

## NPDES Small MS4 General Permit (OHQ000002) Annual Reporting Form

## Instructions for completing this form:

- OHQ000002 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: 2014

Ohio EPA Facility Permit Number: 1GQ00055\*AG

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

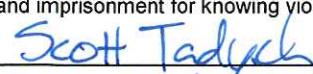
Minimum Control Measure (MCM)	Responsible Individual	Phone Number	Fax Number	Email
Overall SWMP Management and Implementation	Scott Tadych, P.E.	513-425-7845	513-425-7921	scottt@cityofmiddletown.org
Public Education and Outreach	Scott Tadych, P.E.	513-425-7845	513-425-7921	scottt@cityofmiddletown.org
Public Involvement / Participation	Scott Tadych, P.E.	513-425-7845	513-425-7921	scottt@cityofmiddletown.org
Illicit Discharge Detection and Elimination	Ron Phelps	513-425-7953	513-425-1877	ronp@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	Ron Phelps	513-425-7953	513-425-1877	ronp@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 resources (labor, equipment, records and office staff) to meet the SWMP needs. This may include handling citizen complaints, administrating capital projects, maintaining city infrastructure, and organizing / attending city events or storm water training workshops and seminars.

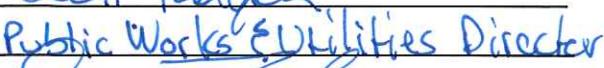
There are no MOUs or other agreements in place, although the City's Health Department and Fire Department regularly share pertinent information with the SWMP managers.

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.

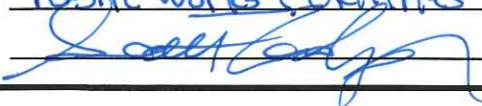
Print Name:



Print Title:



Signature:



Date:



## PUBLIC EDUCATION &amp; OUTREACH

 Estimate Your Permit Area's Total Population: 48,630\*

\*based on 2013 census 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  Watershed pollution sources  Illicit discharge awareness	General public	20%	<ol style="list-style-type: none"> <li>1. Channel 24 broadcast City Council meetings which often included topics related to the City's Storm Water Program. City Council Meeting minutes are referenced as Appendix A and are posted online at: <a href="http://www.cityofmarietta.org/council/meetings.aspx">http://www.cityofmarietta.org/council/meetings.aspx</a>.</li> <li>2. In 2014, the City published Quarterly 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.cityofmarietta.org/default.aspx">http://www.cityofmarietta.org/default.aspx</a>; under the quick links tab. 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; and related rules and regulations (see MCM 3, 4, and 5). The City Website received <b>875 hits</b> to storm water informational pages in 2014.</li> <li>4. The storm water complaint system fielded <b>106 complaints</b> that were forwarded to the Maintenance Division for resolution. Complaints are filed through the City's online Request for Service at <a href="http://www.cityofmarietta.org/rfs/">http://www.cityofmarietta.org/rfs/</a> or by calling the Maintenance Division at 513-425-1896.</li> </ol>	Yes
Scott Tadych						
Storm Water Educational Presentations	Support storm water presentations given to school children and City employees at local and regional festivals, fairs or other venues.	Protecting local waterways  Illicit discharge awareness	School-aged children and City employees	20%	<ol style="list-style-type: none"> <li>1. There were <b>6 tours</b> given at the City's Water/Wastewater Treatment Plant in 2014 to a <b>total of 109 participants</b>. Participants included school-aged students, international visitors, community members, and new city staff among others. 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 Pat Lovely Scott Belcher						

