

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

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: Village of Castleton-on-Hudson

SPDES Permit Number: NYR20A 393

See information packet for information to help complete this form.

MCC Form for year ending: March 9, <u>2006</u> (Year 3) <u>2007</u> (Year 4) <u>X</u> 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? <u>X</u> Yes <u> </u> No			
Name: Marianne Carner		Title: Mayor	Department: N/A
Mailing Address:	Street or P.O. Box: PO Box 126 85 South Main St.		City: Castleton-on-Hudson
	County: Rensselaer	State: NY	Zip Code: 12033
Phone: (518) 732-2211		E-mail Address: mcarner@nycap.rr.com	
Local Stormwater Public Contact (Required by Minimum Measure 2)			
Is information below: 1) new or changed? <u> </u> Yes <u>X</u> No			
2) same as: <u> </u> Owner/Operator			
Name: Lorne Dawes		Title: Superintendent	Department: Water & Sewer
Mailing Address:	Street or P.O. Box: PO Box 126 85 South Main St		City: Castleton-on-Hudson
	County: Rensselaer	State: NY	Zip Code: 12033
Phone: (518) 732-2752		E-mail Address:	
Stormwater Management Program (SWMP) Coordinator (Responsible for implementation/coordination of SWMP)			
Is information below: 1) new or changed? <u> </u> Yes <u>X</u> No			
2) same as: <u> </u> Owner/Operator <u> </u> Local Stormwater Public Contact			
Name: Douglas C. Clark Clark Engineering & Surveying, P.C.		Title: Village Engineering Consultant	Department: N/A
Mailing Address:	Street or P.O. Box: 20 Shaker Road PO Box 730		City: New Lebanon
	County: Columbia	State: NY	Zip Code: 12125
Phone: (518) 794-8613		E-mail Address: dclark@clarkpc.com	
Annual Report Preparer			
Is information below: 1) new or changed? <u> </u> Yes <u>X</u> No			
2) same as: <u> </u> Owner/Operator <u> </u> Local Stormwater Public Contact <u>X</u> 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?

☒ 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
Hudson River	PCBs, mercury	X	

2. Have you received notification from the Department that you are subject to the special conditions in Part III.B. of the permit?

☐ 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?

☐ Yes
☐ No (explain below)
Not Applicable

Explanation:
Not Applicable

Section C. Partnership Information

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

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

List MS4 Partners with Legally Binding Agreements or Contracts in Place

List MS4 Partners with Planned Legally Binding Agreements or Contracts

List MS4 Partners with Other Agreements in Place

Rensselaer County Economic Development & Planning, with Rensselaer County Municipalities and Capital District Regional Planning Commission.

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)? ☒ 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:

The Village Department of Public Works operates a Village owned street cleaner and also operates a vacuum truck for leaf and debris removal and chipper for debris removal to prevent unwanted material from entering the storm sewers. The Village has five (5) DPW employees that are seasonally scheduled to clean out catch basins and maintain Village-owned detention basins. Eight Saturdays of the year, the Village allows residents to drop their yard debris off at the old brick yard in the village to be added to the village compost pile.

The Building Department consists of an inspector that enforces stormwater regulations for project sites throughout the Village. The Village also utilizes an engineering consultant to perform site inspections for MS4 stormwater compliance. The Planning Department is responsible for coordination and administration of the SWMP.

The Town Board adopted laws regulating Erosion, Sediment Control and Stormwater Management and a Model Law to Prohibit Illicit Discharges, Activities and Connections to Separate Storm Sewer System at its meeting of December 19, 2007.

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:

Stormwater system maintenance is funded through the municipal budget which is renewed annually. A specific budget amount has not been itemized for MS4-related compliance.

2003 Grant for assistance through RCED&P (\$88,200 for county), municipal budget

2006 Grant for assistance through RCED&P (\$98,200 for county)

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

Explain: Researching funding opportunities

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 Explain 'no' / 'N/A' answer:	☒ Yes ☐ No ☐ N/A	☒ Yes ☐ No ☐ N/A
IV.C.2.	Public Involvement / Participation Explain 'no' / 'N/A' answer:	☒ Yes ☐ No ☐ N/A	☒ Yes ☐ No ☐ N/A
IV.C.3.	Illicit Discharge Detection and Elimination Explain 'no' / 'N/A' answer:	☒ Yes ☐ No ☐ N/A	☒ Yes ☐ No ☐ N/A
IV.C.4.	Construction Site Stormwater Runoff Control Explain 'no' / 'N/A' answer:	☒ Yes ☐ No ☐ N/A	☒ Yes ☐ No ☐ N/A
IV.C.5.	Post-Construction Stormwater Management Explain 'no' / 'N/A' answer:	☒ Yes ☐ No ☐ N/A	☒ Yes ☐ No ☐ N/A
IV.C.6.	Pollution Prevention / Good Housekeeping for Municipal Operations. Explain 'no' / 'N/A' answer:	☒ Yes ☐ No ☐ N/A	☒ Yes ☐ No ☐ N/A

