



## 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 1<sup>st</sup>.
- 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: 2016

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](mailto: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	<a href="mailto:scottt@cityofmiddletown.org">scottt@cityofmiddletown.org</a>
Public Education and Outreach	Scott Tadych, P.E.	513-425-7845	513-425-7921	<a href="mailto:scottt@cityofmiddletown.org">scottt@cityofmiddletown.org</a>
Public Involvement / Participation	Scott Tadych, P.E.	513-425-7845	513-425-7921	<a href="mailto:scottt@cityofmiddletown.org">scottt@cityofmiddletown.org</a>
Illicit Discharge Detection and Elimination	Charlie Anderson	513-425-7953	513-425-1877	<a href="mailto:charliea@cityofmiddletown.org">charliea@cityofmiddletown.org</a>
Construction Site Runoff Control	Scott Tadych, P.E.	513-425-7845	513-425-7921	<a href="mailto:scottt@cityofmiddletown.org">scottt@cityofmiddletown.org</a>
Post-construction Storm Water Management in New Development and Redevelopment	Scott Tadych, P.E.	513-425-7845	513-425-7921	<a href="mailto:scottt@cityofmiddletown.org">scottt@cityofmiddletown.org</a>
Pollution Prevention / Good Housekeeping for Municipal Operations	Charlie Anderson	513-425-7953	513-425-1877	<a href="mailto:charliea@cityofmiddletown.org">charliea@cityofmiddletown.org</a>

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 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: \_\_\_\_\_

Print Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PUBLIC EDUCATION & OUTREACH**
**Estimate Your Permit Area's Total Population: 48,760\***

\*based on July 2015 www.census.gov estimate

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	General Public	20%	<ol style="list-style-type: none"> <li>1. City Council meeting minutes, which often include topics related to the City's Storm Water Program City, are posed online at: <a href="http://www.cityofmiddletown.org/council/meetings.aspx">http://www.cityofmiddletown.org/council/meetings.aspx</a>. Additionally, The City of Middletown's Information System Department uploads video footage of City Council meetings to their YouTube channel at: <a href="https://www.youtube.com/user/cityofmiddletown">https://www.youtube.com/user/cityofmiddletown</a>.</li> <li>2. In 2016, the City publishes periodic newsletters. These newsletters continue to include storm water related items such as storm damage, vector warnings, and sewer rate announcements. Users can access the current newsletter from the City's website at: <a href="http://www.cityofmiddletown.org/default.aspx">http://www.cityofmiddletown.org/default.aspx</a> under Popular Links. These reports are referenced as Appendix B in this report.</li> <li>3. 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 165 hits to storm water informational pages in 2016.</li> <li>4. The storm water complaint system fielded 101 complaints that were forwarded to the Maintenance Division for resolution. Complaints are filed through the City's online Request for Service at <a href="http://cityofmiddletown.org/rfs/">http://cityofmiddletown.org/rfs/</a> or by calling the Maintenance Division at 513-425-1896.</li> </ol>	Yes
Scott Tadych		Watershed pollution sources Illicit discharge awareness				
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"> <li>1. There were 8 tours given at the City's Water/Wastewater Treatment Plain in 2016 to a total of 48 participants. Participants included school-aged students, Worthington Steel employees, 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.</li> </ol>	Yes
Scott Tadych		Illicit discharge awareness	City employees			



## SMALL MS4 ANNUAL REPORT FORM

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience Reached	Summary of Results	Effective (Yes or No)
Storm Water Outreach Mechanism	Conduct a storm water educational campaign covering one common theme throughout the year  Develop a mechanism that provides SWM 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%	1. The City of Middletown joined the Regional Storm Water Collaborative (RSWC) in 2013 and renewed membership in 2016. RSWC utilizes several different mechanisms to distribute its water-conservation messages among participating entities, including a conventional website ( <a href="http://www.savelocalwaters.org">www.savelocalwaters.org</a> ), social media (Facebook, Twitter, YouTube, etc.), digital advertisements, and television ads (WKRC Local 12 and WLWT Channel 5).  RSWC's website, <a href="http://www.savelocalwaters.org">www.savelocalwaters.org</a> , reached 7,100 viewers in 2016 and social media reached more than 156,000 viewers. RSWC attained over 3.14 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 3.3 million in 2016. As a participating member, Middletown's residents are included in RSWC's regional target audiences.	Yes
Scott Tadych				100%	2. The City distributes their Erosion and Sediment Control Rules and Regulations to contractors for upcoming development.	