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:  Scott Tadych	Conduct a storm water education campaign with a program goal of reaching 50% of Middletown's public.  Provide storm water management information and requirements to developers.	Protecting local waterways  Illicit discharge awareness  Construction site runoff control/post construction storm water management	General public  Developers within City boundaries	50%  100%	<p>1. The City of Middletown joined the Regional Storm Water Collaborative (RSWC) in 2013 and renewed membership in 2014. RSWC utilizes several different mechanisms to distribute its water-conservation messages among participating entities, including a conventional website (<a href="http://www.savetocalwaters.org">www.savetocalwaters.org</a>), social media (Facebook, Twitter, YouTube, etc.), digital advertisements, and television ads (WKRC Local 12 and WLWT Channel 5). RSWC's, <a href="http://www.savetocalwaters.org">www.savetocalwaters.org</a> website, reached nearly 10,000 viewers in 2014 and social media reached more than 158,000 viewers. RSWC attained over 6.4 million regional impressions through its sponsored television ads on local TV stations and cable channels. In total, RSWC is estimated to have <b>reached a regional audience of over 7.1 million in 2014</b>. As a participating member, Middletown's residents are included in RSWC's regional target audiences.</p> <p>2. The City of Middletown coordinates events with Keep Middletown Beautiful, Inc. Keep Middletown Beautiful 2014 activities included <b>8 different educational sessions</b> conducted by volunteers; sessions were given on various educational topics which included topics about pollutants. Approximately <b>127 volunteers</b> participated in Keep Middletown Beautiful educational sessions.</p> <p>3. The City's informational packet for developers had become outdated. The City now distributes their Erosion and Sediment Control Rules and Regulations to contractors for upcoming development.</p>	Yes
Storm Water Outreach Mechanism:  Scott Tadych Troy Anderton	Create/upload new storm water webpage.	General public awareness	General public	50%	The City of Middletown uses several different mechanisms to distribute its storm water messages. In 2014, the City created a new storm water webpage located within the City's public works site at: <a href="http://www.cityofmiddletown.org/publicworks/stormwater.aspx">http://www.cityofmiddletown.org/publicworks/stormwater.aspx</a> . Launched midway through the year in June 2014, the storm water site reached an <b>audience of 875</b> .	Yes

## PUBLIC EDUCATION &amp; 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.  Scott Tadych	Storm water program awareness  Watershed pollution sources  Illicit discharge awareness	General public	50%	<ol style="list-style-type: none"> <li>Air publicly available video(s) on storm water issues on Local Channel 12, WLWT Channel 5, Channel 24 and through uploaded videos on YouTube (RSWC profile); 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.</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 2015
Storm Water Educational Presentations						
Scott Tadych						

## SMALL MS4 ANNUAL REPORT FORM

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 Outreach Mechanisms	Conduct a storm water educational campaign covering one common theme throughout the year.	Storm water program awareness	City Administration and Public Administration	65%	1. Provide City Administration with MS4 Permit intent and responsibility presentation.	On-going throughout 2015
	Develop a mechanism that provides SWM information and requirements to developers.	Construction site runoff control/post construction storm water management	Developers within City boundaries	100%	2. Continue to provide developers with the City's current Erosion and Sediment Control Rules and Regulations.	
				100%	3. Identify excerpts from ODNR's <i>Rainwater and Land Development Manual</i> for active construction; post applicable excerpts on the new Middletown storm water webpage.	

## 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	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 how the city's storm drain system works	Public and City employees	875	<ol style="list-style-type: none"> <li>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 2014.</li> <li>The City recorded <u>875 visitors</u> to the storm water webpage in 2014.</li> </ol>	Yes
Scott Tadych Troy Anderton						
Public Participation Activities	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	300	<ol style="list-style-type: none"> <li>Advertised the Great Miami Annual Clean Sweep event via social media and the Middletown Journal. Event results were distributed to the public via various mechanisms, including the Middletown Newsletter publication.</li> <li><u>300 volunteers</u> participated in the Great Miami clean-up, providing <u>countless</u> hours of labor. <u>Over two (2) dump truck loads (5,100 pounds) of trash</u> were collected along with <u>various automobile tires</u>.</li> </ol>	Yes
Community Involvement Activities	Support Community Involvement Groups with shared interests in reducing pollutants.	Watershed pollution sources	Residents, general public, watershed groups	370	<ol style="list-style-type: none"> <li>In April 2014, <u>113 volunteers</u> participated in the Keep Middletown Beautiful/Great American Clean-up event. Volunteers properly disposed of <u>8,000 pounds of trash</u>. 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://www.keeppmiddletownbeautiful.com/index.html">http://www.keeppmiddletownbeautiful.com/index.html</a></li> <li>Keep Middletown Beautiful supported a total of <u>three events</u> in 2014, with a combined <u>257 individual volunteers</u> participating.</li> <li>Middletown is recognized as a Tree City USA community 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 encourage citizens to help plant and protect trees for their benefits.</li> </ol>	Yes
Scott Tadych Jeff Michelle						

