



# Rule 13 - MS4 ANNUAL REPORT

State Form 51278 (R6 / 7-12)  
INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

### For questions regarding this form, contact:

IDEM Office of Water Quality , Storm Water Program  
MS4 Coordinator  
100 North Senate Avenue, Room 1255  
MC 65-42  
Indianapolis, IN 46204-2251

Telephone: (317) 234-1601 or  
(800) 451-6027, ext. 41601 (within Indiana)

Web Access: <http://www.IN.gov/idem/4900>

- NOTE:**
- Annual reports must be submitted to the Indiana Department of Environmental Management. **Failure to submit the annual report is considered noncompliance with your permit.**
  - For the **first five (5)**-year permit term, this completed form must be submitted by 1 year from the SWQMP – Part C submittal date and, thereafter, 1 year from the previous report (i.e., in years two (2) through five (5) of permit coverage).
  - In the **second and subsequent** five (5)-year permit terms, this completed form must be submitted in years two (2) and four (4) of permit coverage.
  - Please type or print in ink.**
  - Please answer all questions thoroughly and return the form by the due date.
  - Return this form and any required attachments to the IDEM Storm Water Program, MS4 Coordinator at the address listed in the box on the upper-right.

Five Year Permit Term	Reporting Year
<input checked="" type="checkbox"/> 1st Permit Term	<b>Permit Year <u>2022</u></b>
<input type="checkbox"/> Second and subsequent five (5) Year Permit Terms	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5

MS4s in their first permit term must submit reports annually. MS4s that are in subsequent permit terms must submit in years 2 and 4 of the permit term.

### PART A: GENERAL INFORMATION – MS4 OPERATOR

1. Permit Number:	INR 0 4 0 135	<b>Type of MS4:</b>	
2. MS4 Entity:	Town of Highland <i>(Name of permit holder)</i>	<input type="checkbox"/> City	<input checked="" type="checkbox"/> Town
		<input type="checkbox"/> County	<input type="checkbox"/> Non-traditional
3. MS4 Operator:	Mark Knesek		
4. Mailing Address:	3333 Ridge Road ##### Highland, IN ZIP: 46322 County: Lake		
5. Email Address:	mknesek@highland.in.gov		

### PART B: GENERAL INFORMATION – MS4 COORDINATOR

6. MS4 Coordinator <i>(please print)</i> :	Tim Gembala		
7. Person's Title:	Public Works Operations Director		
8. Mailing Address:	8001 Kennedy Avenue ##### Highland, IN ZIP: 46322		
9. Telephone Number:	219-972-5083		
10. E-mail Address:	tgembala@highland.in.gov		

### PART C: GENERAL INFORMATION – REPORT PREPARER

11. Name:	Derek Snyder <i>(Provide this information if someone other than MS4 Operator or Coordinator completed this report.)</i>		
12. Affiliation with the MS4:	Consulting Engineer		
13. Mailing Address:	NIES Engineering, Inc. 2421 173 <sup>rd</sup> Street Hammond, IN ZIP: 46323		
14. Telephone Number:	219-844-8680	Extension:	
15. E-mail Address:	dsnyder@niesengineering.com		

**PART D: PROGRAM MANAGEMENT**  
**327 IAC 15-13-18**

**16. Provide a summary of the following program management activities performed during the reporting period:**

- a) If this is a co-permit, list all permittees and operators responsible for permit implementation for each entity.  
N/A
- b) Identify changes to the MS4 area boundaries, including areas added to or lost to the MS4 area via annexation or other similar means. Provide a current map (8.5" X 11" or 8.5" X 14")  
N/A
- c) Identify follow-up or additional water quality characterizations completed during the reporting period if applicable.  
N/A
- d) Provide updated receiving water information completed during the reporting period if applicable.  
N/A
- e) Identify funding sources (utility fees, grants, enforcement fines etc) utilized for MS4 program implementation during this reporting period.  
During this reporting period, the Highland MS4 program implementation was funded using a portion of storm water utility fees collected by the Town. No enforcement fines were issued during this reporting period.
- f) Provide a list of new active industrial sites identified during this reporting period.  
Midwest Drill Service: 9925 Express Drive 219-433-7856 (SIC 3532)  
Hydraulic Resources: 8944 Cline Avenue 219-934-9310 (SIC 3599)
- g) Provide a list of facilities owned and operated by the MS4 that require Rule 6 (industrial storm water) permits.  
N/A
- h) Provide a summary of complaints received and follow-up investigation results related to storm water quality issues during this reporting period.  
N/A
- i) Other:

**PART E: PUBLIC EDUCATION AND OUTREACH - MINIMUM CONTROL MEASURE**

**17. Identify the best management practices (BMPs) for public education and outreach included in your Storm Water Quality Management Plan (SWQMP) Part C and then respond to the following:**

- a) Identify progress made towards development and implementation of each BMP for this minimum control measure (MCM) including timetables and measurable goals during this reporting period.  
Highland utilized its own community newsletter, the Gazebo Express, as the primary tool to educate and outreach to the public about storm water quality issues. The Gazebo Express is included as an insert in the utility bill mailings and is also posted and featured on the Town's website, [www.highland.in.gov](http://www.highland.in.gov), under the News heading. Issues encouraging public education and outreach include the following: April 2022 (numerous Earth Day and Park Pride activities and their impact on environment, Tree City USA award to Town), May 2022 (Partners for Clean Air Award for Town's improvements to Downtown municipal parking lot), July 2022 (Heron Rookery improvements completed over past 3 years, Household Hazardous Waste Collection Day on July 23), August 2022 (mosquito abatement), and October 2022 (leaf collection, fall cleanup, drug take back, Tree Board workshop, trees available from the Town for resident planting in parkways, Heron Rookery spotlight).
- b) Describe implementation problems encountered and changes made due to ineffectiveness or infeasibility during this reporting period.  
N/A
- c) Describe program BMPs that went beyond those identified in the SWQMP.  
N/A, as the Gazebo Express was the Town's primary tool in 2022.
- d) Identify storm water BMPs installed or initiated for this MCM during this reporting period.  
No new BMPs were installed or initiated for this MCM reporting period.
- e) Describe program implementation partnerships and explain successes and barriers during this reporting period.  
Highland partnered with the Lake County Solid Waste Management District as a collection site for Household Hazardous Waste, Electronic Recycling, Battery Recycling and Tire Recycling, which were made available to not only Highland residents, but also to all Lake County residents. The program was successful, being a county-wide program with consistent messaging and advertising.
- f) Other:

**18. Identify the best management practices for public participation and involvement included in your SWQMP Part C and then respond to the following:**

- a) Identify progress made towards development and implementation of each BMP for this MCM including timetables and measurable goals during this reporting period.

Highland utilized its own community newsletter, The Gazebo Express, as the primary tool to encourage public participation and involvement with storm water quality work. The Gazebo Express is included as an insert in utility bill mailings, and is also featured on the Town's website, [www.highland.in.gov](http://www.highland.in.gov), under the News heading. Issues encouraging public participation and involvement include the following: April 2022 (numerous Earth Day and Park Pride Day activities offered by the Town for resident participation), July 2022 (Heron Rookery spotlight, Household Hazardous Waste Collection Day on July 23, fishing tournament at Meadows Park Pond), and October 2022 (leaf collection, fall cleanup, drug take back, Tree Board workshop, trees available from the Town for resident planting in parkways, Heron Rookery spotlight).

- b) Describe implementation problems encountered and changes made due to ineffectiveness or infeasibility during this reporting period.

N/A

- c) Describe program BMPs that went beyond those identified in the SWQMP.

Household Hazardous Waste Collection: Highland hosted a Household Hazardous Waste Collection Day on July 23 and a Shred Day on June 18, both at the Public Works Facility. In 2022, 529 households participated, dropping off 21,428 units during the HHW Day. During the Shred Day, 5,316 lbs. of paper was dropped off for shredding and recycling.

Waste Oil Collection: Highland collected waste oil from both municipal operations and drop-offs by residents at the Public Works Facility. Although the volume of oil collected daily was not tracked, all of the collected used oil was burned as supplemental heat for the Public Works Shop, and there was no need to contract with an outside company to recycle any excess oil.

