



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

Instructions for completing this form

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

General Information

Small MS4 Annual Report for Year: 2019		Ohio EPA Facility Permit Number: 1GQ00055*CG	
Name of MS4: City of Middletown, OH			
Mailing Address: ONE DONHAM PLAZA			
City: MIDDLETOWN		State: OH	Zip Code: 45042
Country: USA		County: Butler	
Primary Contact: SCOTT TADYCH		Title: Director of Public Works and Utilities	
Email Address: scottt@cityofmiddletown.org		Phone: (513) 425-7845	Fax:

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

Upload File Name for Table of Organization: Table_of_Implementation_2019_MiddletownOH.xlsx

Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including possibility of fine and imprisonment for knowing violations.

Applicant Name: Scott Tadych	Title: Public Works & Utilities
Signature: Electronically submitted by Middletownpwu	Date: Electronically submitted on 03/30/2020

PUBLIC EDUCATION AND OUTREACH

Estimate Your Permit Area of Total Population: 48861

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

Summary of Results: The City of Middletown (City) Council meeting minutes often include topics related to the City Storm Water Program and are posted online at: www.cityofmiddletown.org/AgendaCenter/City-Council-2. Additionally, the City Information System Department uploads video footage of the City Council meetings to YouTube at www.youtube.com/user/cityofmiddletown. Storm water related information is also available on the City website, including a description of the program, links to public involvement activities, the MS4 annual report, and related rules and regulations (See MCM3, MCM4, and MCM5). The City website received 210 hits to storm water informational pages in 2019.

The online Request for Service system of the City (<https://secure.cityofmiddletown.org/rfs/?AspxAutoDetectCookieSupport=1>) was available for public use throughout 2019. This system provides an opportunity for residents to file complaints, including storm water complaints. The Request for Service system fielded 175 complaints that were forwarded to the Storm Water Division for resolution. The types of complaints received included 14 high water, 12 sweeper complaints, 27 catch basin lids off, 62 plugged catch basins, 38 miscellaneous, and 22 invalid complaints.

Education and outreach was also provided through the distribution of print-based materials, educational presentations, and via educational storm water videos provided at the City Water/Waste Water Treatment Plant. The City held 7 tours at the treatment plant in 2019, that included 67 participants with ages ranging from 5-12 and their chaperoning adults. The tour participants viewed an American Water Works Association video that highlighted water conservation, the water cycle, and how to keep water resources clean. Educational print-materials were distributed to the tour participants as well.

On August 12, the City held a meeting at Sunset Park, including 8 participants, to discuss the construction of the storm water green infrastructure project to control both storm water quantity and quality, and to answer any questions or concerns related to the project.

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

As required under the MS4 permit for MCM1, 50% of the MS4s population should be reached within the permit term. The target audience for this Storm Water Program Awareness BMP is the general public or all Middletown residents; therefore, the City would need to reach approximately 4,886 people each year under MCM1.

The cumulative total reached for all Storm Water Program Awareness activities in 2019 is at least 460 people.

Comments: Complaints can also be filed directly with the Middletown Maintenance Division by calling 513-727-3691.

Development Community Awareness	Scott Tadych	Provide storm water and construction site runoff/ post-construction storm water management education to all developers within the City.	Storm water program awareness. Construction site runoff control/post-construction storm water management.	Developers within City boundaries.	100	Yes
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Summary of Results: The City distributed their Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations to contractors for upcoming development. In 2019, materials were also distributed during 3 preconstruction meetings the City held with contractors, and 1 additional meeting with contractors regarding the submission of an SWP3.

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

Comments:

General Public Awareness	Scott Tadych	Provide storm water awareness to the general public through a social and traditional media presence.	Protecting local waterways.	General Public	100	Yes
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Summary of Results: The City of Middletown joined the Regional Storm Water Collaborative (Save Local Waters) in 2013 and renewed its membership in 2019. Save Local Waters utilizes different mechanisms to distribute its water-conservation messages among participating entities, including a conventional website (www.savelocalwaters.org), social media (Facebook, Twitter, YouTube, etc.), digital advertisements, and television ads (WKRC Local 12, WLWT Channel 5, and various streaming channels such as Nexstar).

The Save Local Water website reached 9,532 people in 2019, while social media reached more than 41,296 people. Online video streaming and advertising reached 291,968 people. Over 973,000 local and regional impressions were generated on Save Local Waters social media accounts and through digital advertisements and streaming. Through traditional TV advertisements 814,449 viewers were reached. In total, Save Local Waters was able to reach over 1.1 million people. As a participating member, City residents are included in Save Local Waters regional target audience.

The cumulative total reached for all Storm Water Outreach Mechanism activities is 1,115,949 people which exceeds the targeted audience size.