## 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	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 how the city's storm drain system works	Public, City employees	40	<ol style="list-style-type: none"> <li>Continue access to the City's GIS website upon request.</li> <li>Advertise the availability of the GIS website on the City's storm water web page and Facebook page.</li> <li>Track hits to website and web pages.</li> </ol>	Throughout 2015
Public Participation Activities	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	30	<ol style="list-style-type: none"> <li>Advertise the Great Miami annual clean-up event using City Manager weekly report and local media.</li> <li>Track number of participants and debris collected (pounds).</li> </ol>	Annually
Scott Tadych Pat Lovely						

## SMALL MS4 ANNUAL REPORT FORM

BMP (Activity) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People to Participate	Summary of Planned Activities	Proposed Schedule
<b>Community Involvement Activities</b>						
Scott Tadych	Support community involvement groups with shared interests in reducing pollution.	Watershed pollution sources	Residents, general public	225	<ol style="list-style-type: none"> <li>1. Participate in the Keep Middletown Beautiful/Great American Cleanup.</li> <li>2. Continue to encourage resident participation in the Butler County Household Hazardous Waste Collection program.</li> <li>3. Encourage greater usage of community recycling options through the use of the larger recycling bins, building on program implemented in 2014. Goal is to increase recycling average to rates in the region.</li> <li>4. Track number of participants and debris/material collected (pounds).</li> </ol>	Throughout 2015

## ILLICIT DISCHARGE DETECTION &amp; 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					
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>• HSTSS – 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 2014.</p> <p>There were no enforcement actions necessary in 2014.</p>	Yes
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 2014. 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		Yes	A map of the City's HSTSs is included as Exhibit 2. Mechanical systems are inspected once a year and non-mechanical systems once every three (3) years. The City inspected all 12 of its mechanical systems in 2014. All other septic systems were up-to-date on their inspections as of <b>12/31/14</b> and will receive inspections in accordance with their scheduled frequency.		Yes
Scott Tadych	Maintain a list and map of current HSTS within regulated area.		<p><b>Three</b> septic failures were identified in 2014; all three were repaired.</p> <p>A review of "legacy" systems - septic systems that must tie into 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>		

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates			Effective (Yes or No)	
IDDE Plan	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. The City's Public Works Leader, Charlie Anderson, attended various storm water training seminars throughout 2014 and extended the training to all Storm Water staff. 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 on the City's IDDE plan in 2014 and the process 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)
Dry-Weather Screening of Outfalls Total # of Outfalls 568	Perform investigations of all outfalls which exhibited suspicious dry-weather flow during the initial dry weather screening and follow-up inspections in accordance with the City's IDDE Plan.	Yes	The City's Storm Water Staff have identified <u>44 outfalls</u> which have regular potential to exhibit dry weather flow; <u>each of these outfalls was rescreened in 2014</u> .  The City has crafted and utilizes a detailed inspection form to capture characteristics exhibited during these inspections.	Staff identified no dry weather flow (DWF) illicit discharges in 2014.  One potential DWF incident was determined to be a water main break - not considered an illicit discharge.	0	0	Yes
Scott Tadych Charlie Anderson							

