

# MS4 ANNUAL REPORT

Spring Grove Borough,  
York County, PA

May 1, 2018 through June 30, 2019

*SEPTEMBER 2019*

*ENGINEER'S PROJECT NO. 10856.29*

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Prepared by:



ARRO Consulting, Inc.

108 West Airport Road

Lititz, PA 1754



## ANNUAL MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) STATUS REPORT

FOR THE PERIOD May 1, 2018 TO JUNE 30, 2019

GENERAL INFORMATION					
Permittee Name:	Borough of Spring Grove	NPDES Permit No.:	PAG133749		
Mailing Address:	1 Campus Avenue	Effective Date:	May 1, 2018		
City, State, Zip:	Spring Grove, PA, 17362	Expiration Date:	March 15, 2023		
MS4 Contact Person:	Andrew Shaffer	Renewal Due Date:	September 17, 2022		
Title:	Manager	Municipality:	Spring Grove		
Phone:	717-225-5791	County:	York		
Email:	Manager@SpringGroveBoro.com				
Co-Permittees (if applicable):					
Appendix(ces) that permittee is subject to (select all that apply):					
<input type="checkbox"/> Appendix A <input type="checkbox"/> Appendix B <input type="checkbox"/> Appendix C <input checked="" type="checkbox"/> Appendix D <input type="checkbox"/> Appendix E <input type="checkbox"/> Appendix F					
WATER QUALITY INFORMATION					
Are there any discharges to waters within the Chesapeake Bay Watershed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Identify all surface waters that receive stormwater discharges from the permittee's MS4 and provide the requested information (see instructions).					
Receiving Water Name	Ch. 93 Class.	Impaired?	Cause(s)	TMDL?	WLA?
Codorus Creek	WWF	Yes	Source Unknown-Pathogens	No	No
UNT To Codorus Creek	WWF	Yes	Source Unknown-Pathogens	No	No

### GENERAL MINIMUM CONTROL MEASURE (MCM) INFORMATION

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

List the current entity responsible for implementing each MCM of your SWMP, along with contact name and phone number.

MCM	Entity Responsible	Contact Name	Phone
#1 Public Education and Outreach on Storm Water Impacts	Borough of Spring Grove	Andrew Shaffer	717-225-5791
#2 Public Involvement/Participation	Borough of Spring Grove	Andrew Shaffer	717-225-5791
#3 Illicit Discharge Detection and Elimination (IDD&E)	Borough of Spring Grove	Andrew Shaffer	717-225-5791
#4 Construction Site Storm Water Runoff Control	Borough of Spring Grove	Andrew Shaffer	717-225-5791
#5 Post-Construction Storm Water Management in New Development and Redevelopment	Borough of Spring Grove	Andrew Shaffer	717-225-5791
#6 Pollution Prevention / Good Housekeeping	Borough of Spring Grove	Andrew Shaffer	717-225-5791

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

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

1. For new permittees only, has the written PEOP been developed and implemented within the first year of permit coverage?

☒ Yes ☐ No

2. Date of latest annual review of PEOP: 8/28/19 Were updates made? ☒ Yes ☐ No

3. What were the plans and goals for public education and outreach for the reporting period?

The following goals and plans were developed for the annual report (2018 - 2019) based on Spring Grove Borough's (Borough) Target Audiences:

Goal A. Discuss MS4 program related topics during Borough Council Meetings and encourage public interaction/comments (Attachment 2.1).

Goal B. Utilize County partners to provide educational and outreach opportunities (Attachment 2.5).

Goal C. Circulate and update a quarterly newsletter which contains stormwater related announcements for the Borough (Attachment 2.3).

4. Did the MS4 achieve its goal(s) for the PEOP during the reporting period? ☒ Yes ☐ No

5. Identify specific plans and goals for public education and outreach for the upcoming year:

In order to reduce contamination into the local impaired waterways the following goals have been established for the 2019/2020 reporting year:

1. The Borough will complete a MS4 Program Analysis to determine the most likely sources of contamination to local impaired waterways. The intent of the MS4 Program Analysis to better define the Borough's Target Audience(s) so additional audience specific educational materials can be developed.
2. The Borough will continue the goals of the previous reporting period.
3. The Borough will attempt to quantify the most-likely residential activities to produce an illicit discharge in the Borough with the purpose of better defining educational material it's residential property owners.
4. The Borough will assess adding educational information to zoning and building permit packages based on the type of projects being submitted to the Borough.

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

1. For new permittees only, have the target audience lists been developed and implemented within the first year of permit coverage?  
☒ Yes ☐ No
2. Date of latest annual review of target audience lists: 8/28/19      Were updates made? ☒ Yes ☐ No

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

1. For new permittees only, were stormwater educational and informational items produced and published in print and/or on the Internet within the first year of permit coverage?  
☒ Yes ☐ No
2. Date of latest annual review of educational materials: 8/27/2019      Were updates made? ☐ Yes ☒ No
3. Do you have a municipal website? ☒ Yes ☐ No (URL: <http://www.springgroveboro.com/>)

If Yes, what MS4-related material does it contain?

The quarterly newsletter "Boro Bits", accessible the Borough website (Attachment 2.3) contains MS4 materials related to the progress in construction of Pollution Reduction Plan required BMPs, information on what residents can do to improve water quality, information on when and where the public can make comments on the MS4 program, and other MS4 activities.

4. Describe any other method(s) used during the reporting period to provide information on stormwater to the public:

The Borough provides information on stormwater to the public during monthly Borough Council Meetings. During the Borough Council, Matthew Warfel of ARRO Consulting gives information on progress of the MS4 program, such as updates to MS4 mapping (Attachment 2.1).

5. Identify specific plans for the publication of stormwater materials for the upcoming year:

The Borough will continue to produce quarterly newsletters containing MS4 related materials and continue to foster discussion on MS4 related topics during monthly Borough Council Meetings.

The Borough plans on completing a MS4 program analysis to determine the most likely sources of contamination and will produce and provide publications of stormwater materials pertinent to those likely sources of contamination.

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

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

1. Educational news releases discussing the grant awarded for the Spring Grove Borough: Campus Avenue stream restoration (Attachment 2.4).
2. Stormwater Frequently Asked Questions were made available to residents to explain the need for stormwater fees that pay for improvements to infrastructure and the MS4 program (Attachment 2.4).

**MCM #1 Comments:**

N/A

**MCM #2 – PUBLIC INVOLVEMENT/PARTICIPATION**

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

1. For new permittees only, was the PIPP developed and implemented within one year of permit coverage?

☒ Yes ☐ No

2. Date of latest annual review of PIPP: 8/28/19

Were updates made? ☒ Yes ☐ No

**BMP #2: Advertise to the public and solicit public input on ordinances, SOPs, Pollutant Reduction Plans (PRPs) (if applicable) and TMDL Plans (if applicable), including modifications thereto, prior to adoption or submission to DEP:**

1. Was an MS4-related ordinance, SOP, PRP or TMDL Plan developed during the reporting period? ☐ Yes ☒ No

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

-

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

Ordinance / SOP / Plan Name	Date of Public Notice	Date of Public Hearing	Date Enacted or Submitted to DEP
-	-	-	-

**BMP #3: Regularly solicit public involvement and participation from the target audience groups using available distribution and outreach methods.**

1. At least one public meeting or other MS4 event must be held during the 5-year permit coverage period to solicit participation and feedback from target audience groups. Was this meeting or event held during the reporting period?

☒ Yes ☐ No

If Yes, Date of Meeting or Event:

Every month the members of the Spring Grove Borough meets for the Borough Council Meeting. All residents and members of the target audience groups are invited to speak and wiegh in on the progress of the MS4 program during the meetings. In specific, during the July 9, 2018 meeting, Matthew Warfel of ARRO Consulting discussed the Campus Avenue Stream Restoration. This BMP is planned to meet the requirements of the Spring Grove Pollution Reduction Plan (Attachment 2.1).

2. Report instances of cooperation and participation in MS4 activities; presentations the permittee made to local watershed and conservation organizations; and similar instances of participation or coordination with organizations in the community.

The Borough continued to work together with the York County Planning Commision in order to more efficiently and effectively plan and construct the Stream Restoration required by the Pollutant Reduction Plan (Attachment 2.5).

3. Report activities in which members of the public assisted or participated in the meetings and in the implementation of the SWMP, including education activities or efforts such as cleanups, monitoring, storm drain stenciling, or others.

The public was invited to utilize Borough leaf collection. The public assisted the Borough by collecting leaves that could otherwise be conveyed into the MS4 system and reduce effectiveness and increase nutrient loading (Attachment 2.3).

**MCM #2 Comments:**

N/A

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

**BMP #1: Develop and implement a written program for the detection, elimination, and prevention of illicit discharges into the regulated small MS4.**

1. For new permittees only, was the written IDD&E program developed within one year of permit coverage?

☒ Yes ☐ No

2. Date of latest annual review of IDD&E program: 1/17/19

Were updates made? ☒ Yes ☐ No

**BMP #2: Develop and maintain map(s) that show permittee and urbanized area boundaries, the location of all outfalls and, if applicable, observation points, and the locations and names of all surface waters that receive discharges from those outfalls. Outfalls and observation points shall be numbered on the map(s).**

1. Have you completed a map(s) that includes all components of BMP #2? ☒ Yes ☐ No

If Yes and you are a new permittee and have not submitted the map(s) previously, attach the map(s) to this report.

If No, date by which permittee expects map(s) to be completed:

2. Date of last update or revision to map(s): 8/27/19

- |  |   |    |   |    |
|--|---|----|---|----|
| 3.   | Total No. of Outfalls in MS4:   | 15 | Total No. of Outfalls Mapped:           | 17 |
| 4.   | Total No. of Observation Points:  | 5  | Total No. of Observation Points Mapped: | 5  |
| 5.   | During the reporting period, have you identified any existing outfalls that have not been previously reported to DEP in an NOI, application or annual report, or are any new MS4 outfalls proposed for the next reporting period? |    |   |    |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      If Yes, select: <input checked="" type="checkbox"/> Existing Outfall(s) Identified <input type="checkbox"/> New Outfall(s) Proposed |   |    |   |    |

**BMP #3: In conjunction with the map(s) created under BMP #2 (either on the same map or on a different map), the permittee shall develop and maintain map(s) that show the entire storm sewer collection system within the permittee's jurisdiction that are owned or operated by the permittee (including roads, inlets, piping, swales, catch basins, channels, and any other components of the storm sewer collection system), including privately-owned components of the collection system where conveyances or BMPs on private property receive stormwater flows from upstream publicly-owned components.**

1. Have you completed a map(s) that includes all components of BMP #3? ☒ Yes ☐ No

If Yes and you are a new permittee and have not submitted the map(s) previously, attach the map(s) to this report.

If No, date by which permittee expects map(s) to be completed:

2. If Yes to #1, is the map(s) on the same map(s) as for outfalls and receiving waters? ☒ Yes ☐ No

3. Date of last update or revision to map(s): 8/27/19

**BMP #4: Conduct dry weather screenings of MS4 outfalls to evaluate the presence of illicit discharges. If any illicit discharges are present, the permittee shall identify the source(s) and take appropriate actions to remove or correct any illicit discharges. The permittee shall also respond to reports received from the public or other agencies of suspected or confirmed illicit discharges associated with the storm sewer system, as well as take enforcement action as necessary. The permittee shall immediately report to DEP illicit discharges that would endanger users downstream from the discharge, or would otherwise result in pollution or create a danger of pollution or would damage property.**

For new permittees, all identified outfalls (and if applicable observation points) must be screened during dry weather at least twice within the 5-year period following permit coverage. For existing permittees, all identified outfalls (and if applicable observation points) must be screen during dry weather at least once within the 5-year period following permit coverage and, for areas where past problems have been reported or known sources of dry weather flows occur on a continual basis, outfalls must be screened annually during each year of permit coverage.

1. How many unique outfalls (and if applicable observation points) were screened during the reporting period? 2
2. Indicate the percentage of all outfalls screened in the past five years. 13%
3. Indicate the percent of outfalls screened during the reporting period that revealed dry weather flows: 0%
4. Did any dry weather flows reveal color, turbidity, sheen, odor, floating or submerged solids? ☐ Yes ☒ No
5. If Yes for #4, attach all sample results to this report with a map identifying the sample location. Explain the corrective action(s) taken in the attachment.
6. Do you use the MS4 Outfall Field Screening Report form (3800-FM-BCW0521) provided in the permit?

☒ Yes ☐ No

If No, attach a copy of your screening report form.

**BMP #5: Enact a Stormwater Management Ordinance or SOP to implement and enforce a stormwater management program that includes prohibition of non-stormwater discharges to the regulated small MS4.**

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

If Yes, indicate the date of the ordinance or SOP: 12/03/2012

2. If Yes to #1, is the ordinance or SOP consistent with DEP's 2022 Model Stormwater Management Ordinance (3800-PM-BCW0100j) with respect to authorized non-stormwater discharges? ☐ Yes ☒ No

If Yes to #2 and the ordinance or SOP has not been submitted to DEP previously, attach the ordinance or SOP.

3. Were there any violations of the ordinance or SOP during the reporting period? ☐ Yes ☒ No

If Yes to #3, complete the table below (attach additional sheets as necessary).

Violation Date	Nature of Violation	Responsible Party	Enforcement Taken
-	-	-	-

4. Did you approve any waiver or variance during the reporting period that allowed an exception to non-stormwater discharge provisions of an ordinance or SOP? ☐ Yes ☒ No

If Yes to #4, identify the entity that received the waiver or variance and the type of non-stormwater discharge approved.

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

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

If Yes, what was distributed? Yes, IDD&E-related information distributed to public employees, businesses, and the general public during the reporting period. Note the following: Information on the Penn Waste Residential Recycling Program; Information on the York County Solid Waste Authority Electronics Recycling Program; Information on the Borough's Property Maintenance Code.

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

☒ Yes ☐ No

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

**MCM #3 Comments:**

See Attachment 4.1 for the Stormwater Management Ordinance.

**MCM #4 – CONSTRUCTION SITE STORMWATER RUNOFF CONTROL**

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

☒ Yes ☐ No

*(If Yes, respond to questions for BMP Nos. 1, 2 and 3 only in this section. If No, respond to questions for all BMPs in this section)*

**BMP #1: The permittee may not issue a building or other permit or final approval to those proposing or conducting earth disturbance activities requiring an NPDES permit unless the party proposing the earth disturbance has valid NPDES Permit coverage (i.e., not expired) under 25 Pa. Code Chapter 102.**

During the reporting period, did you comply with 25 Pa. Code § 102.43 (relating to withholding building or other permits or approvals until DEP or a county conservation district (CCD) has approved NPDES permit coverage)?

☒ Yes ☐ No ☐ Not Applicable (no building permit applications received)

**BMP #2: A municipality or county which issues building or other permits shall notify DEP or the applicable CCD within 5 days of the receipt of an application for a permit involving an earth disturbance activity consisting of one acre or more, in accordance with 25 Pa. Code § 102.42.**

During the reporting period, did you comply with 25 Pa. Code § 102.42 (relating to notifying DEP/CCD within 5 days of receiving an application involving an earth disturbance activity of one acre or more)?

☒ Yes ☐ No ☐ Not Applicable (no building permit applications received)

**BMP #3: Enact, implement and enforce an ordinance or SOP to require the implementation and maintenance of E&S control BMPs, including sanctions for non-compliance, as applicable.**

1. Do you have an ordinance (municipal) or SOP or other mechanism (non-municipal) that requires implementation and maintenance of E&S control BMPs? ☒ Yes ☐ No

If Yes, indicate the date of the ordinance or SOP: 12/03/2012

2. If Yes to #1, is the ordinance or SOP consistent with DEP's 2022 Model Stormwater Management Ordinance (3800-PM-BCW0100j)? ☐ Yes ☒ No

3. If Yes to #2 and the ordinance or SOP has not been submitted previously, attach a copy of the ordinance or SOP.

**BMP #4: Review Erosion and Sediment (E&S) control plans to ensure that such plans adequately consider water quality impacts and meet regulatory requirements.**

Specify the number of E&S Plans you reviewed during the reporting period: N/A

**BMP #5: Conduct inspections regarding installation and maintenance of E&S control measures during earth disturbance activities. Maintain records of site inspections, including dates and inspection results, in accordance with the record retention requirements in this permit.**

Specify the number of E&S inspections you completed during the reporting period: N/A

**BMP #6: Conduct enforcement when installation and maintenance of E&S control measures during earth disturbance activities does not comply with permit and/or regulatory requirements.**

Specify the number of enforcement actions you took during the reporting period for improper E&S: N/A

**BMP #7: Develop and implement requirements for construction site operators to control waste at construction sites that may cause adverse impacts to water quality. The permittee shall provide education on these requirements to construction site operators.**

Specify the method(s) by which you are educating construction site operators on controlling waste at construction sites:

N/A

**BMP #8: Develop and implement procedures for the receipt and consideration of public inquiries, concerns, and information submitted by the public to the permittee regarding local construction activities.**

1. A tracking system has been established for receipt of public inquiries and complaints. ☐ Yes ☐ No

2. Specify the number of inquiries and complaints received during the reporting period: N/A

**MCM #4 Comments:**

N/A

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

**BMP #1: Enact, implement and enforce an ordinance or SOP to require post-construction stormwater management from new development and redevelopment projects, including sanctions for non-compliance.**

1. Do you have an ordinance (municipal) or SOP or other mechanism (non-municipal) that requires implementation and maintenance of post-construction stormwater management (PCSM) BMPs? ☒ Yes ☐ No

If Yes, indicate the date of the ordinance or SOP: 12/03/2012

2. If Yes to #1, is the ordinance or SOP consistent with DEP's 2022 Model Stormwater Management Ordinance (3800-PM-BCW0100j)? ☐ Yes ☒ No

3. If Yes to #2 and the ordinance or SOP has not been submitted previously, attach a copy of the ordinance or SOP.

**BMP #2: Develop and implement measures to encourage and expand the use of Low Impact Development (LID) in new development and redevelopment. Measures should also be included to encourage retrofitting LID into existing development. Enact ordinances consistent with LID practices and repeal sections of ordinances that conflict with LID practices.**

1. Do you have an ordinance (municipal) or SOP or other mechanism (non-municipal) that encourages and expands the use of LID in new development and redevelopment? ☒ Yes ☐ No

If Yes, indicate the date of the ordinance or SOP: 12/03/2012

2. If Yes to #1, is the ordinance or SOP consistent with DEP's 2022 Model Stormwater Management Ordinance (3800-PM-BCW0100j)? ☐ Yes ☒ No

3. If Yes to #2 and the ordinance or SOP has not been submitted previously, attach a copy of the ordinance or SOP.

**BMP #3: Ensure adequate O&M of all post-construction stormwater management BMPs that have been installed at development or redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale.**

1. Do you have an inventory of all PCSM BMPs that were installed to meet requirements in NPDES Permits for Stormwater Discharges Associated with Construction Activities approved since March 10, 2003? ☒ Yes ☐ No

If Yes to #1, complete Table 1 on the next page.

2. Has proper O&M occurred during the reporting period for all PCSM BMPs? ☒ Yes ☐ No

3. If No to #2, explain what action(s) the permittee has taken or plans to take to ensure proper O&M.

N/A

*If you are relying on PA's statewide program for stormwater associated with construction activities, you may skip to MCM #6, otherwise complete all questions for BMPs #4 - #6 in this section.*

**BMP #4: Require the implementation of a combination of structural and/or non-structural BMPs that are appropriate to the local community, that minimize water quality impacts, and that are designed to maintain pre-development runoff conditions.**

1. Specify the number of PCSM Plans reviewed during the reporting period for projects disturbing greater than or equal to one acre (including projects less than one acre that are part of a larger common plan of development or sale): N/A

2. Has a tracking system been established and maintained to record qualifying projects and their associated BMPs?

☐ Yes ☐ No

### PCSM BMP INVENTORY

**Table 1.** To complete the information needed for MCM #5, BMP #3, list all existing structural BMPs that discharge stormwater to the permittee's MS4 that were installed to satisfy PCSM requirements for earth disturbance activities under Chapter 102, and provide the requested information (see instructions).

BMP No.	BMP Name	DA (ac)	Entity Responsible for O&M	Latitude	Longitude	Date Installed	O&M Requirements	NPDES Permit No.
1	Infiltration Basin	6.18	Spring Grove Borough	39°53'29"	76°51'55"	2014	Annual visual screening; minimum O&M defined in the PA BMP manual	-
2	Vegetated Swale	3.63	Spring Grove Borough	39°53'40"	76°51'46"	2014	Annual visual screening; minimum O&M defined in the PA BMP manual	-
3	Wet Pond Retention Basin	7.11	Spring Grove Borough	39°53'40"	76°51'38"	2014	Annual visual screening; minimum O&M defined in the PA BMP manual	-
4	Infiltration Basin	3.47	Spring Grove Borough	39°53'29"	76°51'30"	2014	Annual visual screening; minimum O&M defined in the PA BMP manual	-
5	Vegetated Swale	3.47	Spring Grove Borough	39°53'25"	76°51'31"	2014	Annual visual screening; minimum O&M defined in the PA BMP manual	-
6	Subsurface Infiltration Bed	1.53	Spring Grove Borough	39°52'46"	76°51'48"	2010	Annual visual screening; minimum O&M defined in the PA BMP manual	PAG2006710025 R
7	Infiltration Basin	0.17	Spring Grove Borough	39°52'30"	76°51'43"	2008	Annual visual screening; minimum O&M defined in the PA BMP manual	-
8	Pervious Pavement Infiltration Bed	0.11	Spring Grove Borough	39°52'23"	76°51'39"	2015	Annual visual screening; minimum O&M defined in the PA BMP manual	-

9	Subsurface Storage Facility	0.15	Spring Grove Borough	39°52'28"	76°51'58"	2015	Annual visual screening; minimum O&M defined in the PA BMP manual	-
10	Dry Detention Basin	100.3 0	Spring Grove Borough	39°53'17"	76°51'37"	-	Annual visual screening; minimum O&M defined in the PA BMP manual	-
11				o ' "	o ' "	-		
12				o ' "	o ' "	-		
13				o ' "	o ' "	-		
14				o ' "	o ' "	-		
15				o ' "	o ' "	-		
16				o ' "	o ' "	-		

**BMP #5: Ensure that controls are installed that shall prevent or minimize water quality impacts. The permittee shall inspect all qualifying development or redevelopment projects during the construction phase to ensure proper installation of the approved structural PCSM BMPs. A tracking system (e.g., database, spreadsheet, or written list) shall be implemented to track the inspections conducted and to track the results of the inspections (e.g., BMPs were, or were not, installed properly).**

1. During the reporting period have you inspected all qualifying development and redevelopment projects during the construction phase to ensure proper installation of approved structural BMPs?  
☐ Yes ☐ No ☐ Not Applicable (no qualifying projects during reporting period)
2. Has a tracking system been established and maintained to record results of inspections?  
☐ Yes ☐ No

**BMP #6: Develop a written procedure that describes how the permittee shall address all required components of this MCM.**

Have you developed a written plan that addresses: 1) minimum requirements for use of structural and/or non-structural BMPs in plans for development and redevelopment; 2) criteria for selecting and standards for sizing stormwater BMPs; and 3) implementation of an inspection program to ensure that BMPs are properly installed? ☐ Yes ☐ No

**MCM #5 Comments:**

N/A

#### **MCM #6 – POLLUTION PREVENTION / GOOD HOUSEKEEPING**

**BMP #1: Identify and document all operations that are owned or operated by the permittee and have the potential for generating pollution in stormwater runoff to the MS4. This includes activities conducted by contractors for the permittee.**

1. Have you identified all facilities and activities owned and operated by the permittee that have the potential to generate stormwater runoff into the MS4? ☒ Yes ☐ No
2. When was the inventory last reviewed? 8/2019
3. When was it last updated? 8/2019

**BMP #2: Develop, implement and maintain a written O&M program for all operations that could contribute to the discharge of pollutants from the MS4, as identified under BMP #1. This program shall address stormwater collection or conveyance systems within the regulated MS4.**

1. Have you developed a written O&M program for the operations identified in BMP #1? ☒ Yes ☐ No
2. Date of last review or update to written O&M program: 8/2019

**BMP #3: Develop and implement an employee training program that addresses appropriate topics to further the goal of preventing or reducing the discharge of pollutants from operations to the regulated small MS4. All relevant employees and contractors shall receive training.**

1. Have you developed an employee training program? ☒ Yes ☐ No
2. Date of last review or update to training program: July 9, 2018      Date of latest training: July 9, 2018

3. Training topics covered:

Stream Restoration Best Management Practices

4. Name(s) of training presenter(s):

Matthew Warfel

5. Names of training attendees:

James D. Graham, David B. Kile, Peter A. Lombardi, Larry McConnell, Rebecca J. Stauffer, Kristyn Stouch, Beverly Hilt, Andrew N. Shaffer, Melissa J. Helm, and John McLucas.

**MCM #6 Comments:**

Attachment 6.2 contains the Good Housekeeping Operation & Maintenance Program.

Attachment 3.2 contains a map of the MS4 conveyance system and the locations of the municipal owned lands and properties.

**POLLUTANT CONTROL MEASURES (PCMs)**

*Indicate the status of implementing PCMs in Appendices A, B and/or C by completing the table below. Skip this section if PCMs are not applicable.*

Task	Date Completed	Attached	Anticipated Completion Date
Storm Sewershed Map(s)		<input type="checkbox"/>	
Source Inventory		<input type="checkbox"/>	
Investigation of Suspected Sources		<input type="checkbox"/>	
Ordinance/SOP for Controlling Animal Wastes		<input type="checkbox"/>	

**PCM Comments:**

Not a requirement of Spring Grove Borough.

**POLLUTANT REDUCTION PLANS (PRPs) AND TMDL PLANS**

1. Complete this section if the development and submission of a PRP and/or TMDL Plan was required as an attachment to the latest NOI or application or was required by the permit, regardless of whether DEP has approved the plan(s).

Type of Plan	Submission Date	DEP Approval Date	Surface Waters Addressed by Plan
<input checked="" type="checkbox"/> Chesapeake Bay PRP (Appendix D)	9/29/2017	04/06/2018	Chesapeake Bay
<input type="checkbox"/> Impaired Waters PRP (Appendix E)			
<input type="checkbox"/> TMDL Plan (Appendix F)			
<input type="checkbox"/> Combined Chesapeake Bay / Impaired Waters PRP			Chesapeake Bay,
<input type="checkbox"/> Combined PRP / TMDL Plan			

☐ Joint Plan (if checked, list the name of the MS4 group or names of all entities participating in the joint plan below)

Joint Plan Participants:

2. Identify the pollutants of concern and pollutant load reduction requirements under the permit (see instructions).

Type of Plan	TSS Load Reduction (lbs/yr)	TP Load Reduction (lbs/yr)	TN Load Reduction (lbs/yr)
<input checked="" type="checkbox"/> Chesapeake Bay PRP (Appendix D)	28,076.90	-	-
<input type="checkbox"/> Impaired Waters PRP (Appendix E)			
<input type="checkbox"/> TMDL Plan (Appendix F)			
<input type="checkbox"/> Combined Chesapeake Bay / Impaired Waters PRP			
<input type="checkbox"/> Combined PRP / TMDL Plan			

3. Date Final Report Demonstrating Achievement of Pollutant Load Reductions Due: May 1, 2023

4. Have any modifications to the plan(s) occurred since DEP approval? ☐ Yes ☒ No

If Yes to #4, was the updated plan(s) submitted to DEP? ☐ Yes ☐ No

If Yes to #4, did you comply with the public participation requirements of the applicable appendix? ☐ Yes ☐ No

If Yes to #4, describe the plan modifications.

N/A

5. Summary of progress achieved during reporting period.

The Borough has reviewed and maintained the mapping of their MS4 system. The construction of the stream restoration described in the Spring Grove Pollution Reduction Plan is underway and approaching completion.

6. Anticipated activities for next reporting period.

The Borough anticipates completion of the stream restoration described in the Spring Grove Pollution Reduction Plan. The MS4 mapping will be continually reviewed and updated as needed.

**PRP/TMDL Plan Comments:**

N/A

### NEW BMPs FOR PRP/TMDL PLAN IMPLEMENTATION

**Table 2.** List all new structural BMPs installed and ongoing non-structural BMPs implemented during the reporting period that are being used toward achieving load reductions in the permittee's PRP and/or TMDL Plan (see instructions).

BMP No.	BMP Name	DA (ac)	% Imp.	BMP Extent	Units	Latitude	Longitude	Date Installed or Implemented	Planning Area?	Ch. 102?	Annual Sediment Load Reduction (lbs/yr)
	N/A					° ' "	° ' "		<input type="checkbox"/>	<input type="checkbox"/>	
						° ' "	° ' "		<input type="checkbox"/>	<input type="checkbox"/>	
						° ' "	° ' "		<input type="checkbox"/>	<input type="checkbox"/>	
						° ' "	° ' "		<input type="checkbox"/>	<input type="checkbox"/>	
						° ' "	° ' "		<input type="checkbox"/>	<input type="checkbox"/>	

### BMP INVENTORY FOR PRP/TMDL PLAN IMPLEMENTATION

**Table 3.** List all existing structural BMPs that have been installed in prior reporting periods and are eligible to use toward achieving load reductions in the permittee's PRP and/or TMDL Plan (see instructions).