# 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"> <li>Air video(s) or ads on storm water issues on television and cable channels, and through uploaded videos on YouTube; when applicable.</li> <li>Include storm water related items/announcements in City Manager's weekly report.</li> <li>Update the City's webpage contents and links, if applicable.</li> <li>Include storm water related information on the City's Facebook page.</li> <li>Provide a mechanism for identifying and handling complaints related to storm water.</li> </ol>	Information on the City's Storm Water Program will be presented throughout 2017.
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"> <li>Identify relevant educational resources within the region and take advantage of their services.</li> <li>Track presentations given and number of students reached.</li> </ol>	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.	Storm water program awareness	General Public and Local Officials	50%	<ol style="list-style-type: none"> <li>Provide outreach through membership in Regional Storm Water Collaborative.</li> <li>Continue to provide developers with the City's current Erosion and Sediment Control Rules and Regulations.</li> <li>Identify excerpts from ODNr's <i>Rainwater and Land Development Manual</i> for active construction; post applicable excerpts on the Middletown storm water webpage.</li> </ol>	On-going throughout 2017.
	Develop a mechanism that provides storm water management information and requirements to developers.	Construction site runoff control/post construction storm water management	Developers within City boundaries	100%		
				100%		

**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)
<b>Storm water Infrastructure Awareness Activities</b>  Brian Adams Scott Tadych	Increase public awareness of City's storm water infrastructure through publicizing the public portal to the City's GIS information.	Increased awareness of storm water issues through an understanding of the City's storm drain system	Public, City employees	165	1. Access to the City's public GIS website is provided upon request. Middletown received very few, if any, requests for access to this information in 2016. 2. The City recorded 165 visitors to the storm water webpage in 2016.	Yes
<b>Public Participation Activities</b>  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	94	1. Advertised the Great Miami River Annual Clean Sweep event via social media, the Middletown Journal, and the City website community calendar at <a href="http://www.cityofmiddletown.org">www.cityofmiddletown.org</a> . 2. In 2016, 94 volunteers participated in the Great Miami River clean-up, providing countless hours of labor. About 3-4 tons of trash and recyclables were collected along with 25 automobile tires.	Yes
<b>Community Involvement Activities</b>  Scott Tadych	Support community involvement groups with shared interests in reducing pollution.	Watershed pollution sources	Residents, General Public	275	1. In April 2016, 265 volunteers participated in the Keep Middletown Beautiful/Great American Clean-up event. Volunteers properly disposed of 7 tons of trash. Information regarding this and other upcoming events was posted on the City website Community Calendar ( <a href="http://www.cityofmiddletown.org">www.cityofmiddletown.org</a> ) and at: <a href="http://keepmiddletownbeautiful.org/">http://keepmiddletownbeautiful.org/</a> . 2. In 2016, a Transform Middletown event involved 10 students who spent roughly 24 hours each collecting and disposing of trash. Roughly 40 cubic yards (1/2 ton) of trash was collected for disposal. 3. Middletown is recognized as a Tree City USA community for the 9 <sup>th</sup> year by both the Arbor Day Foundation and by ODNR. Middletown's Arbor Day activities educate citizens about the benefits of trees, including prevention of soil erosion, and encourages citizens to help plant and protect trees for their benefits.	Yes

## 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
<b>Storm Water Infrastructure Awareness Activities</b>  Brian Adams Scott Tadych	Increase public awareness of City's storm water infrastructure through publicizing the public portal to the City's GIS Information.	Increase awareness of storm water issues through an understanding of the City's storm sewer system	Public, City employees	150	1. Continue access to the City's GIS website upon request. 2. Advertise the availability of the GIS website on the City's storm water webpage and Facebook page. 3. Track hits to website and web pages.	Throughout 2017
<b>Public Participation Activities</b>  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	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
<b>Community Involvement Activities</b>  Scott Tadych	Support community involvement groups with shared interests in reducing pollution.	Watershed pollution sources	Residents, 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 the Butler County Household Hazardous Waste Collection Program. 4. Encourage greater usage of community recycling options through use of the larger recycling bins, building on program implemented in 2015. Encourage community participation in the new "crowd funding" based Tree Program. 5. Continue participating in Tree City program.	Throughout 2017

**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)
<b>Ordinance or Other Regulatory Mechanism</b>					
City of Middletown Public Works and Utilities Department, Health Department, Fire Department, Code Enforcement	Regulatory mechanisms will be applied to eliminate any identified illicit discharges.	Yes	<p>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:</p> <ul style="list-style-type: none"> <li>• Storm Water – Chapter 1050</li> <li>• HSTS – Chapter 184.03 (h)</li> <li>• Hazardous Materials – Chapters 1604, 1608, 1612.02</li> <li>• Dumping – Chapter 660</li> <li>• Food Services Dumping – Chapter 1820, Chapter 1822</li> <li>• Homeowner Property Maintenance – Chapter 660</li> <li>• Industry – Chapter 1041</li> <li>• Illegal Connections and Auto Service – Chapter 1504.20</li> <li>• The City's Storm Water Management Plan (SWMP) includes: <ul style="list-style-type: none"> <li>○ Chapter 1050 – Storm Water (Appendix C)</li> <li>○ IDDE plan (Appendix D)</li> <li>○ Storm Water O&amp;M Manual (Appendix E)</li> </ul> </li> </ul> <p>City Ordinances are found at:  <a href="http://www.amlegal.com/library/oh/middletown.shtml">http://www.amlegal.com/library/oh/middletown.shtml</a></p>	<p>There were no changes to the ordinances or SWMP in 2016.</p> <p>There were no enforcement actions necessary in 2016.</p>	Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates		Effective (Yes or No)
<b>Storm Sewer System Map</b>	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 2016. See Exhibit 1.		Yes
Scott Tadych					
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates		Effective (Yes or No)
<b>HSTS Mapping and List</b>	Maintain a list and map of current HSTSs within regulated area.	Yes	<p>A map of the City's HSTSs is included as Exhibit 2. Mechanical 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 8 of its mechanical systems in 2016. All other septic systems were up-to-date on their inspections as of 12/31/2016 and will receive inspections in accordance with their schedule frequency.</p> <p>There were no septic failures identified and addressed in 2016.</p> <p>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.</p> <p>A list of known permitted HSTSs (shown on the HSTS map in Exhibit 2) is referenced as Appendix F.</p>		Yes
Engineering Division, City of Middletown Health Department					



## SMALL MS4 ANNUAL REPORT FORM

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates				Effective (Yes or No)		
<b>IDDE Plan</b>	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	<ol style="list-style-type: none"><li>1. The City's Public Works Leader, Charlie Anderson, attended various storm water training seminars throughout 2016 and extended the training to all Storm Water staff.</li><li>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.</li><li>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 February 2016 on the City's IDDE plan and the processes described within.</li></ol>						Yes
Charlie Anderson									
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			
<b>Dry-Weather Screening of Outfalls</b> Total # of Outfalls: 561	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 33 outfalls in 2016.  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.	Staff identified 0 dry weather flow (DWF) discharges in 2016.	0	0	Yes		
Charlie Anderson									



**ILLCIT 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
<b>Ordinance or Other Regulatory Mechanism</b>	Regulatory mechanisms will be applied to eliminate any identified illicit discharges.	Continue to update, implement and enforce IDDE plan and ordinances as necessary	Throughout 2017
City of Middletown Public Works and Utilities Department, Health Department, Fire Department, Code Enforcement			
<b>Storm Sewer System Map</b>	Maintain a map of the current Storm Sewer System.	<ol style="list-style-type: none"> <li>The City will continue to perform a review of any new development to identify new storm water infrastructure.</li> <li>Continue to incorporate new storm water infrastructure into the City's GIS database (and subsequently into the Storm Sewer System Map) as needed.</li> <li>Evaluate the City's 561 outfalls to confirm they are within the City's MS4 system, and applicable to the City's SWMP</li> </ol>	Throughout 2017
Scott Tadych			
<b>BMP &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Summary of Planned Activities</b>	<b>Proposed Schedule</b>
<b>HSTS Mapping and List</b>	Maintain a list and map of current HSTS within regulated area.	<ol style="list-style-type: none"> <li>The City's Health Department will continue to update the list of HSTSs as necessary.</li> <li>Updates will be incorporated into the City's GIS database (and subsequently to the Storm Sewer System Map.)</li> </ol>	Throughout 2017
Engineering Division, City of Middletown Health Department			
<b>BMP &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Summary of Planned Activities</b>	<b>Proposed Schedule</b>
<b>IDDE Plan</b>	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.	<ol style="list-style-type: none"> <li>Continue to hold illicit discharge training sessions for City Storm Water staff in 2017.</li> </ol>	Throughout 2017
Charlie Anderson			
<b>Dry-Weather Screening of Outfalls</b>	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"> <li>Continue to identify additional high priority outfalls with a history of suspicious dry-weather flow.</li> <li>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.</li> <li>Implement a new tracking mechanism for inspection and elimination of dry weather flows using field-based laptops.</li> </ol>	Between mid-June and late September 2017
Charlie Anderson			

