

# HOUSTON BOROUGH

## MCM #1

### Public Education and Outreach Plan (PEOP)



Last Reviewed: January 2024

Revised: June 2024

MS4 Permit Cycle: 2018-2023

\*DEP has extended the MS4 Permit expiration until further notice\*

<p><b>MCM #1 Requirements:</b></p> <p><u>BMP No. 1:</u> Develop, implement, and maintain written PEOP. Annually review and revise as necessary.</p> <p><u>BMP No. 2:</u> Develop and maintain lists of target audiences and materials distributed (Table 2)</p> <p><u>BMP No. 3 &amp; 4:</u> Annually distribute a minimum of 1 stormwater educational material using 2 methods of distribution to target audiences (Table 1)</p> <p><u>Options for Materials:</u> booklets, brochures, displays, door hangers, fact sheets, flyers, pamphlets, postcards, posters, signs, storm drain stenciling, etc.</p> <p><u>Options for Distribution Methods:</u> mail, email, newsletters, billboards, bill stuffers, bulletin boards, council meetings, presentations, school handouts, website, handouts at meetings, magazine pages, etc.</p>
---

<u>Reporting Period:</u>	<u>Objectives/Achievements:</u>	<u>Complete?</u>	
July 1, 2023 - June 30, 2024	<ul style="list-style-type: none"><li>- Updated website for MS4 materials and MS4 page</li><li>- Distribute materials to target audiences – main lobby, website, council meetings, and schools</li><li>- Distributed 120 copies of activity book to 4<sup>th</sup> Grade class</li><li>- Distributed educational materials to businesses along with illicit discharge flyers</li></ul>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

- Discussed storm drain stenciling with pastor at church and boy scouts possible partnership.

- Goals for Next Reporting Period
- Continue to provide educational materials to the public.
  - Work with boyscouts for storm drain stenciling.

<u>Previous Reporting Period(s):</u>	<u>Objectives/Achievements:</u>
July 1, 2022 - June 30, 2023	<ul style="list-style-type: none"> <li>- Met with KLH Engineers to discuss MS4 tasks and requirements. Discussed topics on junior councilman.</li> <li>- Printed materials for the public and updated website.</li> </ul>

**Table 1: Distribution of Stormwater Educational Materials**

Type	Description of material	Method	Date Distributed
Brochure – Be stormwater Smart	Understanding how water affects the area	Website/Main lobby	Ongoing
Storm Drain Stenciling	No Dumping – Drains to waterway	Throughout Municipality	TBD
Activity Books – Youth	Booklet that is designed to teach children about water resources and stormwater pollution	Website/Schools	2024
Homeowners Guide to Stormwater BMP Maintenance	Information to residents on BMP installation and maintenance	Website/Main lobby	Ongoing
Stormwater and Business Flyers	Information regarding stormwater handling at businesses	Direct handout	2024

 42 Western Ave, Houston, PA 15342

 724-745-1112

Search...



# Houston Borough

est. 1901

Home of the award winning Pumpkin Festival

Stormwater  
Management

Home

Community ▾

Visitors ▾

Events  
Calendar

Contact Us

## Stormwater Management



Police Dept.



Fire Dept.



Government



Documents & Forms



Minutes

*Welcome to the Stormwater Management Page!*

MS4 stands for Municipal Separate Storm Sewer Systems (MS4) which are a conveyance of separate storm structures including catch basins, storm drains and sewers, ditches etc. that

discharge into the waterways of the Commonwealth. The MS4 program is only for separate storm sewer systems and NOT sanitary or combined systems.

A municipality is considered a MS4 when there is urbanized area within the bounds of the municipal boundary determined by the US Census Bureau. The MS4 program is monitored and issued by the US Environmental Protection Agency (EPA) and the Pennsylvania Department of Environmental Protection. (PADEP)

Houston Borough is a municipality under the PAG-13 Municipal Separate Storm Sewer System (MS4) Permit (NPDES Permit No. PAG136213). Permittees under the MS4 permit are responsible for the pollutant load and stormwater runoff within the MS4's urbanized areas that are discharging to the downstream sewers or waters of the Commonwealth. Under this permit, the Borough is required to address these pollutant control measures by informing the community on stormwater and how the community can assist the Borough in meeting their stormwater management requirements.

## Illicit Discharges

An illicit discharge is any discharge to a municipal separate storm sewer system that is NOT a stormwater ONLY discharge. Examples of illicit discharge include dumping materials in an inlet or stream (paint, construction materials – asphalt, concrete, etc. household wastes/materials – oil, gas, leaves, grass clippings, etc.). For more information on illicit discharge please view the US EPA Illicit Discharge Detection and Elimination Program Development Sheet or the Illicit Discharge flyer with the Borough contact information. <https://houstonborough.org/wp-content/uploads/2024/02/bmp-illicit-discharge-detection-and-elimination-program-development.pdf>

<https://houstonborough.org/wp-content/uploads/2024/02/IllicitDischarge.pdf>

If you think you may have identified an illicit discharge, please complete the following form:

<https://houstonborough.org/wp-content/uploads/2024/02/Illicit-Discharge-Complaint-Form-Houston-Borough.pdf>

### *Houston Borough MS4 Documents:*

**2018 -2023 Permit:** [https://houstonborough.org/wp-content/uploads/2024/02/MS4-PERMIT\\_HOUSTON\\_BOROUGH\\_PAG136213.pdf](https://houstonborough.org/wp-content/uploads/2024/02/MS4-PERMIT_HOUSTON_BOROUGH_PAG136213.pdf)

**2023 Annual Report:** [https://houstonborough.org/wp-content/uploads/2024/02/636-08\\_Houston-Borough\\_FINAL\\_2023-MS4-Annual-Report-w-mapping.pdf](https://houstonborough.org/wp-content/uploads/2024/02/636-08_Houston-Borough_FINAL_2023-MS4-Annual-Report-w-mapping.pdf)

**Stormwater Ordinance:** <https://houstonborough.org/wp-content/uploads/2024/02/Signed-Stormwater-ORDS-492-6.14.pdf>

***Additional Stormwater Materials:***

[https://houstonborough.org/wp-content/uploads/2024/02/PADEP\\_Be-Stormwater-Smart-MS4Brochure.pdf](https://houstonborough.org/wp-content/uploads/2024/02/PADEP_Be-Stormwater-Smart-MS4Brochure.pdf)

[https://houstonborough.org/wp-content/uploads/2024/02/PADEP\\_StreamMaintenanceBooklet.pdf](https://houstonborough.org/wp-content/uploads/2024/02/PADEP_StreamMaintenanceBooklet.pdf)

[https://houstonborough.org/wp-content/uploads/2024/02/SW\\_Booklet\\_2017\\_Print.pdf](https://houstonborough.org/wp-content/uploads/2024/02/SW_Booklet_2017_Print.pdf)

***Stormwater and your Yard:***

<https://houstonborough.org/wp-content/uploads/2024/02/Yard-Care.pdf>

<https://houstonborough.org/wp-content/uploads/2024/02/Planting-Trees.png>

<https://houstonborough.org/wp-content/uploads/2024/02/Leaves1.pdf>

<https://houstonborough.org/wp-content/uploads/2024/02/Rain-Garden.pdf>

<https://houstonborough.org/wp-content/uploads/2024/02/Rain-Barrels.pdf>

[https://houstonborough.org/wp-content/uploads/2024/02/RespectOurWaters\\_GI-LIDOnePager.docx.pdf](https://houstonborough.org/wp-content/uploads/2024/02/RespectOurWaters_GI-LIDOnePager.docx.pdf)

***Winter Stormwater.***

<https://houstonborough.org/wp-content/uploads/2024/02/WinterStormwater.png>

<https://houstonborough.org/wp-content/uploads/2024/02/SnowandIceTips.png>

<https://houstonborough.org/wp-content/uploads/2024/02/WinterDrain.png>

<https://houstonborough.org/wp-content/uploads/2024/02/SaltUse.png>

***Stormwater and Your Business:***

<https://houstonborough.org/wp-content/uploads/2024/02/BusinessFlyer.pdf>

<https://houstonborough.org/wp-content/uploads/2024/02/PollutionPreventionGraphics-1.pdf>

For additional information or questions pertaining to Stormwater Management/Houston Borough's MS4 program, please contact: Marisa Brletic, Project Manager at KLH Engineers, Inc via email at [mbrletic@klhengineers.com](mailto:mbrletic@klhengineers.com)

Last updated: 2/25/24

**Houston Borough**

42 Western Ave  
Houston, PA 15342  
724-745-1112

Copyright © 2020 PSAB. All Rights Reserved

**Table 2: Target Audience List**

Target Audience	Location/Address	Material Distributed & Method	Date Distributed
<b>Residential Properties</b>			
All residential properties within municipality	Multiple	See above materials	Ongoing
<b>Business Owners</b>			
All commercial properties within municipality	Multiple	Stormwater and Business Flyer	2024
Car Wash locations	Multiple	Illicit Discharge Flyer	2024
Restaurants	Multiple	Illicit Discharge Flyer	2024
Industrial Properties	Multiple	Illicit Discharge Flyer	2024
<b>Schools</b>			
Allison Park Elementary School	803 McGovern Road Houston, PA 15342	Stormwater Activity Book (4 <sup>th</sup> Grade)	5/20/2024
Chartiers-Houston Junior-Senior High School	2050 West Pike Street Houston, PA 15342	Stormwater Activity book	TBD
<b>Misc.</b>			
Boy Scouts Group		Storm Drain Stenciling	2025

# HOUSTON BOROUGH

## MCM #2

### Public Involvement and Participation Plan (PIPP)



Last Reviewed: January 2024

Revised: June 2024

MS4 Permit Cycle: 2018-2023

\*DEP has extended the MS4 Permit expiration until further notice\*

#### MCM #2 Requirements:

- BMP No. 1: Develop, implement, and maintain written PIPP. Annually review and revise as necessary.
- BMP No. 2 – Provide adequate public notice and opportunities for public review, input, and feedback prior to adoption of any ordinance, SOP or plan required by the General Permit
- BMP No. 3: Regularly solicit public involvement and participation from the target audience groups using available distribution methods.

#### Recommendations:

- Provide opportunities for the public to participate in stormwater activities annually.
- Document all stormwater related events held within reporting period with sign-in sheet and photos. Volunteers and staff should fill out the sign-in sheet.
  - o Event opportunities: stream clean ups, rain barrel events, leaf pick up, clean up events, storm drain stenciling, tree plantings, etc.

#### Reporting Period:

#### Objectives/Achievements:

#### Complete?

<u>Reporting Period:</u>	<u>Objectives/Achievements:</u>	<u>Complete?</u>	
July 1, 2023 – June 30, 2024	<ul style="list-style-type: none"><li>- The Borough distributed 120 copies to the school for the students to be involved in the stormwater activity book lesson. 4<sup>th</sup> grade completed a lesson with the students in May 2024.</li><li>- Working with Chartiers Creek Watershed Association to complete a streambank restoration project.<ul style="list-style-type: none"><li>o Clean up efforts have been done upstream of Chartiers Creek with the Alliance and North Strabane Twp.</li></ul></li></ul>	Yes	No
		<input checked="" type="checkbox"/>	<input type="checkbox"/>



Goals for Next Reporting Period - Work with boy scouts to conduct storm drain stenciling

**Previous Reporting Period(s):**

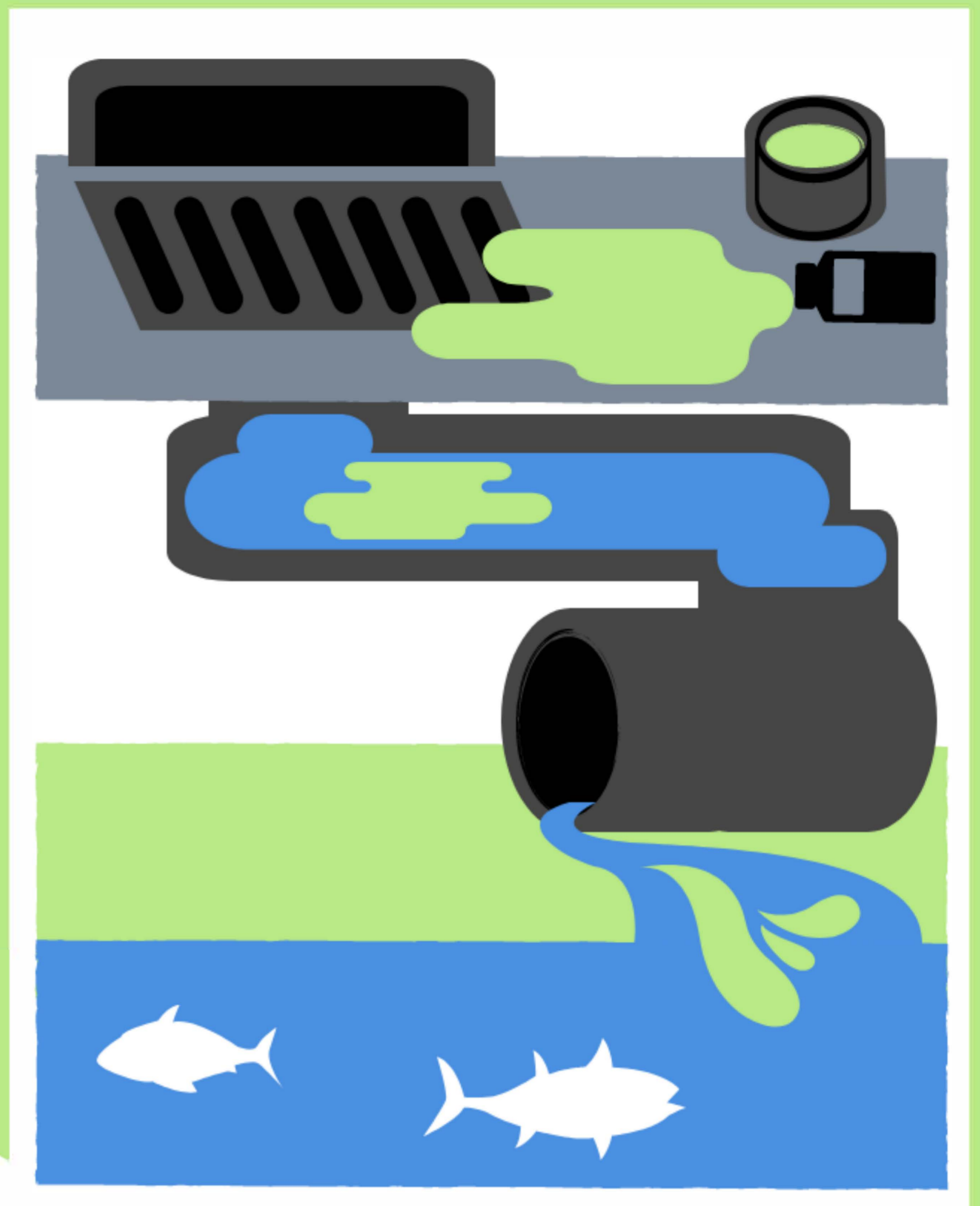
July 1, 2022 -  
June 30, 2023

**Objectives/Achievements:**

- Met with KLH to discuss MS4 topics and permit requirements. Discussed Floodplain study.

# What is an Illicit Discharge?

An illicit discharge is a **substance other than stormwater** that is released to a storm drain, swale, storm sewer, or other **system that moves, but does not treat, stormwater** before it is directed into a stream, lake, or river.



These substances are considered “illicit”, or **banned**, because **they are hazardous to the health and safety of our water resources.**

**Some example sources of illicit discharges include:**

- Sanitary wastewater (e.g. water from sinks, laundry, toilets, etc.)
- Effluent from septic tanks
- Spills from roadway accidents
- Improper disposal of auto and household hazardous wastes

## Identifying Illicit Discharges

Illicit Discharges might enter the stormwater system through **direct connection** or **indirect connection.**

**Direct connections** occur when wastewater pipes are mistakenly or deliberately connected to storm sewers.

**Indirect connections** occur when **cracked sanitary sewers leak** into storm sewers or when **spills flow** or **pollutants are dumped** into drains or waterways.

Illicit discharges are most noticeable during dry weather. A storm drain or a stormwater pipe with an **unusual odor, suds, an oil sheen, or flowing water during dry weather** might be an illicit discharge.

**Contact Houston Borough at (724) 745-1112 if you think you have identified an illicit discharge!**

## Properly Dispose of Hazardous Waste



Learn more at [www.respectourwaters.org/illicit-discharge-swwt](http://www.respectourwaters.org/illicit-discharge-swwt)



RESPECT OUR WATERS

# The Borough of Houston MS4 Illicit Discharge Complaint Form

## What is an Illicit Discharge?

An Illicit Discharge is defined by the federal regulations as any discharge to a municipal separate storm sewer system (MS4) that is not entirely made of up stormwater except for fire-fighting activities. Examples of illicit discharges are sanitary wastewater, effluent from septic tanks, car wash wastewaters with cleaning agents, improper oil disposal, improper commercial waste disposal, radiator flushing disposal, laundry wastewaters, spills from roadway accidents, improper disposal of auto and household toxics.

It is important that no one dumps waste of any kind as described above onto the streets, drainage pipes, or any storm drain – as they are utilized for stormwater only. If you see someone dumping waste of any kind into the streams, streets, or storm drains, please report it immediately by completing this form and sending it to Houston Borough at [houstonborough@comcast.net](mailto:houstonborough@comcast.net) or by calling the the Borough office at (724) 745-1112.



## Reporter Information

**Anonymous** – Please check if you would like to remain anonymous. If so, please add your number or email below so we can call you with questions regarding the discharge.

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

Contact Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

Time of Discharge Observed: \_\_\_\_\_  AM  PM

## Location Information

Address of Observed Discharge: \_\_\_\_\_

\_\_\_\_\_

Closest Street/Landmark: \_\_\_\_\_

Description of Observed Discharge – please explain what you saw and the suspected responsible party (business name, vehicle – license plate# or vehicle description, specific person, etc.)

**Please clarify what kind of discharge was observed:**

- Dumping     Oil/solvents/chemicals     Sewage     Wash water, suds, etc.  
 Other: \_\_\_\_\_

**Odor**

- None     Sewage     Rotten Eggs/Natural Gas     Gasoline     Oil  
 Other: \_\_\_\_\_

**Clairty**

- Clear     Opaque     Cloudy     Grey     Sheen

**Color**

- Red     Yellow     Brown     Green     Grey     White  
 Other: \_\_\_\_\_

**Solids or Floatables**

- Garbage     Sewage     Tissue     Suds     Scum  
 Other: \_\_\_\_\_

**Additonal Comments/Concerns:**

**Inspector Information – TO BE FILLED OUT BY INSPECTOR ONLY**

Inspector Name(s): \_\_\_\_\_

Date of Initial Investigation: \_\_\_\_\_

Time of Inspection: \_\_\_\_\_  AM       PM

**Notes**

<input type="checkbox"/> No Investigation Made	Reason:
<input type="checkbox"/> Referred to different department/agency:	Department/Agency:
<input type="checkbox"/> Investigated: No Action Necessary	
<input type="checkbox"/> Investigated: Requires Action	Description of actions taken:
<u>Date case closed:</u>	
<u>Additional Comments/Notes:</u>	



# Certificate of Completion

john deFilippo

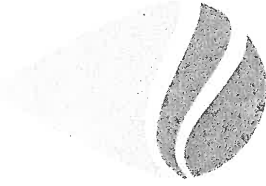
successfully completed the course

MCMs Part 1

in Clean Water Academy on 02/22/2024

This course is worth 1.5 Professional Development Hours\*

\*In accordance with PA Act 25, Section 4.5c(d)(iv), one hour of professional development in course work, seminars or professional, technical presentations made at meetings, employer sponsored courses, conventions or conferences shall equal one professional development hour (PDH) unit. PDH is defined as fifty minutes of instruction or presentation relevant to professional practice or any equivalent. It is the licensed professional's responsibility to track participation for PDH units.



# Certificate of Completion

John DeFilippo

successfully completed the course

MCMs Part 2

in Clean Water Academy on 02/23/2024

**This course is worth 1.5 Professional Development Hours\***

\*In accordance with PA Act 25, Section 4.5c(d)(iv), one hour of professional development in course work, seminars or professional, technical presentations made at meetings, employer sponsored courses, conventions or conferences shall equal one professional development hour (PDH) unit. PDH is defined as fifty minutes of instruction or presentation relevant to professional practice or any equivalent. It is the licensed professional's responsibility to track participation for PDH units.



# Certificate of Completion

Denise Folle

successfully completed the course

MCMS Part 1

in Clean Water Academy on 02/24/2024

This course is worth 1.5 Professional Development Hours\*

\*In accordance with PA Act 25, Section 4.5c(d)(v), one hour of professional development in course work, seminars or professional, technical presentations made at meetings, employer sponsored courses, conventions or conferences shall equal one professional development hour (PDH) unit. PDH is defined as fifty minutes of instruction or presentation relevant to professional practice or any equivalent. It is the licensed professional's responsibility to track participation for PDH units.



# HOUSTON BOROUGH

## MS4 PROGRAM

### MCM #6 – GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

Revised: \_\_\_\_\_

#### **BMP#1: Inventory of Houston Borough Facilities**

- Houston Borough Municipal Building (Contact: Denise Folle, Secretary-Treasurer)  
Address: 42 Western Ave., Houston, PA 15342  
Phone: (724) 745-1112
- Public Works Facility (Contact: John DeFilippo, Road Crew Foreman)  
Address: Same as Borough  
Phone: (724) 749-5384
- Parks and Recreational Facilities
  - Houston Ballfield

#### **BMP#2: Responsibilities for Facilities in BMP #1**

##### **Municipal Building/Public Works**

Responsibility	Frequency	Duties (cleanup process/any prohibitions)
Road Salt	Every Winter	<ul style="list-style-type: none"><li>➤ Silt sock is provided around salt pile and covered with tarp</li><li>➤ Sweep up spills around storage/loading area</li></ul>
Fueling Vehicles	N/A	<ul style="list-style-type: none"><li>➤ Does not have on site Fuel Storage.</li></ul>
Site Maintenance	As needed	<ul style="list-style-type: none"><li>➤ Brushes parking lots</li></ul>
Cleaning of Storm Sewer Structures	As necessary	<ul style="list-style-type: none"><li>➤ Disposes in Dumpster</li></ul>

Street Sweeping	Each Spring/Fall	➤ Posts no-parking signs for residents/businesses with dates of street sweepings on website and emails through newsletter
-----------------	------------------	---

**Parks and Recreational Facilities**

Responsibility	Frequency	Duties (cleanup process/any prohibitions)
Site Maintenance	As needed	➤ Brushes parking lots
Cleaning of Storm Sewer Structures	As necessary	➤ Disposes in Dumpster

**Record of Spills**

Date of Incident	Party Responsible	Action Taken

**Training Events – Record Keeping of any Training**

Date of Training	Training Instructor(s)	Training Attendees	Training Topics
Feb. 2024	N/A - PA Clean Water Academy	John DeFilippo Denise Folle	MS4 Permit MCMs and Illicit Discharge