BMP No.	BMP Name	DA (ac)	% Imp.	BMP Extent	Units	Latitude	Longitude	Date Installed	Annual Sediment Load Reduction (lbs/yr)	Date of Latest Inspection	Satisfactory?
	N/A					° ' "	° ' "				<input type="checkbox"/>
						° ' "	° ' "				<input type="checkbox"/>
						° ' "	° ' "				<input type="checkbox"/>
						° ' "	° ' "				<input type="checkbox"/>
						° ' "	° ' "				<input type="checkbox"/>
						° ' "	° ' "				<input type="checkbox"/>

## CERTIFICATION

**For PAG-13 Permittees:** I have read the latest PAG-13 General Permit issued by DEP and agree and certify that (1) the permittee continues to be eligible for coverage under the PAG-13 General Permit and (2) the permittee will continue to comply with the conditions of that permit, including any modifications thereto. I understand that if I do not agree to the terms and conditions of the PAG-13 General Permit, I will apply for an individual permit within 90 days of publication of the General Permit. I also acknowledge that any facility construction needed to comply with the General Permit requirements shall be designed, built, operated, and maintained in accordance with operative laws and regulations.

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

\_\_\_\_\_  
Name of Responsible Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Date

# ATTACHMENTS

Attachment 1.1 - Public Education and Outreach Plan

Attachment 1.2 - Municipal Website

Attachment 2.1 - Borough Council Meeting Minutes

Attachment 2.2 – Public Involvement and Participation Plan

Attachment 2.3 - “Boro Bits” Municipal Newsletters

Attachment 2.4 – Education Material

Attachment 2.5 – Instances of Cooperation

Attachment 3.1 - Outfall Reconnaissance Inventory/Sample  
Collection field Sheets

Attachment 3.2 - MS4 Map

Attachment 4.1 - Stormwater Management Ordinance

Attachment 6.1 - Training Documentation

Attachment 6.2 – Good Housekeeping Operation & Maintenance  
Program

ATTACHMENT 1.1  
PUBLIC EDUCATION AND OUTREACH  
PROGRAM

# **PUBLIC EDUCATION AND OUTREACH PLAN**

## **Spring Grove Borough**

**GOAL:** To achieve yearly, measurable improvements in the target audience's understanding of the causes and impacts of stormwater pollution and the steps they can take to prevent it over the course of the next reporting period.

### **PLAN ELEMENTS:**

#### **DETERMINING THE NEED FOR EDUCATION AND SOURCES OF MATERIALS**

- A. Develop a survey to assess the understanding of stormwater issues by municipal residents and staff. Include elements of the local MS4 and local waterbodies.
- B. Circulate the survey to residents and staff through new and established communication channels such as the "Boro Bits" newsletter, mailings, and emails.
- C. Use the results of the survey to source additional educational materials that will increase the public's knowledge of stormwater issues and the practices that can be applied. The educational materials will contain information pertinent to all six of the Minimum Control Measures.

#### **IMPROVING THE TARGET AUDIENCE FOR THE EDUCATION PROGRAM**

- A. Continually review and refine the Target Audience list over the course of the reporting period.
- B. Using the list of individuals and groups, create a spreadsheet of these contacts and track the dates and types of information sent and received. Update regularly.

#### **DEVELOPING THE MESSAGE**

- A. Develop an annual publication schedule with items to be created or sourced, dates of publication, and means of communication. Use results of the public survey to select educational materials.

- B. Create a tracking system to document each item published and update regularly.
- C. Provide a link to all stormwater information and publications on the municipal website (<http://springgroveborough.com/>).
- D. Compare materials with other municipalities, especially within the York County Stormwater Consortium, and develop materials that can be used by multiple municipalities. Work with public agencies and watershed organizations to develop materials.
- E. Include education information on all 6 of the Minimum Control Measures
- F. Review and update published items annually.

### **DEVELOP A DISTRIBUTION SCHEDULE FOR EDUCATION MATERIALS**

- A. Create a list of distribution methods to include items such as displays at municipal events, posters, signs, pamphlets, booklets, brochures, radio advertisements, local cable TV, newspaper articles, presentations, and other means.
- B. Use at least two of these methods annually in addition to newsletters and website.
- C. Maintain records of all distributed materials including item distributed, date distributed, recipient, number distributed, and method of distribution. Provide this information to the PA DEP in annual reports.
- D. Leverage distribution by partnering with organizations such as the York County Planning Commission on education information.

### **MEASURE PUBLIC UNDERSTANDING OF STORMWATER CAUSES AND IMPACT**

- A. Circulate survey or other means to access to target audience annually.
- B. Compare results of survey or other records to previous year
- C. Focus future education efforts on stormwater management issues where public knowledge is not improving.

## **Target Audience List**

**Residential Uses/ Residential Activities:** The Borough is approaching being built-out with limited options for new development or redevelopment; therefore, the primary sources of pollution to the regulated MS4 Conveyance System are likely caused from existing residential uses and activities. Sources of pollution from residential uses include everyday activities such as car washing, lawn maintenance, power washing, storage of materials (trash, recyclables, etc.) and vehicle and equipment maintenance. In order to address pollutants generated from residential uses the Borough must consider methods for source control to retain pollutants at the locations where those pollutants are generated. This presents the necessity for a rigorous public education and outreach program that involves residents in the community in the MS4 improvement process. This can be done by educating the public how to use and practice proper homeowner best management practices. Furthermore, instructing the public to use residential BMPs, such as rain gardens and rain barrels will supplement the Borough's effort in reducing the effect that the community has upon the local waterways.

### **Target Audience Group 2:**

**Commercial and Industrial Areas/Uses:** Commercial and industrial areas/uses present the potential for pollution to the regulated MS4 Conveyance System through everyday business activities. In particular, the Glatfelter complex in the south of the municipality must be considered in the Borough outreach efforts. In order to address pollution generated and potentially generated from commercial and industrial areas/uses the Borough must assess each commercial and industrial activity and determine (1) the ability of that commercial or industrial operation to generate pollution that could impact the regulated MS4 Conveyance System and (2) the ability of that commercial or industrial operation to address a pollution release. This can be done by establishing a comprehensive list of commercial and industrial businesses and activities in the Borough, determining what commercial and industrial uses have the potential for an offsite pollution discharge then establish partnerships with those commercial and industrial businesses in order to prevent a potential discharge.

ATTACHMENT 1.2  
MUNICIPAL WEBSITE

- [Home](#)
- [Government](#)
- [Public Services](#)
- [Community](#)
- [Property Maintenance](#)
- [Documents](#)
- [GeoTour](#)
- [Sewer Bill Access](#)
- [Fine Payment](#)

Borough of  
**Spring Grove**  
Pennsylvania



[prev](#) [next](#)



## Borough of Spring Grove, PA

- [July 2019 Boro Bits Newsletter](#)
- [Penn Waste Collection Calendar – 2019](#)
- [Penn Waste Recycling Guide](#)
- [Electronics Recycling Program](#)

- [Act 44 Disclosure Form](#)
- [Pollutant Reduction Plan](#)



[American Flag](#)

*Welcome to the official website of  
Spring Grove Borough York County, Pennsylvania!*

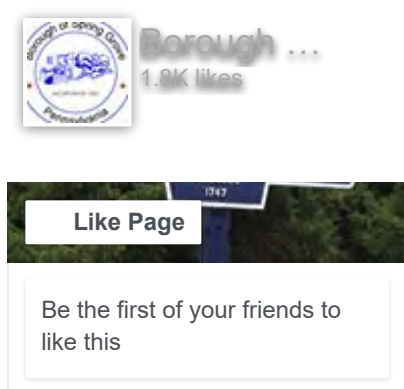


The Borough of Spring Grove is located in southwestern York County, about seven miles southwest of York, PA and 4.5 miles off of US Route 30. The 2000 census population is 2,050 residents. It is the hub of the Spring Grove Area School District, which in addition to Spring Grove Borough, serves Heidelberg, Jackson, Paradise, North Codorus Townships, and Jefferson, New Salem and Seven Valleys Boroughs. Main Street of Spring Grove Borough is also known as State Route 116.

## **SG Borough Quick Facts**

Area	713.34 Acres (1.1 sq. mi.)
Population	2,167 (2010 Census)
Incorporated	August 29, 1882

## Official Flower Red Geranium



Sign up for alerts from the  
**Boroughs of Spring  
Grove and New Salem**  
& other public safety agencies in your  
area.

Mobile #	<input type="text" value="Public safety Text messages sent to"/>
Email	<input type="text" value="Public safety email sent here"/>
Zip Code	<input type="text" value="Selects messages for your location"/>
Language	<input type="text" value="English"/>
<input type="checkbox"/> I accept the <a href="#">Terms &amp; Conditions</a> and <a href="#">Privacy Policy</a> .	
<input type="button" value="Sign Up!"/>	

For help, reply **HELP** to 888777. To cancel, reply **STOP** to 888777. No charge but Msg & Data rates may apply. Msg freq varies. Info: [nixle.com](http://nixle.com). AT&T, T-Mobile®, Sprint, Verizon Wireless & most carriers supported. Support: [support@nixle.com](mailto:support@nixle.com).

## Contact Information

Borough of Spring Grove  
1 Campus Avenue, Spring Grove, PA 17362  
[Get directions](#)

Phone: 717-225-5791  
Fax: 717-326-1143  
[Contact Us](#)

- [Calendar](#)
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ATTACHMENT 2.1  
BOROUGH COUNCIL MEETING  
MINUTES

**MINUTES OF SPRING GROVE BOROUGH  
COUNCIL MEETING  
July 9, 2018**

The Spring Grove Borough Council met in Regular Session on Monday, July 9, 2018. President James D. Graham led those in attendance in a word of prayer and Pledge to the Flag. The meeting was called to order at 7:00 PM.

**BOROUGH COUNCIL PRESENT**

James D. Graham  
David B. Kile  
Peter A. Lombardi  
Larry McConnell  
Rebecca J. Stauffer  
Kristyn Stouch

**ALSO PRESENT:**

Beverly Hilt, Mayor  
Andrew N. Shaffer, Borough Manager  
Matt Warfel, (ARRO Inc.)  
Melissa J. Helm, Adm. Assist/Recording Secty  
John McLucas, Community Development

**BOROUGH COUNCIL ABSENT:**

Vincent Catalano

**ALSO ABSENT:**

Peter Ruth, Solicitor

**Public Comment / Visitors**

None

**Approval of Minutes**

**June 2018**

The Minutes of the Regular Council Meeting held June 4, 2018 and the Committee Meeting held June 18, 2018 were presented to Council for their review. David B. Kile made a motion, seconded by Rebecca J. Stauffer, to approve the minutes as presented. A correction was noted in the minutes regarding the voting for the speed sign. There was a Nay vote from James D. Graham and Peter A. Lombardi. Motion Carried.

**Treasurer's Report**

**June 2018**

The Treasurer's Report for June 2018 with expenses totaling \$129,394.72 was presented for approval Peter A. Lombardi made a motion to approve the report as presented, seconded by Larry McConnell. Motion Carried.

**President's Report**

None

## **Mayor's Report**

### Parking Enforcement Officer's Report –June 2018

The Parking Enforcement Officer's Report for June 2018 was presented to Council for their review.

### Southwestern Regional Police Activity Report –May 2018

The Police Activity Report for May 2018 was presented to Council for their review.

### Southwestern Regional Police Treasurer Report –May 2018

The Treasurer Report for May 2018 was presented to Council for their review.

### Southwestern Regional Police Board Minutes –May 2018

The Minutes of the Southwestern Police Board for the month of May 2018 were presented to Council for their review.

## **Manager**

### Mid-Year Financial Report

Manager Shaffer presented the Mid-Year Financial Report for 2018 to Council for their review.

### 2019 Budget Request

Manager Shaffer presented the 2019 Budget Request Form to Council for their review. He requested that any request be submitted by Council/Committee meeting in August.

### Non-Uniform Pension Audit

Manager Shaffer reported to Council that the Non-Uniform Pension Audit was concluded by the Auditor General's office for the period of 2014 to 2017. There were no findings for that period.

### Liquid Fuels Audit

Manager Shaffer reported to Council that the Liquid Fuels Audit was concluded for the period for 2016 and 2017. There were no findings for that period.

## **ARRO Engineering**

### Main Street Improvements

Engineer Warfel reported to Council that ARRO is continuing to work on the design phase of the Main Street Improvements and they are approaching a challenging phase working with PennDOT and going through some issues relative to lighting. They have submitted for a utility clearance and have a meeting with them on July 19, 2018. Also, an ARLE Grant was compiled and was submitted, for the North Main Street/Jackson Street intersection. A Resolution for the submittal of that grant will be addressed later in the meeting.

Main Street Sanitary Sewer Rehabilitation

Engineer Warfel reported to Council that the contractor has been working on the excavation of the cleanouts for the past several weeks. Tonight, they will begin the main “cured in place” lining. Then they will begin the lateral liner installation.

Campus Avenue Stream Improvements

Engineer Warfel reported to Council that ARRO has been working with the United States Army Corp of Engineers and PA DEP on a joint permit which is required for the stream rehabilitation. The Borough has not technically received the permit, although has been given indication that the permit was complete, and the project was put out on Penn Bid. Bids were opened on June 28. One bid was received from Farhat Excavation, LLC for the contract price of \$214,850.00, which includes contingency item No. 7 and 8. Engineer Warfel requested that Council issue an Intent to Award the Campus Avenue Stream Improvement project to Farhat Excavation, LLC, contingent upon approval of the permit. Peter A. Lombardi made a motion, seconded by David B. Kile, to approve awarding the low bid for the Campus Avenue Stream Improvement project to Farhat Excavation, LLC in the amount of \$214,850.00, contingent upon approval of receiving the permit. Motion Carried. Manager Shaffer reminded Council that the cost of this project will be completely funded by the National Fish and Wildlife Foundation grant and Growing Greener grant from PA DEP. Those grants totaling \$370,000 will be used for engineering fees and construction fees.

GIS

Engineer Warfel reported that ARRO has been working on finalizing the MS4 dataset.

Wastewater Treatment Plant

Engineer Warfel reported to Council that the wastewater treatment plant has been substantially complete for over one year.

**Solicitor’s Report**

Solicitor Ruth was not present at tonight’s meeting.

**Director of Community Development**Zoning Officer’s Report – June 2018

The Zoning Officer’s Report for June 2018 was presented to Council for their review.

Code Enforcement Report – June 2018

The Code Enforcement Report, which shows code violations in the month of June 2018 as well as the status of any outstanding violations, was presented to Council for their review.

## **Recreation**

### Spring Grove Regional Parks & Recreation Center Meeting Minutes –May 2018

The minutes of the Spring Grove Regional Parks and Recreation Meeting for the month of May were presented to Council for their review.

### Spring Grove Regional Parks and Recreation Center Financial Report – May 2018

The Financial Report for the Spring Grove Regional Parks and Recreation Center for the month of May was presented to Council for their review.

## **Committee Reports**

### Highway

Kristyn Stouch discussed with Council the possibility of placing delineators on Glenview Road at the present entrance into Hardee's Restaurant in an effort to deter the left turn into Hardee's. Kristyn M. Stouch made a motion, seconded by Larry McConnell, to authorize the purchase of 12 delineators to be placed at Hardee's Restaurant entrance on Glenview Road in an effort to deter a left-hand turn. Motion Carried.

### Personnel

Rebecca J. Stauffer reported that the Committee has heard from Manager Shaffer that the Borough is locked into the health insurance agreement with Benecon for three years. The Borough has only been in the program for a 1-1/2 years. Therefore, the matter has been tabled until next year's budget. It was recommended that Council hold a preliminary meeting regarding employee compensations at the September Committee meeting. That meeting portion of Committee meeting will be an executive session.

## **Unfinished Business**

None

## **New Business**

### Consider Approval of Resolution 5-2018, Authorizing the Submission of the ARLE Grant.

Larry McConnell made a motion, seconded by Kristyn M. Stouch, to approve Resolution 5-2018, which authorizes the submission of the ARLE Grant for the Main Street Improvement Project. Motion Carried.

### Consider Approval of Ordinance 1-2018, Approving the General Obligation Note in the Amount of \$250,000.00 for the 2018 Sanitary Sewer Project

Rebecca J. Stauffer made a motion, seconded Peter A. Lombardi, to adopt Ordinance 1-2018, which approves the General Obligation Note in the amount of \$250,000 for the 2018 Sanitary Sewer Project. A Roll Call Vote was taken. Voting Aye: David B. Kile, Rebecca J. Stauffer, Kristyn M. Stouch, Larry McConnell, Peter A. Lombardi. Motion Carried.

**Correspondence**

PSAB Pension Plan Statement – Month Ending May 2018

The PSAB Pension Plan Statement for the month of May was presented to Council for their review.

Spring Grove Ambulance – Calls for Service

The Calls for Service Report was presented for the month June 2018.

Hearing no further business, the meeting was adjourned until the Council/Committee Meeting to be held Monday, August 20, 2018 at 7:00 PM.

Adjournment was at 8:13 PM.

Respectfully submitted,  
Melissa J. Helm  
Recording Secretary

**MINUTES OF SPRING GROVE BOROUGH  
COUNCIL MEETING  
September 4, 2018**

The Spring Grove Borough Council met in Regular Session on Tuesday, September 4, 2018. Vice President Rebecca J. Stauffer led those in attendance in a word of prayer and Pledge to the Flag. The meeting was called to order at 7:00 PM.

**BOROUGH COUNCIL PRESENT**

David B. Kile  
James D. Graham- via phone  
Peter A. Lombardi- via phone  
Larry McConnell  
Rebecca J. Stauffer  
Kristyn Stouch

**ALSO PRESENT:**

Beverly Hilt, Mayor  
Andrew N. Shaffer, Borough Manager  
Matt Warfel, (ARRO Inc.)  
John McLucas, Community Development  
Peter Ruth, Solicitor

**BOROUGH COUNCIL ABSENT:**

Vincent Catalano

**ALSO ABSENT:**

Melissa J. Helm, Adm. Assist/Recording Secty

\*\*James D. Graham and Peter A. Lombardi were available via phone connection but did not vote on any matters addressed during the meeting.

**Public Comment / Visitors**

**Feasibility Study Presentation – Core Design Group**

Mr. Jim Baumgardner, Mr. Bryan Gonnella and Ms. Kelly Cartwright presented a summary of the feasibility study performed by Core Design Group to Council.

**Approval of Minutes**

**August 2018**

The Minutes of the Regular Council/Committee Meeting held August 20, 2018 were presented to Council for their review. Kristyn M. Stouch made a motion, seconded by David B. Kile, to approve the minutes as presented. Motion Carried.

**Treasurer's Report**

**August 2018**

The Treasurer's Report for August 2018 with expenses totaling \$182,115.29 was presented for approval. David B. Kile made a motion to approve the report as presented, seconded by Kristyn M. Stouch. Motion Carried.

**President's Report**

None

## **Mayor's Report**

### Parking Enforcement Officer's Report –August 2018

The Parking Enforcement Officer's Report for July 2018 was presented to Council for their review.

### Southwestern Regional Police Activity Report –August 2018

The Police Activity Report for August 2018 was not available for Council's review.

### Southwestern Regional Police Treasurer Report –July 2018

The Treasurer's Report for July 2018 was presented to Council for their review.

### Southwestern Regional Police Board Minutes –August 2018

The Minutes of the Southwestern Police Board for the month of August 2018 were not available for Council's review.

## **Manager**

None

## **ARRO Engineering**

### Main Street Improvements

Engineer Warfel reported to Council that ARRO continues to work with PennDOT to coordinate the Main Street Project.

### Main Street Sanitary Sewer Rehabilitation

Engineer Warfel reported to Council that the project is nearing completion. At this point, the substantial completion date has been extended until September 26, 2018 with final completion by October 20.

### Campus Avenue Stream Improvements

Engineer Warfel reported to Council that ARRO is addressing comments that they received from DEP.

## GIS

There was nothing new to report for tonight's meeting.

## North Loop Interceptor Concerns

Engineer Warfel reported to Council that the Borough purchased three new flow meter to collect additional flow data.

### **Solicitor's Report**

Solicitor Ruth reported that he is working with Manager Shaffer to revise the ordinance for junked and abandoned vehicles.

### **Director of Community Development**

#### Zoning Officer's Report –August 2018

The Zoning Officer's Report for August 2018 was presented to Council for their review.

#### Code Enforcement Report – July and August 2018

The Code Enforcement Report, which shows code violations in the months of July and August 2018 as well as the status of any outstanding violations, was presented to Council for their review.

#### Zoning Hearing Board Meeting – September 20, 2018

Mr. McLucas informed Council that a zoning hearing board meeting is scheduled for September 20, 2018 at 7:00 PM.

### **Recreation**

#### Spring Grove Regional Parks & Recreation Center Meeting Minutes –July 2018

The minutes of the Spring Grove Regional Parks and Recreation Meeting for the month of July were presented to Council for their review.

#### Spring Grove Regional Parks and Recreation Center Financial Report – July 2018

The Financial Report for the Spring Grove Regional Parks and Recreation Center for the month of July was presented to Council for their review.

### **Committee Reports**

#### Driver Feedback Signals

Manager Shaffer informed Council that the Borough has a webinar scheduled on Thursday, September 6 to show the public works employees how to program the driver feedback signals. It was also suggested that one of the signals be placed on Main Street (Jackson and Main).

#### Delineators – Glenview Road

Manager Shaffer advised Council that he is communicating with the property owner of Hardees regarding scheduling a discussion on the placement of the delineators on Glenview Road.

### **Unfinished Business**

None

### **New Business**

#### Consider Approval of the Ugly Sweater 5K Race Route

Kristyn M. Stouch made a motion, Larry McConnell, to approve the Spring Grove Regional Parks and Recreation Ugly Sweater 5K Race Route. Motion Carried.

#### Consider Appointing Zoning Hearing Board Member

Larry McConnell made a motion, seconded by Kristyn M. Stouch, to appoint Janny Graham to the Zoning Hearing Board. It was noted that her term will expire December 31, 2022. Motion Carried.

### **Executive Session**

At this time, Council adjourned into executive session at 8:15 PM to discuss Real Estate and Personnel. Council reconvened at 11:30 PM

### **Correspondence**

#### PSAB Pension Plan Statement – Month Ending August 2018

The PSAB Pension Plan Statement for the month August was not available for tonight's meeting.

#### Spring Grove Ambulance – Calls for Service

The Calls for Service Report for the month of August 2018 was not available for tonight's meeting.

#### York County Borough's Association Meeting Invite

Manager Shaffer presented an invitation to Council for the York County Borough's Association meeting to be held on September 27, 2018 at the Wellsville Fire Company.

Hearing no further business, the meeting was adjourned until the Council Meeting to be held Monday September 24 2018 at 7:00 PM.

Adjournment was at 11:32 PM.

Respectfully submitted,  
Melissa J. Helm  
Recording Secretary

**MINUTES OF SPRING GROVE BOROUGH  
COUNCIL MEETING  
January 7, 2019**

The Spring Grove Borough Council met in Regular Session on Monday, January 7, 2019. President James D. Graham led those in attendance in a word of prayer and Pledge to the Flag. The meeting was called to order at 7:00 PM.

**BOROUGH COUNCIL PRESENT**

David B. Kile  
James D. Graham  
Peter A. Lombardi  
Larry McConnell  
Joshua D. Moore  
Rebecca J. Stauffer  
Kristyn Stouch

**ALSO PRESENT:**

Beverly Hilt, Mayor  
Andrew N. Shaffer, Borough Manager  
Melissa J. Helm, Adm. Assist/Recording Secty  
Matt Warfel, (ARRO Inc.)  
Peter Ruth, Solicitor

**ALSO ABSENT:**

None

**BOROUGH COUNCIL ABSENT:**

None

**Public Comment / Visitors**

None

**Approval of Minutes**

**December 2018**

The Minutes of the Regular Council Meeting held December 10, 2018 were presented to Council for their review. David B. Kile made a motion, seconded by Larry McConnell, to approve the minutes as presented. Motion Carried.

**Treasurer's Report**

**December 2018**

The Treasurer's Report for December 2018 with expenses totaling \$152,343.73 was presented for approval. Rebecca J. Stauffer made a motion to approve the report as presented, seconded by Kristyn M. Stouch. Motion Carried.

**President's Report**

President Graham took this opportunity to thank the Borough's employees for their hard work in 2018.

## **Mayor's Report**

### Parking Enforcement Officer's Report –December 2018

The Parking Enforcement Officer's Report for December 2018 was presented to Council for their review.

### Southwestern Regional Police Activity Report –November 2018

The Police Activity Report for November 2018 was presented to Council for their review.

### Southwestern Regional Police Treasurer Report –November 2018

The Treasurer's Report for November 2018 was presented to Council for their review.

### Southwestern Regional Police Board Minutes –November 2018

The Minutes of the Southwestern Police Board for the month of November 2018 were presented to Council for their review.

### Chief Notes – December 12, 2018

The Chief's Notes for the month of December 2018 were presented to Council for their review.

## **Manager**

### 2018 End of Year Financial Report

Manager Shaffer presented the 2018 End of the Year Financial Report to Council for their review. He also noted that these numbers are unaudited figures and could change with adjustments made as a result of the audit.

## **ARRO Engineering**

### Main Street Improvements

Engineer Warfel reported to Council that ARRO and Manager Shaffer met with PennDOT for a constructability review meeting on December 10, 2018. PennDOT made some requests for some changes. They are also working on a revised schedule for implementation for the end of 2019, beginning of 2020.

### East Railroad Street Improvements – CDBG Funding

Engineer Warfel reported to Council that ARRO met with York County Planning Commission for this project. They will be incorporating any comments from that meeting and finalizing the plans, specifications, and reviewing them with the Borough before putting them out for bid.

### Campus Avenue Stream Improvements

Engineer Warfel reported to Council that there was a Change Order that was processed for that project. It was a requirement by the state to include native stream bed material. Rebecca J. Stauffer made a motion, seconded by Larry McConnell, to approve Application for Payment #1 in the amount of \$54,630.00 to Farhat Excavating. Motion Carried.

GIS

Engineer Warfel had nothing new to report on this matter.

North Loop Interceptor Concerns

Engineer Warfel ARRO had nothing new to report on this matter.

Wastewater Treatment Plant

Engineer Warfel reported to Council that they have received a quote from Utility Services Group, Inc. for the bypass pumping and televising of the two sewer lines coming into the treatment plant, with more emphasis on the North Loop. The quote was for \$21,000 for detection work not repair. Larry McConnell made a motion, seconded by Joshua Moore, to approve the proposal from Utility Services Group, Inc. conditionally that it not exceed the amount quoted and to allow ARRO Engineering to coordinate the project. Motion Carried.

**Solicitor's Report**

Solicitor Ruth advised Council that Stock and Leader will be hosting "Municipal 201" Program at the Outdoor Country Club on April 17, 2019 from 5:00 – 7:00 PM.

**Director of Community Development**

Zoning Officer's Report –December 2018

The Zoning Officer's Report for December 2018 was presented to Council for their review.

Code Enforcement Report – December 2018

The Code Enforcement Report for December was presented to Council for their review.

Rental Inspection Report – December 2018

Manager Shaffer reported that there are only 20 rental properties that need to be inspected out of 383 rental units.

**Recreation**

Spring Grove Regional Parks & Recreation Center Meeting Minutes –November 2018

The minutes of the Spring Grove Regional Parks and Recreation Meeting for the month of November were presented to Council for their review.

Spring Grove Regional Parks and Recreation Center Financial Report – November 2018

The Financial Report for the Spring Grove Regional Parks and Recreation Center for the month of November was presented to Council for their review.

**Committee Reports**

Rebecca J. Stauffer reported to Council that interviews for the Director of Community Development have been completed. They have narrowed it down to two candidates. The decision will be made in Executive Session later in the meeting.

## **Unfinished Business**

### 50 North East Street – Survey Results

After reviewing the community survey responses, Larry McConnell made a motion, seconded by Peter A. Lombardi, to advertise for the sale of the property at 50 North East Street. Motion Carried.

### Capital Campaign Funds Request – Response Letter

After a lengthy discussion, the consensus of Council was to submit the letter that President Graham comprised to let the Spring Grove Regional Parks and Recreation Center know that Spring Grove Borough does not feel that allocating funds for the purchase of computers is in compliance with the Capital Campaign guidelines.

## **New Business**

### YCPC Grant

Manager Shaffer received notice today regarding the Community Development Block Grant Contract for the Railroad Street project. Peter A. Lombardi made a motion, seconded by Rebecca J. Stauffer, to authorize the Borough to enter into a contract with York County Planning Commission for funds through the Community Development Block Grant for Railroad Street project in the amount of \$120,000.00. Motion Carried.

At this time Council convened into Executive Session at 8:01 PM to discuss police and a personnel matter. Council reconvened at 9:58PM.

### Pension Changes

Joshua D. Moore, made a motion, seconded by Peter A. Lombardi, to authorize advertisement of an ordinance to make the following changes to the non-uniformed pension plan for all hires after January 1, 2019. 1) Increase the normal retirement age to 65, 2) Remove late retirement benefit multiplier. Motion Carried.

### Employment Offer

Rebecca J. Stauffer, made a motion, seconded by Kristyn M. Stouch, to extend an offer of employment to Sarah Hammond for the position of Director of Community Development with a starting salary of \$40,000 and a \$2,000 increase after a positive 90-day review. Motion Carried.

Hearing no further business, the meeting was adjourned until the Committee Meeting to be held Monday January 21, 2019 at 7:00 PM.

Adjournment was at 10:05 PM

Respectfully submitted,  
Melissa J. Helm  
Recording Secretary

ATTACHMENT 2.2  
PUBLIC INVOLVEMENT AND  
PARTICIPATION PLAN

# **PUBLIC INVOLVEMENT AND PARTICIPATION PLAN**

## **2018-2019 Reporting Period**

### **Spring Grove Borough**

**GOAL:** To develop, implement, and maintain a written Public Involvement and Participation Plan that encourages the public's active participation in stormwater planning and management.

