

**MUNICIPALITY OF MONROEVILLE**  
**POLLUTION CONTROL & FLOOD REDUCTION FEE**  
**APPENDIX A**  
**CREDIT MANUAL**

SECTION 1 – INTRODUCTION/ PURPOSE:

The Municipality of Monroeville has established a Municipal- wide Pollution Control & Flood Reduction (PCFR) Fee. The fee is intended to provide a stable source of revenue for the Municipality's Pollution Control & Flood Reduction program that allocates the costs of Pollution Control & Flood Reduction services across "users" in the Municipality through a Pollution Control & Flood Reduction fee (or user fee). Municipal Ordinance No. 2689 (the "Ordinance") that enacted the user fee contains much of the rationale for the fee and the credits detailed herein, and are incorporated herein by reference.

The Municipality has developed a system of credits for PCFR property owners who fall under the NSF (Not Single Family Residential) category and undertake significant and specific approved actions that reduce the demand for PCFR service on the public stormwater system, or provide an ongoing significant public benefit related to Pollution Control & Flood Reduction. This manual details the policies and procedures for PCFR Fee credits.

As a point of clarification, the Ordinance and portions of this document refer to "credits" from an accounting perspective as the "credits" serve to offset or reduce the user fee for the eligible properties. It should be understood that the "credits" are not simply giveaways, the purpose of the "credits" is to incentivize property owners to perform activities that assist the Municipality in achieving its NPDES permit obligations, specifically meeting its MCM#1 Public Education requirement and its Appendix E sediment/ nutrient reduction requirement. By incentivizing property owners through these credits the Municipality intends to educate students that it otherwise has a difficulty reaching, and to leverage private property owners to help the Municipality reduce sediment/ nutrients at lesser cost than the Municipality could do on its own.

**NO CREDITS ARE AVAILABLE TO RESIDENTIAL PROPERTY OWNERS** (properties classified as vacant, single family accessory, single family residential, duplex, multiple single family residences). There are various reasons for not offering credits to these properties including the following:

- Sediment reduction BMP's would need to be designed by a Registered Professional Engineer licensed in the Commonwealth of Pennsylvania and hence the cost to design and construct the BMP compared with the minimal potential savings achieved would make obtaining the credit not cost-effective.
- The manpower and cost required for the Municipality to inventory, track, and inspect residential BMP's would greatly exceed any sediment reduction benefit the Municipality would receive from the credits and hence offering the credit would cost the Municipality far more than it would return in savings.
- Research has shown that the types of BMP's generally applicable to residential users provide minimal benefit and are not cost-effective.
- The types of BMP's generally applicable to residential users can cause unintended negative consequences amongst adjoining property owners such as mosquitoes, surface or groundwater issues, etc.

The two different Pollution Control & Flood Reduction Fee credits that will be offered in the Municipality of Monroeville are listed immediately below and summarized in the following pages.

- Sediment Reduction Credit
- Public Education Credit

**Please note that properties which receive the “discount for certain religious institutions” will not be eligible for either of the credits listed above.**

To qualify for a credit reduction of the Pollution Control & Flood Reduction Fee, the property owner must complete the Pollution Control & Flood Reduction Fee Credit Application Form provided by the Municipality and submit it to:

Municipality of Monroeville  
ATTN: Pollution Control & Flood Reduction Fee Credit  
2700 Monroeville Boulevard  
Monroeville, PA 15146

Applications must be submitted annually no later than September 15.

The application will be evaluated to determine the amount of credit that the property owner is entitled to receive. The applicant will be notified by letter of the determination of available credits.

Appeal of the Municipality's determination can be made in accordance with Section 12 of Ordinance No. 2689.

## SECTION 2 – DEFINITIONS:

Best Management Practices (BMP) - PA DEP differentiates between BMPs based on Non-Structural (Chapter 5) and Structural (Chapter 6) designations. Non-Structural BMPs take the form of broader planning and design approaches – even principles and policies – which are less “structural” in their form. These non-structural BMPs can be applied over an entire site and are not fixed and designed at one location. Structural BMPs, on the other hand, are decidedly more location specific and explicit in their physical form. Structural BMPs are the only BMPs that can receive credit in the form of a Pollution Reduction Credit. Please refer to Chapter 6 Structural BMPs of the Pennsylvania Stormwater Best Management Practices Manual, December 30, 2006.

Credit – A percentage reduction of the annual Pollution Control & Flood Reduction Fee. Two (2) types of credits exist:

1. Sediment Reduction Credit
2. Public Education Credit

Equivalent Residential Unit (ERU) - The measure of impervious surface for a typical single family detached residential structure and associated hardscapes (sidewalks, driveway, etc.) which shall be used in assessing the fees for each non-single family residential property and which has been estimated based on Geographic Information System (GIS) analysis to be 2,385 square feet.

ERU Rate - The Pollution Control & Flood Reduction fee applied to each base billing unit.