Comments: In 2019, Save Local Waters continued to promote storm water awareness through digital advertisements that were shown on various streaming channels.

PUBLIC EDUCATION & OUTREACH

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

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	% Target Audience	Proposed Schedule
Storm Water Program Awareness	Scott Tadych	Provide information on the City Storm Water Management Program to the public through various mechanisms. Support storm water presentations given to school children at local and regional festivals or fairs.	Storm water program awareness. Watershed pollution sources. Illicit discharge awareness.	General public and local officials. Developers within City Boundaries.	10	Storm water program awareness activities will occur throughout 2020.

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

The City Storm Water webpage and Facebook page will also be updated throughout 2020, with current information and links, if applicable.

The City online Request for Service system will be operational throughout 2020.

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

Presentations given throughout the City will be tracked in 2020 as well as number of students reached.

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

General Public Awareness	Scott Tadych	Provide information on the City Storm Water Management Program to the public through various mechanisms. Support storm water presentations given to school children at local and regional festivals or fairs.	Storm water program awareness. Watershed pollution sources. Illicit discharge awareness.	General public and local officials. Developers within City Boundaries.	50	Storm water program awareness activities will occur throughout 2020.
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Summary of Planned Activities: The City will provide outreach through membership with the Regional Storm Water Collaborative (Save Local Waters) and help distribute storm water education materials via social and traditional media forms.

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

Development Community Awareness	Scott Tadych	Conduct a storm water educational campaign covering one common theme throughout the year. Develop a mechanism that provides storm water management information and requirements to developers.	Storm water program awareness. Construction site runoff control/post-construction storm water management.	General public and local officials. Developers within City boundaries.	50	Education al campaigns will occur throughout 2020.
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Summary of Planned Activities: Continue to provide developers with the City Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations.

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

PUBLIC INVOLVEMENT AND PARTICIPATION

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate Of People Participated	Effective
Storm Water Infrastructure Awareness Activities	Scott Tadych, Charlie Anderson	Increase Public Awareness of City storm water infrastructure through publicizing the portal to the City GIS information.	Increased awareness of storm water issues through and understanding of the City storm drain system.	General public and City employees.	218	Yes

Summary of Results: Access to the City public GIS website is provided upon request. The City received 8 requests for access to this information in 2019. A total of 210 visitors were also recorded to have accessed the storm water page in 2019.

Comments:

Public Participation Activities	Scott Tadych, Pat Lovely	Support at least one public participation activity to clean up receiving waterways and increase education about storm water pollution sources.	Watershed and waterway pollution sources.	Residents and general public.	25	Yes
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Summary of Results: The City advertised the Great Miami River Annual Clean Sweep event via social media, the Middletown Journal, and the City website community calendar at www.cityofmiddletown.org.

On October 26, 2019, 25 volunteers participated in the Great Miami River Clean Sweep, providing countless hours of labor and collected 50 bags of trash, along with 5 automobile tires.

Comments:

Community Involvement Activities	Scott Tadych	Support community involvement groups with shared interests in reducing pollution.	Watershed pollution sources.	Residents and general public.	335	Yes
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Summary of Results: On Earth Day, May 11, 2019, 335 volunteers participated in the Keep Middletown Beautiful/ Great American Cleanup event. Volunteers properly disposed of 5 tons of trash and 25 tires. Information regarding this and other upcoming events were posted on the City Community Calendar (www.cityofmiddletown.org) and at www.keepmiddletownbeautiful.org.

The City also increased community involvement throughout 2019 by participating in the Tree City USA Program. The City was recognized as a Tree City USA community for the 12th year by the Arbor Day Foundation and by the ODNR. In 2019, Middletown received recognition from the Arbor Day Foundation for a Tree City USA Growth Award. On Arbor Day in 2019, the City hosted activities that educate citizens about the benefits of trees, specifically how trees prevent soil erosion. The educational activities also encouraged citizens to help plant and protect trees.

Comments:

PUBLIC INVOLVEMENT AND PARTICIPATION

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

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People to Participate	Proposed Schedule
Public Participation Activities	Scott Tadych, Pat Lovely	Support at least one public participation activity to clean up receiving waterways and increase education and storm water pollution sources.	Watershed and waterway pollution sources.	Residents and general public.	20	Annually

Summary of Planned Activities: The City will continue to advertise the Great Miami River Annual Cleanup event using the City Facebook page, local media, and the City webpage in 2020. The City will also track numbers of participants and amount of debris collected for the 2020 Great Miami River Annual Cleanup.