#### **DEVELOPING OPPORTUNITIES FOR PUBLIC PARTICIPATION**

- A. Identify and list additional opportunities for the public to participate in the MS4 program.
- B. Identify and list specific communication methods to the target audiences. Make certain that the target audiences know that they can make their thoughts and opinions can be made known during the Borough Council Meetings. Maintain records of contacts with these groups.
- C. Maintain a record of public participation activities noting number of participants, date and location of activity, and quantify the results of the activity.
- D. Endeavor to determine quantifiable impacts of activity on MS4 program and its goals to evaluate results.
- E. Maintain a list of notices and invitations for participation distributed each year to document efforts to engage public. Attach the documentation to the annual report to the PA DEP.

#### **DEVELOPING PUBLIC NOTICE AND INPUT ON STORMWATER ORDINANCES**

- A. Advertise the date and time of the Borough Council Meetings in which the proposed stormwater ordinances will be discussed.
- B. Adapt the protocol for advertising and reviewing proposed stormwater ordinances based on results found.
- B. Create records to list proposed stormwater ordinances, date of ordinance advertisement, date reviewed by the

municipality, public comments and municipal responses, and date adopted.

- C. Notify public through the website and other electronic means available to the municipality.
- D. Review and update protocol annually.

## **COMMUNICATING STORMWATER ORDINANCE ACTIONS TO THE PUBLIC**

- A. Continue to hold public Borough Council meetings monthly to solicit public involvement and participation in the stormwater management program.
- B. Notify target audience directly and through the municipal website (<http://springgroveborough.com/>) and postings in public locations.
- C. Continue to use the public Borough Council meetings to present a summary of progress, activities, and accomplishments through implementation of the Stormwater Management Plan (SWMP)
- D. Solicit feedback from the public on the SWMP.
- E. At meeting document and report cooperation and participation with other organizations and participation of public in supporting the implementation of the SWMP. Activities could include cleanups, storm drain stenciling, water quality monitoring, and educational activities.
- F. Summarize the meeting in writing and post on the municipal website.

## ATTACHMENT 2.3

### "BORO BITS" MUNICIPAL NEWSLETTER



# Boro Bits

A quarterly newsletter for the residents, businesses and property owners of Spring Grove Borough, York County, Pennsylvania.

Volume 23 Issue 94

July 20, 2018



The Borough of Spring Grove is proud to be hosting the Second Annual Smoke in the Grove State Championship BBQ Competition and Festival on July 27 & 28, presented by Weis Markets. Over 50 professional Kansas City Barbecue Society (KCBS) Teams and 18 Backyard Teams will be competing for \$13,325 in cash prizes with the chance to compete in the annual Jack Daniel's World Championship Invitational in Lynchburg, Tennessee and the American Royal in Kansas City, Missouri. We're also proud to have been selected as a HOT PASS Qualifier with Cowboy Charcoal Fire & Ice Women's Series, where the top-scoring female pitmaster will win \$1,000 and a "HOT PASS" to the World Food Championships in Orange Beach, Alabama in November. Spring Grove has been selected as 1 out of only 5 other nationwide locations to host the Women's Series, and we're excited to have them involved with Smoke in the Grove. We also received a \$10,000 grant from the York County Convention & Visitors Bureau (Explore York) to help build the festival portion of this wonderful event, which allows us to bring visitors to Spring Grove to patronize our businesses and explore our wonderful community. Please visit [yorkpa.org](http://yorkpa.org) to see all the attractions located right here in York County!

Be sure to come out on **Friday, July 27** and support your local First Responders while they compete in the First Responder's Cup Wing Competition, presented by H&H General Excavating. During this time, wings prepared by 12 different police, fire, and veteran organizations will be available for public purchase. For \$10, event attendees will receive 12 wings and one vote. Sampling and voting will begin at 6:00PM on Friday. We will also have a family activity area with bounce houses, yard games, and a rock wall. Nashville-recorded singer/songwriter Brittany Opperman will be on stage, beer will be available from House of Brew, and wine will be available from Jackson Square Vineyard. If you're looking for more than just wings, Sarah's Creamery and Big Chipper's BBQ will be on site. The First Responder Cup Awards will be presented at 8:15PM, with CARS 3 following on the big screen at 9:00PM.

On **Saturday, July 28**, the professional and backyard teams will be competing, while BBQ food vendors, other food trucks, a family activity area, and craft vendors will be available beginning at 11:00AM. Live music by the band VELVEETA from State College will begin at 12:30PM.

Don't miss the opportunity to purchase raffle tickets for a chance to win a Traeger Smoker, Big Poppa Drum Smoker, set of corn hole boards, and more! We've also added a "People's Choice" Competition, where the public will be able to sample and vote for their favorite pulled pork prepared by our professional BBQ teams.

Check out [www.SMOKEINTHEGROVE.com](http://www.SMOKEINTHEGROVE.com) or the Borough's Facebook Events Page for more information and to purchase event items.

### Update Regarding Borough Property at 50 North East Street

On May 7, 2018, Spring Grove Borough Council held a public meeting to discuss the future of the community building located at 50 North East Street. Roughly sixty individuals were in attendance and voiced their concerns while providing discussion regarding the Borough's ongoing maintenance and growing concerns regarding the property. After reviewing the input, Borough Council has decided to execute a proposal from CORE Design to conduct a feasibility study of the building. This will provide an analysis of the existing building by assessing the structural condition, utility & mechanical systems, Americans with Disabilities Act compliance, a market-use analysis, and options for future-use. In addition, a rendering of potential future-use along with a Preliminary Estimate of Probable Costs will be provided. This information will allow the Borough to better understand and address the condition of the structure while comprehending the financial impacts involved, both seen and unforeseen. The current organizations and tenants occupying the building can also be assured that leases will be renewed for 2019 - a large concern highlighted at the public meeting. The Borough is committed to being good financial stewards to our taxpayers, and we believe this will allow us to better understand the complexity of this issue while trying to best preserve a community resource. The findings of the feasibility study will be made public after completion, and we will be seeking more input from our residents at that time. We appreciate the community's input and patience as we tackle this complicated issue.

Sincerely,  
Spring Grove Borough Council

### Campus Avenue Stream Restoration Project

At the July 9 Council Meeting, Borough Council awarded a bid of \$214,850 to Farhat Excavating for the Campus Avenue Stream Restoration Project. Work will begin in late July and conclude in mid September. This project is completely financed with state and federal grant funding and will restore and stabilize the eroding stream banks.

**SAVE THE DATE:**  
**SPRING GROVE**  
**COMMUNITY TREE LIGHTING**  
**November 29, 2018**

### Your Elected Officials

#### Borough Council

*President*  
James Graham 225-3847  
*Vice President*  
Rebecca Stauffer 524-5244  
*President Pro Tempore*  
Peter Lombardi 229-9887  
Vincent Catalano 225-6954  
Larry McConnell 225-4926  
Kristyn Stouch 225-0272  
David Kile 880-3784

#### Mayor

Beverly Hilt 739-6357  
Office Hours:  
1<sup>st</sup> & 3<sup>rd</sup> Monday  
6:00 PM - 7:00 PM  
mayor@springgroveboro.com

#### Meeting Dates

<u>Council</u>	<u>Committee</u>
August 20	-
September 4	September 17
October 1	October 15

All meetings begin at 7:00 PM at the Borough Office.

#### Tax Collector Information

Brian Stormes  
P.O. Box 118  
Spring Grove, PA 17362  
(717) 739-6125  
sgtaxcollector@gmail.com

### Pool Permits

Please be advised that a permit is required for all in ground and above ground swimming pools greater than 24 inches in depth.

This applies to the pool kits commonly purchased at retail stores. If an above ground pool is below 48 inches in depth, a fence is also required with a self-latching and self-closing gate. A

pool filtering unit must also connect to an approved ground fault interrupter (GFI) receptacle, requiring an electrical inspection. Finally, remember that pools are not permitted in front yards and must meet applicable setbacks for each Zoning District.

### Summer Hours

The Municipal Office has implemented Summer Hours of 7:00 AM to 5:00 PM Monday through Thursday, beginning May 28 through September 7. After hour payments or other correspondence may be placed in the drop box.

### Holiday Closings

September 3 - Labor Day

The two hour time limit for parking on Main Street will not be enforced on this holiday.



# Boro Bits

A quarterly newsletter for the residents, businesses and property owners of Spring Grove Borough, York County, Pennsylvania.

Volume 23 Issue 95

October 20, 2018

## Spring Grove Community Tree Lighting

**Thursday, November 29, 6:00 PM - 8:00 PM**

Work has already begun on the 4<sup>th</sup> Annual Spring Grove Community Christmas Tree Lighting event! Santa will be arriving around 6:00 PM to open the event. The evening will be filled with Christmas caroling, storytelling, crafts, face painting, photography areas, ice sculpting, and a live reindeer! Refreshments will include cookies, hot cocoa and a local food vendor. New this year is a one mile ugly sweater fun run, which will start at 5:45 PM. Please check the Borough's website and Facebook page for more information. Please find a donation request form included with this newsletter. This great community event would not be possible without multiple small contributions from our community members. Thank you in advance for your consideration and support!



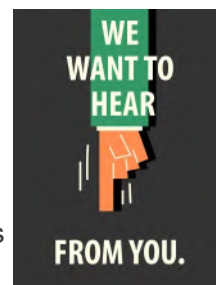
## Structure Enforcement

Many structures located in the downtown area are not compliant with the Property Maintenance Code, which can be found on the Borough's website. Please be proactive and address items such as peeling and chipping paint, exterior deterioration, and any rubbish or debris around the property. Also, be sure accessory structures (garage or shed) are maintained, structurally sound, and in good repair. Before beginning such work, please check with the Borough to see if a permit is required by calling (717) 225-5791 x4. These efforts will help beautify our neighborhood, help raise property values, and help create a cleaner and safer community. Notice regarding structure enforcement was included in January's Newsletter. We hope residents have been and will continue to be proactive, as violations and non-compliance matters will now be heavily and strictly enforced. Structures found to be out of compliance will be notified and cited if compliance is not met within the required timeframe.

## Update Regarding Borough Property at 50 North East Street

**Special Meeting  
November 5, 6:00 PM**

On May 7, 2018, Spring Grove Borough Council held a public meeting to discuss the future of the community building located at 50 North East Street. Borough Council executed a proposal from CORE Design to conduct a feasibility study of the building, which provided an analysis of the existing building by assessing the structural condition, utility & mechanical systems, ADA compliance, market-use analysis, and options for future-use. In addition, a Preliminary Estimate of Probable Costs was provided. The options outlined in the study pose several different financial alternatives for our residents. Council is requesting that our residents and interested members of the public join us at our next meeting at 6:00 PM Monday, November 5 at the Spring Grove Borough Office to discuss and gather a consensus of the different options outlined in the study, and hopefully gather valuable feedback to help us move forward on the property. Please don't hesitate to contact the Borough Office at 717-225-5791 with any questions or concerns.



## Fall Leaf Collection Begins October 22

Leaf collection notices are available on the Borough website and at the Borough Office. Please remember to follow the guidelines outlined in the notice. Leaves WILL NOT be collected where guidelines are not followed. Remember, if the rear of your property abuts an alley, place leaves in the alley.

# TRICK or TREAT

Wednesday,  
October 31, 2018  
6:00 PM - 8:00 PM  
If you wish to  
participate, please  
leave your porch  
light on.



## Notary Services

Are you aware the Borough Office has two certified notaries? Notary services are available during normal office hours. Services include Acknowledgment of Signatures, Oaths or Affirmations, Certified Copies of Original Documents, Affidavits, Depositions, Verifications, Protests, and more. However, motor vehicle and drivers licensing services are not available. Please note that the signer of any document must appear in person and must present a current, government-issued ID showing a serial number or an identification number and at least one of the following: photograph, signature, or physical description.



I am not an attorney licensed to practice law in this Commonwealth. I am not allowed to draft legal records, give advice on legal matters, including immigration, or charge a fee for those activities.

## General Election Tuesday, November 6 7:00 AM - 8:00 PM



## Your Elected Officials

### Borough Council

**President**  
James Graham 225-3847  
**Vice President**  
Rebecca Stauffer 524-5244  
**President Pro Tempore**  
Peter Lombardi 229-9887  
Larry McConnell 225-4926  
Kristyn Stouch 225-0272  
David Kile 880-3784  
**Vacancy**

### Mayor

Beverly Hilt 739-6357  
Office Hours:  
1<sup>st</sup> & 3<sup>rd</sup> Monday  
6:00 PM - 7:00 PM  
mayor@springgroveboro.com

### Meeting Dates

<u>Council</u>	<u>Committee</u>
November 5	November 19
December 3	December 17
January 7	January 21

All meetings begin at 7:00 PM at the Borough Office.

### Tax Collector Information

Brian Stormes  
P.O. Box 118  
Spring Grove, PA 17362  
(717) 739-6125  
sgtaxcollector@gmail.com

## Snow is Coming

In the event the Borough declares a snow emergency, information will be posted on the following sites:

- \* [www.springgroveboro.com](http://www.springgroveboro.com)
- \* Facebook: @sgbpa
- \* NIXLE.com – free text or email alerts, sign up on the Borough's website
- \* TV: Channel 8 (NBC)
- \* Radio: FM107.7 and FM 98.5



## Holiday Closings

November 22-23  
Thanksgiving

December 24-25  
Christmas

December 31 - January 1  
New Year's

*Happy  
holidays*

## Mayor's Corner

Hello! As we go through the process of making changes to our Police Department to make it financially viable for all four municipalities, I have seen the great benefit of the public attending all of our meetings. I firmly believe if we would have had members of the community there before North Codorus Township gave their notice to withdraw, maybe they would not have given notice to do so. We need your voices and input at every meeting in the Borough - as your elected officials, we always strive to do what we feel is best for all, but you may have thoughts and ideas to bring to the table! We need to work together to improve our Borough. The Borough meetings are listed here in your Boro Bits. I look forward to seeing you there!

**Smoke in the Grove**  
**KENNIES**  
JULY 26 & 27 2019

## Gun Ownership & Safety Class

The Southwestern Regional Police Department will present a class for Spring Grove Borough gun owners and prospective gun owners, at the police department on Tues. Feb. 12, 2019 beginning at 6:30 PM.

The topics will include, to name a few, protection within the home, gun laws in general, concealment rules, how officers handle encounters with legal guns, and practical options in an active shooter situation. Officers will also provide a tour of the department after the class.

The department is providing the classes for residents of the municipalities that we provide service to. This date and time is for Spring Grove Borough residents and business owners. So that we can gauge the number of attendees, please email police employee Montez Sattman with your name, the class date, and how many will be in your group to [msattman@swrpd.org](mailto:msattman@swrpd.org).

We look forward to sharing information regarding this timely topic.

Thank you,

Montez Sattman  
SWRPD Clerk  
6115 Thoman Dr.  
Spring Grove, PA 17362  
717-225-1333  
[msattman@swrpd.org](mailto:msattman@swrpd.org)

## WOMENS ACCESSORY

**B I N G O**

Benefits All Children's Programs at Spring Grove Regional Parks & Recreation Center!

April 12th, 2019

Games start at 7:00 PM

Doors Open at 6:00 PM

Spring Grove Regional Parks & Recreation Center Gymnasium

50 N. East St Spring Grove, PA 17362

thirty-one

COACH  
NEW YORK

ISSUE #2  
FOSSIL  
1954

\$25/TICKET. FOR TICKETS, CALL:

SG Borough Office: 717-225-5791 ext. 2

SG Parks & Rec. Center: 717-225-9733 ext. 3



Spring Grove Borough

**BORO BITS**

Volume 24

Issue 96

1 Campus Avenue  
Spring Grove, PA 17362

January 20, 2019



### BOROUGH OFFICE

8am-4:30pm M-F  
717-225-5791

Borough Manager Andrew Shaffer ext.3  
Admin. Assistant Melissa Helm ext.2  
Director, Community Development Sarah Hammond ext.4  
Tax Collector Brian Stormes  
717-739-6125  
P.O. Box 118  
Spring Grove, PA 17362  
[sgtaxcollector@gmail.com](mailto:sgtaxcollector@gmail.com)

### OFFICE OF THE MAYOR

6-7pm. 1st & 3rd Mondays  
717-739-6357

Mayor Beverley Hilt  
[mayor@springgroveboro.com](mailto:mayor@springgroveboro.com)

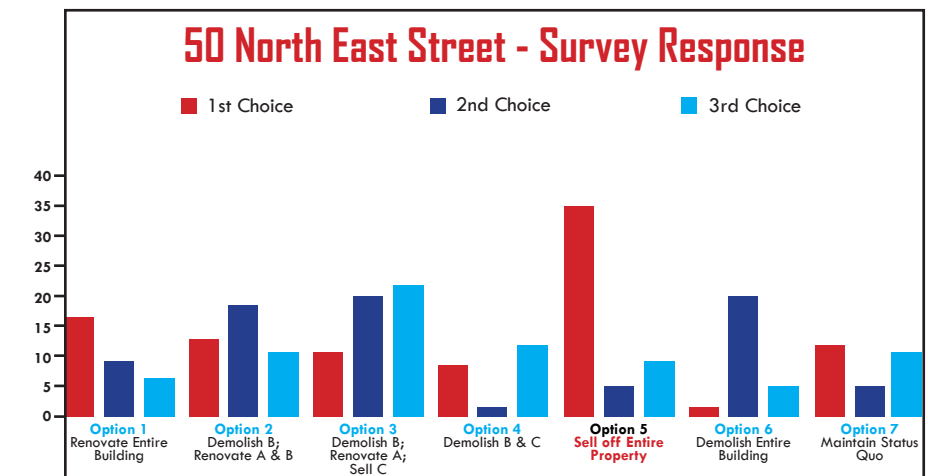
### BOROUGH COUNCIL

President James Graham 717-225-3847  
Vice President Rebecca Stauffer 717-524-5244  
President Pro Tempore Peter Lombardi 717-229-9887  
Council Members  
Kristyn Stouch 717-225-0272 David Kile 717-880-3784  
Larry McConnell 717-225-4926 Josh Moore 717-880-3784

## Council Votes: Community Center for Sale

Following the public meeting held on November 5, 2018, Borough Council asked that residents complete a survey regarding the presented seven options on the future of the property located at 50 North East Street.

The results were compiled and presented to Council for their consideration at January 7, 2019 meeting. While evaluating the results, it was clear that the majority of respondents did not want to see a tax increase to support needed improvements to the property and building. As shown in the chart below, more respondents, a total of 35, choose Option 5 – Sell Off Entire Property, as their first choice. Of the 35 votes, 34 indicated they were residents of the Borough.



Accordingly, Council unanimously voted to authorize advertisement for the sale of the property. However, as noted in the presentation and information made available afterwards, the Borough must receive the appraised value or higher before selling the property. Additionally, Council reserves the right to reject any and all proposals.

During the month of February, the property will be advertised for sale with a bid opening to occur at the March 4, 2019 Council Meeting. The property will be advertised as a tenant occupied building and all leases will be honored until the end of 2019.

Council will continue to publicize information as the process moves forward and asks that anyone interested attend the regularly scheduled meetings on the first and third Mondays beginning at 7:00 PM at the Borough Office.

**COUNCIL MEETINGS ARE HELD AT THE BOROUGH OFFICE THE FIRST AND THIRD MONDAYS OF THE MONTH BEGINNING AT 7PM. WE LOOK FORWARD TO SEEING YOU THERE!**

## Hey Spring Grove!!

My name is Sarah Hammond, and I am SO excited for the opportunity to work with you as your incoming Director of Community Development alongside my incredibly dedicated colleagues in the Borough of Spring Grove Office! As my first week on the job comes to wrap, I've been working on redesigning our local news letter, gathering information to give our website a more user-friendly makeover, and beginning to tackle some serious grant work to help Andy continue to enhance our mouthwatering Smoke In The Grove (July 26/27 - Save the date!)

I am a proud Hanover native & HHS alumna (2011) and attended Slippery Rock University of Pennsylvania (Go ROCK!!), where I graduated with a B.A. in Communication. Prior to joining the SGB Staff, I interned with the Community Development Office of Crispus Attucks in York, worked with embroidery at Legacy Athletic in Hanover, and most recently ran as the Democratic Nominee for the Pennsylvania State House of Representatives for District 169.

When I'm not working in the office or around the community, I can usually be found coaching the Varsity Track & Field and Field Hockey Teams at my Alma Mater (Hanover), traveling with Galactic Empire, hanging with friends & family (often at a local diner – my favorite!), or getting involved with a number of organizations throughout York County, most often with my sweet Alaskan Malamute pup, Drago, by my side!

I look forward to learning about the things you love about Spring Grove, and the ways that we can work together to improve. Together, we will continue to make Spring Grove the best we can be! I hope that you have a safe, happy, & warm winter, and I look forward to hearing from you!



## Spring Grove Borough moves into 2019 with an array of planned projects and improvements aimed at improving key aspects of Borough functions.

Borough staff continues to work with PennDOT regarding the Main Street Improvement Project, which after eight years of seeking funding and planning will go to construction in the Fall. This project, focused on improving pedestrian movement downtown, will include upgrades to all curb ramps, sidewalk replacement, street lighting upgrades, street trees, crosswalks, a pedestrian signal, and a complete overlay of Main Street from the roundabout to the bridge at Pixelle. Funding for this project has been awarded to the Borough through, PennDOT's Multimodal Transportation Fund, York County's Transportation Alternatives Programs, additional assistance from PennDOT, and the Borough's General Fund.

Additionally, East Railroad Street will see a major overhaul in the Spring. Where East Railroad Street intersects Main Street, the roadway will be expanded and realigned. Parking spaces will be installed, along with a hardscaped area for future improvements, and groundwork will be laid for the future alignment of the Trolley Trail through downtown. Sidewalk improvements along East Railroad Street will stretch from Main Street to the end of Railroad Street at the Community Park. Funding for this project has been secured through Community Development Block Grants administered by the York County Planning Commission.

Additionally, the Campus Avenue Stream Improvement Project will be completed within the next few months. Meeting the requirements

of the Borough's Pollutant Reduction Plan as an MS4 community, the stream improvement was fully funded with grants from the National Fish and Wildlife Foundation and the Pennsylvania Department of Environmental Protection. Other stormwater improvements are set to include the swale in front of the Spring Forge Shopping Center that has been designed using funding from the Codorus Creek Watershed, as well as an extension of the existing collection system between Seneca Way and Hamlet Drive West.

In 2019, Borough Staff will work with the Borough's Engineer, ARRO Consulting, to develop the planned improvements to Phase III of the Community Park. The Borough received notification in the Fall of 2018 that the project was chosen for funding under the Department of Natural Resources Community Conservation Partnerships Program in the amount of \$155,000. Work will include additional pedestrian walkways, installation of a

comfort station, stormwater improvements, additional playground equipment for 2-5 year olds, a shade structure, ADA access and utility upgrades.

While necessary, emergency services account for 32% of General Fund Expenses. Mayor Hilt and Council will continue to stand behind and support Southwestern Regional Police Department while they struggle to revamp the department at the demand of other member municipalities.

Although the recently constructed wastewater facility is operating efficiently and well within permit limits, work continues within the

collection system to reduce the amount of inflow and infiltration (ground water) into the system. Recently, the Borough purchased real time flow monitoring devices that are used in the collection system to better indicate areas of needed improvements.

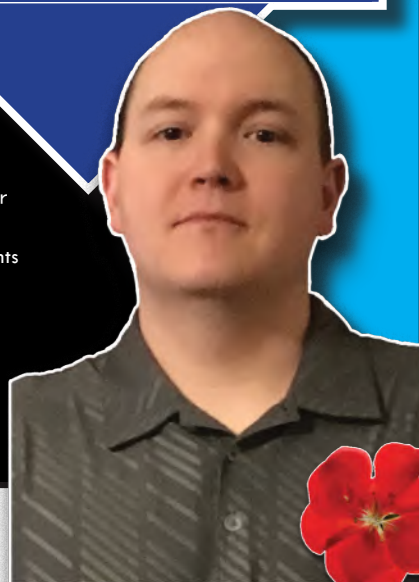
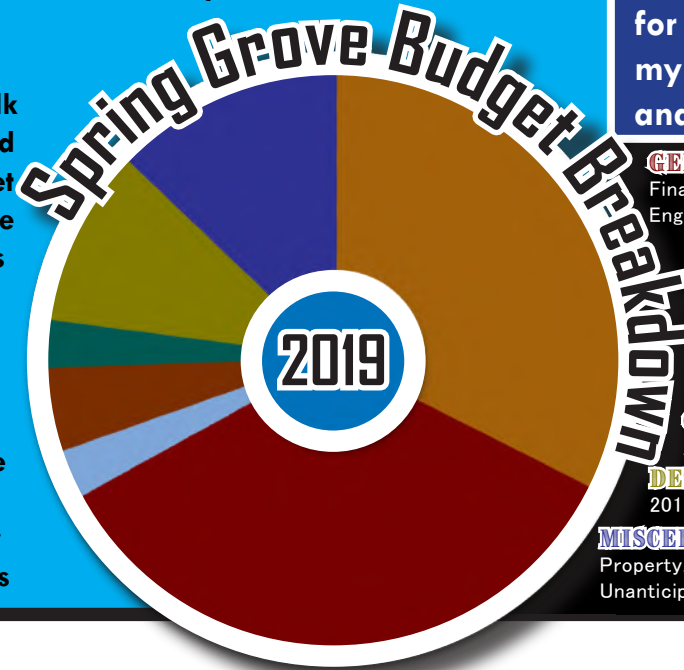
The 2019 Budget also includes \$25,000 for the much-needed replacement of the Public Works salt shed roof and siding. No additional capital improvements or purchases have been outlined for Public Works.

Even though budget decisions regarding increases in taxes and fees are not always easy, Mayor Hilt, Borough Council, and Borough Staff continue to strive to improve the overall quality of life for the residents of the Borough of Spring Grove. Thank you for your continued support of this small hometown community! -Andrew Shaffer

## Hello Spring Grove Borough Residents!

My name is Josh Moore, and I am your newly appointed member of the Borough Council. I have been a resident of the borough for more than 12 years and have always had an interest in how the borough operated. Raising my family, working, and serving with the fire company in Spring Grove Borough have led me to this position. My hope is to contribute to the council's continuing efforts in improving our community for our residents and visitors. I look forward to working with my fellow Council men and women, borough management, and YOU in the coming years to sustain and enhance our home!

**GENERAL GOVERNMENT - 34%**  
Financial Administration, Tax Collection, Law, Engineering Fees, Building Expenses  
**PUBLIC SAFETY - 32%**  
Police, Fire, Ambulance  
**ROADS & STREETS - 8%**  
Repair & Maintenance, Snow Removal, Vehicle Fuel & Repair  
**CULTURE & RECREATION - 5%**  
Contributions to Local Civic Organizations & Community Events  
**COMMUNITY DEVELOPMENT - 3%**  
Administration of Position  
**DEBT SERVICE - 9%**  
2015 Bond Issue and 2016 PIB Loan  
**MISCELLANEOUS - 14%**  
Property, Errors, Works Compensation Insurances, Employee Benefits, Unanticipated Expenses, Transfer to Capital Reserve Fund



ATTACHMENT 2.4  
EDUCATION MATERIAL



## *Borough of Spring Grove*

1 Campus Avenue • Spring Grove • PA • 17362

[www.springgroveboro.com](http://www.springgroveboro.com)

# *STORMWATER* frequently asked **QUESTIONS**

### **1. There are no storm sewers on or near my property. Why should I pay a fee?**

All properties produce stormwater runoff that must be managed by the Borough. Even if your property has never flooded and there are no nearby storm sewers, the stormwater that flows off of your property must be managed by the Borough so that it does not contribute to pollution and flooding downstream. This also applies to cases in which the majority of stormwater is managed onsite, property owners should contribute to services provided by the Borough that are beyond their property lines, such as permit compliance, MS4 system maintenance, and stormwater improvements throughout the Borough. Stormwater management is a community-wide service and the Program costs need to be distributed to all residents.

### **2. Why not just include the stormwater program costs in our property taxes?**

The advantages of using taxes is that we can deduct them on our federal return if we itemize, even though the deduction will be small. A disadvantage is that there is no correlation between assessed values and the amount of impervious surface on a given property.

The Borough is required to reduce the volume and improve quality of stormwater that flows into the streams and eventually to the Chesapeake Bay. It will be difficult and expensive for the Borough to accomplish this objective. An advantage of a fee-based system is that we can offer credits to the business community & residents to reduce the amount of stormwater that leave their sites. The Borough will be credited with all such reductions assisting us in meeting the EPA/DEP requirements. We cannot give such a credit on a tax-based system.

Another disadvantage is that on a tax-based system, residents would be hit unfairly with a larger share of the costs of the budget. By requiring that the percentage of impervious surface be used as the basis rather than assessed value, the cost is shifted to the properties that create more stormwater runoff and have more ability to reduce it.

### **3. There is no separate fee/dedicated fund for police, fire, roads, etc. Why do we need it for stormwater?**

Those services (police, fire, roads) are general services that the Borough provides. Stormwater is evolving to be a true utility, just like sewer, water and electricity, because of the regulatory requirements and the amount of infrastructure (pipes, channels, catch basins, etc.) that the Borough needs to operate and maintain. These utilities have separate fees because they need to link the fee to the services provided. For example, the more water you use the higher your water bill is. The best way of estimating the stormwater fee is to use impervious area (rooftops, driveways, etc.) because runoff from each property depends mainly on the amount of impervious area.

