Staff from the City's Storm Water and Streets departments participated in 2017.	Yes				
Charlie Anderson											
List of Municipal Facilities Subject to Program					O&M Procedures Developed for Facilities (Yes or No)	# of Facility Inspections Performed	Frequencies of Such Inspections				
Municipal Airport, Municipal Satellite Salt Storage Facility, Municipal Bus Terminal					Yes	In 2011, Storm Water Pollution Prevention Plans (SWP3s) were prepared for municipal facilities. These plans continued to be implemented through daily activities.	Once per year				
MS4 Maintenance	Summarize Maintenance Activities and Schedules			Summarize Activities Performed							
	Maintain City Facilities in compliance with the SWMP and referenced plans including the City's Storm Water Maintenance O&M Manual. On-going daily operations of City's storm water maintenance staff.			In 2011, Storm Water Pollution Prevention Plans (SWP3s) were prepared for municipal facilities and have been continually implemented.							
Disposal of Wastes	Procedures Developed (Yes or No)		Document Amounts of Wastes Properly Disposed								
	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.								
Road Salt	Covered (Yes or No)		Tons Used	Summarize Measures Taken to Minimize Usage							
	Yes		2174 Tons	<ol style="list-style-type: none"> The City's maintenance staff services road salt application equipment as needed. The City's SWMP includes Maintenance Division's current road salt use and application procedures which serves as the guidance for road salt applications. 							
Pesticide & Herbicide Usage	Procedures Developed (Yes or No)		Gallons Used	Summarize Measures Taken to Minimize Usage							
	Yes		35.771 gallons of liquid herbicide	<ol style="list-style-type: none"> The City's equipment maintenance staff services all pesticide and herbicide application equipment. The City's SWMP includes the Maintenance Division's current pesticide and herbicide use and handling procedures. The City uses licensed applicators to apply herbicides in accordance with product labels. Also, granular pre-emergence herbicides are applied in the spring to minimize use of selective herbicides throughout the growing season. 							
			100 lbs of granular pre-emergent								
			16.04 lbs of liquid pre-emergent								
Fertilizer Usage	Procedures Developed (Yes or No)		Pounds Used	Summarize Measures Taken to Minimize Usage							
	Yes		257 lbs	<ol style="list-style-type: none"> The City's SWMP includes current fertilizer used and handling procedures. The City's uses trained applicators to apply fertilizer in accordance with product labels. 							



State of Ohio Environmental Protection Agency

SMALL MS4 ANNUAL REPORT FORM

Street Sweeping	Procedures Developed (Yes or No)	Document Amount of Material Collected and Properly Disposed
	Yes	8609 lane-miles were swept in 2017. The amount of material collected and disposed of by the city was 1724 cubic yards of debris.
Flood Management Projects	Summarize any New or Existing Flood Management Projects that were Assessed for Impacts on Water Quality	
	A project to upsize storm sewers on Aberdeen Dr. between University Blvd. and Rusmar Court was put out for bids in the fall of 2016. This project was implemented and completed in 2017.	
	The City's wastewater facility finalized a 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 LTCP's goals 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.	
	Storm water management elements are also incorporated and/or taken into consideration when evaluating alternatives for capital improvements throughout the City.	

SMALL MS4 ANNUAL REPORT FORM

POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

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

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Employee Training Program	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 WWP3s.	Training to be conducted on an on-going basis, as time allows and outside training opportunities are presented.
Charlie Anderson			
List of Facilities Subject to Program	Maintain a comprehensive list of municipal facilities subject to the SWMP and MS4 permit.	<ol style="list-style-type: none"> For new facilities, determine whether they are subject to the SWMP and MS4 Permit. If this is the case, and then add to the list. Conduct facility site visits and inspections. Prepare SWP3s or adapt existing SPCC plans for facilities as required. 	Completed by December 2018
Scott Tadych			
MS4 Maintenance	Maintain City Facilities in compliance with the SWMP and referenced plans including the City's Storm Water Maintenance and O&M Manual.	Continue to conduct infrastructure inspections, maintain outfalls, sweep streets, and maintain detention basins.	On-going daily operations of City's storm water maintenance staff.
Scott Tadych			
Disposal of Wastes	Document the proper disposal of waste.	Continue to update and include waste disposal procedures in the City's O&M Manual.	Document current waste disposal procedures by 2018
Charlie Anderson			
Road Salt	Maintain responsible and controlled application of pesticide and herbicides by properly trained employees.	<ol style="list-style-type: none"> Maintain application equipment through regular calibration, cleaning, and repair. Apply materials using established application rates. Provide city employees with annual training in the proper equipment use and material application. 	Document current waste disposal procedures by December 2018
City of Middletown Street Maintenance Department			
Pesticide & Herbicide Usage	Maintain responsible and controlled application of pesticides and herbicides by properly trained employees.	<ol style="list-style-type: none"> Maintain application equipment through regular calibration, cleaning, and repair. Apply materials using established application rates. Provide City employees with annual training in the proper equipment use and material application. 	On-going
Scott Tadych			
Fertilizer Usage	Maintain responsible and controlled application of fertilizer by properly trained employees.	<ol style="list-style-type: none"> Maintain application equipment through regular calibration, cleaning, and repair. Apply materials using established application rates. Provide city employees with annual training in the proper equipment and material application. 	On-going
Scott Tadych			
Street Sweeping	Sweep all arterial streets multiple times per year to avoid collection of sediment on roadways.	Continue to operate street sweeper per the City's Storm Water Maintenance O&M Manual.	Daily per schedule
Charlie Anderson			
Flood Management Projects	Address water quality impacts and opportunities for all flood management projects.	Continue to review all flood management projects for water quality impacts and opportunities.	Throughout 2018
Scott Tadych Charlie Anderson			



