Fox Chapel Borough Minimum Control Measure (MCM) Resolution Implementation Plan

(Revised January 2020)

1. MCM #1 – Public Education and Outreach on Storm Water Impacts
   1. **BMP #1** – Develop, implement and maintain a written Public Education and Outreach Program. (The definition of BMP is Best Management Practices.)

The Borough has implemented a Public Education and Outreach Program (PEOP) by which Fox Chapel Borough distributes educational materials regarding storm water management to the target audiences such as hosting Open Houses at the Borough Building, O’Hara Township Municipal Building or the Cooper-Siegel Community Library. Events are also hosted at the Lauri Ann West Community Center. The Borough Quarterly Newsletter periodically features articles regarding storm water management and ways to keep waterways clean. The Borough has specifically designed a section of the Borough’s website dedicated solely to storm water management. A tab is provided on the home page of the Borough website <http://www.fox-chapel.pa.us>. The website is updated with storm water information that can be copied upon request. Any member of the general public that does not have access to the internet can access printed information at the Borough office, Cooper-Siegel Community Library or can access free internet at the Cooper-Siegel Community Library.

The website includes information such as the Storm Water Management and Prohibitive Discharges Ordinances, Operation and Maintenance Agreement, a description of the Storm Water Management Program, a definition of Municipal Separate Storm Sewer Systems (MS4s), the six main components of an MS4 program, directions on reporting an illicit discharge and various educational and outreach materials. In addition to this information, the Borough’s monthly meeting schedule is on the website calendar and approved meeting minutes are also available. The Borough website contains current and prior quarterly newsletters which typically include at least one educational pamphlet/brochure pertaining to storm water. Finally, the Borough presents MS4 material regularly at the monthly Council and Staff meetings.

All property owners with facilities are provided with a brochure: *Owner’s Guide: Maintaining Storm Water Management Facilities* as well as a copy of the plans for the facility. Calls and questions regarding detention pond maintenance are answered by the Code Services Director and recorded in TRAISR software.

**BMP #2** – Develop and maintain lists of target audience groups that are present within the areas served by regulated small MS4s. Target audiences shall include residents, businesses (including commercial, industrial and retailers), developers, schools, and municipal employees.

The Borough has developed a target audience list. The current list includes municipal employees, residents, homeowners’ associations, schools, builders, churches and institutions within the Borough’s MS4. For a detailed list of target audiences, please see Attachment A.

* 1. **BMP #3** – Municipality must annually publish at least one issue of a newsletter, pamphlet, flyer, or a website that includes general information, a general description of the Storm Water Management Program and/or information about storm water management activities.

Fox Chapel publishes educational and informational items on the Borough website and in quarterly newsletters which are mailed to Borough residents and available on the Borough website and the Borough office. The Storm Water Management/MS4 tab on the website includes this report and the following information: *The Simple Six, Understanding MS4, How to Report an Illicit Discharge, A Homeowner’s Guide to Protecting Our Watershed, When it Rains it Drains, SPC Water Resource Center, Guess Where You’re Really Putting Your Lawn Fertilizer, Is Your Roof Flushing Raw Sewage Into Our Rivers, What We Feed Into Our Storm Drains Can Poison Our Rivers, What Goes Into Our Rivers Impacts What Goes Into Your Glass, Storm Water Management Ordinance, Homeowners Guide to Storm Water, Owners Guide: Maintaining Storm Water Management, Small Project Storm Water Management Site Plan, Fee Study, Prohibited Discharges Ordinance, Operation and Maintenance (O & M) Agreement and links to the U.S. Environmental Protection Agency and the PA Department of Environmental Protection* websites*.*

*The Simple Six explains how to maintain the Squaw Run Watershed from home.*

*Understanding the MS4 Program* explains to the audience the MS4 program, the reasoning behind the regulations and the process involved to be in compliance. It also narrates what is prohibited and explains efforts that can be made to help keep waterways clean.

*How to Report an Illicit Discharge* explains to the audience what constitutes an “illicit discharge” and instructs the reader on how to report an illicit discharge. Borough personnel will complete an *Illicit Discharge Hotline Incident Tracking Sheet* when a complaint is received and then forward said sheet to the Borough Manager who will review and forward to the applicable department(s) for investigation.

*A Homeowners’ Guide to Protecting Our Watershed* is an educational guide that helps the audience understand the wet weather program, ways to recognize and help solve the sewage and storm water overflow problem and means of reducing pollutants into the waterways. It also gives helpful tips on lawn and garden care as well as landscaping vegetation that can not only add value to your property but also help protect it.

*When it Rains it Drains* offers insight on storm water and how it can affect safety, health and the environment.

*Southwestern Pennsylvania Commission Water Resource Center Fact Sheet* explains the mission of the SPC and offers contact information.

*Guess where you’re really putting your lawn fertilizer* explains how water runoff from a lawn can carry fertilizers, pesticides and other pollutants into waterways.

*Is your roof flushing raw sewage into our rivers?* addresses the illegal connections of downspouts into the sanitary sewer system causing sewage overflows.

*What we feed into our storm drains can poison our rivers* speaks to rainfall and snow melt draining along roadways and carrying the polluted drainage into storm drains that eventually flows into rivers which are a major source of drinking water. It also offers ways to reduce the polluting of storm drains.

*What goes into our rivers impacts what goes into your glass* communicates effects of contaminated water entering rivers and eventually our drinking water.

*Homeowner’s Guide to Storm Water* explains how to develop and implement a storm water management plan for your property.

*Owner’s Guide: Maintaining Storm water Management Facilities* provides general knowledge of proper storm water management facility maintenance requirements.

*Small Project Storm Water Management Site Plan Guidance* is self-explanatory.

*Fee Study* explains the process in determining the user fees imposed on residents, clubs and institutions.

The Storm Water Management Ordinance and the Prohibited Discharge Ordinance are legislation adopted by Fox Chapel Borough Council whose titles are self-explanatory.

The Operation and Maintenance (O & M) Agreement is executed between a landowner and the Borough when a landowner proposes to undertake regulated activities as defined in the aforementioned Storm Water Management Ordinance and provides management of storm water within the confines of the property through the use of BMPs.

* 1. **BMP #4** – Distribute storm water educational materials and/or information to the target audiences using at least two different distribution methods (i.e. pamphlets, booklets, newspaper articles, storm drain stenciling, etc.)

The Borough typically utilizes a number of methods for distributing educational materials and/or information to the target audience. The Borough includes an article *Understanding the MS4 Program* as part of the welcome package to new residents. This article is also available in the main lobby of the municipal building.

The Borough also includes educational material pertaining to storm water in its quarterly newsletter mailed to Borough residents that can be found on the website at <http://www.fox-chapel.pa.us>.

MS4 material is also regularly presented at the monthly Borough Council meeting. These meetings are held on the third Monday of every month at 6 PM. The public agenda and approved Council meeting minutes can be found on the Borough website.

For several years, all catch basin grates have “Drains to Stream” cast into the grates. The Borough will continue this educational element when new drains are ordered.

During yearly inspections of detention facilities, all property owners with facilities are provided with a brochure: *Owner’s Guide: Maintaining Storm Water Management Facilities* as well as a copy of the plans for the facility. Calls and questions regarding detention pond maintenance are answered by the inspector and recorded in TRAISR software.

Lastly, educational materials and other MS4 information is distributed with building permits and before any construction occurs within the Borough.

1. MCM #2 – Public Involvement and Participation
   1. **BMP #1** – Develop, implement and maintain a written Public Involvement and Participation Program (PIPP).