### **4. My property has less than 3,586 SF of impervious surface. Shouldn't I pay less?**

Although there are variations in the amount of impervious surface between residential parcels and types of structures, a flat rate per residential unit is typically used and has been selected for the following reasons:



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# *STORMWATER* frequently asked **QUESTIONS**

- A flat rate structure is easier to comprehend and administer, requiring minimal cost and effort to implement and oversee compared to other billing options. The Borough wants to use the funds in projects that will solve problems and the operation and maintenance of the stormwater system.
- Spring Grove has invested a significant amount of money and time to collect additional impervious area for the existing geographical information system (GIS) in order to bill each residential customer for its amount of impervious surface. The resulting changes will be small, so at this time, it is not recommended to individually calculate the rates for residential parcels.
- All property owners benefit from the community-wide stormwater management system that manages stormwater from roads and properties.
- Residential customers pay a flat rate for wastewater and trash service (even though the amount of trash or wastewater generated by each property varies). The stormwater fee will take a similar approach and will facilitate consistency with these utility fees.

### **5. Isn't this fee really just another tax?**

Some properties are exempt from taxes, but all developed properties contribute stormwater runoff and should pay the stormwater fee. Furthermore, the revenue can only be used for stormwater management and cannot be redirected for other uses.

### **6. My neighborhood has a stormwater pond and other residential neighborhoods do not. Can you provide a credit to reduce our fees?**

Neighborhoods with existing stormwater retention or detention ponds still contribute runoff and pollution to the Borough's overall stormwater/drainage system. Stormwater management is a community wide service and the Program costs need to be distributed to the Borough residents. Moreover, all residents of the Borough benefit from our stormwater/drainage infrastructure, public streets, and public streams and lakes.

### **7. Why will the Borough be charging me for rain?**

Residents and businesses are not being charged for rain. The stormwater management fee will fund a storm water management program to help reduce the pollution associated with stormwater runoff from reaching our local waterways, maintain the current stormwater drainage system, and address localized flooding concerns.

### **8. How do I affect stormwater runoff?**

If you have a roof, driveway, parking lot or other impervious surface on your property you impact the amount and quality of stormwater that runs off the property. Also, household tasks such as car washing and use of fertilizer can impact stormwater quality. Because everyone contributes in some



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# *STORMWATER* frequently asked QUESTIONS

way to the stormwater system, everyone should play a role in supporting its maintenance and upkeep.

**9. Hasn't the Borough always had a stormwater system? Nothing has changed on my property. Why will I be charged now when I haven't been in the past?**

Yes, the Borough has had a stormwater system for a long time. However, new and forthcoming federal regulations require a comprehensive stormwater quality and management program. The stormwater management fee enables the Borough to meet its responsibilities to manage the stormwater system more closely, identify and eliminate illegal discharges, provide public education, and other regulatory requirements. It will also allow for increased inspection and maintenance of aging infrastructure and the ability to rehabilitate/replace infrastructure that's reached the end of its useful life.

**10. Will I still be charged even if it doesn't rain for a longtime?**

Yes, the pollutant potential in stormwater runoff is actually much greater when it has not rained in a long time because pollutants can build up on all impervious surfaces. In any storm, the initial runoff, or first flush, is the most contaminated. In addition to costs incurred to reduce pollution, maintenance of storm water facilities is required whether it rains or not.

**11. How much will I be billed for the stormwater fee?**

Single-family residential (SFR) properties will be billed a flat rate at \$30.50 per quarter, or \$122 per year. While everyone with buildings, pavement and other impervious surfaces on their property will pay the fee, the amount will differ between residential and non-residential areas. SFR properties will pay a quarterly fee equal to one Equivalent Residential Unit (ERU). All non-residential properties will pay a multiple of that ERU based on the impervious surface area of their property since runoff and pollution increases as the amount of impervious surface area on a property increases.

**12. Does everyone in the Borough pay the fee, including non-profits?**

Yes, everyone who owns developed property in the Borough will pay the fee – homeowners, business owners, schools, churches. Tax-exempt properties are required to pay for other utility charges including electric, water and sewer and the stormwater fee is no different. Runoff from impervious surfaces from all properties makes its way into the stormwater collection system and receiving streams which need to be managed and maintained by the Borough.

**13. What is an ERU?**

An Equivalent Residential Unit (ERU) is the amount of impervious surface (measured in square feet) on a typical, single family, residential property. That amount in Spring Grove Borough is 3,586 square feet. The ERU was determined by performing detailed measurements of impervious surfaces contained on SFR properties selected at representative locations across all areas of the Borough. The resulting data was analyzed along with records of impervious area for all buildings, and the average impervious surface value was set as the ERU value.



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# **STORMWATER** frequently asked **QUESTIONS**

### **14. What is impervious area?**

Impervious area is any surface which inhibits infiltration of rainfall into the soil. This includes pavement (asphalt, concrete, etc.), rooftops, patios, sidewalks, and compacted graveled surfaces such as parking areas and driveways.

### **15. How are impervious surfaces determined?**

Impervious surfaces are measured from aerial photographs that have been processed to produce scaled images from which accurate measurements can be made. In certain cases, the Borough may also utilize field measurements or data supplied on site plans to augment information available on aerial photography.

### **16. How did you come up with the cost of the stormwater management fee?**

A list of known problems, scheduled improvements, and projected projects to comply with future regulatory requirements was used as a basis for preparation of a forecast of stormwater program expenses. A 5-year budget projection, including administrative and operation & maintenance costs was also developed to establish funding needs. These overall stormwater system costs were divided by the number of ERUs to come up with the stormwater management fee.

### **17. How will residential properties be billed?**

For those properties with an existing sewer or trash bill from the Borough, the stormwater fee will appear as a separate line item on your existing bill. For those without a current sewer or trash bill from the Borough, a new quarterly stormwater bill will be issued. There will be no pro-rating of fees for partial billing periods. For example, a fee billed in July will cover the entire 3rd quarter of the year, even if the property was vacated in August.

### **18. How will non-residential properties be billed?**

Each non-residential property has been measured to determine the amount of impervious area on the property. That impervious area will be converted to a quantity of ERUs based on one ERU per 3,586 square feet of impervious area, rounded down to the nearest whole number. Each property will be billed the number of ERUs times the Stormwater Assessment Fee rate. The fee will appear on a quarterly bill from the Borough and no property will be billed for less than one ERU.

### **19. Where does the money collected from the stormwater fee go?**

All stormwater fees and interest generated by stormwater charges will be accounted for separately from all other Borough revenues and funds and will be used solely for the operation, maintenance, and management of the stormwater system. The fee will fund many initiatives required by the stormwater program, including:

- **Maintaining and Installing Stormwater Infrastructure** – Miles of piping and other system components make up the storm drainage system that protects Spring Grove Borough from flooding and makes the roads drivable during storms. Improvements to better control flooding are needed in areas of the Borough.



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# *STORMWATER* frequently asked **QUESTIONS**

- **Education** – The best way to protect stormwater quality and stop pollution is to educate our citizens. We make changes in our behaviors when we learn about the negative consequences they create.
- **Protection of the Environment/Regulatory Compliance** – Development and other human interactions with the environment increase the amount of stormwater runoff which is contaminated and carries pollutants into our surface waters. The Borough is required by state and federal regulations to address these issues, and works to reduce stormwater pollution, stop illegal dumping, clean up our watershed and restore local streams.
- **Mapping the System** – In order to effectively maintain the storm drainage system, our staff continues to work regularly to map all of Spring Grove's outfalls, drains, ditches, pipes and other system components while assessing the stability/safety of the existing infrastructure and monitoring for illicit discharges.

### **20. Will property taxes go down as a result of the Stormwater Management Fee?**

Spring Grove Borough Council is responsible for setting and adjusting property taxes. No changes are anticipated as a result of the stormwater management fee. Revenue from the stormwater management fee will be used only for stormwater management within the Borough.

### **21. How is unoccupied property treated?**

Vacant residential structures and empty commercial/industrial buildings are charged because they continue to generate runoff similar to that generated by occupied property.

### **22. How is undeveloped property treated?**

Undeveloped property is defined as real property that has not been altered by improvements such as buildings, parking lots, structures, or the addition of any other impervious areas. Undeveloped property will not be charged a stormwater fee.

### **23. How is billing for new properties initiated?**

Most of the time, properties undergoing initial development will begin paying the stormwater fee when a certificate of occupancy is issued. This coincides with billing of sanitary sewer and trash. New residential properties will be billed a single ERU. New non-residential properties will be charged based on the amount of impervious area reported as required on the site plan which must be reviewed and approved by the Borough.

### **24. What happens when a residential property becomes vacant and other utility services are cut off?**

The stormwater fee applies whether the property is occupied or not. When a vacant property becomes occupied, sewer and trash service will not start until any back stormwater fees are paid and the account is brought up to date.

# Governor Wolf Announces Support for 17 Municipal Stormwater Projects in Pennsylvania Counties in Chesapeake Bay Watershed

June 29, 2017

## Environment, Press Release

**York, PA** – Today, Governor Tom Wolf announced the approval of funding to support 17 municipal stormwater projects in Pennsylvania's portion of the Chesapeake Bay Watershed.

"The convenience we all enjoy with pavement comes with a tangible cost: increased runoff pollution in our local waters," said Governor Wolf. "I'm pleased to support the municipalities—towns, cities, and other large land owners—striving to meet the stormwater challenge in Pennsylvania."

DEP is ramping up its work on implementation of the U.S. Environmental Protection Agency's Municipal Separate Storm Sewer System (MS4) permit program, which incorporates more stringent stormwater management requirements. About 1,000 municipalities around the state must meet new requirements; approximately 340 are in the 43 Pennsylvania counties in the Bay watershed.

"To make the greatest, most timely impact with our resources," said Department of Environmental Protection Secretary Patrick McDonnell. "This funding targets projects in our Bay watershed counties with the highest pollutant loads. Collectively, the projects will remove 396 pounds of phosphorous, 2,800 pounds of nitrogen, and almost 800,000 pounds of sediment from local waters."

Projects are funded through the EPA Chesapeake Bay Implementation Grants Program, a vital part of Pennsylvania's progress in cleaning up its local waters and thereby benefiting the Bay.

Earlier today, Secretary McDonnell acknowledged the projects in-person at an event at the York County Prison to showcase the county's model approach to stormwater management.

The prison project—converting stormwater basins to bioretention basins—was one of 19 projects chosen last year for EPA grant funding. Led by the York County Planning Commission, it reflects the county's outstanding teamwork approach to municipal stormwater management.

"The County of York and 43 municipalities are working together to clean up impaired streams through their MS4 [stormwater] permits," said Felicia Dell, director of the York County Planning Commission. "Together we've developed a regional plan that identifies best management practices and collectively funds and constructs them. The municipalities should be lauded for their vision and spirit of cooperation."

The complete list of projects approved includes:

- **Altoona City:** St. Therese of the Child Jesus rain garden phase 2 (\$55,349)
- **Blair Township:** Edgewood Drive stormwater basin retrofit (\$100,000)
- **Carlisle Borough:** Urban stormwater park native wetland plantings (\$200,000)
- **Denver Borough:** Denver Memorial Park rain gardens and streambank restoration (\$38,220)
- **Duncansville Borough:** Duncansville Memorial Park bioretention, rain gardens, and permeable pavement (\$200,000)
- **East Lampeter Township:** Mill Bridge Campground riparian buffer stream restoration (\$199,610)
- **Goldsboro Borough:** Stream restoration between South York and Water Streets (\$86,290)
- **Mechanicsburg:** Northside stormwater basin retrofit (\$164,381)
- **Mount Joy Borough:** Rotary Park vegetation swale (\$64,633) and Pink Alley stormwater basin retrofit (\$40,422)
- **Lancaster Township:** Kensington Club stormwater basin retrofit (\$200,000)
- **Lemoyne Borough:** Streambank restoration at Harrisburg Academy (\$176,700)
- **Paradise Township:** BMC Paradise Truss Plant retrofit (\$142,082)

- **Paxtang Borough:** Paxtang Parkway rain garden (\$72,000)
- **Rapho Township:** Lefever Road stormwater basin retrofit (\$161,360)
- **Spring Grove Borough:** Campus Avenue stream restoration phase 1 (\$185,000)
- **York:** Memorial Park Poorhouse Run streambank restoration (\$200,00)

## ATTACHMENT 2.5

### INSTANCES OF COOPERATION

# York County Stormwater Consortium BMP Reporting Tool

---

## *User's Guide*

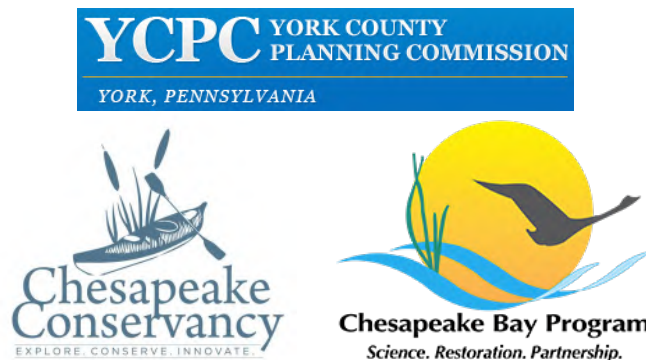
This tool is designed to help MS4-regulated municipalities in York County, Pennsylvania streamline their proposal and reporting process in regards to the Chesapeake Bay Pollution Reduction Plan.

Municipalities can:

- + Submit a new proposal to request funding for a BMP project under the CBPRP
- + Report on the progress of a project that was previously funded through the CBPRP

The steps within this process require no GIS experience. We will use the Tool to complete the forms required by the York County Planning Commission (YCPC), and submit the final proposal or report to the County. For New Proposals, we will walk through the process to estimate pollution reduction loads using another web tool called BayFAST.

The York County Stormwater Consortium BMP Reporting Tool was made possible thanks to a partnership between:



## Task 1: Getting Started

1. Go to <http://york.cicapps.org>
2. If you can't see the menu along the left side of the page (see image below), click "Menu" in top left
3. Click Register in the top left

1. Enter a Username
2. Enter a Password  
*Your password must contain at least one capital letter, one lower case letter, and one number.*
3. Confirm Password  
*Type your password again*
4. E-mail Address
5. First Name
6. Last Name
7. Organization/Affiliation
8. Click the button at the bottom that says Register

Account

**YCPC** YORK COUNTY PLANNING COMMISSION  
YORK, PENNSYLVANIA

Register

Login

Username or E-mail

Password

☒ Keep me signed in

Login

[Forgot your password?](#)

## Task 2: Begin your new BMP proposal or report

1. Click on My Projects
2. Click Add New Project

### Add new project

Do not use the browser "back" button or you will lose the information in your form. Instead, use the buttons provided below to move from one section to another.

Basic Information Sponsor Information Additional Information

### Basic Information Tab

1. Enter Project Name  
*For new proposals, enter a new name; for existing projects, use the name on Table 6 of the CBPRP*
2. Enter Project Status  
*Select New Proposal, or select the status that best describes your existing project; if needed, provide clarifying details in the description section.*
3. Project ID  
*This option is not available for New Proposals. For existing projects, list your Project ID number from Table 6 of the CBPRP*
4. Enter a Short Description
5. Enter a Project Type
6. Enter Start and End Dates
7. Click Next

### Sponsor Information Tab

1. Indicate Joint/Multi-municipality Project  
*This refers to partners for this specific project. Enter details of who you are working with in the notes section on the next page.*
2. Enter Sponsor Name
3. Enter Primary Sponsor Address  
*Enter street address, city, state, and zip code*
4. Enter Primary Contact Name
5. Enter Primary Contact Phone
6. Enter Primary Contact Email

Tip: The "Notes" section in the Additional Information page is your only opportunity in the YCSWC BMP Reporting Tool to add additional text to your proposal or report. Please use this space to provide any additional information or explanation you would like to share with the reviewers.

### Additional Information Tab

1. Enter Total Project Cost  
*Do not enter dollar signs or commas. The system will not automatically reject these symbols now, but they will cause errors later.*
2. Indicate Secured Funding  
*If you have received additional funding for this project, select "Yes," and list the source(s) and amount(s) in the notes below.*
3. Indicate Design Completed
4. Indicate Secondary Benefits  
*Describe in the notes below. For example, list if the project is within a public park, indicate whether the project is in conjunction with other infrastructure improvements, etc.*
5. Specify Ownership
6. Specify Permits Required  
*Describe in the notes*
7. Indicate if Publicly Accessible
8. Enter notes  
*If you answered "yes" to Joint/Multi-municipality Project, Secured Funding, or Secondary Benefits, explain in this section.*
9. Click Create Draft

### My Projects

Submitted

My Project

Delete Project

Details

Drafted

Task status key:

Complete

Incomplete

A new project at the waterfront

Delete Project

Details

Geography

Reductions

Review/Submit

New project

Delete Project

Details

Geography

Reductions

Review/Submit

+ Add New Project

### Navigation: My projects

To edit any of these sections, click the button, make your changes, and click update.  
To return to the My projects page, click My Projects on the menu on the left hand side.

Tip: There are four steps to submitting a proposal or report. Once each step is complete, the buttons will change from red to green.

### Task 3: Define your project's Geography

#### 1. Click the Geography Tab

Tip: Click + and – to zoom in and out. If you search for an address, you can click the x at the top of the box to close the address box.



1. Verify Current Project  
*No action is required—this will default to the project you are working on.*
2. Search for the closest address  
*Find your project location by either using the address bar to search for an address or place name. You can also use your mouse to navigate the map window. The photo imagery you see may not be up-to-date; that's okay.*
3. Click Draw Project Area  
*Use your mouse pointer to draw the actual footprint of your project—this includes the land area where all of the BMPs for this project will be constructed. This does not have to be exact. If you make a mistake, click the “Draw Footprint” button again to start over. Single click to start your drawing; double-click to complete your drawing.*
4. Click Generate Treatment Area  
*This may take a few moments. The tool will identify all of the land area that drains through your project's footprint.. If it takes more than a few minutes, you may need to try drawing your project footprint again.*
5. Click Adjust Treatment Area (Optional)  
*This step is optional. If for some reason the treatment area that was generated by the tool doesn't look quite right to you, use your knowledge of the site to correct the treatment area boundaries. Examples might be when green infrastructure like an existing grass swale is intercepting runoff across a parking lot, or when stormwater drains or drainage ditches are redirecting runoff. Click and drag the gray and white dots to change the treatment area. To finish editing, click the button that says, “Click here to save.”*
6. Click Calculate Land Use / Land Cover Values  
*The tool will calculate the land use/land cover data for all of the area within the project area and within the treatment area. This information will be used to calculate pollution load reductions in the next step.*
7. Click Save Data

Tip: What is the treatment area? The treatment area is all of the land area where stormwater runoff drains through and is affected by your project area. Try to see how placing your project in a different location changes the size of the treatment area. This is modeled based on topography, and is not perfect, which is why you have the option to adjust the treatment area.

### A Closer Look: Task 3, Step 5: Adjust Treatment Area

When do you adjust the treatment area? In this example, based on my personal experience and knowledge, I know a drainage ditch along the road redirects runoff away from my project area. So, I can adjust the watershed shape to exclude that area from my calculations.



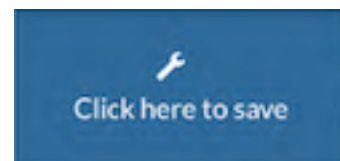
#### Before Adjusting Treatment Area

This image is what I see on my screen after I click Adjust Treatment Area. The Generate Treatment Area tool ran an analysis of topography surrounding my project area, and identifies all of the land area where runoff potentially drains through and is affected by my project. However, based on my personal knowledge and experience, I know that a drainage ditch on the right side of the image is redirecting flow away from my project area.



#### After Adjusting Treatment Area

Using my mouse, I click and drag the gray dots to change the border of my treatment area. Now, the treatment area does not include the drainage ditch along the road. When I'm satisfied with the new shape, I click the button that says "Click Here to Save." If I need to start over, I click save, then I repeat steps 4 and 5.



#### Task 4: Estimate pollution reductions using BayFAST

---

If this is a New Proposal, you will now need to estimate pollution reductions using another web-based tool called BayFAST. Please refer to the BayFAST User's Guide that accompanies this document. To report on existing projects, skip Task 4 and begin Task 5.

#### Task 5: Record Reductions in the YCSWC BMP Reporting Tool

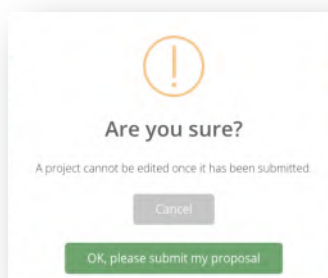
---

1. Return to the window in your browser with the YCSWC BMP Reporting Tool
2. Click on the Reductions button
3. Enter Total Nitrogen Reduction  
*For New Proposals: This is based on your calculation from the previous step.  
For reports on existing projects: Enter the reduction loads you reported to YCPC most recently (you may need to refer to your original CBPRP Proposal).*
4. Enter Total Phosphorus Reduction  
*For New Proposals: This is based on your calculation from the previous step.  
For reports on existing projects: Enter the reduction loads you reported to YCPC most recently (you may need to refer to your original CBPRP Proposal).*
5. Enter Total Sediment Reduction  
*For New Proposals: This is based on your calculation from the previous step.  
For reports on existing projects: Enter the reduction loads you reported to YCPC most recently (you may need to refer to your original CBPRP Proposal).*
6. Click Save results

#### Task 6: Review and Submit

---

1. Click the Review and Submit button  
*Need to correct any of this information? Click on the My Projects tab on the left, and click the Details, Geography, or Reductions buttons to make changes to your project information.*
2. Click Generate Report (Optional)  
*This will open a page in a second window containing a 1-page .pdf summary of your project that you can save or print. To return to the Web Tool, click back on the first window.*
3. Click Submit Project  
*This is the final step, and will submit your proposal or report to the York County Planning Commission for review. You cannot make any edits once you submit click submit.*
4. Click Okay, please submit my proposal





ATTACHMENT 3.1

OUTFALL RECONNAISSANCE  
INVENTORY/SAMPLE COLLECTION  
FIELD SHEETS



## MS4 OUTFALL FIELD SCREENING REPORT

### BACKGROUND INFORMATION

Permittee Name: <u>Spring Grove</u>	NPDES Permit No.: <u>PA6133749</u>
Date of Inspection: <u>2/22/19</u>	Outfall ID No.: <u>0F008</u>
Land Uses in Outfall Drainage Area (Select All):	Latitude: <u>39° 53' 5" N</u>
<input type="checkbox"/> Industrial <input type="checkbox"/> Urban Residential	Longitude: <u>76° 52' 2" W</u>
<input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Suburban Residential	Dry Weather Inspection? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Open Space <input type="checkbox"/> Other:	Date of Previous Precipitation: <u>7 48 hrs</u>
Inspector Name(s): <u>Collin Fox</u>	Amount of Previous Precipitation: _____ in
	Were Photographs Taken? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Are Photographs Attached? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

### OUTFALL DESCRIPTION

TYPE	MATERIAL	SHAPE	DIMENSIONS	SUBMERGED
<input checked="" type="checkbox"/> Closed Pipe	<input type="checkbox"/> RCP <input type="checkbox"/> CMP <input type="checkbox"/> PVC <input checked="" type="checkbox"/> HDPE <input type="checkbox"/> Steel <input type="checkbox"/> Other	<input checked="" type="checkbox"/> Circular <input type="checkbox"/> Single <input type="checkbox"/> Elliptical <input type="checkbox"/> Double <input type="checkbox"/> Box <input type="checkbox"/> Triple <input type="checkbox"/> Other <input type="checkbox"/> Other	Diameter: <u>24</u> in	<input type="checkbox"/> In Water <input type="checkbox"/> With Sediment
<input type="checkbox"/> Open Channel	<input type="checkbox"/> Concrete <input type="checkbox"/> Earthen <input type="checkbox"/> Rip-Rap <input type="checkbox"/> Other	<input type="checkbox"/> Trapezoid <input type="checkbox"/> Parabolic <input type="checkbox"/> Other	Depth: _____ in Top Width: _____ in Bottom Width: _____	

Dry Weather Flow Present at Outfall During Inspection? ☐ Yes ☒ No (If No, skip to Certification Section)

Description of Flow Rate: ☐ Trickle ☐ Moderate ☐ Significant ☒ N/A

### DRY WEATHER FLOW EVALUATION

Does the dry weather flow contain color? ☐ Yes ☐ No If Yes, provide a description below.

Does the dry weather flow contain an odor? ☐ Yes ☐ No If Yes, provide a description below.

Is there an observed change in the receiving waters as a result of the discharge? ☐ Yes ☐ No  
If Yes, provide a description below.

Does the dry weather flow contain floating solids, scum, sheen or substances that result in deposits? ☐ Yes ☐ No  
If Yes, provide a description below.

Were sample(s) collected of the dry weather flow? ☐ Yes ☐ No (If Yes, No. Samples: \_\_\_\_\_)

### FIELD / LABORATORY ANALYSIS

PARAMETER	RESULTS	UNITS	PARAMETER	RESULTS	UNITS
Flow Rate		GPM	Fecal Coliform		No./100 mL
pH		S.U.	COD		mg/L
Total Residual Chlorine (TRC)		mg/L	BOD5		mg/L
Conductivity		µmhos/cm	TSS		mg/L
Ammonia-Nitrogen		mg/L	TDS		mg/L
Other: _____			Oil and Grease		mg/L
Other: _____			Other: _____		

Indicate the parameters above that were analyzed by a DEP-certified laboratory:

### ILLICIT DISCHARGES

Is the dry weather flow an illicit discharge? ☐ Yes ☐ No

If Yes, describe efforts made to determine the source(s) of the illicit discharge.

Describe corrective actions taken by the permittee in response to the finding of an illicit discharge.

Inspector Comments:

### RESPONSIBLE OFFICIAL CERTIFICATION

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

*Collin Fox*  
Responsible Official Name  
570 582 4425

*[Signature]*  
Signature  
2/22/19  
Date



## MS4 OUTFALL FIELD SCREENING REPORT

### BACKGROUND INFORMATION

Permittee Name: <u>Spring Grove</u>	NPDES Permit No.: <u>PA6133740</u>
Date of Inspection: <u>2/22/19</u>	Outfall ID No.: <u>OF009</u>
Land Uses in Outfall Drainage Area (Select All):	Latitude: <u>39° 53' 5"</u>
<input type="checkbox"/> Industrial <input type="checkbox"/> Urban Residential	Longitude: <u>76° 52' 0.3"</u>
<input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Suburban Residential	Dry Weather Inspection? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Open Space <input type="checkbox"/> Other:	Date of Previous Precipitation: <u>7 48 hr</u>
Inspector Name(s): <u>Collin Fox</u>	Amount of Previous Precipitation: _____ in
	Were Photographs Taken? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Are Photographs Attached? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

### OUTFALL DESCRIPTION

TYPE	MATERIAL	SHAPE	DIMENSIONS	SUBMERGED
<input checked="" type="checkbox"/> Closed Pipe	<input type="checkbox"/> RCP <input checked="" type="checkbox"/> CMP <input type="checkbox"/> PVC <input type="checkbox"/> HDPE <input type="checkbox"/> Steel <input type="checkbox"/> Other	<input type="checkbox"/> Circular <input checked="" type="checkbox"/> Single <input type="checkbox"/> Elliptical <input type="checkbox"/> Double <input type="checkbox"/> Box <input type="checkbox"/> Triple <input type="checkbox"/> Other <input type="checkbox"/> Other	Diameter: <u>18"</u> in	<input type="checkbox"/> In Water <input type="checkbox"/> With Sediment
<input type="checkbox"/> Open Channel	<input type="checkbox"/> Concrete <input type="checkbox"/> Earthen <input type="checkbox"/> Rip-Rap <input type="checkbox"/> Other	<input type="checkbox"/> Trapezoid <input type="checkbox"/> Parabolic <input type="checkbox"/> Other	Depth: _____ in Top Width: _____ in Bottom Width: _____	

Dry Weather Flow Present at Outfall During Inspection? ☐ Yes ☒ No (If No, skip to Certification Section)

Description of Flow Rate: ☐ Trickle ☐ Moderate ☐ Significant ☒ N/A

### DRY WEATHER FLOW EVALUATION

Does the dry weather flow contain color? ☐ Yes ☐ No If Yes, provide a description below.

Does the dry weather flow contain an odor? ☐ Yes ☐ No If Yes, provide a description below.

Is there an observed change in the receiving waters as a result of the discharge? ☐ Yes ☐ No  
If Yes, provide a description below.

Does the dry weather flow contain floating solids, scum, sheen or substances that result in deposits? ☐ Yes ☐ No  
If Yes, provide a description below.

Were sample(s) collected of the dry weather flow? ☐ Yes ☐ No (If Yes, No. Samples: \_\_\_\_\_)

### FIELD / LABORATORY ANALYSIS

PARAMETER	RESULTS	UNITS	PARAMETER	RESULTS	UNITS
Flow Rate		GPM	Fecal Coliform		No./100 mL
pH		S.U.	COD		mg/L
Total Residual Chlorine (TRC)		mg/L	BOD5		mg/L
Conductivity		µmhos/cm	TSS		mg/L
Ammonia-Nitrogen		mg/L	TDS		mg/L
Other: _____			Oil and Grease		mg/L
Other: _____			Other: _____		

Indicate the parameters above that were analyzed by a DEP-certified laboratory:

### ILLICIT DISCHARGES

Is the dry weather flow an illicit discharge? ☐ Yes ☐ No

If Yes, describe efforts made to determine the source(s) of the illicit discharge.

Describe corrective actions taken by the permittee in response to the finding of an illicit discharge.