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

**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
<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 2015
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 568 outfalls to confirm they are within the City's MS4 system, and applicable to the City's SWMP.</li> </ol>	Throughout 2015
Scott Tadych			
<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 2015
Engineering Division, City of Middletown Health Department			
<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 2015.</li> </ol>	Complete by December 2015
Ron Phelps			

## SMALL MS4 ANNUAL REPORT FORM

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
<b>Dry-Weather Screening of Outfalls</b>	<p>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.</p>	<ol style="list-style-type: none"> <li>1. Continue to identify additional high-priority outfalls with a history of suspicious dry-weather flow.</li> <li>2. 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>3. Implement a new tracking mechanism for inspection and elimination of dry weather flows through the use of field-based laptops.</li> </ol>	<p>Between mid-June and late-September 2015</p>
Ron Phelps			

## 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	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.	Yes	<p>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 Ordinance can be found on the internet here:</p> <p><a href="http://www.amlaw.com/library/oh/middletown.shtml">http://www.amlaw.com/library/oh/middletown.shtml</a></p> <p>The following city documents were prepared in compliance with the current OEPA NPDES Construction General Permit:</p> <p>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></p> <p>Erosion and Sediment Control Rules &amp; Regulations (Appendix H) are online at: <a href="http://www.cityofmiddletown.org/publicworks/forms.aspx">http://www.cityofmiddletown.org/publicworks/forms.aspx</a></p>	The City's Erosion and Sediment Control Rules and Regulations are distributed to incoming development and are implemented and enforced as necessary.	Yes	
Scott Tadych						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Standards Being Used	Summary of Results or Activities	Effective (Yes or No)	
Sediment and Erosion Control Requirements	Maintain compliance of the City's Erosion and Sediment Control Rules & Regulations and with the current OEPA NPDES Construction General Permit.	Yes	<p>The following city documents were prepared in compliance with the current OEPA NPDES Construction General Permit (CGP):</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>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>	There were no changes in 2014	Yes	
Scott Tadych						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Complaints	Summary of Results or Activities	Effective (Yes or No)	
Complaint Process	Maintain City's storm water complaint system, and follow up on complaints received	Yes	Received	Followed-Up On	<p>In all cases, corrective actions were communicated and enforced with the contractor. Note: Complaints listed for 2014 also address drain blockages and manhole cover issues.</p>	Yes
Scott Tadych			106	106		

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>	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			1	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 2014, one (1) site plan/SWP3 was submitted and reviewed:  1. Covenant Village of Middletown 4900 Hendrickson Road, Middletown, Ohio 45044	Yes
Scott Tadych							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Site Inspections Performed			Summary of Results or Activities	Effective (Yes or No)
<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.	Yes	# of Applicable Sites		# Performed	Avg. Frequency	Yes
Scott Tadych			0	0	N/A	There were zero (0) sites within the regulated area in 2014 that required site inspection to ensure erosion and sediment control measure were in place. The sole eligible project had not started construction.	
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Violations			Summary of Results or Activities	Effective (Yes or No)
<b>Enforcement Procedures</b>	Enforce the City's ordinances and rules and regulations related to erosion and sediment control and NPDES permit compliance.	Yes	# of Violation Letters		# of Enforcement Actions	In 2014, city officials received <u>zero complaints.</u>  No enforcement actions were necessary in 2014.	Yes
Scott Tadych			0	0			

\*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.	Continue to Implement changes identified in review of the 2014 OEPA NPDES Construction General Permit.	Complete by end of 2015.
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 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 projects 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/library/oh/middletown.shtml">http://www.amlegal.com/library/oh/middletown.shtml</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
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/library/oh/middletown.shtml">http://www.amlegal.com/library/oh/middletown.shtml</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:  <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>	<p>Because the current OEPA NPDES Construction General Permit, and MS4 Permit remained unchanged throughout 2014, the City's current ordinances and regulations continue to comply with permit requirements.</p> <p>There were changes to the ODNR RWLD manual, which the City will be assessing during a planned 2015 review (and proposed 2015 RWLD updates) of City ordinances and plans.</p>	Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Applicable Sites Requiring Post-Const. BMPs	# of Plans Reviewed	Summary of Results or Activities
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	1	1	<p>There was one (1) site within the regulated area in 2014 that required permanent storm water controls to be installed.</p> <p>1. Covenant Village of Middletown    4900 Hendrickson Road, Middletown, Ohio 45044</p>
Scott Tadych					Yes

