

Public Involvement & Participation Program

December 2025

Public Involvement & Participation Program

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INTRODUCTION

Public Involvement and Participation Programs (PIPP) are part of the National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Stormwater Management Program (SWMP). The PIPP is required under the NPDES MS4 Permit, Minimum Control Measure (MCM) #2 Public Involvement and Participation, Best Management Practice #1 *Develop, implement and maintain a written PIPP.* Skippack Township (Township) has an NPDES MS4 Individual Permit issued by the Pennsylvania Department of Environmental Protection (PA DEP):

- Skippack Township NPDES Individual Permit PAI130073

The goal of the PIPP is to identify opportunities and regularly solicit public involvement and participation from the public to assist in the decision-making process associated with the development, implementation, and update of programs and activities related to the SWMP. The PIPP will be reviewed annually and updated as necessary providing a guide for:

- Compliance with applicable state and local public notice requirements,
- Identifying opportunities for the public to participate in the decision-making process associated with the development, implementation, and update of programs and activities related to the SWMP,
- Communicating regularly with watershed and environmental organizations that operate within the Township's regulated MS4 or surface waters and,
- Creating a space where the Township's Annual MS4 Status Reports and other NPDES MS4 information is available to the public on the Township website, at the Township building, or upon request.

Outreach, education and engagement of the public are essential and important elements of a successful MS4 program. In communities regulated by MS4 permits, each resident, developer, school, municipal employee and business owner/operator has a role in reducing stormwater impacts and each citizen has a voice in how their community should grow and develop in the future. By successfully identifying the stakeholder groups, distributing materials, and involving the public in local stormwater activities, the Township will have an educated community to help improve water quality.

TOWNSHIP-LED ACTIVITIES

The Township encourages public involvement and participation by providing the public with the opportunity to comment on the SWMP, stormwater ordinances, and participate in stormwater related activities. The Township uses participation and involvement to gain public support and garner community investment into the SWMP.

STORMWATER MANAGEMENT ORDINANCE

The Township adopted a stormwater management and grading ordinance (Chapter 172) on May 12, 2004 and amended on December 10, 2008 by ordinance No. 323. The purpose of this ordinance is to adopt prohibitions against non-stormwater discharges, erosion and sediment control requirements, requirements to address post-construction runoff from new development and redevelopment, including operation and maintenance of stormwater best management practices (BMPs) and sanctions to ensure compliance with such provisions. The Township's Stormwater Management Ordinance is available on eCode360 at <https://ecode360.com/6992071> for more details.

When adopting a new ordinance or amending a previous ordinance, the Township will follow the advertising and notice of intent requirements set forth by Pennsylvania General Assembly Second Class Township Code (1993 Act 69), Section 1601 which provides the opportunity for public review, input and feedback. A summary of the Township code and location where copies may be obtained or reviewed will be published online, or upon request no more than 60 days—no less than 7 days, prior to ordinance passage. Public hearings in which the proposed ordinances will be decided upon will also be advertised on the Township website and Facebook page. Dates of the notifications and feedback from the public will be documented.

PUBLIC INPUT

Prior to adoption, modification, or submission to PA DEP, the following documents will be advertised for public input per MS4 permit regulations:

- Stormwater Management Ordinances
- Pollutant Reduction Plans (PRPs)- The Township has a joint PRP reduction plan with municipalities within the Skippack Creek to achieve sediment and phosphorus reductions to meet the Skippack Total Maximum Daily Load (TMDL).

For ordinances, the public input process will include the following steps:

1. Provide opportunities for public comment,
2. Document and evaluate the public comments, and

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3. Document responses to the comments prior to finalizing the Ordinance. The response document shall be kept on file with other Stormwater Management Plan (SWMP) documentation and may be requested by PA DEP.
4. Option to provide notice to the public through an advertisement per requirements of the Pennsylvania Municipalities Planning Code (MPC).

For PRPs, the public participation specific requirements in the permit Appendix D shall be followed and documented.

The Township's MS4 PRP is available upon request at the Township office. Stormwater ordinances are available through the Township website "Department" tab under "Administration." Other permit required plans, programs, maps and reports are available to the public upon request.

PUBLIC MEETINGS

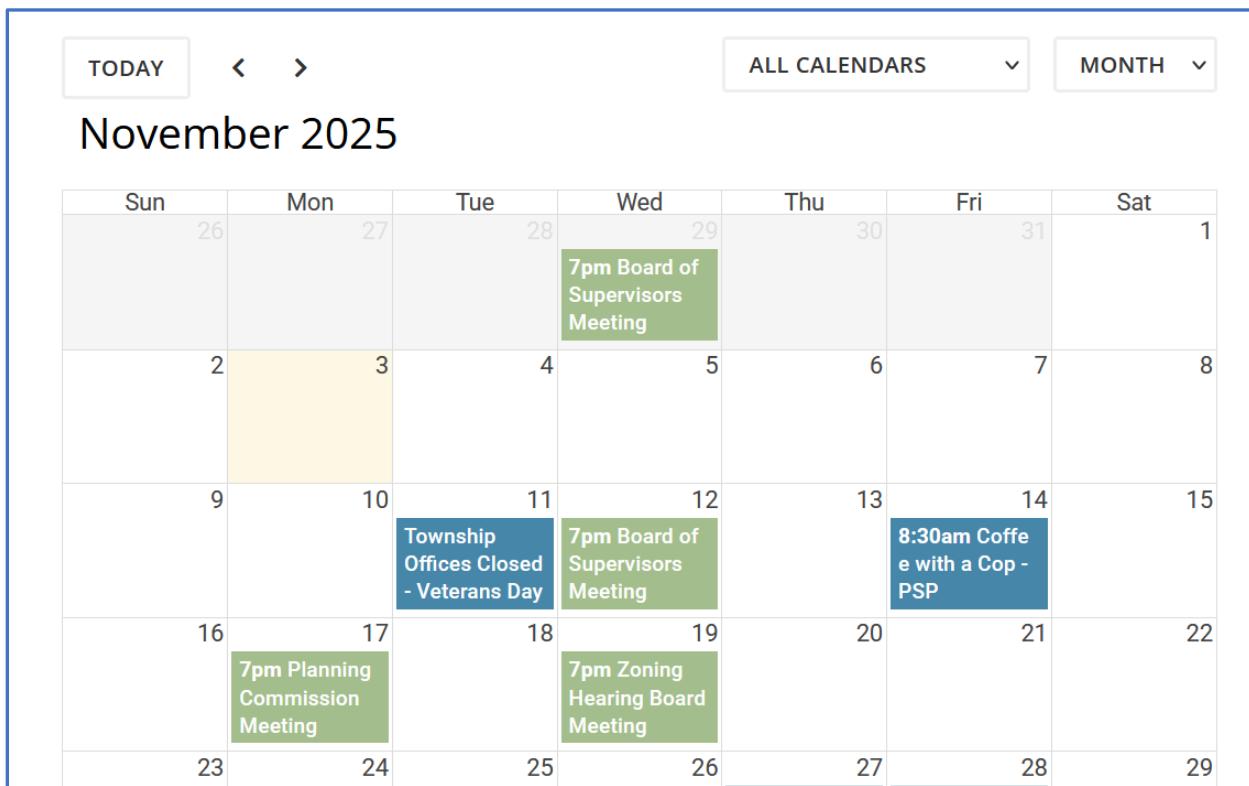
The Township will primarily solicit public involvement and participation from target audience groups identified in the Public Education and Outreach Program (PEOP). Information related to the SWMP will be presented at public meetings or other events at least once every five-year permit period.

Prior to public meetings the public will be provided with advanced notice through posts on the Township website, Facebook page, a bulletin in the Township office, or by other acceptable means. When public presentations on the SWMP are held, the presentation should include a progress summary of the program, activities and accomplishments, and will solicit feedback from the public. This presentation will be documented and reported to PA DEP in the Annual MS4 Status Report.

Public meetings and notices are posted on the Township website's calendar (<https://www.skipacktownship.org/resources/calendar/>) as shown in Figure 1.

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Figure 1. Township Calendar that includes public meetings and notices



TOWNSHIP WEBSITE

The Township's Stormwater Management Program website provides the public with an opportunity to review important MS4 related documentation including stormwater educational information and resources. A phone number is provided for reporting illicit discharges or illegal dumping into the storm sewer system. The Stormwater Management webpage is found through following this link (<https://www.skipacktownship.org/information/stormwater-management/>) or navigating to the webpage from the website homepage and selecting "Stormwater Management" from the "Information" dropdown menu.

The Township will regularly review and update the information and resource links on the Stormwater Management webpage. It would also be beneficial for the Township to provide links to recent and relevant MS4 documents on this webpage, such as MS4 Annual Reports and the PRP.

STORMWATER EDUCATIONAL ACTIVITIES

The Township will document and report instances of public participation and involvement during the MS4 reporting period. These activities may include:

- Participation in stormwater related Township activities
- Presentations by local watershed and/or conservation organizations

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- Educational activities
- Riparian buffer/tree planting events
- Rain barrel workshops
- Lawn to meadow conversion workshops
- Rain garden workshops
- Stream (and other) clean-ups
- Citizen science efforts
- Storm drain stenciling

These activities are optional and not specifically required by the MS4 permit. The Township will partner with the Perkiomen Watershed Conservancy (PWC) to implement these activities each year as described in the 'Collaboration and Partnerships' section.

COMMUNITY EVENTS

Throughout the Township, organizations regularly host and participate in community events and programs. Due to their active engagement with the community, the integration of stormwater-related information into existing events is a viable option for public involvement and participation. Distribution of information can be as simple as handing out pamphlets, hosting an event table dedicated to stormwater, or creating an engaging activity for people to do as a stormwater topic is discussed.

Community events and programs include:

- Skippack Township Community Day
- Fall Festivals
- Movie in the Park events at Church Road Park
- Summer concerts
- Montco Trail Challenge
- Native plant, pollinator, and composting workshops and demonstrations
- Fourth of July events
- Easter egg hunt
- Paper Shredding Events and County Hazardous Waste Collection Events

When organizing or hosting a stormwater-related community event it is important to consider the type of audience likely to attend, as well as the type of event itself. The materials and activities provided should match the level of general understanding of stormwater topics that the audience are likely to possess. For example, events that are set up for children and families such as Movie Nights or Skippack Days could have activities geared towards children with relevant homeowner information to share with adults and parents. The participation of organizations such as the PWC at public events

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such as Skippack Days can help share stormwater related information and encourage participation in events and activities.

For more hands-on or active participation events additional considerations to consider include:

- Seasonal timing and weather conditions
- Day of the week and time of day
- Accessibility of the location (including ADA access and safety on-site)
- Availability of parking or provide transportation to the event
- Clarity of directions and signage at the event (if necessary)
- Tools, materials, and equipment that may be needed/provided
- Level of physical activity required
- Incentives or take-home items, such as native plants, rain barrels or compost bins

Selecting an appropriate location and offering flexible participation options can improve turnout and inclusivity. All participation events should be documented, as part of the Township MS4 permit, including the name, date, location and type of event, estimated or recorded attendance, types of activities the public participated in, and feedback if applicable. If these events are hosted by organizations or groups other than the Township, this information should be shared to evaluate participation efforts and inform future public involvement efforts.

SURVEYS

The Township may solicit public input through surveys and questionaries distributed at community events where educational tables or activity stations are set up. A sample survey is available in the PEOP written program. The Township should record attendance and collect contact information, including email addresses, at public events to request feedback, evaluate program effectiveness, and inform the public of future participation events.

TARGET AUDIENCES

Efforts shall be made to engage the following groups (identified in the PEOP) in the decision-making processes associated with the development, implementation, and update of the SWMP and activities. A summary of target audience groups and methods of communication is provided in Table 1.

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Table 1. Target Audience Group Summary

TARGET AUDIENCE GROUPS	METHODS OF ROUTINE COMMUNICATION
<ul style="list-style-type: none">• Residents• Homeowners Associations• Schools/Student Activity Groups• Community Groups• Township Officials and Staff• Businesses• Utilities• Contractors/Developers	<ul style="list-style-type: none">• Township Website at: https://www.skippacktownship.org/• Township Website, Stormwater Management Webpage at: https://www.skippacktownship.org/information/stormwater-management/• Township Facebook Page• Seasonal Newsletters• Bulletins at the Township Office and community spaces• Brochures or Pamphlets about upcoming events sent to target group via email, mailing or sharing to groups social media page

COLLABORATIONS & PARTNERSHIPS

Leveraging partnerships is a key component of implementing a successful public involvement and participation program. The Township actively collaborates with neighboring municipalities in the region through shared community organizations, watershed organizations and other environmental groups. These collaborations help maximize resources, enhance public services, and promote regional sustainability, particularly in the areas of parks, recreation, and environmental stewardship. By coordinating with regional organizations and other community groups, the Township can improve cost efficiency, broaden community engagement, and help fulfill MS4 permit requirements. The entities the Township regularly partners with include the Perkiomen Watershed Conservancy. Township citizens can participate in events hosted by this organization for credit towards MCM #2 as long as their attendance and event information is shared with the Township.

PERKIOMEN WATERSHED CONSERVANCY

The Township partners with the Perkiomen Watershed Conservancy (PWC) for public education resources, public outreach, and volunteer events related to stormwater management and pollution prevention topics. The PWC also has a website (perkiomenwatershed.org/) and a Facebook page where events including volunteer events, educational and recreation events, public planning meetings, workshops, and webinars are advertised. PWC also hosts workshops, plant giveaways, and volunteer events for the Township through their partnership.

RELATED EVENTS HELD BY PARTNER ORGANIZATIONS

When a partnering organization hosts a stormwater related event, it would benefit the Township to advertise the event on their website and/or Facebook page to maximize

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public participation. When events are held, it is important that the Township coordinates a sign-in sheet to track Township participation and involvement for stormwater topics and activities. This information is recorded as part of MCM #2 in the annual MS4 report.

RECOMMENDATIONS

The Township is encouraged to maintain active communication and collaboration with organizations and community groups to identify opportunities for partnership on stormwater public involvement and public participation (PIPP). When these organizations host events related to stormwater management or where stormwater activities can be included, the Township should promote the events through its website, social media platform, and other communication platforms to maximize public outreach and participation. To support MS4 MCM #2 tracking and annual reporting, it is important to collect Township participants sign-in or registration information at these events, ensuring that public involvement in stormwater-related activities is properly documented.

ANNUAL GOALS

The specific goals for MCM #2 PIPP to be completed annually to meet minimum MS4 permit requirements include the following BMPs.

BMP #1: Develop, implement, and maintain a written PIPP that describes various types of participation activities.

- This document serves as the written PIPP and will be reviewed annually and updated and revised, as necessary.

BMP #2: The permittee shall advertise and solicit public input for Stormwater Management Ordinances, Standard Operating Procedures (SOPs), and Pollutant Reduction Plans (PRPs).

- The Township will advertise and solicit public input for any ordinance or PRP revisions and/or updates.

BMP #3: Regularly solicit public involvement and participation from target audience groups to assist the public in their SWMP implementation and illicit discharge reporting. The permittee should also document instances of cooperation and public involvement activities.

ANNUAL REPORTING AND ACCOMPLISHMENTS

The Township is required to submit an Annual MS4 Status Report on the SWMP to PA DEP by September 30th of each permit year. PIPP accomplishments will be reported in the Annual MS4 Status Reports. These reports are available to the public by request at the Township municipal building.