Inspector Comments:

### RESPONSIBLE OFFICIAL CERTIFICATION

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

*Collin Fox*

Responsible Official Name

570-582-4425

Telephone No.

*Collin Fox*

Signature

2/22/19

Date

## ATTACHMENT 3.2

### MS4 MAP



# Spring Grove Borough Stormwater Conveyance System



ATTACHMENT 4.1  
STORMWATER MANAGEMENT  
ORDINANCE

*Borough of Spring Grove, PA  
Tuesday, August 27, 2019*

## Chapter 339. Stormwater Management

[HISTORY: Adopted by the Borough Council of the Borough of Spring Grove 12-3-2012 by Ord. No. 6-2012. Amendments noted where applicable.]

### GENERAL REFERENCES

Building construction — See Ch. 175.

Floodplain management — See Ch. 213.

Sewers and sewage disposal — See Ch. 326.

Streets and sidewalks — See Ch. 344.

Subdivision and land development — See Ch. 350.

Zoning — See Ch. 400.

**Appendix A, Operation and Maintenance Agreement** 

**Appendix B, Disconnected Impervious Area** 


**Table 1, Runoff Curve Numbers** 

**Table 2, Rational Runoff Coefficients** 


**Table 3, Roughness Coefficients** 

**Stormwater Management Permit Application** 

**Attachment A, Sample Site Plans** 

**Attachment B, Stormwater Management Samples** 

**Attachment C, Stormwater Operation and Maintenance and Right-of-Way Agreement** 

**Attachment D, Sample Operation and Maintenance Plan for Equivalent DIA Regulated Activities** 

**Attachment E, Sample Inspection Form** 

## Article I. General Provisions

### § 339-1. Short title.

This chapter shall be known and may be cited as the "Spring Grove Borough Stormwater Management Ordinance."

### § 339-2. Statement of findings.

The Borough Council of Spring Grove Borough finds that:

- A. Inadequate management of accelerated runoff of stormwater resulting from development throughout a watershed increases flows and velocities, contributes to erosion and sedimentation, overtaxes the carrying capacity of streams and storm sewers, greatly increases the cost of public facilities to carry and control stormwater, undermines floodplain management and flood control efforts in downstream communities, reduces groundwater recharge, threatens public health and safety, and increases nonpoint source pollution of water resources.

- B. A comprehensive program of stormwater management, including reasonable regulation of development and activities causing accelerated runoff, is fundamental to the public health, safety, and welfare and the protection of people of the commonwealth, their resources, and the environment.
- C. Stormwater is an important water resource, which provides groundwater recharge for water supplies and base flow of streams, which also protects and maintains surface water quality.
- D. Federal and state regulations require certain municipalities to implement a program of stormwater controls. These municipalities are required to obtain a permit for stormwater discharges from their separate storm sewer systems under the National Pollutant Discharge Elimination System (NPDES).

## § 339-3. Purpose.

The purpose of this chapter is to promote health, safety, and welfare within the Borough and its watershed(s) by minimizing the harm and maximizing the benefits described in § 339-2 of this chapter, through provisions designed to:

- A. Meet legal water quality requirements under state law, including regulations at 25 Pa. Code 93 to protect, maintain, reclaim, and restore the existing and designated uses of the waters of this commonwealth.
- B. Preserve the natural drainage systems as much as possible.
- C. Manage stormwater runoff close to the source.
- D. Provide procedures and performance standards for stormwater planning and management.
- E. Maintain groundwater recharge to prevent degradation of surface and groundwater quality and to otherwise protect water resources.
- F. Prevent scour and erosion of stream banks and stream beds.
- G. Provide proper operation and maintenance of all SWM BMPs that are implemented within the Borough.
- H. Provide standards to meet NPDES permit requirements.

## § 339-4. Statutory authority.

- A. Primary authority. The Borough is empowered to regulate land use activities that affect stormwater impacts by the authority of the Pennsylvania Borough Code, Act of February 1, 1965, P.L. 1656 (Act 581), 8 Pa.C.S.A. § 101 et seq., and the Act of October 4, 1978, P.L. 864 (Act 167), 32 P.S. § 680.1, et seq., as amended, the "Storm Water Management Act."
- B. Secondary authority. The Borough is also empowered to regulate land use activities that affect runoff by the authority of the Act of July 31, 1968, P.L. 805, No. 247, The Pennsylvania Municipalities Planning Code, as amended.<sup>[1]</sup>

[1] *Editor's Note: See 53 P.S. § 10101 et seq.*

## § 339-5. Applicability.

All regulated activities and all activities that may affect stormwater runoff, including land development and earth disturbance activity, are subject to regulation by this chapter. Article **VIII**, Detection and Elimination of Illicit Discharges to the Municipal Separate Storm Sewer System, shall be applicable to all water entering the storm drain system of the Borough generated on any developed and undeveloped lands unless explicitly exempted by the Borough.

## § 339-6. Compatibility with other permit and ordinance requirements.

Permits and approvals issued pursuant to this chapter do not relieve the applicant of the responsibility to secure required permits or approvals for activities regulated by any other applicable code, rule, act or ordinance. If more stringent requirements concerning regulation of stormwater or erosion and sedimentation control are contained in another code, rule, act or ordinance, the more stringent regulations shall apply.

## § 339-7. Interpretation.

Unless otherwise expressly stated, the succeeding shall, for the purposes of this chapter, be interpreted in the following manner:

- A. Words used in the present tense also imply the future tense.
- B. Words used in the singular imply the plural, and vice versa.
- C. Words of masculine gender include feminine gender, and vice versa.
- D. The words and abbreviation "includes," "including," "shall include," "such as," and "e.g." are not limited to the specific example(s) given but are intended to extend the word's or words' meaning(s) to all other instances of like kind and character.
- E. The words "person," "applicant," or "developer" include, a partnership, corporation, or other legal entity, as well as an individual.
- F. The words "shall," "required," or "must" are mandatory; the words "may" and "should" are permissive.

## § 339-8. Erroneous permit.

Any permit or authorization issued or approved based on false, misleading or erroneous information provided by an applicant is void without the necessity of any proceedings for revocation. Any work undertaken or use established pursuant to such permit or other authorization is unlawful. No action may be taken by the Council, agency or employee of the Borough purporting to validate such a violation.

## Article II. Terminology

## § 339-9. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

### **ACCELERATED EROSION**

The removal of the surface of the land through the combined action of man's activities and natural processes at a rate greater than would occur because of the natural processes alone.

**ACT 167**

Act of October 4, 1978, P.L. 864, (Act 167), as amended, and known as the "Storm Water Management Act."

**AGRICULTURAL ACTIVITY**

Activities associated with agriculture, such as, but not limited to, agricultural cultivation, agricultural operations, and animal heavy use areas. This includes the work of producing crops, including tillage, land clearing, plowing, disking, harrowing, planting, harvesting crops or pasturing and raising of livestock and installation of conservation measures. Construction of new buildings or impervious area is not considered an agricultural activity.

**APPLICANT**

A landowner, developer, or other person who has filed an application to the Borough for approval to engage in any regulated activity at a project site in the Borough.

**BEST MANAGEMENT PRACTICE (BMP)**

Activities, facilities, designs, measures, or procedures used to manage stormwater impacts from regulated activities, to meet state water quality requirements, to promote groundwater recharge, and to otherwise meet the purposes of this chapter. Stormwater BMPs are commonly grouped into one of two broad categories or measures: "structural" or "nonstructural." In this chapter, nonstructural BMPs or measures refer to operational and/or behavior-related practices that attempt to minimize the contact of pollutants with stormwater runoff whereas structural BMPs or measures are those that consist of a physical device or practice that is installed to capture and treat stormwater runoff. Structural BMPs include, but are not limited to, a wide variety of practices and devices, from large-scale retention ponds and constructed wetlands, to small-scale underground treatment systems, infiltration facilities, filter strips, low impact design, bioretention, wet ponds, permeable paving, grassed swales, riparian or forested buffers, sand filters, detention basins, and manufactured devices. Structural stormwater BMPs are permanent appurtenances to the project site.

**BMP MANUAL**

Pennsylvania Stormwater Best Management Practices Manual, as amended and updated.

**BOROUGH**

Spring Grove Borough, York County, Pennsylvania.

**CLEAN WATER ACT**

The Federal Water Pollution Control Act, 33 U.S.C. § 1251 et seq., and any subsequent amendments thereto.

**CONSERVATION DISTRICT**

The York County Conservation District, which District is as defined in Section 3(c) of the Conservation District Law [3 P. S. § 851(c)] that has the authority under a delegation agreement executed with DEP to administer and enforce all or a portion of the regulations promulgated under 25 Pa. Code 102.

**CONSTRUCTION ACTIVITY**

Activities subject to NPDES construction permits. NPDES Stormwater Phase II permits will be required for construction projects resulting in land disturbance of one acre or more. Such activities include but are not limited to clearing and grubbing, grading, excavating and demolition.

**COUNCIL**

The Borough Council of Spring Grove Borough.

**COUNTY**

## York County Pennsylvania

**CULVERT**

A structure which carries surface water through an obstruction.

**DAM**

An impoundment structure regulated by the Pennsylvania DEP Chapter 105 regulations.

**DEP**

The Pennsylvania Department of Environmental Protection.

**DESIGN STORM**

The magnitude and temporal distribution of precipitation from a storm event measured in probability of occurrence, e.g., a five-year storm, and duration, e.g., 24 hours, used in the design and evaluation of stormwater management systems. Also see "return period."

**DETENTION BASIN**

A structure designed to retard stormwater runoff by temporarily storing and releasing the runoff at a predetermined rate.

**DETENTION VOLUME**

The volume of runoff that is captured and released at a controlled rate.

**DEVELOPER**

Any person, partnership, association, corporation or other entity, or any responsible person therein or agent thereof, that undertakes any regulated activity.

**DEVELOPMENT SITE (SITE)**

See "project site."

**DISCONNECTED IMPERVIOUS AREA (DIA)**

An impervious or impermeable surface that is disconnected from any stormwater drainage or conveyance system and is redirected or directed to a pervious area, which allows for infiltration, filtration, and increased time of concentration as specified in **Appendix B, Disconnected Impervious Area**,<sup>[1]</sup> of this chapter.

**DISTURBED AREA**

An unstabilized land area where an earth disturbance activity is occurring or has occurred.

**DOWN-SLOPE PROPERTY LINE**

That portion of a property line of a lot or parcel of land being developed located such that overland or pipe flow from the development site would be directed toward it.

**DRAINAGE CONVEYANCE FACILITY**

A stormwater management facility designed to transmit stormwater runoff, including, but not limited to, streams, channels, swales, pipes, conduits, culverts and storm sewers.

**DRAINAGE EASEMENT**

A limited right of use granted in private land, allowing the use of private land for stormwater drainage and/or management purposes.

**E & S MANUAL**

Erosion and Sediment Pollution Control Manual, as amended and updated.

**EARTH DISTURBANCE ACTIVITY**

A construction or other human activity which disturbs the surface of the land, including, but not limited to: clearing and grubbing; grading; excavations; embankments; road maintenance; building construction; and the moving, depositing, stockpiling, or storing of soil, rock, or earth materials.

**EROSION**

The natural process by which the surface of the land is worn away by water, wind, or chemical action.

**EROSION AND SEDIMENT CONTROL PLAN**

A site specific plan consisting of both drawings and a narrative that identifies BMPs to minimize accelerated erosion and sedimentation before, during and after earth disturbance activity.

**EXISTING CONDITION**

The dominant land cover during the five-year period immediately preceding a proposed regulated activity.

**FEMA**

Federal Emergency Management Agency.

**FLOODPLAIN**

Any land area susceptible to inundation by water from any natural source as delineated by applicable FEMA maps and studies as being a special flood hazard area.

**FLOODWAY**

The channel of the watercourse and those portions of the adjoining floodplains that are reasonably required to carry and discharge the one-hundred-year flood. Unless otherwise specified, the boundary of the floodway is as indicated on maps and flood insurance studies provided by FEMA. In an area where no FEMA maps or studies have defined the boundary of the one-hundred-year floodway, it is assumed, absent evidence to the contrary, that the floodway extends from the stream to 50 feet from the top of the bank of the stream.

**FOREST MANAGEMENT/TIMBER OPERATIONS**

Planning and activities necessary for the management of forest land. These include conducting a timber inventory, preparation of forest management plans, silvicultural treatment, cutting budgets, logging road design and construction, timber harvesting, site preparation, and reforestation.

**GROUNDWATER RECHARGE**

Replenishment of existing natural underground water supplies.

**HAZARDOUS MATERIALS/SUBSTANCES**

Any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

**HYDROLOGIC SOIL GROUP (HSG)**

Infiltration rates of soils vary widely and are affected by subsurface permeability as well as surface intake rates. Soils are classified into four HSGs (A, B, C, and D) according to their minimum infiltration rate, which is obtained for bare soil after prolonged wetting. The NRCS defines the four groups and provides a list of most of the soils in the United States and their group classification. The soils in the area of the development site may be identified from a soil survey report that can be obtained from local NRCS offices or conservation district offices. Soils become less pervious as the HSG varies from A to D (NRCS 3,4).

**ILLICIT CONNECTIONS**

An illicit connection is defined as either of the following:

- A. Any drain or conveyance, whether on the surface or subsurface, which allows an illegal discharge to enter the storm drain system and/or waters of the commonwealth, including, but not limited to, any conveyances which allow any nonstormwater discharge, including sewage, process wastewater, and wash water, to enter the storm drain system and any connections to

the storm drain system and/or waters of the commonwealth from indoor drains and sinks, regardless of whether said drain or connections had been previously allowed, permitted, or approved by an authorized enforcement agency; or

- B. Any drain or conveyance connected from a commercial or industrial land use to the storm drain system and/or waters of the commonwealth which has not been documented in plans, maps, or equivalent records and approved by an authorized enforcement agency.

## **ILLEGAL DISCHARGE**

Any direct or indirect nonstormwater discharge to the storm drain system.

## **IMPERVIOUS SURFACE (IMPERVIOUS AREA)**

A surface that prevents the infiltration of water into the ground. Impervious surfaces and areas shall include, but not be limited to, roofs, additional indoor living spaces, patios, garages, storage sheds and similar structures, and any new streets and sidewalks. However, any surface or area designed, constructed and maintained to permit infiltration as specified herein shall be considered pervious, not impervious. For the purposes of this chapter, a surface or area shall not be considered impervious if such surface or area does not diminish the capacity for infiltration of stormwater for storms up to, and including, a two-year twenty-four-hour storm event.

## **INFILTRATION**

The entrance of surface water into the ground.

## **INFILTRATION STRUCTURES**

A structure designed to direct runoff into the ground (e.g., french drains, seepage pits, seepage trench).

## **IWRP**

The York County Integrated Water Resources Plan, which Plan includes Act 167 Plan elements and requirements.

## **KARST**

A type of topography or landscape characterized by surface depressions, sinkholes, rock pinnacles/uneven bedrock surface, underground drainage, and caves. Karst landscapes are formed on carbonate rocks, such as limestone or dolomite.

## **LAND DEVELOPMENT**

Includes any of the following activities:

- A. The improvement of one lot or two or more contiguous lots, tracts, or parcels of land for any purpose involving:
  - (1) A group of two or more residential and/or nonresidential buildings, whether proposed initially or cumulatively, or a single nonresidential building on a lot or lots regardless of the number of occupants or tenure; or
  - (2) The division or allocation of land or space between or among two or more existing or prospective occupants by means of or for the purpose of streets, common areas, leaseholds, condominiums, building groups, or other features.
- B. A subdivision of land.
- C. Development in accordance with Section 503(1.1) of the Pennsylvania Municipalities Planning Code.<sup>[2]</sup>

## **LAND DISTURBANCE**

Any activity involving grading, filling, digging or filling of ground, or stripping of vegetation, or any other activity that causes land to present the danger of erosion.

**MS4**

Municipal separate storm sewer system.

**NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) STORMWATER DISCHARGE PERMIT**

A permit issued by EPA [or by DEP under authority delegated pursuant to 33 USC § 1342(b)] that authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.

**NONSTORMWATER DISCHARGE**

Any discharge to the storm drain system and/or waters of the commonwealth that is not composed entirely of stormwater.

**NPDES**

National Pollution Discharge Elimination System.

**NRCS**

USDA Natural Resources Conservation Service (previously SCS).

**O & M**

Operation and maintenance.

**O & M PLAN**

Operation and maintenance plan.

**PCSWMP**

Post-construction stormwater management plan.

**PEAK DISCHARGE**

The maximum rate of stormwater runoff from a specific storm event.

**PERCOLATION**

The downward movement, under the influence of gravity, of water under hydrostatic pressure through interstices of the soil or rock.

**PERSON**

An individual, partnership, public or private association or corporation, firm, trust, estate, Borough, governmental unit, public utility or any other legal entity whatsoever. Whenever used in any section prescribing or imposing a penalty, the term "person" shall include the members of a partnership, the officers, agents and servants of a corporation and the officers of a Borough.

**PERVIOUS AREA**

Any area not defined as impervious.

**POLLUTANT**

A contaminant or other alteration of the physical, chemical or biological properties of surface water which causes or has the potential to cause pollution as defined in Section 1 of the Clean Streams Law.

**PREMISES**

Any building, lot, parcel of land, or portion of land, whether improved or unimproved, including adjacent sidewalk and parking strips.

**PROJECT SITE**

The specific area of land where any regulated activities in the Borough are planned, conducted, or maintained.

**QUALIFIED PERSON**

Any person licensed by the State of Pennsylvania or otherwise qualified by law to perform the work required by this chapter.

**REGULATED ACTIVITIES**

Any earth disturbance activities or any activities that involve the alteration or development of land in a manner that may affect stormwater runoff.

**REGULATED EARTH DISTURBANCE ACTIVITY**

Activity involving earth disturbance subject to regulation under 25 Pa. Code Chapter 92,<sup>[3]</sup> 25 Pa. Code Chapter 102, or the Clean Streams Law.

**RETENTION BASIN**

An impoundment in which stormwater is stored and not released during a storm event. Stored water may be released from the basin at some time after the end of a storm.

**RETENTION VOLUME/REMOVED RUNOFF**

The volume of runoff that is captured and not released directly into the surface waters of this commonwealth during or after a storm event.

**RETURN PERIOD**

The average interval, in years, within which a storm event of a given magnitude can be expected to occur one time. For example, the twenty-five-year return period rainfall would be expected to occur on average once every 25 years; or stated in another way, the probability of a twenty-five-year storm occurring in any one year is 0.04, i.e., a four-percent chance.

**RIPARIAN BUFFER**

A best management practice that is an area of permanent vegetation along surface waters. (Such areas serve as natural vegetative filters between upland landscapes and waterways.)

**RISER**

A vertical pipe extending from the bottom of a pond or other water impoundment that is used to control the discharge rate from the pond or impoundment for a specified design storm.

**ROOFTOP DETENTION**

Temporary control and gradual release of stormwater falling directly onto roof surface by incorporating control-flow roof drains into building design.

**RUNOFF**

Any part of precipitation that flows over the land.

**RUNOFF CHARACTERISTICS**

The surface components on any watershed which either individually or in any combination thereof, directly affect the rate, amount and direction of stormwater runoff. These may include, but are not limited to, vegetation, soils, slopes and any type of man-made landscape alterations.

**SCS**

Soil Conservation Service, U.S. Department of Agriculture.

**SEDIMENT**

Soils or other materials transported by surface water as a product of erosion.

**SEDIMENT BASIN**

A barrier, dam, retention or detention basin designed to retain sediment.

**SEEPAGE PIT/SEEPAGE TRENCH**

An area of excavated earth filled with loose stone or similar materials into which surface water is directed for infiltration into the ground.

**SEMIPERVIOUS SURFACE**

A surface which permits a limited amount of vertical transmission of water.

**SHEET FLOW**

Water flow with a relatively shallow and uniform depth.

**SOIL COVER COMPLEX METHOD**

A method of runoff computation in NRCS publication "Urban Hydrology for Small Watersheds", Technical Release No. 55.

**SPILLWAY**

A depression in the embankment of a pond or basin which is used to pass peak discharge greater than the maximum design storm controlled by the pond or basin.

**STORM DRAIN SYSTEM**

Publicly or privately owned facilities by which stormwater is collected and/or conveyed, including, but not limited to, any roads with drainage systems, municipal streets, gutters, curbs, inlets, piped storm drains, pumping facilities, retention and detention basins, natural and human-made or altered drainage channels, reservoirs, and other drainage structures.

**STORM FREQUENCY**

The number of times that a given storm event occurs on average in a stated period of years.

**STORM SEWER**

A pipe or conduit, or a system of pipes or conduits, which intercepts and carries surface stormwater runoff, but excludes sewage, industrial wastes and similar discharges.

**STORMWATER**

Drainage runoff from the surface of the land resulting from precipitation or snow or ice melt.

**STORMWATER MANAGEMENT BEST MANAGEMENT PRACTICES**

Is abbreviated as BMPs or SWM BMPs throughout this chapter.

**STORMWATER MANAGEMENT FACILITY**

Any structure, natural or man-made, that, due to its condition, design, or construction, conveys, stores, or otherwise affects stormwater runoff. Typical stormwater management facilities include, but are not limited to, detention and retention basins, open channels, storm sewers, pipes, and infiltration facilities.

**STORMWATER MANAGEMENT PLAN**

Parts and/or elements of the York County Integrated Water Resources Plan which incorporate the requirements of the Act of October 4, 1978, P.L. 864, (Act 167), as amended, and known as the "Storm Water Management Act."

**STORMWATER MANAGEMENT SITE PLAN**

The plan prepared by the developer or his representative indicating how stormwater runoff will be managed at the development site in accordance with this chapter. Stormwater management site plan will be designated as "SWM site plan" throughout this chapter. For all NPDES permitted sites, the stormwater management site plan shall include, and be consistent with, the erosion and sediment control plan as submitted to the York County Conservation District (YCCD) and/or DEP.

**STORMWATER POLLUTION PREVENTION PLAN**

A document which describes the best management practices and activities to be implemented by a person or business to identify sources of pollution or contamination at a site and the actions to eliminate or reduce pollutant discharges to stormwater, stormwater conveyance systems, and/or receiving waters to the maximum extent practicable.

**SUBDIVISION**

The division or redivision of a lot, tract or parcel of land by any means into two or more lots, tracts or parcels or other divisions of land, including changes in existing lot lines for the purpose, whether immediate or future, of lease, partition by the court for distribution to heirs or devisees, transfer of ownership or building or lot development; provided, however, that the subdivision by lease of land for agricultural purposes into parcels of more than 10 acres, not involving any new street or easement of access or any residential dwelling, shall be exempted.

#### **SWALE**

A low-lying stretch of land which gathers and/or carries surface water runoff.

#### **SWM**

Stormwater management.

#### **USDA**

United States Department of Agriculture.

#### **WASTEWATER**

Any water or other liquid, other than uncontaminated stormwater, discharged from a facility.

#### **WATER OF THE COMMONWEALTH**

Any and all rivers, streams, creeks, rivulets, impoundments, ditches, watercourses, storm sewers, lakes, dammed water, wetlands, ponds, springs, and all other bodies or channels of conveyance of surface and underground water, or parts thereof, whether natural or artificial, within or on the boundaries of this commonwealth.

#### **WATERCOURSE**

A channel or conveyance of surface water having defined bed and banks, whether natural or artificial, with perennial or intermittent flow.

#### **WATERSHED**

Region or area drained by a river, watercourse, or other surface water of this commonwealth.

#### **WETLAND**

Areas that are inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions, including swamps, marshes, bogs, and similar areas.

#### **YCCD**

York County Conservation District.

[1] *Editor's Note: Appendix B is included as an attachment to this chapter.*

[2] *Editor's Note: See 53 P.S. § 10503(1.1).*

[3] *Editor's Note: Former 25 Pa. Code Ch. 92 was repealed effective 10-9-2010. See now 25 Pa. Code Ch. 92a.*

## **Article III. Stormwater Management Standards**

### **§ 339-10. General requirements.**

A. For all regulated activities, unless preparation of an SWM site plan is specifically exempted in **§ 339-11**:

- (1) Preparation and implementation of an approved SWM site plan is required.
- (2) No regulated activities shall commence until the Borough issues written approval of an SWM site plan which demonstrates compliance with the requirements of this chapter.

- B. SWM site plans approved by the Borough, in accordance with § **339-25**, shall be on site throughout the duration of the regulated activity.
- C. The Borough may, after consultation with DEP, approve measures for meeting the state water quality requirements other than those in this chapter, provided that they meet the minimum requirements of, and do not conflict with, state law, including, but not limited to, the Clean Streams Law. The Borough shall maintain a record of consultations with DEP pursuant to this subsection.
  - (1) DEP is not required to be consulted for waiver of the requirements within:
    - (a) Section **339-15**, Design criteria.
    - (b) Section **339-16**, Regulations governing stormwater management facilities.
    - (c) Section **339-17**, Calculation methodology.
    - (d) Section **339-18**, Carbonate geology.
    - (e) Section **339-19**, Erosion and sedimentation control requirements.
    - (f) Section **339-32**, Municipal Stormwater Maintenance Fund.
- D. For all regulated earth disturbance activities, erosion and sediment control BMPs shall be designed, implemented, operated, and maintained during the regulated earth disturbance activities, i.e., during construction, to meet the purposes and requirements of this chapter and to meet all requirements under Title 25 of the Pennsylvania Code and the Clean Streams Law. Various BMPs and their design standards are listed in the Erosion and Sediment Pollution Control Program Manual (E&S Manual) 2, No. 363-2134-008 (April 15, 2000), as amended and updated.
- E. For all regulated activities, implementation of the volume controls in § **339-12** is required, unless specifically exempted under § **339-10C**, or exempted by an approved modification request as specified in § **339-22B** of this chapter.
- F. Impervious areas:
  - (1) The measurement of impervious areas shall include all of the impervious areas in the total proposed development even if development is to take place in phases.
  - (2) For development taking place in phases, the entire development plan must be used in determining conformance with this chapter.
  - (3) For projects that add impervious area to a parcel, the total impervious area on the parcel is subject to the requirements of this chapter; except that the volume controls in § **339-12** and the peak rate controls of § **339-13** do not need to be retrofitted to existing impervious areas that are not being altered by the proposed regulated activity.
- G. Stormwater flows onto adjacent property shall not be created, increased, decreased, relocated, or otherwise altered without written notification of the adjacent property owner(s). Such stormwater flows shall be subject to the requirements of this chapter.
- H. All regulated activities shall include such measures as necessary to:
  - (1) Protect health, safety, and property;
  - (2) Meet the water quality goals of this chapter, as stated in § **339-3**, Purpose, by implementing measures to:
    - (a) Minimize disturbance to floodplains, wetlands, wooded areas, and existing vegetation.
    - (b) Maintain or extend riparian buffers.

- (c) Avoid erosive flow conditions in natural flow pathways.
  - (d) Minimize thermal impacts to waters of this commonwealth.
  - (e) Disconnect impervious surfaces by directing runoff to pervious areas, wherever possible.
  - (f) Minimize soil disturbance and compaction. Topsoil, if removed, shall be replaced to a minimum depth equal to its depth prior to removal or four inches, whichever is greater. (Additional topsoil may be needed for vegetation other than sod.)
- (3) To the maximum extent practicable, incorporate the techniques for low impact development practices described in the Pennsylvania Stormwater Best Management Practices Manual (BMP Manual).
- I. The design of all facilities in areas of carbonate geology or karst topography shall include an evaluation of measures to minimize adverse effects, including hydrogeologic studies if required by the Borough.
  - J. Infiltration BMPs should be spread out, made as shallow as practicable, and located to maximize use of natural on-site infiltration features while still meeting the other requirements of this chapter.
  - K. All natural streams, channels, swales, drainage systems and/or areas of surface water concentration shall be maintained in their existing condition unless an alteration is approved by the Borough. All encroachment activities shall comply with the requirements of PA DEP 25 Pa. Code Chapter 105 (Water Obstructions and Encroachments), Rules and Regulations of PA DEP. Any approvals or permits issued do not relieve compliance as referenced in § 339-6, Compatibility with other permit and ordinance requirements.
  - L. All stormwater management facilities (excluding individual residential underground infiltration facilities) are considered structures and must comply with building setback requirements. The outside toe of slope of the embankment in a fill condition or the top of embankment in a cut condition shall be considered as the point that must meet the setback requirements. Individual residential underground infiltration facilities shall be a minimum of 10 feet from the property line. Discharge of controlled flows can be no closer to an adjacent property than two times the length of the required discharge rip-rap apron. This requirement applies to discharge aprons that do not outlet to a defined waterway or an existing storm sewer. Minimum distance is 10 feet.
  - M. All storage facilities should completely drain both the volume control and rate control capacities over a period of time not less than 24 hours and not more than 72 hours from the end of the design storm. However, any designed infiltration at such facilities is exempt from the minimum twenty-four-hour standard, i.e., may infiltrate in a shorter period of time, so long as none of the stormwater flowing into the infiltration facility is discharged directly into the surface waters of the commonwealth. (Inordinately rapid infiltration rates may indicate the presence of large fractures or other conditions for which an additional soil buffer may be required.)
  - N. The design storm volumes and precipitation intensities to be used in the analysis of discharge or runoff shall be obtained from the Precipitation-Frequency Atlas of the United States, Atlas 14, Volume 2, Version 3.0, U.S. Department of Commerce, National Oceanic and Atmospheric Administration (NOAA), National Weather Service, Hydrometeorological Design Studies Center, Silver Spring, Maryland. NOAA's Atlas 14 can be accessed at: <http://hdsc.nws.noaa.gov/hdsc/pfds/>.
  - O. For all regulated activities, SWM BMPs shall be designed, implemented, operated, and maintained to meet the purposes and requirements of this chapter and to meet all requirements under Title 25 of the Pennsylvania Code, the Clean Streams Law, and the Storm Water Management Act.
  - P. Various BMPs and their design standards are listed in the BMP Manual.