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

Community Involvement Activities	Scott Tadych	Support community involvement groups with shared interests in reducing pollution.	Watershed pollution sources.	Residents and general public.	335	Throughout 2020.
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Summary of Planned Activities: The City will participate in the Keep Middletown Beautiful/Great American Cleanup in 2020. The total number of participants and debris/material collected during the cleanup will be tracked. The City will also continue to encourage resident participation in the Butler County Household Hazardous Waste Collection Program. The City plans to encourage greater usage of community recycling options through the use of larger recycling bins, building on programs implemented in 2015. To further increase community involvement, the City will encourage community participation in the crowd funding-based Tree Program while again participating in the Tree City USA Program for 2020.

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

Storm Water Infrastructure Awareness Activities	Scott Tadych, Pat Lovely	Increase public awareness of the City storm water infrastructure through publicizing the public portal to the City's GIS Information webpage.	Increase awareness of storm water issues through understanding of the City storm sewer system.	General public and City employees.	150	These activities will occur throughout 2020, as needed.
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Summary of Planned Activities: When requested, the City will provide GIS data of the City storm water infrastructure throughout 2020. The City also plans to continue to advertise the availability of the GIS website on the City webpage and Facebook page. As in previous years, hits to the website and social media pages will be tracked throughout 2020.

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

ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE)

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

Summary of Results or Activities: No updates were needed within the ordinances or SWMP in 2019. No enforcement actions were necessary in 2019.

Comments: Ordinances and the SWMP may be modified in 2020 in accordance with any potential modifications of the upcoming Ohio MS4 Permit.

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
Storm Sewer System Map	Scott Tadych	Maintain a map of the current storm sewer system	Yes	The City updates its map of the storm sewer system with new infrastructure on an as-needed basis. Similar updates were performed in 2019. See Attachment 1.	Yes

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
HSTS Mapping and List	Engineering Division and Health Department	Maintain a list and map of current HSTSs within the regulated area.	Yes	<p>A map of the HSTSs located within the City is included in Attachment 2.</p> <p>There are 687 HSTSs within the City permitted area: 670 of these are non-mechanical and are inspected every 5 years, and 17 are mechanical and inspected every 1 or 3 years. One HSTS failure was addressed in 2019.</p> <p>All septic systems were up-to-date for inspections as of 12/31/2019 and will receive inspections in accordance with their schedule frequency.</p>	Yes

Comments: Of the 42 HSTS owners, who were ordered to connect to the sanitary line in 2019, 11 remain unconnected and are working towards a connection throughout 2020.

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
IDDE Plan	Charlie Anderson	Provide on-going training that reaches 100% of Storm Water staff in field identification, investigation, and elimination of illicit discharges in accordance with the City IDDE Plan.	Yes	<p>The current City SWMP includes the IDDE Plan. This plan includes processes which are followed by the Storm Water staff for determining whether dry weather flows are illicit.</p> <p>Five Storm Water City staff were trained on the IDDE program on 1/15/2019. Each staff member received four hours of training. The City has established a storm water training room with appropriate media and field equipment for storm water training sessions.</p>	Yes

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Total # of Outfalls	# of Outfalls Screened	# of Dry-Weather Flows Identified	# of Identified Illicit Discharges	# of Eliminated Illicit Discharges	Effective
Dry-Weather Screening of Outfalls	Charlie Anderson	Perform investigations of outfalls, both randomly and as necessary to identify dry-weather flow and follow-up inspections in accordance with the City IDDE plan.	Yes	571	193	0	0	0	Yes

Comments: Storm Water staff found no dry-weather flows or illicit discharges in 2019.

The City has crafted and utilizes a detailed inspection form to capture characteristics exhibited during these inspections. The Storm Water Division evaluated the optimal tracking methods for field operations along with making progress towards updating their work order software. The City developed an app for use on laptops and/or portable devices for use in the field screening program in 2019.

Upload File Name for the Illicit Discharges: Middletown_2019IDDESchedule.xlsx

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

ILLICIT DISCHARGE DETECTION & ELIMINATION (IDDE)

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

BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Ordinance or Other Regulatory Mechanism	City of Middletown Public Works and Utilities Department, Health Department, Fire Department, and Code Enforcement	Regulatory mechanisms will be applied to eliminate any identified illicit discharges.	The City will continue to update, implement, and enforce the IDDE plan and ordinances as necessary.	Ongoing in 2020

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

Storm Sewer System Map	Scott Tadych	Maintain a map of the current Storm Sewer System.	The City will continue to perform a review of any new development to identify new storm water infrastructure and continue to incorporate new storm water infrastructure into the City GIS database (and subsequently in the Storm Sewer System Map) as needed. Throughout 2020, the City will evaluate its outfalls to confirm they are within the City MS4 system and applicable to the City SWMP.	Ongoing in 2020.
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Comments:

HSTS Mapping and List	Engineering Division and Health Department	Maintain a list and map of current HSTSs within the regulated area.	The City Health Department will continue to update the list of HSTSs as necessary. Updates will be incorporated into the City GIS database (and subsequently to the Storm Sewer System Map).	Ongoing in 2020.
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Comments:

IDDE Plan	Charlie Anderson	Provide on-going training that reaches 100% of the Storm Water Staff in the field identification and elimination of illicit discharges in accordance with the City IDDE plan.	The City will continue to hold illicit discharge training for City Storm Water staff in 2020.	Ongoing in 2020.
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Comments:

Dry-Weather Screening of Outfalls	Charlie Anderson	Perform investigations of outfalls, both randomly and as necessary, to identify dry-weather flow and follow-up inspections in accordance with the City IDDE Plan.	The City will continue to identify additional high-priority outfalls with a history of suspicious dry-weather flow. Additional dry-weather screening activities will be performed each year on priority outfalls and investigations and eliminations will occur as necessary and in accordance with the City IDDE Plan. The City will continue to explore plans to implement a new tracking mechanism for inspection and elimination of dry-weather flows using the app developed in 2019.	Ongoing in 2020.
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Comments: The app-based tracking system will be continued to be implemented and refined in 2020.

CONSTRUCTION SITE RUNOFF CONTROL

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Cite Local Code(s) Being Used (If available, web link for code(s))	Effective
Ordinance or Other Regulatory Mechanism	Scott Tadych	Using the City Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations to require erosion and sediment controls on construction sites compliant with current Ohio EPA NPDES Construction General Permit.	Yes	The City employs Chapter 1050.30 through 1050.34 of the City Ordinance (Appendix C) to require compliance with the City Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations. These rules and regulations require that erosion and sediment controls on construction sites are compliant with the current Ohio EPA NPDEA Construction General Permit. The City Ordinances can be found online at https://codelibrary.amlegal.com/codes/middletownoh/latest/overview . The following City documents were prepared in compliance with the current Ohio EPA NPDES Construction General Permit: Manual of Design for Public Works (Appendix G) is online at: www.cityofmiddletown.org/documentcenter/view/376 . Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations (Appendix H) is online at https://www.cityofmiddletown.org/DocumentCenter/View/364/Erosion-and-Sediment-Control-Regulations-PDF	Yes

Summary of Results or Activities: The City Erosion, Sediment, and Post-Construction Storm Water Control Rule and Regulations are distributed to all contractors with construction within the regulated area and are implemented and enforced as necessary.

These rules and regulations were updated in 2018 to meet the requirements of the Construction General Permit and were formally adopted in 2019.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Standards Being Used	Effective
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Sediment and Erosion Control Requirements	Scott Tadych	Maintain compliance of the City Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations with the current Ohio EPA NPDES Construction General Permit.	Yes	The following City documents were prepared in compliance with the current Ohio EPA NPDES Construction General Permit: Manual of Design for Public Works (Appendix G) is online at: www.cityofmiddletown.org/documentcenter/view/376 . Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations (Appendix H) are online at https://www.cityofmiddletown.org/DocumentCenter/View/364/Erosion-and-Sediment-Control-Regulations-PDF	Yes
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Summary of Results or Activities: The Erosion and Sediment Control Rules and Regulations, now named Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations, were updated in 2018 and were formally adopted in 2019.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites Requiring Plans	# of Plans Reviewed	Effective
Complaint Process	Scott Tadych	Maintain the City storm water complaint system and follow-up on complaints received.	Yes	0	0	Yes

Summary of Results or Activities: The Storm Water Division did not receive any complaints for construction site run-off in 2019.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Sites Requiring Plans	# of Plans Reviewed	Effective
Site Plan Review Procedures	Scott Tadych	Complete preconstruction reviews of plans and SWP3s on all projects greater than 1 acre, or projects that are a part of a common plan of development that exceeds the 1-acre threshold to ensure compliance with the City Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations.	Yes	4	4	Yes

Summary of Results or Activities: The following list contains the names of the 4 construction sites with plans reviewed in 2019 with their status as of 12/31/2019: MNR Oil Marathon Station- Active; Sawyers Mill, Section 2- Active; Sawyers Mill Section 3- Pre-Construction; and US Ecology New Parking Expansion- Complete.

Also, included as Attachment 4.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites	# of Sites Inspected	Average Frequency	Effective
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Site Inspection Procedures	Scott Tadych	Perform initial and monthly site inspections to ensure that erosion and sediment control measures are in place and functioning per approved SWP3 on all projects greater than 1 acre, or projects part of a larger common plan of development exceeding the 1-acre threshold.	Yes	11	41	1.17	Yes
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Summary of Results or Activities: In 2019, a new application was developed by the City to use during site inspections.

