

# Division of Surface Water

## NPDES Small MS4 General Permit

### (OHQ000003) Annual Reporting Form

#### Instructions for completing this form

- OHQ000003 requires that this form be used when submitting annual reports. You may request approval to use your own reporting format.
- Annual Reports are due annually on or before April 1st.
- Complete the form and sign and date the certification statement below
- If more space is needed than is provided, identify within the provided space that Attachment A, B, C, etc. has been attached.
- If an item of the form is not applicable for your program (such as street sweeping), fill in N/A in the space provided.
- Do not include attachments such as brochures, newspaper clips, sign-in sheets, etc. related to your program with this form. You only need to summarize these within this report. These records must be filed and will be needed during program audits.
- When complete, submit this Annual Report form to the following address:  
Ohio Environmental Protection Agency  
Division of Surface Water  
Storm Water Program-Small MS4  
P.O. Box 1049  
Columbus, Ohio 43216-1049

#### General Information

Small MS4 Annual Report for Year: 2024		Ohio EPA Facility Permit Number: 4GQ00037*BG
Name of MS4: Village of Galena		
Mailing Address: 109 Harrison St, PO Box 386		
City: Galena	State: OH	Zip Code: 43021
Country: USA	County: DELAWARE	
Primary Contact: Matt Shock	Title: Zoning Officer	
Email Address: zoning@galenaohio.gov	Phone: (740) 965-2484	Fax:

Include or attach a Table of Organization. Indicate who (name and contact information) is responsible for overall management and implementation of your program, and if different, each minimum control measure of your program. Identify how development and implementation across multiple positions, agencies and departments occur. Also, identify any Memorandum of Understandings (MOUs) or other such agreements that exist.

**Upload File Name for Table of Organization:** Galena TO (2024).pdf

The Table of Organization is attached. MOU has been Developed with the Delaware County Soil and Water Conservation District and K. E. McCartney and Associates, Inc. NOTE: Previously submitted TO represents the first half of 2024 and the new TO represents the second half of 2024 due to staffing changes.

#### Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including possibility of fine and imprisonment for knowing violations.

Applicant Name (printed or typed):	Title:
Signature:	Date:

**PUBLIC EDUCATION AND OUTREACH****Estimate Your Permit Area of Total Population: 924**

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	% Target Audience	Effective
1/25/24 - Quarterly newsletter article/graphic.	Delaware SWCD	Provide information to residents to demonstrate how their actions can positively or negatively impact the local watershed.	Conservation / Winterizing.	Galena Residents	100.00	Yes
Summary of Results: Sensible salting.						
Comments:						
3/21/24 - Quarterly newsletter article / graphic.	Delaware SWCD	Provide information to residents to demonstrate how their actions can positively or negatively impact the local watershed.	Spring Cleaning	Galena Residents	100.00	Yes
Summary of Results: Keep road ditches and storm drain clear, dry it don't dump it (paint), pick up after pets (PUP), caring for newly seeded lawns (and properly fertilizing), wet yard solutions.						
Comments:						
7/5/24 - Quarterly newsletter article / graphic.	Delaware SWCD	Provide information to residents to demonstrate how their actions can positively or negatively impact the local watershed.	Soak Up the Summer	Galena Residents	100.00	Yes
Summary of Results: Rain barrels, rain gardens.						
Comments:						
10/1/24 - Quarterly newsletter article / graphic.	Delaware SWCD	Provide information to residents to demonstrate how their actions can positively or negatively impact the local watershed.	Proper Leaf Management	Galena Residents	100.00	Yes
Summary of Results: Leaf it on the lawn (encouraged mulching the leaves so they benefit the soils of lawns).						
Comments:						
8/17/24 - Sunbury Sizzle & Sounds	Delaware SWCD	Provide information to residents to demonstrate how their actions can positively or negatively impact the local watershed.	Leaf it on the lawn.	Galena residents who attended the festival.	5.00	Yes
Summary of Results: Leaf it on the lawn - encouraged mulching of leaves into the grass rather than other methods of disposal.						
Comments:						
4/16/24 - Tree Sale	Delaware SWCD	Provide information to residents to demonstrate how their actions can positively or negatively impact the local watershed.	Soak up the Stormwater	Galena Residents	1.00	Yes