- Q. All work shall be in accordance with the Borough's construction and material specifications.
- R. The technical standards provided within this chapter are considered the baseline for the design and layout of an SWM site plan. Use of other alternative and innovative designs for controlling stormwater runoff may be permitted when approved by the Borough Engineer.

## § 339-11. Exemptions.

Any regulated activity that meets the following exemption criteria is exempt from the part(s) of this chapter as specified herein. However, the requirements of this chapter shall otherwise remain in effect. The criteria for exemption in this section apply to the total development proposed, including instances in which the development is proposed to take place in phases. The date of enactment of this chapter shall be the starting point from which future development and the respective proposed impervious surface computations shall be cumulatively considered and regulated. Exemption shall not relieve an applicant from implementing such measures as necessary to meet the intent of this chapter, or compliance with any NPDES Permit requirements.

- A. Regulated activities that create DIAs equal to or less than 1,000 square feet are exempt from the peak rate control and the SWM site plan preparation requirements of this chapter, and therefore, no formal application to the Borough is required.
- B. Regulated activities that create DIAs greater than 1,000 square feet and equal to or less than 5,000 square feet are exempt only from the peak rate control requirement of this chapter.
- C. Agricultural activity is exempt from the rate control and SWM site plan preparation requirements of this chapter provided the activities are performed according to the requirements of 25 Pa. Code 102. For regulated activities that meet this exemption criteria, no formal application to the Borough is required.
- D. Forest management and timber operations are exempt from the rate control and SWM site plan preparation requirements of this chapter, provided the activities are performed according to the requirements of 25 Pa. Code 102. For regulated activities that meet this exemption criteria, no formal application to the Borough is required.
- E. Domestic gardening and landscaping are exempt from specific approval and permitting under this chapter so long as those activities are associated with one, and only one, dwelling unit and the activities comply with all other applicable ordinances and statutes.
- F. Exemptions from certain provisions of this chapter shall not relieve the applicant from the requirements in § **339-10D** through **N** of this chapter.
- G. The Borough may deny or revoke any exemption pursuant to this section at any time for any project that the Borough determines poses a threat to public health, safety, property or the environment.
- H. The Borough may provide an exemption for regulated activities equal to or less than 1,000 square feet, where a fee in lieu of is provided in accordance with § **339-24**.

## § 339-12. Volume controls.

The low-impact development practices provided in the BMP Manual shall be utilized for all regulated activities to the maximum extent practicable. Water volume controls shall be implemented using the Design Storm Method in Subsection A or the Simplified Method in Subsection B below. For regulated activity areas equal or less than one acre that do not require hydrologic routing to design the stormwater facilities, this chapter establishes no preference for either methodology; therefore, the applicant may select either methodology on the basis of economic considerations, the intrinsic

limitations on applicability of the analytical procedures associated with each methodology, and other factors.

- A. The Design Storm Method (CG-1 in the BMP Manual) is applicable to any size of regulated activity. This method requires detailed modeling based on site conditions.
  - (1) Do not increase the post-development total runoff volume for all storms equal to or less than the two-year twenty-four-hour duration precipitation.
  - (2) For modeling purposes:
    - (a) Existing (predevelopment) nonforested pervious areas must be considered meadow.
    - (b) For computation of predevelopment runoff volume, 20% of existing impervious areas, when present, shall be considered meadow.
- B. The Simplified Method (CG-2 in the BMP Manual) provided below is independent of site conditions and should be used if the Design Storm Method is not followed. This method is not applicable to regulated activities greater than one acre or for projects that require design of stormwater storage facilities. For new impervious surfaces:
  - (1) Stormwater facilities shall capture at least the first two inches of runoff from all new impervious surfaces.
  - (2) At least the first one inch of runoff from new impervious surfaces shall be permanently removed from the runoff flow, i.e., it shall not be released into the surface waters of this commonwealth. Removal options for the first one inch of runoff include reuse, evaporation, transpiration, and infiltration.
  - (3) Wherever possible, infiltration facilities should be designed to accommodate infiltration of the entire permanently removed runoff; however, in all cases at least the first 0.5 inch of the permanently removed stormwater runoff shall be infiltrated.
  - (4) This method is exempt from the requirements of § 339-13, Rate controls.

## § 339-13. Rate controls.

- A. For computation of predevelopment peak discharge rates, 20% of the existing impervious area of a project site, when present, shall be considered meadow.
- B. Post-development discharge rates shall not exceed the predevelopment discharge rates for the one-, two-, five-, ten-, twenty-five-, fifty-, and one-hundred-year twenty-four-hour storms. If it is shown that the peak rates of discharge indicated by the post-development analysis are less than or equal to the peak rates of discharge indicated by the predevelopment analysis for one-, two-, five-, ten-, twenty-five-, fifty-, and one-hundred-year, twenty-four-hour storms, then the requirements of this section have been met. Otherwise, the applicant shall provide additional controls as necessary to satisfy the peak rate of discharge requirement.

## § 339-14. Stormwater management facilities for PennDOT and PTC roadways and associated facilities.

- A. For the purposes of the Act 167 stormwater management (plan) elements, contained within the York County Integrated Water Resources Plan, and this chapter, design policy pertaining to stormwater management facilities for Pennsylvania Department of Transportation (PennDOT) and Pennsylvania Turnpike Commission (PTC) roadways and associated facilities is provided in Section 13.7. (Antidegradation and Post Construction Stormwater Management Policy) of

PennDOT Publication No. 13M, Design Manual Part 2 (August 2009), as developed, updated, and amended in consultation with the Pennsylvania Department of Environmental Protection (DEP). As stated in DM-2.13.7.D (Act 167 and Municipal Ordinances), PennDOT and PTC roadways and associated facilities shall be consistent with Act 167 Plans. Dm-2.13.7.B (Policy on Antidegradation and Post Construction Stormwater Management) was developed as a cooperative effort between PennDOT and DEP. DM-2.13.7.C (Project Categories) discusses the anticipated impact on the quality, volume, and rate of stormwater runoff.

- B. Where standards in the Act 167 elements of the IWRP and this chapter are impractical, PennDOT or the PTC may request assistance from DEP, in consultation with the Borough and county, to develop an alternative strategy for meeting state water quality requirements and the goals and objectives of the Act 167 elements within the IWRP.
- C. For the purposes of the Act 167 elements in the IWRP and this chapter, road maintenance activities are regulated under 25 Pa. Code Chapter 102.

## § 339-15. Design criteria.

- A. Off-site areas. Off-site areas which drain through a proposed development site are not subject to release rate criteria when determining allowable peak runoff rates. However, on-site drainage facilities shall be designed to safely convey off-site flows through the development site.
- B. On-site areas. On-site areas proposed to remain undisturbed as part of the regulated activity, including previously developed areas, that are not within the drainage area of any proposed BMPs shall be considered as existing conditions, without considering any reductions in cover type.
- C. Downstream hydraulic capacity analysis. Any existing downstream hydraulic capacity analysis shall be conducted in accordance with this chapter.
  - (1) All downstream facilities impacted by the total site area of the regulated activity shall be studied to determine if the facility has adequate capacity to handle existing and proposed flows. An impacted downstream facility is one to which the runoff from the total site area of the regulated activity comprises more than 50% of the total flow to such a facility. The study shall end at a perennial stream. Downstream facilities include, but are not limited to, man-made or natural swales and open channels, pipes, inlets, culverts, bridges and roadways.
  - (2) If any private facility is found to be undersized, the applicant shall be responsible for updating the facility in coordination with the regulated activity.
  - (3) If any public facility is found to be undersized or inadequate, the applicant shall work with the Borough on upgrading the facility in coordination with the regulated activity.
- D. Regional detention alternatives. For certain areas within the study area, it may be more cost-effective to provide one control facility for more than one development site than to provide an individual control facility for each development site. The initiative and funding for any regional runoff control alternatives are the responsibility of prospective developers. The design of any regional control basins must incorporate reasonable development of the entire upstream watershed. The peak outflow of a regional basin would be determined on a case-by-case basis using the hydrologic model of the watershed consistent with protection of the downstream watershed areas. "Hydrologic model" refers to the calibrated model as developed for the stormwater management plan.
- E. Capacity improvements of local drainage networks. In certain instances local drainage conditions may dictate more stringent levels of runoff control than those based upon protection of the entire watershed. In these instances, if the developer could prove that it would be feasible to provide capacity improvements to relieve the capacity deficiency in the local drainage network, then the capacity improvements could be provided by the developer in lieu of runoff controls on the

development site. Any capacity improvements would be designed based upon development of all areas tributary to the proposed improvement and the capacity criteria specified in § 339-17. In addition, all new development upstream of a proposed capacity improvement shall be assumed to implement the applicable runoff controls consistent with this chapter except that all new development within the entire subarea(s) within which the proposed development site is located shall be assumed to implement the developer's proposed discharge control, if any.

- F. Capacity improvements may also be provided as necessary to implement any regional or subregional detention alternatives.
- G. Where the potential for groundwater and/or surface water contamination exists, based on the proposed use of the regulated activity, safeguards shall be incorporated into the site design.
- H. Roof drains and sump pumps shall discharge to infiltration or vegetative BMPs and to the maximum extent practicable satisfy the criteria for DIAs.

## § 339-16. Regulations governing stormwater management facilities.

- A. Any stormwater facility located on state highway rights-of-way shall be subject to approval by the Pennsylvania Department of Transportation (PennDOT).
- B. Any stormwater management facilities regulated by this chapter that would be located in or adjacent to waters of the commonwealth or wetlands shall be subject to approval by PA DEP through the joint permit application process, or, where deemed appropriate by PA DEP, the general permit process. When there is a question whether wetlands may be involved, it is the responsibility of the developer or his agent to show that the land in question cannot be classified as wetlands, otherwise approval to work in the area must be obtained from PA DEP.
- C. Any stormwater management facility located within the vicinity of a floodplain shall be subject to approval in accordance with PA DEP 25 Pa. Code Chapter 106 (Floodplain Management) of PA DEP's rules and regulations.
- D. All earthmoving activities must be reviewed and approved by the York County Conservation District prior to commencing work.
- E. The design of all stormwater management facilities shall incorporate good engineering principles and practices. The Borough shall reserve the right to disapprove any design that would result in the occupancy or continuation of adverse hydrologic or hydraulic conditions within the watershed.
- F. The existing points of concentrated drainage that discharge onto adjacent property shall not be altered without permission of the adjacent property owner(s) and shall be subject to any applicable discharge criteria specified in this chapter.
- G. Areas of existing diffused drainage discharge shall be subject to any applicable discharge criteria in the general direction of existing discharge, whether proposed to be concentrated or maintained as diffused drainage areas, except as otherwise provided by this chapter. If diffused flow is proposed to be concentrated and discharged onto adjacent property, the developer must document that adequate downstream conveyance facilities exist to safely transport the concentrated discharge, or otherwise prove that no erosion, sedimentation, flooding or other harm will result from the concentrated discharge.
- H. Where a development site is traversed by watercourses, drainage easements shall be provided conforming to the line of such watercourses. The terms of the easement shall prohibit excavation, the placing of fill or structures, and any alterations that may adversely affect the flow of stormwater

within any portion of the easement. Also, maintaining of vegetation in a natural state within the easement shall be required, except as approved by the appropriate governing authority.

- I. When it can be shown that, due to topographic conditions, natural drainageways on the site cannot adequately provide for drainage, open channels may be constructed conforming substantially to the line and grade of such natural drainageways. Work within natural drainageways shall be subject to approval by PA DEP.
- J. Roof drains must not be connected to streets, sanitary or storm sewers or roadside ditches to promote overland flow and infiltration/percolation of stormwater where advantageous to do so. When it is more advantageous to connect directly to streets or storm sewers, then it shall be permitted on a case by case basis by the Borough.
- K. Special requirements for areas falling within defined exceptional value and high quality subwatersheds. The temperature and quality of water and streams that have been declared as exceptional value and high quality is to be maintained as defined in Chapter **93**, Water Quality Standards, Title 25 of Pennsylvania Department of Environmental Protection Rules and Regulations. Temperature sensitive BMPs and stormwater conveyance systems are to be used and designed with storage pool areas and supply outflow channels and should be shaded with trees. This will require modification of berms for permanent ponds and the relaxation of restrictions on planting vegetation within the facilities, provided that capacity for volumes and rate control is maintained. At a minimum, the southern half on pond shorelines shall be planted with shade or canopy trees within 10 feet of the pond shoreline. In conjunction with this requirement, the maximum slope allowed on the berm area to be planted is 10 to 1. This will lessen the destabilization of berm soils due to root growth. A long-term maintenance schedule and management plan for the thermal control BMPs is to be established and recorded for all development sites within defined exceptional value and/or high quality subwatersheds.
  - (1) No watersheds within the Borough are listed as exceptional value and/or high quality watersheds.

## § 339-17. Calculation methodology.

- A. Stormwater runoff from all development sites shall be calculated using the Rational Method, Modified Rational Method, or a Soil Cover Complex methodology.
  - (1) Any stormwater runoff calculations involving drainage areas greater than 200 acres, including on- and off-site areas, shall use generally accepted calculation technique that is based on the NRCS Soil Cover Complex method. It is assumed that all methods will be selected by the design professional based on the individual limitations and suitability of each method for a particular site.
  - (2) The Borough may allow the use of the Rational Method or Modified Rational Method to estimate peak discharges from drainage areas that contain less than 200 acres.
  - (3) All calculations consistent with this chapter using the Soil Cover Complex method shall use the appropriate design rainfall depths. If a hydrologic computer model such as PSRM or HEC-RAS is used for stormwater runoff calculations, then the duration of rainfall shall be 24 hours. The SCS Rainfall Type II curve shall be used for the rainfall distribution.
  - (4) For the purposes of predevelopment flow rate determination, undeveloped land, including areas to be disturbed as part of the regulated activity, shall be considered as "meadow" in good condition, unless the natural ground cover generates a lower curve number or Rational C value (i.e., forest), as listed in Tables 1 and 2, respectively.
  - (5) All calculations using the Rational Method shall use rainfall intensities consistent with appropriate times-of-concentration for overland flow and return periods. Times-of-

concentration for overland flow shall be calculated using the methodology presented in Chapter 3 of Urban Hydrology for Small Watersheds, NRCS, TR-55 (as amended or replaced from time to time by NRCS). Time-of-concentration for channel and pipe flow shall be computed using Manning's equation.

- (6) Runoff Curve Numbers (CN) for both existing and proposed conditions to be used in the Soil Cover Complex method shall be obtained from Table 1.
- (7) Runoff coefficients (c) for both existing and proposed conditions for use in the Rational Method shall be obtained from Table 2.
- (8) Where uniform flow is anticipated, the Manning equation shall be used for hydraulic computations such as the capacity of open channels, pipes, and storm sewers. Values for Manning's roughness coefficient (n) shall be consistent with Table 3.
- (9) The design of any stormwater detention facility intended to meet the performance standards of this chapter shall be verified by routing the design storm hydrograph through these facilities, using either manual methods or computerized routing. Routing shall be based upon the modified PULS method; other routing methodologies shall be subject to the approval of the Borough Engineer.
- (10) The stormwater collection system shall be designed using the peak discharge computed using the Rational Formula.

B. Design standards — water carrying facilities.

- (1) All storm sewer pipes, streets, and inlets (excluding detention and retention basin outfall structures) shall be designed for a ten-year storm event. Sole access structures (culverts and bridges) shall be designed to convey the twenty-five-year flood without overtopping the roadway.
  - (a) When a pipe or culvert is intended to convey the discharge from a stormwater management facility, its required capacity shall be computed by the rational method and compared to the peak outflow from the stormwater facility for the one-hundred-year storm. The greater flow shall govern the design of the pipe or culvert.
  - (b) When a pipe is part of a storm sewer system and crosses the roadway, it shall be designed as a storm sewer with the same design storm as the remainder of the drainage system.
  - (c) Greater design frequencies may be justified on individual projects.
  - (d) A one-hundred-year storm frequency may be required for design of the stormwater collection system to insure that the resultant stormwater runoff from the post-development storm is directed into the management facility.
- (2) In general, inlets shall be spaced such that, based upon the Rational Method,  $t_c$  = five min. and ten-year rainfall intensity, the area contributing to the inlet shall not produce a peak runoff of greater than 4 cfs. Also, inlets shall be spaced so that their efficiency, based upon efficiency curves published by the Pennsylvania Department of Transportation, is not less than 65%.
- (3) Inlets shall be placed on both sides of the street at low spots and at the upper side of street intersections to prevent stormwater from crossing an intersection. Other devices such as high efficiency grates or perforated pipe may be required if conditions warrant. All inlets at low points along the roadway shall have a 10 inches curb reveal and shall be equipped with pavement base drain extending 50 feet in either direction, parallel to the center line of the roadway.

- (4) In all cases where drainage is picked up by means of a headwall, the pipe shall be designed as a culvert. Inlet and outlet conditions shall be analyzed. The minimum diameter of culvert shall be 18 inches. The procedure contained in Hydraulic Engineer Circulars No. 5 and No. 13, as prepared by the U.S. Department of Transportation, Federal Highway Administration, Washington, D.C., shall be used for the design of culverts. All culverts shall include concrete headwalls and endwalls.
- (5) Guards shall be provided on all intake and outfall structures as well as outlet structures. The guard bars shall be 1/2 inch diameter galvanized bars on six inch centers attached to the structure with 3/8 inch diameter stainless steel anchors. Guards shall also be provided for any pipe opening, 18 inches in diameter or larger.
- (6) Manholes, inlets, headwalls, and endwalls shall conform to the requirements of the PennDOT Publication 408, as modified by the adopted Borough standards.
- (7) Proposed channels or swales must be able to convey the increased runoff associated with a proposed one-hundred-year return period event within their banks at velocities consistent with protection of the channels from erosion. Acceptable velocities shall be based upon criteria included in the PA DEP Erosion and Sediment Pollution Control Program Manual.
- (8) Existing natural or man-made channels or swales must be able to convey proposed one-hundred-year return period runoff without creating any hazard to persons or property.
- (9) Stormwater runoff on roadways (i.e., gutter spread, lane encroachment, etc.) shall be controlled in accordance with PennDOT Publications 13M, "Design Manual, Part 2" and 584, "Drainage Manual."

C. Design standards - detention and retention basins.

- (1) Permanent detention and retention basins shall be designed to meet the following standards:
  - (a) The maximum permitted depth for detention or retention basins shall be six feet, measured from the bottom of the emergency spillway to the lowest point in the basin.
  - (b) The minimum top width of all basin embankments shall be eight feet.
  - (c) The maximum permitted side slopes for detention or retention basins shall be four horizontal to 1 vertical. In order to obtain a waiver for slopes steeper than 4:1, the plan must include a planting schedule to stabilize the embankments. The proposed vegetation shall be low maintenance varieties.
  - (d) Minimum bottom slope. All detention basins shall have a minimum bottom slope of 2% unless infiltration facilities are provided.
  - (e) Outlet control structures. Outlet control shall be accomplished utilizing (six-inch diameter or six-inch width maximum) perforations arranged vertically to provide for positive control of stormwater runoff. Outlet controls shall also provide for modification of the orifice to a smaller diameter through the use of removable plates.
  - (f) Discharge dispersion. Discharges from piping outlets of stormwater management facilities shall be provided with a concrete level spreader to convert point discharge back to simulated sheet flow. The length of the spreader shall be equal to 10 times the outlet pipe diameter (e.g., an eighteen-inch discharge pipe would require a fifteen-foot wide level spreader).
  - (g) Any stormwater management facility (i.e., detention basin) designed to store runoff and requiring a berm or earthen embankment required or regulated by this chapter shall be designed to provide an emergency spillway to handle flow up to and including the one-

hundred-year, twenty-four-hour design storm at post-development conditions, assuming the principal outlet structure to be clogged. The height of embankment must be set as to provide a minimum one foot of freeboard above the maximum elevation computed for the clogged orifice condition. Should any stormwater management facility require a dam safety permit under PA DEP 25 Pa. Code Chapter 105, the facility shall be designed in accordance with PA DEP 25 Pa. Code Chapter 105 and meet the regulations of PA DEP 25 Pa. Code Chapter 105 concerning dam safety which may be required to pass storms larger than one-hundred-year event.

- (h) A cutoff trench of impervious material shall be provided within all basin embankments.
- (i) Where a basin embankment is constructed using fill on an existing 15% or greater slope, the basin must be keyed into the existing grade.
- (j) Fencing. Any aboveground stormwater management detention/retention facility, that is designed to store at least a two foot depth of runoff, shall be subject to the following fencing requirements:
  - [1] Stormwater facility must be completely surrounded by a chain link fence of not less than four feet in height. Alternative fences and barriers may be permitted upon request to and approval by the Borough.
  - [2] All gates or doors opening through such enclosure shall be equipped with a self-closing and self-latching device for keeping the gate or door securely closed at all times, when not in actual use.
- (k) All outlet structures and emergency spillways shall include a satisfactory means of energy dissipation at its outlet to assure conveyance and flow without endangering the safety and integrity of the basin and the downstream drainage area.
- (l) A concentrated discharge of stormwater to an adjacent property shall be within a natural drainage way or watercourse, or an easement shall be required.
- (m) Plans for infiltration must show the locations of existing and proposed septic tank infiltration areas and wells. A minimum twenty-five foot separation from on lot disposal systems (OLDS) infiltration areas, including replacement areas, is desired and will be evaluated by the Borough on a case-by-case basis. However, the separation shall not be less than the PA DEP required 10 feet. Infiltration rates shall be based upon perc and probe tests conducted at the site of the proposed facility.

[1] *Editor's Note: Tables 1, 2 and 3 referenced in this section are included as attachments to this chapter.*

## § 339-18. Carbonate geology.

A. In areas of carbonate geology, a geologist shall certify to the following:

- (1) No stormwater management facility will be placed in, over, or immediately adjacent to the following features:
  - (a) Closer than 100 feet from sinkholes.
  - (b) Closer than 100 feet from closed depressions.
  - (c) Closer than 100 feet from caverns, intermittent lakes, or ephemeral streams.
  - (d) Closer than 50 feet from lineaments in carbonate areas.
  - (e) Closer than 50 feet from fracture traces.

- (f) Closer than 25 feet from bedrock pinnacles (surface or subsurface).
- (2) Stormwater resulting from regulated activities shall not be discharged into sinkholes.
- (3) If the developer can prove through analysis that the project site is an area underlain by carbonate geology, and such geologic conditions may result in sinkhole formations, then the project site is exempt from recharge requirements as described in § 339-12, Volume control. However, the project site shall still be required to meet all other standards found in this chapter.
- (4) Whenever a stormwater management facility will be located in an area underlain by carbonate geology, a geological evaluation of the proposed location by a geologist shall be conducted to determine susceptibility to sinkhole formation. The evaluation may include the use of impermeable liners to reduce or eliminate the separation distances listed in the BMP Manual. Additionally, the evaluation shall at a minimum, address soil permeability, depth to bedrock, seasonally high groundwater table, susceptibility for sinkhole formation, suitability of stormwater management facilities, subgrade stability and maximum infiltration capacity in depth of water per unit area.
- (5) A detailed soils evaluation of the project site shall be performed to determine the suitability of recharge facilities. The evaluation shall be performed by a qualified professional, and at a minimum, address soil permeability, depth to bedrock, susceptibility to sinkhole formation, and subgrade stability. The general process for designing the infiltration BMP shall be:
- (a) Site evaluation to determine general areas of suitability for infiltration practices.
- (b) Provide field test throughout the area proposed for development to determine appropriate percolation rate and/or hydraulic conductivity. At least one infiltration test must be included in each soil group and at least one infiltration test must be conducted for each five lots proposed for development. Infiltration tests must be taken at the location and depth of all proposed infiltration structures.
- (c) Design infiltration structure for required storm volume based on all available data.
- (6) Extreme caution shall be exercised where infiltration is proposed in geologically susceptible areas, such as strip mine or limestone areas. It is also extremely important that the design professional evaluate the possibility of groundwater contamination from the proposed infiltration/recharge facility and recommend a hydrogeologic justification study be performed if necessary. Whenever a basin will be located in an area underlain by limestone, a geological evaluation of the proposed location shall be conducted to determine susceptibility to sinkhole formations. The design of all facilities over carbonate formations shall include measures to prevent groundwater contamination and, where necessary, sinkhole formation. The infiltration requirement in the high quality/exceptional waters shall be subject to the Department's Chapter 93 and Antidegradation Regulations. A detailed hydrogeologic investigation may be required by the Borough and, where appropriate, the Borough may require the installation of an impermeable liner in detention basins.

## § 339-19. Erosion and sedimentation control requirements.

- A. As required in § 339-10D, whenever the vegetation and topography are to be disturbed, such activity must be in conformance with 25 Pa. Code Chapter 105, Rules and Regulations, Part I, Subpart C, Protection of Natural Resources, Article II, Water Resources, 25 Pa. Code Chapter 102, Erosion Control.
- B. It is extremely important that strict erosion and sedimentation control measures be applied surrounding infiltration structures during installation to prevent the infiltrative surfaces from

becoming clogged. Additional erosion and sedimentation control design standards and criteria must be applied where infiltration BMPs are proposed shall include the following:

- (1) Areas proposed for infiltration BMPs shall be protected from sedimentation and compaction during the construction phase, so as to maintain their maximum infiltration capacity.
- C. Fencing for sedimentation basins or traps must comply with § **339-17C(1)(j)**.
  - D. The developer shall demonstrate that the post-development hydrograph flows during erosion and sedimentation control phase are less than or equal to the predevelopment hydrograph flows to assure the rate and volume of runoff leaving the site is controlled for the two-, five-, and ten-year frequency storms. All calculation methodology shall be in accordance with §§ **339-12** through **339-18**.

## Article IV. Stormwater Management (SWM) Site Plan Requirements

### § 339-20. Plan requirements.

Although not a requirement of this chapter, prior to proceeding with SWM site plan preparation and submission, the applicant is encouraged to request a preapplication meeting with the Borough, Borough's Engineer and a staff member of the York County Conservation District to discuss the plan concept and responsibility for submission of required documents and information. The following items shall be included in the SWM site plan:

- A. Appropriate sections of Chapter **350**, Subdivision and Land Development, of the Code of the Borough of Spring Grove and other applicable ordinances of the Borough regarding subdivision and land development plan preparation and applicable plan requirements shall be followed in preparing all SWM site plans, regardless of whether or not a SWM site plan involves a subdivision and/or land development plan. If the Borough has not adopted a Subdivision and Land Development Ordinance, the content of SWM site plans shall follow the plan preparation and applicable plan requirements of the York County Subdivision and Land Development Ordinance.
- B. The Borough shall not approve any SWM site plan that is deficient in meeting the requirements of this chapter. At its sole discretion, and in accordance with this article, when a SWM site plan is found to be deficient, the Borough may either disapprove the submission, or, in the case of minor deficiencies, the Borough may accept the submission of a revised SWM site plan as noted in § **339-23** of this chapter.
- C. Provisions for permanent access or maintenance easements for all physical SWM BMPs, such as ponds and infiltration structures, as necessary to implement the operation and maintenance (O&M) plan discussed in Subsection **E(9)** below.
- D. The following signature block for the Borough:
 

"(Municipal official or designee), on this date (date of signature), has reviewed and hereby certifies that based upon representations made by the applicant; and relied upon by the Borough's Engineer the SWM site plan meets all design standards and criteria of the Borough Ordinance No. (number assigned to the Ordinance)."
- E. If not required by Chapter **350**, Subdivision and Land Development, or York County Subdivision and Land Development Ordinance, as specified in § **339-20A** of this chapter, the SWM site plan shall also provide the following information where applicable:

- (1) The overall stormwater management concept for the project, including any additional information required for a post-construction stormwater management plan (PCSWMP) as applicable.
- (2) A determination of site conditions in accordance with the BMP Manual. A detailed site evaluation shall be completed for projects proposed in areas of carbonate geology or karst topography, as well as for other environmentally sensitive areas, whether natural or man-made, including floodplains, streams, lakes, ponds, hydric soils, wetlands, brownfields and wellhead protection zones.
- (3) Stormwater runoff design computations, and documentation as specified in this chapter, or as otherwise necessary to demonstrate that the maximum practicable measures have been taken to meet the requirements of this chapter, including the recommendations and general requirements in § **339-10**.
- (4) Expected project time schedule.
- (5) A soil erosion and sediment control plan, where applicable, as prepared for, reviewed, and approved by the York County Conservation District.
- (6) The effect of the project in terms of runoff volumes, water quality, and peak flows on surrounding properties and aquatic features, and on any existing stormwater conveyance system that may be affected by the project.
- (7) Plan and profile drawings of all SWM BMPs, including drainage structures, pipes, open channels, and swales.
- (8) The SWM site plan shall show the locations of existing and proposed on-lot wastewater facilities and water supply wells.
- (9) The SWM site plan shall include an operation and maintenance (O&M) plan for all existing and proposed physical stormwater management facilities. This plan shall address long-term ownership and responsibilities for O&M as well as schedules and costs for O&M activities.
- (10) A description of permanent stormwater management techniques, including the construction specifications of the materials to be used for stormwater management facilities.
- (11) A notarized signature of the owner of the parcel for which the SWM site plan is proposed indicating that they are aware of, and will be responsible for, operation and maintenance of the facilities.
- (12) Existing and proposed land uses.
- (13) The location of the proposed regulated activity relative to streets, municipal boundaries, and other significant man-made features.
- (14) Significant physical features and associated boundary limits, including flood hazard areas, sinkholes, existing drainage courses, and areas of natural vegetation.
- (15) The location of existing and proposed utilities, stormwater facilities, sanitary sewers, and water lines on the parcel and within 50 feet of property lines.
- (16) Proposed changes to the land surface and vegetative cover, and the type and amount of existing and proposed impervious area.
- (17) Existing and proposed structures, buildings, streets, driveways, access drives, and parking areas.

- (18) Preferred contour intervals of two feet in moderately sloped areas, and contours at intervals of five feet for slopes in excess of 15%. Dependent upon site conditions, alternative contour intervals proposed by an applicant or his designee may be accepted by the Borough.
- (19) The name of the development, the name and address of the owner of the property, and the name and address of the individual or firm preparing the plan. Also to be included are the name, address, signature and seal of any registered surveyor (attesting the accuracy of the boundary survey), professional engineer, landscape architect, or professional geologist (for geomorphological assessments) contributing to and/or with a responsibility for any aspect of the plan where applicable.
- (20) Preferred graphic and written scale of one inch equals no more than 50 feet. For parcels of 20 acres or more, the preferred scale is one inch equals no more than 100 feet. Dependent upon site conditions, an alternative scale proposed by the applicant or his designee may be accepted by the Borough.
- (21) North point (arrow).
- (22) A map showing all existing man-made features beyond the subject parcel's boundary lines that will be affected by the proposed regulated activities.
- (23) Horizontal and vertical profiles of all open channels, including hydraulic capacity.
- (24) A note on the plan indicating the location, and responsibility for maintenance of, SWM facilities and/or easements that would be located on adjoining properties as a result of proposed regulated activities, and the location of such facilities and/or easements.
- (25) A hydrogeologic assessment of the effects of stormwater runoff on sinkholes, where present.
- (26) The effect of the proposed regulated activity in terms of runoff volumes and peak flows on adjacent properties and/or any existing municipal stormwater collection system that may receive runoff from the project site.
- (27) Drainage flow pathways.

## § 339-21. Plan submission.

- A. Three copies of the SWM site plan shall be submitted as follows:
  - (1) Two copies to the Borough.
  - (2) One copy to the York County Planning Commission when a SWM site plan accompanies a subdivision/land development plan application.
- B. Additional copies shall be submitted as requested by the Borough or DEP.
- C. The Borough may establish a fee schedule for the review of SWM plans, the amount of which shall be set by resolution of the Borough Council.

## § 339-22. Plan review and approval procedure.

- A. SWM site plans shall be reviewed by the Borough for consistency with the provisions of this chapter.
- B. Modification requests:

- (1) When reviewing a SWM site plan, whether or not the SWM site plan is included in a subdivision and/or land development plan application, the Borough's governing body may, after consulting with DEP as noted in § 339-10C of this chapter, grant a modification of the requirements of one or more provisions of this chapter if the literal enforcement will enact undue hardship because of peculiar conditions pertaining to the land in question, provided that such modification will not be contrary to the public interest and that the purpose and intent of this chapter is observed.
- (2) All requests for modifications from an applicant shall be in writing and shall accompany and be a part of the application for approval of a SWM site plan and/or a subdivision or land development plan as applicable. The request shall state in full the grounds and facts of unreasonableness or hardship on which the request is based, the provision or provisions of this chapter involved and the minimum modification necessary.
- (3) In granting of any modification, the Borough may attach such reasonable conditions and safeguards as it may deem necessary to implement the purposes of the Act 167 Plan and this chapter.
- (4) The governing body of the Borough shall keep a written record of all action on requests for modifications. The response of any consultation and/or review by DEP shall be included as an original report if available or otherwise documented in the required written record.

C. SWM site plan review and approval procedure:

- (1) If a SWM site plan does not involve a subdivision and/or land development, the review of the SWM site, recommendations, approval, approval with conditions, or disapproval, i.e., the review and decision period, shall occur within 45 days of submission to the Borough. However, the Borough, in its sole discretion, may extend the review and decision period another 45 days due to the nature of the application and/or site conditions. If an extension of another 45 days is imposed or granted by the Borough beyond the first forty-five-day review and decision period designated by this subsection, the Borough shall notify the applicant, in writing, and deliver such notice to said applicant within 15 days of the decision to extend the review and decision period by the Borough. If no extension is imposed or granted by the Borough beyond the first forty-five-day review and decision period, and no decision has been rendered by the Borough within that period, the SWM site plan shall be deemed approved. Similarly, if after a forty-five-day extension of the review and decision period has been imposed or granted by the Borough, and no decision has been rendered by the Borough within that period, the SWM site plan shall be deemed approved.
- (2) If a SWM site plan involves a subdivision and/or land development plan, the period of time from the submission to the Borough of the subdivision and/or land development plan application which includes the SWM plan and the approval, approval with conditions, or disapproval, i.e., review and decision period, shall be 90 days, in accordance with the procedure for approval of plats in § 508 of the Pennsylvania Municipalities Planning Code.<sup>[1]</sup>  
<sup>[1]</sup> *Editor's Note: See 53 P.S. § 10508.*
- (3) From the time an application for approval of a plat involving a subdivision or land development plan, whether preliminary or final, which includes a SWM site plan, is duly filed with the Borough, no change or amendment of this chapter or other governing ordinance or plan shall affect the decision on such application in accordance with the provisions of the governing ordinances or plans as they stood at the time the application was duly filed, as specified in § 508(4)(i) of the Pennsylvania Municipalities Planning Code.

- D. Decision notification procedure. In all cases, the decision of the Borough to approve or disapprove the SWM site plan shall be in writing and shall be delivered to the applicant no later than 15 days following the decision. If the SWM site plan is disapproved, the written decision by the Borough shall specify the defects in the application, describe the requirements which were not met, and shall cite the provisions of this chapter relied upon. If the SWM site plan is approved with

conditions, the notification to the applicant shall state the acceptable conditions for approval and the time limit for satisfying such conditions. The time limit for satisfying conditions of approval shall be the time limit prescribed for conditional approval of subdivision and land development plans as stated in the Chapter **350**, Subdivision and Land Development, or the York County Subdivision and Land Development Ordinance, where applicable.

## § 339-23. Revision of plans.

A revision to a previously submitted SWM site plan that involves a change in SWM BMPs, stormwater management facilities, or changes in analytical techniques, or that involves the relocation or redesign of SWM BMPs, or that is necessary because soil or other conditions are not as stated on the SWM site plan, as determined by the Borough, shall require a resubmission of the revised SWM site plan in accordance with this article, including applicable fees. For NPDES permitted sites, any revised SWM site plan shall also be resubmitted to the York County Conservation District for review. In the case of a SWM site plan which contains minor deficiencies, such as a missing label, omission of a required note or minor construction detail, as determined by the Borough, the Borough may accept a resubmission of such SWM site plan without the requirement of a review fee, or for a lesser fee as provided for in the Borough fee schedule.

## § 339-24. Resubmission of disapproved SWM site plans.

A disapproved SWM site plan may be resubmitted, with the revisions addressing the Borough's concerns as stated regarding the original submission, to the Borough in accordance with this article. The applicable review fee must accompany the submission of a revised SWM site plan, unless such fee is waived by the Borough. (See § **339-23**.)

## § 339-25. Authorization to construct and term of validity.

- A. SWM site plans independent of subdivision and land development plans. The Borough's approval of a SWM site plan, when such plan is submitted independent of a subdivision and/or land development plan, authorizes the regulated activities contained in the SWM site plan for a maximum term of validity of five years following the date of approval. The Borough may, in its sole discretion, specify a term of validity shorter than five years in the approval for any specific SWM site plan, particularly if the nature of the proposed SWM facilities require more frequent maintenance and/or short-term replacement of certain components. Terms of validity shall commence on the date the Borough signs the approval for an SWM site plan. If an approved SWM site plan is not completed according to § **339-26** within the term of validity, then the Borough may consider the SWM site plan disapproved and may revoke any and all permits. SWM site plans that are considered disapproved by the Borough may be resubmitted in accordance with § **339-24** of this chapter.
- B. SWM site plans included in a subdivision and/or land development plan. The Borough's approval of a SWM site plan, which is a part of a subdivision and/or land development plan, authorizes that plan and the regulated activities therein so that no subsequent change or amendment in this chapter or other governing ordinances or plans shall be applied to affect adversely the right of the applicant to commence and to complete any aspect of the approved development in accordance with the terms of such approval within five years from such approval, as specified in § 508(4)(ii) through (vii) of the Pennsylvania Municipalities Planning Code.

## § 339-26. As-built plans, completion certificate, and final inspection.

- A. The developer shall be responsible for providing as-built plans of all SWM BMPs included in the approved SWM site plan. The as-built plans and an explanation of any discrepancies with the construction plans shall be submitted to the Borough.
- B. The as-built submission shall include a certification of completion signed by a qualified person verifying that all permanent SWM BMPs have been constructed according to the approved plans and specifications. If any licensed qualified person materially contributed to the construction plans, then a licensed qualified person must sign the completion certificate.
- C. After receipt of the completion certification by the Borough, the Borough may conduct a final inspection to verify compliance with and accuracy of the as-built plans.
- D. The financial guarantee, as discussed under § 339-30, shall not be released by the Borough until the items of this section are completed.

## Article V. Construction Inspections

### § 339-27. Schedule of inspections.

- A. The Borough Engineer or his Borough assignee shall inspect phases of the installation of the permanent stormwater management facilities as deemed appropriate by the Borough Engineer. It is the responsibility of the permittee to notify the Borough Engineer 48 hours in advance of the beginning of construction of stormwater management facilities.
- B. During any stage of the work, if the Borough Engineer determines that the permanent stormwater management facilities are not being installed in accordance with the approved stormwater management site plan, the Borough may suspend or revoke any existing approvals issued under this chapter until installation is rectified and/or a revised stormwater management site plan is submitted and approved, as specified in this chapter.

## Article VI. Operation and Maintenance

### § 339-28. Responsibilities of developers and landowners.

- A. The Borough shall make the final determination on the continuing maintenance responsibilities prior to final approval of the SWM site plan. The Borough may require dedication of such facilities as part of the requirements for approval of the SWM site plan. Such a requirement is not an indication that the Borough will accept the facilities. The Borough reserves the right to accept or reject the ownership, maintenance, and operating responsibility for any portion(s) of the stormwater management facilities and controls.
- B. Facilities, areas, or structures included in the SWM site plan and used as stormwater management BMPs shall be enumerated as permanent real estate appurtenances and recorded in the York County Recorder of Deeds Office as deed restrictions/protective covenants or easements that run with the land, as may be required by the Borough.
- C. The operation and maintenance (O&M) plan shall be recorded as a restrictive deed covenant that runs with the land.
- D. The Borough may take enforcement actions against an owner for any failure to satisfy the provisions of this article.
- E. No person shall modify, remove, fill, landscape, or alter any SWM BMPs, facilities, areas, or structures without the written approval of the Borough, with the exception of necessary

maintenance activities such as mowing.

## § 339-29. Operation and maintenance agreements.

- A. Prior to final approval of the SWM site plan, the property owner shall sign and record an operation and maintenance (O&M) agreement (see Appendix A<sup>[1]</sup>) covering all stormwater control facilities which are to be privately owned.
- (1) The owner, successor and assigns shall maintain all facilities in accordance with the approved maintenance schedule in the O&M plan.
  - (2) The owner shall convey to the Borough easements to assure access for periodic inspections by the Borough and maintenance, as necessary.
  - (3) The owner shall keep on file with the Borough the name, address, and telephone number of the person or company responsible for maintenance activities; in the event of a change, new information shall be submitted by the owner to the Borough within 10 working days of the change.
- [1] *Editor's Note: Appendix A is included as an attachment to this chapter.*
- B. The owner is responsible for operation and maintenance (O&M) of the SWM BMPs. If the owner fails to adhere to the O&M agreement, the Borough may perform the services required and charge the owner appropriate fees. Nonpayment of fees may result in a lien against the property.
- C. The Borough is exempt from the requirement to sign and record an operation and maintenance agreement.

## § 339-30. Performance guarantee.

For SWM site plans that involve subdivision and land development, the applicant shall provide a financial guarantee to the Borough for the timely installation and proper construction of all stormwater management controls as required by the approved SWM site plan and this chapter in accordance with the provisions of §§ 509, 510, and 511 of the Pennsylvania Municipalities Planning Code.

## § 339-31. Maintenance guarantee.

For SWM site plans that involve the dedication of all or some of the required improvements following completion, the Borough may require the posting of financial security to secure structural integrity of said improvements as well as the functioning of said improvements in accordance with the design and specifications as depicted on the SWM site plan for a term not to exceed 18 months from the date of acceptance of dedication. Said financial security shall be of the same type as otherwise required in § 339-30 with regard to installation of such improvements, and the amount of the financial security shall not exceed 15% of the actual cost of installation of said improvements in accordance with the provisions of § 509 of the Pennsylvania Municipalities Planning Code.

## § 339-32. Municipal Stormwater Maintenance Fund.

- A. Persons installing stormwater storage facilities shall be required to pay a specified amount to the Municipal Stormwater Maintenance Fund to help defray costs of periodic inspections and maintenance expenses. The amount of the deposit shall be determined as follows:

- (1) If the storage facility is to be privately owned and maintained, the deposit shall cover the cost of periodic inspections performed by Borough for a period of 10 years, as estimated by the Borough Engineer. After that period of time, inspections expenses will be assessed by Borough on an as needed basis thereafter.
- (2) If the storage facility is to be owned and maintained by Borough, the deposit shall cover the estimated costs for maintenance and inspections for 10 years. The Borough Engineer will establish the estimated costs utilizing information submitted by the applicant.
- (3) The amount of the deposit to the fund shall be converted to present worth of the annual series values. The Borough Engineer shall determine the present worth equivalents which shall be subject to the approval of the governing body.
- (4) The general formula for calculating the annual inspection fee shall be as follows:
  - (a)  $I_{Ti} \times I_R \times N_i = I_{Ci}$ .
  - (b)  $I_{Ci} + I_{Cii} + \dots = I_C$ .
  - (c)  $0.25 (I_C) = A_C$ .
  - (d)  $I_C + A_C = \text{Annual inspection cost}$ .
  - (e) Where:
    - [1]  $I_{Ti}$  = Inspection time per SWM BMP (varies per BMP).
    - [2]  $I_R$  = Inspection rate (varies per year).
    - [3]  $N_i$  = Quantity of particular SWM BMP.
    - [4]  $I_{Ci}$  = Inspection cost for particular SWM BMP.
    - [5]  $I_C$  = Total inspection cost of all SWM BMPs.
    - [6]  $A_C$  = Administrative cost.

## Article VII. Fees and Expenses

### § 339-33. General.

- A. The developer shall be required to submit a subdivision/land development or building permit application prior to any stormwater management facilities construction. The fee for plan reviews, permit issuance, and inspections shall be established by resolution of the Borough Council to defray the following expenses:
  - (1) The review of the stormwater management/erosion and sedimentation control plan by the Borough Engineer.
  - (2) The site inspections.
  - (3) The inspection of stormwater management facilities and drainage improvements during construction.
  - (4) The final inspection upon completion of the stormwater management facilities and drainage improvements presented in the stormwater management/erosion and sedimentation control plan.

- (5) Any additional work required to enforce any permit provisions regulated by this chapter, correct violations, and assure proper completion of stipulated remedial actions.
- B. All fees shall be paid by the applicant at the time of application and shall be included in the required deposit for review of subdivision/land development plans.
- C. Any additional costs incurred by Borough in the administration of this chapter shall be charged to the applicant and shall be paid promptly by the applicant. Upon completion of the construction of the stormwater management facility and upon final approval thereof by the Borough Engineer, any monies in excess of the Borough's costs or expenses deposited by the applicant shall be refunded to the applicant.

## § 339-34. Stormwater facilities fee.

In addition to any other permit fees required by this article, all new construction and additions to present structures that create impervious surface, including parking lots, driveways, patios and walkways, except curbs and sidewalks within public rights-of-way, shall be assessed a fee in such amount as shall be from time to time established by the Borough Council by resolution. All fees collected pursuant to this subsection shall be deposited in an escrow account to be used for the construction, maintenance and improvement of stormwater facilities within the Borough.

## Article VIII. Detection and Elimination of Illicit Discharges and Connections to the Municipal Separate Storm Sewer System

### § 339-35. Ultimate responsibility.

- A. Minimum standards. The standards set forth herein and promulgated by this article are minimum standards; therefore, this chapter does not intend nor imply that compliance by any person will ensure that there will be no contamination, pollution, nor unauthorized discharge of pollutants.
- B. Property owner inspection. SWM BMPs included in the approved SWM site plan shall be inspected by the landowner, or the owner's designee, including the Borough for dedicated and owned facilities, according to the following list of minimum frequencies:
  - (1) Annually.
  - (2) During or immediately after the cessation of a ten-year or greater storm.
  - (3) A report of all inspections conducted in a calendar year shall be submitted to the Borough annually on or before February 15 of the following calendar year.
  - (4) All inspection records shall be maintained by the landowner for no less than five years from when created and shall be made available to the Borough upon written request.
- C. Notification of spills or releases.
  - (1) Notwithstanding other requirements of law, as soon as any person responsible for a facility, property, or operation, or responsible for emergency response for a facility, property, or operation has information of any known or suspected release of materials which are resulting or may result in illicit discharges or pollutants discharging into stormwater, a stormwater facility, the storm drain system, or water of the Commonwealth of Pennsylvania, said person shall take all necessary steps to ensure the discovery, immediate containment, and cleanup of such release.

- (2) In the event of a release of hazardous materials, said person shall immediately notify appropriate emergency response agencies of the occurrence via emergency dispatch services. In the event of a release of nonhazardous materials, said person shall notify the authorized enforcement agency in person or by phone or facsimile no later than the next business day. Notifications in person or by phone shall be confirmed by written notice addressed and mailed to Borough within three business days of the phone notice. If the discharge of prohibited materials emanates from a commercial or industrial property, the owner or operator of such property shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three years.

## § 339-36. Prohibition of illicit discharges.

- A. No person shall discharge or cause to be discharged in to storm drain, stormwater system or facility, or waters of this commonwealth any materials, including, but not limited to, pollutants or waters containing pollutants, that cause or contribute to a violation of applicable water quality standards. Any discharge in violation of this chapter shall be considered illicit discharges, except as exempted below.
- B. The commencement, conduct, allowance, or continuation of any illicit discharge to the storm drain system, a stormwater system or facility, or waters of this commonwealth is prohibited except as follows:
  - (1) Discharges from fire-fighting activities.
  - (2) Potable water sources including water line flushing.
  - (3) Irrigation drainage.
  - (4) Air-conditioning condensate.
  - (5) Springs.
  - (6) Water from crawl space pumps.
  - (7) Pavement wash waters where spills or leaks of toxic or hazardous materials have not occurred (unless all spill material has been removed) and where detergents are not used.
  - (8) Diverted stream flows.
  - (9) Groundwater infiltration to storm drains.
  - (10) Crawl space pumps.
  - (11) Flows from riparian habitats and wetlands.
  - (12) Uncontaminated water from foundations or from footing drains.
  - (13) Lawn watering.
  - (14) Dechlorinated swimming pool discharges (less than one PPM chlorine).
  - (15) Uncontaminated groundwater.
  - (16) Water from individual residential car washing.
  - (17) Routine external building wash down (which does not use detergents or other compounds).

- (18) Water discharged in well testing for potable water sources.
  - (19) Uncontaminated pumped groundwater.
  - (20) Discharges specified, in writing, by the Borough as being necessary to protect public health and safety.
  - (21) Dye testing is an allowable discharge, but requires a verbal notification to the Borough 48 hours prior to the time of the test.
  - (22) The prohibition shall not apply to any nonstormwater discharge permitted under an NPDES permit, written or regulatory waiver, or waste discharge order issued to the discharger and administered under the authority of DEP.
- C. In the event that the Borough or DEP determines that any of the discharges identified in § 339-36B significantly contribute to pollution of the waters of this commonwealth, Borough or DEP will notify the responsible person(s) to cease the discharge.

## § 339-37. Prohibition of illicit connections.

The construction, use, maintenance or continued existence of illicit connections to the storm drain system or a stormwater facility, or waters of this commonwealth is prohibited.

- A. This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
- B. A person is considered to be in violation of this article if the person connects a line conveying sewage to the MS4, or allows such a connection to continue.

## Article IX. Enforcement and Penalties

### § 339-38. Right of entry.

- A. General. Upon presentation of proper credentials, the Borough may enter at reasonable times upon any property within the Borough to inspect the condition of the stormwater structures and all related facilities regulated by this chapter.
- B. Industrial activity and construction discharges. This section applies to all facilities that have stormwater discharges associated with industrial activity, including construction activity. Any person subject to an industrial or construction activity NPDES stormwater discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit may be required in a form acceptable to the Borough prior to the allowing of discharges to the MS4.
  - (1) Access to facilities.
    - (a) The Borough shall be permitted to enter and inspect facilities subject to regulation under this article as often as may be necessary to determine compliance with this article. If a discharger has security measures in force which require proper identification and clearance before entry into its premises, the discharger shall make the necessary arrangements to allow access to representatives of the Borough.
    - (b) Facility operators shall allow the Borough ready access to all parts of the premises for the purposes of inspection, sampling, examination and copying of records that must be kept

under the conditions of an NPDES permit to discharge stormwater, and the performance of any additional duties as defined by state and federal law.

- (c) Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the operator at the written or oral request of the Borough and shall not be replaced. The costs of clearing such access shall be borne by the operator.
- (2) Borough rights.
  - (a) The Borough shall have the right to set up on any permitted facility such devices as are necessary, in the opinion of the Borough, to conduct monitoring and/or sampling of the facility's stormwater discharge.
  - (b) The Borough has the right to require the discharger to install monitoring equipment as necessary. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the discharger at its own expense. All devices used to measure stormwater flow and quality shall be calibrated to ensure their accuracy.
- C. No unreasonable delay. Unreasonable delays in allowing the Borough access to any stormwater structures and/or related facilities is a violation of a stormwater discharge permit and of this chapter. A person who is the owner/operator of a property, a facility with an NPDES permit to discharge stormwater, or any stormwater structure or facility commits an offense if the person unreasonably delays or denies the Borough reasonable access to the property and/or facility for the purpose of conducting any activity authorized or required by this chapter.

## § 339-39. Violations and nuisance.

- A. It shall be unlawful for a person to undertake any regulated activity except as provided in an approved SWM site plan, unless specifically exempted in § 339-11.
- B. It shall be unlawful to violate any section(s) of this chapter.
- C. In addition to the enforcement processes and penalties provided herein, any condition caused or permitted to exist in violation of any of the provisions of this chapter is declared and deemed a public nuisance. Where such condition constitutes a threat to public health, safety, welfare or the environment, it may be summarily abated or restored at the violator's expense, and/or a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance may be taken as set forth in this chapter.

## § 339-40. Emergency suspension of MS4 access.

- A. Suspension in emergency situations. The Borough, without prior notice, may issue an order to suspend MS4 discharge access to a person when such suspension is necessary to stop an actual or threatened discharge which presents or may present imminent and substantial danger to the environment, or to the health, safety or welfare of persons, or to the MS4 or waters of the Commonwealth of Pennsylvania. If the violator fails to comply with an order issued in an emergency, the Borough may take such steps as deemed necessary to prevent or minimize damage to the MS4 or waters of the Commonwealth of Pennsylvania, or to minimize danger to persons, including, without limitations, entering the property for the purpose of disconnecting and/or performing emergency maintenance or repairs to storm sewers. In the event the Borough must disconnect or perform emergency maintenance and/or repairs, the Borough may file and attach a municipal lien on the property which is causing illicit discharge.

- B. Reconnection prohibited. A person commits an offense if the person reconnects premises to the MS4 system once suspended pursuant to this section, without prior Borough written approval issued by an authorized representative of the Borough.

## § 339-41. Enforcement.

- A. Notice of violation. Whenever the Borough finds that a person has violated a prohibition or failed to meet a requirement of this chapter or a permit issued hereunder, the Borough shall issue a written notice of violation (NOV) to the property owner and/or operator. Such NOV shall set forth basis and nature of the violation(s), section(s) violated, and shall identify the property and shall require response from the recipient.
- B. Orders.
- (1) Where the Borough has identified a violation, it may order compliance by written order to the responsible person(s), including a property owner or operator. Such order may require, without limitation:
    - (a) The performance of monitoring, analyses, and reporting;
    - (b) The elimination of illicit connections or discharges;
    - (c) That violating discharges, practices, or operations shall cease and desist;
    - (d) The abatement or remediation of stormwater pollution or contamination hazards and the restoration of any affected property;
    - (e) Payment of a fine to cover administrative and remediation costs; and
    - (f) The implementation of source control or treatment BMPs.
  - (2) If abatement of a violation and/or restoration of affected property is required, the order may set forth a deadline within which such action(s) must be completed.
  - (3) Failure to comply within the time specified shall subject such person to the penalty provisions of this chapter. All such penalties shall be deemed cumulative and does not prevent the Borough from pursuing any and all remedies. It shall be the responsibility of the owner of the real property on which any regulated activity is proposed to occur, is occurring, or has occurred, to comply with the terms and conditions of this chapter.
- C. Termination of discharge. Any person discharging to the MS4 in violation of this chapter may have their MS4 access terminated if such termination would abate a threat to public safety, health or the environment or would terminate an illicit discharge. The Borough will notify a violator of the proposed termination of its MS4 access.
- D. Appeals.
- (1) Any person receiving an order from the Borough may appeal to the Borough Council within 30 days from the date of the order. A hearing on the appeal before the Borough Council or its designee shall take place within 15 days from the date of receipt of the notice of appeal.
  - (2) Any person aggrieved by any decision of the Borough, relevant to the provisions of this chapter, may appeal to the York County Court of Common Pleas within 30 days of the Borough's decision.
- E. Borough action after appeal.

- (1) Cost of abatement of violation. If the violation has not been corrected pursuant to the requirements set forth in the order, or, in the event of an appeal, within 15 days of the hearing representative's decision upholding the decision of the Borough, then representatives of the Borough may enter upon the subject private property and may take any and all measures necessary to abate the violation and/or restore the property. It shall be unlawful for any person, owner, agent, or person in possession of any premises to refuse to allow the Borough or designated contractor to enter upon the premises for the purposes set forth above.
- (2) Notice of cost of abatement. Within 30 days after abatement of the violation, the owner of the property will be notified of the cost of abatement, including administrative costs. The property owner may thereafter file a written protest objecting to the amount of the assessment within 30 days. If the amount due is not paid within a timely manner as determined by the decision of the Borough or by the expiration of the time in which to file an appeal, the charges shall become a special assessment against the property and shall constitute a municipal lien on the property for the amount of the assessment.
- (3) Payment of abatement costs. Any person violating any of the provisions of this article shall become liable to the Borough by reason of such violation. The liability shall be paid in not more than 12 equal payments. Interest at the rate of 12% per annum shall be assessed on the balance beginning on the 1st day following discovery of the violation.

## § 339-42. Suspension, revocation, and termination.

- A. Any approval or permit issued by the Borough pursuant to this chapter may be suspended, revoked, or terminated for:
  - (1) Noncompliance with or failure to implement any provision of the approved SWM site plan or O&M agreement.
  - (2) A violation of any provision of this chapter or any other applicable law, ordinance, rule, or regulation relating to the regulated activity.
  - (3) The creation of any condition or the commission of any act during the regulated activity which constitutes or creates a hazard, nuisance, pollution, or endangers the life or property of others.
  - (4) Actions that establish an inability or an unwillingness to comply with this chapter.
- B. A suspended approval shall be reinstated by the Borough in writing when:
  - (1) The Borough has inspected and approved the corrections to the violations that caused the suspension.
  - (2) The Borough is satisfied that the violation has been corrected.
- C. An approval that has been revoked or terminated by the Borough cannot be reinstated. The applicant may apply for a new approval under the provisions of this chapter.
- D. If a violation causes no immediate danger to life, public health, or property, at its sole discretion, the Borough may provide a limited time period for the owner to correct the violation. In these cases, the Borough will provide the owner, or the owner's designee, with a written notice of the violation and the time period allowed for the owner to correct the violation. If the owner does not correct the violation within the allowed time period, the Borough may revoke or suspend any, or all, applicable approvals and permits pertaining to any provision of this chapter.

## § 339-43. Remedies; violations and penalties.

- A. Civil penalties. Any person, partnership or corporation who or which has violated the provisions of this chapter shall, upon being found liable therefor in a civil enforcement proceeding commenced by the Borough, pay a civil penalty of not more than \$1,000 per violation, per day. If the defendant neither pays nor timely appeals the civil penalty assessment, the Borough may enforce the penalty pursuant to applicable laws and rules of civil procedure. Each day that a violation continues shall constitute a separate violation, unless the Magisterial District Judge determining that there has been a violation and the extent to which a fine is appropriate. The York County Court of Common Pleas, upon petition, may grant an order of stay, upon cause shown, tolling the per diem judgment pending a final adjudication of the violation and judgment.
- B. Injunctive relief. It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this chapter. The Borough may institute injunctive, mandamus, or any other appropriate action or proceeding at law or in equity for the enforcement of this chapter and to restrain actions that would create further violation(s) or compelling action to terminate, abate, or remediate violation.
- C. Criminal prosecution. Any person that has violated or continues to violate this any section of this chapter may be subject to criminal prosecution to the fullest extent of the law, and may be subject to a criminal penalty of up to \$1,000 per violation per day and/or imprisonment for a period of time not to exceed 90 days.
- D. Attorneys' fees and costs. The Borough may recover all attorneys' fees, court costs and other expenses associated with enforcement of this chapter, either criminal or civil, including sampling and monitoring expenses or other costs of investigation.
- E. Remedies not exclusive. The remedies listed in this chapter are not exclusive of any other remedies available under any applicable federal, state or local law and it is within the discretion of the Borough to seek cumulative remedies.

## Article X. References

### § 339-44. Chapter references.

- A. Pennsylvania Department of Environmental Protection, No. 363-0300-002 (December 2006), as amended and updated, Pennsylvania Stormwater Best Management Practices Manual, Harrisburg, PA.
- B. Pennsylvania Department of Environmental Protection, No. 363-2134-008 (April 15, 2000), as amended and updated, Erosion and Sediment Pollution Control Program Manual, Harrisburg, PA.
- C. U.S. Department of Agriculture, National Resources Conservation Service (NRCS), National Engineering Handbook, Part 630: Hydrology, 1969-2001. Originally published as the National Engineering Handbook, Section 4: Hydrology. Available from the NRCS online at: <http://www.nrcs.usda.gov/>.
- D. U.S. Department of Agriculture, Natural Resources Conservation Service, 1986, Technical Release 55: Urban Hydrology for Small Watersheds, 2nd Edition. Washington, D.C.
- E. U.S. Department of Commerce, National Oceanic and Atmospheric Administration, National Weather Service, Hydrometeorological Design Studies Center, 2004-2006, Precipitation-Frequency Atlas of the United States, Atlas 14, Volume 2, Version 3.0, Silver Spring, Maryland. Internet address: <http://hdsc.nws.noaa.gov/hdsc/pfds/>.
- F. Act of July 31, 1968, P.L. 85, No. 247, The Pennsylvania Municipalities Planning Code, as amended.



ATTACHMENT 6.1  
TRAINING DOCUMENTATION

**MINUTES OF SPRING GROVE BOROUGH  
COUNCIL MEETING  
July 9, 2018**

The Spring Grove Borough Council met in Regular Session on Monday, July 9, 2018. President James D. Graham led those in attendance in a word of prayer and Pledge to the Flag. The meeting was called to order at 7:00 PM.

**BOROUGH COUNCIL PRESENT**

James D. Graham  
David B. Kile  
Peter A. Lombardi  
Larry McConnell  
Rebecca J. Stauffer  
Kristyn Stouch

**ALSO PRESENT:**

Beverly Hilt, Mayor  
Andrew N. Shaffer, Borough Manager  
Matt Warfel, (ARRO Inc.)  
Melissa J. Helm, Adm. Assist/Recording Secty  
John McLucas, Community Development

**BOROUGH COUNCIL ABSENT:**

Vincent Catalano

**ALSO ABSENT:**

Peter Ruth, Solicitor

**Public Comment / Visitors**

None

**Approval of Minutes**

**June 2018**

The Minutes of the Regular Council Meeting held June 4, 2018 and the Committee Meeting held June 18, 2018 were presented to Council for their review. David B. Kile made a motion, seconded by Rebecca J. Stauffer, to approve the minutes as presented. A correction was noted in the minutes regarding the voting for the speed sign. There was a Nay vote from James D. Graham and Peter A. Lombardi. Motion Carried.

**Treasurer's Report**

**June 2018**

The Treasurer's Report for June 2018 with expenses totaling \$129,394.72 was presented for approval Peter A. Lombardi made a motion to approve the report as presented, seconded by Larry McConnell. Motion Carried.

**President's Report**

None

## **Mayor's Report**

### Parking Enforcement Officer's Report –June 2018

The Parking Enforcement Officer's Report for June 2018 was presented to Council for their review.

### Southwestern Regional Police Activity Report –May 2018

The Police Activity Report for May 2018 was presented to Council for their review.

### Southwestern Regional Police Treasurer Report –May 2018

The Treasurer Report for May 2018 was presented to Council for their review.

### Southwestern Regional Police Board Minutes –May 2018

The Minutes of the Southwestern Police Board for the month of May 2018 were presented to Council for their review.

## **Manager**

### Mid-Year Financial Report

Manager Shaffer presented the Mid-Year Financial Report for 2018 to Council for their review.

### 2019 Budget Request

Manager Shaffer presented the 2019 Budget Request Form to Council for their review. He requested that any request be submitted by Council/Committee meeting in August.

### Non-Uniform Pension Audit

Manager Shaffer reported to Council that the Non-Uniform Pension Audit was concluded by the Auditor General's office for the period of 2014 to 2017. There were no findings for that period.

### Liquid Fuels Audit

Manager Shaffer reported to Council that the Liquid Fuels Audit was concluded for the period for 2016 and 2017. There were no findings for that period.

## **ARRO Engineering**

### Main Street Improvements

Engineer Warfel reported to Council that ARRO is continuing to work on the design phase of the Main Street Improvements and they are approaching a challenging phase working with PennDOT and going through some issues relative to lighting. They have submitted for a utility clearance and have a meeting with them on July 19, 2018. Also, an ARLE Grant was compiled and was submitted, for the North Main Street/Jackson Street intersection. A Resolution for the submittal of that grant will be addressed later in the meeting.

Main Street Sanitary Sewer Rehabilitation

Engineer Warfel reported to Council that the contractor has been working on the excavation of the cleanouts for the past several weeks. Tonight, they will begin the main “cured in place” lining. Then they will begin the lateral liner installation.

Campus Avenue Stream Improvements

Engineer Warfel reported to Council that ARRO has been working with the United States Army Corp of Engineers and PA DEP on a joint permit which is required for the stream rehabilitation. The Borough has not technically received the permit, although has been given indication that the permit was complete, and the project was put out on Penn Bid. Bids were opened on June 28. One bid was received from Farhat Excavation, LLC for the contract price of \$214,850.00, which includes contingency item No. 7 and 8. Engineer Warfel requested that Council issue an Intent to Award the Campus Avenue Stream Improvement project to Farhat Excavation, LLC, contingent upon approval of the permit. Peter A. Lombardi made a motion, seconded by David B. Kile, to approve awarding the low bid for the Campus Avenue Stream Improvement project to Farhat Excavation, LLC in the amount of \$214,850.00, contingent upon approval of receiving the permit. Motion Carried. Manager Shaffer reminded Council that the cost of this project will be completely funded by the National Fish and Wildlife Foundation grant and Growing Greener grant from PA DEP. Those grants totaling \$370,000 will be used for engineering fees and construction fees.

GIS

Engineer Warfel reported that ARRO has been working on finalizing the MS4 dataset.

Wastewater Treatment Plant

Engineer Warfel reported to Council that the wastewater treatment plant has been substantially complete for over one year.

**Solicitor’s Report**

Solicitor Ruth was not present at tonight’s meeting.

**Director of Community Development**Zoning Officer’s Report – June 2018

The Zoning Officer’s Report for June 2018 was presented to Council for their review.

Code Enforcement Report – June 2018

The Code Enforcement Report, which shows code violations in the month of June 2018 as well as the status of any outstanding violations, was presented to Council for their review.

## **Recreation**

### Spring Grove Regional Parks & Recreation Center Meeting Minutes –May 2018

The minutes of the Spring Grove Regional Parks and Recreation Meeting for the month of May were presented to Council for their review.

### Spring Grove Regional Parks and Recreation Center Financial Report – May 2018

The Financial Report for the Spring Grove Regional Parks and Recreation Center for the month of May was presented to Council for their review.

## **Committee Reports**

### Highway

Kristyn Stouch discussed with Council the possibility of placing delineators on Glenview Road at the present entrance into Hardee's Restaurant in an effort to deter the left turn into Hardee's. Kristyn M. Stouch made a motion, seconded by Larry McConnell, to authorize the purchase of 12 delineators to be placed at Hardee's Restaurant entrance on Glenview Road in an effort to deter a left-hand turn. Motion Carried.

### Personnel

Rebecca J. Stauffer reported that the Committee has heard from Manager Shaffer that the Borough is locked into the health insurance agreement with Benecon for three years. The Borough has only been in the program for a 1-1/2 years. Therefore, the matter has been tabled until next year's budget. It was recommended that Council hold a preliminary meeting regarding employee compensations at the September Committee meeting. That meeting portion of Committee meeting will be an executive session.

## **Unfinished Business**

None

## **New Business**

### Consider Approval of Resolution 5-2018, Authorizing the Submission of the ARLE Grant.

Larry McConnell made a motion, seconded by Kristyn M. Stouch, to approve Resolution 5-2018, which authorizes the submission of the ARLE Grant for the Main Street Improvement Project. Motion Carried.

### Consider Approval of Ordinance 1-2018, Approving the General Obligation Note in the Amount of \$250,000.00 for the 2018 Sanitary Sewer Project

Rebecca J. Stauffer made a motion, seconded Peter A. Lombardi, to adopt Ordinance 1-2018, which approves the General Obligation Note in the amount of \$250,000 for the 2018 Sanitary Sewer Project. A Roll Call Vote was taken. Voting Aye: David B. Kile, Rebecca J. Stauffer, Kristyn M. Stouch, Larry McConnell, Peter A. Lombardi. Motion Carried.

**Correspondence**

PSAB Pension Plan Statement – Month Ending May 2018

The PSAB Pension Plan Statement for the month of May was presented to Council for their review.

Spring Grove Ambulance – Calls for Service

The Calls for Service Report was presented for the month June 2018.

Hearing no further business, the meeting was adjourned until the Council/Committee Meeting to be held Monday, August 20, 2018 at 7:00 PM.

Adjournment was at 8:13 PM.

Respectfully submitted,  
Melissa J. Helm  
Recording Secretary

## ATTACHMENT 6.2

# GOOD HOUSEKEEPING OPERATION & MAINTENANCE PROGRAM

# Spring Grove Borough

## Good Housekeeping Operation & Maintenance Program

(O&M Program)

The Municipal Pollution Prevention/Good Housekeeping Plan (MS4 PPGHP)

August 2019

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## SECTION 1 BACKGROUND & INTRODUCTION

The Good Housekeeping Operation and Maintenance Program (O&M Program) was developed to outline operational management and maintenance practices, policies, procedures, and protocols (or Best Management Practices (“BMPs”)) for reducing and/or preventing pollutants associated with municipal facilities and activities from entering receiving waters as outlined and/or required by the National Pollutant Discharge Elimination System (NPDES) and an issued NPDES Small Municipal Separate Storm Sewer System (MS4) Permit (including PAG-13).

Compliance is a broad word with respect to an issued MS4 Permit and corresponding applicable laws and regulations such as Title 40 (“40 CFR”) and 25 Pa. Code, which provide the basis of the permit. There are two primary categories for consideration for an MS4 Permit—documentation and program effectiveness. A program is built to effectively prevent or reduce pollutants from entering receiving waters via stormwater runoff or non-stormwater discharges to meet the requirements of an MS4 Permit. Documentation provides the specifics of the program; along with evidence the permitted entity is addressing not only the requirements of the MS4 Permit, but also the applicable laws and regulations.

The O&M Program specifically addresses the regulatory requirements outlined for municipal good housekeeping practices for operations and maintenance of facilities and activities, and is more commonly known as Minimum Control Measure Number Six (“MCM #6”) in an issued MS4 Permit. An important aspect of the O&M Program is the training component as required by 40 CFR Part 122.34(b) (6) (i).

The O&M Program addresses, but is not limited to:

- Municipal operations.
- Stormwater collection and conveyance system.
- Facilities, activities, and land uses that have the potential to generate stormwater runoff.
- Facilities, activities, and land uses that may contribute pollutants via stormwater runoff or non-stormwater discharges to receiving waters.
- Pollution prevention and good housekeeping control measures for reducing or eliminating the discharge of pollutants from municipal facilities and activities through Best Management Practices (BMPs) including, but not limited to:
  - Practices and procedures.
  - Maintenance and inspection activities.
  - Assessing goals and effectiveness.
  - Training and education.

Section 4 of the O&M Program is the Operational Plan of the program. This section provides the specifics of activities, policies, procedures, and so on. The O&M Program as described in the contents section effectively becomes the MS4 Pollution Prevention/Good Housekeeping Plan (“MS4 PPGHP”) for MCM #6 of an issued MS4 Permit.

## **1.1 OBJECTIVES**

The O&M Program has four main objectives:

1. Identify and document all municipal facilities and activities that may contribute pollutants to receiving waters via the regulated MS4 through stormwater runoff or a non-stormwater discharge.
2. Implement, maintain, and document all practices, controls, procedures, and so on for a group of selected BMPs aimed at reducing or preventing pollutants that may result from municipal facilities or activities.
3. Implement, maintain, and document an employee and contractor training program to improve the knowledge of employees and contractors for reducing or preventing pollutants that may result from municipal facilities or activities.
4. Identify and document all other activities, policies, and so on with a focus on pollution prevention and good housekeeping for municipal operations.

## **1.2 APPLICABLE REGULATIONS**

Congress established the Federal Water Pollution Control Act in 1948. This law provides the foundation of current water quality and water pollution control regulations. In 1972, Congress passed an amendment to the original act known as the Clean Water Act (“CWA”). Section 301 of the CWA prohibits discharges to waters of the U.S. except with a permit. Also, the CWA authorized the NPDES in Section 402. The

U.S. Environmental Protection Agency (“EPA”) developed the NPDES through promulgation of regulations found in 40 CFR. The Commonwealth of Pennsylvania issues NPDES permits through an approved program following requirements that meet or exceed 40 CFR §123.

In 1987, Congress passed another amendment to the original Federal Water Pollution Control Act. The amendment is more commonly known as the Water Quality Act. This act specifically labeled stormwater as a “problem.”

25 Pa. Code Chapter 92a incorporates 40 CFR into Pennsylvania code. Chapter 92a is more commonly known as the NPDES Permitting, Monitoring, and Compliance regulations. Additional chapters in 25 Pa. Code that affect municipal operations governed by an MS4 Permit include Chapter 93 (Water Quality Standards and Criteria), Chapter 96 (Water Quality Protection Requirements), and Chapter 105 (Waterway Management). Chapter 96 also outlines requirements associated with an issued Total Maximum Daily Load (“TMDL”).

## **1.3 O&M PROGRAM MODIFICATIONS AND REVIEWS**

From time-to-time, the language in the O&M Program or a reference for the program may be executed. Such modifications are noted. Changes to the issued NPDES permit number will be noted.

The program, along with its components, will be reviewed at the end of each calendar year. Components to be reviewed include, but are not limited to, the BMP Implementation and Maintenance Schedule and selected BMPs. Modifications or revisions to the O&M Program may occur during the annual reviews. Primary purposes of the review include:

- Ensuring selected BMPs and program information match actual municipal facilities and

activities.

- Qualitatively measure effectiveness and goals of the overall program.
- Qualitatively measure effectiveness and goals of individual components of the program.
- Outline new goals for the program or components of the program.

The annual review will be noted with an Activity Record. Annual Reports will further reflect modifications to the O&M Program.

### **1.4 EFFECTIVE PERMIT**

The O&M Program is developed to address the requirements of MCM #6 in an issued NPDES MS4 permit for the municipality. Permit # PAG133749 was issued to Spring Grove Borough.

## SECTION 2 PURPOSE & RESPONSIBILITIES

Spring Grove Borough is a permitted entity under the Commonwealth of Pennsylvania Department of Environmental Protection National Pollutant Discharge Elimination System (NPDES) Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4s) Permit (“MS4 Permit”).

Permitted entities are required to develop, implement, and maintain a written operation and maintenance program (“O&M Program”) per Minimum Control Measure No. 6 (“MCM #6”) as outlined in the MS4 Permit, and further described in applicable federal regulations. The ultimate purpose of the O&M Program is preventing or reducing polluted runoff from municipal operations and activities. The LIMC Municipal Operation and Maintenance Good Housekeeping Guidance & BMP Manual was used for the development of the O&M Program.

### 2.1 O&M PROGRAM OVERVIEW

The O&M Program lists procedures and practices (BMPs) to minimize pollution to receiving waters via stormwater runoff or non-stormwater discharges through direct discharge or the municipally owned and operated stormwater conveyance system in the regulated area. The O&M Program describes the facilities, activities, and land uses that have the potential to generate stormwater runoff along with polluting the runoff. Procedures and practices include, but are not limited to documentation, inspections, monitoring, and training.

Development and implementation of an O&M Program based on the guidance within the LIMC Municipal Operation and Maintenance Good Housekeeping Guidance & BMP Manual and other relevant sources will aid a municipality in achieving compliance with the three BMPs under MCM #6 in Appendix A of the issued MS4 Permit (PAG-13) and applicable regulations such as follows:

- PAG-13/MCM #6 BMP #1: Identify and document all facilities and activities that are owned or operated by the permittee and have the potential for generating stormwater runoff to the regulated small MS4.
- PAG-13/MCM #6 BMP #2: Develop, implement, and maintain a written operation and maintenance (O&M) program for all municipal operations and facilities that could contribute to the discharge of pollutants from the regulated small MS4s, etc.
  - The LIMC Municipal Operation and Maintenance Good Housekeeping Guidance & BMP Manual provides an O&M Program template and guidance for the development of an O&M Program.
  - Analytical Monitoring is contemplated in the O&M Program to measure effectiveness of the program.
  - MEASURABLE GOAL: Development of the O&M Program and items listed above by March 2013 will help achieve this goal for LIMC municipalities.
- PAG-13/MCM #6 BMP #3: Develop and implement an employee training program

### 2.1.1 DOCUMENTATION

All documentation relative to good housekeeping and pollution prevention referenced in the O&M Program or as applicable will be centralized into one location. Persons responsible for the implementation and maintenance of the O&M Program and corresponding activities and procedures of the BMPs outlined in the program are as follows:

\_\_\_\_\_  
Andrew N. Shaffer

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Each person listed is qualified to manage and/or administer the activities and procedures outlined in the O&M Program.

The responsible persons assume the following duties:

- Ensuring compliance with MCM #6 of the MS4 Permit and applicable laws and regulations as it pertains to pollution prevention and good housekeeping for municipal operations.
- Implementing elements of the MS4 PPGHP
- Inspections
- Documentation
- Correlating activities and procedures with other MS4 Permit requirements
- Administer the O&M Program of the MS4 PPGHP

### 2.1.2 INSPECTIONS

Inspections will be conducted of municipal facilities and activities. Inspection protocols are further described in Section 4 of the O&M Program. Descriptions will include the frequency of regular inspections for individual BMPs implemented. Certain rain events will warrant inspections of certain BMPs outside of the normal regular inspection frequency. A defined rain event that will warrant an inspection of particular BMPs is as follows:

DEFINED RAIN EVENT: Greater than 3.1 in. in a 24-hour period of time.

For any continuous rain event greater than 24 hours in duration, all BMPs identified for rain event inspections will be inspected after the event has finished. As warranted, Borough personnel may inspect applicable BMPs prior to a significant and forecasted rain event.

### 2.1.3 MONITORING AND ANALYTICAL TESTING

General monitoring is a continuous activity, and further described in Section 4 of the O&M Program. Analytical monitoring will be conducted periodically or as warranted. Such monitoring may include field testing by qualified municipal employees or a qualified laboratory. Monitoring may be conducted to help determine the effectiveness of the program. Actual analytical monitoring protocols are further described in Section 4 of the O&M Program.

From time to time, analytical testing will be required of samples will be required. The following laboratories or similar type entity will conduct testing of samples:

#### **2.1.4 TRAINING**

Training of employees and relevant contractors will be conducted for both general pollution prevention knowledge and implemented BMPs as it pertains to MCM #6 and good housekeeping. More information regarding employee and contractor training is found in Section 4.3 of the O&M Program.

## **2.2 BMP SELECTION**

A primary purpose of the O&M Program is to document the selection, implementation, and maintenance of BMPs to meet the requirements of MCM #6 in an issued MS4 Permit and applicable federal and state regulations and laws.

The process for selecting, implementing, and maintaining BMPs is as follows:

- An inventory of municipal facilities and activities will be completed per Section 3 of the O&M Program
- BMPs corresponding to the inventory will be selected per Section 4 of the O&M Program.
  - BMPs will be identified as either existing or proposed.
  - A schedule of inspections, maintenance, and implementation of proposed BMPs (if applicable) will be completed and maintained per Section 4 of the O&M Program.
- Implemented BMPs will be reviewed periodically as further described in Section 4 of the O&M Program.

All BMPs are assigned measurable goals, along with possible measurements of effectiveness if applicable. Such goals and measurements are further described in Section 4.

## SECTION 3 DESCRIPTION OF MUNICIPALITY

Understanding the boundaries, features, and facilities of a municipality aids with establishing a comprehensive and effective program. This section describes not only the geographic features of the municipality for consideration, but also the facilities and activities of the municipality.

### 3.1 GEOGRAPHIC BOUNDARIES

Geographic boundaries of Spring Grove Borough include the following:

EAST: Hanover Road

NORTH: Near Monocacy Trail

WEST: West Jackson Street

SOUTH: Near Rockery Road

### 3.2 MUNICIPAL INVENTORY

The municipality owns or operates facilities and conducts certain activities. These facilities and activities, along with certain land uses, either have the potential to generate stormwater runoff or contribute pollutants to stormwater runoff. Certain facilities and activities may contribute pollutants directly through contact with stormwater runoff or non-stormwater discharges.

A primary facility of the municipality is the municipal yard. A number of facilities and activities are located or conducted within the boundaries of the yard.

Certain municipal facilities and activities require separate NPDES Permits. The Municipal Inventory List may indicate as such.

### 3.3 STORMWATER COLLECTION AND CONVEYANCE SYSTEM

Certain structural and natural components within the municipality collect and convey stormwater to receiving waters. Such components include pipes, curbs, ditches, basins, and inlets that are municipally owned. A goal of the municipality is to prevent or reduce polluted stormwater in the entire collection and conveyance system. However, the issued MS4 Permit provides focus to an established regulated area.

The stormwater collection and conveyance system in the regulated area drains to the following waters:

Codorus Creek and UNT to Codorus Creek

BMPs addressing components of the collection and conveyance system are further described in Section 4, along with the practices aimed at reducing or preventing polluted discharges from municipal facilities and activities from entering the regulated MS4 and/or collection and conveyance system.

## **SECTION 4 OPERATIONAL PLAN**

The Operational Plan outlines the specific practices, controls, procedures, and so on aimed at reducing or eliminating the discharge of pollutants from streets, roads, municipal facilities, municipal activities, storage areas, and any other municipally owned facility or activity as identified in Section 3 and the corresponding Municipal Inventory List. The Operational Plan also addresses training and education of municipal employees and contractors for the specific practices, controls, procedures, and so on identified.

### **4.1 BEST MANAGEMENT PRACTICES (BMPs)**

A set of BMPs have been selected. They are primarily source-control measures related by the goal to reduce or prevent the discharge of pollutants.

The BMP Selection Matrix and corresponding Fact Sheets of selected BMPs will be reviewed annually by the Borough at the end of each calendar year. Effectiveness, established milestones/ goals, and practices will be reviewed. An Activity Record will be completed and logged for this action. Along with this action, the BMP Implementation and Maintenance Schedule will be reviewed and updated to note any changes in the annual review.

#### **4.1.1 WASTE DISPOSAL PLAN**

Along with the selection of BMP GH-7, Waste Handling and Disposal, the Waste Disposal Plan addressing collection and disposal of waste removed from the regulated MS4 and as a result of municipal activities will be created. The Plan will address disposal of wastes such as dredge spoil, accumulated sediments, trash, hazardous wastes (including household), used motor oil, and other debris.

#### **4.1.2 SPILL RESPONSE AND CONTROL PLAN**

Along with the selection of BMP GH-10, Spill Prevention and Control, the Spill Response and Control Plan addressing spills that may pollute stormwater runoff or contribute pollutants directly to receiving waters via the regulated MS4 will be created. The plan will outline such items as spill control materials and responsibilities.

### **4.2 PROGRAM GOALS**

Goals have been identified and established for the facilitation of the O&M Program. Milestones associated with the goals can be found on the BMP Implementation and Maintenance Schedule as well. Goals may be modified, changed, or added during annual reviews. Initial goals associated with the program or components of the program are as follows:

- Promote greater awareness among Borough Staff regarding actions that promote pollution prevention and water quality improvement.
- Eliminate all pollutants emanating from the Borough Campus that would have otherwise been introduced into surface waters.
- Reduce the amount of pollutants from other Borough-owned sites through better institutional controls (i.e. BMPs).

### **4.3 TRAINING AND EDUCATION**

An annual training plan will be developed by Borough Staff at the beginning of each calendar year. The topics of focus in the training plan are based on selected BMPs or any items relative to stormwater and water quality deemed necessary.. Training is provided to municipal employees and contractors by the following methods, but not limited to:

- Formal or informal
- “Tail-gate” training
- On-site
- Classroom or similar

Training is conducted by appropriate and qualified persons, including those persons listed as responsible persons in Section 2.

Training Records will be completed and logged documenting training completed, and will include information such as the date of training, location of training, instructor(s)/presenter(s), and topics reviewed. Training Records can be found in the annual reports. Records will be completed for training activities outlined in the Annual Training Plan and for non-planned activities.

#### **4.4 INSPECTIONS**

Inspections of facilities and activities as outlined in selected BMPs will be conducted by responsible persons listed in Section 2. Inspections will be conducted on a regular basis, as set forth by the BMP Fact Sheets for a particular facility or activity.

Inspections will typically involve the following actions:

- Compare the observed facility or activity against the BMP Fact Sheet.
- Note any necessary maintenance or repairs.
- Note if a spill, leak or discharge was observed.
- Address any concerns identified during observation.
- Determine if any follow-up activities are required (e.g., training or spill control).

Monitoring will be conducted in conjunction with inspections to ensure that the O&M Program is effective per Section 4.7.

#### **4.5 BMP IMPLEMENTATION AND MAINTENANCE ACTIVITIES**

Any activities associated with implementing or maintaining a BMP for a municipal operation or facility will be documented on an Activity Record.

Activities include repairs to a facility or activity, street sweeping, waste transport, modifying a facility or activity to reflect a BMP, illicit connection investigation, and so on.

#### **4.6 EVENTS**

Significant events are recorded on Event Records. Events that are recorded include major rain events and illicit discharges.

#### **4.7 MEASURING EFFECTIVENESS**

The BMP Selection Matrix provides for the development of measuring the effectiveness of the BMPs. The primary measurement of effectiveness is ensuring proper execution of practices and protocols outlined in the O&M Program (specifically within the BMP Fact Sheets), documentation thereof, and the review of materials reflecting BMP implementation and maintenance.

#### **4.7.1 GENERAL MONITORING**

General monitoring entails frequent observations of municipal activities and facilities outside the normal inspection schedule. Municipal employees and contractors will observe potential polluting conditions (e.g., leaks and discharges) during normal operations.

#### **4.7.2 FIELD MONITORING**

Field monitoring entails documented observations of municipal facilities and activities. A Monitoring Report will be completed for field monitoring, and subsequently entered on the summary log. Field monitoring may include sample acquisition by qualified municipal employees or contractors with a field test kit.

The Pollutant Guidance Table provides guidelines for field observations and testing of samples, and also contains applicable analytical guidelines. There is no overarching frequency established for field monitoring. Field monitoring will be conducted as needed or as identified as a measurement of effectiveness for selected BMPs.

#### **4.7.3 ANALYTICAL MONITORING**

From time to time, analytical monitoring and testing will be conducted to measure the quality of waters within the municipality and within the regulated area to ensure selected practices and protocols for good housekeeping are effective. Analytical monitoring may also include sample acquisition at other locations in the regulated area of the MS4, such as the municipal yard or at an inlet. Monitoring Reports and a corresponding log outline analytical monitoring activities.

Analytical monitoring will be conducted by a laboratory listed in Section 2. Sample acquisition may be completed by qualified municipal personnel, contractors, or the laboratory. The monitoring report will note the person acquiring the sample, along with proper chain of custody forms and other relevant information to ensure quality control.

There is no overarching frequency identified for analytical monitoring. Analytical monitoring will be conducted as needed, and for potential pollutants as deemed appropriate to test for, or as identified as a measurement of effectiveness for selected BMPs.

### **4.8 ANNUAL REPORTS**

All activities and items associated with the O&M Program including modifications, training endeavors, goals, etc. will be summarized in Annual Reports.

## **SECTION 5 BEST MANAGEMENT PRACTICES (BMPS)**

This section contains a general set of BMP Fact Sheets for municipal operations. The Borough's operations are not limited to the BMPs contained within this document; however, the Borough does not need to select and implement those that are not applicable. Most BMPs found within the manual are considered source control BMPs.

### **5.1 INTRODUCTION**

The BMP Fact Sheets contained within this manual offer recommended protocols for a particular municipal activity or facility. Along with those standards, guidance for documentation and inspections is also provided. A BMP Fact Sheet includes only baseline guidance, and can be tailored to meet individual Borough needs, capacities, and abilities. These elements are considered non-structural BMPs with focus on education and source control of potential pollutants.

When warranted, the Fact Sheets may need to be updated, modified, or removed. At the same time, additional BMP Facts Sheets may be added. Listed protocols are designed to help provide MS4 NPDES Permit compliance guidance to the Maximum Extent Practicable (MEP).

### **5.2 SELF-ASSESSMENT FOR SELECTING BMPs**

As indicated, the selection of BMPs should consider common sense and practicality when looking ahead to implementation. Through the Municipal Inventory List and the Municipal Facility Detail Sheets, the Borough has assessed current facilities and programs (e.g., wash facility, leaf collection, salt storage, etc.). This self-assessment factored both the practices and corresponding requirements of a BMP in conjunction with available resources and capabilities.