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: Marianne Carner

Title: Mayor

Signature: Marianne Carner

Date: 1/19/09

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: Castleton-on-Hudson **SPDES Permit Number:** NYR20A 393

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). • <i>Explain the program, including activities and materials used</i> • <i>Identify the personnel or outside organization conducting the activity.</i> • <i>Indicate activities planned for next year.</i>	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Public Education and Outreach Program: Public presentation held on the MS4 program by county planning for the Village board on 1/8/07. Additional public meetings about MS4 program held on 4/28/05, 5/2/05, 8/13/06, 11/1/06, and 12/17/07. Village board members in the Building, Planning and Public Works departments receive ongoing training in stormwater management best management practices and meet with prospective property developers and builders on a monthly basis to review development proposals. Topics reviewed in these meetings include, but are not necessarily limited to, stormwater best management practices. A Village engineering consultant provides applicants and the Village with additional detailed recommendations and requirements pertaining to MS4 stormwater compliance. The Village building inspector is part of the Albany County Coalition and is also the Stormwater construction inspector for the Village of Voorheesville. An additional 20 hours of stormwater training was completed construction site visits and various classes. The Village worked as part of a regional education program whereas two	Public Education and Outreach Goals and Results for 2007: Monthly planning board meetings were held by the Village planning board during 2007. An average of five planning board members, building inspector, and an engineering consultant were often present at the monthly meetings. For all major subdivision and site plan projects a Village designated engineer provided detailed stormwater review, comments and construction phase inspection services to the Village. Attendance at the Schaghticoke Fair was 111,000 people. Distribution of 'Reducin' Pollution' hopefully reduced fertilizers, pesticides, automotive fluids, bacteria, sediment and lawn clippings/leaves in stormwater streams. Distribution of printed materials hopefully increased awareness about stormwater, reducing use of fertilizers, pesticides, automotive fluids, bacteria, sediment and lawn clippings/leaves in stormwaters and streams.

billboards were posted throughout the county, eight billboards were posted in the region educating the public about stormwater awareness, reduction of littering in catch basins and ditches and awareness of car washing. The Village also participated in the county coalition that placed a display at the Schaghticoke Fair as well as provided 'Reducin' Pollution' pamphlets that advised homeowners on home and lawn care, pet and human waste, automotive care and erosion control. Specific pollutants addressed in the literature noted, include fertilizers, yard waste, lawn clippings, pesticides, sediment, detergents, automotive fluids and pet waste. Septic system maintenance, use of recycled water to water lawns, maintenance of engines, disposal of automotive fluids and proper seeding of lawns were recommended practices to help keep local waters clean.	As a result of these efforts stormwater management site observation and inspections were performed by municipal officials and the Village consultant. Residents also have contacted Village officials regarding stormwater runoff issues/ concerns throughout the year that have been reviewed by Village staff and its consultants.
Public Education and Outreach Activities Planned for 2008: The Village will make the information regarding Stormwater BMPs and MS4 Compliance available to residents, builders and developers, in printed formats in the Village Hall/Library. The Village plans to add this information to the Village website. The Village plans to add the MS4 outfalls and MS4 area mapping to the Village website. The Village plans to hold additional public presentations on MS4 program and obtain any additional public information from DEC. Billboards to be continued for public awareness	Expected Public Education and Outreach Goals and Results for 2008: The Village will make the following information available for all residents in the Village Hall and on the Village website; 1. Stormwater and the Construction Industry: Maintain Your BMPs 2. Clean Water: Everybody's Business/ 10 Things You Can Do to Prevent Stormwater Runoff Pollution bookmarks 3. Clean Water: Everybody's Business/ 10 Things You Can Do to Prevent Stormwater Runoff Pollution bookmarks 4. Take the Stormwater Runoff Challenge placemats 5. Reducin' Pollution: Hints for Homeowners to Save Money while Saving the Environment 6. Website links pertaining stormwater BMPs, including but not necessarily limited to the NYSDEC, EPA and Rensselaer County; Planning board meetings to review proposed projects, including stormwater aspects will continue to be held on a monthly basis. The Village board and workers will continue to complete stormwater training seminars. The Village will continue to participate with Rensselaer County and other municipalities on MS4 public awareness.