**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)
<b>Ordinance or Other Regulatory Mechanism</b>  Scott Tadych	Utilize the City's Erosion and Sediment Control Rules & Regulations to require erosion and sediment controls on construction sites compliant 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 here: <a href="http://www.amlegal.com/codes/client/middletown_oh/">http://www.amlegal.com/codes/client/middletown_oh/</a> The following city documents were prepared in compliance with the current OEPA NPDES Construction General Permit: Manual of Design for Public Works (Appendix G) is online at: <a href="http://www.cityofmiddletown.org/publicworks/forms.aspx">http://www.cityofmiddletown.org/publicworks/forms.aspx</a> Erosion and Sediment Control Rules & Regulations (Appendix H) are online at: <a href="http://www.cityofmiddletown.org/publicworks/forms.aspx">http://www.cityofmiddletown.org/publicworks/forms.aspx</a>	The City's Erosion and Sediment Control Rules and Regulations are distributed to incoming development and are implemented and enforced as necessary	Yes
<b>BMP &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Completed (Yes or No)</b>	<b>Standards Being Used</b>	<b>Summary of Results or Activities</b>	<b>Effective (Yes or No)</b>
<b>Sediment and Erosion Control Requirements</b>  Scott Tadych	Maintain compliance of the City's Erosion and Sediment Control Rules & 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: <a href="http://www.cityofmiddletown.org/publicworks/forms.aspx">http://www.cityofmiddletown.org/publicworks/forms.aspx</a> Erosion and Sediment Control Rules & Regulations <a href="http://www.cityofmiddletown.org/publicworks/forms.aspx">http://www.cityofmiddletown.org/publicworks/forms.aspx</a>	There were not any changes in 2016	Yes
<b>BMP &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Completed (Yes or No)</b>	<b>Complaints</b>		<b>Effective (Yes or No)</b>
			<b>Received</b>	<b>Followed-Up On</b>	
<b>Complaint Process</b>  Scott Tadych	Maintain City's storm water complaint system and follow up on complaints received.	Yes	101	101	Yes



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)	
<b>Site Plan Review Procedures</b>  Scott Tadych	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.	Yes	12	12	Middletown regularly reviews all construction site plans as they are received. These plan reviews ensure that proper erosion and sediment controls are in place per the City's regulations. In 2016, 12 site plan/SWP3's were submitted and reviewed:  1. 6380 Manchester Rd, Franklin, OH 45005 2. 5850 Innovation Dr, Middletown, OH 45005 3. 601 N Breiel Blvd, Middletown, OH 45042 4. 3472 Commerce Dr., Middletown, OH 45005 5. 2665 Towne Blvd, Middletown, OH 45042 6. 3633 S. Dixie Hwy, Middletown, OH 45005 7. 5336 OH-122, Franklin, OH, 45005 (5 developments in same neighborhood) 8. Oxford State Road (between 4000 Oxford State Rd. and Yankee Rd.) 9. Yankee Road (between Lafayette and Oxford State Roads)	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		
<b>Site Inspection Procedures</b>  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 sites (3 sites are still in pre-construction phase)	17	Varies*	There were 9 sites within the regulated area in 2016 that required site inspection to ensure erosion and sediment control measures were in place (4 are still in pre-construction phase). Site construction was not active for the entire year and timing varied by site.  As the City moves from years with little or no applicable projects, it has started ramping up its erosion and sediment control program to meet the expected increase in construction.	Yes



State of Ohio Environmental Protection Agency

## SMALL MS4 ANNUAL REPORT FORM

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 the City's ordinances and rules and regulations related to erosion and sediment control and NPDES permit compliance.	Yes	0	0	In 2016, city officials acted on 3 separate occasions to ensure compliance. City officials contacted Renaissance 2 & Renaissance 5 developers regarding excess soil/debris and installation of erosion control measures. Additionally, City officials discovered that Dixie Dollar General did not have their NPDES permit on site and asked them to obtain a copy and keep it on file.	Yes
Scott Tadych						

\*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
<b>Ordinance or Other Regulatory Mechanism</b>	Utilize the City's Erosion and Sediment Control Rules & 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 & Regulations.	As required
Scott Tadych			
<b>Sediment and Erosion Control Requirements</b>	Maintain compliance of the City's Erosion and Sediment Control Rules & Regulations with the current OEPA NPDES Construction General Permit.	Implement requirements in the 2014 OEPA NPDES Construction General Permit.	As required
Scott Tadych			
<b>Complaint Process</b>	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			
<b>Site Plan Review Procedures</b>	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			
<b>Site Inspection Procedures</b>	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"><li>1. Perform initial and monthly inspections as required, and document accordingly using the City's Erosion and Sediment Control Inspection Checklist.</li><li>2. Continue to involve City Inspectors in the plan review process.</li><li>3. Perform necessary reviews or inspections on project to ensure contractor compliance with City requirements.</li></ol>	As required
Scott Tadych			
<b>Enforcement Procedures</b>	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			

**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:  <a href="http://www.amlegal.com/codes/client/middletown_oh/">http://www.amlegal.com/codes/client/middletown_oh/</a></p> <p>Erosion and Sediment Control Rules &amp; Regulations:  <a href="http://www.cityofmiddletown.org/publicworks/forms.aspx">http://www.cityofmiddletown.org/publicworks/forms.aspx</a></p> <p>Manual of Design for Public Works:  <a href="http://www.cityofmiddletown.org/publicworks/forms.aspx">http://www.cityofmiddletown.org/publicworks/forms.aspx</a></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 Manual.	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:  <a href="http://www.amlegal.com/codes/client/middletown_oh/">http://www.amlegal.com/codes/client/middletown_oh/</a></p> <p>Erosion and Sediment Control Rules &amp; Regulations:  <a href="http://www.cityofmiddletown.org/publicworks/forms.aspx">http://www.cityofmiddletown.org/publicworks/forms.aspx</a></p> <p>Manual of Design for Public Works:  <a href="http://www.cityofmiddletown.org/publicworks/forms.aspx">http://www.cityofmiddletown.org/publicworks/forms.aspx</a></p> <p>The ODNR Rainwater and Land Development Manual (RLWP):  <a href="http://soilandwater.ohiodnr.gov/portals/soilwater/pdf/stormwater/Intro_11-6-14.pdf">http://soilandwater.ohiodnr.gov/portals/soilwater/pdf/stormwater/Intro_11-6-14.pdf</a></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 SWP3's on all projects greater than 1 acre, or projects part of a common plan of development to ensure compliance with City's post construction standards.	Yes	6	6	There were 6 sites within the regulated area in 2016 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	0	0	Construction was completed very late in 2016 at one site and the post-construction inspection could not be conducted until 2017. The other sites were still active. 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 project, in compliance with the City's existing regulations.	Yes	1	0	Long term O&M plans are completed and implemented after construction is complete. No site construction requiring post-construction BMP maintenance and functionality was complete in 2016.	Yes
Scott Tadych						
The City continues to implement and enforce the relevant sections of its Storm Water Management Plan and the Storm Water Maintenance O&M Manual						

## 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
<b>Ordinance or Other Regulatory Mechanism</b>	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			
<b>Post-Construction Requirements</b>	Maintain compliance of the City's existing regulations with the current OEPA NPDES MS4 and CGP Permit, and applicable sections of ODNR's <i>Rainwater and Land Development Manual</i> .	Review the current OEPA NPDES MS4 Permit and Construction General Permit and the ODNR Rainwater and Land Development Manual (RLDM) against the City's existing regulations annually, and evaluate any changes necessary to comply with permit.	As required
Scott Tadych			
<b>Site Plan Review Procedures</b>	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 City's post construction standards.	Continue to review all applicable project plans and SWP3s against City's post construction standards included in existing regulations.	As required
Scott Tadych			
<b>Site Inspection Procedures</b>	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 inspection as required, and document accordingly.	As required
Scott Tadych			
<b>Enforcement Procedures</b>	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			





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BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
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.	<ol style="list-style-type: none"><li>1. Inspect post-construction BMPs on a semi-annual basis to ensure BMP's are operated and maintained in accordance with in-place O&amp;M Plans.</li><li>2. Amend the City's Storm Water Maintenance O&amp;M Manual to include locations of known existing post-construction BMP's that require O&amp;M plans.</li></ol>	As required
Scott Tadych			

**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											
Charlie Anderson	Provide City employees annual training in support of current goals established in the SWMP.		Storm water management Wastewater operation Spill prevention Snow & ice control Culvert inventory and inspection	Employees	12 City employees received training on good housekeeping practices in 2016.	The City utilizes the "Spill Prevention" and "Raincheck" educational series, as well as the "IDDE- A Great Concern" course to educate City Employees on good housekeeping measures. Staff from the City's Storm Water and Streets departments participated in 2016.	Yes				
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 Garage, and 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. These plans continued to be 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		2177	1. The City's equipment maintenance staff services road salt applications equipment as necessary. 2. The City's SWMP includes Maintenance Division's current road salt use and application procedures which serves as the guidance for road salt applications.							



<b>Pesticide &amp; Herbicide Usage</b>	Procedures Developed (Yes or No)	Gallons Used	Summarize Measures Taken to Minimize Usage		
	Yes	38.14 gallons of liquid herbicide  100 lbs. of granular, pre-emergent herbicide  16.23 gallons of pre-emergent herbicide  16.5 gallons of non-selective herbicide	<ol style="list-style-type: none"><li>1. The City's equipment maintenance staff services all pesticide and herbicide application equipment.</li><li>2. The City's SWMP includes Maintenance Division's current pesticide and herbicide use and handling procedures.</li><li>3. 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.</li></ol>		
<b>Fertilizer Usage</b>	Procedures Developed (Yes or No)	Pounds Used	Summarize Measures Taken to Minimize Usage		
	Yes	96.8	<ol style="list-style-type: none"><li>1. The City's SWMP includes current fertilizer used and handling procedures.</li><li>2. The City uses trained applicators to apply fertilizer in accordance with product labels.</li></ol>		
<b>Street Sweeping</b>	Procedures Developed (Yes or No)	Document Amount of Material Collected and Properly Disposed			
	Yes	8695 lane-miles were swept in 2016. The amount of material collected and disposed of by the city was 2132 cubic yards of debris.			
<b>Flood Management Projects</b>	Summarize any New or Existing Flood Management Projects that were Assessed for Impacts on Water Quality				
	<p>A project to upsize storm sewers on Aberdeen Dr. between University Blvd. and Rusmar Court was put out for bids in the fall. The bids subsequently came in too high and the project has been delayed until funding is available - likely in 2018.</p> <p>The City's wastewater facility is also working to finalize a Long Term Control Plan (LTCP) that will minimize combined sewer overflows. 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 to reduce combined sewer overflows.</p> <p>Storm water management elements are also incorporated and/or taken into consideration when evaluating alternatives for capital improvements throughout the City.</p>				

## 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
<b>Employee Training Program</b>  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 outside training opportunities are presented.
<b>List of Facilities Subject to Program</b>  Scott Tadych	Maintain a comprehensive list of municipal facilities subject to the SWMP and MS4 Permit.	1. For new facilities, determine whether they are subject to the SWMP and MS4 Permit. If this is the case, add to the list. 2. Conduct facility site visits and inspections. 3. Prepare SWP3s or adapt existing SPCP plans for facilities as required.	Completed by December 2017.
<b>MS4 Maintenance</b>  Scott Tadych	Maintain City facilities in compliance with the SWMP and referenced plans including the City's Storm Water Maintenance 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.
<b>Disposal of Wastes</b>  Charlie Anderson	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 December 2017.
<b>Road Salt</b>  City of Middletown Street Maintenance Department	Maintain responsible and controlled application of road salt by properly trained employees.	1. Maintain application equipment through regular calibration, cleaning, and repair. 2. Apply materials using established application rates. 3. Provide City employees with annual training in the proper equipment use and material application.	Document current waste disposal procedures by December 2017.
<b>Pesticide &amp; Herbicide Usage</b>  Scott Tadych	Maintain responsible and controlled application of pesticide and herbicides by properly trained employees.	1. Maintain application equipment through regular calibration, cleaning, and repair. 2. Apply materials using established application rates. 3. Provide City employees with annual training in the proper equipment use and material application.	On-going



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<b>Fertilizer Usage</b>	Maintain responsible and controlled application of fertilizer by properly trained employees.	<ol style="list-style-type: none"><li>1. Maintain application equipment through regular calibration, cleaning, and repair.</li><li>2. Apply materials using established application rates.</li><li>3. Provide City employees with annual training in the proper equipment and material application.</li></ol>	On-going
Scott Tadych			
<b>Street Sweeping</b>	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			
<b>Flood Management Projects</b>	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 2017
Scott Tadych Charlie Anderson			



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**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.

None



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**VARIANCES GRANTED (IF ANY)**

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

None



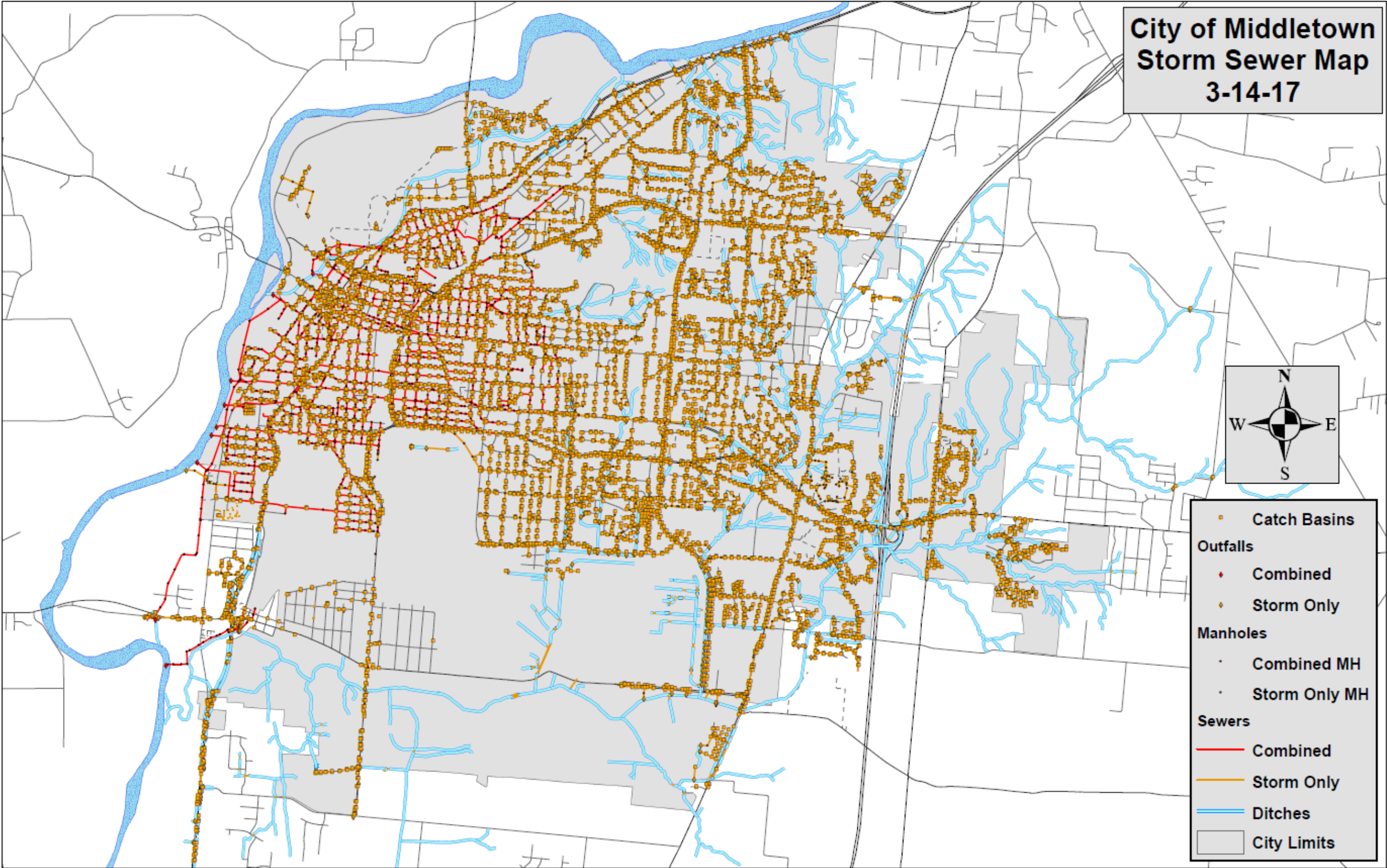
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### Exhibit 1: Middletown Storm Sewer Map





