



COPY

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) ANNUAL/PROGRESS REPORT

For the Reporting Period: April 15, 2016 to April 15, 2017

- Annual Report Progress Report
 New Permittee Renewal Permittee

Due Date: July 14, 2017

GENERAL INFORMATION

Permittee Name: Factoryville Borough	NPDES Permit No.: PAG132241
Mailing Address: PO Box 277	Effective Date: 03/16/2013
City, State, Zip: Factoryville PA 18419	Expiration Date: 03/15/2018
MS4 Contact Person: Charles Wrobel	Renewal Due Date: 09/15/2017
Title: Council President	Admin. Extended? <input type="checkbox"/> Yes <input type="checkbox"/> No
Phone: 570-945-7484	Municipality: Factoryville Borough
Email: manager@factoryville.org	County: Wyoming
Co-Permittees (if applicable):	

WATER QUALITY INFORMATION

Are there any discharges to waters within the Chesapeake Bay Watershed? Yes No

Identify all surface waters that receive stormwater discharges from storm sewers within the MS4 urbanized area and provide the requested information (see instructions).

Receiving Water Name	Ch. 93 Class.	Impaired?	Cause(s)	TMDL?	WLA?
South Branch Tunkhannock Creek	TSF	No			
Unnamed Tributary to SBTunk Creek	CWF	No			

Identify any Wasteload Allocations (WLAs) identified in TMDLs for the MS4, if applicable. Identify the pollutant(s) and mass load(s):

GENERAL MINIMUM CONTROL MEASURE (MCM) INFORMATION

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

Provide current contact name and phone number information for the required MCMs (if same as page 1, leave blank):

MCM	Contact Name	Phone
#1 Public Education and Outreach on Storm Water Impacts	Mary Ellen Buckbee	570-945-7484
#2 Public Involvement/Participation	Mary Ellen Buckbee	570-945-7484
#3 Illicit Discharge Detection and Elimination (IDD&E)	Reilly Assoc./Factoryville	570-945-7484
#4 Construction Site Storm Water Runoff Control	Reilly Engineering	570-654-2473
#5 Post-Construction Storm Water Management in New Development and Redevelopment	Reilly Engineering	570-654-2473
#6 Pollution Prevention / Good Housekeeping	James Gesek DPW	570-840-6465

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

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

Measurable Goal: For new permittees a Public Education and Outreach Program (PEOP) shall be developed and implemented during the first year of permit coverage and shall be re-evaluated each permit year thereafter and revised as needed. For renewal permittees, the existing PEOP shall be reviewed and revised as necessary. The permittee's PEOP shall be designed to achieve 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.

- For new permittees only, attach the written PEOP or a summary thereof to the first report submitted to DEP.
- If you are not a new permittee, did you complete and submit your written PEOP to DEP? Yes No
If Yes, provide the latest submission date: **2015**
- Date of last evaluation of or revision to the PEOP: **2015**
- What were the plans and goals for public education and outreach for the reporting period?

Quarterly newsletter, website educational information, including website and poster and stormwater brochure.

- Did the MS4 achieve its goal(s) for the PEOP during the reporting period? Yes No

Explain the rationale for your answer:

The inclusion of important stormwater issues is disseminated at least on a quarterly basis to all homes and businesses. Property owners who seek permits are advised of the requirements of the Stormwater ordinance.

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

The Borough will continue with the quarterly column included in each newsletter. The Borough also plans to send residents magnets with stormwater points to remember.

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

Measurable Goal: For new permittees, the lists shall be developed within the first year of coverage under the permit and reviewed and updated as necessary every year thereafter. For renewal permittees, the lists shall continue to be reviewed and updated annually.

- For new permittees only, attach your target audience list(s) to the first report submitted to DEP.

2. If you are not a new permittee, did you complete and submit your target audience list to DEP? Yes No
If Yes, provide the latest submission date: **2016**

3. Date of last review or revision to target audience list(s): **updated quarterly as properties change hands.**

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

Measurable Goal: For new permittees, stormwater educational and informational items shall be produced and published in print and/or on the Internet within the first year of permit coverage. In subsequent years (and for renewal permittees), the list of items published and the content in these items shall be reviewed, updated, and maintained annually. Your publications shall contain stormwater educational information that addresses one or more of the 6 MCMs.

1. For new permittees only, attach your published stormwater educational or informational materials to the first report submitted to DEP.

2. If you are not a new permittee, did you complete and submit your published stormwater educational or informational materials to DEP? Yes No

If Yes, provide the latest submission date: **attached - 2017 (see item A1 to A4)**

3. Do you have a municipal newsletter? Yes No

If Yes, how often was it published during the reporting period and what MS4-related material did it contain?

The newsletter is published quarterly. In 16-17 period it included information regarding pervious vs. impervious surfaces, ideas for rerouting downspouts, public information meeting invitation and rain garden education.

4. Do you have a municipal website? Yes No (URL: **www.factoryville.org**)

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

A copy of the most recent newsletter, the stormwater ordinance and detailed educational information.

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

Discussion of stormwater at monthly public meetings and as needed education to residents. Face to face information is disseminated as opportunities arise.

6. Date of most recent review and/or update to published stormwater educational materials: **March 23, 2017**

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

Update website information as needed and continue to educate through the quarterly newsletters and ordinance informational brochures.

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

Measurable Goal: All permittees shall select and utilize at least two distribution methods in each permit year. These are in addition to the newsletter and website provisions of BMP #3.

Identify the two additional methods of distributing stormwater educational materials during the previous year (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).

