



**MARYLAND DEPARTMENT OF THE ENVIRONMENT  
WATER AND SCIENCE ADMINISTRATION**

**NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM  
GENERAL PERMIT FOR DISCHARGES FROM  
SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS**

**GENERAL DISCHARGE PERMIT NO. 13-IM-5500  
GENERAL NPDES NO. MDR055500**

Final Determination: April 27, 2018  
Effective Date: October 31, 2018  
Expiration Date: October 30, 2023

This National Pollutant Discharge Elimination System (NPDES) general permit covers small municipal separate storm sewer systems (MS4s) in certain portions of the State of Maryland. MS4 owners and operators to be regulated under this general permit must submit a Notice of Intent (NOI) to MDE by October 31, 2018. An NOI serves as notification that the MS4 owner or operator intends to comply with the terms and conditions of this general permit.

**APPENDIX D**

**Municipal Small MS4 Progress Report**

**Maryland Department of the Environment (MDE)**

**National Pollutant Discharge Elimination System (NPDES)  
Small Municipal Separate Storm Sewer Systems (MS4) General Permit**

This Progress Report is required for those jurisdictions covered under General Discharge Permit No. 13-IM-5500. Progress Reports must be submitted to:

Maryland Department of the Environment, Water and Science Administration  
Sediment, Stormwater, and Dam Safety Program  
1800 Washington Boulevard, Suite 440, Baltimore, MD 21230-1708  
Phone: 410-537-3543 FAX: 410-537-3553  
Web Site: [www.mde.maryland.gov](http://www.mde.maryland.gov)

**Contact Information**

Permittee Name:	City of Brunswick, Maryland
Responsible Personnel:	Abigail Ingram
Mailing Address:	1 West Potomac Street Brunswick, MD
Phone Number(s):	301-834-7500 Ext. 303
Email address:	aingram@brunswickmd.gov
Additional Contact(s):	Jeremy Mose
Mailing Address:	1 West Potomac Street
Phone Number(s):	301-834-7500
Email address:	jmose@brunswickmd.gov

**Signature of Responsible Personnel**

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 the possibility of fine and imprisonment for knowing violations.

Abigail Ingram		10/31/2022
Printed Name	Signature	Date

**Reporting Period (State Fiscal Year):**

2022

**Due Date:**

10/31/2022

**Date of Submission:**

10/31/2022

**Type of Report Submitted:**

Impervious Area Restoration Progress Report (Annual):

Six Minimum Control Measures Progress (Years 2 and 4):

Both:

**Permittee Information:**

Renewal Permittee:

New Permittee:

**Compliance with Reporting Requirements**

Part VI of the Small MS4 General Discharge Permit (No. 13-IM-5500) specifies the reporting information that must be submitted to MDE to demonstrate compliance with permit conditions. The specific information required in this MS4 Progress Report includes:

1. Annual: Progress toward compliance with impervious area restoration requirements in accordance with Part V of the general permit. All requested information and supporting documentation must be submitted as specified in Section I of the Progress Report.
2. Years 2 and 4: Progress toward compliance with the six minimum control measures in accordance with Part IV of the general permit. All requested information and supporting documentation shall be reported as specified in Section II of the Progress Report. MDE may request more frequent reporting and/or a final report in year 5 if additional information is needed to demonstrate compliance with the permit.

**Instructions for Completing Appendix D Reporting Forms**

The reporting forms provided in Appendix D allow the user to electronically fill in answers to questions. Users may enter quantifiable information (e.g., number of outfalls inspected) in text boxes. When a more descriptive explanation is requested, the reporting forms will expand as the user types to allow as much information needed to fully answer the question. The permittee must indicate in the forms when attachments are included to provide sufficient information required in the MS4 Progress Report.

**Section I: Impervious Area Restoration Reporting Form**

## Section I: Impervious Area Restoration Reporting

1. a. Was the impervious area baseline assessment submitted in year 1?

Yes  No

b. If No, describe the status of completing the required information and provide a date at which all information required by MDE will be submitted:

- c. Has the baseline been adjusted since the previous reporting year?

Yes  No

2. Complete the information below based on the most recent data:

Total impervious acres of jurisdiction covered under this permit:

Total impervious acres treated by stormwater water quality best management practices (BMPs):

Total impervious acres treated by BMPs providing partial water quality treatment (multiply acres treated by percent of water quality provided):

Total impervious acres treated by nonstructural practices (i.e., rooftop disconnections, non-rooftop disconnections, or vegetated swales):

Total impervious acres untreated in the jurisdiction:

Twenty percent of this total area (this is the restoration requirement):

Verify that all impervious area draining to BMPs with missing inspection records is not considered treated. Describe how this information was incorporated into the overall analysis:

All validated BMPs have been inspected and maintained at this time. BMPs listed as PENDING FINAL will be monitored and assigned credit once they receive final inspection from Frederick County.

2. Has an Impervious Area Restoration Work Plan been developed and submitted to MDE in accordance with Part V.B, Table 1 of the permit or other format?

Yes  No

Has MDE approved the work plan?

Yes  No

## Section I: Impervious Area Restoration Reporting

If the answer to either question is No, describe the status of submitting (or resubmitting) the work plan to MDE and provide a date at which all outstanding information will be available:

Describe progress made toward restoration planning, design, and construction efforts and describe adaptive management strategies necessary to meet restoration requirements by the end of the permit term:

### Alternative BMP Progress

In addition to the routine alternative BMPs in operation (street sweeping and storm drain cleaning), the City partnered with FirstEnergy to plant 645 trees (Eastern Redbuds, Maples, and Pin Oaks) at our Sports Complex in May. These trees will stabilize the bank and expand the woodland. It will also eliminate the need for Public Works to mow along steep hillsides which can be time consuming and unsafe in areas. City Staff, the community, Council Members, and FirstEnergy personnel volunteered to plant 1.54 acres of trees. The City also invited the Brunswick High School Horticulture Club to help during the morning hours. It was an awesome event that received great community feedback.



### Grant Progress

In the last year, the City of Brunswick has applied for grant support for **SIX** projects in support of our MS4 Program. We are **energized** at the progress we have made in the past year in aligning these grant opportunities to our Restoration Action Plan projects, as described below. The City feels confident about the grant application listed as “pending” in the following descriptions.

- **USDA Community Facility Grant (AWARDED!)** The City was awarded \$97,926.50 through the USDA Community Facility Grant to help support the purchase of a **RAVO 5 iSeries Vacuum Street Sweeper** (see Attachment A). Combined with City MS4 budgeted funds of \$181,863.50, this sweeper will become part of the Department of Public Works fleet in

## Section I: Impervious Area Restoration Reporting

2023. This particular street sweeper has an optional third broom attachment that mounts to the front of the vehicle. This broom extension will allow the operator to collect sediments and debris deposited at the end of the City's multiple dead end roadways. Due to the topographic character of Brunswick, the dead ends typically occur on the downhill end of the street, providing a perfect place for sediments to collect. Other street sweepers do not have this capability, forcing the operator to manually sweep or omit these areas altogether.

The actual amount of credit the City will claim for this BMP is yet to be determined; however, our goal is to sweep all City roadways on a monthly basis (yielding an estimated 6 AC of EIA Credit). This vehicle will be the flagship for our MS4 Program and utilized to fulfil our lofty outreach goals in the future. Our initial plans include applying a standout vehicle wrap as well as a contest to name the sweeper on Social Media.

- **MDEM Hazard Mitigation Grant Program (HMGP) – Pending** The City applied to the MD Hazard Mitigation Grant Program (HMGP) to fund a *Comprehensive Stormwater Management Plan and Flood Study by Drainage Area*. This plan will assess the entire City by drainage area to identify flood-prone areas (flash and nuisance flooding). It will work hand-in-hand with the *Watershed Implementation Plan (WIP)* to prioritize areas where mitigation is needed.
- **Chesapeake Bap Program – Most Effective Basins (DNR) - Pending** The City applied for grant assistance for a 1,500 LF stream restoration project yielding an estimated 45 AC of EIA credit. The total amount request is half of the complete project cost of \$525,000. Funding will cover the costs from planning to construction. Specific stream restoration methodologies will follow the MDE *Maryland Waterway Construction Guidelines* to ensure compliance with Chesapeake Bay Program Expert Panel Protocols.
- **FEMA Building Resilient Infrastructure and Communities (BRIC) – In Progress** The City submitted two separate applications under this grant for 1.) the Pond Retrofit (Brunswick Shopping Center), and 2.) installation of a SmartSWM device at Brunswick Crossing Pond 3. We have made it to the second round of review and are working with Dewberry to complete the full application, due November 18, 2022
- **Grant/Assistance TBD – In Progress** The City initially applied to the MD Water Quality Financing Administration (MWQFA) to connect 13 existing septic systems to the wastewater treatment plant (WWTP). However, it was determined that the grant was not ideal for this project scope. The feedback received suggested the City consult with Frederick County on local septic connection assistance programs. As a result of this feedback, our office has been in touch with the Frederick County Health Department to collaborate on a Septic System Assessment to classify each system by condition and site constraints. This effort will support a priority-based septic-to-WWTP plan.



**Section I: Impervious Area Restoration Reporting**

3. Has a Restoration Schedule been completed and submitted to MDE in accordance with Part V.B, Table 2 of the permit?

Yes  No

In year 5, has a complete restoration schedule been submitted including a complete list of projects and implementation dates for all BMPs needed to meet the twenty percent restoration requirement?

Yes  No

Are the projected implementation years for completion of all BMPs no later than 2025?

Yes  No

Describe actions planned to provide a complete list of projects in order to achieve compliance by the end of the permit term:

The City continues to investigate all opportunities for BMP implementation as they arise, and we adjust the RAS accordingly. We feel very strongly that the list of projects the City has identified can make significant impacts on the treatment of stormwater. A variety of approaches and scales are evident in our project list.

Describe the progress of restoration efforts (attach examples and photos of proposed or completed projects when available):

See #2 for a full description of projects and progress on restoration efforts.

4. Has the BMP database been submitted to MDE in Microsoft Excel format in accordance with Appendix B, Tables B.1.a, b, and c?

Yes  No

Is the database complete?

Yes  No

If either answer is No, describe efforts underway to complete all data fields, and a date that MDE will receive the required information:

n/a

5. Provide a summary of impervious area restoration activities planned for the next reporting cycle (attach additional information if necessary):

The Restoration Activities planned for 2023 includes the launch of our City Street Sweeping program. Our expected EIA credit yield is 6 AC (all City roadways and dead ends on a monthly sweeping schedule). There is a tremendous amount of coordination in rolling out this program including personnel scheduling, training, and

## Section I: Impervious Area Restoration Reporting

maintenance. However, the most substantial effort will be in scheduling with the community as vehicles will need to be removed from City roadways on sweep days. We will be reviewing other municipality schedules and routes for guidance, such as the program operated by the City of Frederick.

6. Describe coordination efforts with other agencies regarding the implementation of impervious area restoration activities:

**NO CHANGE FROM PREVIOUS YEARS.**

1. **MD State Highway Administration (MDSHA):** State Roads MD-17, MD-180, MD-464, and MD-478 bound and/or pass through the City of Brunswick thereby creating opportunities to coordinate in impervious area restoration measures. While we have not had specific negotiations to date, credit trading is something the City is interested in investigating, particularly along MD-17 (Petersville Road)
2. **CSX:** The City has coordinated with CSX to maintain SD outfalls on/near CSX property. CSX coordination must be carefully coordinated to ensure safety of personnel performing outfall inspections and maintenance (including removing sediment and debris obstructions). Coordination between CSX, Planning & Zoning, and Public Works is ongoing.
3. **Frederick County Public Schools:** The Draft Stormwater Report identified potential opportunities to implement or enhance BMP facilities at Brunswick High School and Brunswick Elementary School. These two locations have adequate open space to increase or add new BMP facilities and expand treatment.
4. **Frederick County Office of Environmental Compliance:** The County maintains SWM facility inspection records. City personnel have coordinated with the County to obtain BMP inspection forms to be consistent with data collection when possible. This office would like to explore the opportunity to have a roundtable for all Frederick municipality MS4s to discuss information and idea sharing.

7. List total cost of developing and implementing the impervious area restoration program during the permit term:

We estimate the total cost of the impervious area restoration program at \$2,506,000. This amount comprises *all projects* underway or planned, especially those we feel confident in receiving grant funding. Note that the projects we have identified exceed the restoration target by almost 20 AC.

The estimated cost needed to *meet* our target impervious area balance is \$1,369,000.

## **Section II: Minimum Control Measures Reporting Forms**

**MCM #1: Public Education and Outreach**

1. Does the permittee maintain a process and phone number for the public to report water quality complaints?

Yes  No

Number of complaints received:

Describe the actions taken to address the complaints:

The City's Program Manager (CSI) conducts site visits to investigate concerns and follow up with property owners. If absolutely needed, a violation notice is issued to open up a conversation with all associated parties and address the issue. Ideally, the Program Manager is able to visit the site during a rain event to validate issues and determine an effective solution.

The reports we receive are not always complaints. In many cases, the property owner contacts the City simply for guidance on addressing a runoff issue on their property. We remain in contact with the property owner and contractors to work towards a solution together. This positive experience gives the City the opportunity to engage with the public and work constructively.

2. Describe training to employees to reduce pollutants to the MS4:

Materials are offered on the City's website. Public Works employees are required to attend yearly training on Good Housekeeping (Spill Prevention and Response) as part of their SWPPP.

3. Describe the target audience(s) within the jurisdiction:

Our target audience includes: property owners (residents, business owners, tenants), City employees, and City contractors.

4. Are examples of educational/training materials attached with this report?

Yes  No

Provide the number and type of educational materials distributed:

Describe how the public outreach program is appropriate for the target audience(s):  
A range of materials is posted on our website covering topics from general stormwater information to regulatory documents. As a small municipality, we feel that this amount of information is adequate. Homeowners can review the linked information on they can be good watershed stewards.

In 2023, the City webpage dedicated to Stormwater and Flooding will be refreshed and administered by the Office of GIS and Environmental Programs. Social media platforms will be at the core of the outreach program.

5. Describe how stormwater educational materials were distributed to the public (e.g., newsletters, website):

According to our 2020 online poll, participants feel that the digital methods are the preferred method of distribution. We have focused most on posting educational material on the Stormwater Management Page of the City’s website. Hardcopy pamphlets, brochures, and fliers are available at City Hall and at the Planning & Zoning Department for those interested.

6. Describe how educational programs facilitated efforts to reduce pollutants in stormwater runoff:

The 2020 online poll mentioned action items that homeowners are able to apply at their home. Easy-to-apply-at-home practices include: bagging grass clipping as opposed to blowing them in to the roadway, or directing a downspout to their yard versus the driveway or curb. The point of mentioning these actions is to let all community members know that you do not have to construct a large-scale facility on your property to have a significant effect on the watershed. The small-scale practices make a huge difference—and everyone can participate with small routine changes!

7. Provide a summary of the activities planned for the next reporting cycle:

- New Facebook or Instagram page, administered by Office of GIS and Environmental Programs.
- Street Sweeper demonstrations and participation in City parades

8. List the total cost of implementing this MCM over the permit term:

\$10,000

## MCM #2: Public Involvement and Participation

1. Describe how the public involvement and participation program is appropriate for the target audience(s):

The Brunswick Public Involvement and Participation Program is appropriate for the target audience as the events held are open to everyone in the community, all ages. They are activities that anyone in the general public can understand and contribute to.

2. Quantify and report public involvement and participation efforts shown below where applicable.

Number of participants at public events:

Quantity of trash and debris removed at clean up events:

Number of employee volunteers participating in sponsored events:

Number of trees planted:

Length of stream cleaned (feet):

Number of storm drains stenciled:

Number of public notices published to facilitate public participation:

Number of public meetings organized:

Total number of attendees at all public meetings:

Describe the agenda, items discussed, and collaboration efforts with interested parties for public meetings:

No public meetings were held this year. Instead we decided to approach this MCM with hands-on activities (tree planting and cleanup efforts, See Attachment F):

- First Energy Green Team Tree Planting – 625 Trees
- Chesapeake Bay Trust Tree Planting – 50 Trees
- Downtown Spring Clean

## MCM #2: Public Involvement and Participation

Describe how public comments have been incorporated into the permittee's MS4 program, including water quality improvement projects to address impervious area restoration requirements:

One of the leading goals of the Community Survey is to identify the public's impression of SWM around the City, and where the City could focus efforts in addition to the projects currently listed. This also provided a strategic opportunity for the City to discover where educational outreach or future public meetings should focus.

Describe any additional events and activities if applicable:

An additional Tree Planting occurred under a Chesapeake Bay Trust grant; however, the plantings did not constitute reforestation. A total of 50 trees were planted at various City parks and public spaces during this weekend effort.

3. Provide a summary of activities planned for the next reporting cycle:

- Stormwater Photo Scavenger Hunt
- Street Sweeper Naming Contest!
- Stream or Trail Clean-Up Day

4. List the total cost of implementing this MCM for the permit term:

\$10,000 - \$20,000

**MCM #3: Illicit Discharge Detection and Elimination (IDDE)**

1. Does the permittee maintain a map of the MS4 owned or operated by the permittee, including stormwater conveyances, outfalls, stormwater best management practices (BMPs), and waters of the U.S. receiving stormwater discharges?  
 Yes  No

If Yes, attach the map to this report and provide a progress update on any features that are still being mapped. If No, detail the current status of map development and provide an estimated date of submission to MDE:

[Attached! See Attachment G.](#)

2. Does the permittee have an ordinance, or other regulatory means, that prohibits illicit discharges?  
 Yes  No

If Yes, describe the means for enforcement utilized by the permittee (alternatively, a link may be provided to the permittee's webpage where this information is available). If No, describe the permittee's plan, including approximate time frame, to establish a regulatory means to prohibit illicit discharges:

[The Brunswick Code of Ordinances Section 4-2404 Discharge to and Use of Public Sewers prohibits illicit discharges to the public sewer system. Additionally, per Section 4-1304 of the City Code, the City of Brunswick has adopted the Frederick County Stormwater Management Requirements in the County Stormwater Management Ordinance. Violations of this Ordinance are considered a civil infraction and enforceable as such.](#)

3. Describe the process the permittee utilizes for gaining access to private property to investigate and eliminate illicit discharges:

[See the City of Brunswick Code of Ordinances, Section 4-2411 Powers and Authority of Inspectors. Additionally, the City of Brunswick has adopted the International Property Maintenance Code \(IPMC\) in the Code of Ordinances by reference \(Section 7-1501\) which also allows for entry to private property for inspections.](#)

4. Did the permittee submit to MDE standard operating procedures (SOPs) in accordance with Part IV.C of the permit?

Yes  No

If No, provide a proposed date that SOPs will be submitted to MDE. MDE may require more frequent reports for delays in program development:

[n/a](#)



**MCM #3: Illicit Discharge Detection and Elimination (IDDE)**

Did MDE approve the submitted SOPs?

Yes  No

If No, describe the status of requested SOP revisions and approximate date of resubmission for MDE approval:

n/a

5. Describe how the permittee prioritized screening locations in areas of high pollutant potential and identify the areas within which screenings were conducted during this reporting period:

Priority areas include industrial and commercial areas or locations where infrastructure is aging. Outfalls selected for screening include those that may produce a single representative sample from the identified priority area. Locations with long storm drain runs (multiple inlets, larger drainage areas) in residential locations were also selected.

6. Answers to the following questions must reflect this two-year reporting period.

How many outfalls are identified on the map?

How many outfalls were required to be screened for dry weather flows to meet the minimum numeric requirement (i.e., 20% of total outfalls, up to 100)?

How many outfalls were screened for dry weather flows?

Per the permittee's SOP, how frequently were outfalls required to be screened?

Outfalls are required to be screened annually.

At what frequency were outfalls screened during the reporting period?

Based on City personnel workloads in 2022, screenings took place in September and October of this year as a lump effort. However, one of the core tasks of the new Program Manager is to screen systematically throughout the year. We understand that the intent of the IDDE screening program is to have regular and continuous checks of City outfalls. The new position will have a dedicated personnel member administering the IDDE program regularly.

How many dry weather flows were observed?

If dry weather flows were observed, how many were determined to be illicit

discharges?

**MCM #3: Illicit Discharge Detection and Elimination (IDDE)**

Describe the investigation process to track and eliminate each suspected illicit discharge and report the status of resolution:

One potential illicit discharge was detected. This outfall will be reinspected in November and if evidence suggests an illicit discharge is occurring; the flow will be traced up the storm drain. One complication with this outfall is that portions of the drainage area to this location fall outside of our jurisdiction. Therefore, follow-up efforts likely require coordination with the Frederick County if enforcement is needed.

7. Describe maintenance or corrective actions undertaken during this reporting period to address erosion, debris buildup, sediment accumulation, or blockage problems:

Public Works personnel conduct regular storm drain cleaning (via vacuum truck) and remove leftover debris collected on storm drain grates following measurable rain events. See Attachment E.

When possible, excessive vegetation or debris buildup discovered during outfall inspections was removed manually (by hand, lopping) during the inspection.

Maintenance or remedial actions noted during outfall inspections will be added to the Department of Public Works minor project list for tracking. This new project tracking database was introduced in 2022 and has proven effective for cross-department collaboration.

8. Is the permittee maintaining all IDDE inspection records and are they available to MDE during site inspections?

Yes  No

9. If spills, illicit discharges, and illegal dumping occurred during this reporting period, describe the corrective actions taken, including enforcement activities, and indicate the status of resolution:

One potential illicit discharge was detected in October and will be reinspected in November. The City purchased a state of the art water test kit for the Program Manager to use for stormwater inspections.

Please see MCM #6 for information on reported spills and response.

10. Attach to this report specific examples of educational materials distributed to the public related to illicit discharge reporting, illegal dumping, and spill prevention. If these are not available, describe plans to develop public education materials and submit examples with the next Progress Report:

High-level/general information links are available on the City of Brunswick's Stormwater Management page of the website.

**MCM #3: Illicit Discharge Detection and Elimination (IDDE)**

In 2023, the City webpage dedicated to Stormwater and Flooding will be refreshed and administered by the newly-created Office of GIS and Environmental Programs. Social media platforms will be at the core of the outreach program.

11. Specify the number of employees trained in illicit discharge detection and spill prevention:

12. Provide examples of training materials. If not available, describe plans to develop employee training and submit examples with the next Progress Report:  
One City employee is a Certified Stormwater Inspector and trained in IDDE through the National Stormwater Center via training seminar. Hands-on training with more focus on specifically IDDE would be ideal if MDE is aware of any.

\*All Public Works employees have received a training brief on spill prevention and response under the Public Works Facility's SWPPP protocol. These personnel members are not trained in IDDE, so they were not included in the count, above. Public Works personnel are the eyes of the City on a daily basis; therefore, strategically, it is critical for these employees to recognize spills and know what to do. The training brief is included in this submittal package.

13. List the cost of implementing this MCM during this permit term:  
\$25,000 - \$30,000

**MCM #4: Construction Site Stormwater Runoff Control**

**Erosion & Sediment Control Program Procedures, Ordinances, and Legal Authority**

1. Does the permittee have an MDE approved ordinance?

Yes  No

Has the permittee submitted modifications to MDE?

Yes  No

Has the adopted ordinance been submitted to MDE?

Yes  No

If No, is the adopted ordinance attached?

Yes  No

2. Does the permittee rely on the County, local Soil Conservation District, or MDE to perform any or all requirements for an acceptable erosion and sediment control program?  Yes  No

If Yes, check all that apply:

Plan Review and Approval

Construction Inspections

Enforcement

3. Does the permittee have a process to ensure that all necessary permits for a proposed development have been obtained prior to issuance of a grading or building permit?

Yes  No

Explain how the permittee ensures all permits are in place:

The County Stormwater Management Ordinance (§ 1-15.2-6.1. Permit Requirement) requires that—unless exempt—all SEC and SWM are approved, easements granted, maintenance agreements are recorded, and security is provided for the site prior to obtaining a building or grading permit. The Department of Permits and Inspections and SCD conduct all permit reviews. Approval is given once all requirements are met.

## MCM #4: Construction Site Stormwater Runoff Control

### Erosion & Sediment Control Program Implementation Information

1. Does the permittee have a process for receiving, investigating, and resolving complaints from interested parties related to construction activities and erosion and sediment control?

Yes  No

Describe the process:

At the City level, complaints are typically received as Stormwater Violations and are investigated by the City's Certified Stormwater Inspector. If the complaint is a legitimate violation, it is elevated to the Frederick County Inspector(s).

Provide a list of all complaints and summary of actions taken to resolve them:

Two Construction Site Stormwater Runoff Control complaints occurred:

- 1.) **48 & 50 East F Street – Sediment Control upgrade required.** This was a single family home project, minor grading permit. Due to the slope of the property, amplified sediment controls were required to control runoff to the property below. The City (P&Z, DPW) worked with the County, the contractor, and the adjacent property owner to install additional silt fencing and construct a swale to divert runoff. All parties were cooperative in finding effective short and long-term solutions. Great teamwork and communication on this effort!
- 2.) **Brunswick Crossing – SWM Pond 8 @ Sec IV – Silt Fence Blowout** After a rain event, a portion of a SSF failed in an area under construction, depositing a layer of sediment across a paved trail and into the ravine below.. Once the source was identified, our office contacted the Developer and the County Inspector to coordinate on reinstalling the SSF. This site is closely monitored by the Developer and the County.

2. Total number of active construction projects within the reporting period:

Provide a list of all construction projects and disturbed areas:

- Brunswick Crossing (40 AC +/-)

Does the permittee submit grading reports to MDE (only applies if the permittee has an MDE approved ordinance)?

Yes  No  N/A

**MCM #4: Construction Site Stormwater Runoff Control**

3. Total number of violation notices issued related to this MCM within the permit area (report total number whether the permittee or another entity performs inspections):

n/a

Describe the status of enforcement activities:

[Please consult with Frederick County.](#)

Describe how the permittee communicates and collaborates with the enforcement authority for violations within the permit area. Include measures taken by the permittee such as suspending or denying a building or grading permit in order to prevent the discharge of pollutants into the MS4:

[Please consult with Frederick County.](#)

Are erosion and sediment control inspection records retained and available to MDE during field review of local programs?

Yes  No

If No, explain:

[Please consult with Frederick County.](#)

4. Number of staff trained in MDE's Responsible Personnel Certification:

1

5. Describe the coordination efforts with other entities regarding the implementation of this MCM:

[Please consult with Frederick County.](#)

6. List the total cost of implementing this MCM over the permit term:

[\\$5,000 \(Please also consult with Frederick County\)](#)

**MCM #5: Post Construction Stormwater Management**

**Stormwater Management Program Procedures, Ordinances, and Legal Authority**

1. Does the permittee have an MDE approved ordinance?  Yes  No
- Has the permittee submitted modifications to MDE?  Yes  No
- Has the adopted ordinance been submitted to MDE?  Yes  No
- If No, is the adopted ordinance attached?  Yes  No

1. Does the permittee have a memorandum of understanding (MOU) with the County to perform any or all requirements for an acceptable stormwater program?  
 Yes  No

If Yes, check all that apply:

- Plan Review and Approval
- First Year Post Construction Inspections
- As-Built Plan Approval
- Post Construction Triennial Inspections
- Enforcement
- BMP Tracking and Reporting

**Stormwater Management Program Implementation Information**

1. Has an Urban BMP database been submitted in accordance with the database structure in Appendix B, Tables B.1.a, b, and c as a Microsoft Excel file?  
 Yes  No

Describe the status of the database and efforts to complete all data fields:

The City of Brunswick coordinated with the Frederick County Office of Environmental Compliance to update the BMP database. Structural BMP facilities are on the County's triennial inspection schedule. Smaller BMPs are inspected by the City and were updated in October primarily to validate their existence and conduct inspections using the newly-developed BMP Inspection Checklist (See Attachment D).

2. Total number of triennial inspections performed:

Total number of BMPs jurisdiction-wide:

- Are inspections performed at least once every three years for all BMPs?  
 Yes  No

**MCM #5: Post Construction Stormwater Management**

If No, describe how the permittee will catch up on past inspections and remain on track to perform BMP inspections once every three years:

N/A

Are BMP inspection records retained and available to MDE during field review of local programs?

Yes  No

3. Total number of violation notices issued:

Describe efforts to bring BMPs into compliance and the status of enforcement activities within the jurisdiction:

Please consult with Frederick County.

4. Describe how the permittee coordinates and cooperates with the County to ensure stormwater BMPs are functioning according to approved standards. (Applicable for municipalities that rely on the County to perform stormwater triennial inspections):

Frederick County Inspectors (Office of Environmental Compliance) conduct inspections. If any potential violations are reported or observed, the City contacts Frederick County to coordinate enforcement and compliance.

5. Provide a summary of routine maintenance activities for all publicly owned BMPs:  
No BMP maintenance schedule currently exists for the City.

Number of publicly owned BMPs:

Describe how often BMPs are maintained. Specify whether maintenance activities are more frequent for certain BMP types:

Publicly owned BMPs are weeded and mowed as a regular part of DPW weekly mowing rounds. More involved maintenance, such as wood vegetation removal or deposition abatement occurs as needed, and usually within a day or two of the Stormwater Inspector report to DPW. The City has a great turnaround when it comes to these efforts. Our Public Works Department is first-class!

Are BMP maintenance checklists and procedures for publicly owned BMPs available to MDE during field review of local programs?

Yes  No



### MCM #5: Post Construction Stormwater Management

Are BMP maintenance records retained and available to MDE during field review of local programs?

Yes  No

If either answer is No, describe planned actions to implement maintenance checklists and procedures and provide formal documentation of these activities:

One of the goals of the Program Manager is to work with DPW on developing a shareable BMP Maintenance Checklist. This checklist will be used in conjunction with the DPW Minor Project List. Documentation will be included in the next report.

6. Number of staff trained in proper BMP design, performance, inspection, and routine maintenance:

7. Provide a summary of activities planned for the next reporting cycle:

- Coordinate with Public Works Department to develop a BMP maintenance schedule.

8. List the total cost of implementing this MCM over the permit term:  
\$50,000

## MCM #6: Pollution Prevention and Good Housekeeping

1. Provide a list of topics covered during the last training session related to pollution prevention and good housekeeping, and attach to this report specific examples of training materials:

The SWPPP Training presentation (PDF attached) covers: Spill Response & Notification, Proper Vehicle Fueling Techniques, Used Oil Handling, Household Hazardous Waste Handling, Used Battery Management, Spent Solvent and Paint Management, and General Good Housekeeping Practices.

List all training dates within this two-year reporting period:

Department of Public Works  
10/12/2022 & 8/23/2022

Number of staff attended:

2. Are the good housekeeping plan and inspection records at each property retained and available to MDE during field review of the local program?  Yes  No

If No, explain:

Note: Hardcopies of all Industrial Permit documents are maintained in the Planning & Zoning Department (601 E. Potomac Street) as this is where the Stormwater Inspector works and records are kept. Digital access to all permit information (approval documents and inspections) are available at all times to Public Works personnel as well as other City Administration on the City's server.

Provide details of all discharges, releases, leaks, or spills that occurred in the past reporting period using the following format (attach additional sheets if necessary).

① Property Name: Brunswick Train Station – AMTRAK Accident

Date:

8/03/2022 5:16 PM

Describe observations:

A tractor trailer bed was struck by an Amtrak Train. The tractor trailer was pushed into the passenger vehicle, which sustained damage. Motor oil was released onto the roadway, but did not make its way to the storm drain system. HAZMAT crews placed loose absorbent to contain the spill.

Describe permittee's response:

HAZMAT crews contained and removed the spilled oil using appropriate methods immediately following the accident; however, loose absorbent remained. An inspection the following day determined that additional cleanup was needed to prevent the absorbent from reaching the storm drain. DPW crew responded

## MCM #6: Pollution Prevention and Good Housekeeping

immediately to sweep up the captured oil to complete the mitigation effort.



② Property Name: Tenth Avenue Roadway

Date:

8/03/2022

Describe observations:

Trash truck sprayed hydraulic fluid onto roadway. There are no expected environmental or health defects. The fluid remained on the asphalt and did not reach a storm drain or pervious surface.

Describe permittee's response:

The spill was immediately contained using an on board industrial spill kit (loose absorbent). The scene was swept up upon City DPW personnel arrival. Truck Operator Management was on site and exchanged contact information with our office.

The City Stormwater Inspector revisited the site on 8/23/2022 to ensure no residual absorbent remained.



### MCM #6: Pollution Prevention and Good Housekeeping

3. Quantify and report property management efforts as shown below, where applicable (attach additional sheets if necessary).

Number of miles swept:

Amount of debris collected from sweeping (indicate units):

If roads and streets are swept, describe the strategy the permittee has implemented to maximize efficiency and target high priority areas:

Potomac Street is a main arterial and located at the toe of the City's slope. Material deposition occurs along the curblines.

Number of inlets cleaned:

Amount of debris collected from inlet cleaning (indicate units):

Describe how trash and hazardous waste materials are disposed of at permittee owned and operated property(ies), including debris collected from street sweeping and inlet cleaning:

- Yard waste collection site at 600 Petersville Road; Dumpster emptied when full.
- Waste oil collection at 13<sup>th</sup> Ave PW Bldg. Emptied on a 5-week pumping schedule or when nearing full. Operated by Maryland Environmental Service (MES).

Does the permittee have a current State of Maryland public agency permit to apply pesticides?

Yes  No

[Pesticide Public Agency Permit 9179](#)

If No, explain (e.g., contractor applies pesticides):

Does the permittee employ at least one individual certified in pesticide application?

Yes  No

If Yes, list name(s):

[Russel Fader \(Permit number 9179-88731\)](#)

If the permittee applied pesticides during the reporting year, describe good housekeeping methods (e.g., integrated pest management, alternative materials/techniques):

**MCM #6: Pollution Prevention and Good Housekeeping**

Detailed mapping, proper storage, spill prevention, and vehicle identification.

If the permittee applied fertilizer during the reporting year, describe good housekeeping methods (e.g., application methods, chemical storage, native or low maintenance species, training):

None applied.

If the permittee applied materials for snow and ice control during the reporting year, describe good housekeeping methods (e.g., pre-treatment, truck calibration and storage, salt domes):

The City does not pre-treat with solutions, occasionally salt is placed prior to forecasted ice events. No calibrations are conducted, and salt storage is contained under cover.

Describe good housekeeping BMP alternatives not listed above:

4. If applicable, provide a status update for permittee owned or operated properties regarding coverage under the Maryland General Permit for Stormwater Discharges Associated with Industrial Activity or an individual industrial surface water discharge permit:

Facility inspections at the Public Works Facility (600 Petersville Road, Brunswick, MD – MDR003351) are conducted quarterly. No violations have occurred at the facility under the Industrial Permit term; therefore, no corrective measures were required.

The City applied for Industrial Permit coverage for two additional facilities in 2022. The status of these NOIs is pending; updates will be include in the next Annual Report.

5. List the total cost of implementing this MCM over the permit term:

\$50,000