Additional Techniques	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Proposed educational program (brochures) for streamside property owners to reduce land use effects on water quality funded through 2006 grant.	Proposed for 2007/2008
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: Castleton-on-Hudson

Permit Number: NYR20A 393

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 Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
- 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.	1/8/07
County planner made presentation to Village Board to educate board and public on MS4 program.	10/3/05, 4/28/05, 5/2/05
Public Hearings (County) The Village Board scheduled its public hearing for the Village's adoption of local laws; Illicit Discharge and Connection Law and Stormwater Management and Erosion & Sediment Control for 12/19/07. The meeting was conducted and no public comments were received. At this meeting of 12/19/07, the Village Board held its public hearing for the Village's MS4 Phase II Stormwater Program Year 5 Annual Report.	Annual reports, Illicit Discharge and Connection Law, Stormwater Management and Erosion & Sediment Control Law, and additional educational stormwater related material to be added to the Village website for public review. Approximately 900 'Reducin' Pollution' brochures were handed out at the Schaghticoke Fair.
At the Schaghticoke Fair 'Reducin' Pollution' pamphlets were distributed to the public advising homeowners on home and lawn care, pet and human waste, automotive care and erosion control.	Monthly village planning board meetings and annual report meetings will continue to educate the public and allow/encourage public comments.
Village advertises, in Village flyer, 8 Saturdays per year, allowing Village residents to drop off lawn and yard debris to be added to compost pile.	Continue yard debris drop off, curbside leaf pickup, wood chipping, and recycling programs.
Village also has curbside leaf pickup during the fall of each year for approximately 8 weeks.	
Village provides wood chipping, branch pick up after large storms along roadways.	
Village provides curbside pickup of recyclables every Wednesday.	
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. <i>Describe procedures below and state the methods used to publicize the AR public presentation.</i>	
Public comments would be taken into consideration for the program as it continues. Interested public would be encouraged to assist in county and local programs.	
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: Attendees: Craig Crist (Village Attorney), Doug Clark (Village Engineer), & Planning and Town Boards	

Comments on Annual Report Meeting ☒ No public comments received on Annual Report. ☐ Comments received. Attach summary of comments and intended responses.	Date of Annual Report Meeting: 12/19/07	Approximate Date of Meeting Next Year: April 2009
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 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.	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• <i>Explain the activities and procedures used to meet this requirement this year and planned for next year.</i> • <i>Revise as procedures are updated.</i> • <i>Identify personnel or outside organization conducting the activities</i>	• <i>Example measurable goals: number of illicit discharges detected; number of illicit discharges eliminated.</i>
The Village Board adopted a local illicit discharge law and local stormwater law for construction activities.	The Illicit Discharge and Connection Law was adopted at the 12/19/07 Village Board meeting. A copy of the law will be posted on the Village website. An announcement will be published in the Village newspaper. The Village will distribute information in regards to illicit discharges.
The Department of Public Works and Building Department officials work in the Village on a daily basis and are most effective in detecting illicit discharges. The DPW and the Building Department enforce the Village's recently adopted law and work to enforce the law.	Maintenance of the outfall locations will be performed and added to the annual maintenance schedules.
The Village DPW owns and operates a street sweeper which prevents debris from entering the storm sewer system. The Village DPW manually cleans catch basins, ditches and the surface areas in the immediate vicinity which are tributary to ditches and catch basins on an annual basis.	Detection of illicit discharges being reported to the Village by residents, as the residents become educated on the illicit discharges. Better enforcement of the illicit discharge law.
The Department of Public Works consists of 5 full time employees that work in the Village on a daily basis. DPW workers collectively are able to monitor illicit discharges throughout the Village. The Village utilizes consultants on an as-needed basis to assist.	Train Department of Public Works employees in identifying illicit discharges. Publish notice in Village newspaper on adopted law, list on village web site.
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. <i>Explain activities performed this year and planned for next year, including work on the following IDDE guidance prerequisites:</i> • field verification of outfall locations; • mapping all inter-municipal subsurface conveyances; • delineating storm sewer shed; and • developing and retaining MS4 mapping as needed to find the source and identify illicit discharges. <i>State if maps are in GIS.</i>	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities) • <i>Example measurable goals: percent of outfalls mapped</i>
GIS maps of municipal MS4 boundary and all outfall locations have been completed in collaboration with the Rensselaer County Bureau of Research and Information Services.	Mapping of the Village's stormwater outfalls within its MS4 area was completed. Combining the GIS outfall data with the mapping of Green Ave, 2nd

NYSDOT mapping of NYS Rt. 150 & 9J sewers were obtained for Village records. These roads comprise most of Village Outfall locations. Mapping of Green Ave, 2nd Street and a portion of Scott Ave has been completed and the mapping is GIS compatible.	Street, and Scott Ave. is planned. Locating additional conveyance structures throughout the Village is planned. All data collected will be combined with existing data to develop a single source map for storm sewers and outfalls. DPW staff will inspect all of the outfalls within the MS4 designated area and clean each outfall on a regular basis.
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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) ☒ 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) ___ Yes
3) Does the existing regulatory mechanism prohibit illicit discharges as required by the MS4 Permit?	___ No (amendments needed) ___ Yes
4) Does the existing regulatory mechanism include enforcement authorities and procedures as required by the MS4 Permit?	___ No (amendments needed) ___ Yes
Development of Regulatory Mechanism (Local Codes)	
5) When was this work completed or planned to be completed?	Date completed: 12/19/07 ___ 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 ___ 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 ___ Yes, list the local code(s) that will be changed:
8) If the existing regulatory mechanism does not require amendments, what language is in the mechanism?	___ NYS IDDE Model Law in its entirety ___ 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: 12/19/07
10) Provide a web address if adopted local law can be found on a web site.	Web Address: Ongoing.

