BWCP - 8 (6/2005) Version 1.0

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATIION

Phase II SPDES General Permit for

Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s), GP-02-02

MUNICIPAL COMPLIANCE CERTIFICATION (MCC) FORM

Regulated MS4: __Town of Yorktown_____ SPDES Permit Number: NYR20A 007

See information packet for information to help complete this form.

MCC Form for year ending: March 9, 2006 (Year 3) __ 2007 (Year 4) __X__ 2008 (Year 5)

Section A. MS4 Owner/Operator and Contact Person Information (contact persons explained in instructions)

Owner/Operator Is information below new or changed? _X__ Yes ___ No

Name: Don Peters	Title: Town Supervisor	Department: Supervisor

Mailing Address:	Street or P.O. 363 Underhill Avenue	City: Yorktown Heights	
	County: Westchester	State: New York	Zip Code: 10598

Phone: (914) 962-5722 x200	E-mail Address: dpeters@yorktownny.org

Local Stormwater Public Contact (Required by Minimum Measure 2)

Is information below: 1) new or changed? ____ Yes ____ No

2) same as: _X_ Owner/Operator

Name:	Title:	Department:

Mailing Address:	Street or P.O. Box:	City:	
	County:	State:	Zip Code:

Phone: ( )	E-mail Address:

Stormwater Management Program (SWMP) Coordinator (Responsible for implementation/coordination of SWMP)

Is information below: 1) new or changed? ____ Yes ____ No

2) same as: _X_ Owner/Operator ___ Local Stormwater Public Contact

Name:	Title:	Department:

Mailing Address:	Street or P.O. Box:	City:	
	County:	State:	Zip Code:

Phone: ( )	E-mail Address:

Annual Report Preparer

Is information below: 1) new or changed? ____ Yes ____ No

2) same as: _X_ Owner/Operator ___ Local Stormwater Public Contact ___ SWMP Coordinator

Name:	Title:	Department:

Mailing Address:	Street or P.O. Box:	City:	
	County:	State:	Zip Code:

Phone: ( )	E-mail Address:

IMPORTANT NOTE: Rows can be added to the tables in the following sections by going to the rightmost cell in the bottom row of the table and hitting tab. Hitting return in a given row will make the row wider, creating more room to type or write.

Section B. Local Water Quality Information

Information to help complete this section can be found in the instructions.

1. Does the MS4 discharge to 303(d) listed waters or is it in a TMDL watershed?

_X___ Yes (complete the table below) _____ No _____ Not Yet Determined

(Put an X in the 'Classification' cell to indicate if the MS4 discharges to a waterbody on the 303(d) list and / or if it is in a TMDL watershed.)

Impaired Waters Name (from 303 (d) list and/or TMDL)	**Pollutant(s) of Concern** (from 303 (d) list and/or TMDL)	**Classification**	
		303 (d)	**TMDL**
Reservoirs of the Croton River watershed	Phosphorous	X	X

2. Have you received notification from the Department that you are subject to the special conditions in Part III.B. of the permit?	_X__ Yes ___ No
3. Have all necessary changes been made to the Stormwater Management Program (SWMP) to ensure compliance with Part III.B. of the MS4 permit for discharges to 303(d) or TMDL waters?	_X__Yes ___No (explain below)

Explanation: The Town of Yorktown has adjusted the six measurable goals to provide additional focus on phosphorous reduction.

Section C. Partnership Information

Information to help complete this section can be found in the instructions.

1. Does your MS4 work with partners? __X__ Yes (complete table below) _____ No (Proceed to Section D)

List MS4 Partners with Legally Binding Agreements or Contracts in Place
Yorktown has entered into an agreement with Westchester County to share public information and GIS/stormwater mapping information.

List MS4 Partners with Planned Legally Binding Agreements or Contracts

List MS4 Partners with Other Agreements in Place

Section D. Geographic Areas Addressed by Stormwater Management Program (SWMP)

Information to help complete this section can be found in the instructions.

1. Does your SWMP cover all jurisdictional (automatic and additionally designated) areas within the MS4, as required by 40 CFR 122.32(a)? _X__ Yes ___ No (Explain below)

Explain:

Section E. Funding and Resource Allocation

Information to help complete this section can be found in the instructions.

1. Are adequate resources (funding mechanism, equipment, staff, etc.) planned or in place to fully implement your SWMP no later than January 8, 2008? __X__ Yes ____ No (explain below)

Explain:

2. If the MS4 is receiving funding through the municipal budget, a grant, or other source, briefly explain below: what are the sources, estimated amounts, and frequency of funding for the MS4?