The Borough has a stormwater poster posted in the public space and a stormwater brochure that is on display in our vestibule area. The brochures is mailed to residents on an as needed basis. (items included in 14-15 submission)

MCM #2 – PUBLIC INVOLVEMENT/PARTICIPATION

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

Measurable Goal: A new permittee's PIPP shall be developed and implemented during the first year of coverage under this General Permit. All permittees shall re-evaluate the PIPP each permit year and revise as needed. Your PIPP shall include, but not be limited to:

- a. Opportunities for the public to participate in the decision-making processes associated with the development, implementation, and update of programs and activities related to this General Permit.
- b. Methods of routine communication to groups such as watershed associations, environmental advisory committees, and other environmental organizations that operate within proximity to the permittee's regulated small MS4s or their receiving waters.
- c. Making your periodic reports available to the public on your website, at your municipal offices, or by US Mail upon request.

- 1. For new permittees only, attach your written PIPP or a summary thereof to the first report submitted to DEP.
- 2. If you are not a new permittee, did you complete and submit your written PIPP or summary to DEP? Yes No
If Yes, provide the latest submission date: **2015**
- 3. Date of last review and/or update to the PIPP: **2015**

4. Explain how your PIPP addresses items a, b and c of the Measurable Goal:
Factoryville Borough's PIPP addresses item a of the measurable goal by using our monthly public meetings and facebook posts to invite participation in the stormwater maintenance process. Our PIPP addresses item b by maintaining contact with our local conservation district. Our PIPP addresses item c using our website and our quarterly newsletter to make resources available to the public. The PIPP was added to our website in 2016.

BMP #2: Prior to adoption of any ordinance (municipal permittees) or SOP (non-municipal permittees) required by the permit, provide adequate public notice and opportunities for public review, input, and feedback.

Measurable Goal: Advertise any proposed MS4 Stormwater Management Ordinance or SOP, provide opportunities for public comment, evaluate any public input and feedback, and document the comments received and the municipality's response.

- 1. Was an MS4-related ordinance or SOP developed during the reporting period? Yes No
- 2. If Yes, describe how you advertised the draft ordinance and how you provided opportunities for public review, input and feedback:

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

Ordinance No. / SOP Name	Date of Public Notice	Date of Public Hearing	Date Enacted

BMP #3: Regularly solicit public involvement and participation from the target audience groups. This should include an effort to solicit public reporting of suspected illicit discharges. Assist the public in their efforts to help implement your SWMP. Conduct public meetings to discuss the on-going implementation of your SWMP.

Measurable Goals: Conduct at least one public meeting per year to solicit public involvement and participation from target audience groups. The public should be given reasonable notice through the usual outlets a reasonable period in advance of each meeting. During the meetings, you should present a summary of your progress, activities, and accomplishments with implementation of your SWMP, and you should provide opportunities for the public to provide feedback and input. Your presentation can be made at specific MS4 meetings or during any other public meeting. Under this MCM, you should document and report instances of cooperation and participation in your activities; presentations you made to local watershed organizations and conservation organizations; and similar instances of participation or coordination with organizations in your community. You also should document and report activities in which members of the public assisted or participated in your meetings and in the implementation of your SWMP, including education activities or organized implementation efforts such as cleanups, monitoring, storm drain stenciling, or others.

1. Date of the public meeting(s): **The second Wednesday each month.**
2. How were meeting(s) advertised to the public? **Stormwater is addressed at most meetings that are held on the second Wednesday of each month.**
3. Indicate where the meeting(s) were held and the number of attendees:
Factoryville Borough Hall with 8-15 people in attendance
4. What types of MS4-related activities did you solicit public involvement and participation for?
There is a stormwater project that has been developed and input on newsletter info is highlighted at meetings.
5. What MS4-related activities did the public participate in?
Receiving information about the importance of protecting our waterways.

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

BMP #1: You shall develop and implement a written program for the detection, elimination, and prevention of illicit discharges into your regulated MS4s. Your program shall include dry weather field screening of outfalls for non-stormwater flows, and sampling of dry weather discharges for selected chemical and biological parameters. Test results shall be used as indicators of possible discharge sources.

Measurable Goal: For new permittees, the IDD&E program shall be developed during the first year of coverage under this General Permit and shall be implemented and evaluated each year thereafter. For renewal permittees, the existing IDD&E program shall continue to be implemented and evaluated annually. Records shall be kept of all outfall inspections, flows observed, results of field screening and testing, and other follow-up investigation and corrective action work performed under this program.

1. For new permittees only, attach your written IDD&E program to the first report.
2. If you are not a new permittee, did you complete and submit your written IDD&E program to DEP? Yes No
If Yes, provide the latest submission date: **2015**
3. Date of last review and/or update to IDD&E program: **2015**

BMP #2: Develop and maintain a map of your regulated small MS4. The map must also show the location of all outfalls and the locations and names of all surface waters of the Commonwealth (e.g., creek, stream, pond, lake, basin, swale, channel) that receive discharges from those outfalls.

Measurable Goals: For new permittees, develop the map(s) of your regulated small municipal separate storm sewer systems and the information on all outfalls from your regulated small MS4 by the end of the fourth (4th) year of permit coverage. For renewal permittees, the existing map(s) of your regulated small MS4 shall be updated and maintained as necessary during each year of coverage under the permit.

1. Have you completed a map(s) of all outfalls and receiving waters of your storm sewer system? Yes No

2. For new permittees only, attach the completed map to the 4th year Annual Report.
3. Date of last update or revision to map(s): **2012**
4. Total number of discharge points in your storm sewer system that:
Discharge directly to surface waters (outfalls): **16**
Discharge to storm sewers owned by others: **0**
5. Total number of outfalls that are mapped at this time: **16**

BMP #3: In conjunction with the map(s) created under BMP #2 (either on the same map or on a different map), new permittees shall show, and renewal permittees shall update, the entire storm sewer collection system, including roads, inlets, piping, swales, catch basins, channels, basins, and any other features of the permittee's storm sewer system including municipal boundaries and/or watershed boundaries.

Measurable Goals: For new permittees, develop the map(s) by the end of the fourth (4th) year of coverage under the permit and update and maintain the map(s) as necessary each year of permit coverage thereafter. For renewal permittees, update and maintain the map(s) as necessary during each year of permit coverage.

1. Have you completed a map(s) that includes roads, inlets, piping, swales, catch basins, channels, basins, municipal boundaries and watershed boundaries? Yes No
2. If Yes, is the map(s) on the same map(s) as for outfalls and receiving waters? Yes No
3. For new permittees only, attach the completed map to the 4th year Annual Report.

4. If you are not a new permittee, did you complete and submit your map to DEP? Yes No
If Yes, provide the latest submission date: **Complete mapping is nearly complete and will be submitted with the NOI.**
5. Date of last update or revision to map: **2017**

BMP #4: Following the IDD&E program created pursuant to BMP #1, the permittee shall conduct outfall field screening, identify the source of any illicit discharges, and remove or correct any illicit discharges using procedures developed under BMP #1.

For all permittees, outfall inspections need to be prioritized according to the perceived chance of illicit discharges within the outfall's contributing drainage area. Observations of each outfall shall be recorded each time an outfall is screened, regardless of the presence of dry weather flow. Proper quality assurance and quality control procedures shall be followed when collecting, transporting or analyzing water samples. All outfall inspection information shall be recorded on the Outfall Reconnaissance Inventory/Sample Collection field sheet excerpted from the Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessments (CWP, October 2004). Adequate written documentation shall be maintained to justify a determination that an outfall flow is not illicit. If an outfall flow is illicit, the actions taken to identify and eliminate the illicit flow also shall be documented.

The results of outfall inspections and actions taken to remove or correct illicit discharges shall be summarized in periodic reports.

1. For new permittees only, were at least 40% of all outfalls screened during dry weather? Yes No

If Yes for #1, indicate the number screened and the percent of all outfalls it represents. If No for #1, indicate reason(s) why this was not completed:

Are you on pace to screen all outfalls twice during the permit term? Yes No
2. For renewal permittees, indicate the percent of outfalls screened during the reporting period: **33%**

Are you on pace to screen all outfalls once during the permit term? Yes No

3. For all permittees, indicate the percent of outfalls screened 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 "Outfall Reconnaissance Inventory / Sample Collection Field Sheet" provided in the permit?
- Yes No
- If No, attach a copy of your monitoring form.

BMP #5: Enact a stormwater management ordinance (municipal entities) or develop an SOP (non-municipal entities) to implement and enforce a stormwater management program that includes prohibition of non-stormwater discharges to the regulated small MS4.

Measurable Goal: Within the first year of coverage under the permit, new permittees shall enact and implement an ordinance from an Act 167 Plan approved by the Department in 2005 or later, the MS4 Stormwater Management Ordinance; or an ordinance that satisfies all applicable requirements in a completed and signed MS4 Stormwater Management Ordinance Checklist. (For non-municipal permittees, new permittees shall develop and implement a Standard Operating Procedure (SOP) within the first year of coverage).

Renewal permittees must continue to maintain, update, implement, and enforce a Stormwater Management Ordinance that satisfies all applicable requirements. (For non-municipal permittees, the SOP satisfies this requirement. If no existing SOP exists, it should be developed during the first year of coverage).

Measurable Goal: New permittees shall submit a letter signed by a municipal official, municipal engineer, or the municipal solicitor as an attachment to their first year report certifying the enactment of an ordinance that meets all applicable requirements of this permit. Renewal permittees shall update their existing ordinance, if necessary, and submit documentation of completion to the Department. (For non-municipal permittees, submit the SOP to the first report).

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: **April 11, 2012**

2. For new permittees only, attach an ordinance (or SOP) and letter from an official, engineer or solicitor that prohibits non-stormwater discharges to the first report submitted to DEP.
3. If you are not a new permittee, did you complete and submit your ordinance (or SOP) and letter from an official, engineer or solicitor that prohibits non-stormwater discharges to DEP? Yes No
4. Were there any violations of the ordinance during the reporting period? Yes No

If Yes, describe what enforcement actions were taken for each violation:

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.

Measurable Goals: During each year of permit coverage, appropriate educational information concerning illicit discharges shall be distributed to the target audiences using methods outlined under MCM #1. If not already established, set up and promote a stormwater pollution reporting mechanism (e.g., a complaint line with message recording) by the end of the first year of permit coverage for the public to use to notify you of illicit discharges, illegal dumping or outfall pollution. Respond to all complaints in a timely and appropriate manner. Document all responses, include the action taken, the time required to take the action, whether the complaint was resolved successfully.

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? **Articles in quarterly newsletters and video public presentation**

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 #4 – CONSTRUCTION SITE STORM WATER RUNOFF CONTROL

Are you relying on PA's statewide program for stormwater associated with construction activities to satisfy this MCM?
 Yes No (If No, complete all remaining questions for this MCM; if Yes, skip to MCM #5).

BMP #1: Develop your program consisting of all procedures necessary to comply with the requirements of this MCM. Your program shall provide for construction stormwater permitting, construction inspection, and enforcement of installation and maintenance of the necessary E&S control measures. Your program shall describe clearly how your program will be coordinated with DEP's NPDES Construction Stormwater Permitting program.

Measurable Goals: For new permittees, the written program for this MCM shall be developed during the first year of permit coverage; nevertheless, you are responsible for implementation of this MCM during entire term of this permit, including the time you are developing your program.

For all permittees, your program shall be reviewed and updated during each year of permit coverage. The purpose of the written program is to establish clear roles and responsibilities for the implementation of the MCM #4 requirements. An agreement between the permittee, the CCD, and any other resources to be used by the permittee that clearly defines roles for each entity is recommended. If an agreement is made, you shall place and keep a written copy in your file, consistent with the Retention of Records requirements in this Permit. Please note that in accordance with Section A.2.h in Part A of the Authorization to Discharge, as the permittee you are responsible to ensure that implementation of all requirements under this Permit are fulfilled.

1. For new permittees only, attach the written stormwater associated with construction activities program to the first report submitted to DEP.
2. If you are not a new permittee, did you complete and submit your written stormwater associated with construction activities program to DEP? Yes No
If Yes, provide the latest submission date:
3. Date of last update or revision to the stormwater associated with construction activities program:

BMP #2: The permittee shall enact, implement, and enforce an ordinance to require the implementation of erosion and sediment control BMPs, as well as sanctions to ensure compliance.

Measurable Goal: Within the first year of coverage under the permit, new permittees shall enact and implement an ordinance that meets all applicable requirements of this permit. (Non-municipal permittees shall develop and implement an SOP).

Measurable Goal: Permittees shall submit a letter signed by a municipal official, municipal engineer or the municipal solicitor as an attachment to their first periodic report certifying the enactment and implementation of a stormwater management ordinance that meets all requirements of this permit.

1. For new permittees only, attach an ordinance (or SOP) and letter from an official, engineer or solicitor that addresses stormwater associated with construction activities to the first report submitted to DEP.
2. If you are not a new permittee, did you complete and submit your ordinance (or SOP) and letter from an official, engineer or solicitor that addresses stormwater associated with construction activities to DEP? Yes No
If Yes, provide the latest submission date:

BMP #3: Develop and implement requirements for construction site operators to control waste at the construction site that may cause adverse impacts to water quality. While sediment is the most common pollutant of concern for MCM #4, there are other types of pollutants that also can be a concern and the intent of this BMP is to address these other types of pollutants, such as, but not limited to, discarded building materials, washout from concrete trucks, chemicals, litter, and sanitary waste.

Measurable Goal: New permittees shall establish requirements to address this BMP by the end of the first year of permit coverage. Renewal permittees shall continue to implement existing requirements and update as necessary. This could be implemented by written municipal ordinance/code provisions, by standard notes on the site plans, by any other written format that accomplishes the objectives of this BMP, or by any combination of these measures. The goal of this BMP shall be communicated to construction site operators during pre-construction meetings. This BMP shall be implemented during each year of the MS4 permit. Permittees must prepare and maintain records of site inspections, including dates and results and you must maintain these records in accordance with the Retention of Records requirements in this Permit.

1. Identify the mechanism(s) in place to regulate construction site operators and wastes produced at construction sites:
2. During the reporting period what has been the results of implementing the mechanism(s) described above?

BMP #4: 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. The permittee shall demonstrate acknowledgement and consideration of the information submitted, whether submitted verbally or in writing.

Measurable Goal: Permittees shall establish and implement a tracking system to keep a record of any submitted public information as well as your response, actions, and results. This BMP shall be implemented during each year of coverage under this General Permit and information should be submitted with the each periodic report.

Describe the tracking system established for documenting public information concerning local construction activities and describe responses taken during the reporting period:

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

Are you relying on PA's statewide program for MCM #5 BMPs #1 - #3? Yes No

(If No, complete all remaining questions for this MCM; if Yes, skip to BMP #4)

BMP #1: Develop a written procedure that describes how the permittee shall address all required components of this MCM. Guidance can be found in the Pennsylvania Stormwater Best Management Practices Manual.

Measurable Goal: The written procedure shall be developed by the end of the first year of permit coverage and be reviewed and updated every permit year thereafter, as needed. The intent of BMP #1 is for the permittee to describe how the listed tasks will be accomplished.

1. For new permittees only, attach your written procedure for post-construction management to the first report.
2. If you are not a new permittee, did you complete and submit your written procedure for post-construction management to DEP? Yes No

If Yes, provide the latest submission date:

3. Date of last review or update of post-construction management procedure:

BMP #2: 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. This requirement can be met by ensuring that the selected BMPs comply with the municipal Stormwater Management Ordinance that meets the requirements of the permit.

Measurable Goal: All qualifying development or redevelopment projects shall be reviewed to ensure that their post-construction stormwater management plans and selected BMPs conform to the applicable requirements. A tracking system (e.g., database, spreadsheet, or written list) shall be maintained to record qualifying projects and their associated BMPs. In your records, you shall note if there are no qualifying projects in a calendar year.

1. Number of development or redevelopment projects in urbanized area during reporting period:
2. Describe the tracking system in place:
3. Describe the structural and/or non-structural BMPs that were required for these projects:

BMP #3: Ensure that controls are installed that shall prevent or minimize water quality impacts.

Measurable Goal: All qualifying development or redevelopment projects shall be inspected 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). Permittees not relying on DEP's statewide QLP to satisfy requirements under this BMP shall summarize construction inspections and results in periodic reports. See BMP #6 for requirements related to post-construction inspection and tracking of PCSM BMPs to ensure that the operation and maintenance plan is being implemented.

If there were development or redevelopment projects during the reporting period, attach documentation of inspections of PCSM BMPs to this report.

BMP #4: The permittee shall enact, implement, and enforce an ordinance (municipal) or SOP or other regulatory mechanism (non-municipal) to address post-construction stormwater runoff from new development and redevelopment projects, as well as sanctions and penalties associated with non-compliance, to the extent allowable under State or local law.

Measurable Goal: Within the first year of coverage under this permit, new permittees shall enact and implement a stormwater management ordinance (municipal) or SOP (non-municipal) that meets the requirements of this General Permit.

Measurable Goal: All permittees shall submit a letter signed by a municipal official, municipal engineer or the municipal solicitor as an attachment to their first periodic report certifying the enactment of a stormwater management ordinance that meets the requirements of this General Permit.

1. Do you have an ordinance (or SOP) to address post-construction stormwater runoff from new and redevelopment projects and does it include sanctions? Yes No
If Yes, indicate the date of the ordinance or SOP: 4/11/12
For new permittees only, attach a copy of the ordinance or SOP.
2. If you are not a new permittee, has the ordinance (or SOP) been submitted to DEP with a letter from an official, engineer or solicitor that certifies the enactment of an ordinance or SOP for PCSM activities? Yes No
3. Do you have authority to take enforcement action for failure to properly operate and maintain stormwater practices/facilities? Yes No

BMP #5: Develop and implement measures to encourage and expand the use of Low Impact Development (LID) in new and redevelopment. Measures also should be included to encourage retrofitting LID into existing development. DEP's Pennsylvania Stormwater Best Management Practices Manual provides guidance on implementing LID practices.