The Borough has created a Public Involvement and Participation Program (PIPP) which describes various types of possible participation activities and describes methods of encouraging public involvement and soliciting public input regarding the Borough’s Storm Water Management Plan. There are several opportunities available for public involvement to participate in the decision-making process associated with the development, implementation and update of the public programs and activities related to the General Permit. This plan includes the monthly Council meeting where time is dedicated to MS4 and storm water concerns. The details regarding this meeting are illustrated under BMP #3 of this Minimum Control Measure. The Borough conducts three litter programs. The Park Commission has an annual litter pick up campaign in conjunction with Earth Day. The second and third cleanup programs are conducted in the spring and fall by the Public Works Department. The programs involve the collecting and proper disposal of brush in the spring and leaves in the fall. Throughout the year, Public Works also collects litter on major highways when deposited. This program is ongoing throughout the year. These litter control programs are vital in terms of keeping the Borough clean and ultimately preventing harmful waste from entering the MS4, as drainage from many roads in the Borough lead almost directly into streams. The Borough communicates these opportunities to the public through the website and newsletter as well as the local newspaper *The Herald*.

* 1. **BMP #2** – Prior to adoption of any ordinance required by the General Permit, provide adequate public notice and opportunities for public review, input, and feedback.

Any proposed MS4 Storm Water Management Ordinance is advertised in the local newspaper, *The Herald*. The ordinance is advertised no less than seven days prior to adoption in order to provide an opportunity for public comment and Borough feedback. The Borough Manager is in charge of addressing these comments. Public comments and the Borough’s responses thereto are documented by email.

* 1. **BMP #3** – Regularly solicit public involvement and participation from the target audience groups.

The Borough regularly solicits public involvement and participation from the target audience groups at regular public meetings. As previously mentioned, the Borough’s monthly Council meetings provide time dedicated to MS4 and storm water concerns. These meetings are held on the third Monday of each month, 6 PM, at the Borough Building. The agenda is posted on the Borough website. The public is given notice of each meeting as posted on the website’s calendar on the home page. During the meetings, a summary of progress, activities, and accomplishments with implementation of the Storm Water Management Plan is presented in the written Engineer’s Report. All documentation of this information will be made available for viewing outside of the meetings at the Borough office.

Other opportunities for involvement include roadway clean-ups which are organized by the Borough Manager and carried out by the municipality.

1. MCM #3 – Illicit Discharge Detection and Elimination (IDD&E)
   1. **BMP #1** – Develop and implement a written program for the detection, elimination, and prevention of illicit discharges into the municipality’s regulated MS4s.

The Borough has created and continues to implement an Illicit Discharge Detection and Elimination (IDD&E) program to detect, eliminate, and ultimately prevent illicit discharges into our MS4 system. The current plan illustrates field outfall screening procedures, storm water maps and reporting mechanisms in full detail.

Regarding field outfall screenings, every Borough outfall is inspected or screened within the NPDES’s 5-year permit period per the DEP requirement MCM #3 BMP #4. However, in areas where past problems have been reported or where known sources of dry weather flows occur on a continual basis (i.e. priority areas), outfalls are screened annually. All outfalls are screened after 48 hours of continuous dry weather. Dry weather is defined by the DEP as “a continuous time interval without storm water producing events that immediately follows an initial 48 hour period with no storm water producing events.” The Borough’s engineering firm, Lennon, Smith, Souleret Engineering Inc. (LSSE) or Borough staff screens *and* tests all wet/dry outfalls. They use the DEP’s MS4 Outfall Field Screening Report. Two pictures of each outfall location are taken and attached to each form. If dry weather flow is detected within an outfall location, the flow is sampled and field tested for necessary chemical and biological parameters. These parameters may include: flow rate, chlorine, detergents, pH, ammonia, and temperature.

The aforementioned parameters are all tested in the field. If the noted tests produce results that fall outside of normal parameters of stormwater, then additional samples are taken and analyzed by a water sampling lab. The additional tests that are conducted include total suspended solids, total dissolved solids, conductivity, biological oxygen demand, chemical oxygen demand, and fecal coliform. These samples are taken the day they are collected to Campbell Lab in Brighton, Pennsylvania. The results take between one to two weeks and are forwarded to the Borough.

Any positive test will result in a re-inspection to determine the source of the illicit discharge. The flow is followed to the source and the cause documented. While following the water source, the surrounding area is checked for things that could have caused the illicit discharge. If there is a positive test for detergents, the immediate neighborhood is checked to see if someone is washing a car or if there is grey water being discharged to the MS4. Watershed maps can also be used to identify potential sources of illicit discharges. There is a digital GIS layer of Allegheny County’s watershed map (provided by PASDA) available to the Borough. A memo containing the results is provided to the Borough containing the required remediation. Follow-up for residential illicit discharges (i.e. detergents/car washing) include educational outreach such as appropriate distribution of educational materials upon discovering the source of the discharge. Other forms of follow-up can include verbal warnings and letters from the Borough and ultimately appropriate fines distributed to parties responsible for illicit discharges. Documentation of all field screenings and follow ups are available at the Borough’s municipal office.

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

A map was developed for the Borough’s regulated small MS4. The data for the MS4 map was collected by the former Borough Engineer, and the map was updated by LSSE. The data includes proper naming of all municipal outfalls and naming of the surface waters of the Commonwealth, including creeks, streams, lakes, basins, swales, and channels. The map is revised annually and documentation of revisions recorded within the Borough’s GIS software program.

* 1. **BMP #3** – Develop and maintain a map of the regulated small MS4. The map must show 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 watershed boundaries.

The aforementioned map, updated by LSSE, also includes 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 watershed boundaries. All catch basins, outfalls, and manholes recorded on the map are correctly labeled pursuant to the DEP’s regulations.

* 1. **BMP #4** – Conduct outfall field screening, identify the source of any illicit discharges and remove or correct any illicit discharges.

The Borough conducts and documents outfall field screenings following the IDD&E program created pursuant to BMP #1 (see BMP #1 for this information). In reference to the IDD&E program, outfall screenings are conducted using the Outfall Reconnaissance Inventory/Sample Collection Field Sheet. Furthermore, two photographs are taken for each screened outfall and are documented with the field sheets at the Borough office. Also mentioned above, immediate follow-up action is taken to identify the source of an illicit discharge. The flow of any illicit discharge is followed to its source and all findings are documented. For example, a positive hit for fecal coliform may indicate a sanitary problem such as a blind connection into the Borough’s storm system. Also, a positive hit for detergents may indicate car washing, chlorine-pools or a water main break. Either maintenance or educational outreach pursuant to BMP #6 occurs to correct any illicit discharge.

* 1. **BMP #5** – Enact a storm water management ordinance to implement and enforce a storm water management program that includes prohibition of non-storm water discharges to the regulated MS4.

The Borough’s Storm Water Management Ordinance was enacted and implemented. The Ordinance satisfies all applicable requirements in a completed and signed MS4 Storm Water Management Checklist. The Ordinance and supporting documentation was submitted to the Department.

* 1. **BMP #6** – Provide educational outreach about the program to detect and eliminate illicit discharges.

The Borough created informational door hangers to distribute to its residents in order to prevent and eliminate residential illicit discharges (i.e. detergents). Also, a Public Education and Outreach Program (PEOP) pursuant to MCM #1, as well as a Public Involvement and Participation Program (PIPP) pursuant to MCM #2, was implemented by the Borough to encourage and facilitate public reporting of illicit discharges. Additionally, a number of educational materials are available by the Borough to aid in the prevention of illicit discharges into the Borough’s MS4. For instance, a copy of the DEP’s *When It Rains, It Drains* brochure along with other educational links and helpful information is posted on the Borough’s website (<http://www.fox-chapel.pa.us>) as well as educational material pertaining to storm water being included in the Borough’s quarterly newsletter mailed to all Borough households.

All illicit discharges are investigated by Borough employees and where a source is suspected, educational material is distributed to the property owner.

1. MCM #4 – Construction Site Stormwater Runoff Control
   1. **BMP #1** – The Borough may not issue a building or other permit or final approval to those proposing or conducting earth disturbance activities requiring an NPDES permit unless the party proposing the earth disturbance has valid NPDES Permit Coverage under 25 Pa. Code Chapter 102.

The Borough has opted to rely on DEP’s statewide qualifying local program for issuing NPDES Permits for Stormwater Discharges Associated with Construction Activities.

Additionally, the Borough requires all applications that propose earth disturbance meet the requirements of the Borough Natural Resources Protection Ordinance and Borough Stormwater Management Ordinance. Applicants who wish to complete improvements must submit an Environmental Disturbance Notice to the Borough for review. The Code Services Director, with assistance from the Borough Engineer, completes a review of the proposed application for conformance to the Natural Resources Protection Ordinance and Stormwater Management Ordinance. A requirement of this review process is providing documentation of approval of the Erosion and Sedimentation Control Plan from the Conservation District. Before issuance of any permits for construction, applications must receive approval from the Borough Environmental Advisory Council.

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

The Borough has opted to rely on DEP’s statewide qualifying local program for issuing NPDES Permits for Stormwater Discharges Associated with Construction Activities. As described in BMP #1, the Borough requires documentation of approval of ACCD for applicable project.

* 1. **BMP #3** – Enact, implement and enforce an ordinance to require the implementation of erosion and sediment control BMPs, as well as sanctions to ensure compliance.

Fox Chapel Borough has adopted and enacted a Stormwater Management Ordinance that is consistent with the Act 167 Plan Model Ordinance in November 2018. The Ordinance requires a soil erosion and sediment control plan be provided with documentation of approval from the appropriate authority.

1. MCM #5 – Post-Construction Stormwater Management (PCSM) in New and Re-Development Activities
   1. **BMP #1** – Enact, implement, and enforce an ordinance or other regulatory mechanism 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.

The Borough Stormwater Management Ordinance contains provisions requiring implementation of PCSM BMPs for all development and redevelopment projects. Revisions to the Ordinance are reviewed and adopted by Borough Ordinance, as needed, following advertisement of the Ordinance adoption and solicitation of public comment.

The Borough Staff enforce the Township MS4 Stormwater Management Ordinance. All plans proposing new development or redevelopment are reviewed for compliance with the provisions of the Ordinance prior to issuance of any permits by the Borough. The Borough Engineer assists the Borough in review for compliance with the Ordinance, as needed. All projects are reviewed for compliance with the Ordinance. In addition, the Ordinance requires proof of issuance of an NDPES Permit for all qualifying projects in advance of issuance of any Borough permit.

Following plan approval, the Ordinance requires provision of the PCSM BMP record drawing, signed and sealed by the registered professional engineer responsible for its design, certifying installation according to the approved plan prior to issuance of occupancy permits or use of new and redevelopment site.

* 1. **BMP #2** – 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.

The Borough MS4 Stormwater Management Ordinance contains provisions recommending implementing Low Impact Development Practices, as included in the PADEP MS4 Model Ordinance.

* 1. **BMP #3** – 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).

An inventory of all post-construction BMPs installed throughout the Borough is maintained. The inventory includes not only BMPs installed as part of the requirements of an NPDES Permit but also BMPs installed as part of building permits. Also included in this inventory are all BMPs installed that are owned and maintained by the Borough. This inventory is maintained and updated in TRAISR, as necessary.

The Borough completes annual reviews and maintenance of BMPs that are owned by the Borough and periodic review of private BMPs installed in accordance with requirements of an NPDES Permit. An inspection form is completed for all these BMPs in TRAISR noting the current condition and any repairs and/or maintenance items that need addressed.

1. MCM #6 – Pollution Prevention/Good Housekeeping for Municipal Operations
   1. **BMP #1** – Identify and document all facilities and activities that are owned or operated by the municipality and have the potential for generating storm water runoff to the regulated small MS4.

Fox Chapel Borough has a few facilities and activities that have the potential of generating storm water runoff to the regulated small MS4. In terms of facilities, the Public Works Department is located at the Borough Building, 401 Fox Chapel Road. Firehouse No. 2 is located at 611 Dorseyville Road. Also, the Public Works Department maintains all Borough-owned roads, parks and five BMPs (i.e. detention ponds) within Fox Chapel Borough.

The Borough completed (May 2020) a $1.1M impervious surface and stormwater detention system upgrade at the Borough Building to comply with current MS4 and storm water regulations.