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. <i>Explain activities and materials used to meet this requirement this year and planned for next year</i> <i>Identify personnel or outside organization conducting activities</i>	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
The Village building inspector is part of the Albany County Coalition and is also the Stormwater construction inspector for the Village of Voorheesville. An additional 20 hours of stormwater training was completed construction site visits and various classes. Planning Board meetings, in which plans are reviewed to prevent illicit discharges to the stormwater system.	Place notice of illicit discharge laws and availability on Village website when completed in the Village newspaper. Additional training of Village employees in the illicit discharge and elimination.
Additional Techniques	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Health Department has ongoing program educating the public on proper care and usage of on-site wastewater systems. 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:	Ongoing Task

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) ☒ 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: <u>8/21/06</u> Not yet completed (proceed to Permit Reference IV.C.4.b.v) Plan to complete for reporting in year: <u>4</u> ; <u>5</u> . ☐ Did not do preliminary assessment; proceeded directly to Gap Analysis Worksheets 1-4 or adopted <i>Sample Local Law for Stormwater Management and Erosion & Sediment Control</i> (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 ☒ If few Sample Local Law provisions appear in local code; major revisions needed or consider adopting Sample Local Law or equivalent ☐ 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: <u>NA</u> Not yet completed (proceed to Permit Reference IV.C.4.b. v) Plan to complete work below for reporting in year: <u>4</u> ; <u>5</u> .
4. How was the local code adopted or how will it be adopted*? <i>*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.</i>	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 <i>Gap Analysis</i> or equivalent process) to ensure the intent of the law has not been changed. b. <u> </u> Parts of NYS Sample Local Law adopted as amendments to existing code. c. <u> </u> Language developed by municipality was demonstrated to be equivalent. Developed by County MS4 group with help from CDRPC

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	1	7	12/19/07
2	28	23	12/19/07
3, 4, 5	0	3	12/19/07
6	3	6	12/19/07
TOTAL	32	39	12/19/07
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: Stormwater Management and Erosion & Sediment Control, A local law to amend the Zoning Law of the Village of Castleton, Local Law Number 1 of the Year 2007.			
7. What was the date or is planned date of local code adoption? Date: 12/19/07			
8. Provide a web address if the adopted local law can be found on a web site. Web Address: Ongoing.			

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. • <i>Describe the procedures below. Revise as procedures are updated.</i>	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities) <i>Example measurable goals: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</i>
Existing site plan review procedures and new procedures added with the adoption of the local stormwater and illicit discharge laws (procedures listed in new local laws). Site plan review by code enforcement officer and Village planning board to check compliance with local laws.	Stormwater Management and Erosion & Sediment Control Law was adopted by the Village on 12/19/07.
For all major subdivision and site plan reviews, the Village requires conformance to the New York State Guidelines for Urban Erosion & Sediment Control. All development plans, including stormwater and erosion control plans are reviewed by a Village Board and the Village's designated Engineer. Site Plan and Subdivision Approvals and authorization to proceed with construction are not granted until the proposed stormwater management measures conform to SPDES requirements. For development, a full SWPPP is required whenever the proposed site disturbance exceeds 5 acres, when proposed site disturbance is greater than one acre and less than 5 acres, and when stormwater runoff from the development activity is discharging a pollutant of concern to a 303(d) water or a (TMDL) designated watershed. Erosion and Sediment Control Measures ensuring water quality are implemented for all construction projects and enforced by the Building Department.	Stormwater management information is planned to be included with all application packages for site plan and subdivision review. Subdivision and site plan approval and construction standards and practices are continually being developed towards maximizing compliance with SPDES and MS4 requirements. New site plan and subdivision applications requiring SWMRs/ SWPPPs submitted to the Village during 2007 totaled eight (2). The opportunity for public comment is available for all subdivision and site plan development projects. For individually permitted projects residents may contact the Building Department directly with comments and concerns. The existing site plan and subdivision review process included the SEQRA.
For the issuance of individual building permits, not associated with major subdivisions or site plans subject to review by the Planning Board, the Village Building Department requires and erosion control plan which includes; design and installation of silt fencing, site stabilization measures and grading plans wherever erosion and sediment control is expected to be a potential problem.	To assist the applicants, the Building Department will make the following brochures available pertaining to the requirements for installation of erosion and sediment control measures associated with individual building permits as per the requirements outlined by GP-0-08-002. - Stormwater and the Construction Industry: Maintain Your BMPs - Reducin' Pollution: Hints for Homeowners to Save Money while Saving the Environment - Clean Water: Everybody's Business/ 10 Things You Can Do to Prevent Stormwater Runoff Pollution bookmarks
For all development sites needing to conform to SPDES, SWPPP reports are required to be maintained and left on site for review.	CSIRs are required to be submitted to the Village and are distributed to the Village's engineer, Building Department, DPW and Planning