Comments: In recognizing the need for a stronger storm water field program, the City assigned a full-time storm water staff person to the Public Works office at the beginning of 2019.

Upload File Name(s) for Applicable Sites: Middletown_2019ConstructionSites.xlsx

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

Summary of Results or Activities: No violations or stop-work orders were issued in 2019. Corrective actions were noted in site inspection reports and addressed at 6 sites: Bulls Run, Sawyers Mill Section 2, MNR Oil, Renaissance 2 Section 6, Renaissance (all sections), and Logistics 75. These issues were all resolved, with additional enforcement action assisted by Ohio EPA at the Renaissance site.

Comments: Corrective actions are noted during site inspections and act as enforcement actions for construction sites. The new inspection app, developed in 2019, notes any corrective actions on sites and the date by which the corrective action must be completed. The City works with developers to complete correction actions and avoid additional enforcement actions, if possible, to maintain good relationships.

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

CONSTRUCTION SITE RUNOFF CONTROL

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

BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Enforcement Procedures	Scott Tadych	Enforce the City ordinances and rules and regulations related to erosion and sediment control and NPDES permit compliance.	Implement the enforcement provisions of City Ordinance 1050.31 and Chapter 10-Violations of the Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations when necessary. In 2020, the City will be updating their documentation of enforcement actions and establishing a standardized protocol for enforcement procedures.	Ongoing in 2020.

Comments:

Ordinance or Other Regulatory Mechanism	Scott Tadych	Use the City Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations to require erosion and sediment controls on construction sites compliant with current Ohio EPA NPDES Construction General Permit.	The City will implement and enforce Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations that have been updated to meet the 2018 Ohio EPA NPDES Construction General Permit. The City staff were provided training on the regulations and their implementation.	Ongoing in 2020.
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Comments: New rules and regulations were adopted in 2019.				
Sediment and Erosion Control Requirements	Scott Tadych	Maintain Compliance of the City Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations with the current Ohio EPA NPDES Construction General Permit.	Implement requirements in the 2018 Ohio EPA NPDES Construction General Permit as identified in the City regulations.	Ongoing in 2020.
Comments:				
Complaint Process	Scott Tadych	Maintain City storm water complaint system and follow-up on complaints received.	The City will continue to ensure that complaints are forwarded to the appropriate party. The database will continually be updated with any complaints received, follow-up actions to those complaints, and complaint resolutions.	Ongoing in 2020.
Comments:				
Site Plan Review Procedures	Scott Tadych	Complete preconstruction reviews of plans and SWP3s on all projects greater than 1 acre, or projects that are a part of a common plan of development to ensure compliance with the City Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations.	Review all applicable project plans and SWP3s for compliance with the City Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations. City inspectors will continue to be involved in the plan review process.	Ongoing in 2020.
Comments:				

POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Cite Local Code(s) Being Used (If available, web link for code(s))	Effective
Ordinance or Other Regulatory Mechanism	Scott Tadych	Use the existing City regulations to require post-construction BMPs per the applicable design criteria set forth in those regulations.	Yes	The City uses the following ordinances and regulations to require post-construction BMPs per applicable design criteria: Chapter 1206.01 through 1206.20 of the City Ordinance: www.amlegal.com/codes/client/Middletown_oh/ ; Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations: https://www.cityofmiddletown.org/DocumentCenter/View/364/Erosion-and-Sediment-Control-Regulations-PDF and the Manual of Design for Public Works: www.cityofmiddletown.org/documentcenter/view/376 .	Yes

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

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

Comments: The rules and regulations were formally adopted in 2019. The City staff were provided training on the regulations and their implementation.

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Structural and/or Non-Structural Standards Being Used	Effective
Post-Construction Requirements	Scott Tadych	Maintain compliance of the existing City rules and regulations with the current Ohio EPA NPDES MS4 and CGP Permit, and applicable sections of ODNR's Rainwater and Land Development manual.	Yes	The City uses the following ordinances and regulations to require post-construction BMPs per applicable design criteria: Chapter 1206.01 through 1206.20 of the City Ordinance: www.amlegal.com/codes/client/Middletown_oh/ ; Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations: https://www.cityofmiddletown.org/DocumentCenter/View/364/Erosion-and-Sediment-Control-Regulations-PDF ; and the Manual of Design for Public Works: www.cityofmiddletown.org/documentcenter/view/376 .	Yes

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

Comments: The rules and regulations were formally adopted in 2019. The City staff were provided training on the regulations and their implementation.

