

Rule 13 Permit Evaluation Report Requirements, Recommendations, Recognitions 327 IAC 15-13	
MS4 Name: TOWN OF SELLERSBURG	Date of Evaluation: AUGUST 17. 26. 2010
Permit Number: INR040116	Completed By: Reggie Korthals, MPA MS4 Program Coordinator 317-234-1601 rkorthal@idem.IN.gov
MS4 Operator: Mr. Brian Meyer Town Council President 316 East Utica Street Sellersburg IN 47172 812-246-3821 towncouncil@sellersburg.org	MS4 Coordinator: Mr. Ken Alexander Director of Municipal Works 316 East Utica Street Sellersburg IN 47172 812-246-3821 kalexander@sellersburg.org

PROGRAM AREA 327 IAC 15-13 MS4 PROGRAM MANAGEMENT					
S = Satisfactory M = Marginal U = Unsatisfactory NA = Not Applicable NE = Not Evaluated Y = Yes N = No					
S	M	U	Y/N	NA/NE	
S			Y		1. Did the MS4 submit an initial NOI and SWQMP Part A? Was it complete?
S			Y		2. Did the MS4 submit a renewal NOI and SWQMP Part A Was the submittal complete?
S			Y		3. Did the MS4 submit a Part B Baseline Characterization Report? Was the Part B Certification form submitted to IDEM?
S			Y		4. Did the MS4 develop and implement a Storm Water Quality Management Plan (SWQMP) Part C? Was a certification form submitted to IDEM?
S			Y		5. Did the MS4 complete an up-date to their SWQMP Part B and Part C?
S			Y		6. Were programmatic indicators identified for each Minimum Control Measure in Part C?
S			Y		7. Is progress regularly measured against the goals stated in the SWQMP? EXCELLENT
S			Y		8. Has the MS4 implemented the BMPs identified in the SWQMP for each MCM? EXCELLENT
S			Y		9.. Did the MS4 supply a summary of the current storm water budget, expected or actual funding source, and a projection of the budget for the next permit cycle?
			NA		10. If Co-permitted, is there an MOU or Inter-local agreement?
			NA		11.. If Co-Permitted, does each party have a copy of the signed agreement?
			NA		12. If Co-permitted, has the agreement been reviewed for the second permit term?
S			Y		13. Does the MS4 document all activities and maintain appropriate records? EXCELLENT
S			Y		14. Does the MS4 submit required annual reports to IDEM?
S			Y		15. Was the MS4 prepared for the permit evaluation and inspection and did they provide materials requested by IDEM?
Observations:					
<ul style="list-style-type: none"> The Town of Sellersburg submits all required documentation on time. The Town of Sellersburg is a significant partner in the Southern Indiana Storm Water Advisory Committee (SISWAC). 					

<ul style="list-style-type: none"> • The Town of Sellersburg developed and implemented a unique organizational chart and responsibility process. The organizational chart is program vs. department and establishes criteria for each department. An excellent management tool. • The MS4 documents all program activities and provided copies at the time of the audit. • The Town of Sellersburg has adopted and implemented all required ordinances.
<p><u>Recommendations:</u></p> <ul style="list-style-type: none"> • The Town of Sellersburg should continue to be part of the SISWAC partnership. • The Town of Sellersburg should continue to manage the storm water program with the same organizational process.
<p><u>Requirements:</u></p> <ul style="list-style-type: none"> • There are no additional program management requirements at this time.
<p><u>Recognitions:</u></p> <ul style="list-style-type: none"> • IDEM recognizes the Town of Sellersburg for its innovative and successful organizational and management program.
<p><u>Further Action:</u></p> <ul style="list-style-type: none"> • IDEM will continue to monitor program management through assessment of the SWQMP, review of annual reports and periodic inspections.

PROGRAM AREA 327 IAC 15-13-12 SWQMP PUBLIC EDUCATION AND OUTREACH						
S	M	U	Y/N	NA/NE		S = Satisfactory M = Marginal U = Unsatisfactory NA = Not Applicable NE = Not Evaluated Y = Yes N = No
S			Y		1.	Was reasonable documentation provided to show that an attempt was made to reach all constituents within the MS4 area? THE TOWN OF SELLERSBURG IS A MEMBER OF THE SOUTHERN INDIANA STORM WATER ADVISORY COMMITTEE SEE SISWAC REPORT
S			Y		2.	Did the MS4 submit to IDEM a certification form once the program was developed and implemented?
S			Y		3.	Did the MS4 utilize existing programs and outreach materials?
S			Y		4.	Did the MS4 partnered and/or coordinated with other MS4s in the area or other organizations with in the MS4 area to implement an informational program?
S			Y		5.	Is the education program reviewed for adequacy and accuracy and is it updated as necessary? EXCELLENT
S			Y		6.	Did the MS4 develop measurable goals for this MCM?
S			Y		7.	Did the MS4 do an initial storm water quality assessment of constituent knowledge?
S			Y		8.	Did the MS4 do a follow-up assessment of constituent knowledge and participation in the MS4 area?
S			Y		9.	Were specific target outreach or goal percentages and timetables identified?
S			Y		10.	Did the MS4 target improvement in disposal practices (Recycling)?
S			Y		11.	Did the MS4 target schools and school curriculum for storm water education?
			N		12.	Did the MS4 develop materials in a second language?

S			Y		13.	Has the MS4 implemented the BMPs identified in their SWQMP?
S			Y		14.	Has the MS4 kept documentation of all activities conducted under this MCM? EXCELLENT
S			Y		15.	Did the MS4 provide copies of all materials produced and used in educational program for the permit evaluation?

Observations:						
<ul style="list-style-type: none"> The Town of Sellersburg is a significant partner on the Southern Indiana Storm Water Advisory Committee. The Town of Sellersburg also partnered with Clark County Solid Waste and Clark County SWCD for educational programs. The MS4 partners with Earth First for refuse and yard waste clean-ups. The MS4 targeted homeowners associations, business owners, the construction and development community and citizens. The MS4 educational strategy included developing a website, billboards, and publications. The MS4 visited all businesses to discuss storm water issues, check parking lot maintenance, and provide information on best management practices for the particular business. The Town of Sellersburg worked with Lawn Cure to focus on phosphorus free fertilizer for homeowners. 						
Recommendations:						
<ul style="list-style-type: none"> The Town of Sellersburg should continue to be a member of the SISWAC. The Town of Sellersburg should continue to develop programs for schools. The MS4 should continue to keep its website current. 						
Requirements:						
<ul style="list-style-type: none"> There are no additional public education requirements at this time. 						
Recognitions:						
<ul style="list-style-type: none"> IDEM recognizes the Town of Sellersburg for going above and beyond the regional program to target businesses with personal visits and to provide printed materials to all persons obtaining building permits in the town. SEE SISWAC REPORT 						
Further Action:						
<ul style="list-style-type: none"> IDEM will continue to monitor the public education and outreach program through assessment of the SWQMP, review of annual reports and periodic inspections. 						

PROGRAM AREA 327 IAC 15-13-13 SWQMP PUBLIC PARTICIPATION AND INVOLVEMENT						
S	M	U	Y/N	NA/NE	S = Satisfactory M = Marginal U = Unsatisfactory NA = Not Applicable NE = Not Evaluated Y = Yes N = No	
S			Y		1.	Did the MS4 develop a SWQMP that includes provisions to allow opportunities for citizens to participate in the storm water management program development, implementation, and review? EXCELLENT
S			Y		2.	Did the MS4 provide documentation that demonstrates sufficient opportunities were allotted to involve constituents?
S			Y		3.	Does the MS4 have a plan to provide for participation during the second permit period?

S		Y	4.	Did the MS4 submit to IDEM a certification form once the program was developed and implemented?
S		Y	5.	Does the MS4 comply with applicable public notice requirements?
S		Y	6.	Did the MS4 supply documentation of public events?
S		Y	7.	Does the MS4 provide regular program updates and storm water information to elected officials? EXCELLENT
S		Y	8.	Did the MS4 develop measurable goals for this MCM? EXCELLENT
S		Y	9.	Did the MS4 identify specific outreach and reduction goal percentages and identify a timetable and was the timetable met?
S		Y	10.	Did the SWQMP goals for this MCM address participation in citizen panels, community clean-ups, citizen watch groups, drain marking projects and public meeting notification?

Observations:

- The Town of Sellersburg regularly educates and informs elected officials about the storm water program.
- The MS4 has gone above and beyond the regional program with additional opportunities for constituents to participate in storm water activities.
- The MS4 provided a unique opportunity for citizens to get involved with the storm water program by designating Storm Water Awareness Week. Storm water message yard signs were placed throughout the town. The event distributed over 200 yard signs and over 100 catch basin stickers. The success of the program was measured by the large number of citizens that asked for signs.
- The Town of Sellersburg works with the SISWAC on public participation events also

Recommendations:

- The Town of Sellersburg should continue to be a contributing member of the SISWAC.
- The MS4 should continue with the Storm Water Awareness Week and the yard sign program. The goal could be 100% participation. The MS4 might consider working with SISWAC to extend the program region wide.
- The MS4 should continue to implement the storm water program at or above the current level.

Requirements:

- There are no additional public participation requirements at this time.

Recognitions:

- IDEM recognizes the Town of Sellersburg for its innovative Storm Water Awareness Week and the yard sign program.

Further Action:

- IDEM will continue to monitor the public involvement and participation program through assessment of the SWQMP, review of annual reports and periodic inspections.

PROGRAM AREA 327 IAC 15-13-14 SWQMP ILLICIT DISCHARGE DETECTION AND ELIMINATION					
S	M	U	Y/N	NE	
S = Satisfactory M = Marginal U = Unsatisfactory NA = Not Applicable NE = Not Evaluated Y = Yes N = No					
S			Y		1. Is there an ordinance or other regulatory mechanism in place that prohibits illicit discharges into MS4 conveyances and establishes appropriate enforcement procedures and actions? 327 IAC 15-13-14(c)
S			Y		2. Did the MS4 submit to IDEM a certification form once the regulatory mechanism was in place?
S			Y		3. Has the MS4 completed a storm sewer system map showing the location of all outfalls and MS4 conveyances in the MS4 area under the MS4s control?
S			Y		4. Has the MS4 provided the names and locations of all waters that receive discharges from those outfalls?
<u>Observations:</u>					
<ul style="list-style-type: none"> • IDDE ordinance adopted October 2004 • 100% of the outfall system has been mapped (40). • The MS4 assisted in the development of the regional IDDE SOP guidance document. • Maps and documentation provided at the time of the audit. • Dry weather screening has been completed on all mapped outfalls and will continue through the subsequent permit terms. 					
<u>Requirements:</u>					
<ul style="list-style-type: none"> • The MS4 should continue to conduct scheduled dry weather screening. • There are no other IDDE requirements at this time. 					
<u>Further Actions:</u>					
<ul style="list-style-type: none"> • IDEM will continue to monitor the illicit discharge and detection program through assessment of the SWQMP, review of annual reports and periodic inspections. • The complete audit of MCM #3 for illicit discharge, detection, and elimination will be conducted at a future date. 					

PROGRAM AREA 327 IAC 15-13-15					
SWQMP CONSTRUCTION SITE STORM WATER RUN-OFF CONTROL					
S	M	U	Y/N	NE	S = Satisfactory M = Marginal U = Unsatisfactory NA = Not Applicable Not Evaluated Y = Yes N = No NE =
S			Y		1. Has a signed certification form been submitted to IDEM indicating that an ordinance or other regulatory mechanism is in place that allows the MS4 to prohibit illicit discharges into MS4 conveyances and establishes appropriate enforcement procedures and actions?
S			Y		2. Does the MS4 submit to IDEM the required monthly construction reports? THE MS4 SHALL CONTINUE TO KEEP MONTHLY REPORTS, BUT NO LONGER IS REQUIRED TO SEND COPIES TO IDEM
The audit of the construction site storm water run-off control MCM will be completed by the IDEM Storm Water Specialist and a report provided to the MS4.					

PROGRAM AREA 327 IAC 15-13-16					
SWQMP POST CONSTRUCTION STORM WATER RUN-OFF CONTROL					
S	M	U	Y/N	NE	S = Satisfactory M = Marginal U = Unsatisfactory NA = Not Applicable NE = Not Evaluated Y = Yes N = No
S			Y		1. Has a signed certification form been submitted to IDEM indicating that an ordinance or other regulatory mechanism is in place and a program has been implanted to control post construction storm water run-off?
The complete audit of MCM #5 for Post Construction Storm Water Run-off Control will be conducted at another time.					

PROGRAM AREA 327 IAC 15-13-17				
SWQMP MUNICIPAL OPERATIONS POLLUTION PREVENTION AND GOOD HOUSEKEEPING				
S	M	U	Y/N	NE
S = Satisfactory M = Marginal U = Unsatisfactory NA = Not Applicable NE = Not Evaluated Y = Yes N = No				
S			Y	1. Did the MS4 develop and implement a program to prevent or reduce pollutant run-off from municipal operations? Is the plan included in the SWQMP? (Facility SWPPP)
S			Y	2. Did the MS4 submit to IDEM a certification form once the program was developed and implemented?
S			Y	3. Does the MS4 keep written documentation of maintenance activities, schedules, and long term inspection procedures?
S			Y	4. Did the MS4 develop controls for reducing or eliminating the discharge of pollutants from operational areas, fueling areas, roads, parking lots, maintenance and storage yards, and waste transfer stations?
S			Y	5. Did the MS4 develop written procedures for the proper disposal of waste or materials removed from separate storm sewer systems and operational areas?
S			Y	6. Did the MS4 provide written documentation that flood management projects are assessed for their impacts on water quality?
S			Y	7. Did the MS4 provide written documentation that MS4 entity employees received storm water pollution prevention training?
Observations:				
<ul style="list-style-type: none"> The Town of Sellersburg completed and implemented a storm water pollution prevention plan that was made available to all employees. Best Management Practices at the facility include sediment bags and drain filters. Spill kits are available near appropriate sites. Storm water training is provided to employees monthly. The training includes safety and MS4 issues. The MS4 has installed rain barrels at the facility to “practice what they preach.” Proper signage and a spill kit are located at the fueling station. Every municipal vehicle carries a spill kit. Street sweeping is done weekly. 				
Municipal Facilities Inspected:				
<ul style="list-style-type: none"> Town of Sellersburg Public Works Facility Town of Sellersburg Waste Water Treatment Plant 				
Requirements:				
<ul style="list-style-type: none"> The Town of Sellersburg should continue to implement their Storm Water Operational Plan at their facility and continue to train and engage employees. 				
<p>The Town of Sellersburg Public Works Facility and Waste Water Treatment Plant at the same location were inspected and were well managed and in excellent condition. Storm water pollution prevention practices were in place. There were no deficiencies or issues identified at the site. Individual reports were not generated.</p>				
Further Actions:				
<ul style="list-style-type: none"> IDEM will continue to monitor the municipal good housekeeping program through assessment of the SWQMP, review of annual reports and periodic inspections. 				