SMALL MS4 ANNUAL REPORT FORM

PROPOSED CHANGES TO YOUR SWMP (IF ANY)

- 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.

The City will review the new 2018 General Construction Permit and evaluate if any changes will need to be made to the SWMP.



SMALL MS4 ANNUAL REPORT FORM

VARIANCES GRANTED (IF ANY)

- Identify and summarize any variances granted under your storm water program.

None

Exhibit 1: Middletown Storm Sewer Map

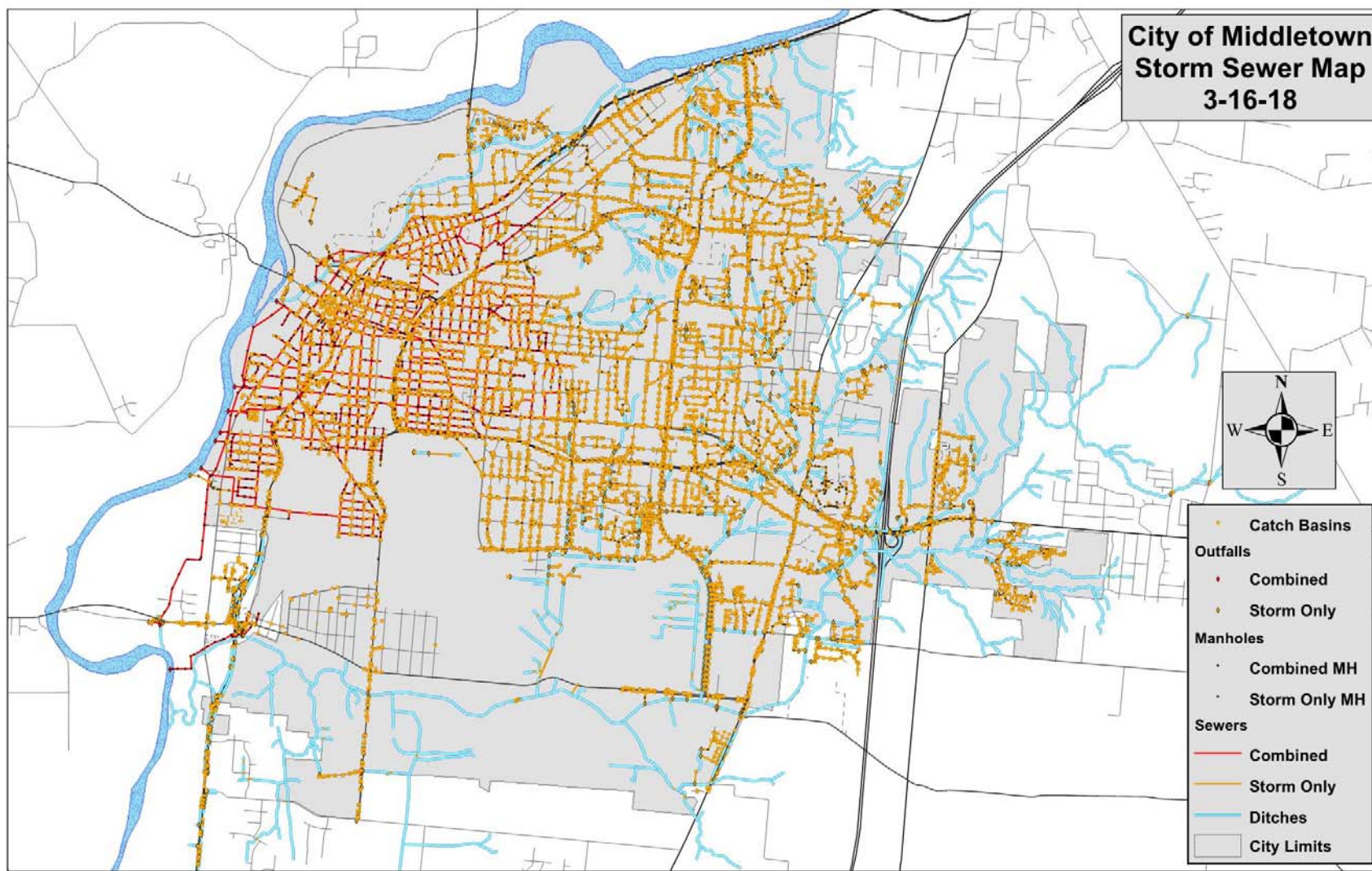
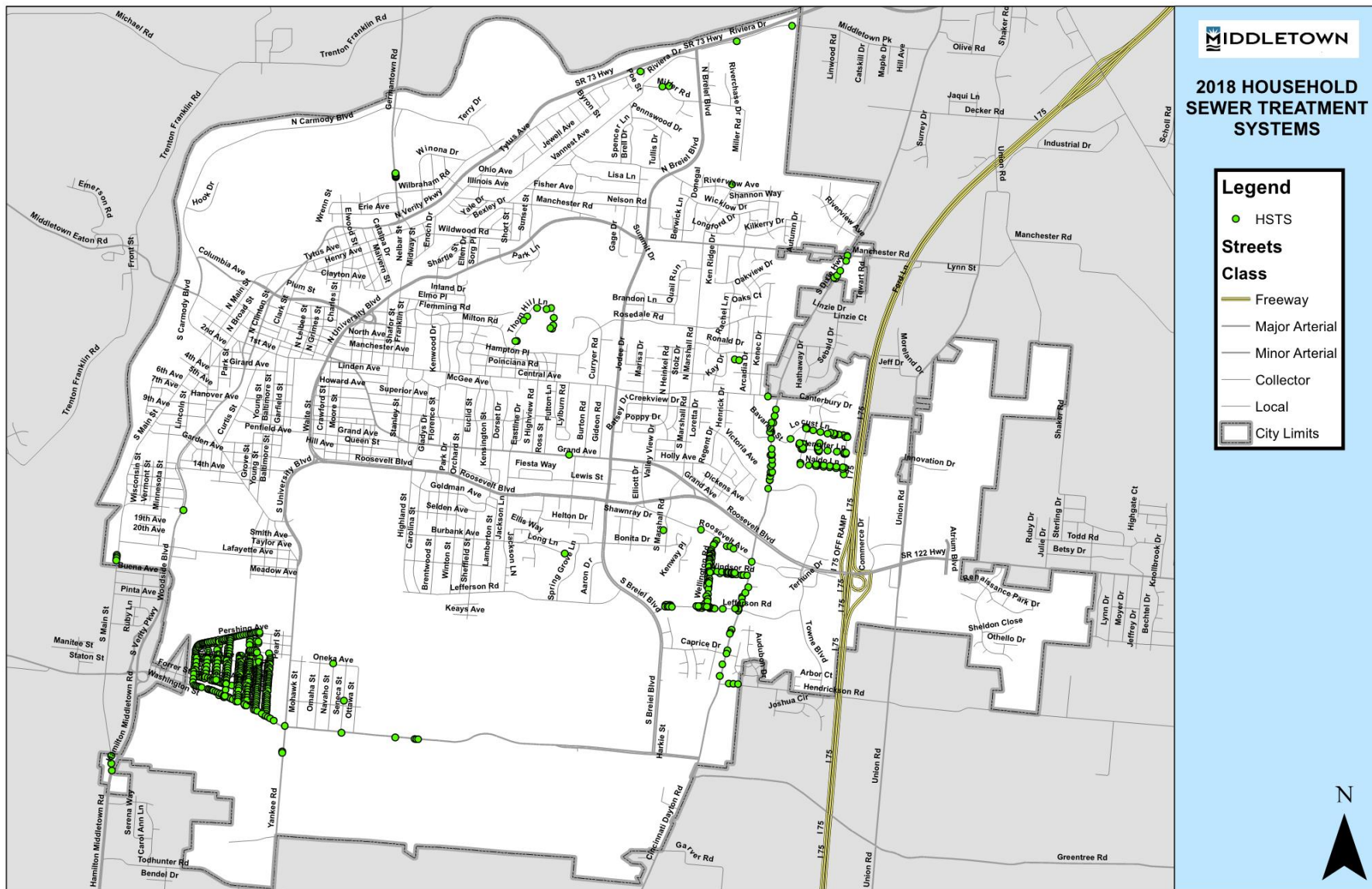


Exhibit 2: Household Sewage Treatment Systems Map



LIST OF AVAILABLE APPENDICES

(Referenced in report but not submitted with the report. Available upon request)

- A. Middletown City Council Minutes
- B. Middletown Storm Water Regulations (Chapter 1050)
- C. Middletown IDDE Plan
- D. Middletown Storm Water Operations and Maintenance Manual
- E. List of Home Sewage Treatment Systems
- F. Middletown Manual of Design for Public Improvements
- G. Middletown Erosion and Sediment Control Rules and Regulations
- H. Middletown Storm Water Management Plan