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CUYAHOGA    GATES MILLES    VILLAGE OF GATES MILLS    3GQ00014 2009/07/17    SAFRANEK,  
KENNETH

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State of Ohio Environmental Protection Agency

Northeast District Office

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Ted Strickland, Governor  
Lee Fisher, Lieutenant Governor  
Chris Korleski, Director

July 17, 2009

RE: CUYAHOGA COUNTY  
CHAGRIN RIVER WATERSHED  
VILLAGE OF GATES MILLS  
MUNICIPAL STORM WATER PROGRAM  
INSPECTION FINDINGS

Mr. Dave Biggert  
Storm Water Program Coordinator  
Village of Gates Mills  
1470 Chagrin River Road  
Gates Mills, OH 44040

Dear Mr. Biggert:

Ohio EPA has completed an audit for a portion of your municipal storm water program. Our audit primarily focused on implementation of minimum control measure (MCM) #6: Pollution Prevention and Good Housekeeping for Municipal Operations. This program is a requirement of the Ohio EPA General Storm Water National Pollutant Discharge Elimination System (NPDES) Permit for Small Municipal Separate Storm Sewers Systems (MS4s) 3GQ000014\*AG and Ohio Administrative Code 3745-39.

On June 23, 2009, Ohio EPA met with you and other representatives of the Village of Gates Mills to determine compliance with the NPDES permit and the Storm Water Management Plan (SWMP) submitted by the City in March 2003. In performing this audit, Ohio EPA implemented the Municipal Storm Water Program Evaluation Guide developed by the United States Environmental Protection Agency.

Attached are the Municipal Storm Water Program Evaluation and Field Inspection Worksheet(s) completed for your community. Please review these documents in detail to determine specific elements where your pollution prevention and good housekeeping program needs improvement. In addition, you will find comments suggesting ways to improve your MS4 program.

During our inspection, we discussed the applicability of the NPDES permit program for MS4s to the Village of Gates Mills. You indicated that only 10% of the Village is located within the Urbanized Area (UA) and the Service Garage is not located within the UA. Although it is true that the NPDES permit only applies to discharges from MS4s located within the Urbanized Area (UA), please note that Ohio Administrative Code 3745-39-03(F)(1)(b) authorizes the Director to expand regulatory requirements beyond the UA if the discharge from an MS4 results in an exceedance, or has the potential to exceed, water quality standards. Further, regardless of whether a municipal facility is located

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within the UA or not, Ohio Revised Code 6111.04 prohibits the discharge of pollutants by any persons to waters of the state. As defined in ORC 6111, the Village of Gates Mills, and thus, its municipal operations, would constitute a person. Thus, the Village of Gates Mills is not authorized to discharge pollutants from its municipal operations into waters of the state.

Our review of the Service Garage indicated the presence of many storm water pollutants with suspected discharge of those pollutants to the Chagrin River and one of its unnamed tributaries. Thus, the Director of Ohio EPA may designate the Village of Gates Mills Service Garage for NPDES permitting if measures are not taken to reduce the discharge of pollutants from this facility. Finally, keep in mind that the UA could eventually expand to include the Service Garage. The definition and boundaries of the UA change with each decennial census. We strongly recommend that you apply your MS4 program to the entire Village, whether that portion is located within the UA or not.

The following is a summary of our audit findings:

### **Violations**

- **Failure to properly dispose of solid waste, including catch basin cleanings and street sweepings.** This is a violation of Part III.B.6.d.iii.3 of the Ohio EPA General Storm Water NPDES Permit for Small MS4s #OHQ000002 and is open dumping under Ohio Revised Code 3734.03 and Ohio Administrative Code 3745-27-05(C). The Village of Gates Mills stockpiles these materials at their service garage, after dewatering, where they will be used in maintenance projects or taken by residents. These two materials are classified as solid waste under Ohio Administrative Code 3745-27-01 Part S.1.
- **Failure to prevent discharge of wastewater, including exposed salt and leachate from dewatering operations of solid waste.** This is a violation of Part I.C.5 and Part III.B.6.d.iii.2 of the Ohio EPA General Storm Water NPDES Permit for Small MS4s #OHQ000002. The only preventative measure used by the Village of Gates Mills has been to curb the Service Yard with unseeded soil. Ohio Revised Code 6111.04 prohibits the discharge of pollutants from municipal operations to waters of the state. This violation was also noted for truck washing procedures. Trucks are washed outside of buildings allowing washwater to enter storm drains. The Village has no procedure or installation to properly collect wastewater from washing activities. The Village should either construct a designated wash bay as part of their Service Garage or contract with a local commercial vehicle washing company. Discharges of wastewater to the Chagrin River and its unnamed tributary from operations at the Service Garage must cease.

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- **Failure to ensure adequate long-term operation and maintenance of public/private stormwater management facilities.** This is a violation of Part III.B.5.d of the NPDES permit and ORC 6111.04 and 6111.07. A long-term maintenance program for post-construction BMPs was supposed to be in place no later than March 19, 2008. The Village has contracted the C.W. Courtney Company to develop a long-term maintenance program for all stormwater facilities. A program to ensure long term maintenance of post-construction BMPs typically includes (a) maintaining an inventory of private BMPs installed since April 21, 2003, and all public post-construction BMPs (b) maintaining a copy of the long-term maintenance plan for each BMP, and (c) establishing a system to track maintenance activities by the responsible party, including enforcement action when necessary.
- **Failure to provide training to municipal staff on stormwater pollution prevention matters.** This is a violation of Part III.B.6.b and III.B.6.e of the Ohio EPA General Storm Water NPDES Permit for Small MS4s #OHQ000002. Please be aware that the Village is required to provide at least one training session each year on storm water BMPs to municipal staff whose job can affect compliance with the MS4 permit. No training events have been conducted to date.