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites Requiring Plans	# of Plans Reviewed	Effective
Site Plan Review Procedures	Scott Tadych	Complete preconstruction review of plans and SWMP3s on all projects greater than 1 acre, or projects part of a larger common plan of development to ensure compliance with the post-construction standards of the City.	Yes	6	10	Yes

Summary of Results or Activities: In 2019, there were 6 sites within regulated areas that will require permanent storm water controls to be installed.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites	# of Inspections Performed	Average Frequency	Effective
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Site Inspection Procedures	Scott Tadych	Following completion of projects, perform inspections to ensure that post-construction controls are in place and functioning per approved plans on all projects.	Yes	3	3	1	Yes
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Summary of Results or Activities: In 2019, inspections were performed on the three sites where post-construction controls were completed.

Comments:

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

Summary of Results or Activities: No enforcement actions were needed in 2019.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Sites Requiring Plans/Agreements	# of Plans Developed/Agreements in Place	Effective
Long-Term O&M Plans/Agreements	Scott Tadych	Maintain a system to track and inspect post-construction control maintenance and functionality on all applicable projects, in compliance with the existing City regulations.	Yes	6	6	Yes

Summary of Results or Activities: A long-term O&M plan was completed and implemented for 6 construction sites in 2019 that required post-construction control maintenance and functionality.

Comments: As construction continues within Middletown, the City continues to implement and enforce the relevant sections of its SWMP and the Storm Water Maintenance O&M Manual.

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Measurement 1	Measurement 2	Effective
No records found						

POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

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

BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Post-Construction Requirements	Scott Tadych	Maintain compliance of the existing City regulations with the current Ohio EPA NPDES MS4 and CGP Permit, and applicable sections of ODNR Rainwater and Land Development manual.	The City formally adopted its updated Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations that have been updated to meet the 2018 Ohio EPA NPDES Construction General Permit and will continue to implement these rules and regulations in 2020.	Ongoing in 2020.

Comments:

Site Plan Review Procedures	Scott Tadych	Complete preconstruction review of plans and SWMP3s on all projects greater than 1 acre, or projects part of a larger common plan of development to ensure compliance with the post-construction standards of the City.	Current plan review and approval procedures will continue to be implemented as established under its Post-Construction program. The plan review process is subject to any changes made during the approval of the revised Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations.	The program will be modified as necessary to meet and new requirements in the 2020 Ohio EPA MS4 General Permit.
Comments:				
Site Inspection Procedures	Scott Tadych	Following completion of projects, perform inspections to ensure that post-construction controls are in place and functioning per approved plans on all projects.	Current site inspection procedures will continue to be implemented as established under its Post-Construction program. The site inspection process is subject to any changes made during the approval of the revised Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations.	The program will be modified as necessary to meet and new requirements in the 2020 Ohio EPA MS4 General Permit.
Comments:				
Enforcement Procedures	Scott Tadych	Enforce compliance with the existing City regulations regarding post-construction control design, construction, and O&M.	Current site enforcement procedures will continue to be implemented as established under its Post-Construction program. Enforcement procedures are subject to any changes made during the approval of the revised Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations.	The program will be modified as necessary to meet and new requirements in the 2020 Ohio EPA MS4 General Permit.
Comments:				
Ordinance or Other Regulatory Mechanism	Scott Tadych	Use the existing City regulations to require post-construction BMPs per the applicable design criteria set forth in those regulations.	The City has formally adopted its Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations that have been updated to meet the 2018 Ohio EPA NPDES Construction General Permit. The City will continue to implement these updated rules and regulations in 2020.	Ongoing in 2020.
Comments:				
Long-Term O&M Plans/Agreements	Scott Tadych	Maintain a system to track and inspect post-construction control maintenance and functionality on all applicable projects, in compliance with the existing City regulations.	The City will implement its long-term O&M plans/agreements as established under its Post-Construction program. The O&M review process is now concurrent with plan review requirements per the revised Erosion, Sediment, and Post-Construction Storm Water Control Rules and Regulations.	The program will be modified as necessary to meet and new requirements in the 2020 Ohio EPA MS4 General Permit.
Comments:				

POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Topic(s)	Targeted Audience	# of Employees Attended	Effective
Employee Training Program 1	Charlie Anderson	Provide City employees with annual training in support of current goals established in the SWMP.	Yes	Pollution prevention and BMPs, IDDE (identifying, tracking, and documenting the course of illumination), and spill prevention.	Employees	6	Yes

Summary of Activity: The City trained 6 of its Storm Water and Streets Department employees on Pollution Prevention and Good Housekeeping for Municipal Operations in 2019. The City uses the Excal Visual Training videos that include Raincheck, Pollution Prevention; IDDE a Grate Concern; Oil and Water Don't Mix; Spill Prevention Control and Counter Measures; and The Ripple Effect of a Chemical Spill. The employees also attended a Butler County Engineers Office Construction Inspection and Maintenance Workshop. In 2019, 3 staff members attended the Ohio Storm Water Conference. Additionally, 2 staff members were trained on Ohio EPA NPDES Construction General Permit compliance on March 29, 2019.

