



LANCASTER COUNTY  
CONSERVATION DISTRICT

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PW-13

Conserving Natural Resources for Our Future

To: Lancaster County Township and Borough Managers  
 From: Christopher M. Thompson, Administrator  
 Date: September 1, 2015  
 Re: Memorandum of Understanding

The enclosed document is a Memorandum of Understanding (MOU) between the Lancaster County Conservation District (LCCD) and your municipality. This MOU indicates both parties' responsibilities between our agencies. The MOU will also serve as a document to validate the linkage between your municipality and LCCD as required by the Municipal Separate Storm Sewer System (MS4) protocol and will remain in effect unless terminated or renewed in writing. This MOU requires action by your municipal board. The District requests that you return: A signed copy of the Execution page and Attachment A – Municipal Contact Information, pages 18 & 19, in the enclosed self-addressed envelope within 60 days of receipt of this letter. Please keep a copy for your records.

The District will coordinate efforts with municipalities and interested parties to better determine how we can help meet municipal MS-4 requirements through our delegation responsibilities.

From time to time, you may have other natural resource concerns in your municipality that are not identified within the MOU. I have included a list of contact agencies/people that can assist you with these concerns.

If you have questions in regard to this MOU or would like to receive correspondence via email instead of standard mail, please contact Robert Hartz, at (717) 299-5361 x 113, to be added to our email list.



SCANNED

Cordially,  
Christopher M. Thompson

Enclosures: MOU  
Agency Contact List

Pequea Twp Mail Distribution:			
Incoming:	9/8	Outgoing:	9/8
Dist By:	W/C	Email	Cloud
Secretary	X		
Treasurer			
BOS		X	
PTPC			
ZHB			
Zoning Off		X	
Solicitor			
Engineer		X	
Park Board			
Roadmaster			
Parks Dept			



Melissa Patten X

**MEMORANDUM OF UNDERSTANDING  
 BETWEEN THE  
 LANCASTER COUNTY CONSERVATION DISTRICT  
 AND  
PEQUEA TOWNSHIP**

WHEREAS, the Lancaster County Conservation District, hereafter referred to as "LCCD", and PEQUEA TOWNSHIP, hereafter referred to as Municipality, have common areas of responsibility in serving the citizens of PEQUEA TOWNSHIP and

WHEREAS, there are common areas of work that require communication and support of each of these parties to the other party, and

WHEREAS, the District and the Municipality desire to formalize their interactions in relation to common programs and responsibilities, and

WHEREAS, this Memorandum of Understanding will serve as a foundation for a cooperative and mutually beneficial working relationship between the District and the Municipality,

NOW THEREFORE, the parties agree to jointly enter into this Memorandum of Understanding. The Memorandum of Understanding has six component parts as listed herein:

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**I. EROSION AND SEDIMENT POLLUTION CONTROL**  
**&**  
**NPDES for Stormwater Discharges Associated with Construction Activities**

**PURPOSE:** Erosion and the resulting deposition of sediment in our waterways is the primary pollutant by volume of our streams. Minimizing erosion and sediment pollution of our streams requires initiatives at the federal, state, county and local municipal levels of government. The purpose of this Memorandum of Understanding (MOU) is to serve as a joint commitment to control accelerated erosion and to prevent sediment pollution to the waters of the Commonwealth, which may result from the conduct of earth disturbance activities. This MOU also serves as a basis for stating the role of each party in appropriately updating and administering appropriate Ordinances of the municipality in relation to Erosion and Sediment Pollution Control.

**DISTRICT RESPONSIBILITIES:** In carrying out the intent of this memorandum, the LCCD shall, within the limits of its capabilities and within the scope of its Delegation Agreement with PA DEP, administer and implement the Commonwealth's Erosion and Sediment and Stormwater Control (Chapter 102 and Chapter 92- NPDES) Programs:

**1. Records, Resources, Materials and Documents:**

- a. Provide to the Municipality a schedule of plan review fees and sufficient quantities of all necessary forms. The LCCD will promptly notify the municipality of any change in the plan review fee schedule and provide updated forms and educational materials in a timely manner.
- b. Upon request, provide all applicants with a DEP Erosion and Sediment Pollution Control Program Manual, National Pollutant Discharge Elimination System (NPDES) permit applications, and related forms, worksheets, checklists and all other forms and documents necessary to successfully prepare an E&S plan and/or NPDES permit application for discharge of stormwater from construction activities.
- c. Provide the municipality with a year-end summary of NPDES and Erosion and Sediment Pollution Control activities within the municipality. The summary is intended to inform the municipality of activities and document activities for municipal MS4 permit requirements. The report is titled "Annual MS-4 Supplemental Report for PEQUEA TOWNSHIP".
- d. Serve as a repository for all erosion and sediment control plans (E&S) plans, permit applications, plan and permit reviews, complaints, inspection reports, correspondence and other materials and documents concerning the conduct of earth disturbance activities permitted under the municipal ordinance. All such information shall be contained in a dedicated filing system, which shall be available for inspection by municipal officials at any time.

- e. The LCCD will maintain information and materials on its website related to NPDES permitting and the E&S program. Municipalities may provide links to the LCCD website from municipal websites. This activity provides additional outreach and satisfies relevant MS4 requirements.
- f. The LCCD shall maintain a filing system, in accordance with DEP's Records Retention Policy, that may be available for municipal official review.

**2. Plan Reviews and Permitting:**

- a. Receive all applications and ESCP plans required by NPDES permitting regulations and complete administrative and technical reviews within time frames established by DEP.
- b. Receive all E & S plans required by municipal ordinance or submitted voluntarily, and complete reviews of the plans within time frames established by the LCCD.
- c. Within 10 calendar days of a review action, the LCCD will forward to the municipality, applicant and/or responsible party:
  - I. Notice of NPDES permit decisions including permit and plan approvals and renewal deficiency letters, denials and withdrawals.
  - II. Notice of E & S plan decisions where NPDES permits are not required including approvals and deficiency letters.

**3. Inspections:**

- a. The LCCD will inspect earth disturbance activities to ensure that the implementation and maintenance of the E & S plan and E & S practices are in compliance with the NPDES program and Chapter 102 regulations.
- b. Inspections will be performed:
  - I. At a minimum, in compliance with DEP inspection schedules for permitted projects
  - II. At the request of the municipality.
  - III. Within 10 calendar days of receipt, in response to a complaint from the municipality or the public.
  - IV. Routinely, as time, workload, or staffing resources may allow.
- c. Within 10 calendar days of completion the LCCD will forward to the municipality and applicant or responsible party:

I. Inspection reports resulting from complaints investigations and other inspections

d. Initiate enforcement actions within the scope of the delegation agreement between the LCCD and the PA DEP.

**4. Municipal Assistance:**

a. The LCCD will assist the municipality with environmental problems, permit applications and resource management issues within the scope of the LCCD's role under the NPDES and Chapter 102 program. The LCCD will enlist assistance from cooperating agencies when appropriate.

b. The LCCD will provide an invitation to the municipality to all appropriate educational events.

c. At the request of the municipality, the LCCD will review appropriate sections of municipal stormwater management and subdivision and land development ordinances and make recommendations for consistency with current Chapter 102 regulations and NPDES permit requirements.

d. Meetings:

I. The LCCD will invite the municipality to all scheduled pre-application meetings. Where the LCCD is not the entity organizing the meeting, the LCCD will recommend to the meeting organizer that the municipality be invited. Attendance and choice of representative is at the discretion of the municipality.

II. LCCD staff, at the request of the municipality, will meet with municipal representatives to provide information or to discuss issues related to NPDES permitting and Chapter 102 regulations.

III. LCCD staff, where appropriate, will notify the municipality of any site meetings related to inspections, violations or complaints and invite the municipality to attend these meetings.

**MUNICIPAL RESPONSIBILITIES:** In carrying out the intent of this memorandum, the municipality shall:

**1. Resources and Information:**

a. Inform those involved with earth disturbance activities of any Erosion and Sediment Pollution Control and NPDES permitting requirements involving municipal ordinances.

b. Retain a sufficient quantity of the application form for E & S plans and issue such information to all proposed earth disturbance projects that require review and approval in accordance

with the provisions of the municipal ordinance. The municipality shall provide instructions as necessary to have the plans submitted to the LCCD.

- c. Distribute education information about the LCCD's programs and provide contact information to the public for the LCCD.
- d. Retain all correspondence from the LCCD including copies of inspection reports, permit authorizations, denials and withdrawals, notices of violations; E & S plan approvals and other correspondence needed by the municipality for MS4 permit documentation or other municipal purposes.

## **2. Notice and Referral to the District:**

- a. Forward complaints involving earth disturbance activities to the LCCD within 10 calendar days of receipt for inspection.
- b. Forward all questions related to the preparation of E & S plans and NPDES permit applications to the LCCD.
- c. Notify the LCCD of the receipt of a building permit application involving earth disturbance of one acre or more within five (5) working days of receipt. **(Required under 25 PA Code §102.42).**
- d. Forward to the LCCD an Act 167 consistency letter to confirm that projects meet the intent of the municipality's stormwater ordinance, if covered under an Act 167 ordinance.
- e. Forward to the LCCD copies of municipal engineer review letters when comments pertain to the E & S plans, stormwater management plans, and/or NPDES applications.
- f. Coordinate pre-application meetings with the LCCD whenever possible.
- g. Complete **Attachment A**, contained in this MOU, to better facilitate communications between the municipality and the LCCD.

## **3. Municipal Approvals and Actions:**

- a. Before issuing any permits or approvals, with the exception of local stormwater approvals, the municipality will require evidence of an issued Individual NPDES permit, authorized General NPDES permit or approved E & S permit if required, or an approved E & S plan where municipal regulations require an approved E & S plan where NPDES or E & S permits are required. Per Section 102.43, municipalities may not issue building or other permits to applicants proposing earth disturbance activities requiring a permit under Chapter 102.

- b. Where violations of Chapter 102 or NPDES permitting regulations are discovered, the municipality will cooperate with the LCCD to document and resolve the violations. Cooperation may entail providing access or copies of approved subdivision or land development plans, issued permits, review comments, revocation of municipal permits and other reasonable measures legally and practically available to the municipality.
- c. Encourage the preservation and responsible use of all of Lancaster County's natural resources.

## **II. Chapter 105- Dam Safety & Waterway Management**

**PURPOSE:** Pennsylvania's Chapter 105 program regulates the waterways and wetlands of the Commonwealth. Chapter 105 establishes the thresholds for permitting requirements for encroachment or obstruction activities to jurisdictional waters and wetlands. The regulations also specify for requirements related to dam and floodway activities. This section of the MOU establishes the delegation authority for the Chapter 105 program given to the LCCD by PA DEP.

**DISTRICT RESPONSIBILITIES:** In carrying out the intent of this memorandum, the LCCD shall, within the limits of its capabilities and within the scope of its Delegation Agreement with PA DEP, administer and implement the Commonwealth's Chapter 105 program.

### **1. Records, Resources, Materials & Documents:**

- a. Provide to the Municipality a schedule of Chapter 105 application fees and sufficient quantities of all necessary forms. The LCCD will promptly notify the municipality of any changes in the application fees or regulations.
- b. Serve as a repository for all Chapter 105 General Permit applications and associated E & S plans, inspection reports, complaint information, and other materials and documents concerning the conduct of encroachment and obstruction activities related to the Chapter 105 program.
- c. The LCCD will maintain information and materials on its website related to the Chapter 105 program. Municipalities are encouraged to provide the link to the LCCD website on their own municipal website.
- d. The LCCD will maintain a filing system, in accordance with DEP's Records Retention Policy, that may be available for municipal review.

### **2. Chapter 105 General Permit Review & Permit Acknowledgement:**

- a. Receive all Chapter 105 General Permit #'s 1, 2, 3, 4, 5, 6, 7, 8, and 9 applications and corresponding fee application for review. Applications will be processed in the timeframes established by DEP.
- b. Within 10 calendar days of permit acknowledgement, forward notice of permit use to the municipality.

### **3. Municipal Assistance:**

- a. The LCCD will assist the municipality with environmental problems, permit applications and resource management issues within the scope and resources of the LCCD's role under



the Chapter 105 program. The LCCD will enlist assistance from cooperating agencies when appropriate.

- b. The LCCD will provide an invitation to the municipality to all appropriate educational events.
- c. Meetings:
  - I. The LCCD will invite the municipality to all scheduled pre-application meetings. Where the LCCD is not the entity organizing the meeting, the LCCD will recommend to the meeting organizer that the municipality be invited.
  - II. LCCD staff, at the request of the municipality, will meet with municipal representatives to provide information or to discuss issues related to the Chapter 105 regulations.
  - III. LCCD staff, where appropriate, will notify the municipality of any site meetings related to inspections, violations or complaints and invite the municipality to attend these meetings.

**MUNICIPAL RESPONSIBILITIES:**

- a. Refer residents to the LCCD when they have questions on permitting or earth moving activities related to streams, wetlands, ponds, springs or other waters regulated under Chapter 105.
- b. Distribute fact sheets and other educational materials provided by the LCCD.
- c. Retain copies of all correspondence from the LCCD pertaining to the Chapter 105 program for municipal purposes.
- d. Forward any complaints related to the Chapter 105 program to LCCD within 10 calendar days of receipt.

### **III. NPDES Municipal Separate Storm Sewer Systems (MS-4 – NPDES Permit PAG-13)**

**PURPOSE:** Many municipalities in Lancaster County and the County itself are subject to NPDES permit requirements for Municipal Separate Storm Sewer Systems (MS4). The purpose of this agreement is to coordinate, where possible and desirable, the activities of the municipalities and the county associated with MS4 permit requirements. While not all requirements lend themselves to coordination, several of the requirements are such that coordination will result in decreased compliance cost and greater efficiency for both the municipality and county. The following details the municipal and LCCD responsibilities by Minimum Control Measure (MCM)

#### **MCM 1 – PUBLIC EDUCATION AND OUTREACH**

**DISTRICT RESPONSIBILITIES:** In carrying out the intent of this memorandum, the LCCD shall, within the limits of its capabilities:

- a. Distribute an educational publication to developers, contractors, farmers and other stakeholders in Lancaster County, once per permit year at minimum.
- b. Maintain on the LCCD website, information related to stormwater regulations, educational materials and resources. It is recommended that Municipalities provide a link from the municipal website, if available, to the LCCD website.
- c. Annually, no later than 30 days after the end of the permit year, provide a summary to each regulated municipality of the above activities and any other educational activities conducted by the LCCD that would be applicable for MS4 permit compliance. Where possible, copies of the educational materials, the dates distributed and a summary or list of those the material was distributed to will be included in the summary.

**MUNICIPAL RESPONSIBILITIES** In carrying out the intent of this memorandum, the municipality shall, within the limits of its capabilities:

- a. Annually, no later than 30 days prior to the end of the permit year, provide a summary to the LCCD of the use and or distribution of educational posters.
- b. Where practical and applicable, notify the LCCD at least 15 calendar days in advance of municipal public outreach events where the LCCD could play a role in providing public outreach.

#### **MCM 2 – PUBLIC PARTICIPATION**

**DISTRICT RESPONSIBILITIES:** In carrying out the intent of this memorandum, the municipality shall, within the limits of its capabilities:

- a. Notify regulated municipalities of public participation events, as appropriate 30 days prior to the event.

**MUNICIPAL RESPONSIBILITIES:** In carrying out the intent of this memorandum, the municipality shall, within the limits of its capabilities:

- a. Notify the LCCD of public participation events, as appropriate, at least 30 days prior to the event.

## **MCM 4 – CONSTRUCTION SITE STORMWATER MANAGEMENT**

**DISTRICT RESPONSIBILITIES:** In carrying out the intent of this memorandum, the LCCD shall, within the limits of its capabilities:

- a. Meet all of its responsibilities listed in the E & S section of this MOU.
- b. Annually, no later than 30 days after the end of the permit year, provide a summary to each regulated municipality of LCCD activities conducted in the municipality. The summary will include:
  - I. The number of sites inspected and the number of inspections conducted.
  - II. The number of complaints received, the number of inspections conducted in response to complaints, and the number of complaints referred to other parties.
  - III. The number of enforcement actions taken.
  - IV. The number of NPDES permits issued.
  - V. The number of E & S plans reviewed.
  - VI. A list of NPDES permits issued with the date of issuance, expirations and permit number.

**MUNICIPAL RESPONSIBILITIES:** In carrying out the intent of this memorandum, the municipality shall, within the limits of its capabilities:

- a. The municipality will meet all of its responsibilities listed in the E & S section of this MOU.
- b. Retain all correspondence from the LCCD including copies of inspection reports, permit authorizations, notices of violation; E & S plan approvals and other correspondence needed by the municipality for MS4 documentation purposes.

- c. Annually provide the LCCD with a list of contacts, their company, address, email and phone number, as to where the municipality would like copies of correspondences sent.
- d. Provide copies of ordinances related to stormwater management, erosion and sediment control and illicit discharges. The municipality will provide the LCCD with copies of any revised ordinances within 30 days of adoption.

## **IV. AGRICULTURAL RELATED ACTIVITIES** **(MANURE MANAGEMENT & EROSION CONTROL)**

**PURPOSE:** To conserve the agricultural resources of Lancaster County, by educating local municipalities and the public. This document encompasses but is not limited to, Nutrient Management, erosion control on farms, and compliance related topics.

**DISTRICT RESPONSIBILITIES:** In carrying out the intent of this memorandum, the LCCD is a clearing house of information relating to agricultural farming. The following items are available to municipalities across Lancaster County.

- a. Administer the State's Act 38 program, also known as the Nutrient Management Law. LCCD staff reviews nutrient management plans, conducts onsite yearly status reviews relating to nutrient application. These plans are developed on an animal density calculation. Any operation that has over 2.0 Animal Equivalent Units (AEU's)/Acre, is required to have an approved Act 38 Nutrient Management Plan.
- b. The Commonwealth also requires farmers to have a Manure Management Plan (Chapter 91.36), developed for every farm that produces or applies manure on their ground, no limit on size or scope of operation. Once farm size reaches certain thresholds based on livestock, further requirement for nutrient management may be required (such as Act 38 or CAFO). These plans must be available upon request for review from the landowner/operator on site, but are not required to be submitted for review or approval.
- c. Erosion and Sediment Control on farming operations:
  - I. The LCCD will oversee 25 PA Code Chapter 102.4(a) (Erosion & Sediment Control) relating to agriculture operations. Chapter 102.4 requires all farming operations that disturb over 5,000 sq. ft. to have a Conservation Plan or Ag E & S plan developed and implemented. This also includes no-till as an earth disturbing practice. These plans must be available upon request for review from the landowner/operator on site, but are not required to be submitted for review or approval.
- d. The LCCD will offer Technical Assistance for farming operations within the county. This technical assistance can be used by the farming landowner/operator to help with the implementation of BMPs found within their Conservations Plans. When needed, for BMP implementation, a reviewed design packet will accompany, along with spot inspections of construction implementation, and certification.
- e. Conduct complaint investigations regarding nutrient and sediment pollution events. (See **Attachment B**)
- f. When applicable, provide guidance on conservation planning, within the Bio-Solids Program.

- g. Provide the LCCD wide fee schedule, which includes fees pertinent to agricultural operations.
- h. Provide the municipality with a reasonable quantity of related resource materials at the request of the municipality.

**MUNICIPAL RESPONSIBILITIES:** In carrying out the intent of this memorandum, within the limits of its capabilities and available resources, the municipality shall:

- a. Forward to the LCCD (Ag Compliance Coordinator), any agricultural complaint relating to, but not limited to: Nutrient pollution, and sediment pollution.
- b. The LCCD highly recommends that the municipality require development of these plans before building permits for agricultural operations are approved. The municipality should not release permits to agricultural operations, until those landowners can produce a Nutrient or Manure Management Plan AND Conservation, or Ag E & S Plan.
- c. Make available to the public any educational materials provided by the LCCD.

#### **IV.1 Plain Sect Outreach**

**PURPOSE:** The LCCD dedicates an Ag staff person as the 'Plain Sect' Outreach Coordinator. This person has experience working with the 'Plain Sect' community and is available to meet with municipal representatives to provide information related to conservation issues within the 'Plain Sect' community. This staff person is available to meet with individual 'Plain Sect' farmers and can serve as a resource person for any municipal sponsored informational meeting for the agriculture community.

**DISTRICT RESPONSIBILITIES:**

- a. Provide assistance to the "Plain Sect" community by informing the community on agricultural regulatory requirements and best management farming practices.
- b. Refer farmers to the appropriate Agricultural Technician within the LCCD for technical guidance and planning.
- c. Provide assistance to municipalities when they need support in dealing with the Plain Sect.

**MUNICIPAL RESPONSIBILITIES:**

- a. Be aware that the Plain Sect Outreach Coordinator position exists and is available for assistance.
- b. Refer Plain Sect farmers to the LCCD for assistance, when appropriate.

## **V. EDUCATION & OUTREACH**

**PURPOSE:** The mission of the LCCD is to promote stewardship of the land, water, and other natural resources; and to make all citizens aware of the interrelationships between human activities and the natural environment; to provide assistance for current efforts in natural resource conservation; and to develop and implement programs which promote the stewardship of natural resources; while enlisting and coordinating help from public and private sources in accomplishing this mission. The education departments of the LCCD serve as a beginning point for many of our goals. Educating the public about our county's natural resources is a primary goal. Through education we can protect, preserve and promote the mission of the LCCD.

### **V.I Watershed Program**

**PURPOSE:** The LCCD's Watershed Program goals are to educate, create and foster grassroots volunteer watershed efforts, water quality monitor, and be a resource on all things water related in Lancaster County. The Watershed Coordinator for the LCCD should be used as a resource tool by community members, businesses, schools, and especially municipalities. Items the Watershed Program can deal with include, but are not limited to, stream water quality, wetlands, pond management, stormwater education, groundwater recharge, volunteer conservation efforts, and many additional issues. One of the ultimate goals of the watershed program is to get local streams off the state's list of impaired waterways. This goal can be accomplished through combined efforts from the LCCD, surrounding landowners, businesses, and the municipality. This MOU outlines general areas of cooperation between both parties.

**DISTRICT RESPONSIBILITIES:** In carrying out the intent of this memorandum, the LCCD shall, within the limits of its capabilities:

- a. Help to keep all municipalities informed of local watershed associations/group activities within their jurisdiction. The types of activities these organizations conduct can assist municipalities in their MS4 requirements. (i.e. public education and public participation)
- b. Provide the municipality with any volunteer water monitoring data that may be gathered for streams within your municipal boundary. All of this data can be found on the Lancaster County Watersheds website, [www.lancasterwatersheds.org](http://www.lancasterwatersheds.org), under the volunteer monitoring data tab.
- c. Provide copies of resource and educational materials the LCCD may create. Limited amounts of such copies will be provided at no charge. For larger quantities, the LCCD will provide copies in a format, where practical, suitable for producing copies or at cost. (i.e. stormwater management, riparian buffers, floodplains, groundwater recharge, water conservation, backyard conservation, and other natural resource issues.)

- d. Maintain a Lancaster County Watershed website ([www.lancasterwatersheds.org](http://www.lancasterwatersheds.org)) that provides current and useful local, regional, and statewide water resources that municipalities can use. (i.e. local watershed plans, list of volunteer watershed groups, stormwater action plans, local TMDL plans, electronic versions of educational publications, and a host of other useful tools.)
- e. Assist the municipality with watershed or water quality/quantity issues and permit applications that fall within the LCCD's area of expertise. The LCCD will enlist the services of cooperating agencies when necessary.
- f. Provide the municipality with watershed technical training opportunities and points of contact for LCCD programs.
- g. Notify municipalities of public participation events, as appropriate 30 days prior to the event.

**MUNICIPAL RESPONSIBILITIES:** In carrying out the intent of this memorandum, the municipality shall, within the limits of its capabilities:

- a. Be an active participant in local volunteer watershed groups as they devise ways to educate, restore, or improve the local watershed within your municipality.
- b. Inform the LCCD of natural resource issues especially those that are water related.
- c. Where practical and applicable, notify the LCCD at least 30 calendar days in advance of municipal public outreach events where the LCCD could play a role in providing public outreach.
- d. Cooperate with the LCCD on studies, pilot projects or surveys related to water resource conservation within the municipality.

**IT IS MUTUALLY AGREED WITHIN THE LIMITS OF ABILITIES AND RESOURCES:**

- a. Both parties will provide for the mutual sharing of information.
- b. Both parties will supply each other with available maps, geographic information system and computer aided drafting files, printed material, photos/slides, video and displays pertaining to pertinent programs.
- c. Both parties will work on projects mutually benefiting the LCCD and the municipality.



## **V.2 Education Program**

**PURPOSE:** The purpose of this agreement is to define educational programs provided by the LCCD and available to the municipalities and the county. The mission of the LCCD is the stewardship of land, water, and other natural resources. The LCCD administers and participates in a variety of programs to protect and promote the wise use of natural resources.

**DISTRICT RESPONSIBILITIES:** In carrying out the intent of this memorandum, the LCCD shall, within the limits of its capabilities:

- a. Develop and present lessons and programs designed to address the PA Department of Education Environment and Ecology Standards for teachers, students, community organizations, watershed organizations, and the public within municipalities.
- b. Publish and distribute educational materials for teachers, students, and the public.
- c. Provide educational materials requested by municipalities for schools or public outreach.

### **LCCD Education Program Links**

- [www.lancasterconservation.org](http://www.lancasterconservation.org)
- [www.lancasterwatersheds.org](http://www.lancasterwatersheds.org)

**MUNICIPAL RESPONSIBILITIES:** In carrying out the intent of this memorandum, the municipality shall, within the limits of its capabilities:

- a. Notify the Conservation LCCD when possible and applicable of municipal public outreach activities or events where the LCCD could be of assistance in providing educational presentations or materials.
- b. Notify the Conservation LCCD of public participation events, as appropriate.
- c. Post educational materials or programs available from the LCCD, as appropriate.

## **V.3 Agricultural Ombudsman Program**

**PURPOSE:** The PA Agricultural Ombudsman Program handles public relations, education and conflict management related to agriculture. The Program offers statewide liaison services to communities on issues affecting agriculture, land use, environment and planning. The Ombudsman Program focuses on pro-active education, but has re-active responsibilities, too. The Agricultural Ombudsman is not an advocate for any particular party, but seeks to achieve a satisfactory resolution to disputes through training and education.

### **DISTRICT RESPONSIBILITIES:**

- a. Serve as an intermediary between agricultural producers and municipalities, Conservation Districts and regulatory authorities, and to assist producers in navigating applications and permit and plan review processes to ensure the producer is treated fairly and expeditiously in that process, while ensuring municipalities, Districts and regulatory agencies that the producer has met all the applicable requirements.
- b. Provide assistance to help municipal officials prepare for meetings expected to attract significant public interest or concern. Sample policies are available for municipalities to review and consider using to ensure an orderly, productive meeting that allows all parties involved to give their input.
- c. Inform municipalities and residents about current farming practices and help dispel myths about modern agriculture.
- d. Provide educational materials to help address public concerns about agricultural operations.

### **MUNICIPAL RESPONSIBILITIES:**

- a. Contact the Conservation District seeking services of the Agricultural Ombudsman to assist with conflict management, resulting from the interface of production agriculture and suburban/urban constituents.
- b. Contact the Conservation District seeking services of the Agricultural Ombudsman to assist with educational input or non-legal advice regarding impacts on agriculture and the potential for farmer/resident conflicts because of what is currently written or proposed in a municipal ordinance.
- c. Direct residents to contact the Agricultural Ombudsman when residents are experiencing fly concerns, odor management concerns or other concerns generated by agricultural activities.

## VI. EXECUTION

This Memorandum of Understanding shall become effective only after it has been adopted by vote of the governing bodies of both parties. Signatures must be those of a member of the governing body authorized to sign for the governing body.

This Memorandum of Understanding may be terminated by either party for any reason. Termination of this Memorandum of Understanding must be by certified mail. Termination shall become effective 30 days after receipt of the notice of termination.


This Memorandum of Understanding shall be reviewed periodically by either or both parties and may be amended by mutual consent of both parties.

With the execution of this Memorandum of Understanding any previous Memorandum of Understandings between the Municipality and the District shall be invalid.

### LANCASTER COUNTY CONSERVATION DISTRICT

By: Kenneth S Mecke  
Title: Chairman  
Date: September 1, 2015

### PEQUEA TOWNSHIP

By: ~~1511~~   
Title: Chairman  
Date: 10/16/15

(SIGN AND RETURN THIS PAGE ALONG WITH THE NEXT PAGE, ATTACHMENT A)

September 1, 2015

### ATTACHMENT A- Municipal Contact Information

Please complete the entire form. Contact information will be used by the LCCD to communicate with your municipal officials throughout the year.

Municipal Manager:	<u>Harry Lehman, Chairman/ Admin. Liaison</u>	Municipal Information
Zoning Officer:	<u>Mark Deimler</u>	
Road Master:	<u>Bruce Frymyer</u>	
Municipality Mailing Address:	<u>1028 Millwood Road</u> <u>Willow Street, Pa. 17584</u>	
Phone Number	<u>(717) 464-2322</u>	
Manager's email address:	<u>Harry Lehman@Pequeatwp.org</u>	

Municipal Engineer (Name):	<u>Mark Deimler</u>	Municipal Engineer Information
Engineer's Email Address:	<u>Mark@Solancoengineering.com</u>	
Engineering Firm:	<u>Solanco Engineering Associates LLC</u>	
Firm Mailing Address:	<u>103 Fite Way</u> <u>Quarryville, PA. 17566</u>	

Who should the MS-4 Report be mailed to (Name):	<u>Beth Sterling</u>	MS-4/167 Information
Mailing Address:	<u>1028 Millwood Rd Willow Street PA 17584</u>	
Engineering Firm:	<u>Solanco Engineering Associates LLC</u>	
Email Address:	<u>Treasurer@Pequeatwp.org</u>	
Phone Number:	<u>(717) 464-2322</u>	
MS-4 Permit Period (Beginning Date/End Date)	<u>9/1/2015 - 8/31/2020</u>	
ACT 167 Adopted (Date):	<u>4/16/2014</u>	<u>PAG133648</u>

## ATTACHMENT B- Common Complaint Contacts List

### What the Lancaster County Conservation District is Responsible for:

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#### **Biosolids Application to Farmland Complaints**

Kevin Seibert, Agriculture Compliance Coordinator  
(717) 299-5361 Ext. 125  
(If unavailable, see "Other Organizations")

#### **Excessive Soil Erosion from Ag Operations**

Kevin Seibert, Agricultural Compliance Coordinator  
(717) 299-5361, Ext. 125

#### **Excessive Soil Erosion from Construction Sites**

Nate Kurtz, E&S Program Manager  
(717) 299-5361, Ext. 141

#### **Manure Complaints**

Kevin Seibert, Agriculture Compliance Coordinator  
(717) 299-5361, Ext. 125

#### **Act 38 Nutrient Management Law Compliance Complaints**

Jeff Hill, Agriculture Program Manager  
(717) 299-5361, Ext. 143

#### **Fly Related Complaints**

Shelly Dehoff, Pennsylvania Agriculture Ombudsman  
(717) 299-5361 x149 or (717) 880-0848  
shelly.dehoff@gmail.com  
OR  
Kevin Seibert, Agriculture Compliance Coordinator  
(717) 299-5361 Ext. 125

### What Other Organizations are Responsible for:

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#### **Stormwater Complaints (Varies from case to case)**

1. Local (Borough or Township)
2. Lancaster County Planning Commission  
Dean Severson (717) 299-8333
3. Pennsylvania Department of Transportation  
(717) 299-7621

#### **Invasive Species Complaints (plant or insects)**

PA Dept of Agriculture Region VI Office 717-772-5209

#### **Dead Animal (Mortality) Disposal Complaints**

PA Dept of Agriculture Region VI Office  
Joyce McLaughlin (717) 783-8300  
Fax: 717-787-1868

#### **Pesticide Application Complaints**

PA Dept of Agriculture Region VI Office  
Joe Uran (717) 772-5212  
Hypersensitivity Registry Forms  
Dona McCory (717) 787-4392

#### **Stream & Wetland Encroachment Complaints**

PA Dept of Environmental Protection  
Jeff Minski (717-705-4709)

#### **Biosolids Application to Farmland Complaints**

PA Dept of Environmental Protection  
Eric Laur, Soil Scientist  
(717) 507-4773

#### **Manure or Other Contaminant Complaints**

PA Dept of Environmental Protection  
Deborah Miller (717) 705-4780  
e-mail – debomiller@state.pa.us  
And/Or  
PA Fish and Boat Commission  
Lancaster Co. Office (Lititz)  
(717) 626-0228

#### **Manure Odor Complaints**

PA Dept of Environmental Protection  
Jeff Minski 717-705-4709  
OR  
State Conservation Commission  
Karl Diamond 570-836-2181 x 120