Storm water activities operated by the municipality include snow removal, inlet and outfall cleanings, lawn care, storm sewer maintenance, right-of-way maintenance, and vehicle fueling.

The Public Works Department uses salt and calcium to perform snow removal and deicing activities in the wintertime. The snow removal vehicles are used on all Borough, County and State roads within the Borough’s borders and are serviced in the Borough garage and at outside businesses. Every spring, the Borough sweeps all public roadways and disposes of the material as per DEP regulations.

The Borough also performs inlet inspections and cleanings throughout the year conducted by the Public Works Department. Inlets, or catch basins, are inspected annually per DEP requirements. The inspections are documented at the Borough office. The catch basins are cleaned with a vactor truck rented through a third party. Documentation of the rental is maintained at the Borough office. The Public Works Department also performs storm sewer maintenance along with inlet cleaning. Pipe, catch basins, and mortar is used to maintain and repair storm sewers. Documentation of the annual inspection of inlets is maintained at the Public Works Department office.

The Public Works Department performs lawn maintenance of all Borough-owned property – specifically, the Borough Building, public parks, and right-of-ways. The grass is cut with various kinds of mowers and equipment. Pesticides are not used.

The Public Works Department is also responsible for right-of-way maintenance performed as needed to allow safe travel along Borough roads using lawn mowers and string trimmers that are stored at the Borough Building. Documentation of this work is kept at the Borough office.

Since 1991, the Borough has implemented an extensive sewer lateral dye test program that tests sewer laterals at the time of sale of property. This program has helped reduce the illegal infiltration into the Borough’s sewerage system and reduced raw sewage from entering catch basins.

Lastly, various individuals within the public works, fire and police departments are responsible for fueling municipal vehicles using a fuel monitoring system. The monitoring system gauges fuel use and need by vehicle and limits overflows, spills or leaks based on mileage and tank capacity. When fueling vehicles, transfer is constantly watched to prevent overfilling and spilling - topping off is discouraged. Fuel is delivered by a low-bid vendor and is stored inside one fuel tank. Borough vehicles are fueled at the Borough Building. Any fuel spillage is remediated per directions posted at the fueling station.

* 1. **BMP #2** – Develop, implement and maintain a written operation and maintenance (O&M) program for all municipal operations and facilities.

A written operation and maintenance (O&M) program for all municipal operations and facilities was created. See Attachment B for complete O&M program.

* 1. **BMP #3** – Develop and implement an employee training program.

Lennon, Smith, Souleret Engineering Inc. (LSSE) conducts employee training once a year for all municipal employees and Borough Council.

Attachment A

**Target Audience List**

* Municipal Employees: On file at the Borough office
* Residents: On file at the Borough office
* Homeowners’ Associations

Canterbury Woods

Fair Oaks

The Enclave

The Trillium

Whispering Pines

Willow Farms

* Schools:

Shady Side Academy Senior School

423 Fox Chapel Road

Pittsburgh, PA 15238

Shady Side Academy Middle School

500 Squaw Run Road East

Pittsburgh, PA 15238

Fox Chapel Country Day School

620 Squaw Run Road East

Pittsburgh, PA 15238

* Institution

Audubon Society of Western PA (Beechwood Farms)

614 & 615 Dorseyville Road

Pittsburgh, PA 15238

* Developers: On file at the Borough office
* Churches:

Christ Church Fox Chapel

630 Squaw Run Road

Pittsburgh, PA 15238

Fox Chapel Presbyterian Church

394 Fox Chapel Road

Pittsburgh, PA 15238

United Methodist Church

261 West Chapel Ridge Road

Pittsburgh, PA 15238

Good Shepherd Lutheran Church

1610 Powers Run Road

Pittsburgh, PA 15238

**Attachment B**

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| **Fox Chapel Borough Good Housekeeping for Municipal Operations** | | | | |
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| **Inventory of Facilities/Activities** | | | | |
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| **Facility/Activity** | **Storm Sewer Impact** | **Discharge To** | **O&M Responsibilities** | **Attachment** |
| Public Works Yard | Inlets, piping | Squaw Run | Oil management, wash area | 1 |
| Borough Roads | Inlets, swales | Squaw Run Guyasuta Run Shady Run  Guys Run | Inlets | 2 |
| SW Conveyances | Pipes, swales, ditches | Squaw Run Guyasuta Run Shady Run  Guys Run | Cleaning, maintenance | 3 |
| Buildings | Inlets, piping | Squaw Run | Inlets, piping, fueling | 4 |
| Parking Lots | Inlets | Squaw Run | Inlets | 5 |
| Parks | None | Squaw Run by infiltration and surface runoff | Pea gravel parking lots | 6 |
| BMPs | Ponds | Squaw Run | Inlets | 7 |

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| **Fox Chapel Borough Good Housekeeping for Municipal Operations** | | | |
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| **Inventory of Facilities/Activities** | | | |
| **Attachment 1: Public Works Yard** | | | |
| **Municipal Building and Yard at 401 Fox Chapel Road 15238** | | | |
| Contact : Dempsey Bruce 412/850-5026 | | | |
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| **Responsibility** | **Frequency** | **Actions** | **Additional Comments** |
| Signage | Quarterly | Up-to-date, tailored to surrounding area |  |
| Fluids | Daily | Store oil in safe manner | Does not apply to fuel, see below |
| Work in building with drains to sanitary |
| Use minimal material |
| Drip pans when equipment has leaks |
| Spill Prevention |
| Recycle used oil |
| SDS are readily available |
| Clean Catch Basins | Yearly/As Needed | Haul sediment away properly; Vactor truck to landfill | Checked at least once a year, after major storm event(s) or complaint. Lot swept yearly or more often with material disposed of at landfill |
| Wash Water | Daily | All equipment is washed inside or in a gravel or grassy area where the water cannot contaminate the MS4 | Phosphate-free detergents are used |
| Road Salt | Daily | Salt is stored in a building to prevent rain carrying it to MS4 |  |
| Calibrate Spreaders |  |
| Haul and store salt in dry weather |  |
| Surrounding area to salt storage is cleaned up if salt is spilled |  |

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| **Fox Chapel Borough Good Housekeeping for Municipal Operations** | | | |
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| **Inventory of Facilities/Activities** | | | |
| **Attachment 2: Borough Roads** | | | |
| Contact : Dempsey Bruce 412/850-5026 or Dan Moretti 412/850-5028 | | | |
|  |  |  |  |
| **Responsibility** | **Frequency** | **Actions** | **Additional Comments** |
| Signage | Daily | Up-to-date, tailored to surrounding area |  |
| Storm Inlets | Yearly/As Needed | Inlets are checked at least once per year | Replace or repair per paving schedule |
| Inlets are marked on casting; on-going project | Receipts of Vactor rental and disposal of material is documented |
| Vactor truck or PW employees clean out inlets as needed; dispose of sediment properly | Roads are swept in spring with proper material disposal at landfill |
| Inlets will be looked at/inspected after significant storm |  |

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| **Fox Chapel Borough Good Housekeeping for Municipal Operations** | | | |
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| **Inventory of Facilities/Activities** | | | |
| **Attachment 3: Storm water Conveyances** | | | |
| Contact : Dempsey Bruce 412/850-5026 | | | |
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| **Responsibility** | **Frequency** | **Actions** | **Additional Comments** |
| Pipes | Yearly | SW connectivity will be checked yearly while inlet and outfall inspections take place | Replace/repair per paving schedule |
| Pipe maintenance will be put on a schedule |  |
| Supporting pictures will be taken and placed with the follow up |  |
| Swales | As needed | Swales will be dug out/maintained as needed |  |
| Debris and sediment will be disposed of properly |  |
| Ditches | As needed | Ditches will be dug out/maintained as needed |  |
| Debris and sediment will be disposed of properly |  |