Comments:

BMP (mechanism)	List of Municipal Facilities Subject to Program	O&M Procedures Developed?	# of Inspections Performed	Frequency of Inspections
Municipal Facilities	Municipal Airport, Municipal Satellite Salt Storage Facility, and Municipal Bus Terminal	Yes	8	Annually
BMP (mechanism)	Summarize Maintenance Activities and Schedules	Summarize Activities Performed		
MS4 Maintenance	Maintain City Facilities in compliance with the SWMP and referenced plans including the City Storm Water Maintenance O&M Manual. On-going daily operations of City Storm Water Maintenance Staff.	In 2011, SWP3s were prepared for municipal facilities and have been continually implemented. In 2019, 2 facilities were inspected quarterly by means of employee walk-through.		
BMP (mechanism)	Procedures Developed?	Document Amounts of Wastes Properly Disposed		
Disposal of Wastes	Yes	The City employs a dedicated crew which provides daily maintenance of the MS4, activities performed include regular maintenance and field activities in response to complaints. Procedures are in place for properly recycling and/or disposing of waste materials. Waste disposal and recycling operations are primarily contracted.		
BMP (mechanism)	Covered?	Tons Used	Summarize Measures Taken to Minimize Usage	
Road Salt	Yes	2859 Tons	The City Maintenance Staff services road salt application equipment as needed. The City SWMP includes Maintenance Division road salt use and application procedures which serves as the guidance for road salt applications. The City also used 2,000 gallons of 29% Calcium Chloride	
BMP (mechanism)	Procedures Developed?	Gallons Used	Summarize Measures Taken to Minimize Usage	

Pesticide & Herbicide Usage	Yes	60 Gallons	The City used a total of 59.99 gallons of pesticide and herbicide over a total of 31 acres. Approximately 45.19 gallons of liquid herbicide, 14.8 gallons of liquid pre-emergent, and 25 pounds of non-selective herbicide were used by the City in 2019. The City is taking a number of measures to reduce pesticide and herbicide usage including: select and use pest- and disease-resistance species and cultivars; use of organic methods for pest reduction such as Garden Safe Brand Insecticidal Soap Insect Killer; use mechanical management when and where possible; use only licensed applicators to apply pesticides and herbicides in accordance to product labels; have the licensed applicators attend trainings and continuing education classes for their license; and clean and calibrate all equipment to reduce seed spread and ensure proper application. The Maintenance Division current pesticide and herbicide use and handling procedures are included in the City SWMP.
BMP (mechanism)	Procedures Developed?	Pounds Used	Summarize Measures Taken to Minimize Usage
Fertilizer Usage	Yes	150 Pounds	The City SWMP includes current fertilizer use and handling procedures. To minimize fertilizer usage the City uses trained applicators to apply fertilizer in accordance with product labels as well as the following measures: select and install pollution and drought tolerant species and cultivars; select and install species and cultivars that adapt to a wide range of soils; only use fertilizers on trees for two-years after planting; only use fertilizers on trees that show signs of stress; and use only minimal fertilizer on annual flowers contained in planters throughout the season.
BMP (mechanism)	Procedures Developed?	Document Amount of Material Collected and Properly Disposed	
Street Sweeping	Yes	5,950 miles were swept in 2019. The amount of material collected and disposed of by the City was 2,203 cubic yards of debris.	
BMP (mechanism)	Summarize Any New or Existing Flood Management Projects that were Assessed for Impacts on Water Quality		
Flood Management Projects	<p>The City wastewater facility Long-Term Control Plan (LTCP) to minimize combined sewer overflows went into effect as of 2018 and continued to be implemented during 2019. In conjunction with the LCTPs goal and objectives, the City has continued to identify and acquire properties that could assist with future storm water retention and thereby help reduce combined sewer overflows.</p> <p>The Bulls Run to Sunset Park Green Infrastructure Basin flood control management project began in 2019. The project was originally scheduled to begin in 2018 but was delayed. This new basin will consist of constructing a storm sewer to intercept a small portion of the flow from Bulls Run stream where it enters the combined sewer system near the intersection of Sheldon Road and Santa Fe Drive. The intercepted flow will be redirected to a shallow green infrastructure basin (approximately one-acre in area) located in Sunset Park, thus reducing storm water loading to the combined sewer system.</p> <p>Storm water management elements are also incorporated and/or taken into consideration when evaluating alternatives for capital improvements throughout the City</p>		
BMP (mechanism)	Summary		
No records found			

POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

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

BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Street Sweeping	Charlie Anderson	Sweep all arterial streets multiple times per year to avoid collection of sediment and debris on roadways.	Continue to operate street sweeper per the City Storm Water Maintenance O&M Manual.	Daily per schedule

Comments: SWP3s and the City Storm Water Maintenance and O&M Manual will be modified should the requirements in the Ohio EPA MS4 General Permit change following the timeframe outline in the new permit.				
Flood Management Projects	Scott Tadych	Address water quality impacts and opportunities for all flood management projects.	The City will continue to review all flood management projects for water quality impacts and opportunities. The City plans to complete the Bulls Run to Sunset Park Green Infrastructure Basin in 2020.	Ongoing in 2020.
Comments:				
Disposal of Wastes	Charlie Anderson	Document the proper disposal of waste.	Continue to update and include waste disposal procedures in the City O&M Manual.	Ongoing in 2020.
Comments: SWP3s and the City Storm Water Maintenance and O&M Manual will be modified should the requirements in the Ohio EPA MS4 General Permit change following the timeframe outline in the new permit.				
Employee Training Program	Charlie Anderson	Provide City employees annual training in support of current goals established in the SWMP.	Continue to conduct annual training related to storm water management, pollution prevention, and good housekeeping practices as identified in the SWMP and SWP3s	Continue to conduct annual training related to storm water management, pollution prevention, and good housekeeping practices as identified in the SWMP and SWP3s. Training to be conducted on an on-going basis, as time allows, and as outside training opportunities are presented.
Comments:				
List of Facilities Subject to Program	Scott Tadych	Maintain a comprehensive list of municipal facilities subject to the SWMP and MS4 permit.	For new facilities, determine whether they are subject to the SWMP and MS4 Permit. If this is the case, they will be added to the list. Site facility inspections will occur throughout the year and any SWP3s or existing SPCC plans will be adapted for facilities, as required.	Ongoing in 2020.
Comments:				
MS4 Maintenance	Scott Tadych	Maintain City Facilities in compliance with the SWMP and referenced plans including the City Storm Water Maintenance and O&M Manual.	Continue to conduct infrastructure inspections, maintain outfalls, sweep streets, and maintain detention basins.	Ongoing in 2020.
Comments:				

Road Salt	City of Middletown Street Maintenance Department	Maintain responsible and controlled application of pesticide and herbicides by properly trained employees.	The City will maintain application equipment through regular calibration, cleaning, and repair. The City will continue to apply materials using established application rates. The City will also provide City employees with annual training in the proper equipment use and material application.	Ongoing in 2020.
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Comments: SWP3s and the City Storm Water Maintenance and O&M Manual will be modified should the requirements in the Ohio EPA MS4 General Permit change following the timeframe outline in the new permit.

Pesticide & Herbicide Usage	Scott Tadych	Maintain responsible and controlled application of pesticides and herbicides by properly trained employees.	The City will maintain application equipment through regular calibration, cleaning, and repair. Trained employees will apply materials using established application rates. The City will also provide its employees with annual training in the proper equipment use and material application.	Ongoing in 2020.
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Comments: SWP3s and the City Storm Water Maintenance and O&M Manual will be modified should the requirements in the Ohio EPA MS4 General Permit change following the timeframe outline in the new permit.

Fertilizer Usage	Scott Tadych	Maintain responsible and controlled application of fertilizer by properly trained employees.	The City will maintain application equipment through regular calibration, cleaning, and repair. Trained employees will apply materials using established application rates. The City will also provide its employees with annual training in the proper equipment use and material application.	Ongoing in 2020.
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Comments: SWP3s and the City Storm Water Maintenance and O&M Manual will be modified should the requirements in the Ohio EPA MS4 General Permit change following the timeframe outline in the new permit.

PROPOSED CHANGES TO YOUR SWMP (IF ANY)

Summarize any proposed changes to your SWMP, including changes to any BMPs or any identified measurable goals that apply to the program elements. If you fail to satisfy measurable goals for the reporting year, please explain why.

The City will begin to modify the SWMP to meet new or revised requirements in the 2020 Ohio EPA MS4 General Permit.

VARIANCES GRANTED (IF ANY)

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

No variances have been granted at this time.

ADDITIONAL INFORMATION

Please add any additional comments or attachments below.

Additional Information attachment(s): Attachment 1- Sewer Map.pdf, Attachment 2- HSTS Map.pdf