For all site applicable to SPDES requirements, the design professional is required to perform and submit Construction Stormwater Inspection Reports (CSIR) consistent with SPDES GP-0-08-001 (formerly GP-02-01). CSIRs are performed at least once per week and after each rain event of a ½" or greater.	Department to assist with proper stormwater management. Any non-compliance is noted to the applicant and compliance is required within a reasonable time frame. Failure to comply within a reasonable time frame results in a 'Stop Work Order' for the project site. Proper course of action for noncompliance is determined upon recommendations from the Village's designated engineer and assessments made by the DPW, Building Department, Planning Department and Planning Board.
Permit Reference IV.C.4.b. vi: Develop and implement procedures for the receipt and consideration of information submitted by the public. • <i>Explain the procedures below. <u>Revise as procedures are updated.</u></i> • <i>Identify the responsible personnel or outside organizations.</i>	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Information from the public can be submitted at planning board meetings, during public hearings. All information taken into consideration by the planning board before decision to accept or deny plans. The Village accepts phone calls and walk-in requests from the public regarding stormwater related issues. The requests from the public were documented, looked into by the building inspector and the engineering consultant provided guidance when necessary.	Public comments will continue to be accepted during the monthly planning board meetings and taken into consideration during the decision to accept or deny plans. The Village will continue to accept public comment by telephone or walk-in. Several erosion and sediment control complaints were received by the Village during 2007. The building inspector followed up complaints and acted accordingly, with guidance provided by its professional engineering consultant.
For all subdivisions and site plan review, the Village holds a public hearing where residents are encouraged to voice their concerns to the Village Planning Board. This is a monthly meeting. The Planning Board and their designated engineer consider public comments in relation to each specific subdivision or site plan. Written comments are received, distributed and addressed by either the Planning Board or consulting engineer throughout the entire project review process.	Notification for Planning Board and Village Board meetings is published in the Village newspaper and on the Village's website prior to each meeting.

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. <i>Revise as procedures are updated.</i>	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.
For major subdivisions and site plans reviewed by the Planning Board, the Village requires SWPPP inspections according to NYSDEC regulations and that reports be submitted by applicant or representative for inspections done every 7 days or within 24 hours of a storm event producing 0.5" of precipitation or more. Report delivered to village representative on monthly basis.	Ongoing task. Approximately 2 sites were inspected and deficiencies were reviewed with the owner and required to be remedied before further construction.
Inspections by Village stormwater management office. Throughout the construction process all stormwater & erosion control items shall be maintained properly and cleaned to ensure proper function.	Ongoing task.
As-builts submitted by contractor or developer upon completion of project.	Ongoing task.
Stop work orders and fines in place in accordance with new local laws.	Ongoing task.
With holding of Certificate of Compliance, Certificate of Occupancy, Certificate of Completion, and/or Certificate of Use. (in accordance with new local laws)	Ongoing task.
Performance and maintenance guarantees – returned when project successfully completed.	Ongoing task.
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)
Training courses held by Rensselaer County Soil and Water; plans to hold again in 2006 and 2007.	May 2005, Ongoing
Site operators for major subdivisions are required to attend preconstruction meetings prior to the commencement of construction. At each preconstruction meeting Village staff and the Village's designated engineer review the required construction procedures and clarify responsibility for each required action. Within the content of each preconstruction meeting requirements are explained in detail to the applicant. The Village requires the applicant's design professional to perform inspections throughout construction.	Preconstruction meetings were required for projects having to conform with MS4 requirements. The site operator is required to work in conjunction with the applicant's licensed professional to maintain proper site construction procedures. Site operators working directly with licensed professionals as an effective means of educating site operators

		Preconstruction meetings will continue to be held throughout 2008.
Contractor certification required before any work done by the contractor stating that they understand and will follow the stormwater regulations in accordance with the new local laws.		Ongoing task.
Additional Techniques		Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Require SWPPs as part of application		Ongoing task.
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 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: • A combination of structural and/or non-structural management practices. • <i>Identify and describe below procedures to ensure installation of post-construction management practices. Revise as procedures are updated.</i> The Village requires a maintenance guarantee be put in place that the Village can use to bring the facility into compliance if the developer or applicant fails to. This agreement is filed with the County Clerk's office and acts as a deed restriction on the property prior to final approval. A maintenance agreement is also required to allow the Village or its representative's access to inspect the site. These items are intended to assure that the stormwater basins are operating in accordance with the design. Penalties or fines in accordance with the new local laws if plans and agreements not followed. • Procedures for site plan and SWPPP review to ensure SWMPs meet state standards. • <i>Describe procedures below. Revise as procedures are updated.</i> The SWPPP shall be prepared by a landscape architect, certified professional or professional engineer and must be signed by the professional preparing the plan, who shall certify the design of all stormwater management practices meet the requirements in the new local laws. Review by Village Code Enforcement Officer, Village Planning Board, Village's consulting engineer to check for compliance before approval of plans.	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
	DO NOT ENTER INFORMATION IN THIS CELL
	Stormwater Management and Erosion & Sediment Control Law was adopted by the Village on 12/19/07. Continue to put maintenance agreements in place for new development and redevelopment.
	Continue to enforce to new local law.
	• <i>Example measurable goals include: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</i>
	All applications for major subdivisions and site plans require a SWPPP or erosion control plan that are reviewed by the building inspector, planning board, and consulting engineer to ensure plans are in accordance with the local law and stormwater regulations. Approximately 2 reviewed.
	Ongoing task.