Measurable Goal: *In your inventory of development and redevelopment projects authorized for construction since March 10, 2003, that discharge stormwater to your regulated MS4s, indicate which projects incorporated LID practices and for each project list and track the BMPs that were used.*

Measurable Goal: *Enact ordinances consistent with LID practices and repeal sections of ordinances that conflict with LID practices. Progress with enacting and updating your ordinances to enable the use of LID practices shall be summarized in the periodic reports.*

1. Identify ordinances enacted or updated during the reporting period to ensure consistency with LID practices:
Stormwater ordinance effective on April 11, 2012

BMP 6: Ensure adequate operation and maintenance of all post-construction stormwater management BMPs installed at all qualifying development or redevelopment projects (including those owned or operated by the permittee).

Measurable Goal: *Within the first year of coverage under this permit, new permittees shall develop and implement a written inspection program to ensure that stormwater BMPs are properly operated and maintained. The program shall include sanctions and penalties for non-compliance. All permittees shall review and update the inspection program annually and shall continue to implement this BMP.*

Measurable Goal: *An inventory of PCSM BMPs shall be developed by permittees and shall be continually updated during the term of coverage under the permit as development projects are reviewed, approved, and constructed. This inventory shall include all PCSM BMPs installed since March 10, 2003 that discharge directly or indirectly to your regulated small MS4s. The inventory also should include PCSM BMPs discharging to the regulated small MS4 system that may cause or contribute to violation of water quality standard. The inventory shall include:*

- all PCSM BMPs that were installed to meet requirements in NPDES Permits for Stormwater Discharges Associated with Construction Activities approved since March 10, 2003;
- the exact location of the PCSM BMP (e.g., street address);
- information (e.g., name, address, phone number(s)) for BMP owner and entity responsible for BMP Operation and Maintenance (O&M), if different from BMP owner;
- the type of BMP and the year it was installed;
- maintenance required for the BMP type according to the Pennsylvania Stormwater BMP Manual or other manuals and resources;
- the actual inspection/maintenance activities for each BMP;
- an assessment by the permittee if proper operation and maintenance occurred during the year and if not, what actions the permittee has taken, or shall take, to address compliance with O&M requirements.

1. For new permittees only, attach the written inspection program to ensure that stormwater BMPs are properly operated and maintained.
2. If you are not a new permittee, did you complete and submit your written inspection program to ensure that stormwater BMPs are properly operated and maintained to DEP? Yes No
If Yes, provide the latest submission date: **2016**
3. How do you ensure that stormwater BMPs are properly operated and maintained? Explain if you rely on means other than municipal inspections to ensure adequate O&M (consistent with your stormwater ordinance).
With only one PCSM in existence, a manual municipal inspection ensures adequate O&M.
4. Date that inspection program was last reviewed or updated: **2016**
5. Total number of sites with PCSM BMPs installed as of the date of this report: **1**
6. Total number of sites inspected during this reporting period: **1**
7. Number of sites found to have PCSM BMP deficiencies:
8. Number of enforcement actions taken during this reporting period: **0**

MCM #6 – POLLUTION PREVENTION / GOOD HOUSEKEEPING

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. This includes activities conducted by contractors for the permittee. Activities may include the following: street sweeping; snow removal/deicing; inlet/outfall cleaning; lawn/grounds care; general storm sewer system inspections and maintenance/repairs; park and open space maintenance; municipal building maintenance; new construction and land disturbances; right-of-way maintenance; vehicle operation, fueling, washing and maintenance; and material transfer operations, including leaf/yard debris pickup and disposal procedures. Facilities can include streets; roads; highways; parking lots and other large paved surfaces; maintenance and storage yards; waste transfer stations; parks; fleet or maintenance shops; wastewater treatment plants; stormwater conveyances (open and closed pipe); riparian buffers; and stormwater storage or treatment units (e.g., basins, infiltration/filtering structures, constructed wetlands, etc.).

Measurable Goal: By the end of the first year of permit coverage, new permittees shall identify and document all types of municipal operations, facilities and activities and land uses that may contribute to stormwater runoff within areas of municipal operations that discharge to the regulated small MS4. Renewal permittees should have completed this list during the previous permit term. For all permittees, this information shall be reviewed and updated each year of permit coverage, as needed. Part of this effort shall include maintaining a basic inventory of various municipal operations and facilities.

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? **2015-no new development in 2016 or 2017**
3. When was it last updated? **2015-no new development in 2016 or 2017**
4. How many new facilities and/or activities were added to this inventory during this reporting period? **0**

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, as identified under BMP #1. This program (or programs) shall address municipally owned stormwater collection or conveyance systems, but could include other areas (as identified under BMP #1). The O&M program(s) should stress pollution prevention and good housekeeping measures, contain site-specific information, and address the following areas:

- Management practices, policies, procedures, etc. shall be developed and implemented to reduce or prevent the discharge of pollutants to your regulated small MS4s. You should consider eliminating maintenance-area discharges from floor drains and other drains if they have the potential to discharge to storm sewers.
- Maintenance activities, maintenance schedules, and inspection procedures to reduce the potential for pollutants to reach your regulated small MS4s. You also should review your procedures for maintaining your stormwater BMPs.
- Controls for reducing or eliminating the discharge of pollutants from streets, roads, highways, municipal parking lots, maintenance and storage yards, waste transfer stations, fleet or maintenance shops with outdoor storage areas, and salt / sand (anti-skid) storage locations and snow disposal areas.
- Procedures for the proper disposal of waste removed from your regulated small MS4s and your municipal operations, including dredge spoil, accumulated sediments, trash, household hazardous waste, used motor oil, and other debris.