Summary of Results: 78 tree bundles purchased (includes greater Galena)																				
Comments:																				
4/16/24 - Tree Donation	Delaware SWCD	Provide information to residents to demonstrate how their actions can positively or negatively impact the local watershed.	Rooted in Education	Galena school students & educators.	15.00	Yes														
Summary of Results: Educated students on how trees can help contain stormwater and prevent it from running into local steams.																				
Comments:																				
9/14/24 - Delaware County Fair	Delaware SWCD	Provide information to residents to demonstrate how their actions can positively or negatively impact the local watershed.	Urban Conservation	Galena residents who attend the Delaware County Fair.	5.00	Yes														
Summary of Results: Distributed information to those who stopped by the booth.																				
Comments:																				
10/29/24 - Good Housekeeping / Pollution Prevention Training	Delaware SWCD	Provide information to Village Employes to demonstrate how their actions can positively or negatively impact the local watershed.	Only Rain Down the Drain	Galena Village Employees	1.00	Yes														
Summary of Results: 1 Village of Galena staff member was in attendance.																				
Comments:																				
<p><b>PUBLIC EDUCATION &amp; OUTREACH</b></p> <p><i>Summarize activities you plan to undertake during the next reporting cycle.</i></p> <table border="1"> <thead> <tr> <th>BMP (mechanism)</th> <th>Responsible Party</th> <th>Measurable Goal</th> <th>Theme or Message</th> <th>Target Audience</th> <th>% Target Audience</th> <th>Proposed Schedule</th> </tr> </thead> <tbody> <tr> <td>School Presentations</td> <td>Delaware SWCD</td> <td>Reach at least 30 students in schools serving Village of Galena residents</td> <td>Teaching students about water resource concerns</td> <td>Schools serving the Village of Galena</td> <td>1.00</td> <td>January-May and August-December , facilitate school programs as requested by classroom teachers.</td> </tr> </tbody> </table>							BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	% Target Audience	Proposed Schedule	School Presentations	Delaware SWCD	Reach at least 30 students in schools serving Village of Galena residents	Teaching students about water resource concerns	Schools serving the Village of Galena	1.00	January-May and August-December , facilitate school programs as requested by classroom teachers.
BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	% Target Audience	Proposed Schedule														
School Presentations	Delaware SWCD	Reach at least 30 students in schools serving Village of Galena residents	Teaching students about water resource concerns	Schools serving the Village of Galena	1.00	January-May and August-December , facilitate school programs as requested by classroom teachers.														
Summary of Planned Activities: Conduct school programs to teach at least 30 students who live in Galena																				

Comments: None						
Newsletter articles	Delaware SWCD and Village of Galena	Quarterly newsletter articles will be written and published to educate about water quality	Only rain down the drain, Salt Smart, Rain Gardens, Native Plants & Trees, Rain Barrels, Mow High, Leave the Leaves, Winterizing Rain Barrels	This message will be tailored to target residents. All residents.	50.00	The first week of each quarter submit newsletter articles and media graphics for use throughout the quarter.
Summary of Planned Activities: Send quarterly information to the Village of Galena newsletter.						
Comments: None						
On-line social media posts and graphics	Delaware SWCD and Village of Galena	Quarterly social media graphics will be written and published to educate about water quality.	Conservation Winterizing, Spring Cleaning, Soak up the Summer, Fall into Saving	This message will be tailored to target developers, businesses, and residents	50.00	The first week of each quarter submit graphics or a few weeks before an educational event, submit an advertisement for the educational seminar.
Summary of Planned Activities: Post quarterly information on website or social media.						
Comments: None						

Community Adult Education Presentations	Delaware SWCD and Village of Galena	Soil and water conservation workshops held for galena residence to attend.	Spring Cleaning	Village of Galena Residents	5.00	Soil and water conservati on workshops held for galena residence to attend through the year.  July: host the event
Summary of Planned Activities: Help residents understand how managing soils can reduce flooding issues.						
Comments: None						
Village of Galena Festival	Village of Galena and Delaware SWCD	Have a dedicated, staffed booth at one of the Galena Festival to disseminate NPDES related information	Help your soggy soil all year	This message will be tailored to target developers, businesses, and residents	10.00	Summer - have a display table/boot h at the festival
Summary of Planned Activities: Have a dedicated, staffed booth at the a Galena festival to disseminate NPDES related information						
Comments: None						
Big Walnut School River Walk / Cleanup	Village of Galena Staff	Provide an educational service opportunity to students at Big Walnut Middle School	Keep it Clean by Picking it Up	Sunbury & Galena Middle School Students	15.00	Spring 2025
Summary of Planned Activities: Conducting a river walk to clean up trash in Big Walnut Creek						
Comments:						
12/2025 - Galena Christmas Tree Lighting	Delaware SWCD	Tree Sale & Salt Smart Information Distribution	Salt Smart Practices	Galena Residents	100.00	December 2025 - exact date of Tree Lighting event TBD.
Summary of Planned Activities: Tree Sale & Salt Smart Information Distribution at the Delaware County Soil & Water table.						
Comments:						

Q4 2025 - Litter Pickup Up - Stormwater Awareness Week	Delaware SWCD	Remove litter from the Village so it doesn't end up in the stormwater system.	Preparing for Winter	Galena Residents	25.00	Q4 2025
Summary of Planned Activities: Litter clean-up day for volunteers.						
Comments:						
Q4 2025 - Galena Festival	Village of Galena / Delaware County Soil & Water	Distribution of educational materials to residents of Galena.	Leave the Leaves / Winterize Rain Barrels	Residents of Galena	100.00	Early Q4 2025
Summary of Planned Activities: Distribution of educational materials to residents of Galena.						
Comments:						
Q3 2025 - Delaware County Fair	Delaware SWCD	Distribute information on stormwater control measures & impacts.	Mow High, Soil Testing, Yard Watering Conservation, Fall Cover Crops, Construction Site Stabilization	Galena residents that attend the fair.	25.00	Q3 2025
Summary of Planned Activities: Distribute information on stormwater control measures & impacts.						
Comments:						
Q4 2025 - Good Housekeeping Training	Delaware County Soil & Water	Inform & train village staff on best practices for stormwater management.	Stormwater Awareness, Salt Smart, etc.	Village Staff	1.00	Q4 2025
Summary of Planned Activities: Training sessions for village staff members.						
Comments:						
<b>PUBLIC INVOLVEMENT AND PARTICIPATION</b>						
BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate Of People Participated	Effective
Community involvement events	Delaware SWCD	Host community involvement events through the year for galena residence to attend.	Keep the Future of Conservation Bright, Tree of Life, Rooted in Education	Galena Residence	691	Yes
Summary of Results: Tree sale held and 15 galena residence purchased trees. Village promotes involvement in annual community events within the greater Galena area including a Hoover clean up events held by the Columbus Watershed Management. World Soil Day bookmarks provided to residence who go to community library 600 bookmarks provided. Conservation workshop help on homesteading, 26 people participated. Delaware County Fair Urban Conservation booth about 50 people participated.						
Comments:						
<b>PUBLIC INVOLVEMENT AND PARTICIPATION</b>						
Summarize activities you plan to undertake during the next reporting cycle.						

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message		Target Audience		Estimate of People to Participate		Proposed Schedule
Community involvement event	Delaware SWCD	Host community involvement events through the year for galena residence to attend.	Help your soggy soils all year		Galena Residents		10		2024
Summary of Planned Activities: Hold tree sale for Galena residence to purchase trees. Village promotes involvement in annual community events within the greater Galena area including a Hoover clean up events held by the Columbus Watershed Management. Scholarships and grants available. Conservation workshop.									
Comments:									
ILLCIT DISCHARGE DETECTION AND ELIMINATION (IDDE)									
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Cite Local Code(s) Being Used (If available, web link for code(s))			Effective		
Ordinance or Other Regulatory Mechanism	Zoning Officer and Council	Continue to implement an Illicit Discharge Detection and Elimination (IDDE) Ordinance. Update as needed.	Yes	Ordinance 2020-05			Yes		
Summary of Results or Activities: Ordinance 2020-05 updated and approved by council 2022.									
Comments:									
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates			Effective		
Storm Sewer System Map	Zoning Officer	Evaluate and update the GIS storm water system map annually. Identify SCM type for 20% of SCM in the Village.	Yes	The Village worked with a consultant to develop GIS mapping of the Village Stormwater sewer system. Identify SCM type for 20% of SCM in the Village.			Yes		
Comments: 1 new SCM and associated storm water infrastructure from new development added in 2024.									
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates			Effective		
HSTS Mapping and List	Zoning Officer	Develop map and list of household sewage treatment systems (HSTS) inside Village limits by the end of 2022.	No	Develop a MOU with the County Health Department to obtain and keep map and list updated.			No		
Comments: Did not develop MOU with the County Health Department so information could not be created. Plan to develop MOU in 2025 to get data and create map/list.									
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates			Effective		
IDDE Plan	Zoning Officer	Implement plan to detect and eliminate illicit discharges into the Village's MS4 system.	Yes	IDDE plan was develop and was implemented in 2022.			Yes		
Comments:									
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Total # of Outfalls	# of Outfalls Screened	# of Dry-Weather Flows Identified	# of Identified Illicit Discharges	# of Eliminated Illicit Discharges	Effective

Dry-Weather Screening of Outfalls	Zoning Officer	Identify and inspect all dry-weather outfalls by the end of 2022. Document the number of dry-weather outfalls screened, number of dry-weather flows identified, and number of illicit discharges identified and eliminated.	Yes	50	11	3	0	0	Yes
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Comments: No illicit discharges were identified.

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Planned Activities	Comments	Effective
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No records found

## ILLICIT DISCHARGE DETECTION & ELIMINATION (IDDE)

*Summarize activities you plan to undertake for the next reporting cycle.*

BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Dry-Weather Screening of Outfalls	Zoning Officer	Document the number of dry-weather outfalls rescreened, number of dry-weather flows identified, and number of illicit discharges identified and eliminated.	Dry weather rescreen 20% outfalls to ensure Illicit discharges do not exist.	Annually

Comments:

HSTS Mapping and List	Zoning Officer	Develop MOU with the County Health Department. Develop map and list of household sewage treatment systems (HSTS) inside Village limits by the end of 2025.	Develop MOU with the County Health Department. Develop map and list of household sewage treatment systems (HSTS) inside Village limits by the end of 2025.	2025
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Comments:

Ordinance or Other Regulatory Mechanism	Zoning Officer and Council	Implement Illicit Discharge Detection and Elimination (IDDE) Ordinance annually.	Implement Illicit Discharge Detection and Elimination (IDDE) Ordinance annually.	Annually
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Comments:

Storm Sewer System Map	Zoning Officer	Evaluate and update the GIS map of the Village storm sewer system annually. Identify 20% of the existing SCMs by type.	Evaluate and update the GIS map of the Village storm sewer system annually. All existing SCMs by type within the current GIS map	Annually
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Comments:



IDDE Plan	Zoning Officer	Implement plan to detect and eliminate illicit discharges into the Village's municipal separate storm sewer (MS4) system.	Implement Illicit Discharge Detection and Elimination (IDDE) plan.	Annually
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Comments:

## CONSTRUCTION SITE RUNOFF CONTROL

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Cite Local Code(s) Being Used (If available, web link for code(s))	Effective
Ordinance or Other Regulatory Mechanism	Zoning Officer and Council	Evaluate ordinance annually to determine if updates are necessary to meet the minimum requirements of the Construction General Permit.	Yes	Ordinance 2020-05.	Yes

Summary of Results or Activities: Ordinance was reviewed in 2023 and it was determined to meet the minimum requirements of the Construction General Permit.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Standards Being Used	Effective
Sediment and Erosion Control Requirements	Zoning Officer and Council	Enforce ordinance which includes sediment and erosion control requirements.	Yes	Ordinance 2020-05 approved by Council in 2020. Rainwater and Land Development Manual	Yes

Summary of Results or Activities: Plan review, inspection and enforcement was conducted in accordance with the sediment and erosion control requirements.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Number of Complaints Received	Number of Complaints Followed Up On	Effective
Complaint Process	Zoning Officer	Receive, record, and respond to complaints in a timely manner.	Yes	0	0	Yes

Summary of Results or Activities: No Complaints Received. Process for recording and addressing complaints developed.

Comments: No Complaints Received.

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Sites Requiring Plans	# of Plans Reviewed	Effective
Site Plan Review Procedures	Village Engineer	Review plans for all sites that have more than 1 acre of disturbed area with a standard checklist.	Yes	2	2	Yes

Summary of Results or Activities: Review plans for all sites that have more than 1 acre of disturbed area with a standard checklist.

Comments: Review plans for all sites that have more than 1 acre of disturbed area.

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites	# of Sites Inspected	Average Frequency	Effective
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Site Inspection Procedures	Village Engineer	Perform construction site inspections to ensure compliance with Ohio EPA Construction General Permit with a standard checklist.	Yes	4	20	1	Yes
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Summary of Results or Activities: Monthly inspections were performed on all applicable sites with a standard checklist.

Comments:

Upload File Name(s) for Applicable Sites: Applicable Construction Sites 2024.pdf

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Violation Letters	# of Enforcement Actions	Effective
Enforcement Procedures	Zoning Officer	Write violation letters for sites with non-compliance following site inspections. Issue stop work orders for sites with persistent Compliance issues. Speak with contractor on site to remediate non compliance items.	Yes	16	0	Yes

Summary of Results or Activities: Violation letters included first NOV and second NOV. Contractor complied with the notice of violations and no enforcement action was necessary.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Measurements	Effective
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No records found

## CONSTRUCTION SITE RUNOFF CONTROL

*Summarize activities you plan to undertake during the next reporting cycle.*

BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Enforcement Procedures	Zoning Officer	Implement enforcement procedures annually.	Implement enforcement procedures.	Annually.

Comments:

Ordinance or Other Regulatory Mechanism	Zoning Officer and Council	Implement Ordinance annually.	Implement ordinance.	Annually.
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Comments:

Complaint Process	Zoning Officer	Implement Complaint procedures and tracking system annually.	Implement Complaint procedures.	Annually.
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Comments:

Site Plan Review Procedures	Village Engineer	Review plans for all sites that have more than 1 acre of disturbed area with a standard checklist.	Review plans for all sites that have more than 1 acre of disturbed area with a standard checklist.	Annually
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Comments:

Site Inspection Procedures	Village Engineer	Perform construction site inspections to ensure compliance with Ohio EPA Construction General Permit with a standard checklist.	Inspections will be completed monthly on active construction sites with a standard checklist.	Monthly
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Comments:

Sediment and Erosion Control Requirements	Zoning Officer and Council	Implement Sediment and Erosion Control Ordinance.	Implement Sediment and Erosion Control Ordinance.	Annually.
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Comments:

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

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Cite Local Code(s) Being Used (If available, web link for code(s))	Effective
Ordinance or Other Regulatory Mechanism	Zoning Officer and Council	Evaluate ordinance annually to determine if updates are necessary to meet the minimum requirements of the Construction General Permit.	Yes	Ordinance 2020-05.	Yes

Summary of Results or Activities: Ordinance was reviewed in 2023 and it was determined to meet the minimum requirements of the Construction General Permit.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Structural and/or Non-Structural Standards Being Used	Effective
Post-Construction Requirements	Zoning Officer	Enforce ordinance which includes post construction requirements.	Yes	Ordinance 2020-05, Ohio EPA Construction General Permit & Rainwater and Land Development Manual	Yes

Summary of Results or Activities: Plan review, inspection and enforcement was conducted in accordance with the post construction requirements.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites Requiring Plans	# of Plans Reviewed	Effective
Site Plan Review Procedures	Village Engineer	Review plans for all sites that have more than 1 acre of disturbed area with a standard checklist.	Yes	2	2	Yes

Summary of Results or Activities: Review plans for all sites that have more than 1 acre of disturbed area with a standard checklist.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites	# of Inspections Performed	Average Frequency	Effective
Site Inspection Procedures	Village Engineer	Perform post-construction site visit to ensure the stormwater control measures have been installed after construction is complete.	Yes	1	1	1	Yes

Summary of Results or Activities: No Post Construction controls we required to be inspected.

Comments:						
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Violation Letters	# of Enforcement Actions	Effective
Enforcement Procedures	Zoning Officer	Write violation letters for sites with non-compliance following site inspections. Issue stop work orders for sites with persistent Compliance issues.	Yes	0	0	Yes

Summary of Results or Activities: 2 sites remain under construction and conversion has not happened. 1 site completed, site visit performed, comments provided and final as-built reviewed & approved.

Comments:						
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Sites Requiring Plans/Agreements	# of Plans Developed/Agreements in Place	Effective
Long-Term O&M Plans/Agreements	Village Engineer	Require all new land development to sign the O&M plan/agreement as applicable.	Yes	2	2	Yes

Summary of Results or Activities: O&M Plan/Agreement is required for all new land development. O&M agreement for one the site received and will be put in place once the control is constructed and as built survey are received.

Comments:						
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Measurement 1	Measurement 2	Effective
Post Construction SCM O&M Site Inspection Program	Village Engineer	Conduct inspections on each existing Post Construction SCM within the permit term.	Yes	create inspection program and update GIS	conduct inspections on all existing SCMs	Yes

Summary of Activities or Updates: Inspection performed on all 14 existing SCMs to satisfy Measurement 2.

Comments:

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

*Summarize activities you plan to undertake for the next reporting cycle.*

BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Enforcement Procedures	Zoning Officer	Implement enforcement procedures annually.	Implement enforcement procedures.	Annually.

Comments:				
Post Construction SCM O&M Site Inspection Process and Checklist	Village Engineer	Implement Post Construction SCMs O&M Site Inspection Procedures and Checklist. Perform inspections of all applicable Post-Construction SCMs sites once per permit term.	The City will use a standard procedures and checklist to perform Post Construction SCM inspection on the existing SCMs to ensure they are being maintained as per the signed O&M agreement.	Inspection of all existing SCMs in planned in 2024.

Comments:

Long-Term O&M Plans/Agreements	Village Engineer	Require all new development with 1 or more acres of disturbance to sign an O&M Agreement/Plan.	Require all new development with 1 or more acres of disturbance to sign an O&M Agreement/Plan.	Annually			
Comments:							
Ordinance or Other Regulatory Mechanism	Zoning Officer and Council	Implement ordinance requirements annually.	Implement ordinance requirements. Evaluate ordinance to ensure it meets the minimum standards for post construction runoff control in the new CGP.	Annually.			
Comments:							
Site Plan Review Procedures	Village Engineer	Review plans for all sites that have more than 1 acre of disturbed area with a standard checklist.	Review plans for all sites that have more than 1 acre of disturbed area with a standard checklist.	Annually			
Comments:							
Post-Construction Requirements	Zoning Officer and Council.	Implement ordinance annually.	Implement ordinance. Evaluate ordinance to ensure it meets the minimum standards for post construction runoff control in the new CGP..	Annually.			
Comments:							
Site Inspection Procedures	Village Engineer	Perform post construction site visit to ensure the stormwater control measures have been installed after construction is complete with a standard checklist.	Inspections with a standard checklist will continue as post construction stormwater control measures are installed.	Annually			
Comments:							
POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS							
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Topic(s)	Targeted Audience	# of Employees Attended	Effective
Employee Training Program 1	Delaware SWCD	Provide one training for Village maintenance staff.	Yes	Best Management Training - Good Housekeeping	Maintenance Employee	1	Yes
Summary of Activity: Training held in October 2024.							
Comments:							
BMP (mechanism)	List of Municipal Facilities Subject to Program			O&M Procedures Developed?	# of Inspections Performed		Frequency of Inspections
Municipal Facilities	Galena Maintenance Garage 170 Harrison Street			Yes	1		1
BMP (mechanism)	Summarize Maintenance Activities and Schedules			Summarize Activities Performed			
MS4 Maintenance	100 +/- catch basins were inspected and cleaned as needed. Debris was disposed of in a dumpster.			100 +/- catch basins were inspected and cleaned as needed. Debris was disposed of in a dumpster.			
BMP (mechanism)	Procedures Developed?	Document Amounts of Wastes Properly Disposed					

Disposal of Wastes	Yes	No oil or grease was disposed of in 2024. Vehicle maintenance is completed by a Professional Automotive Garage and other equipment oil is currently being stored in maintenance shop for general reuse or later disposal. Catch basins were cleaned as needed. Debris was disposed of in a dumpster.	
BMP (mechanism)	Covered?	Tons Used	Summarize Measures Taken to Minimize Usage
Road Salt	Yes	13 Tons	The Delaware County Engineer's Office applies beet juice de-icer to main roads prior to snowstorms. Salt is purchased by load from the Delaware County Engineer's Office. 13.08 tons of salt used in 2024.
BMP (mechanism)	Procedures Developed?	Gallons Used	Summarize Measures Taken to Minimize Usage
Pesticide & Herbicide Usage	Yes	0 Gallons	Pesticide & Herbicide is only used when necessary.
BMP (mechanism)	Procedures Developed?	Pounds Used	Summarize Measures Taken to Minimize Usage
Fertilizer Usage	Yes	0 Pounds	We use fertilizer only when necessary.
BMP (mechanism)	Procedures Developed?	Document Amount of Material Collected and Properly Disposed	
Street Sweeping	Yes	No street sweeping performed.	
BMP (mechanism)	Summarize Any New or Existing Flood Management Projects that were Assessed for Impacts on Water Quality		
Flood Management Projects	No flood management projects were developed in 2024.		
BMP (mechanism)	Summary		
No records found			

**POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS**

*Summarize activities you plan to undertake for the next reporting cycle.*

BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Municipal Facilities	Village Engineer	Implement O&M Procedures by the end of 2025 and start performing annual inspections in 2025.	Implement O&M Procedures and perform annual inspections.	2025
Comments:				
Fertilizer Usage	Village Maintenance	Implement written procedures for fertilizer usage within the O&M Plan	Implement written procedures for fertilizer usage within the O&M Plan	2025
Comments:				
Employee Training Program 1	Village Administrator	DSWCD shall inform the Village of training sessions throughout the year. The Village will review available sessions and send Village employees to training annually.	DSWCD shall inform the Village of training sessions throughout the year. The Village will review available sessions and send Village employees to training annually.	Annually

Comments:

Pesticide and Herbicide usage	Village Maintenance	Implement written procedures for pesticide and herbicide usage within the O&M Plan.	Implement written procedures for pesticide and herbicide usage within the O&M Plan.	2025
Comments:				
Disposal of Wastes	Village Maintenance	Implement written procedures for disposal of wastes within the O&M Plan.	Implement written procedures for disposal of wastes within the O&M Plan.	2025
Comments:				
<b>PROPOSED CHANGES TO YOUR SWMP (IF ANY)</b>				
<i>Summarize any proposed changes to your SWMP, including changes to any BMPs or any identified measurable goals that apply to the program elements. If you fail to satisfy measurable goals for the reporting year, please explain why.</i>				
<b>VARIANCES GRANTED (IF ANY)</b>				
<i>Identify and summarize any variances granted under your storm water program.</i>				
<b>ADDITIONAL INFORMATION</b>				
<i>Please add any additional comments or attachments below.</i>				