## SMALL MS4 ANNUAL REPORT FORM

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	There was one (1) site within the regulated area in 2014 that required permanent storm water controls to be installed. Construction is not yet complete – post construction inspections not performed in 2014.  1. Covenant Village of Middletown 4900 Hendrickson Road, Middletown, Ohio 45044	Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Violations		Summary of Results or Activities	Effective (Yes or No)
Enforcement Procedures	Enforce compliance with the City's existing regulations regarding post-construction BMP design, construction, and operation and maintenance (O&M).	Yes	# of Violation Letters	# of Enforcement Actions		
Scott Tadych			0	0	No enforcement actions necessary.	Yes
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	The City continues to implement and enforce the relevant sections of its Storm Water Management Plan and the Storm Water Maintenance O&M Manual.	Yes
Scott Tadych						

## 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> .	<ol style="list-style-type: none"> <li>Review the current OEPA NPDES MS4 Permit and Construction General Permit, and the ODNR <i>Rainwater and Land Development Manual</i> (RLDM) against the City's existing regulations annually, and evaluate any changes necessary to comply with permit.</li> <li>Consider an amendment to the City's ordinances which allows for the retrofit of in-place post-construction BMPs to comply with expected OEPA changes to the NPDES Permitting approach.</li> <li>Review the updated ODNR RLDM manual's 2014 updates which may affect the City's regulations, and revise as necessary to comply.</li> </ol>	Complete by the end of 2015
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			

## SMALL MS4 ANNUAL REPORT FORM

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
<b>Enforcement Procedures</b>			
Scott Tadych	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
<b>Long-Term O&amp;M Plans/Agreements</b>			
Scott Tadych	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>	Complete by the end of 2015.

## 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	Storm water management	Employees	<u>11 City employees</u> received training on good housekeeping practices in 2014.	The City utilizes the "Raincheck" educational series and "IDDE- A Great Concern," to educate City Employees on good housekeeping measures. Staff from the City's Storm Water and Streets departments participated in 2014.	Yes					
Ron Phelps			Wastewater operation Snow & ice control Culvert inventory and inspection									
<b>List of Municipal Facilities Subject to Program</b>					<b>O&amp;M Procedures Developed for Facilities (Yes or No)</b>	<b># of Facility Inspections Performed</b>	<b>Frequencies of Such Inspections</b>					
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					
<b>MS4 Maintenance</b>	<b>Summarize Maintenance Activities and Schedules</b>			<b>Summarize Activities Performed</b>								
	Maintain City facilities in compliance with the SWMP and referenced plans including the City's Storm Water Maintenance O&M Manual. Ongoing 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.								
<b>Disposal of Wastes</b>	<b>Procedures Developed (Yes or No)</b>		<b>Document Amounts of Wastes Properly Disposed</b>									
	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.									
<b>Road Salt</b>	<b>Covered (Yes or No)</b>		<b>Tons Used</b>	<b>Summarize Measures Taken to Minimize Usage</b>								
	Yes		<u>6,800 tons</u>	1. The City's equipment maintenance staff services road salt application 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 application.								
<b>Pesticide &amp; Herbicide Usage</b>	<b>Procedures Developed (Yes or No)</b>		<b>Gallons Used</b>	<b>Summarize Measures Taken to Minimize Usage</b>								
	Yes		<u>28.75 gallons</u> herbicide liquid <u>24.84 gallons</u> of pre-emergent <u>80 pounds</u> of non-selective herbicide with a pre-emergent	1. The City's equipment maintenance staff services all pesticide and herbicide application equipment. 2. The City's SWMP includes Maintenance Division's current pesticide and herbicide use and handling procedures. 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.								

## SMALL MS4 ANNUAL REPORT FORM

<b>Procedures Developed (Yes or No)</b> <b>Pounds Used</b> <b>Summarize Measures Taken to Minimize Usage</b>					
<b>Fertilizer Usage</b>	Yes	<u>770 pounds</u>	<ol style="list-style-type: none"> <li>1. The City's SWMP includes current fertilizer use and handling procedures.</li> <li>2. The City uses trained applicators to apply fertilizer in accordance with product labels.</li> </ol>		
<b>Procedures Developed (Yes or No)</b> <b>Document Amount of Material Collected and Properly Disposed</b>					
<b>Street Sweeping</b>	Yes	<u>5,883 lane-miles were swept</u> in 2014. The amount of material collected and disposed of by the City was <u>703.41 tons of debris</u> .			
<b>Summarize any New or Existing Flood Management Projects that were Assessed for Impacts on Water Quality</b>					
<b>Flood Management Projects</b>	<p>There were two (2) <b>flood management projects</b> implemented in 2014. (1) Yankee Road has been reconstructed and widened to three lanes to handle the traffic flow. Improvements include new curb, gutter, storm sewers and heavy-duty pavement to accommodate truck traffic. (2) Shepard Road project is complete. The City's Storm Water maintenance crew installed approximately 370 LF of 30" storm sewer pipe to alleviate flooding from a farm field adjacent to Yankee Rd. The drainage was redirected to an existing ditch line. Improvements were performed by hired contractors and City maintenance crews.</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>	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.
Ron Phelps			
<b>List of Facilities Subject to Program</b>	Maintain a comprehensive list of municipal facilities subject to the SWMP and MS4 Permit.	<ol style="list-style-type: none"> <li>For new facilities, determine whether they are subject to the SWMP and MS4 Permit. If this is the case, add to the list.</li> <li>Conduct facility site visits and inspections</li> <li>Prepare SWP3s or adapt existing SPCC plans for facilities as required.</li> </ol>	Completed by December 2015
Scott Tadych			
<b>MS4 Maintenance</b>	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
Scott Tadych			
<b>Disposal of Wastes</b>	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 2015
Ron Phelps			
<b>Road Salt</b>	Maintain responsible and controlled application of road salt by properly trained employees.	<ol style="list-style-type: none"> <li>Maintain application equipment through regular calibration, cleaning, and repair.</li> <li>Apply materials using established application rates.</li> <li>Provide City employees with annual training in the proper equipment use and material application.</li> </ol>	On-going
City of Middletown Street Maintenance Department			
<b>Pesticide &amp; Herbicide Usage</b>	Maintain responsible and controlled application of pesticide and herbicides by properly trained employees.	<ol style="list-style-type: none"> <li>Maintain application equipment through regular calibration, cleaning, and repair.</li> <li>Apply materials using established application rates.</li> <li>Provide City employees with annual training in the proper equipment use and material application.</li> </ol>	On-going
Scott Tadych			

## SMALL MS4 ANNUAL REPORT FORM

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
<b>Fertilizer Usage</b>			
Scott Tadych	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 use and material application.</li> </ol>	On-going
<b>Street Sweeping</b>			
Ron Phelps	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
<b>Flood Management Projects</b>			
Scott Tadych Ron Phelps	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 2015

**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 has not proposed any changes to the SWMP, nor have there been proposed changes to BMPs or measurable goals.

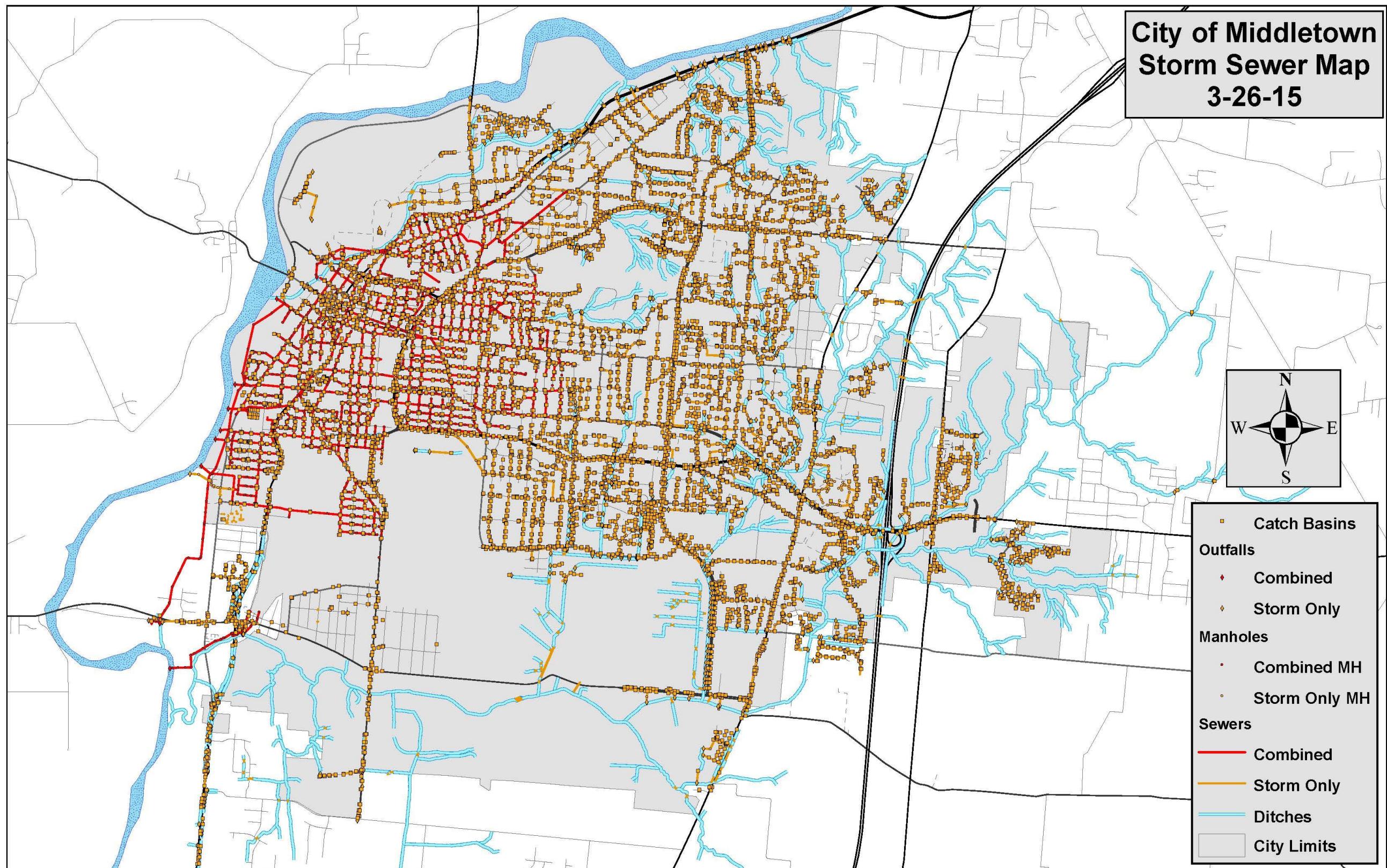
**VARIANCES GRANTED (IF ANY)**

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

None

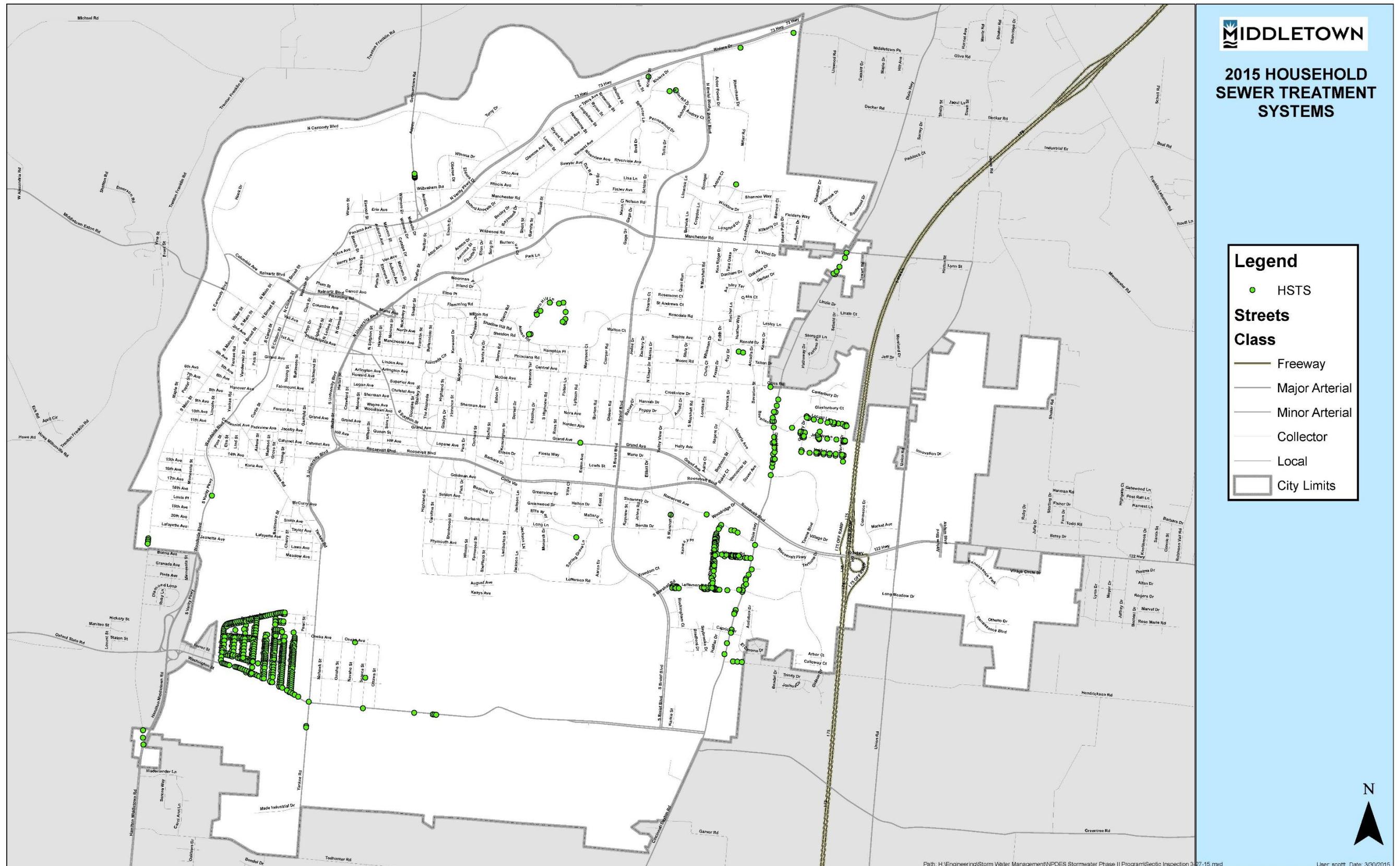
**Exhibit 1: Middletown Storm Sewer Map**

## SMALL MS4 ANNUAL REPORT FORM



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

**SMALL MS4 ANNUAL REPORT FORM**



**LIST OF AVAILABLE APPENDICES**

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

- A. Middletown City Council Minutes
- B. Middletown Quarterly 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 2011 Storm Water Management Plan