



**TIFFIN**

OHIO

## **MEMORANDUM OF UNDERSTANDING**

Between:

Seneca County General Health District  
71 S. Washington St. #1102  
Tiffin, Ohio 44883

*and*

The City of Tiffin, Ohio  
51 East Market Street  
Tiffin, OH 44883



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## MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF TIFFIN, OHIO AND THE SENECA COUNTY GENERAL HEALTH DISTRICT

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Upon this 21<sup>ST</sup> day of March, 2019, this Memorandum of Understanding (MOU) is made and entered into by and between the City of Tiffin, Ohio ("CITY") and the Seneca County General Health District ("DISTRICT"). This MOU shall be effective from the date above until otherwise terminated by the provisions set forth herein.

Recognizing the need for effective relationships and assistance in satisfying certain requirements of the CITY's Small Municipal Separate Storm Sewer (MS4) Permit, the parties identify the following items of responsibility:

- Designation of responsibility for response to illicit discharges to the MS4;
- Investigation of reports of illicit discharges to the MS4;
- Taking appropriate actions upon investigation to eliminate and/or prevent illicit discharges from further discharge to the MS4;
- Enforcement of violations of Chapter 909 of the Codified Ordinances of the City of Tiffin with respect to illicit discharges to the MS4;
- Coordination with other CITY departments and local agencies as needed for the detection, elimination, and enforcement of illicit discharges to the MS4; and
- Compiling and providing appropriate information pertaining to respective responsibilities as described herein as required for Small MS4 Annual Reports;

The CITY and the DISTRICT accept this agreement as the document which describes the responsibilities of the parties. Cooperation between these two governmental entities will provide solutions to problems encountered by the CITY as it plans for conservation of its environment and stormwater quality improvements per USEPA's mandated requirements.

### **The CITY will be responsible for:**

1. **Illicit Discharge Detection and Elimination (IDDE) Response Protocol:** The CITY will provide a written Illicit Discharge Field Tracing Procedure (Procedure) to be followed by all CITY employees when an illicit discharge is suspected, discovered or reported at any of the City's MS4 outfalls. If the illicit discharge is found to be related to a home sewage treatment system (HSTS) the City will contact the DISTRICT.



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2. **Assist the DISTRICT:** The CITY will provide assistance to the DISTRICT as appropriate for effectively carrying out responsibilities as described herein. Provision of additional assistance that may be needed above and beyond the capacities of the designated departments will be discussed and mutually agreed upon by both parties.
3. **Enforcement:** The CITY will provide enforcement action for illicit discharges to the MS4 not originating from HSTSs, to the extent authorized by Chapter 909 of the Codified Ordinances of the City of Tiffin.
4. **Record Maintenance:** The CITY will maintain records of investigation of illicit discharges using Illicit Discharge Field Tracing Procedure IDDE Forms. Such information may be required to be submitted to Ohio EPA for compliance with NPDES Small MS4 Permit requirements. The DISTRICT will maintain records related to HSTS locations and related illicit discharges.

### **The DISTRICT will be responsible for:**

1. **Responding to HSTS Illicit Discharges in the MS4:** The DISTRICT has the authority to enforce, and is responsible for, an HSTS Operation and Maintenance Program in Seneca County under the authority of Ohio Administrative Code (OAC) 3701-29-19. The DISTRICT shall be responsible for responding to reports of illicit discharges to the MS4 related to HSTSs. The City is responsible for contacting the DISTRICT if an Illicit Discharge Field Tracing Procedure identifies an HSTS as a potential source of flow. The City shall also contact the DISTRICT upon report of an HSTS related illicit discharges to the MS4.
2. **Inclusion in Illicit Discharge Detection and Elimination (IDDE) Response:** The DISTRICT agrees to be included in the Illicit Discharge Field Tracing Procedure and any IDDE response when necessary.
3. **Assist the CITY:** The DISTRICT will assist the CITY or other departments or local agencies as appropriate for respective involvement in illicit discharge detection and elimination in the MS4.
4. **Enforcement:** The DISTRICT will provide enforcement action for illicit discharges to the MS4 originating from HSTSs, as identified by the CITY in accordance with the provisions of Chapter 909 of the Codified Ordinances of the City of Tiffin.



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5. **Record Maintenance:** The DISTRICT will maintain records of complaints, violations, inspections, and investigations of illicit discharges and the location of HSTs. Such information may be required to be submitted to Ohio EPA for compliance with the CITY's NPDES Small MS4 Permit requirements.
6. **Annual Reporting Information:** At the end of each year, the DISTRICT will furnish to the CITY information relating to the DISTRICT's responsibilities as described herein and as required to complete appropriate sections of the CITY's Small MS4 Annual Report.

### **Agreed Procedures:**

1. The DISTRICT and the CITY shall meet at the end of each Small MS4 Permit term (every five years) to review the effectiveness of this agreement, coordinate individual and joint progress, and exchange information.
2. The CITY and the DISTRICT recognize the obligation to make correspondence, inspection reports, and other written materials available to the public upon request in accordance with the Ohio Public Records Act.
3. The CITY and the DISTRICT agree that the cost for the CITY and the DISTRICT to carry out their respective responsibilities described herein will be borne independently by each entity for the responsibilities enumerated for their Agency in this Agreement.
4. This agreement may be amended or terminated at any time by mutual consent of both units of government.



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In witness thereof, this Agreement is executed and agreed to on the date entered above by:

**City of Tiffin, Ohio**

**Seneca County General Health District**

Name (print) DALE E THORNTON

Name (print) Beth M. Schweitzer

Signature Dale E Thornton

Signature Beth M. Schweitzer

Title CITY ADMINISTRATOR

Title Health Commissioner

Date 3/21/19

Date 3/20/19

APPROVED AS TO FORM ONLY

JOSHUA D. CLARK  
ASST. PROSECUTING ATTORNEY  
79 S. WASHINGTON ST.  
TIFFIN, OH 44883  
419-448-4444