The Dover Township Board of Supervisors held a work session on Tuesday, May 29, 2012, which began at 6:00 PM in the Meeting Room of the Dover Township Municipal Building. Dover Township Supervisors present were Chairperson Madelyn Shermeyer, Monica Love, Michael Husson, Charles Richards, and Matthew Menges. Laurel Wilson, Township Manager; Terry Myers, Township Engineer; Charles Farley, Public Works Director and Dawn Slegel, Recording Secretary were also present. Derek Rinaldo from C. S. Davidson was the program presenter in attendance.

The purpose of the work session was to discuss the MS4 stormwater management reporting within Dover Township.

Mr. Rinaldo explained his background in dealing with MS4 stormwater management program with C. S. Davidson for approximately three years. He currently does the MS4 reports for sixteen municipalities. He has attended many DEP/EPA training sessions regarding this topic.

The MS4 Program stands for Municipal Separate Storm Sewer System created by the Environmental Protection Agency (EPA) and run by the Department of Environmental Protection (DEP). The EPA delegates all the responsibilities to the State DEP. The permit is issued by DEP. It is a permit to regulate stormwater management and stormwater run-off into the waters of the Commonwealth. The goal of the program is to clean up the streams, the Chesapeake Bay, and overall water pollution. The program began in 2003 and the original permit with several extensions will end in 2013 at which time a new MS4 permit will be needed. With the new stricter guidelines being developed for the new permit and the EPA enforcing the requirements on the original permit, Mr. Rinaldo requested that Dover Township take a hard look at their current MS4 Program and compliance with the existing requirements. Also, to prepare the Township for any audits by the EPA. Mr. Rinaldo reviewed the MS4 2010-2011 Annual Report submitted in June 2011 for deficiencies and improvements. There are six minimum control measures (MCM). The first one is public education and outreach on stormwater impacts. This is a requirement to educate the public and students in school, and others about stormwater, pollution, and impacts on the environment. MCM #2 is public involvement/participation which ties in with #1, but involves actual stream clean-ups and litter collection. MCM #3 is illicit discharge detection and elimination which requires the mapping of the MS4 area in the Township. The MS4 area is determined by the U.S. Census Bureau and based on what is considered the urbanized area. The MS4 area in Dover Township is basically the southeast quadrant. Since this MS4 Program began in 2003, the MS4 area is based on the 2000 Census Map. An inspection program needs to be established for all of the stormwater outfalls which are concentrated stormwater discharges to streams, creeks, or rivers for dry weather flow. The dry weather flow is defined as at least two days after a significant rainfall. If water is flowing from the end of the stormwater pipe, it cannot be stormwater and the inspection process must determine the cause whether it be a spring, a draining detention basin, or pollution. If water is not flowing from the end of the pipe, it passed the inspection. Also, documentation is essential and photographs should
be included for each outfall. The requirement on inspections is that a quarter of the outfalls must be completed twice per cycle. The MS4 area for Dover Township needs to be inspected twice within a four year period. MCM #4 deals with **construction site stormwater runoff control.** When a site is under construction that is when it falls under MCM #4. It is basically erosion and sediment control requirements. The Conservation District handles these issues. It was recommended that a Memorandum of Understanding should be signed with the York County Conservation District by the Township which has been executed by Dover Township. He also suggested that a log should be kept of all E & S Inspection Reports and a documented procedure developed for any complaints. MCM #5 **post construction stormwater management in new development and redevelopment** means that every swale, seepage pit, basin that has been installed since 2003 falls under this program. They need to be inventoried, mapped, and inspected. The most important aspect is to make sure that they are all maintained. MCM #6 **pollution prevention/good housekeeping for municipal operations** involves all municipal properties. Any maintenance performed on storm drains, basins, inlets, etc. must be documented. This section also includes provisions for the development of a vehicle operation and maintenance plan which incorporates washing and fueling procedures. The last measure to be taken is the cleanliness and organization of the municipal maintenance facility including the proper storage of hazardous material and the cleaning of spills.

The new MS4 Permit is more stringent. For example, the MCM #1 will require the municipality to hold an open public meeting discussing the MS4 Program. According to Mr. Rinaldo, the new permit has better clarification of the existing requirements. The only new requirement to be incorporated is the Chesapeake Pollution Prevention Plan because of the location within the Chesapeake Bay Watershed. It is basically a plan by the municipality stating their assistance in monitoring the Chesapeake Bay. The plan must be in place by 2014. The new permit will become effective in 2013. The Notice of Intent must be submitted in September (six months prior to the expiration of the current permit).

Mr. Myers added that the next step may lead to figuring the total maximum daily limits (TMDL’s) for impaired streams and then quantifying the effects on those streams and reduction of that run-off. Phosphorus, nitrogen, and total suspended biosolids are the three major TMDL’s.

Mr. Rinaldo made suggestions to improve Dover Township’s MS4 Program by performing more inspections on outfalls and on TMDL’s for privately owned basins. Dover Township’s lack of their inspections has been attributed to their limited manpower. He would like to identify the programs outside of the Township’s for the permit such as the school’s envirothon program and programs from Watershed Alliance of York. The educational materials from these programs should be included in the permit. Photographs are also a good manner of documentation. Dover Township should conduct outfall inspections on a regular basis and not only be driven by complaints.

Mr. Farley stated that there are numerous logs needed such as an activities log, inspection logs, and education materials log, etc. To gear up for this permit, additional clerical help and extra manpower in the field to perform the inspections are necessary. In the process of gearing up, Mr. Farley asked for C. S. Davidson’s assistance with the prioritization process. It was determined that the Township should focus on MCM #3, MCM #5, and MCM #6.
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The work session was concluded at 6:53 PM.

Respectfully submitted by: ________________________________

Dawn D. Slegel, Secretary