Measurable Goal: During the first year of permit coverage, new permittees shall develop and implement a written O&M program that complies with BMPs #1 and #2. Renewal permittees shall continue to implement their existing program. All permittees shall review the O&M program annually, edit as necessary, and continue to implement during every year of permit coverage.

1. For new permittees only, attach the written O&M program to the first Annual Report.
2. If you are not a new permittee, did you complete and submit your written O&M program to DEP? Yes No
If Yes, provide the latest submission date: **2016**

3. Date of last review or update to O&M program: **2016**

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 municipal operations to your regulated small MS4s. The program may be developed and implemented using guidance and training materials that are available from federal, state or local agencies, or other organizations. Any municipal employee or contractor shall receive training. This could include public works staff, building / zoning / code enforcement staff, engineering staff (on-site and contracted), administrative staff, elected officials, police and fire responders, volunteers, and contracted personnel. Training topics should include operation, inspection, maintenance and repair activities associated with any of the municipal operations / facilities identified under BMP #1. Training should cover all relevant parts of the permittee's overall stormwater management program that could affect municipal operations, such as illicit discharge detection and elimination, construction sites, and ordinance requirements.

Measurable Goal: *During the first year of permit coverage, new permittees shall develop and implement a training program that identifies the training topics that will be covered, and what training methods and materials will be used. Renewal permittees shall continue to operate under their existing program. All permittees shall review the training program annually, edit it as necessary, and continue to implement it during every year of permit coverage.*

Measurable Goal: *Your employee training shall occur at least annually (i.e., during each permit coverage year) and shall be fully documented in writing and reported in your periodic reports. Documentation shall include the date(s) of the training, the names of attendees, the topics covered, and the training presenter(s).*

1. For new permittees only, attach the written training program to the first Annual Report.
2. If you are not a new permittee, did you complete and submit your written training program to DEP? Yes No
If Yes, provide the latest submission date: **2016**
3. Date of last review or update to training program: **2016**
4. Identify the date(s) of employee training, the names of attendees, the topics covered, and the training presenters:

BEST MANAGEMENT PRACTICES (BMPs)

Provide an assessment of the appropriateness of the BMPs implemented to date, and identify any steps that will be taken to address deficiencies in the BMPs or make changes to BMPs or other aspects of the SWMP developed by the permittee.

The Borough is very small so our vulnerabilities are also small. We are ahead of the curve compared to a lot of municipalities of our size (population 1,158). While the formal employee training for stormwater did not occur in the reporting period, there are only 2 full time employees who are have been involved with proper stormwater management and related education for many years. We expect to have both full time employees participate in education via webinar in the 2017-2018 permit period.

MS4 TMDL Plan

Chesapeake Bay Pollutant Reduction Plan (CBPRP)

Is the permittee required to develop an MS4 TMDL Plan?
 Yes No

Is the permittee required to develop a CBPRP?
 Yes No

What is the status of the TMDL Design Details (if applicable)?
 Under Development (Due Date:)
 Submitted to DEP (Submission Date:)
 Approved by DEP (Approval Date:)

What is the status of the CBPRP (if applicable)?
 Under Development (Due Date:)
 Submitted to DEP (Submission Date: **09/22/15**)
 Approved by DEP (Approval Date: **10/13/15**)

For permittees with DEP-approved MS4 TMDL Plans and/or CBPRPs, describe progress with implementing BMPs and other activities identified in those plans:

Our plan included continuing education of our residents in the importance of keeping our waterways safe from pollutants. We received a lot of positive feedback in the permit period that indicates that our residents are definitely reading our quarterly newsletters that reaches each household.

The Borough reminded the residents of the need for stormwater permits in our Fall 2016 quarterly newsletter (Item A-2). We were awarded the Arbor Day Foundation's "Tree City USA" designation for the 17th year in a row in recognition of our commitment to beautification that also embodies the "Slow it down, Spread it Out, Soak it In" stormwater runoff technique.

For permittees with DEP-approved MS4 TMDL Plans and/or CBPRPs, complete the section below. Identify the required pollutant reductions (for those with MS4 TMDL Plans) or pollutant reductions committed to by the permittee (for those with CBPRPs) and the cumulative reductions achieved through implementing the BMPs, as of the end of the reporting period:

OTHER REQUIRED REPORT ELEMENTS

Identify the progress towards achieving the statutory requirements of reducing the discharge of pollutants to the Maximum Extent Practicable (MEP) and complying with water quality standards.

Our municipality is very committed to the preservation of our waterways. We believe strongly in leading by example. Our stormwater practices show our residents the importance of planning and implementing smart, environmentally responsible projects. Borough employees regularly stress the importance of best management practices through public interactions and with our popular quarterly newsletter.

Provide a summary of stormwater activities planned during the next reporting cycle (not identified previously in this report):

When our stormwater repairs are completed at the lower portion of our Church Street, Borough officials intend to begin progress on the upper portion of the same street. There is also a plan to correct a piping problem between our College Avenue and Church Street with PennDOT's assistance.

Provide a summary of notices, intergovernmental agreements and other relevant documents if the permittee is relying on another governmental entity to satisfy any of its permit obligations

n/a

Around "The Ville"

Fall 2016 Newsletter - page 2

Item A-2

Stormwater

Factoryville Borough passed a stormwater ordinance in 2012 as a result of a mandate by the Pennsylvania Department of Environmental Protection. This ordinance requires permits for disturbance activities that could affect earth resources, land developments, subdivisions, construction of new impervious surfaces, construction of new buildings and additions and the installation of stormwater management facilities. These permits may be obtained from Zoning Officer Jere Woods. The Borough is also mandated by DEP to provide educational information for our residents. This is why a stormwater article appears in every quarterly newsletter. We hope these articles are useful especially when confronted with heavy rain events and drainage issues. If you would like more information on a specific stormwater topic, please contact the Borough office. We will research your topic and include that information in a future quarterly article.

Winter Snow Reminder

Please remember as the winter arrives, there are rules for snow clearance in Factoryville Borough. Parking is prohibited on College Avenue between the hours of 8:00 p.m. and 4:00 a.m. when there has been six inches or more of snowfall. Every sidewalk in the Borough must be cleared of snow or ice within 12 hours after the cessation of any snow, sleet or freezing rain. The salting of sidewalks should be done using the "Ice Melt" type of material. Common rock salt will erode the sidewalks.

College Avenue/Thompson Street Bridge Update

PennDOT is planning to complete their work on the bridge replacement next to the Lackawanna Trail Elementary Center. PennDOT's contractor is in the process of temporarily relocating several telephone poles and construction work is expected to continue on the bridge shortly thereafter. The Borough will update residents periodically on our facebook page.

Veteran Recognition

State Representative Karen Boback invites all veterans and their spouses from the 117th Legislative District to her 10th Recognition and Breakfast & Expo on Saturday, November 5, 2016 from 9:00 a.m. to noon. This event will be held at Misericordia University's Insalaco Hall. Veterans organizations will be present with information for veterans and their families. The mobile veterans unit will also be available on site for free health screenings. Veterans are asked to register with Representative Boback's office by Thursday, October 27th by calling 570-836-4777.

Electronics Recycling

The Wyoming County Recycling Center is holding their semiannual collection of electronics at their 130 Tunkhannock Township Road, Tunkhannock location on Saturday, September 17th from 9:00 a.m. to 1:00 p.m. This event is limited to residents and businesses in Wyoming County. Large appliances and monitors cost between \$8 and \$50 depending on the item. Old cell phones, computers, printers, telephones, radios, fax machines and other items are free to recycle. Televisions will only be accepted if they are in tact. Please contact Mike Rogers at the Recycling Center at 570-836-0729 to find out your cost of disposal. Cash or checks will be accepted. Checks are to be made payable to Responsible Recycling Services.

New Security Camera System

Borough Council recently hired Transcendental Digital Media to replace the security cameras in the parking lot across from Ray's Supermarket. This upgraded system will improve the Dalton Police Department's ability to monitor suspicious activity in town. This system is expandable for up to a total of 16 cameras. Cameras may be added or replaced at our parks and the recycling areas as funding permits. Dalton Police officers have been doing a professional and excellent job protecting the residents of Factoryville. Having security cameras that allow them to view live feeds of the parking lot from their cell phones will add to their efficiency and responsiveness. Please contact the Dalton Police department as needed by calling 911 in an emergency and 570-836-6161 for non-emergency matters.

Save the Date for Tree Lighting

Please mark your calendar for our annual tree lighting event at the Factoryville Borough Hall on Saturday, December 3, 2016 at 4:30 p.m. This community event is open to all. Last year's addition of "Elf School" will return by popular demand. There will also be face painting, crafts, snacks, hot chocolate, music and more. A visit from Santa arriving on a fire truck is expected around 5:30 p.m. The Borough is seeking the donation of cookies for this annual event. Please contact the Factoryville Borough office or email manager@factoryville.org to sign up to donate cookies. The Factoryville United Methodist Church hosts a free soup dinner after this event for all attendees.

Factoryville Wards

Just a refresher - Residents who live on the College Avenue side of the creek live in Ward 1. Residents who live on the Riverside Drive side of the creek live in Ward 2. Both wards vote at the Borough Hall. Borough Council is made up of three residents from Ward 1 and three residents from Ward 2.

Around "The Ville"

Winter 2016-2017 Newsletter - page 2

Item A-3

Stormwater

The grant funded stormwater repair on Church Street will be put out for bids in early 2017. Councilperson and Emergency Management Coordinator Chris Bergey secured the funding to fix our problematic stormwater management system under Church Street. Detour routes will be necessary at times and will be clearly marked. Our stormwater ordinance mandates compliance with stormwater measures for many activities in the Borough. Please visit our website: factoryville.org to download a copy of the stormwater ordinance. The stormwater information is located under the "General Info" drop down menu. In addition to the ordinance, the Borough has adopted stormwater "Best Management Practices (BMPs)" for MS-4 compliance. Those BMPs are also on our website.

Fall Festival and Tree Lighting Events

The Fall Festival in September and the Annual Tree Lighting earlier this month were very well attended this year. Having a concession stand and restrooms with running water aided in the success of the Fall Festival. The Boy Scout chicken barbecue sold out again as did J's Pizza, several times over. The tree lighting event provided a packed Borough Hall with lots of fun crafts, a popular Elf School and music by the Keystone College music program. If you haven't yet attended one of these events, please watch the 2017 newsletters for exact dates and plan to join us for these events and Christy Mathewson Day next year.

Meeting Dates

For 2017, the *Joint Sewer Authority* will meet on the second Wednesday of each month at 6:00 at the Borough Hall. *Borough Council* follows the sewer meeting at 6:30 p.m. *Clinton Township* will also meet on the second Wednesday at the Township building on Creek Road at 7:00 p.m.. *The Factoryville Borough Planning Commission* will meet on the first Wednesday of each month, as needed at 6:00 p.m. at the Borough Hall. The *Clinton and Factoryville Park Board* will also meet on the first Wednesday of the month at 7:00 at the Borough Hall. The *Shade Tree Commission* will meet on the first Tuesday of each month at 6:00 in the public library in the lower level of the Borough Hall.

Joint Park Amenities

2016 was another busy year at the park. The concession stand was completed by our volunteers in time for soccer season. Steve Swift and volunteer Tom Adams spent many evening hours installing all of the plumbing in the stand and restrooms. They and all of our dedicated volunteers are to be commended for all of their hard work. Funding remains in the Greenways Trails and Recreation grant that will allow for one more spring season of construction. A new toddler playground will be installed for children who are too young for the existing larger playground. There is also a possibility of adding some new sidewalks to connect more areas of the park.

