

ELIZABETH TOWNSHIP

MS4 PROGRAM

MCM #6 – GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

Revised: July 2024

BMP#1: Inventory of Elizabeth Township Facilities

- Elizabeth Township Municipal Building (Contact: Greg Butler, Township Manager)
Address: 522 Rock Run Road, Elizabeth, PA 15037
Phone: (412) 751-2880
- Public Works Facility (Contact: Tom Methven, Public Works Supervisor)
Address: 522 Rock Run Road, Elizabeth, PA 15037
Phone: (412) 751-2880 x1029

- **Parks and Recreational Facilities**

Twele Field	Industry Ball Field and Playground	
Township Recreational Center	Highland Meadows Park	
Township Ball Field	Buena Vista Boat Launch	
Stoneybrook Park	Boston Fields	

- **Sanitary Sewer Facilities**

Owner: Elizabeth Township

Operation and Maintenance: Veolia Water (Contact: Dennis Ottaviani, Manager)

Address: 21 Janette Circle, Irwin, PA 15642

Phone: (412) 302-1159

- Pump Stations – Buena Vista Interceptor, Boston, Duncan Station, Lovedale Hollow, Simpson-Howell, Wylie

BMP#2: Responsibilities for Facilities in BMP #1

Municipal Building/Public Works Garage

Responsibility	Frequency	Duties (cleanup process/any prohibitions)
Fluids Management/ Vehicle Maintenance	As needed	<ul style="list-style-type: none"> ➤ has Spill Prevention control and countermeasure (SPCC) plan up to date ➤ uses oil/drip pans ➤ Minimize use of solvents ➤ Recycles used oil
Vehicle Washing	As needed	<ul style="list-style-type: none"> ➤ Spill kit on hand
Road Salt	Every Winter	<ul style="list-style-type: none"> ➤ Silt sock is provided inside and outside of salt garage ➤ Calibrate spreaders ➤ Sweep up spills around storage/loading area – spill kit on hand
Fueling Vehicles	N/A	<ul style="list-style-type: none"> ➤ Does not have on site Fuel Storage.
Site Maintenance	As needed	<ul style="list-style-type: none"> ➤ Brushes parking lots
Cleaning of Storm Sewer Structures	As necessary	<ul style="list-style-type: none"> ➤ uses Vac-Truck to clean out inlets ➤ Disposes in Dumpster
Street Sweeping	Each Spring/Fall	<ul style="list-style-type: none"> ➤ Posts no-parking signs for residents/businesses with dates of street sweepings on website and emails through newsletter

Parks and Recreation Facilities

Responsibility	Frequency	Duties (cleanup process/any prohibitions)
Fluids Management/ Vehicle Maintenance	As needed	<ul style="list-style-type: none"> ➤ has Spill Prevention control and countermeasure (SPCC) plan up to date ➤ uses oil/drip pans ➤ Minimize use of solvents ➤ Recycles used oil
Vehicle Washing	As needed	<ul style="list-style-type: none"> ➤ Spill kit on hand
Road Salt	Every Winter	<ul style="list-style-type: none"> ➤ Silt sock is provided inside and outside of salt garage ➤ Calibrate spreaders ➤ Sweep up spills around storage/loading area – spill kit on hand

Fueling Vehicles	N/A	➤ Does not have on site Fuel Storage.
Site Maintenance	As needed	➤ Brushes parking lots
Cleaning of Storm Sewer Structures	As necessary	➤ uses Vac-Truck to clean out inlets ➤ Disposes in Dumpster
Street Sweeping	Each Spring/Fall	➤ Posts no-parking signs for residents/businesses with dates of street sweepings on website and emails through newsletter

Sanitary Sewer Facilities

Responsibility	Frequency	Duties (cleanup process/any prohibitions)
Fluids Management/ Vehicle Maintenance	As needed	➤ has Spill Prevention control and countermeasure (SPCC) plan up to date ➤ uses oil/drip pans ➤ Minimize use of solvents ➤ Recycles used oil
Vehicle Washing	As needed	➤ Spill kit on hand
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O&M for BMP Facilities

Phase I MS4 Construction Projects		
Stoneybrook Park – Rain Garden 1	2-4x/year	<ul style="list-style-type: none"> ➤ Complete DEP BMP Inspection sheet ➤ Mow, vegetate, remove any debris that is visible
Stoneybrook Park – Rain Garden 2	2-4/year	<ul style="list-style-type: none"> ➤ Complete DEP BMP Inspection sheet ➤ Mow, vegetate, remove any debris that is visible
Happy Hollow – Rain Garden 3	2-4x/year	<ul style="list-style-type: none"> ➤ Complete DEP BMP Inspection sheet ➤ Mow, vegetate, remove any debris that is visible
Fox Run Plan – Ponds 1-3	4x/year and after 1” or 2” storms	<ul style="list-style-type: none"> ➤ Complete DEP BMP Inspection sheet ➤ Mow, vegetate, remove any debris that is visible

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
February 2021	KLH Engineers, Inc.	Public Meeting Presentation – Public and Board Members	MS4 and How it Affects You
June 2023	KLH Engineers, Inc.	Public Meeting Presentation – Public and Board Members	MS4 Construction Projects – MS4 & PRP Phase I and Phase II