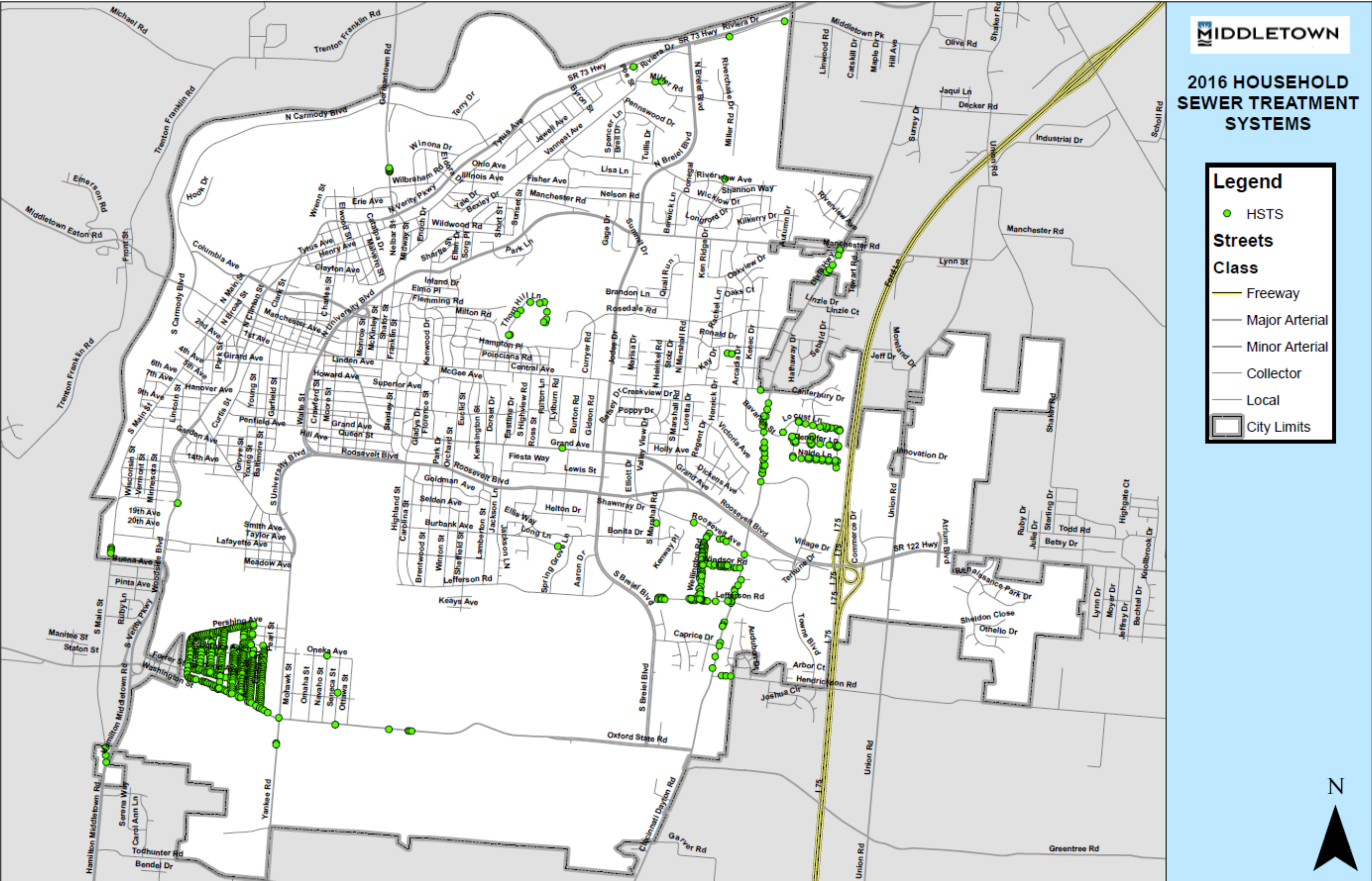


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**Exhibit 2: Household Sewage Treatment Systems Map**



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## **LIST OF AVAILABLE APPENDICES**

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

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