Prescription Drugs Collection: The Highland Police Department has participated in the Drug Enforcement Administration's (DEA) National Drug Take Back Days. This program allows residents to drop off expired or no longer needed prescription and over the counter drugs to the Highland P.D. for proper disposal. The Highland P.D. also has a secure drop box in the lobby of the Police Department for residents to drop off prescription and over the counter drugs free of charge 24 hours a day. In 2022, the Highland Police Department received 865 lbs. of unused drugs to recycle through the DEA. By participating, Highland residents did their part to keep drugs out of the hands of those who should not have them and kept those medications out of the storm water system and receiving waters.

Electronic Waste: Highland collected electronic waste from drop-offs by Lake County residents at the Public Works Facility. In 2022, the electronic waste collected at the Public Works Facility was scheduled for weekly pick-up by the Lake County Solid Waste Management District.

Used Tire Collection: Highland collects used tires from Lake County residents at the Public Works Facility. In 2022, the tires collected at the Public Works were scheduled to be picked-up every 2 weeks by the Lake County Solid Waste Management District.

Used Battery Collection: Highland collected used batteries from Lake County residents at the Public Works Facility. In 2022, the batteries were collected when needed by the Lake County Solid Waste Management District.

Leaf Collection: Highland collected fallen leaves that were gathered and placed in the parkway by residents. The Town collected approximately 5,725 cubic yards of leaves in 2022. The Town disposed the collected leaves in a managed area at the northeast corner of Town.

Branch Collection: Highland collected and chipped fallen branches that were gathered and placed in the parkway by residents. The Town collected and chipped approximately 490,280 pounds of branches in 2022. The Town disposed the chippings in a managed area at the northeast corner of Town.

- d) Identify storm water BMPs installed or initiated for this MCM during this reporting period.

No new BMPs installed or initiated for this MCM during this reporting period.

- e) Describe program implementation partnerships and explain successes and barriers during this reporting period.

Highland partnered with the Lake County Solid Waste Management District as a collection site for Hazardous Household Waste, Electronic Recycling, Battery Recycling and Tire Recycling, which were made available not only to Highland residents, but also to all Lake County residents. The program was successful, being a county-wide program with consistent messaging and advertising. In addition, the partnership engaged significant public participation, as shown by the collection totals above in 18.c).

- f) Other:

**19. Identify the best management practices for illicit discharge detection and elimination (IDDE) included in your SWQMP Part C and then respond to the following:**

- a) Identify progress made towards development and implementation of each BMP for this MCM including timetables and measurable goals during this reporting period (mapping, screening, etc.).
- Measurable goal: Identifying Illicit Connections. No Illicit Connections were reported to the Town during this reporting period.
- Measurable Goal: Illegal Dumping. No Illegal Dumping was reported to the Town during this reporting period
- Measurable goal: Industrial/Business Illicit Discharge. No Illicit Discharges were reported during this reporting period
- Measurable Goal: Eliminating Failing Septic Systems. Two failing septic systems were replaced with new septic systems in 2022 in cooperation with IDOH and the Lake County Health Department (one system on Main Street and the other on Liable Road).
- Measureable Goal: Wastewater Connections to the Storm Sewer System. During wet weather events, Highland's sanitary sewer system experiences Sanitary Sewer Overflows (SSOs), which occur mainly through a few piped or pumped connections that are intended to prevent basement backups. During this reporting period, 1,186,355 gallons of SSO were discharged to the storm sewer system or receiving waters (see attached Summary of SSOs for 2022). In order to minimize the volume of SSO, Highland uses an underground flow equalization facility along LaPorte Street to hold back up to 500,000 gallons from the L&J Santuary Lift Station during each event. Highland also has just started implementing its SSO Remedial Action Plan as part of its Consent Decree with IDEM, EPA and DOJ. No additional wastewater connections to the storm sewer system were identified by or reported to the Town during this reporting period.
- b) Describe implementation problems or challenges encountered, particularly as it relates to mapping and screening of outfalls during this reporting period.
- Since mapping and screening of outfalls were performed prior to this reporting period, no implementation problems were encountered during this reporting period.
- c) Identify changes made to the IDDE Plan during this reporting period if applicable.
- No changes were made to Highland's IDDE Plan during this reporting period.
- d) Identify updates or revisions to IDDE ordinance or other regulatory mechanism made during this reporting period.
- No changes were made to Highland's IDDE Ordinance during this reporting period.
- e) Describe level of mapping and screening completed to date. If there are unmapped or unscreened outfalls, provide a plan and a timetable for completion.
- Mapping: All known outfalls and ditches were mapped prior to this reporting period with mapping-grade accuracy on the Indiana State Plane West Coordinate System, with elevation data for each outfall on the NAVD 88 datum. The outfall inventory will be reviewed and updated by September 2023 following another round of inspections planned.
- Dry Weather Screening of Outfalls: All known outfalls were screened prior to this reporting period. The outfall inventory will be reviewed and updated by September 2023 following another round of inspections planned.
- f) Other:

**20. List the best management practices for the construction site storm water run-off program identified in your SWQMP Part C and then respond to the following:**

- a) Identify progress made towards development and implementation of each BMP for this MCM including timetables and measurable goals during this reporting period.
- Measurable Goal: Ordinances: During this reporting period, no changes were made to Ordinance No.1344 (which regulates "Erosion Control and Watercourse Protection During Site Development" and "Watercourse Regulation for Pollution and Illicit Discharges").
- Measurable Goal: Construction Plan Reviewer Training. The MS4's plan reviewer/inspector did not receive formal training during this reporting period. However, the MS4 Coordinator did receive monthly training at NISWAG meetings as well as an MS4 Compliance and Enforcement Certified Inspector training (MS4CECI) course.
- Measurable Goal: Complaint Response Program. During this reporting period, no construction site complaints from residents were received.
- Measurable Goal: Compliance and Enforcement. Highland Building and Inspection Department performed inspections on 16 construction sites during 2022; no fines were imposed.
- b) Describe program implementation partnerships and explain successes and barriers during this reporting period.
- No partnerships were utilized for the construction site storm water run-off program.
- c) Identify the number of construction sites permitted during this reporting period and identify the number and type of enforcement actions taken against construction site operators during the same period.
- During this reporting period, a total of 16 construction sites were permitted and inspected. There were no enforcement actions needed due to voluntary compliance.
- d) Identify the number and types of training opportunities that were provided to contractors, developers, and builders during this permit period.
- Although no training was provided directly by Highland to contractors or builders during this reporting period, Highland did provide contractors and builders currently working in the Town with information about the NISWAG-sponsored contractor training event on February 14, 2022.
- e) MS4 personnel responsible for plan review, inspection, and enforcement of construction activities shall receive, at a minimum, annual training addressing appropriate control measures, inspection protocol, and enforcement procedures. Identify training provided to MS4 personnel responsible for these activities during this reporting period.
- The MS4's plan reviewer/inspector did not receive formal training during this reporting period. However, the MS4 Coordinator did receive monthly training at NISWAG meetings as well as an MS4 Compliance and Enforcement Certified Inspector training (MS4CECI) course.
- f) Identify updates or revisions to the storm water construction ordinance or other regulatory mechanism made during this reporting period.
- As described in 20.a) above, no changes were made to Ordinance No. 1344.
- g) Other:

**21. List the best management practices for post-construction storm water run-off control identified in your SWQMP Part C and then respond to the following:**

- a) Identify progress made towards development and implementation of each BMP in the SWQMP including timetables and measurable goals during this reporting period.

Measurable Goal: BMP Inspection/Maintenance and Catch Basin Cleaning. Highland cleaned 121 catch basins and collected approximately 120,000 pounds of material in 2022. Collected material was disposed at the Hammond Sanitary District WWTP. Summaries of catch basin cleaning and associated load tickets for 2022 are attached.

Measurable Goals: Ordinances for Post-Construction Run-off. Highland's Post-Construction Ordinance (Ordinance No. 1344) was not updated during this reporting period.

Measurable Goal: Wet Ponds. No additional wet ponds were created during this reporting period. Two new dry bottom detention basins were installed by private property owners in 2022 at the new Andrew Court Subdivision (SE corner of Liable Road and Franklin Street) and at the Highland Christian School (3040 Ridge Road).

- b) Describe implementation problems encountered and changes due to ineffectiveness or infeasibility during this reporting period.

Due to personnel constraints, the Town has not created a detailed inventory of inlets and catch basins. However the Town does maintain a storm sewer system atlas that provides a good representation of the approximate number and locations of inlets and catch basins throughout the Town, and this is satisfactory for locating structures for routine cleaning. Moreover, the Town manages the catch basin cleaning program by recording the address or intersection of each catch basin cleaned, along with logging load tickets for dumping collected debris at the Hammond Sanitary District for proper treatment and disposal.

- c) Describe program implementation partnerships and explain successes and barriers.

No new partnerships were utilized for the post-construction storm water run-off program.

- d) MS4 area personnel responsible for implementation of the post-construction minimum control measure shall receive, at a minimum, annual training. Identify training provided for this minimum control measure during this reporting period.

The MS4's plan reviewer/inspector did not receive training during this reporting period. However, the MS4 Coordinator attended monthly NISWAG meetings and an MS4CECI certification course.

- e) Identify updates or revisions to the post-construction storm water ordinance or other regulatory mechanism made during this reporting period.

As described in 21.a) above, no changes were made to Ordinance No. 1344.

- f) Other:

**PART J: MUNICIPAL OPERATIONS POLLUTION PREVENTION AND GOOD HOUSEKEEPING - MINIMUM CONTROL MEASURE**

**22. List the best management practices for municipal operations pollution prevention and good housekeeping identified in your SWQMP Part C and respond to the following:**

- a) Identify progress made towards development and implementation of each BMP in the SWQMP including timetables and measurable goals during this reporting period.  
Measurable Goal: Illegal Dumping Control. No illegal solid waste dumping was reported to the Town during this reporting period.  
Measurable Goals: Materials Management. Refer to 18.c) for waste oil information.  
Measurable Goal: Parking Lot and Street Sweeping. During street sweeping operations, Highland collected approximately 1,450 cubic yards of material in 2022. During this reporting period, Highland disposed sweepings in waste dumpsters at the Highland Public Works Facility that were hauled to the Newton County Landfill for proper disposal. For catch basin cleaning operations, refer to 21.a). For leaf collection and branch collection operations, refer to 18.c).  
Measurable Goal: Road Salt Application and Storage. Highland's deicing salt is stored in a covered structure at the Public Works Facility. Highland applied approximately 1,972.5 tons of salt during the 2022 calendar year.  
Measurable Goal: Roadway and Bridge Maintenance. Highland provides periodic updates of current roadway projects under construction in the Gazebo Express newsletter and on its webpage.  
Measurable Goal: Septic Systems Control. Refer to 19.a).  
Measurable Goal: Used Oil and Other Vehicle Fluid Recycling. Refer to 18.c).
- b) Describe implementation problems encountered and changes due to ineffectiveness or infeasibility as it relates to pollution prevention and good housekeeping at MS4 owned and operated facilities during this reporting period.  
None.
- c) Identify storm water BMPs installed or initiated at MS4 owned and operated facilities.  
No new BMPs were installed or initiated at MS4 owned and operated facilities during this reporting period.
- d) Identify and describe appropriate storm water training provided to MS4 employees. Employees are required to have a minimum training once per year.  
MS4 employees at the Public Works Facility received the following on-site training: Housekeeping Hazards on 3/8/2022; Oil Spills in the Workplace on 9/20/2022; Dangers of Fuel Spills on 9/7/2022.
- e) Other:

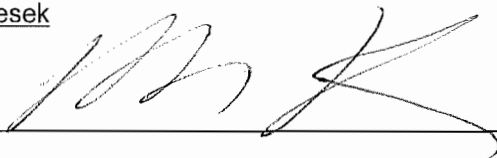
**PART K: CERTIFICATION AND SIGNATURE**

**The individual listed in "PART A: GENERAL INFORMATION – MS4 OPERATOR" must sign the following certification statement:**

*"By signing this annual report, I hereby 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."*

Type or Print Name: Mark Knesek

Signature: \_\_\_\_\_



04-03-2023  
(mm/dd/yyyy)