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| **Fox Chapel Borough Good Housekeeping for Municipal Operations** | | | |
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| **Inventory of Facilities/Activities** | | | |
| **Attachment 4: Buildings** | | | |
| **Buildings Include: Municipal Building, Public Works Garage at Municipal Building,**  **#2 Fire Station** | | | |
| Contact : Dempsey Bruce 412/850-5026 or Dan Moretti 412/850-5028 | | | |
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| **Responsibility** | **Frequency** | **Actions** | **Additional Comments** |
| Inlets | Weekly | Inlets are checked weekly | Maintain filter liners |
| Vactor truck cleans out inlets as needed; dispose of sediment properly |  |
| Inlets will be inspected after significant storm |  |
| Roof Drains | As needed | Roof drains dispose water to inlets |  |
| Signage | Quarterly | Up-to-date, tailored to surrounding area |  |
| Fueling | Daily | Tank has overflow protection |  |
| Nozzles have auto shutoff |
| Concrete fueling pad |
| Spot-clean leaks and use absorbent material for spills, dispose of properly |
| Signage to report fuel leaks |

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| **Fox Chapel Borough Good Housekeeping for Municipal Operations** | | | |
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| **Inventory of Facilities/Activities** | | | |
| **Attachment 5: Parking Lots** | | | |
| **Parking lots the public works yard, the municipal building** | | | |
| Contact : Dempsey Bruce 412/850-5026 | | | |
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| **Responsibility** | **Frequency** | **Actions** | **Additional Comments** |
| Inlets | Weekly | Inlets are checked weekly | Maintain filter liners |
| Vactor truck or PW employees clean inlets as needed; dispose of sediment properly |  |
| Inlets will be inspected after significant storm |  |
| Pipes | Yearly | SW connectivity will be checked yearly while inlet and outfall inspections take place |  |
| Pipe maintenance will be put on a schedule |  |
| Supporting pictures will be taken and placed with the follow up |  |
| Signage | Quarterly | Up-to-date, tailored to surrounding area |  |

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| **Fox Chapel Borough Good Housekeeping for Municipal Operations** | | | |
|
| **Inventory of Facilities/Activities** | | | |
| **Attachment 6: Parks** | | | |
| **McCahill Field, Salamander Park, Scott Park, Riding Meadow Park, Trillium Trail Park, Old Squaw Trail Park** | | | |
| Contact : Dempsey Bruce 412/850-5026 | | | |
|  |  |  |  |
| **Responsibility** | **Frequency** | **Actions** | **Additional Comments** |
| Pea gravel lots | Yearly/As needed | No inlets | Mutt Mitts are provided as well as garbage cans |
| Mutt Mitts restocked as needed |  |
| Garbage cans emptied 3 times a week or more depending on individual park use |  |
| Level or supply pea gravel as needed |  |
| Swales | As needed | Swales will be maintained as needed |  |
| Debris and sediment will be disposed of properly |  |
| Ditches | As needed | Ditches will be maintained as needed |  |
| Debris and sediment will be disposed of properly |  |
| Signage | Daily | Up-to-date, tailored to surrounding area |  |

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| **Fox Chapel Borough Good Housekeeping for Municipal Operations** | | | |
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| **Inventory of Facilities/Activities** | | | |
| **Attachment 7: BMPs** | | | |
| Contact : Dempsey Bruce 412/850-5026 | | | |
|  |  |  |  |
| **Responsibility** | **Frequency** | **Actions** | **Additional Comments** |
| Storm water Ponds | Yearly | Storm water ponds are inspected yearly, mapped and named | Mow as needed or maintained as originally designed |
| Homeowner Associations’ SW ponds will also be inspected yearly,  mapped and named | Pamphlet to be provided to all home owners on how to maintain ponds |
| Maintained as needed | Detention sumps inspected yearly |
| Ponds are mapped through GIS |  |
| Sediment removed from ponds disposed of properly |  |
| Record of maintenance is kept along with pictures |  |
| Swales | Yearly | Storm water ponds are inspected yearly |  |
| Homeowner Associations’ ponds are also inspected yearly |  |
| Maintained as needed |  |
| Ponds are mapped through GIS |  |
| Sediment removed from ponds disposed of properly |  |
| Record of maintenance kept along with pictures |  |