#### Deficiencies

- During the term of the first permit, the Village has not investigated the outfalls of the maintenance and storage garage drainage system. In order to properly develop a Storm Water Pollution Prevention Plan and to ensure you are not discharging pollutants to the Chagrin River you should conduct testing on these inlets.
- The berm that has been constructed by the Village of Gates Mills at their City Hall Municipal Complex is not stabilized. It also appears that fill material may have been placed into the Chagrin River when this berm was constructed. This matter is being referred to Joe Loucek of our Section 401 Program for follow-up. Care should be taken when modifying this berm so as to not create further potential violations of the Clean Water Act Rules or Regulations. In addition this berm should be seeded immediately.

Please review my comments and provide me with a letter of response indicating the actions you will take to address my concerns. **Your response should be received no later than August 14, 2009.**

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Please note that this response does not replace the requirement to submit an Annual Report. Your annual report for 2009 will be due on April 1, 2010. In addition, this response does not replace the need to respond to the deficiency notice recently sent to you by our Central Office. That notice focused on other elements of your MS4 program and must be responded to by the date stipulated in that letter.

If you have any questions, please contact me at (330) 963-1125 or [Kenneth.Safranek@epa.state.oh.us](mailto:Kenneth.Safranek@epa.state.oh.us).

Sincerely,



Kenneth Safranek  
Assistant to the District Engineer  
Division of Surface Water

KS/mt

cc: Rachel Webb, Chagrin River Watershed Partners  
Chris Courtney, C.W. Courtney Company  
Anthony Robinson, Ohio EPA, DSW, CO  
Joe Loucek, Ohio EPA, Section 401 Program, DSW, NEDO

# Municipal Storm Water Program Evaluation

## MS4 Maintenance Component Worksheet

**Instructions:** Use this worksheet as a guide for questioning MS4 staff and reviewing applicable documents. Keep in mind that additional questions may be necessary based on local regulations, MS4 permit requirements, implementation strategies, or water quality issues. Remember to obtain copies of any applicable documents or files which may assist in writing the MS4 evaluation report.

<b>Date of Evaluation</b>	<b>6/23/2009</b>
<b>Evaluator Name, Title</b>	<b>Ken Safronek, Assistant to District Engineer, DSW-NEDO</b>
<b>MS4 Permittee</b>	<b>Village of Gates Mills</b>

### Staff Interviewed

Name	Department/Agency	Phone Number/Email
David Biggert Service Director/Building Official	Village of Gates Mills	440/423-4405
Christopher L. Courtney	The C.W. Courtney Company	440/449-4005
Amy Churpek	The C.W. Courtney Company	440/449-4005
Rachel Webb	Chagrin River Watershed	440-975-3870

### MS4 Mapping

Interview Questions	Response
Outfalls and receiving waters mapped?	YES
Catch basins?	YES
Pipes, ditches, other conduits?	Has started mapping storm pipes
Public stormwater facilities (BMPs)?	N/A
Private stormwater facilities (BMPs)?	N/A
How are maps used (i.e. tracking illicit discharges)?	Maps are used for reference in the case of an illicit discharge. No discharges have been found as of the interview. It has also been used as a long term planning tool for any future projects.
<b>Applicable Documents</b>	
Map(s) of MS4 system	<b>Reviewed</b> YES
	<b>Obtained</b> YES

**Notes**

The mapping obligations of permit #OHQ000001 have been met. There is an MOU between the City and the Cuyahoga Board of Health to inventory and assess the effluent of all the outfalls in the city. As of this interview there were only four known outfalls but could be more. Please be sure that you are identifying all outfalls from your MS4. Outfalls do include discharges from open ditches along Village roadways. The BOH has found no illicit discharge from any of the screened outfalls.

The C.W. Courtney Company has been expanding their map to include storm water pipes and catch basins. This map must be expanded to meet the obligations of #OHQ000002. The permit in effect from 2009-2014 requires that all catch basins and publicly-owned storm sewers, ditches and storm water management facilities be mapped. In addition, map must show privately-owned storm water management facilities constructed as post-construction BMPs for new development or redevelopment which has occurred since April 21, 2003. This must be completed by 2014.

The existing map may not have included all privately-owned storm water management facilities constructed since 2003, a water quality facility at the Gates Mills High School. The map that you have developed for the storm sewer and the map of outfalls from the Cuyahoga County Board of Health do not coincide. In addition, to map ditches the city has completed a Lidar topographical map that has 1ft intervals.

**Urbanized Area in Permit**

There was a discussion on how to apply the permit to the Village of Gates Mills when only 10% of the city actually falls within the Urbanized Area (UA). The preferred application of the permit would be to the entire city. Most policies and projects are easier to apply to the entire Village than the few streets within the UA. In addition, the upcoming census will change the boundaries of the UA and will likely expand it. For this reason, applying these policies village wide as a proactive measure is recommended. The service garage is not located within the UA and is not subject to the requirements of Part III.B.6 of the NPDES permit for your MS4. However, regardless of whether a municipal facility is located within the UA or not, Ohio Revised Code 6111.04 prohibits the discharge of pollutants from municipal operations to waters of the state. Our review of the service garage indicated the presence of many storm water pollutants with suspected discharge of those pollutants to the Chagrin River and one of its unnamed tributaries. The Director of Ohio EPA may designate the Village of Gates Mills service garage for NPDES permitting if measures are not taken to reduce the discharge of pollutants from this facility.

**Catch Basin Cleaning**

Interview Question	Response
Schedule established for inspections and cleaning?	YES
Is cleaning and maintenance of catch basins tracked:	YES
How are spoils materials disposed of?	Spoil material is stockpiled in the maintenance yard where village residents have the ability to take any amount. This material is considered a solid waste and needs to be disposed of at a licensed landfill. Any water that leaves this pile is considered a leachate and cannot be discharged.

Are storm drain pipes inspected?  Proactive or only in response to blockage event?	If needed, the sanitary engineer can camera storm pipes. The Village has documented the pipes that have been inspected. In response to blockage events.	
<b>Applicable Documents</b>	<b>Reviewed</b>	<b>Obtained</b>
List of active municipal construction projects	NO	NO
List of municipal projects covered under the Ohio EPA general storm water NPDES permit for construction activities	No	No
<b>NOTE:</b> Permit is only required if project disturbs 1 or more acre (5 or more acres for "routine maintenance")		

<b>Notes</b>
<p><b><u>Catch Basin Cleaning</u></b></p> <p>Catch basin cleaning is started in the spring and will be continued as needed throughout the year. This past year, three road's basins have been cleaned along with the Village Hall lot from May 5<sup>th</sup> to June 18<sup>th</sup>. Your catch basin cleaning program can be improved by implementing a proactive inspection schedule of the entire MS4 system throughout the rest of the year.</p> <p>The Village has just started doing their own catch basin cleaning using a Temco street sweeper that included catch basin cleaning equipment. The truck will vacuum the sump out of the catch basin and the material will be taken back to the Service Yard. Material will accumulate here where it is used as fill for maintenance projects or used by residents. This method of disposal is unacceptable and constitutes open dumping of solid waste. You must implement a system to manage the dewatering and storage of catch basin cleanings. The storage area is not sufficiently designed to collect or otherwise prevent leachate from flowing into the Chagrin River. To comply with environmental regulations, there should be a dewatering pit that allows leachate to go to a sanitary sewer or holding tank. Once dewatered, the material should be stored in a covered bin and then taken to a landfill. This deficiency must be corrected. A Permit-to-Install from Ohio EPA may be required for this wastewater treatment system. Please contact Sandy Cappotto of Ohio EPA at (330) 963-1124 to discuss permit requirements before implementing a solution.</p> <p>Catch basin cleaning is tracked in a Word document along with street sweepings. The Word document contained the date and location that was cleaned along with any additional comments pertinent to the basin. Please begin tracking the quantity of catch basin cleanings collected. This information is needed to complete the new Annual Report form required by NPDES permit #OHQ000002.</p> <p><b><u>MS4 System Repair and Maintenance</u></b></p> <p>For major catch basin and storm sewer repair projects, the county sanitary engineer has the ability to camera the pipes to determine what repairs are needed. Currently, the procedure is based on complaints or blockage but should be more proactive. It would be beneficial to develop a schedule that proactively inspects the storm system.</p> <p><b><u>Municipal Construction Projects</u></b></p> <p>There are currently three ODOT projects within the city. Inspections of these projects are done by the C.W. Courtney Company monthly. The Village will be doing slope repair on Old Mill Rd. and Sherman. This is the most common type of project that the Village completes on an annual basis. Due to the gradation of the Village, storm water retrofit opportunities are few but the C.W. Courtney Company will look for opportunities during these projects.</p>

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<b>Stormwater Management Facilities Operation and Maintenance</b>			
<b>Interview Questions</b>		<b>Response</b>	
Public facilities inspected? Frequency:	No. The Village of Gates Mills does not own or operate any storm water facilities.		
Private facilities inspected? Frequency:	<p style="text-align: center;">YES</p> There is a 100' x 20' bioretention cell at Gates Mills Academy. The school is responsible for the long term maintenance of this facility.		
Checklist used for inspections?	NO		
Have maintenance standards and procedures been established for these facilities?	NO		
How is maintenance prioritized? Is data evaluated to target maintenance resources?	N/A		
<b>Applicable Documents</b>		<b>Reviewed</b>	<b>Obtained</b>
Inspection checklist		YES	YES

**Notes**

**Stormwater Facilities**  
 The Village officials did not remember the stormwater facilities located at Gates Mills Academy. This facility is under the supervision of the school. Part 3.2.5.1.4 of #OHQ000001 requires the Village of Gates Mills to ensure long-term operation and maintenance of post-construction storm water BMPs, both private and public.

**Failure to establish a long-term maintenance program for post-construction BMPs is a violation of the Ohio EPA General Storm Water NPDES Permit for Small MS4s #OHQ000001.** This is a violation in your Storm Water Management Program and will need to be addressed. The Center for Watershed Protection has a manual on long-term maintenance programs with checklists that you may want to use for your program. We did receive a checklist for the construction site BMP's and Post-Construction & On-Going Maintenance. Please develop an inspection schedule for this stormwater facility.