Explain: The Town of Yorktown will continue to use the $312,500.00 East of Hudson monies for stormwater improvements. The Town will match grant monies with in-kind services. Additionally, Town funding is provided annually through existing departmental budgets.

3. If the MS4 is not receiving funding, briefly explain below: plans the MS4 has for obtaining future funding?

Explain:

Section F. Compliance Certification

Compliance Assessment - For each of the minimum control measures, indicate below if your program has made steady progress toward full implementation ***and*** has achieved all measurable goals scheduled to be completed **during this reporting year**. Refer to the NOI and prior Annual Reports for information about measurable goals scheduled for this reporting year.

Permit Part	Minimum Control Measure	ANSWER BOTH COLUMNS FOR THIS REPORT YEAR ONLY	
		Steady Progress	Goals Achieved
IV.C.1.	Public Education and Outreach on Stormwater Impacts	X Yes __ No __ N/A	X Yes __ No __ N/A
	Explain 'no' / 'N/A' answer:		
IV.C.2.	Public Involvement / Participation	X Yes __ No __ N/A	__ Yes X No __ N/A
	Explain 'no' / 'N/A' answer: Stormwater public meeting will be held in 6/08.		
IV.C.3.	Illicit Discharge Detection and Elimination	X Yes __ No __ N/A	__ Yes X No __ N/A
	Explain 'no' / 'N/A' answer: Separate IDDE ordinance has not been adopted although components and intent are present in other town ordinances.		
IV.C.4.	Construction Site Stormwater Runoff Control	X Yes __ No __ N/A	X Yes __ No __ N/A
	Explain 'no' / 'N/A' answer: Local E/S ordinance is presently under discussion.		
IV.C.5.	Post-Construction Stormwater Management	X Yes __ No __ N/A	X Yes __ No __ N/A
	Explain 'no' / 'N/A' answer:		
IV.C.6.	Pollution Prevention / Good Housekeeping for Municipal Operations	X Yes __ No __ N/A	X Yes __ No __ N/A
	Explain 'no' / 'N/A' answer:		

Certification Statement

"I 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 gathered and evaluated 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."

Print Name: DonPeters Title: Town Supervisor

Signature: Donald S. Peters Date: 3-30-08

This form must be signed by either a principal executive officer or ranking elected official, or duly authorized representative of that person as described in Part VI.I.2. of the permit. See instructions for more information about who can sign this form.

Send two completed **hard copies** (an original and a photocopy) of this form, the Annual Report Table and any attachments to the DEC Central Office (MS4 Permit Coordinator, 625 Broadway, Division of Water - 4th Floor, Albany, NY 12233-3505). **DO NOT SUBMIT REPORTS IN THREE-RING BINDERS.**

Phase II SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s), GP-02-02
STORMWATER MANAGEMENT PROGRAM ANNUAL REPORT (SWMPAR) TABLE

Regulated MS4:__Town of Yorktown_____ **SPDES Permit Number: NYR20A** _0 _0 _7

Annual Report Table for year ending: March 9, ___ 2006 (Year 3) ____ 2007 (Year 4) __X__ 2008 (Year 5)

Information about how to complete the follow tables is in the instruction section. Please complete the tables electronically, if possible. Send two completed **hard copies** (an original and a photocopy) of this Annual Report Table, the MCC form and any attachments to the DEC Central Office (MS4 Permit Coordinator, 625 Broadway, Division of Water - 4th Floor, Albany, NY 12233-3505). **DO NOT SUBMIT REPORTS IN THREE-RING BINDERS.**

Minimum Control Measure 1. Public Education and Outreach

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.1.a, b: Plan and conduct an ongoing public education and outreach program to ensure the reduction of all pollutants of concern in stormwater discharges to the maximum extent practicable (MEP). • *Explain the program, including activities and materials used* • *Identify the personnel or outside organization conducting the activity.* • *Indicate activities planned for next year.*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
The Town Conservation Board has obtained and developed informational stormwater literature.	Conservation Board has made available in Town Hall a wide variety of stormwater brochures which detail phosphorous reduction.
Conservation Board maintained booth at Yorktown Community Day in which all stormwater literature was available. In addition, members of the Conservation Board were present throughout the day to answer questions.	Community Day was held in May 2007. Hundreds of residents attended throughout the day.
Additional Techniques	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Conservation Board intends to develop a stormwater mailer which also provides information regarding phosphorous which will be sent to all residents.	Mailer is proposed to be completed in 2008 and will be sent in April 2009 town tax bills.
Town web site detailing stormwater information and links is to be updated..	Web site has been created. Will be updated by end of 2008.

Municipality:
Permit Number: NYR20A _ _ _

Minimum Control Measure 2. Public Involvement/Participation

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.2.c.iii.: Design and conduct a public involvement / participation program. • *Describe activities that the MS4 has/will undertake to provide program access to interested individuals and to gather needed input.* • *Indicate activities planned for next year.*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
The Conservation Board holds regular meetings that are open to the public. Stormwater questions and issues are typically discussed at these meetings.	Conservation Board meetings are held approximately 2x/month and are publicly noticed and open to the public.
The Town Environmental Panel is comprised of a member of the town engineering staff, environmental consultant, planning staff, building department staff and volunteers.	Environmental Panel meetings are held approximately 2x/month. The meetings are all open to the public. The residents often request information or have questions regarding stormwater and erosion and sediment control issues.
The "Battle of Yorktown" annual road clean-up day was held in April 2007.	Town organized and provided bags and pick up for road clean up day in April 2007. Several tons of debris reported to be removed.
Town Composting and Mulch Distribution	Town maintains a leaf and branch composting facility open to public. Residents may obtain free mulch for use in covering open ground areas.

Permit Reference IV.C.2.a, f: Develop procedures to provide public notice about and access to documents and information in a manner that complies with state and local public notice requirements. *Describe procedures below and state the methods used to publicize the AR public presentation.*

The Town Conservation Board holds open meetings 2x/month. Meetings are publicly noticed and held in Town Hall. The Town also continues to cablecast televised discussion of stormwater issues at Town meetings to insure that public is kept informed.

Permit Reference IV.C.2.e: Public presentation of; **f:** summary of comments received on; and **g:** intended response to comments on the SWMPAR.

Summarize attendance at the public presentation of the Annual Report. Include number of attendees and who was represented:
Town will present annual report at a June 2008 regular meeting.

Comments on Annual Report Meeting	**Date of Annual Report Meeting:**	**Approximate Date of Meeting Next Year:**
___ No public comments received on Annual Report. ___ Comments received. **Attach summary of comments and intended responses.**	June, 2008	April 2009

Additional Techniques	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Town will include annual report on stormwater website, and copies will be held at Town Clerk's office for public review.	Report will be included on website and in Town Clerk's office.

Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:

Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE)

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.3.a: Develop, implement and enforce a program to detect, identify and eliminate illicit discharges, including illegal dumping, into the MS4. • *Explain the activities and procedures used to meet this requirement this year and planned for next year.* • *Revise as procedures are updated.* • *Identify personnel or outside organization conducting the activities*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities) • *Example measurable goals: number of illicit discharges detected; number of illicit discharges eliminated.*
Town Engineer has been designated to enforce the illicit discharge ordinance.	Designated authority granted by Town Board in stormwater ordinance..
System to coordinate inspections and calls related to potential violations has been created.	Calls to various town departments are centralized to Highway Department Secretary who then logs and tracks potential violations.
Inspections of outfalls to detect IDDE is being conducted by town consultant.	Approximately 70% of the town outfalls were inspected in 2007. A report has been generated and sent to Highway Department with recommendations regarding maintenance. Eight potential illicit discharges were noted and report to Health Department.
Permit Reference IV.C.3.b: Develop and maintain a map showing the location of all outfalls and the names and location of all waters of the US that receive discharges from outfalls. *Explain activities performed this year and planned for next year, including work on the following IDDE guidance prerequisites:* • field verification of outfall locations; • mapping all inter-municipal subsurface conveyances; • delineating storm sewershed; and • developing and retaining MS4 mapping as needed to find the source and identify illicit discharges. ***State if maps are in GIS.***	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities) • *Example measurable goals: percent of outfalls mapped*
GIS map was field verified during this reporting period. Approximately 70% of field verification of outfall locations completed.	Remaining outfalls will be inspected in next reporting period. Regular inspection schedules to be developed.
Town will utilize the GIS base map to develop stormwater sewershed map.	Storm sewershed mapping to be completed during next reporting period.

Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE) Regulatory Mechanism

Permit Reference IV.C.3.c: Prohibit, through an ordinance, local law or other regulatory mechanism, illicit discharges into the MS4. The MS4s have until year 5 to complete the local law work. **See the instructions for information about completing this section.**	
Does the MS4 have the legal authority to enact ordinances, local laws or other regulatory mechanisms?	___ No (go to ADDENDUM 1) _X_ Yes (complete questions below)
Assessment of Regulatory Mechanism (Local Code)	
1) When was this assessment completed or planned to be completed?	Date completed: __12/07_____ _Not yet completed (proceed to Permit Reference IV.C.3.e) Plan to complete for reporting in year: ___4; _5.
2) Is there an existing ordinance, local law or other regulatory mechanism?	___ No (go to question 5) _X_ Yes
3) Does the existing regulatory mechanism prohibit illicit discharges as required by the MS4 Permit?	__ No (amendments needed) _X_ Yes
4) Does the existing regulatory mechanism include enforcement authorities and procedures as required by the MS4 Permit?	__ No (amendments needed) Development of SW ordinance. _X Yes
Development of Regulatory Mechanism (Local Codes)	
5) When was this work completed or planned to be completed?	Date completed: ____12/07_____ __Not yet completed (proceed to Permit Reference IV.C.3.e) Plan to complete work below for reporting in year: ___4; _5.
6) If you answered 'No' to question 1, 2 or 3, what regulatory mechanism or amendments will be adopted to meet the MS4 permit requirements?	___ NYS IDDE Model Law in its entirety (with amendments to accommodate TMDL and municipal requirements). ___ Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law ___ MS4 will write language equivalent to NYS IDDE Model Law
7) If you answered 'No' to question 1, 2 or 3, has a list of needed changes to local codes been developed for adoption of the regulatory mechanism?	__ No _X__ Yes, list the **local code(s)** that will be changed: The Town Wetland Ordinance effectively prohibits illicit discharges. New IDDE specific ordinance such as NYSDEC model ordinance shall be developed during next reporting period.
8) If the existing regulatory mechanism does not require amendments, what language is in the mechanism?	___ NYS IDDE Model Law in its entirety will be adopted (with some amendments specific to town goals and TMDL phosphorous reduction). ___ Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law

	___ Language equivalent to NYS IDDE Model Law
9) What was the date or is the planned date of local law adoption?	Date: Planned date for adoption of IDDE specific ordinance is 3/09.
10) Provide a web address if adopted local law can be found on a web site.	Web Address: www.yorktownny.org

Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE)

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.3.e: Inform public employees, businesses and the general public of hazards associated with illegal discharges and improper disposal of waste. • *Explain activities and materials used to meet this requirement this year and planned for next year* • *Identify personnel or outside organization conducting activities*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Brochure obtained which details information on illicit discharges and hazards.	Brochure is available in town hall at the building department
IDDE training session was held in 12/07 by town consultant.	Training was conducted for staff members of the Highway, Water, Sewer, Building and Parks Departments.
Additional Techniques	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Public mailing which contains illicit discharge information will be mailed to all residents.	Mailing will be sent to all residents during this reporting period.
Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:	

Minimum Control Measure 4 and 5. Construction Site and Post-Construction Stormwater Runoff Control Regulatory Mechanism

Permit Reference IV.C.4.b.i, 5.a.i: Require development and implementation of erosion and sedimentation controls through a local law or other regulatory mechanism. Report on assessment process used (*Stormwater Management Gap Analysis Workbook for Local Officials* or equivalent process). The MS4s have until year 5 to complete the local law work. **See the instructions for information about completing this section.**	
Does the MS4 have the legal authority to enact land use ordinances, local laws or other regulatory mechanisms?	___ No (go to ADDENDUM 2) _X_ Yes (complete questions below)
Preliminary Assessment of Regulatory Mechanism (Local Code)	
1. When was the preliminary assessment of existing local codes completed or when will it be completed?	Date completed: _____12/07_____ ___Not yet completed (proceed to Permit Reference IV.C.4.b.v) Plan to complete for reporting in year: ___4; __5. ___Did not do preliminary assessment; proceeded directly to Gap Analysis Worksheets 1-4 or adopted *Sample Local Law for Stormwater Management and Erosion & Sediment Control* (Sample Local Law).
2. If preliminary assessment was completed, indicate the results.	___ If none of Sample Local Law provisions appear in local code; consider adopting Sample Local Law or equivalent (with amendments to address TMDL and municipal issues). ___ If few Sample Local Law provisions appear in local code; major revisions needed or consider adopting Sample Local Law or equivalent _X__ If most of the Sample Local Law provisions appear in local code; minor revisions needed
Assessment and Development of Regulatory Mechanism (Local Code) (continued on next page)	
3. When was the Gap Analysis or equivalent process completed or when will it be completed?	Date completed: _____12/07_____Not yet completed (proceed to Permit Reference IV.C.4.b. v) Plan to complete work below for reporting in year: ___4; __5.
4. How was the local code adopted or how will it be adopted*? **If MS4 has some existing local code equivalent to the Sample Local Law and adopted parts of the Sample Local Law as amendments to make a complete local code, check b and c.*	a. ___ The entire Sample Local Law adopted as amendments to existing code or as stand alone law. • If no portions of the Sample Local Law were moved or deleted, all provisions would be exactly the same as the Sample Local Law. • If ANY provisions of the Sample Local Law were moved or deleted, the moved or changed provisions must be reviewed (use the *Gap Analysis* or equivalent process) to ensure the intent of the law has not been changed. b. ___ Parts of NYS Sample Local Law adopted as amendments to existing code. c. _X__ Language developed by municipality was demonstrated to be equivalent.

Minimum Control Measure 4 and 5. Construction Site and Post-Construction Stormwater Runoff Control Regulatory Mechanism

Permit Reference IV.C.4.b.i, 5.a.i (continued)

Assessment and Development of Regulatory Mechanism (Local Code) (continued)

5. Answer the following questions about the Gap Analysis or equivalent processes.

Clauses are defined as: All the Sample Local Law sections or subsections in the Gap Analysis Worksheets 1-4 that have a box in the "Equivalence" column, meaning that there is an associated "Equivalence" sheet (with the exception of Article 6, Section 4 which does not have an Equivalence sheet).

Total number of clauses in each worksheet: Sample Local Law Article 1 (Gap Analysis Worksheet 1) - 8 clauses; Sample Local Law Article 2 (Gap Analysis Worksheet 2) - 51 clauses; Sample Local Law Article 3, 4, 5 (Gap Analysis Worksheet 3) - 3 clauses; Sample Local Law Article 6 (Gap Analysis Worksheet 4) - 9 clauses.

MS4s that adopt the entire Sample Local Law as amendments to existing code or as stand alone law need to indicate the number of clauses being adopted that are exactly the same as the Sample Local Law, or equivalent, in the right-hand column below.

Sample Local Law Articles	NUMBER OF REQUIRED CLAUSES IN LOCAL LAW		
	Existing clauses **exactly the same** as the Sample Local Law language	Existing clauses **equivalent** to the Sample Local Law language (see Gap Analysis Workbook Equivalence Sheets for information to help determine equivalence)	Sample Local Law or equivalent language to be **adopted**, listed as **legislative agenda** items.
1		Yes	
2		Yes	
3, 4, 5		Yes	
6		Yes	
TOTAL		All	

6. Has a list of needed changes (legislative agenda) been developed for adoption of amendments to local codes (or for deletion of existing codes that are addressed by adoption of a stand alone law)?	___ No ___ Yes, list the **local codes** that will be changed: Note: Town stormwater ordinance adopted before the development and release of the NYSDEC model stormwater ordinance.
7. What was the date or is planned date of local code adoption?	Date: 2003
8. Provide a web address if the adopted local law can be found on a web site.	Web Address: www.yorktownny.org

Minimum Control Measure 4. Construction Site Stormwater Runoff Control

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.4.b. v: Develop and implement procedures for site plan review by the MS4 that incorporate consideration of potential water quality impacts and review individual pre-construction site plans to ensure consistency with local sediment and erosion control requirements. • *Describe the procedures below. Revise as procedures are updated.*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities) • *Example measurable goals: number of plans received; number of plans reviewed; percent of plans received that are reviewed.*
Municipal stormwater ordinance is used to define permit requirements.	Began use at the time of adoption of ordinance.
Town Engineer and Planning Department reviews all SWPPP (erosion and sediment controls, water quality and quantity) as well as all site plans.	Designated entities will coordinate review and permitting process.
Permit Reference IV.C.4.b. vi: Develop and implement procedures for the receipt and consideration of information submitted by the public. • *Explain the procedures below. Revise as procedures are updated.* • *Identify the responsible personnel or outside organizations.*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Conservation Board and Environmental Panel receive and review information on stormwater issues submitted by the public.	Conservation Board and Environmental Panel will continue to conduct open meetings with public attendance and participation welcome.

Minimum Control Measure 4. Construction Site Stormwater Runoff Control

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.4.b. iii, vii: Develop and implement procedures for site inspections, enforcement of control measures and sanctions to ensure compliance with GP-02-02. • *Describe each procedure below. Revise as procedures are updated.*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities) • *Example measurable goals are number of: inspections; fines assessed; stop work orders; other sanctions.*
Building Inspector and Town Environmental Consultant conduct site inspections. Building Inspector and Town Engineer have enforcement capabilities.	Inspections will continue to be conducted by designated entities.
Town Board and Planning Board require independent, periodic inspections and reports of erosion and sediment controls on construction sites as a condition of approval.	Reports are reviewed and sites are inspected by Town to insure corrective measures found in reports have been implemented. If violations occur then Town commences enforcement actions.
Regular, periodic construction inspections and reporting system has been developed.	Reporting and tracking coordinated through Planning Department and Engineering Department offices.
Permit Reference IV.C.4.b. viii: Educate and train construction site operators about requirements to develop and implement a SWPPP and any other requirements they must meet **within the MS4s jurisdiction.** • *Explain the activities and materials used to meet this requirement.* • *Identify the personnel or outside organization conducting this activity.* • *Indicate activities planned for next year.*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
County conducts periodic seminars and provides information materials regarding SWPPP and the construction industry. .	Town requires proof that inspections are being conducted by "qualified inspectors" as per NYSDEC definition.
Town will require all site contractors to have participated in stormwater education programs.	Will be an on-going requirement.
Additional Techniques	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Town will post information regarding CPESC, SUNY College of ESF, and comparable training programs.	Course information posted in Building Department.

Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:

Municipality:
Permit Number: NYR20A _ _ _

Minimum Control Measure 5. Post-Construction Stormwater Management

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.5.a, c. Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• A combination of structural and/or non-structural management practices. • *Identify and describe below procedures to ensure installation of post-construction management practices. Revise as procedures are updated.*	DO NOT ENTER INFORMATION IN THIS CELL
Inspections during construction and as-built requirements confirm installation of approved management practices.	Required of all projects, reviewed by Town Engineer who must sign off prior to issuance of a certificate of occupancy.
• Procedures for site plan and SWPPP review to ensure SWMPs meet state standards. • *Describe procedures below. Revise as procedures are updated.*	• *Example measurable goals include: number of plans received; number of plans reviewed; percent of plans received that are reviewed.*
Town Engineer reviews all site plans and SWPPP.	100% of plans and SWPPP are reviewed.

Minimum Control Measure 5. Post-Construction Stormwater Management

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.5.a, c. (continued): Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• Procedures for inspection and maintenance of post-construction management practices. • *Explain procedures below. Revise as procedures are updated.*	• *Example measurable goals are number of: inspections maintenance activities performed.*
Town consultant has been conducting inspections of post-construction management practices. Inspections will continue on a cyclical basis.	16 stormwater basins were inspected in 2007. Report format has been created with maintenance information sent to the Highway Department.
Highway Department inspects all infrastructure as part of maintenance program.	Will continue on an on-going basis.
• Procedures for enforcement and penalization of violators. • *Explain procedures below. Revise as procedures are updated.*	• *Example measurable goals: number enforcement activities performed.*
Building Inspector and Town Engineer may issue violations for non-compliance.	Enforcement will continue on an on-going basis..

Minimum Control Measure 5. Post-Construction Stormwater Management

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.5.a, c. (continued): Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• Adequate resources for a program to inspect new and re-development sites and for enforcement and penalization of violators. • *Describe resources below. Update annually.*	DO NOT ENTER INFORMATION IN THIS CELL
Town Building Inspectors as well as all trained Highway personnel provide information relative to enforcement and continue to be adequate resources to insure compliance.	Information is provided to Building Inspectors and Town Engineer who will continue to provide enforcement of site plans. Town Prosecutor coordinates violations and litigation.
Additional Techniques	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:	

Minimum Control Measure 6. Pollution Prevention/Good Housekeeping for Municipal Operations

OVERALL MUNICIPAL POLLUTION PREVENTION / GOOD HOUSEKEEPING PROGRAM INFORMATION

- This table is for MS4s to report on their OVERALL Municipal Pollution Prevention / Good Housekeeping Program.
- A separate table follows that is for MS4s to report on management practices performed in identified municipal operations.
- Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.
- Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.6.a: Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• *List pollutants that will be addressed by the municipal pollution prevention program.*	
Road salt and deicing materials, pesticides, fertilizers, oils/lubricants, sediment loading (TSS), phosphorous..	
• *Set and describe pollution prevention priorities by geographic areas, municipal operation type, and facilities.*	DO NOT ENTER INFORMATION IN THIS CELL
SWPPP plans to reduce potential pollutants at Town facilities have been completed by the town consultant.	SWPPP plan has been completed and disseminated to applicable town departments.
Permit Reference IV.C.6.a: Include a municipal pollution prevention training component for staff (where all staff are trained). • *Explain activities and materials used to meet this requirement.* • *Identify training needs and design training components* • *Determine the adequacy and appropriate frequency of staff training.* • *Identify personnel or outside organization conducting activities.*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Town completed training for applicable town staff in 12/07. Training was conducted by town consultant and consisted of lecture and review materials. Components consisted of erosion and sediment controls, IDDE detection and overall stormwater concepts.	Training session included information on maintenance of stormwater infrastructure and IDDE detection. Training to be conducted as necessary for new employees (every 1-2 years as feasible).
Additional Techniques	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and	

provide a reason(s) for the change:

Minimum Control Measure 6. Municipal Operations: _X_Street and Bridge Maintenance; _X_Winter Road Maintenance; _X_Stormwater System Maintenance; _X_Vehicle and Fleet Maintenance; _X_Park and Open Space Maintenance; _X_Municipal Building Maintenance; _X_Solid Waste Management; ___Other:_____

- Copy this page and give it to each municipal office or department responsible for reporting.
- Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department.
- Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.
- Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.6.a, c: Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from **the municipal operation(s) indicated above** to the MEP. • *Describe how the bulleted items below focus on pollutants addressed by the municipal pollution prevention program and the pollution prevention priorities.*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• *Briefly describe or reference any existing policies and procedures* • *Briefly describe or reference any policies and procedures being developed*	DO NOT ENTER INFORMATION IN THIS CELL
Town consultant has developed SWPPP for the Town Highway Garage, Environmental Conservation Building, Water Pollution Control Plant, and the Police Station.	Included in the SWPPP is an O/M plan which details policies and procedures.
• *Briefly describe or reference any existing best management practices* • *Briefly describe or reference any planned best management practices*	DO NOT ENTER INFORMATION IN THIS CELL
Departments are to use BMP's as per NYS Manuals. Town stormwater related projects are reviewed by Town Engineer.	Town will use BMP's from approved NYS manuals with engineering oversight and review.
• *Identify and describe the equipment and staff that are in place*	DO NOT ENTER INFORMATION IN THIS CELL
HIGHWAY DEPARTMENT HAS STAFF AND EQUIPMENT TO IMPLEMENT HOUSEKEEPING MEASURES.	Dedicated staff for stormwater will continue to be used.

Municipality:

Permit Number: NYR20A _ _ _

Minimum Control Measure 6. Municipal Operations: _X__Street and Bridge Maintenance; _X__Winter Road Maintenance; _X__Stormwater System Maintenance; _X__Vehicle and Fleet Maintenance; _X__Park and Open Space Maintenance; _X__Municipal Building Maintenance; _X__Solid Waste Management; ___Other:_____

- Copy this page and give it to each municipal office or department responsible for reporting.
- Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department.
- Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.
- Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.6.a, c (continued): Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• *Assess if existing programs adequately reduce and/or prevent pollutant discharges* • *Determine and list any operation type, location or facility that is in need of modification or updates.*	DO NOT ENTER INFORMATION IN THIS CELL
The Town will implement identified procedures and policies in SWPPP's to prevent/reduce pollutant discharges. At this time implementation of programs is felt to adequately reduce and/or prevent pollutant discharges.	Town will continue to implement plan to reduce and prevent pollutant discharges
Permit Reference IV.C.6.a: If there is a training component for staff specific to these municipal operations: • *explain the activities and materials;* • *identify the personnel or outside organization conducting the activities.*	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Town training conducted in 12/07. Format was a lecture and slides followed by discussion and review of materials. Town consultant conducted the training.	Training for staff shall be conduced on an on-going basis.
Additional Techniques	**Describe Measurable Goals and Results** (when applicable) **Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)

Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:

Did you include any of the following documents as appendices? Put a mark each appended document.
____ Summary of public comments received on the annual report at the public presentation **(Required)** ____ Intended response to comments on the annual report **(Required)** ____ Results of information collected and analyzed, including monitoring data; evaluation of assessment (modeling) of pollutant discharges, including modeling results and pollutant transport trends. ____ Other _____

ADDENDUM REPORTING FOR MS4S THAT LACK LEGAL AUTHORITY TO ADOPT REGUALTORY MECHANISMS FOR IDDE AND CONSTRUCTION / POST-CONSTRUCTION STORMWATER RUNOFF CONTROL

BE SURE TO INDICATE THE MS4 NAME AND PERMIT NUMBER IN THE HEADER

ADDENDUM 1. Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE) Local Law

Permit Reference IV.C.3.c: Prohibit, through an ordinance, local law or other regulatory mechanism, illicit discharges into the MS4. The MS4s have until year 5 to complete this work.		
1) When was this work completed or planned to be completed?	Date completed: _____ ___Not yet completed Plan to complete for reporting in year: ___4; ___5.	
2) Indicate which of the control mechanisms or procedures to the right used by the MS4 notify staff and others doing work on behalf of the MS4 about prohibition of and enforcement against illicit discharges:	___ Interconnection agreements ___ Maintenance directives / BMPS ___Access Permits ___Tenant Leases	___Consultant Agreements ___Construction/Bid Documents ___Other_____ _____
3) Indicate which of these control mechanisms contain specific language prohibiting illicit discharges:	___ Interconnection agreements ___ Maintenance directives / BMPS ___Access Permits ___Tenant Leases	___Consultant Agreements ___Construction/Bid Documents ___Other_____ _____
4) Explain how the MS4 intends to prohibit illicit discharges if: • none of the mechanisms in number 2 contain language prohibiting illicit discharges; or • the MS4 intends to add language to prohibit illicit discharges in other control mechanisms.	Explanation:	
5) Explain how the MS4 (intends to) enforce against illicit dischargers within their jurisdiction?	Explanation:	

ADDENDUM 2. Minimum Control Measure 4 & 5. Construction Site & Post-Construction Stormwater Runoff Control Local Law

Permit Reference IV.C.4.b.i, 5.a.i: Require development and implementation of erosion and sedimentation controls through a local law or other regulatory mechanism. The MS4s have until year 5 to complete this work.

1) When was this work completed or planned to be completed?	Date completed: _____ ___Not yet completed Plan to complete for reporting in year: ___4; ___5.

2) Indicate which of the control mechanisms or procedures below are used by the MS4 to notify staff and others doing work on behalf of the MS4 about the erosion, sedimentation and stormwater management requirements for projects under the MS4s jurisdiction. (These requirements are based on the Construction Permit (GP-02-01) and MS4 Permit (GP-02-02)).

___Access Permits ___Tenant Leases ___Requests for Proposals (RFPs) ___Scope of Services	___Consultant Agreements ___Construction / Bid Documents ___Other Policies / Procedures _____

3) All of the erosion, sedimentation and stormwater management requirements below must be addressed by the MS4's control mechanisms. For the control mechanisms identified in number 2 above, state in the left hand cells below the control mechanism(s) that contain the language.

Control Mechanism	Erosion, Sedimentation and Stormwater Management Requirements
	Require all projects to have SWPPPs, as in GP-02-01
	Require all 16 components of a basic SWPPP (erosion and sediment control)
	Require all additional 7 components for a full SWPPP when post-construction control is required
	Meet the standards in the *Erosion and Sediment Control* and *Stormwater Management Design Manuals* (or otherwise meet the requirements of GP-02-01)
	Require contractor certification statements stating that the contractor will agree to comply with the terms and conditions of the SWPPP
	Require proper operation and maintenance of stormwater facilities during construction
	Require proper operation and maintenance of stormwater facilities after construction
	Require SWPPPs to be certified by a licensed / certified individual when there is a deviation from technical standards or direct discharge to a 303(d) segment or TMDL watershed subject to condition A of GP-0-01
	Have a process for review of SWPPPs
	Require site self inspections as in GP-02-01
	Have enforcement procedures during and after construction
	Require construction site operators to control waste
	Procedures for receipt and consideration of information submitted by the public

4) If any of the requirements in number 3 are not addressed, explain how the MS4 intends to incorporate them into the control mechanisms?	Explanation:
5) Explain how the MS4 intends to enforce the requirements within their jurisdiction?	Explanation: