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WOOD VILLAGE OF WALBRIDGE 2GQ00003 2009/08/03 TEBBE, PATRICIA WALBRIDGE



State of Ohio Environmental Protection Agency

Northwest District Office

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

Re: Wood County  
Village of Walbridge  
Stormwater - MS4

August 3, 2009

Mr. Dan Wilczynski, P.E.  
Mayor Village of Walbridge  
111 North Main Street  
Walbridge, Ohio 43465

Dear Mr. Wilczynski:

On June 10, 2009, I conducted an audit of the Village of Walbridge's Municipal Separate Storm Sewer System (MS4) program which is authorized under the National Pollutant Discharge Elimination System (NPDES) permitting program for storm water discharges under the US EPAs Phase II storm water regulation.

The audit consisted of an evaluation of the Storm Water Management Plan which followed a worksheet issued by USEPA, interviews with yourself and Steve Smith, Village Administrator. Questions in the worksheet which were discussed during the audit are denoted by (✓) with answers in bold and additional remarks, if any, will follow the section in bold italics.

The MS4 program is a storm water management program (SWMP) which is to be developed, implemented and enforced in order to reduce the discharge of pollutants from the community in order to satisfy the appropriate water quality requirements of Ohio Revised Code (ORC) 6111, and the Clean Water Act. The SWMP is to include best management practices (BMPs) along with measurable goals for each of the BMPs along with an appropriate timetable to implement the BMPs for each of six minimum control measures which are as follows:

- 1) Public Education and Outreach on Storm Water Impacts
- 2) Public involvement/Participation
- 3) Illicit Discharge Detection and Elimination
- 4) Construction site Storm Water runoff Control
- 5) Post-Construction Storm Water Management in New Development and Redevelopment
- 6) Pollution Prevention/Good Housekeeping for Municipal Operations

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In each of these areas, the Village has not met their chosen BMPs. It appears that very little attention has been paid to the MS4 program including not submitting annual reports and the permit renewal application in a timely manner. You had stated that you felt that the SWMP was not tailored to the Village's needs and we discussed how the SWMP was more of a boiler plate that had been developed by the Toledo Metropolitan Area Council of Governments.

You will now need to review the Village's current SWMP, evaluate what has been accomplished and give an accurate determination of why the BMP was not complete. Following the new MS4 permit, you are to develop a proposal of what you would like to change in the Village's SWMP. Please keep in mind that while we are willing to work with you on proposed changes, the BMPs are to be within the requirements of the new permit and to be completed before the expiration date of the new permit. Additionally, if you wish to drop any of the BMPs from the current SWMP, you must give justification for the removal and what will replace that BMP. Please also be aware that the new permit does have performance standards that will have to be met.

Please submit your revised SWMP to this office, to my attention, within 90 days of the date of this letter.

The following are some of the areas that were not met in this permit cycle and will need to be completed in the new permit cycle:

1. Development of ordinances for the implementation of the construction, post-construction, and illicit discharge portions of the SWMP. While the Village does have some ordinances in place, these will need to be reviewed to make sure that they completely meet the requirements of the MS4 permit including requirements for developers and enforcement procedures and actions that will allow the Village to implement the ordinances and fully meet the requirements of the MS4 permit.
2. Inspection procedures for construction and post-construction controls before, during and after construction.
3. Maintenance program for post-construction controls.
4. Completion of the mapping of the storm sewer system.
5. Program to locate and eliminate illicit discharges.
6. An active, continuing program for public education and participation.

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If you have any questions, please contact me at 419-373-3016 or by e-mail at [patricia.tebbe@epa.state.oh.us](mailto:patricia.tebbe@epa.state.oh.us) .

Sincerely,

A handwritten signature in cursive script, appearing to read "Patricia A. Tebbe".

Patricia A. Tebbe, P.E.  
Division of Surface Water

/csl

Enclosure

ec: Jason Fyffe, DSW-CO

pc: DSW-NWDO

**Village of Walbridge**

MS4 Inspection

✓6/10/09

Village of Walbridge:

Dan Wilczynski, P.E., Mayor

Steve Smith, Village Administrator

OEPA

Patricia A. Tebbe

**Program Management Component Worksheet**

**Comprehensive Stormwater Management Planning SWMP Planning**

*Interview Questions:*

- ✓ SWMP Plan developed? **YES**
- If not, what is used to guide planning and implementation?
- If multiple co-permittees, does each have a SWMP document?
- Is there an MS4-wide document if multiple co-permittees?
- ✓ Were stakeholders included in the planning process? **NO**

*SWMP developed by Feller, Finch, and Associates along with TMACOG and Wood County Health Department.*

*Applicable Documents:*

- SWMP Plan

**Comprehensive Stormwater Management Planning Intergovernmental, Agency, Departmental Coordination**

*Interview Questions:*

- Are roles and responsibilities for multiple co-permittees established?
- If multiple co-permittees, is there an “umbrella group” to coordinate activities?
- Are the MOUs between co-permittees and outside agencies?
- How are in-house departments coordinated?
- Is there a stormwater task force or committee in place?
- ✓ Are outside groups used to implement the SWMP? **YES**
  - ✓Name of group(s) **Wood County Health Dept, Northwest Water Sewer District**

## APPENDIX B – PROGRAM EVALUATION WORKSHEETS

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### *Applicable Documents:*

- ✓ MOUs or other agreements **NO**
  - ✓ Meeting schedules for in-house or inter-agency task forces or committees
- Regular Council Meetings**

### **Comprehensive Stormwater Management Planning Staff Inventory & Organization**

#### *Interview Questions:*

- ✓ Has an organizational chart been developed? **NO, work done/assigned either by Mayor or Village Administrator**
- Have roles and responsibilities been assigned?

#### *Applicable Documents:*

- Stormwater program staff lists, responsible parties, contact names, organizational charts

### **Comprehensive Stormwater Management Planning Performance Standards or Goals**

#### *Interview Questions:*

- ✓ Have measurable goals or standards been developed for each SWMP program component? **YES**
- ✓ Do the goals address water quality impact or effectiveness? How? **NO**

#### *Applicable Documents:*

- Performance standards, measurable goals, schedule

### **Comprehensive Stormwater Management Planning Prioritization of Resources**

#### *Interview Questions:*

- ✓ Have pollutants of concern (POC) been established? If yes, based on what? **YES, fecal coliform, restaurant grease, road salt, oil, and suspended solids, No basis given**
  - 303(d) list?
  - TMDLs?
  - Land uses of concern?
  - Existing watershed planning efforts?
- ✓ Have POC-specific strategies been developed in the SWMP? **For road salt**
- ✓ How does the permittee decide program implementation priorities for resource allocation? **Not given**

## Assessment and Evaluation

### *Interview Questions:*

- ✓ Is the SWMP regularly measured against goals or standards? **NO**
- ✓ Have load reduction goals been established or assessed? **NO**
- ✓ Have other types of improvements been assessed? **NO**
  - Riparian habitat?
  - Stream corridor?
  - Aquatic habitat?
  - Groundwater?

## Data Collection and Reporting

### *Interview Questions:*

- Are reporting requirements in the MS4 permit for the following:
  - Co-permittees?
  - An umbrella organization/group?
- ✓ How are data or information from outside groups obtained? **Informal**
- ✓ Have internal reporting deadlines been established? **NO**

## Public Education/Involvement Component Worksheet

### Goals and Objectives

#### *Interview Questions:*

- ✓ Outreach strategy document developed? **NO**
- ✓ Measurable goals included in the document? **YES**

#### *Applicable Documents:*

- Outreach strategy

### Message Development

#### *Interview Questions:*

- ✓ Specific stormwater messages been developed? **NO**
- Based on what?
  - Pollutants of concern
  - Target audience
  - Behavior of concern
  - Other
- Illicit discharges being addressed?
- Pesticides, herbicide, and fertilizer education being conducted?

## APPENDIX B – PROGRAM EVALUATION WORKSHEETS

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*Village made information from the “Give Water a Hand” campaign available for citizens. Storm and Sanitary sewer issues had been discussed at regular Council meetings. Presentations had been made to Lake School’s third and fourth grades concerning keeping water clean.*

*Applicable Documents:*

- Materials containing central messages

### Message Packaging

*Interview Questions:*

- Types of message “packaging”:
  - ✓ Different language materials distributed? **NO**

### Target Audience

*Interview Questions:*

- Target audiences established?
- Based on what:
  - Behavior?
  - Location/neighborhood?
  - Business?
  - Age?
  - Other?
- Target audiences regularly reevaluated?
- Homeowners a target for pesticide, herbicide, and fertilizer education?

*Applicable Documents:*

- Studies to establish target audiences

### Distribution Mechanisms

*Interview Questions:*

✓ Methods and location of materials distribution: **Material available for pick up at village offices.**

- Distribution tracked? **NO**

*Applicable Documents:*

- Tracking information

## Public Involvement Activities

### *Interview Questions:*

- ✓ Public participation obtained during stormwater management program changes? **NO**
- ✓ Stormwater related volunteer activities sponsored or endorsed? **Storm Stencils available for volunteer groups**

### *Applicable Documents:*

- Evidence of public participation in planning
- Volunteer activities descriptions

## Evaluation Methods

### *Interview Questions:*

- Public Education and Involvement assessment methods:
- ✓ Public awareness survey been performed? **NO**
- Describe most effective materials used.

### *Applicable Documents:*

- Public awareness survey(s)

## MS4 Maintenance Component Worksheet

### MS4 Mapping

#### *Interview Questions:*

- ✓ Outfalls and receiving waters mapped? **IN PROGRESS**
- Catch basins?
- Pipes, ditches, other conduits?
- Public stormwater facilities (BMPs)?
- Private stormwater facilities (BMPs)?
- How are maps used (i.e. tracking illicit discharges)?

#### *Applicable Documents:*

- Map(s) of MS4 system

### Catch Basin Cleaning

#### *Interview Questions:*

- ✓ Schedule established for inspections and cleaning? **Annual and as needed**
- ✓ Is cleaning and maintenance of catch basin tracked? **YES**

## APPENDIX B – PROGRAM EVALUATION WORKSHEETS

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- ✓ How are spoils materials disposed of? **After dewatering to landfill (Waste Management)**
- ✓ Are storm drain pipes inspected?
  - Proactive or only in response to blockage event? **Proactive - purchased camera**

### *Applicable Documents:*

- List of active construction projects
- List of projects covered under a state/EPA general permit

## Stormwater Management Facilities Operation and Maintenance

### *Interview Questions:*

- Public facilities inspected?
  - Frequency:
- ✓ Private facilities inspected? **NO**
  - Frequency:
- Checklist used for inspections?
- Maintenance standards and procedures established?
- Data evaluated to target maintenance resources?

### *Applicable Documents:*

- Inspection checklist

## Road Maintenance

### *Interview Questions:*

- Streets regularly swept?
- ✓ Frequency: **About every two months weather permitting,**
- ✓ Frequency based on water quality factors (e.g. proximity to streams)? **try to sweep before heavy rainfall**
- ✓ How are spoils disposed of? **landfill**
- ✓ BMPs used during road maintenance activities? Describe. **Don't do large projects that are open for a period of time. Use ODOT recommended practices, stakes and burlap around catch basins.**
- BMP guidance available to field staff?
- ✓ Deicers used by MS4? **Road salt**
- ✓ Type and amount of deicer tracked? **Yes**
- Sand/salt swept up after application?
  - How soon?

***Salt stored in salt barn, do not store compost/leaves/wood chips; asphalt repair material in concrete bermed area***

## APPENDIX B – PROGRAM EVALUATION WORKSHEETS

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### *Applicable Documents:*

- BMP guidance
- Street sweeping records

### **Flood Management**

#### *Interview Questions:*

- Inventory of flood management structures completed?
- Structures been assessed for stormwater retrofit?
- New structures include water quality considerations?
- 

***Railroad (CSX) is upgrading their structure with Village's requirements. There are two private structures. One structure in south of the Village, outside of Village limits but does flow through Village storm sewers.***

#### *Applicable Documents:*

- Inventory

### **Facilities Operation & Maintenance**

#### *Interview Questions:*

- Inventory of MS4 facilities complete (i.e. facilities owned and operated by the MS4)?
  - Types of facilities included:
- Facilities inspected?
  - Frequency:
- Checklist used?
- Staff which perform the inspections (department or agency):
- Facilities required to have stormwater pollution prevention plan (SWPPP)?
- Is there a designated stormwater contact person for each facility?
- Describe enforcement procedures used to address noncompliance on a MS4-owner facility:
- Parking lots owned/operated by the permittee swept?
- Sanitary sewer systems evaluated to determine storm sewer cross-connections or overflow locations?
- Extent of infiltration and inflow into storm sewer system:
- Sewer spill and cleanup procedures in place?

#### *Applicable Documents:*

- Facility inventory
- Facility SWPPP

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### Pesticides, Herbicides & Fertilizers

#### *Interview Questions:*

- ✓ Certified applicators used? **YES, MOSQUITO REPELLANT**
- Integrated Pest Management (IPM) practices used?
- ✓ Storage location of pesticides, herbicides, and fertilizers: **INSIDE**
- BMPs used during application.
- Fertilizer/pesticide application plan utilized?

#### *Applicable Documents:*

- Fertilizer/pesticide application plan

### Standards, BMPs, & Outreach

#### *Interview Questions:*

- BMP technical guidance document available to maintenance staff?
- MS4 use contractual staff to complete MS4 maintenance activities?
- BMP guidance materials provided to contracted staff?
- Requirement to consider stormwater impacts and utilize appropriate BMPs in contracts?
- Materials used to educate the public regarding stormwater impacts on MS4 property (if applicable, i.e. public spaces).

#### *Applicable Documents:*

- BMP manual or guidance document
- Contract language for MS4 operation and maintenance activities

### Staff Education and Training

#### *Interview Questions:*

- Staff trained to identify illicit discharges?
  - Frequency.
- Materials used to train staff.

#### *Applicable Documents:*

- Training materials

### Construction Component Worksheet

#### Ordinance/Legal Authority

## APPENDIX B – PROGRAM EVALUATION WORKSHEETS

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### *Interview Questions:*

- ✓ Ordinance used to require stormwater BMPs at construction sites? **NO**
  - Name and/or code section(s).
- Threshold for coverage (e.g., 1 acre, 100 cubic yards, etc.)
- ✓ Exclusions from coverage allowed. **NO**
- Other pollutants regulated on construction sites (e.g., construction wastes, trash, chemicals, etc.):
- Permitting mechanism used to require appropriate BMPs (i.e. grading permit, building permit):
- Is a plan required (erosion control plan or SWPPP)?
- Are minimum construction site BMPs specified?
  - What types?
- Types of enforcement mechanisms available.
  - Notices of Violations
  - Administrative fines
  - Stop-work orders
  - Civil penalties
  - Criminal penalties
  - Other:
- Official enforcement escalation plan or procedures in place?

### *Applicable Documents:*

- Grading, Erosion and Sediment Control, Stormwater or other related Ordinance(s)
- Enforcement escalation plan or procedures

## **Construction Project Inventory**

### *Interview Questions:*

- ✓ Construction projects tracked? **NO**
  - Projects <1 acre?
- Updated at what frequency?
- Information tracked:
  - Project status
  - Inspection Findings
  - Enforcement Actions
  - Complaints
  - NOI submittal
  - Other:
- Projects prioritized to determine inspection frequency?
  - Criteria used:
    - Proximity to waterbody
    - Waterbody impairment
    - Size of project
    - Slope of project site
    - Other:

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- Number of active projects:

*Village has not had any construction within Village limits in recent years.*

*Applicable Documents:*

- List of active construction projects
- List of projects covered under a state/EPA general permit

### Construction Requirements and BMPs

*Interview Questions:*

- ✓ Technical guidance provided or required? **Use TMACOG manual as standard**
- Does guidance include selection criteria?
- Does guidance include operation and maintenance requirements?
- Does guidance have different requirements or standards for different times of the year (i.e. rainy vs. dry seasons)?

*Applicable Documents:*

- BMP guidance or technical document

### Plan Review Procedures

*Interview Questions:*

- ✓ Who performs erosion and sediment control plan review (i.e. planning department, building department)? **Village Zoning Department**
- Training received and frequency:
- Size threshold for plan review (i.e. 1 acre, 10,000 square feet)?
- NOI submittal verified during review?
  - How (i.e. canceled permit fee check)?
- Pre-project meetings conducted with developer?
- Standard conditions of approval include erosion and sediment control and/or general stormwater requirements?
- Plan review criteria or checklist used?

*Applicable Documents:*

- Copy of standard conditions of approval
- Example of standard conditions applied to an approved project
- Checklist used by plan reviewers

### Private Project Name:

*Interview Questions:*

## APPENDIX B – PROGRAM EVALUATION WORKSHEETS

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- BMPs adequately incorporated into the plan to address erosion control, sediment control, housekeeping?
- Design specifications and details for all BMPs included on the plans?
- Standards conditions include erosion and sediment control or stormwater provisions?
- Maintenance requirements specified?

### Private Project Name:

#### *Interview Questions:*

- BMPs adequately incorporated into the plan to address erosion control, sediment control, housekeeping?
- Design specifications and details for all BMPs included on the plans?
- Standards conditions include erosion and sediment control or stormwater provisions?
- Maintenance requirements specified?

### Private Project Name:

#### *Interview Questions:*

- BMPs adequately incorporated into the plan to address erosion control, sediment control, housekeeping?
- Design specifications and details for all BMPs included on the plans?
- Standards conditions include erosion and sediment control or stormwater provisions?
- Maintenance requirements specified?

### Construction Project Inspections

#### *Interview Questions:*

- Who performs construction stormwater inspections (i.e. building inspector, dedicated stormwater inspector)? List all if different phases or areas of project are inspected by different staff. (i.e. public right-of-way, building footprint, grading phase, construction phase).
- Training received and frequency:
- How many inspectors for stormwater issues at construction projects? On average, number of projects each inspector is responsible for?
- How often are sites inspected?
  - What determines frequency?
- Inspections triggered by rain events?
  - What size rain event?
  - How soon after the event?

## APPENDIX B – PROGRAM EVALUATION WORKSHEETS

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- Standard inspection checklist used?
- Findings tracked in a database?

### *Applicable Documents:*

- Most recent inspection staff training records
- Example of active construction project inspection checklist
- Records from inspection tracking database or filing system

## **Enforcement/Referrals**

### *Interview Questions:*

- Can construction inspectors administer enforcement actions?
  - If no, who can?
  - If yes, what types of enforcement actions?
- Enforcement action is most commonly used:
- Enforcement actions tracked?
  - How?
- Average number of enforcement actions (by type) issued in the previous year:
  - Notices of Violations (NOV)
  - Administrative fines
  - Stop-work orders
  - Civil penalties
  - Criminal penalties
  - Other:
- Most common compliance issue on construction projects (i.e. tracking on streets, litter, inadequate concrete washout BMPs)?
- Adequate legal authority and tools available to inspectors to enforce stormwater requirements on construction projects?
  - If no, how could the program be improved?
- Who does follow up on enforcement actions?

### *Applicable Documents:*

- Enforcement cases files both active and closed
- Example of most typical enforcement action documentation (i.e. NOV)
- List of enforcement actions used in the last year

## **Outreach and Education**

### *Interview Questions:*

- Type of training provided to construction operators:
- Attendance required?
- Training frequency?
- Number of operators trained:

## APPENDIX B – PROGRAM EVALUATION WORKSHEETS

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- Training topics:
- Presentations given by MS4 staff to professional groups?
- Brochures or outreach materials targeted at operators:
- How/when is the information distributed?
- Website used to educate operators?
  - Web address:

### *Applicable Documents:*

- Training materials
- Brochures, outreach materials

### **MS4-Owned Construction Projects**

#### *Interview Questions:*

- Projects designed in-house or contracted?
- Designers trained in stormwater BMP implementation?
- Checklist used during the design and/or review of public construction projects?
- Are projects greater than one acre covered a general construction permit (has an NOI been submitted)?
- If contracted planners and engineers are used for the design of MS4-owned projects, does the contract language specify that stormwater BMPs be incorporated into the design?
- In-house inspection staff inspect projects? If so, which department?
- Project inspectors trained?
  - Frequency:
- If contracted inspectors are utilized, are minimum inspection, maintenance and reporting requirements specified in the contract?

#### *Applicable Documents:*

- MS4-owned project stormwater design standards and/or checklist
- Contract language for active public project not developed or inspected in-house

### **Project Name:**

#### *Interview Questions:*

- BMPs adequately incorporated into the plan to address erosion control, sediment control, housekeeping?
- Design specifications and details for all BMPs included on the plans?
- Standards conditions include erosion and sediment control or stormwater provisions?
- Maintenance requirements specified?

## **Post-Construction Component Worksheet**

### **Ordinance/Legal Authority**

*Interview Questions:*

- ✓ Ordinance used to require post-construction stormwater BMPs on new development or redevelopment projects? **NO Ordinance**
  - Name and/or code section(s).
- Threshold for coverage (e.g., 1 acre, 100 cubic yards, etc.)
- Exclusions from coverage allowed:
- Permitting mechanism used to require appropriate BMPs (i.e. building permit):
- Is a plan required (erosion control plan or SWPPP)?
- Are minimum post-construction site BMPs specified?
- What types?

*Applicable Documents:*

- Ordinance(s)

### **Comprehensive or Master Planning**

*Interview Questions:*

- Is there an overall comprehensive or watershed plan with detailed information on current and planned development and redevelopment?
- If the permittee is a municipality, does the comprehensive plan include stormwater elements? If so, what types?
  - Imperviousness
  - Public infrastructure/drainage
  - Open space
  - Water body protection
- Are there programs and design guidelines to assist in current and future development and redevelopment (including funding programs)?
- Audit or review of existing codes completed?

*Applicable Documents:*

- Comprehensive or general plan
- Economic development plans

### **Construction Requirements and BMPs**

*Interview Questions:*

- Technical guidance provided or required?
- Does guidance include selection criteria (i.e. based on land use, location)?
- Does guidance include operation and maintenance requirements?

*Applicable Documents:*

- BMP guidance or technical document

### Plan Review Procedures

*Interview Questions:*

- Who performs post-construction BMP plan review (i.e. planning department, building department)?
- Training received and frequency:
- Size threshold for plan review (i.e. 1 acre, 10,000 square feet)?
- Pre-project meetings conducted with developer?
- Standard conditions of approval include post-construction stormwater requirements?
- Plan review criteria or checklist used?
- Maintenance agreement required?

*Applicable Documents:*

- Copy of standard conditions of approval
- Example of standard conditions applied to an approved project
- Checklist used by plan reviewers

### Post-Construction BMP Inventory

*Interview Questions:*

- Post-construction structural BMPs tracked?
- Information tracked:
  - Location
  - Maintenance Requirements
  - Inspection findings
  - Other:
- Nonstructural BMPs tracked?
- Database used?
- Number of private post-construction structural BMPs:

*Applicable Documents:*

- List of active construction projects
- List of projects covered under a state/EPA general permit

### Post-Construction BMP Inspection and Maintenance

*Interview Questions:*

## APPENDIX B – PROGRAM EVALUATION WORKSHEETS

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- Who performs post-construction BMP inspections?
- Training received and frequency:
- Are “as built” inspections performed?
- How often are BMPs inspected?
  - What determines frequency?
- Standard inspection checklist used?
- Findings tracked in a database?

### *Applicable Documents:*

- Most recent staff training records
- Example of BMP inspection checklist
- Records from inspection tracking database or filing system

## **Enforcement/Referrals**

### *Interview Questions:*

- Can inspectors administer enforcement actions if private post-construction BMPs are not maintained?
  - If no, who can?
  - If yes, what types of enforcement actions?
- Enforcement action is most commonly used:
- Enforcement actions tracked?
  - How?
- Average number of enforcement actions (by type) issued in the previous year:
  - Notices of Violations (NOV)
  - Administrative fines
  - Stop-work orders
  - Civil penalties
  - Criminal penalties
  - Other:
- Adequate legal authority and tools available to inspectors to enforce post-construction stormwater requirements?
  - If no, how could the program be improved?
- Who does follow up on enforcement actions?

### *Applicable Documents:*

- Enforcement cases files both active and closed
- Example of most typical enforcement action documentation (i.e. NOV)
- List of enforcement actions used in the last year

## **Outreach and Education**

### *Interview Questions:*

- Type of training provided to designers and engineers:
- Attendance required?
- Training frequency?
- Number trained:
- Training topics:
- Presentations given by MS4 staff to professional groups?
- Brochures or outreach materials targeted at designers and engineers:
- How/when is the information distributed?
- Website used to educate designers and engineer?
  - Web address:

### *Applicable Documents:*

- Training materials
- Brochures, outreach materials

## **MS4-Owned Construction Projects**

### *Interview Questions:*

- Projects designed in-house or contracted?
- Designers trained in post-construction stormwater BMP implementation?
- Checklist used during the design and/or review of post-construction BMPs?
- If contracted planners and engineers are used for the design of MS4-owned projects, does the contract language specify that post-construction stormwater BMPs be incorporated into the design?
- In-house inspection staff inspect post-construction BMPs? If so, which department?
- Post-construction inspectors trained?
  - Frequency:
- If contracted inspectors are utilized, are minimum inspection, maintenance and reporting requirements specified in the contract?

### *Applicable Documents:*

- Project stormwater design standards and/or checklist
- Contract language for active public project not developed or inspected in-house

## **Ordinance/Legal Authority**

### *Interview Questions:*

- Ordinance which requires industrial/commercial facilities to install BMPs or minimize pollutant discharge?
  - Name and/or code section(s).
- Types of facilities covered:

## APPENDIX B – PROGRAM EVALUATION WORKSHEETS

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- Facilities exempted:

### *Applicable Documents:*

- Ordinance(s)

### **Facility Inventory**

#### *Interview Questions:*

- Industrial/Commercial facilities inventoried?
- Types of facilities included in the inventory?
- Facilities prioritized according to risk?
  - Criteria used:
    - Proximity to waterbody
    - Waterbody impairment
    - Type of facility
    - Materials produced on-site
    - Materials stored on-site
- Facilities mapped?
  - GIS?

#### *Applicable Documents:*

- Facility inventory
- Facility map

### **Standards, BMPs & Outreach**

#### *Interview Questions:*

- Standards adopted which require industrial/commercial facilities to install BMPs (e.g., all car dealerships must install a wash rack plumbed to the sanitary sewer)? Describe.
- Standards for new development only or do they apply to improvements as well?
- Additional criteria which determine whether BMPs are required (e.g. facilities determined to be “high priority”, facilities within 100 feet of stream):
- Specific guidance document or manual utilized:
- Materials developed to educate operators about required or recommended BMPS:
- Training for operators:
  - Frequency of training:

#### *Applicable Documents:*

- BMP standards or guidance document
- Outreach materials

### Inspections

#### *Interview Questions:*

- Industrial/Commercial facilities inspected?
  - Frequency:
- Staff (department or agency) responsible for inspections:
- If multiple departments perform inspections (i.e. health department inspects restaurants, pretreatment staff inspects heavy industrial), are the stormwater findings compiled?
- Checklist used during inspection?
- Types of data collected:
  - Proximity to waterbody
  - Type of facility
  - Materials produced on-site
  - Materials stored on-site
  - Hazardous waste on-site
  - NOI submittal
  - Other
- Are non-filers reported to permitting authority?
- Method of tracking inspection findings?
- Educational materials provided to operators during inspections?

#### *Applicable Documents:*

- Example checklist
- Examples of outreach materials

### Enforcement

#### *Interview Questions:*

- Enforcement escalation plan or procedures adopted?
- Can industrial/commercial inspectors administer enforcement actions?
  - If no, who can?
  - If yes, what types of enforcement actions?
- Enforcement action is most commonly used:
- Enforcement actions tracked?
  - How?
- Average number of enforcement actions (by type) issued in the previous year:
  - Notices of Violations (NOV)
  - Administrative fines
  - Civil penalties
  - Criminal penalties
  - Damage abatement
  - Other:

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- Adequate legal authority and tools available to inspectors to enforce stormwater requirements at industrial/commercial facilities?
  - If no, how could the program be improved?
- Who does follow up on enforcement actions?

### *Applicable Documents:*

- Enforcement escalation plan or procedures

### **Staff Education and Training**

#### *Interview Questions:*

- Staff trained to inspect industrial/commercial facilities?
  - Frequency:
- Materials used to train staff:

#### *Applicable Documents:*

- Training materials
- Training records

### **Illicit Discharge Component Worksheet**

#### **Ordinance/Legal Authority**

##### *Interview Questions:*

- ✓ Ordinance which prohibits illicit discharges? **No specific ordinance**
  - Name and/or code section(s).
- Exclusions (non-stormwater discharges) allowed:
- Types of enforcement mechanisms available:
  - Notices of Violations (NOV)
  - Administrative fines
  - Stop-work orders
  - Civil penalties
  - Criminal penalties
  - Other:
- Official enforcement escalation plan or procedures in place?

##### *Applicable Documents:*

- Ordinance(s) prohibiting illicit discharges
- Enforcement escalation plan or procedures

### Dry-Weather Screening

#### *Interview Questions:*

- ✓ Map of MS4 system complete?
  - ✓ If yes, hard copy or electronic? **Hard Copy**
- ✓ Who can access the map and for what purpose? **Available in Village Offices**
- ✓ Dry-weather field screening used to detect illicit discharges? **NO**
- Frequency and extent of field screening (i.e. 30 percent of major outfalls annually):
- Areas for screening prioritized?
  - Criteria used:
    - Land use(s) in watershed
    - Waterbody impairment
    - Spills/Dumping incidents
    - Other:
- Checklist or reporting form utilized?
- Dry-weather flows sampled and analyzed?
  - Parameters:
- Dry-weather screening findings tracked?
  - Database used?
  - Data tracked:

#### *Applicable Documents:*

- Summary of field screening findings from previous year
- Written description of dry-weather field screening procedures
- Checklist or reporting form

### Investigation of Illicit Discharges

#### *Interview Questions:*

- Investigation procedure adopted?
- Summary of process used:
- Staff (departments/agencies) utilized:
- Enforcement mechanisms available:
  - Notices of Violations (NOV)
  - Administrative fines
  - Civil penalties
  - Criminal penalties
  - Abatement charges for damage
  - Other:

#### *Applicable Documents:*

- Investigation procedures

## APPENDIX B – PROGRAM EVALUATION WORKSHEETS

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*Some discharges may be located by Northwest Water and Sewer District through their investigation of illegal connections to sanitary sewer.*

### **Illicit Discharge Location or Case File Name #1:**

*Interview Questions:*

- Summarize illicit discharge event:
- Full investigation process documented?
- Source determined?
- Enforcement action taken?
- Describe:
- Notes:

### **Illicit Discharge Location or Case File Name #1:**

*Interview Questions:*

- Summarize illicit discharge event:
- Full investigation process documented?
- Source determined?
- Enforcement action taken?
- Describe:
- Notes:

### **Public Awareness & Reporting**

*Interview Questions:*

- ✓ Spill reporting hotline? **Plan is to include a number on Village website. Reports may be made to the Village dispatch center**
- Complaint tracking database or system? Describe.
- Outreach materials used to educate public about illicit discharges:
- Subwatersheds or neighborhoods prioritized for outreach based on complaints or land use?

*Applicable Documents:*

- Examples of outreach materials
- Print out of complaint database or tracking system files

### **Spill Prevention & Response**

*Interview Questions:*

- Spill response plan or procedures adopted?
  - ✓ Who responds? **Village Administrator (Steve Smith) and/or the fire**

## APPENDIX B – PROGRAM EVALUATION WORKSHEETS

### department is dispatched

- Adequate equipment and training for staff?
- Tracking of spills and response?
  - Database used?

#### *Applicable Documents:*

- Spill tracking system

### Used Oil & Toxics Management

#### *Interview Questions:*

- ✓ Types of waste managed: **Whatever the county offers**
  - Household Hazardous Waste
  - Used oil/filters
  - Batteries
  - Thermometers
  - White goods (e.g. refrigerators)
  - E-waste (e.g. computers)
  - Paint
  - Other
- ✓ Describe public outreach materials used: **Make known to citizens through newsletter**

#### *Applicable Documents:*

- Outreach materials

### Sanitary Sewer Discharges

#### *Interview Questions:*

- ✓ Sanitary sewer systems evaluated to determine storm sewer cross-connections or overflow locations? **Northwest Water and Sewer District is evaluating the sanitary sewer to determine if illicit storm connections are made to sanitary sewer.**
- Extent of infiltration and inflow into storm sewer system:
- Sewer spill and cleanup procedures in place?

#### *Applicable Documents:*

- Sewer spill and clean procedures

### Staff Education and Training

#### *Interview Questions:*

- Staff trained to identify illicit discharges?

## APPENDIX B – PROGRAM EVALUATION WORKSHEETS

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- Frequency:
- Materials used to train staff:

*Applicable Documents:*

- Training materials
- Training records



# WALBRIDGE

## Newsletter

### Message from the Mayor

Dear Residents and Businesses,

I have shrunk the type because there is so much to say. As Willy Wonka said in that wonderful movie, "So little to do, but so much time. Reverse that." We have so much to talk about but so little time and space in this newsletter. Let's get to the meat.

1. The Walbridge Police Department is alive and well and getting stronger each day. We have had some problems with officers and chiefs leaving but that is a choice they have made. The choice that your Council and I have made is to keep strengthening our department to serve you. Our officers have stepped up to the challenge and I thank them for that. One of the strengths we have shown is the revitalization of our Block Watch program. Our last meeting had nearly 30 residents there thanks in part to the effort of some very dedicated and strong believers in the program. The bottom line to this program is this. If you see something you don't think is right, call the police number (666-1447) or 911 and let us know so that we can look into it. There is no need to give your name and all calls can remain anonymous if that is what you want. Please help our police help you by serving as a set of eyes for us.
2. We have purchased a new piece of equipment to allow us to camera and clean storm-sewer lines that have not been looked at or cleaned since they were built. The piece of equipment that used to do this was built in 1960 and finally gave up the ghost. (By the way, anyone born in 1960 is young by my standards.) Anyway, with this new piece of equipment, Steve Smith and his guys have found and repaired some sewer problems on Pleasant St. and on Martendale. We don't want any huge rains but we would like to get enough to see that our "fixes" have truly solved the problem. Hats off to Steve and his crew for finding the right piece of equipment and to our Council for working to our budget so that we can afford equipment like this. (Note: This truck was a bargain at \$100,000 when a new one costs upwards of \$160,000.)
3. Hats off again to our Council for supporting the idea to purchase and renovate a building on north Drouillard to keep an existing business in town rather than let them move out of town and therefore lose the income tax revenue that they provide for our village. Your council recognized that existing businesses are just as important as attracting new businesses to town. We operate on a tight budget and to lose existing businesses means we lose revenue (income) and that means we have to cut services or increase other revenues. We strive to not cut services and certainly strive to not increase taxes to you. I recognize there are some in town that think our tax dollars should not be used in the private enterprise world, but my and our Council's belief is that if there is no cost to the village residents then it is prudent to keep all tax dollars within the village.
4. As spring and summer approach, we are reminded of the importance of keeping our residences and businesses clean so that they do not impact our neighbors and our property values. Our Property Maintenance Officer is on the lookout for issues that we need to stay on top of. Once again, this is not a pleasant job, but it is one that must be done for the good of us all. Please help us out by cleaning up your area. We are blessed by the fact that if we have anything to throw out, Waste Management will take it.
5. We don't always get the chance to talk so that I can hear what you are thinking and so that I can answer your questions directly. In order to make this work better I invite you to send me an email at [mayor@walbridgeohio.org](mailto:mayor@walbridgeohio.org) and ask me anything you like. I will answer you directly and will even post your question and my answer on our website. (We are working out how to do this efficiently.)

May God bless you and our humble town.

VR,

Dan Wilczynski

Mayor - Walbridge, Ohio



## Message from the Street Department by Steve Smith

With warm weather upon us I just want to remind all the residents that home improvement projects like roofs, fences, driveways, garage, decks, sheds, porches and pools require zoning permits. The Street Department staff will begin Spring Brush Pickup Monday May 18<sup>th</sup> through Friday May 22<sup>nd</sup> as follows:

### SPRING BRUSH PICKUP

Perry St North Monday 05/18 & Tuesday 05/19  
Union St South Weds. 05/20 & Thurs. 05/21  
Rain dates will be made up Friday 05/22



by Patricia Crawford, Fiscal Officer

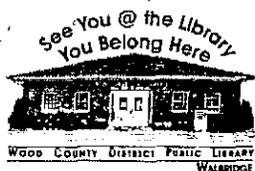
All residents I just want to remind you that if you are going to owe more than \$100.00 for Walbridge local income tax you must make estimated payments. We have estimated tax coupons on our website [www.walbridgeohio.org](http://www.walbridgeohio.org) or at the Walbridge Municipal Building. I also want to make you aware of the methods used to collect delinquent taxes: 1) You receive a letter stating the amount owed 2) You have 30 days to either pay in full or sign a payment plan agreement 3) 30 days after the balance due letter is sent if amount owed is not paid in full or a payment plan signed your unpaid taxes are turned over to a private collection agency RBC, Inc 4) Once in the hands of RBC, Inc. we can no longer accept payments or make any payment arrangements with you regardless of the reason for non-payment. 5) RBC, Inc will assess additional fees to your already outstanding balance. In years past we would send numerous letters advising residents & businesses of the amount owed with very little success so we were left with no other alternative than private collection agencies. 6) If you are on a monthly payment plan and miss a payment we will forward your tax debt to RBC, Inc. for collection and no further payment plans will be negotiated.

## Recreation Committee

"News-U-Need" by Maureen Jacobsen, Council

### Upcoming Community Events:

- Rally by the Rails- May 15<sup>th</sup> & 16<sup>th</sup> 2009 (Parade is 11am Saturday May 16<sup>th</sup>)
- Community Wide Garage Sale- May 15<sup>th</sup> & 16<sup>th</sup> 2009
- Camp Loopy begins- June 15<sup>th</sup>
- Aqua Terrace Opens – ~~Tentative Date May 25<sup>th</sup>, 2009~~ June 13<sup>th</sup>
- Fall Community Wide Garage Sale- August 2009



## Walbridge Branch Library

In order to participate in the Rally-by-the-Rails parade, the Walbridge Branch Library will be closed on Saturday, May 16. Come say good-bye to the old green bookmobile because later this year the Wood County District Public Library will be purchasing a new one with funds from a state grant and from the WCDPL Foundation. The old bookmobile has been on the road for about 25 years. Also coming up soon will be the Summer Reading Program.

The Walbridge Branch Library is open Monday through Thursday 1 pm to 7 pm and Saturday 10 am to 2 pm



### Police Beat by Walt Tylicki, Acting Chief of Police

Soon school will be out for the summer and I just wanted to take the time to remind parents that we do have a curfew in Walbridge (Codified Ordinance 531.01 a,1,2,3,b,1,c,1,2,d,1,2,e) and failure to obey the curfew laws may result in criminal charges against you and your children. Please be aware of where your children are at, who they are with and what they are doing. Until your child turns 18 years of age you are legal responsible for their actions. Childhood pranks that seem harmless like putting "TP" on the trees or egging property but these are actually crimes and they will be treated as such. Please visit our website [www.walbridgeohio.org](http://www.walbridgeohio.org) and click on the government tab and then go to the blue box on the right to view all the Codified Ordinances.



### Helpful Information by Councilmen Ed Kolanko and Ron Liwo



*We would like to remind everyone that you are responsible for cleaning up your dogs waste!!! Please be considerate of your neighbors. Others should not have to clean up after irresponsible, lazy pet owners that let their animals defecate in our parks and on private property and walk away. Remember it's the law, anyone caught violating this will be prosecuted.*

#### 505.16 Removal of Defecation

- (a) No owner, keeper or harbinger of any dog, cat or other animal shall knowingly permit the animal to defecate on the property of another, either public or private, within the Village, without the owner, keeper or harbinger, having in his possession the necessary equipment to remove the defecation.
- (b) The owner, keeper or harbinger shall use the necessary equipment to remove defecation from the property forthwith.
- (c) Any person who shall violate any provision of this section shall be guilty of minor misdemeanor.



## Grass Clippings

Once again it's time to mow our lawns please remember that it is illegal in Walbridge to blow, place, put grass clippings in the street. Also remember that putting grass clipping in the streets will clog the storm sewers and cause flooding issues, so be aware of which way the mower is blowing the grass clippings. (Note from Mayor Dan: It is amazing how grass clippings can lead to plugging or slowing down sewers and lead to street flooding. Please help us. If you see it or do it, pick it up.)

### 909.02 Littering

(a) No person shall permit any earth, mud, water, dirt, ashes, paper, garbage, rubbish, or any other substance which litters, or tends to litter the street, to fall from the wheel or body of any vehicle under his control upon any street or alley or other public right of way in the Municipality.

(b) No person shall in any matter place any such substance on any street, alley, or other public right of ways Ord 45-66 Passed 10/24/66



## *Flag Etiquette*



### STANDARDS of RESPECT

The Flag Code, which formalizes and unifies the traditional ways in which we give respect to the flag, also contains specific instructions on how the flag is not to be used. They are:

- The flag should never be dipped to any person or thing. It is flown upside down only as a distress signal.
- The flag should not be used as a drapery, or for covering a speaker's desk, draping a platform, or for any decoration in general. Bunting of blue, white and red stripes is available for these purposes. The blue stripe of the bunting should be on the top.
- The flag should never be used for any advertising purpose. It should not be embroidered, printed or otherwise impressed on such articles as cushions, handkerchiefs, napkins, boxes, or anything intended to be discarded after temporary use. Advertising signs should not be attached to the staff or halyard
- The flag should not be used as part of a costume or athletic uniform, except that a flag patch may be used on the uniform of military personnel, fireman, policeman and members of patriotic organizations.
- The flag should never have placed on it, or attached to it, any mark, insignia, letter, word, number, figure, or drawing of any kind.
- The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.

When the flag is lowered, no part of it should touch the ground or any other object; it should be received by waiting hands and arms. To store the flag it should be folded neatly and ceremoniously.

The flag should be cleaned and mended when necessary.

When a flag is so worn it is no longer fit to serve as a symbol of our country, it should be destroyed by burning in a dignified manner.

## Displaying the Flag Outdoors

When the flag is displayed from a staff projecting from a window, balcony, or a building, the union should be at the peak of the staff unless the flag is at half staff. When it is displayed from the same flagpole with another flag - of a state, community, society or Scout unit - the flag of the United States must always be at the top except that the church pennant may be flown above the flag during church services for Navy personnel when conducted by a Naval chaplain on a ship at sea. When the flag is displayed over a street, it should be hung vertically, with the union to the north or east. If the flag is suspended over a sidewalk, the flag's union should be farthest from the building. When flown with flags of states, communities, or societies on separate flag poles which are of the same height and in a straight line the flag of the United States is always placed in the position of honor - to its own right.

..The other flags may be smaller but none may be larger.

..No other flag ever should be placed above it.

..The flag of the United States is always the first flag raised and the last to be lowered.

When flown with the national banner of other countries, each flag must be displayed from a separate pole of the same height. Each flag should be the same size. They should be raised and lowered simultaneously. The flag of one nation may not be displayed above that of another nation.

## Raising and Lowering the Flag

The flag should be raised briskly and lowered slowly and ceremoniously. Ordinarily it should be displayed only between sunrise and sunset. It should be illuminated if displayed at night.

The flag of the United States of America is saluted as it is hoisted and lowered. The salute is held until the flag is unsnapped from the halyard or through the last note of music, whichever is the longest.

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## Attention Military Families

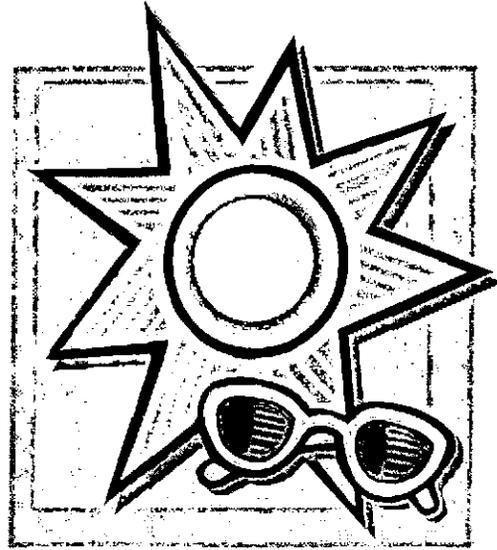
If you have a family member from the Village of Walbridge that is serving or has served in the wars in Iraq or Afghanistan please submit their name(s) and address on the form below. The Mayor and Walbridge Council would like to recognize each brave man and woman for their service and the sacrifices they made for the citizens of the United States of America. Please fill out the information below and return it to: Village of Walbridge 111 N. Main Walbridge, Ohio 43465.

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Military Branch: \_\_\_\_\_ Rank: \_\_\_\_\_

Currently Serving:  Yes  No If Yes, Return Date: \_\_\_\_\_



*Wishing you and your family  
A safe and enjoyable  
Summer!*

*Look for the next newsletter August 3rd*