In addition, on June 29, 2009, Ohio EPA sent you a Notice of Violation regarding the failure to enact a post-construction storm water management ordinance by the end of the first MS4 permit term (Spring 2008). Please provide a copy of your response to the NOV with your response to this MS4 inspection. Further, please be aware that your post-construction ordinance must be at least as stringent as the post-construction requirements contained in the Ohio EPA General Storm Water NPDES Permit for Construction Activities #OHC000003. Any amendments to ordinances needed to make local post-construction water quality requirements at least as stringent as those set by Ohio EPA must be completed within 2 years of MS4 permit renewal, i.e., mid-2011.

<b>Road Maintenance</b>	
<b>Interview Questions</b>	<b>Response</b>
<p>Streets regularly swept?</p> <p>Frequency:</p>	<p style="text-align: center;">YES</p> <p>All roads are swept at least once annually starting in the spring with a mechanical sweeper. Any further sweeping is done on an as needed basis or in response to a storm event.</p>
<p>Frequency based on water quality factors (e.g. proximity to streams)?</p>	<p style="text-align: center;">NO</p> <p>There is not a storm water related target zone for street sweepings. More trafficked roads should be swept more frequently. The Village keeps records of street sweepings in a Word document that includes the date, location, and any necessary comments.</p>
<p>How are spoils disposed of?</p>	<p>Materials are disposed of in the Service Yard in the same pile as the catch basin cleanings. The design of the storage area is <b>not acceptable</b> and will need to be amended as indicated in the Catch Basin Cleaning section of this worksheet.</p>
<p>Does the community collect road kill?</p> <p>What do they do with the carcasses?</p>	<p style="text-align: center;">YES</p> <p>The Village has a site where they will bury any large carcasses in a pit. The current practice is a violation of Solid Waste Rules and Regulations. If collected, carcasses must be taken to a Class II licensed composting facility or disposed of in a dumpster and taken to a landfill.</p>
<p>Does the community have a leaf collection program?</p>	<p style="text-align: center;">NO</p>
<p>BMPs used during road maintenance activities?</p> <p>Describe types of road maintenance conducted by community staff and the BMPs used</p>	<p style="text-align: center;">YES</p> <p>The Village of Gates Mills does not perform most of its own road maintenance. This work is contracted out when needed. The Village does do crack sealing and puts down a de-tack that will limit the tracking and runoff from the seal material.</p>
<p>BMP guidance available to field staff?</p>	<p>NO – Will develop manual for reference.</p>
<p>Deicers used by MS4?</p>	<p style="text-align: center;">YES</p>
<p>Type and amount of deicer and additives tracked?</p>	<p>The Village of Gates Mills uses a combination of 25% salt and 75% limestone for deicing.</p>

Road Maintenance			
Interview Questions		Response	
What measures are being taken to minimize the application of deicers?		They will also use Calcium Brine liquid mix that will be sprayed on hills or other high risk areas.  The Village has started to use sensible salting practices to reduce their application by 20% for the 08/09 season. They used about 1050 tons of salt this past year.	
Sand/salt swept up after application?  How soon?		NO  A load of salt is mixed with the limestone pile outside of the storage facility and is scooped up into the truck. The salt storage facility is never filled past capacity to limit the amount of run off. However, the storage area is not preventing runoff from the salt pile. This is a deficiency in BMP implementation at the Service Yard and salt storage facility.	
Applicable Documents		Reviewed	Obtained
BMP guidance		Does not exist	
Street sweeping records		YES	YES
Deicer application records		YES	YES

Notes
<p><b>Street Sweeping Program</b> Please begin tracking the quantity of street sweepings collected. This information is needed to complete the new Annual Report form required by NPDES permit #OHQ000002.</p> <p><b>Road Kill</b> The current practice is a violation of Solid Waste Rules and Regulations and result in open dumping. Max S. Motil Inc. is a Class II licensed composting facility located in Geauga County on Old State Rd. in Chardon able to accept road kill. A list of other licensed facilities can be obtained from the Ohio EPA website under the Division of Solid and Infectious Waste Management. Please correct this practice.</p> <p><b>BMP Guidance</b> The Village has begun developing a program for employees using the Municipal Storm Water Toolbox for Maintenance practices from the Oregon Association of Clean Water Agencies. These will be kept at the Service Facility for future reference. There has been no training of Service Department employees to date. (see note in training section)</p> <p><b>Deicer Application</b> Applications include road salt mixed with limestone and a liquid calcium brine solution for hills. When using an additive such as limestone, you should sweep streets as soon as possible to reduce the discharge of solids in runoff created in the next snowmelt or rain event. These sweepings can be cleaned and filtered so they may be reused. The Village does use sensible salting practices, only applying salt to hills, turns, and intersections. The only records of deicing applications are end of the year reports. To</p>

**Notes**

improve your deicing program you can record truck loads per storm event and give specific street routes to each truck to avoid over application and reduce salt applications.

There has been a spill of salt from a tipped truck. The spill was cleaned the next day where 90% of the material was cleaned from the site. Be sure to record these events and secure the area as much as possible to prevent storm water runoff (i.e. inlet protections on nearby catch basins).

The salt storage facility is not adequate, as is, to keep salt from running off the site and going possibly to the Chagrin River. This facility should have a curtain or other type of protection to limit the exposure of salt to rain during non-use months. You can also have the salt blown into the storage shed so as to pile salt higher and keep it within the confines of the shed.

**Flood Management**

Interview Questions	Response
Inventory of flood management structures completed?	N/A  The Village of Gates Mills does not own or operate any flood management facilities.
Structures been assessed for stormwater retrofit?	N/A
New structures include water quality considerations?	YES, they will asses in a case by case basis.
Applicable Documents	
Inventory	Reviewed: N/A      Obtained:

**Notes**

**Facilities Operation & Maintenance**

Interview Questions	Response						
Inventory of MS4 facilities complete (i.e. facilities owned and operated by the MS4)?	YES The Village keeps a visual inventory of all the facilities they own						
<p><b><u>Types of facilities included</u></b>  <i>These need their own NPDES storm water permit for industrial activities, if there is a discharge of runoff from these operations:</i></p> <ul style="list-style-type: none"> <li>• Landfills Type: _____</li> <li>• Solid Waste Transfer Stations               <ul style="list-style-type: none"> <li>✓ Permit needed if community owns the transfer station and the landfill where waste will be taken</li> <li>✓ If not, then permit is only needed if vehicle maintenance, equipment washing or fueling activities occur at the transfer station, or if a portion of the facility is involved with recycling</li> </ul> </li> </ul>	<table border="0"> <tr> <td align="center"><u>Response</u></td> <td align="center"><u>SWP3 Developed?</u></td> </tr> <tr> <td align="center">NO</td> <td></td> </tr> <tr> <td align="center">NO</td> <td></td> </tr> </table>	<u>Response</u>	<u>SWP3 Developed?</u>	NO		NO	
<u>Response</u>	<u>SWP3 Developed?</u>						
NO							
NO							

**Notes**

<p>or composting,</p> <ul style="list-style-type: none"> <li>• Composting Operations             <ul style="list-style-type: none"> <li>✓ No discharge of leachate permitted</li> </ul> </li> <li>• Airports</li> <li>• Shipping Ports</li> <li>• Steam Electric Power Plants</li> <li>• Wastewater Treatment Plants ≥ 1 MGD or with a pretreatment program</li> </ul>	<p>NO</p> <p>NO</p> <p>NO</p> <p>NO</p> <p>NO</p>
<p><i>These do not need their own permit:</i></p> <ul style="list-style-type: none"> <li>• Impound Lots</li> <li>• Leaf Collection Yards             <ul style="list-style-type: none"> <li>✓ No discharge of leafate permitted</li> </ul> </li> <li>• Maintenance Yards             <ul style="list-style-type: none"> <li>➤ How many do they operate? <u>  1  </u></li> <li>➤ List facility names/locations:</li> </ul> </li> </ul>	<p>NO</p> <p>NO</p> <p>YES</p> <p>NO</p>
<p><b>Town Hall Municipal Complex</b>  <b>1470 Chagrin River Road</b>          Includes Town Hall, Police Station, Fire Station, and Service yard.</p>	
<ul style="list-style-type: none"> <li>• Parks             <ul style="list-style-type: none"> <li>➤ How many in UA? <u>  4  </u></li> <li>➤ List facility names/locations:</li> </ul> </li> </ul>	<p>YES</p> <p>N/A</p>
<p><b>Fellers Field</b>  <b>Old Mill Rd. and Gates Mills Blvd.</b>  <b>Baseball Field</b></p>	
<p><b>Natural Area</b>  <b>Old Mill Rd, in Town</b>  <b>No facilities located at this site</b></p>	
<p><b>North Cemetery</b>  <b>South Cemetery</b></p>	
<ul style="list-style-type: none"> <li>• Parking Lots             <ul style="list-style-type: none"> <li>➤ How many do they operate? <u>  4  </u></li> <li>➤ List facility name/locations:</li> </ul> </li> </ul>	<p>YES</p> <p>N/A</p>
<p><b>Town Hall</b>  <b>Fellers Field (Gravel)</b>  <b>Commercial District Parking Lot</b>  <b>Community Building</b></p>	
<ul style="list-style-type: none"> <li>• Bus Terminals</li> <li>• Vehicle Maintenance Garages             <ul style="list-style-type: none"> <li>➤ How many do they operate?</li> <li>➤ List facility name/locations:</li> </ul> </li> </ul>	<p>NO</p> <p>YES – Same as Maintenance Yard</p>

	Notes
Facilities inspected?  Frequency:	NO  There is no regularly scheduled inspection aside from regular walk around done by the Service Director. He has not been trained in Stormwater related pollution.  Discussed the need to develop a blank inspection form and frequency for inspection within the SWP3. Minimum is once annually with checklist, but more frequent inspection is recommended.
Checklist used?	NO  See note above.
Staff which perform the inspections (department or agency):	Dave Biggert the Service Director, Chris Courtney, and Amy from the C.W. Courtney Company will be conducting the inspections in the future.
Is there a designated stormwater contact person for each facility?	Not Yet  The contact person for this facility will be Chris Courtney.
Describe enforcement procedures used to address noncompliance on a MS4-owner facility, i.e., what disciplinary measures are taken against those that do not implement standard operating procedures?:	Disciplinary procedures are given to all employees during training and they all receive a copy of the procedure. There has never been an incident involving storm water pollution where discipline was needed.
Parking lots owned/operated by the permittee swept?  Frequency?	Yes  As indicated in your records, the Village Hall lots/drives were swept this year on April 2. These are swept at least once annually.
Do you have any combined sewer systems?  If yes, do you have any combined sewer overflows? ➤ How many? _____ ➤ Do you track frequency and volume?  Are you aware of any illicit cross connections between your sanitary sewer and MS4?  If so, what is your plan to eliminate this illicit discharge?	NO  N/A  NO  There has been dry weather screenings on the sewer system and did not find any indication of illicit discharge. There is a plan to remove these

<b>Notes</b>			
	if they were to find any using the County Board of Health's manual.		
Have you investigated the extent of infiltration and inflow into storm sewer system?	NO		
What methods have been used to conduct this investigation?	The County Sanitary engineer does camera all pipes before any maintenance work is commenced. There are no overflows from the sanitary sewer into the storm sewer in the city. If large scale camera work was required the Village would contract out the work. Elimination would be completed on a case by case basis.		
What are your plans to repair and eliminate this source of illicit discharge?			
Sewer spill and cleanup procedures in place?	YES		
	No sanitary spills have been recorded but do have procedures to follow if there is a spill.		
<b>Applicable Documents</b>		<b>Reviewed</b>	<b>Obtained</b>
Facility inventory		YES	YES
Facility SWPPP		Does not exist	

<b>Notes</b>
<p><b><u>Facility Inventory</u></b></p> <p>Part III.B.6 of your MS4 permit is not applicable to the Service Garage because it is located outside the Urbanized Area. See Notes under MS4 Map section of this worksheet. A Storm Water Pollution Prevention Plan (SWP3) should be developed and implemented for the following facility:</p> <p>The Town Hall Municipal Complex 1470 Chagrin River Rd.</p> <p>The SWP3s should be developed within 2 years of the date of this MS4 inspection report. Facilities should be inspected at least once per year and a record of the inspection and its findings should be kept with the SWP3. If this annual inspection reveals deficiencies in the SWP3 or BMPs that are ineffective, the SWP3 should be revised to correct the problems. The SWP3 should contain a checklist to provide consistency to facility inspections.</p> <p><b><u>Disciplinary Actions for Employees Not Complying with SWP3</u></b></p> <p>During the interview, it was indicated that disciplinary action has not been required. However, during our inspection of the Service yard, we noted concrete had been washed out in a disturbed area where it could possibly discharge to the Chagrin River. This would be an example of where disciplinary action should be taken to assure that staff understands proper procedures for storm water pollution prevention.</p> <p><b><u>Parking Lot Sweeping</u></b></p> <p>It is recommended that municipal parking lots be swept in the Spring after snow melt has occurred to collect the road grit and debris that collects in snowbanks over winter. It is also good practice to sweep</p>

**Notes**

municipal parking lots in the Fall after leaf fall.

**Sources of Illicit Discharge**

Please keep records of all videoed pipes to ensure all areas have been clear of illicit discharge or infiltration. Continue the proactive camera of all pipe that will be involved in road projects as well. The Village must take the information contained in the CCBH reports and develop a plan with timetables to eliminate the illicit discharges identified. In addition, please review the CCBH program to assure that it includes screening for sources of illicit discharge such as cross-connections and inflow and infiltration. If not, the Village must develop a program to identify and eliminate these sources of illicit discharge or add this to the services being provided by CCBH.

**Pesticides, Herbicides & Fertilizers**

Interview Questions	Response		
Certified applicators used?	NO		
Integrated Pest Management (IPM) practices used?	NO		
Storage location of pesticides, herbicides, and fertilizers:	There is only one 20 gallon bucket of Preen stored at the service garage.		
BMPs used during application:	None		
Fertilizer/pesticide application plan utilized?	None		
Applicable Documents		Reviewed	Obtained
Fertilizer/pesticide application plan			

**Notes**

The Village uses a limited amount of any of these substances the main one being Preen. This is applied in the spring for weed control around gardens. There should be records of the amount of substances located in the Service Garage and how much is being applied. BMP's, such as weather monitoring, inlet protection, or limiting the amount that reaches paved areas must be applied. Please review state regulations related to pesticide, herbicide and fertilizer application to see if a certified applicator is required.

**Standards, BMPs, & Outreach**

Interview Questions	Response
BMP technical guidance document available to maintenance staff?	NO
MS4 use contractual staff to complete MS4 maintenance activities?	YES
BMP guidance materials provided to contracted staff?	NO
Requirement to consider stormwater impacts and	YES

Standards, BMPs, & Outreach			
Interview Questions		Response	
utilize appropriate BMPs in contracts?			
Materials used to educate the public regarding stormwater impacts on MS4 property (if applicable, i.e. public spaces):		Pet waste: None  Litter reduction: There are receptacles for trash that are emptied daily.	
Applicable Documents		Reviewed	Obtained
BMP manual or guidance document		N/A	
Contract language for MS4 operation and maintenance activities		N/A	

Notes
<p><b>BMP's:</b>            Many of the maintenance of the streets and Village are carried out by contractual staff. For this reason, there should always be language in the contracts and BMP guidance material available to this staff to limit that amount of stormwater pollutants being discharged into your MS4. Additionally, there are plans to make available a binder that includes BMP's and storm water pollutant information located at the Service garage. There could be several of these developed and given to contracted staff for specific maintenance project. This is a deficiency in your MS4 program and could be fixed with correct contract language and guidance documents.</p> <p><b>Public Education Program</b>            The Village of Gates Mills uses their T.V. channel, website, and the Chagrin River Watershed Group to fulfill their public education outreach program. Please be aware that the performance standards established in NPDES permit #OHQ000002, i.e., the permit in effect for the next 5-year term, requires the Village to use more than 1 mechanism and target at least 5 different storm water themes or messages over the permit term. In addition, you must provide at least 5 public involvement opportunities over the permit term. Certain activities, such as stream clean-ups or storm drain stenciling projects with local boy scout troops, can count toward both requirements because they involve the public as well as educate them on storm water pollution issues.</p>

Staff Education and Training			
Interview Questions		Response	
Staff trained to identify potential storm water pollution sources which would result in an illicit discharges?		NO	
Frequency:		None to date	
Materials used to train staff:		None	
Applicable Documents		Reviewed	Obtained
Training materials (Future)		Yes	Yes

#### Notes

**Failure to provide training to municipal staff on storm water pollution prevention matters is a violation of Part 3.2.6.1.1 of the Ohio EPA General Storm Water NPDES Permit for Small MS4s #OHQ000001.** The permit requires the Village to develop and implement an operations and maintenance program for its MS4 that includes a training component. The Village was unable to demonstrate that any training has been provided on storm water pollution prevention matters. Please begin documenting the training events provided and staff being trained. NPDES permit #OHQ000002 requires you to train staff on storm water pollution prevention at least once every year.

The Village said that it will be using the Municipal Storm Water Toolbox Maintenance Practices from the Oregon Association of Clean Water to train staff and is developing a program that will pertain to the types of activities and pollution within the Village. Other training material include Ohio EPA's Office of Compliance Assistance and Pollution Prevention (OCAPP) as well as ODOT's Local Technical Assistance Program (LTAP) have provided a number of training opportunities on pollution prevention and good housekeeping for municipal operations over the past several years. Materials presented at OCAPP's session is archived on the internet at [www.epa.state.oh.us/ocapp/storm\\_water.html](http://www.epa.state.oh.us/ocapp/storm_water.html) and can be used to provide training to your staff. In addition, the Cuyahoga County Board of Health (CCBH) through the NE Ohio Storm Water Training Council is planning several pollution prevention workshops this August. Please contact Laura Travers at (216) 201-2001 at the CCBH for further information.

**MS4 SWMP Evaluation**  
**MS4 Maintenance Facility Field Inspection Worksheet**  
**City Hall Municipal Complex**

<b>Permittee:</b> Village of Gates Mills	
<b>Address of facility:</b> 1470 Chagrin River Rd.	<b>Size of facility:</b> ~3 acres
<b>Date of visit:</b> 6/23/2009	<b>Time of visit:</b> 2:30
<b>Provide the name(s) and title(s) of permittee staff present during inspection</b>	
Name	Title
<i>David Biggert</i>	<i>Service Director/Building Official</i>
<i>Christopher Courtney</i>	<i>C.W. Courtney Company</i>
<i>Amy Churpek</i>	<i>C.W. Courtney Company</i>
<b>Evaluator Observations:</b>	
<b>SWPPP or stormwater plan</b>	
Has the maintenance facility developed a SWPPP or stormwater plan?	No, this is being developed by the C.W. Courtney Company.
Does the plan include a site map, list of pollutant sources, BMPs, and maintenance procedures?	N/A at this time, but these are required components of the SWPPP
Does the permittee conduct and document periodic inspections of the facility?	There is no official inspection except for a daily walk around by David Biggert in order to keep the facility tidy.
Are storm drains labeled and free of debris?	No; the drains in the facility had unknown outfalls that could go to either the sanitary or storm sewer. There should be an investigation with dye or smoke testing to find the outfalls of these drains.
<b>Vehicle maintenance, fueling and washing</b>	
Are vehicle maintenance activities conducted in a designated place not exposed to stormwater?	In the maintenance area there is a drain that could possibly go to the storm sewer. If this is the case, that drain should be plugged or connected to the sanitary sewer.
Are fueling stations properly designed with spill kits nearby?	The fuel station did have a spill kit with drying pads and dikes but it had never been used. During the inspection we witnessed a leaking fuel pump that will require service or replacement.
Are vehicles washed on-site? Is wash water discharged to the MS4 or sanitary sewer?	The washing area for Village vehicles was located outside where wash water goes to the storm drains. This practice is not acceptable, see Notes.
<b>Material storage</b>	
Are all materials that are potential stormwater contaminants stored under cover or in secondary containment?	No, containers were located near storm drains and were leaking gasoline. The service yard was bermed but no potential stormwater pollutants were covered or contained otherwise.
<b>Hazardous waste management</b>	
Are all hazardous materials properly labeled and stored to prevent exposure to stormwater runoff?	Many containers did not include labels and were not on secondary containment. All old oil should be labeled "Used Oil."
<b>Waste management</b>	
Are waste bins covered with waste properly disposed in containers?	Waste bins were covered and in good condition. These should be inspected frequently for holes and replaced as necessary.
How is landscape waste stored?	Landscape waste is stored outside in a bermed area of the

	service yard. The piles are not covered and are not contained individually. Yard waste must be disposed of at a licensed Class IV composting facility.
<b>Spill response</b>	
Does the facility have a spill response plan, and are spill kits readily available?	All service employees are required to be firefighters and have been trained in spill response. There are spill kits located in every building but they could be centralized and more apparent.
<b>Employee training</b>	
What type of stormwater training do maintenance staff receive?	The maintenance staff has not received any training in regards to stormwater pollution prevention. The Village is developing a training program using Oregon's Toolbox Talk material.
<b>Notes or additional information:</b>	
<p><b>The City Hall Municipal Complex</b> includes the City Hall, Police Station, Fire Station, Maintenance Garage, Service Garage, and a Service Yard. This is the only site for which the Village of Gates Mill will need to develop a SWP3. It is unknown whether the drains in the buildings go to the storm sewer or sanitary sewers. There will need to be an investigation of these drains in order to properly develop a Stormwater Pollution Prevention Plan for this site. This site is also located adjacent to the Chagrin River and a tributary, but the only protection from runoff is an unseeded berm.</p> <p><b>Fire Department</b> The fire trucks were washed outside of the garage where wash water was discharged to the storm drain. There is no designated wash area for these trucks where the drains go to the sanitary sewer. This practice is unacceptable. Trucks should be washed in a designated sanitary connected area or taken to a commercial car wash. This includes all village vehicles.</p> <p><b>Fuel Station</b> The fuel station was located on a curbed area between two concrete posts. The station did include a properly labeled and adequate spill kit but did not have an emergency shut off. At the time of inspection, the fuel pump was leaking gas onto the mulch bed, curb, and ground. The spill kit included absorbent pads that were used to catch the gas but the mulch should be removed and put in a dumpster. There should be a record kept of this event and similar ones to ensure the station is properly working. This particular station will need to be assessed for replacement and repair.</p> <p><b>Mechanics Garage</b> The drains in this garage may go to sanitary or storm sewers. Until the connections of these drains are known, the floor drains should be plugged to prevent any illicit discharge into the Chagrin River. The drum that contains old oil should be labeled "Used Oil" and should have secondary containment. There were many containers of liquid materials that were potential stormwater pollutants. These should be on secondary containment pads. During the inspection we witnessed spills from these containers that had not been cleaned or contained.</p> <p><b>Rear Service Garage</b> The garage in the rear of the complex housed several village trucks and a pile of asphalt. The trucks seemed to be well maintained and there was limited staining on the floor. An inspection of this facility should include checking vehicles for leaks. The pile of asphalt should have some sort of containment on the front to prevent material from going into the drains.</p> <p><b>Service Yard</b> The service yard is in the far back of the facility and is adjacent to a tributary of the Chagrin River and the Chagrin River itself. There is a berm that separates most of the yard from the waterways. The berm has not been seeded and is composed entirely of disturbed soil. The berm must be stabilized. The salt storage facility was located in this area and</p>	

is a three sided, roofed enclosure. There was evidence that there had been erosion from the salt pile as it has been exposed to stormwater. There should be a curtain on the open side of the bin to limit the amount of erosion taking place during the non-winter years. Salt is also mixed in the large limestone pile near the storage bin.

Additionally in the Service Yard were piles of clean stone, bricks, demolition debris, scrap metal, and other equipment. If there is unused material or scrap, create a time frame for that material to be removed from the yard. There were roofing materials that were covered with a sheet of wood. Demolition debris must be disposed of at a licensed construction and demolition debris (C&DD) landfill. If it must be staged on this site awaiting transport to the C&DD landfill, it must be tarped or otherwise covered to further prevent runoff and runoff. Any storm water that contacts C&DD is defined as leachate, a wastewater. Your MS4 permit does not authorize the discharge of leachate. Dumpsters located on this facility should be covered with all holes plugged or dumpsters replaced.

Adjacent to the disturbed area of the Service Yard was a paved yard that included a dumpster and temporary equipment storage from a local construction project. There is one drain at the point that drains most of the paved area. The pipe leads directly to the Chagrin River and had suspended solid debris around the inlet. There should be inlet protection on this pipe to limit pollutants from entering this pipe.

**Village of Valley View  
Municipal Operation Photos  
City Hall Municipal Complex  
1470 Chagrin River Rd.**

Date Photos Taken: 6/23/2009

Taken By: Ken Safranek



**Fig 1 (Left)** The fuel pump in this picture is leaking. A containment pad has been placed at the base of the pump to collect the leaking fuel. A storm drain is located on the left side of this picture about 6 feet from the pump. If the pump is replaced, look into moving this away from the storm drain or employing some type of inlet protection.

**Fig 2 (Right)** In the mechanics garage there were containers and equipment that were not located in contained areas. This picture shows leaking fuel from old equipment flowing into a possible storm drain. This drain should be plugged if it does connect to the storm sewers and possible pollutants should have secondary containment.



**Fig 3 (Left)** These containers have left evidence of leaking or spills. There should be a containment pad for all liquid containers.

**Fig 4 (Right)** The salt in this storage facility is exposed to rainwater and there is salt distributed across the service yard. Please put a tarp or curtain over the open side of the bid to limit erosion. In addition, when salt is delivered, it can be blown in to stack higher so that it fits within the shed.



**Fig 5 (Left)** This limestone pile is where the salt and limestone are mixed and then put into the trucks. There is no containment around this pile of limestone. There should be at least some containment around the side of the pile that is not used for access to it.



**Fig 6 (Right)** The berm that “contains” the runoff from the service yard is not seeded and is completely disturbed. This berm must be seeded.



**Fig 7 (above)** This is the drain that is located in the far exterior of the facility and is the only one that drains the service yard. There is evidence of suspended solids being deposited along the entrance of this pipe that discharges directly to the Chagrin River. There is also a temporary asphalt pile from a construction project located very near the pipe. This pipe should have, at the very least, inlet protection until there can be a regrading of the service area to better drain the area and limit illicit discharge.