Impervious Surface - Those hard surface areas which prevent or slow the entry of water into the soil in the manner that such water entered the soil under natural conditions existing prior to the development, or which cause water to runoff the surface in greater quantities or at an increased rate of flow than that present under natural conditions prior to development including, without limitation, such surfaces as roof tops, asphalt, concrete, pavers, driveways, parking lots, streets, walkways, patio areas, storage areas or other surfaces which similarly affect the natural infiltration or runoff patterns existing prior to development.

Not Single Family Residential Property – Any property that does not fit the Municipality's definition of Multiple Single Family Residences Property, Right-of-Way, Single Family Residential Property, Single Family Residential Accessory Property, or Vacant Property. Generally speaking apartment buildings, commercial buildings, industrial buildings, schools, churches, government buildings and other similar structures.

NPDES – Acronym for: National Pollutant Discharge Elimination System.

PCFR – Acronym for: Pollution Control & Flood Reduction.

Single Family Residential Property – A developed property which serves the primary purpose of providing a permanent dwelling unit to a single family, including associated accessory structures. This includes single-family detached homes (traditional homes) as well as single-family attached homes (townhomes). The existence of a home-based business does not violate this definition so long as the primary purpose of the property complies with the first sentence of this definition.

Stormwater – Means runoff from precipitation, snow melt runoff and surface runoff and drainage. Stormwater has the same meaning as “storm water”.

### SECTION 3 – CREDIT POLICIES & INSTRUCTIONS:

There are certain conditions that must be met and applications that must be completed to determine what properties qualify for a credit and for what amount of credit. General policies for PCFR Fee credits are listed below. See the following pages for policies, details, and special circumstances that may be specific to individual credits.

Credit is given to eligible properties only as described in the credit policies presented in this manual and/or in the credit application(s).

It is the responsibility of the property owner (or his/her designee) to apply PCFR Fee credits, and to provide the necessary substantiating information with the Credit application, as described herein. Credits for past due accounts or for previously paid fees will not be considered.

Credit applications are available at the following location:

Municipality of Monroeville Municipal Center  
Engineering Department, 2<sup>nd</sup> Floor  
2700 Monroeville Boulevard

Monroeville, PA 15146

Credit applications can also be downloaded from the Municipality of Monroeville's website, [www.monroeville.pa.us](http://www.monroeville.pa.us)

Questions regarding credits should be referred to:

Municipality of Monroeville  
ATTN: Engineering Department  
2700 Monroeville Boulevard  
Monroeville, PA 15146

Municipality of Monroeville staff are not responsible for initiating, performing engineering calculations, or otherwise assisting with preparation of credit applications.

The Municipality will only review complete credit applications. The initial review will be performed within thirty (30) days after a complete application is submitted. The Municipality reserves the right to require follow-up meeting(s) or request additional information prior to acting on an application. If approved, the credit will be applied in the next billing cycle after approval. Should payment for the entire year already be made, the credit for the current year will be applied to the PCFR Fee bill for the next fiscal year.

The applicant will be required to pay a one-time application fee equal to \$25 per ERU of service for evaluation of the request up to a maximum of \$1,000.00. The purpose of the application fee is to pay for administrative costs relative to reviewing the application and accompanying documentation.

Credits are maintained on a property as long as the activity is being performed in accordance with these Municipal requirements and the stormwater facility(ies) is(are) properly functioning in accordance with applicable Municipality codes and ordinances, or the policies stated herein (note that the sediment reduction credit does terminate once the cost of the improvement has been recouped per Section 5 below).

Termination of credits based upon inspection may occur. If the site has been found to be operating inadequately and corrections have not been made within 30 days of notification from the Municipality in writing the credit for the entire fiscal year will be forfeited by the property owner.

#### SECTION 4 – PUBLIC EDUCATION CREDIT:

This credit is an incentive in return for an in-kind service provided by a public or private school to educate students in the subject of stormwater management, which must be applicable to the Municipality's NPDES permit. Prior approval of the education credit by the Municipality is required as is prior approval of the educational materials and scope including number of students, age/grade groups, lesson plans, and contact hours. Public education is a required component of the Municipality's MS4 permit and informed students are less likely to generate pollution which assists the Municipality in its pollution control objective.

Public education about water quality is an important and required component of the Municipality's ongoing NPDES permit compliance. Because public and private schools have a unique opportunity to educate students on water quality and perform services which otherwise would be the responsibility of Monroeville, up to a 10% credit is available to public or private school property on which a school operates.

1. Credit eligibility is limited to schools listed by the PA Department of Education's Educational Names and Addresses database as "Regular School", "Nonpublic, Non-Licensed School", "Special Program Jointure", or "Career and Technical Center".
2. Residential properties that home-school children are not eligible for the Public Education Credit.
3. To qualify for this credit, the school must undertake a curriculum of education activities that provides for at least two hours (in total) per calendar school year of education targeting water quality and the curriculum must provide this level of education for at least 90% of all enrolled students in each grade year.
4. The curriculum components that will be used to satisfy this credit policy must be submitted to the Municipality for review and approval.
5. Those utilizing the credit must also provide measurable evidence of the effectiveness of the education such as documentation of before and after training quiz or test results.
6. Credits will be provided on a per-property basis and only available on properties with schools where required education takes place. For instance if a school district only performs education at one elementary school the credit is only available to the property that specific school is located on, not all district properties. Furthermore any district-owned property that does not contain a school cannot be eligible as no education can take place there.
7. The credit will not be applied until the PCFR Fee fiscal year and the direct requirements are satisfied.

#### SECTION 5 – SEDIMENT REDUCTION CREDIT:

Property owners who implement BMP's to provide sediment reductions above and beyond that which are required by the current Municipal Stormwater Management Ordinance will receive an annual credit in an amount equal to what is specified in the sections below. BMP's utilized shall be limited to those listed in the PA DEP "BMP Effectiveness Table" and the sediment removal must be calculated in accordance with PA DEP's sediment removal effectiveness guidelines and sealed by a Registered Professional Engineer licensed in the Commonwealth of Pennsylvania. Not every BMP may be suitable at every site due to varying soils and terrain. BMPs for the site should be appropriately selected and designed by an engineer based on site conditions. In order to continue receiving the credit the property owner must comply with Ownership and Maintenance Requirements.

**NOTE:** PA DEP regulations stipulate that "an MS4 may not reduce its obligations for achieving permit term pollutant load reductions through previously installed BMPs". Accordingly there can be no sediment reduction credit afforded to private property owners for private BMP's installed prior to the date of our current NPDES permit which is April 1, 2018. Put simply no credits will be considered if such BMP's were installed prior to April 1, 2018.

#### **Applicable Structural Best Management Practices:**

See PA DEP "BMP Effectiveness Table" 3800-PM-BCW0100m 5/2016 incorporated by reference.

Due to the difficulty in quantifying the sediment reduction the Municipality will not consider “Storm Sewer system Solids Removal” as an applicable BMP for credit purposes.

“Street sweeping” is considered an applicable BMP but will need to be documented to the Municipality’s satisfaction to verify that the entire impervious area being claimed for credit has been swept 25 times per year at roughly equal intervals between the months of March to November inclusive (as sweeping in winter months is impractical).

### **Credit Value:**

The credit value will be \$8.00 per year per pound of sediment removal based on the calculation parameters above. The annual credit may not exceed 25% of the annual fee for a given property however the credit can extend over multiple years. The total value of the credit earned for a specific improvement may not exceed the cost of the improvement as determined by a cost estimate agreed upon in advance by the Municipality. The credit will not be applied until the PCFR Fee fiscal year that the required BMP’s are completed.

For example assume there is a developed property with 25 acres of impervious area with an annual user fee of \$51,000/ year that wishes to reduce their sediment generation and thus qualify for a credit. Per DEP calculations the property currently generates 45,975 lb/yr of sediment. The property owner constructs a wet pond that, per the DEP table, achieves 60% sediment removal at a construction cost of \$100,000. The sediment reduction is 27,585 lb/yr which is credited at \$8.00/lb/yr or \$220,680/yr. The credit is capped at 25% of the annual fee or \$12,750 per year. Since the calculated credit exceeds the 25% cap the annual credit would be \$12,750. The property owner would enjoy the credit of \$12,750 per year for 7.8 years until the \$100,000 investment is recouped.

For street sweeping, as a non-structural BMP, the credit will be determined simply as \$8.00 per pound of sediment calculated to have been removed over the course of the year, not to exceed 25% of the annual user fee. From our example property above the property owner performs street sweeping 25 times between March and November. Per the DEP table the sweeping achieves 9% sediment removal which equates to 4,137 pounds. At \$8.00 /pound the gross credit is \$33,102 per year, but the credit is capped at 25% or \$12,750. The credit for that year is \$12,750 with no carry-over from past years and no carry-over to future years.

### **Ownership and Maintenance Requirements:**

1. The facilities must be owned, operated and maintained, either on-site or by record of agreement, by the applicant.
2. The BMP’s must be operated and maintained in proper condition to meet the design objectives, in accordance with the maintenance standards presented in this manual, the PA DEP BMP Manual, and the stormwater management report prepared by the design engineer. If the applicant does not operate and maintain the facility as required, the credit will be discontinued, if when notified by the Municipality of Monroeville in writing that the corrections are not made within 30 days.
3. In order for BMP facilities to operate as they were intended, maintenance must be routinely performed and documented to the Municipality on an annual basis through a submission of a report by a licensed Professional Engineer documenting the performance of the facility. Improperly maintained stormwater facilities do not reduce stormwater impacts effectively and are therefore ineligible for credit.

**Credit Application and Approval Process:**

If all requirements and conditions of this section are met, the credit will be available upon successful completion of the credit application process and approval of an on-site inspection performed by the Municipality.

Credit applications for new developments can occur as part of the normal development plan review procedures. The completed credit application should accompany the final plat for the site. Any credit would not be available until the facility(ies) has been installed and inspected by the Engineering Department.

For these credits, a Right-of-Entry or easement, as applicable, must be granted to the Municipality in order for the Municipality to review and approve the credit and to perform occasional inspections to see that the stormwater management facility is maintained and operating as designed. Right-of-entry is granted via the applicant's or property owner's signature on the credit application.