Trails, Trails, Trails

The stone dust trail at Christy Mathewson Park is complete and getting lots of use. We are grateful to the Department of Community and Economic Development and Wyoming County for their parts in funding this trail. Funding for the proposed trail along Riverside Drive is progressing. All that remains is for the Borough to find a way to fund the \$19,000 steps and bike rail that will come down from the trail to meet with the Borough sidewalk system. We are seeking funding opportunities for this piece of the trail and donations are welcome. The Borough Manager had the privilege of getting a sneak peek at the new Keystone College walking trail in early November. A portion of this trail is located in Factoryville Borough. This will be a wonderful addition to our community. The Countryside Conservancy recently received funding to develop a piece in LaPlume Township just past the College as well. These trails enhance our sought after walkability as well as encouraging fitness in our community.

Trail Rotary Club

The Trail Rotary Club will be holding their annual TV raffle in January 2017. All are invited to attend the "Super-Sunday Mixer" at Gin's Tavern on January 29th at 2:00p.m. The raffle winner will be drawn at 3:00p.m. The winner will go home with a 50" LED HD TV. This fundraiser will help benefit local community projects, LTHS scholarships and other Rotary endeavors. Tickets may be purchased at Ray's Market Express Counter, PS Bank in town and from a Rotary Club member.

Best Wishes for a Happy and Healthy Holiday Season!

Around "The Ville"

Spring 2017 Newsletter - page 2

Item A-4

Stormwater

The rain and snow that flows away from your home and property has great potential for adversely affecting our community's source water. As one of the earth's caretakers, there are steps you can take to help reduce these effects.

***Keep Runoff Clean:** Ensure your compliance with the sewer ordinance and do not discharge hazardous liquids, any non-sewer solids and medicines. Use household chemicals carefully and never pour them onto the ground. Prevent automobile pollution by washing your car on the lawn where the water can be filtered by the soil or take your car to a commercial car wash. Pick up after your pet. Waste left to decompose on streets or in vegetated areas near streets may be washed into storm sewer that flow into local waters.

***Limit Paved Surfaces:** Paved surfaces prevent water from percolating into the ground and instead cause runoff to flow into storm drains. This rain or melted snow also picks up oil, grease and sometimes trash which all negatively affect the receiving water.

***Participate in Community Advocacy:** Get involved in local planning and zoning decisions that affect waterways and soil erosion. Promote environmental education. Engage in clean-up activities in your neighborhood. Contact State, Local and Federal representatives to encourage legislation that will protect water resources.

Trolley Trail Development

The construction of the Factoryville "spur" along Riverside Drive is well under way by the hardworking Rutledge Excavating who was also the contractor on the Countryside Conservancy's trail from Clarks Summit to Dalton and at Keystone College. Our spur will end at the parking lot across from the Masonic Hall and stairs will allow walkers and bikers to continue their activities using our existing sidewalk system. Keystone College's part of the trail is nearly complete and the view from the trail, overlooking the creek is breathtaking.

Fire Company Fundraiser

Thank you to all who attended the wonderful Fire Company fundraising event sponsored by Keystone College in February. Next on the calendar is the ongoing pizza sale with cabbage and noodles also available for sale every Friday in lent. The Factoryville Fire Company will also hold a "Breakfast with the Bunny" on Sunday, April 9th from 8:30a.m to noon. All ages are welcome. Please support the dedicated volunteers who protect our town and attend these events.

Clinton and Factoryville Joint Park

The loss of Steve Swift will be felt greatly at our joint park. Steve worked tirelessly at the new concession stand with restrooms including recruiting painters and concrete volunteers. He himself spent countless hours working on the plumbing for the rest rooms and serving a the water superintendent for compliance with the Department of Environmental Protection. In honoring Steve, we will keep moving forward with the ongoing projects. 2017 will bring a new soccer field, more connectivity with new sidewalks and a toddler playground for those children that are too young for the larger structure. Volunteers are always needed. Please call Factoryville Borough at 570-945-7484 or Clinton Township at 570-945-9576 to volunteer to help with park upkeep, prepping of the park sidewalks and playground among other needs. This park is a wonderful asset to our community and we always welcome your participation.

Trail Interact Club

The youth branch of the Trail Rotary is called the Lackawanna Trail High School Interact Club. This club is hosting an all-you-can-eat breakfast buffet at Gin's Tavern on Sunday, April 2nd from 9:00a.m to noon. Chances on raffle basket fundraising will be sold at the event. Breakfast is \$10 per adult and \$6 for children. Advance tickets are available for purchase at PS Bank on College Avenue.

Memorial Day

Please mark you calendars for our annual Memorial Day parade on Monday, May 29, 2017. The parade begins at 10:00 a.m. from the Lackawanna Trail Elementary Center and it will continue to the ceremony at the Evergreen-Woodlawn Cemetery. Thank you to the Trail band members for participating and thanks to the Olin Wheelock American Legion for their dedication to this event.

Hope to see you as we take some time to honor those people who died while serving in our armed forces.

Save the Date

Please mark your calendars for the 22nd annual Christy Mathewson Day. The "Big 6K" race will be held on Saturday, August 12, 2017. This race is skillfully organized by the Factoryville Women's Civic League and Keystone College provides a free breakfast for participants after the race. Stay tuned in the Summer "Around the Ville" newsletter for more activities planned on the Friday before the race.

Factoryville Borough
 OUTFALL INSPECTION CHECKLIST
 Stormwater Pollution Prevention
 Visual Inspection checklist
 Date: 04/10/17

Item B

No.	Inspection checklist item	#	4-7-17 7:21 AM	8 10:56 AM	4-7-17 10:26 AM	15 11:13 AM	4-7-17 11:20 AM
1	Any excess debris noted in stormwater collection system?	NO	NO	NO	NO	NO	NO
2	Any dry weather flow present?	NO	NO	NO	NO	NO	NO
3	Any evidence of suspended solids or an oily sheen?	NO	NO	NO	NO	NO	NO
4	Any evidence of erosion at the outfall?	NO	NO	NO	NO	NO	NO
5	Any structural problems noted with outlet structure?	NO	NO	NO	NO	NO	NO