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. <u>Explain procedures below. Revise as procedures are updated.</u>	<i>Example measurable goals are number of inspections maintenance activities performed.</i>
Maintenance agreements set up in accordance with new local laws. A consultant engineer is also required to inspect the installation of stormwater facilities. The Village DPW maintains the stormwater facilities and reports on any issues.	The owner/developer is required to maintain the stormwater items and the Village is given a maintenance easement so that the facilities can be inspected by the Village or a designated representative. A maintenance guarantee is put into place for use when the facilities are not maintained by the owner/developer the Village can step in to and draw from the account to do the work. Routine inspections of the stormwater and erosion control facilities will be completed and catch basins and other items maintained. Ongoing task.
Written procedures for operation and maintenance and training new maintenance personnel. Routine construction site inspections are required by a design professional and the reports are required to be submitted to the Village for review.	Reports are given to the planning department, for review and keep the board and Village updated on the progress of the project. This also allows any problems to be remediated. Several site inspections were performed. Ongoing task.
Preventative/corrective maintenance program set up in accordance with the new local laws.	Ongoing task.
- Procedures for enforcement and penalization of violators. <u>Explain procedures below. Revise as procedures are updated.</u> Notice of violation will be issued in the event it is found that the site is noncompliant with the regulations. A stop work order can be issued by Village until violations are brought into compliance. Penalties in accordance with the new local laws will be issued and get larger with repeat offenses. The Village can also withhold or revoke the certificate of compliance, certificate of occupancy, certificate of completion or certificate of use if found in violation of the local law. Restoration of lands to its undisturbed condition can also be required of the violator.	<i>Example measurable goals: number enforcement activities performed.</i> Ongoing task.

Municipality: Castleton-on-Hudson

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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. <i>Describe resources below. Update annually.</i>		DO NOT ENTER INFORMATION IN THIS CELL
Ongoing training through Rensselaer County Planning		11/1/06, to be scheduled in 2007
Village requires the applicants to set up an escrow for larger projects so that they can adequately review the plans using a consultant engineer.		Several projects submitted to the Village were reviewed by a consulting engineer.
Village Code Enforcement Officer attended various stormwater training including; DEC training, onsite construction experience, and monthly meetings with MS4 representatives in Menands and Green Island for Albany County. The code enforcement officer and building department do routine inspections.		2007 to Ongoing.
Additional Techniques		Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
County Health Code requires SWPPP for subdivision approval		Ongoing task.
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)	
<i>List pollutants that will be addressed by the municipal pollution prevention program.</i>		06/07 – Ongoing task.
Salt, oil, fuels, fertilizer, pesticides, pet wastes, sediment, and lawn clippings/yard debris		
<i>Set and describe pollution prevention priorities by geographic areas, municipal operation type, and facilities.</i>		DO NOT ENTER INFORMATION IN THIS CELL
DPW - new street cleaner in 06, Wastewater Treatment Plant – New UV disinfection in 06		
Oil – primarily Village DPW, Fuels – primarily Village DPW, Salt – Village DPW, and Fertilizers/Pesticides – Village building		
Road salt is stored in a salt shed owned by the Village; automotive fluids are contained within the DPW garage and disposed of according to NYS regulations.		Illicit Discharge and Connection Law and Stormwater Management and Erosion & Sediment Control Law passed by the Village Board on 12/19/ 2007.
Village advertises, in Village flyer, 8 Saturdays per year, allowing Village residents to drop off lawn and yard debris to be added to compost pile.		Both laws to be posted on the village website and additional information to be distributed to the public.
Village also has curbside leaf pickup during the fall of each year for approximately 8 weeks.		
Village provides wood chipping, branch pick up after large storms along roadways.		
Village provides curbside pickup of recyclables every Wednesday.		
The Village DPW staff consists of 5 people and 2 wastewater people who perform a majority of the infrastructure maintenance, but subcontractors are sometimes used for large projects. DPW performs regularly scheduled maintenance and repair for stormwater sewers, ditches and lawn mowing from Spring through the Fall seasons		Ongoing task.

Permit Reference IV.C.6.a: Include a municipal pollution prevention training component for staff (where all staff are trained). • <i>Explain activities and materials used to meet this requirement.</i> • <i>Identify training needs and design training components</i> • <i>Determine the adequacy and appropriate frequency of staff training.</i> • <i>Identify personnel or outside organization conducting activities.</i>	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Train DPW with help from RC planning materials. Training video to help workers recognize the importance of their actions. Waiting for funding. Should be viewed once yearly or biyearly.	Awaiting funding.
Use of County created handbook/reference book	2006/2007
Training is an ongoing practice/requirement for DPW workers, building department, code enforcement officer, and planning board.	Plan training for staff.
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:	

Municipality: Castleton-on-Hudson

Permit Number: NYR20A 393

Minimum Control Measure 6. Municipal Operations: X Street and Bridge Maintenance; X Winter Road Maintenance;X Stormwater System Maintenance; X Vehicle and Fleet Maintenance; ___ Park and Open Space Maintenance; X Municipal Building Maintenance;

___ 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. • Briefly describe or reference any existing policies and procedures • Briefly describe or reference any policies and procedures being developed	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Worker and supervisor training through formal sessions.	DO NOT ENTER INFORMATION IN THIS CELL
Complete assessment of facilities operation using NYSDEC Municipal Pollution Prevention and Good Housekeeping Program Assistance Manual.	Late 2007 to ongoing.
Village Code Enforcement Officer attended various stormwater training including; DEC training, onsite construction experience, and monthly meetings with MS4 representatives in Menands and Green Island for Albany County.	Late 2007 to ongoing
Plan storm cleaning, development of new policies.	2007 to Ongoing.
Existing Policies and Procedures: General policies and procedures pertaining to municipal operations for Municipal Pollution Prevention/ Good Housekeeping are as follows.	Late 2007 to ongoing
1. Prevent Pollution at its Source Controlling pollutants at their source and preventing their wider release is more efficient and cost-effective than removing them from stormwater runoff or other water treatment after the fact. Remove or capture contaminants before stormwater contact. Prevent erosion; and provide multiple barriers to pollutant releases at storage and waste sites.	
2. Manage Clean Water Runoff and Minimize Pollutant Exposure to Clean Water Prevent clean water runoff and precipitation from contacting potential pollutants and prevent mixing of clean water (runoff) with polluted flows. Don't let	

pollution spread, if possible.

3. Minimize use of Potential Pollutants

Examine municipal use of all chemicals and other potential pollutants and identify methods of eliminating, reducing or better targeting their use in municipal operations and facilities (including alternative products). Ask yourself “Do we really need to use this chemical?”

4. Plan and Prepare for Spills and Accidents

Develop spill prevention and response policies and procedures for ALL facilities that use or store chemicals (and not just petroleum.) Accidents will happen, so be prepared for them.

5. Practice Preventive Maintenance

Regularly inspect components of stormwater collection, conveyance and treatment systems; regularly inspect machinery, pipes, storage tanks and other equipment for leaks or worn parts; regularly calibrate application equipment (salts, pesticides, fertilizers); plan for system upgrades and component replacements and repairs. Spending \$1,000 to replace a worn or broken part can save \$10,000 in clean up costs and fines.

6. Identify Potential Pollution Sources

Identify all municipal facilities and operations that could impact stormwater quality. Identify potential pollution sources at each site or for each activity. Identify, map and inspect the facility’s stormwater drainage system.

7. Plan New Facilities to Include Stormwater Pollution Prevention

Include a stormwater pollution prevention component in all new municipal facilities and activities. Site new facilities to minimize waterbody impacts. Use Best Management Practices when preparing facility plans or major upgrades.

8. Improve Data Collection, Mapping, and Records Maintenance

Emphasize improvement of data collection and records maintenance to address higher priority pollution sources and contaminants; improvement of geographic information; and unification of data management across all relevant municipal departments and operations.

9. Train and Reward Employees

Train employees regarding stormwater pollution and prevention practices.

Identify emergency contacts and reporting procedures. Seek employee ideas on pollution prevention methods and priorities and reward employees who participate in the prevention program. Remember, your employees are your first line of defense on pollution prevention. <u>10. Improve Communications and Coordination</u> Emphasize communication and coordination across key municipal departments and operations. Coordinate stormwater and pollution prevention activities with county and state agencies, organizations and institutions, as well as neighboring municipalities. Develop public outreach and citizen participation regarding municipal pollution prevention activities. The Rensselaer County Supervisors Association and Rensselaer County Highway Superintendent Association are great examples on how communications helps communities to learn from each other, share, and save money. Each of the municipal operations within Minimum Control Measure #6 are assigned to, or the responsibility of the following municipal departments; - Street and Bridge Maintenance – Highway Department DPW - Winter Road Maintenance – Highway Department DPW - Sidewalks and Municipally Owned Parking Lots – Highway Department DPW - Stormwater Treatment Facilities (non-roadway) – Highway Department DPW - Vehicle and Fleet Maintenance – Highway Department DPW - Parks and Open Space Maintenance – DPW - Municipal Building Maintenance – DPW - Solid Waste Management – DPW - Streambank Stabilization – Highway Department DPW	
• <i>Briefly describe or reference any existing best management practices</i> • <i>Briefly describe or reference any planned best management practices</i> Street Maintenance; street cleaning using street sweeper, sidewalks and municipally owned parking lot cleaning, pollution prevention and streambank erosion control and bridge maintenance, erosion control and mowing of roadsides. Winter Road Maintenance; deicing material stored in salt shed, storage site operations and cleanup, salt reduction options including alternative materials, improved application technologies, application equipment maintenance, vehicle washing, sensitive ecosystems or priority water body considerations, drinking	DO NOT ENTER INFORMATION IN THIS CELL Ongoing program.

water wells including private wells, and training.

Stormwater Drainage, Conveyance, and Treatment System Maintenance; priority setting for different portions of the system which considers water body impacts and other factors, inspection of system components and record keeping and frequency tracking, technology improvements and installation, maintenance, repair and cleanout of system components, public education and communications, maintenance of open drainage ditches, and training.

Vehicle and Fleet Maintenance; wastewater disposal and treatment from vehicle washing, site drainage system maintenance and cleanout, recycling (including oil and antifreeze), hazardous materials storage, spill prevention and response (petroleum and other substances), solid waste disposal, alternative product usage, and training.

Grounds Maintenance; integrated pest management, use of pesticide alternatives, fertilizer use alternatives and reductions, erosion control practices, solid waste; waste reduction recycling and litter control, hazardous materials storage, pesticide and fertilizer usage records, and training.
Animal Waste Management; pet waste control education and enforcement, bird waste control, domestic animals (fairgrounds, municipal farms, equestrian center), wildlife, public education and communication, and training.

Municipal Building Maintenance; petroleum bulk storage spill prevention and response, hazardous material storage, grounds maintenance (pesticides, fertilizers, herbicides, and erosion control), erosion control for new construction or other land disturbance, waste disposal and recycling, alternative product usage, building site drainage, roof drainage system and infiltration, and training.

Stream bank Stabilization and Hydrologic Habitat Modification; priority setting for stream bank stabilization projects, opportunities for alternative soft engineering approaches for erosion control, priority setting for sediment removal and pond maintenance, opportunities for hydrologic habitat movements, application of fluvial geomorphic assessments in erosion control projects, opportunities for community sponsored volunteer stream walks, and training.

Solid Waste Management; prevention of illicit dumping, litter control, animal waste controls (pets, birds, wildlife, and domestic animals), waste reduction and

recycling, hazardous waste collection (including from municipal buildings), and training.	
• <i>Identify and describe the equipment and staff that are in place</i>	
DPW Staffing: Highway Department - 5 full time employees Water/wastewater Department - 2 full time employees Village Equipment is available for the following tasks; - Street Maintenance - Winter Road Maintenance - Stormwater Drainage, Conveyance and Treatment System Maintenance - Vehicle & Fleet Maintenance - Grounds Maintenance - Building Maintenance - Streambank Stabilization and Hydrologic Habitat Modification	DO NOT ENTER INFORMATION IN THIS CELL Complete full list of equipment owned by village.

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: Water and Wastewater Dept

• 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. • <i>Assess if existing programs adequately reduce and/or prevent pollutant discharges</i> • <i>Determine and list any operation type, location or facility that is in need of modification or updates.</i> The Village DPW invested many hours into street maintenance, winter road maintenance, stormwater drainage maintenance, vehicle and fleet maintenance, recyclables pickup. Existing programs have made a significant impact on the Village's pollution prevention.	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities) DO NOT ENTER INFORMATION IN THIS CELL Need to develop additional programs and review facilities for update needs.
Permit Reference IV.C.6.a: If there is a training component for staff specific to these municipal operations: • <i>explain the activities and materials;</i> • <i>identify the personnel or outside organization conducting the activities.</i> DPW officials attend the Highway seminars on an annual basis and other seminars throughout each year. Water & Sewer Department staff also attends annual training seminars to maintain their operator licenses. Seminars are conducted by industry experts and vendors.	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities) Ongoing task. Set up monitoring and maintenance programs. To develop new training program with help from RC Planning. operator training programs. Worker and supervisor formal training sessions.
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.
<u>N/A</u> Summary of public comments received on the annual report at the public presentation (Required)
<u>N/A</u> Intended response to comments on the annual report (Required)
<u> </u> Results of information collected and analyzed, including monitoring data; evaluation of assessment (modeling) of pollutant discharges, including modeling results and pollutant transport trends.
<u> </u> Other _____

**ADDENDUM REPORTING FOR
MS4S THAT LACK LEGAL AUTHORITY TO ADOPT
REGULATORY 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: _____ Plan to complete for reporting in year: _____ 4; _____ 5.	Not yet completed
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 <i>Erosion and Sediment Control</i> and <i>Stormwater Management Design Manuals</i> (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: