



**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> </u> 2006 (Year 3) <u> X </u> 2007 (Year 4) <u> </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: George Lengio		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: gxl07@omig.state.ny.us	
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) 762-2752		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) X 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

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

___ Yes
X 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? ____ Yes X No (explain below)

Explain: Still waiting for 2003 funding. Applied for funding in 2006

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: 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	<u>X</u> Yes No N/A	Yes <u>X</u> No N/A
	Explain 'no' / 'N/A' answer: Request made to state for printed info to place in library.		
IV.C.2.	Public Involvement / Participation	<u>X</u> Yes No N/A	Yes <u>X</u> No N/A
	Explain 'no' / 'N/A' answer: Priority on developing local laws.		
IV.C.3.	Illicit Discharge Detection and Elimination	<u>X</u> Yes No N/A	Yes <u>X</u> No N/A
	Explain 'no' / 'N/A' answer: Priority on developing local laws. Outfall mapping delayed, should be completed summer 2007.		
IV.C.4.	Construction Site Stormwater Runoff Control	<u>X</u> Yes No N/A	Yes <u>X</u> No N/A
	Explain 'no' / 'N/A' answer: Have formed committee (planning board) and discussed.		
IV.C.5.	Post-Construction Stormwater Management	<u>X</u> Yes No N/A	Yes <u>X</u> No N/A
	Explain 'no' / 'N/A' answer: Priority on developing local laws.		
IV.C.6.	Pollution Prevention / Good Housekeeping for Municipal Operations.	<u>X</u> Yes No N/A	Yes <u>X</u> No N/A
	Explain 'no' / 'N/A' answer: Waiting for State guide document. 2003 funds to be used for training module. Purchased new street cleaner.		

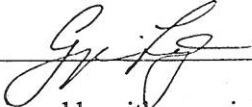
Certification Statement

"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: George Lengio

Title: Mayor

Signature: _____



Date: _____

12/19/07

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) X 2007 (Year 4) 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).	Describe Measurable Goals and Results (when applicable)	
	Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)	
- Explain the program, including activities and materials used - Identify the personnel or outside organization conducting the activity. - Indicate activities planned for next year.	Presentation held for the board (1/8/07) 2/08 – Ongoing. Held public meeting on MS4 program 4/28/05, 5/2/05, 8/13/06, 11/1	
Hold public presentations on the MS4 program – county planning. Obtain public information materials from DEC - Village On going Educational & Outreach Programs - Rensselaer County Planning, Research, & Information systems.	Two billboards were up for the approximate months of October & November 2006. Two additional billboards will be up in Spring/Summer 2007. Reduce littering in catch basins and ditches, awareness of car washing. Continue into next year and beyond. Will link to county's site when available. Waiting for web pages to be added, should be completed in year 5. 2/08 – Ongoing.	
Media outreach – county planning, research and information systems	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities) Proposed for 2007/2008	
Provide info on Village Web Site – Village. Provide section in Library – Village.	Proposed educational program (brochures) for streamside property owners to reduce land use effects on water quality funded through 2006 grant.	
Additional Techniques	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 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.		
Held public presentation for 2007 Annual Report.		12/19/07
County planner made presentation to Village Board to educate board and public on MS4 program.		1/8/07
Will place annual report on the village web site.		Ongoing task.
Public Hearings (County)		10/3/05
Public Meetings (County)		4/28/05, 5/2/05
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		Approximate Date of Meeting Next Year: 5/1/08
X_ No public comments received on Annual Report. ___ Comments received. Attach summary of comments and intended responses.		
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>Example measurable goals: number of illicit discharges detected; number of illicit discharges eliminated.</i>
• <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>	12/07
Develop storm sewer inspection program to identify illegal dumping into MS4 (ditches and catch basins).	12/19/07
Adopt local illicit discharge law and local stormwater law for construction activities.	Send out press release on adopted law, list on village web site.
Inform public and businesses of illicit discharge law.	Should be completed after local laws adopted in 2007.
Train Department of Public Works employees in identifying illicit discharges. 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.	2007 to Ongoing.
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 outfall locations – Rensselaer County Bureau of Research and Information Services.	12/3/07 – All outfalls mapped.
Request NYSDOT mapping of NYS Rt 150 & 9J sewers – These roads comprise most of Village Outfall locations.	03/07 – completed.
Mapping of Green Ave, 2 nd street and portion of Scott Ave – mapping is GIS compatible.	12/06 – completed.

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.	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• <i>Explain activities and materials used to meet this requirement this year <u>and</u> planned for next year</i> • <i>Identify personnel or outside organization conducting activities</i>	
Plan to print in Village newspaper, add to web site.	12/07 – Ongoing Task
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.	2007 to Ongoing.
Train village DPW and code enforcement	12/07 – Ongoing Task
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.	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 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 (<i>Stormwater Management Gap Analysis Workbook for Local Officials</i> 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>Not needed.</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*?	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. ☐ Parts of NYS Sample Local Law adopted as amendments to existing code. c. ☐ Language developed by municipality was demonstrated to be equivalent. Developed by County MS4 group with help from CDRPC

**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.*

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. <u>Revise as procedures are updated.</u></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.	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> 12/19/07 and ongoing.
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> 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 except or deny plans.	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities) Existing and 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.

Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)	
Describe each procedure below. <i>Revise as procedures are updated.</i>	Example measurable goals are number of: inspections, fines assessed; stop work orders; other sanctions.
Inspections and reports by applicant or representative 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.
Inspections by Village stormwater management office.	Ongoing.
As-built submitted by contractor or developer.	Ongoing.
Stop work orders and fines in place in accordance with new local laws.	Ongoing.
With holding of Certificate of Compliance, Certificate of Occupancy, Certificate of Completion, and/or Certificate of Use. (in accordance with new local laws)	Ongoing.
Performance and maintenance guarantees – returned when project successfully completed.	Ongoing.
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
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.
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.
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:	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. • <i>Identify and describe below procedures to ensure installation of post-construction management practices. <u>Revise as procedures are updated.</u></i>	DO NOT ENTER INFORMATION IN THIS CELL
Maintenance guarantee put in place that the Village can use to bring the facility into compliance if the developer or applicant fails to (in accordance with new local laws).	Ongoing.
Penalties or fines in accordance with the new local laws.	Ongoing.
• Procedures for site plan and SWPPP review to ensure SWMPs meet state standards.	• <i>Example measurable goals include: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</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.	Ongoing.
Review by Village Code Enforcement Officer and Village Planning Board to check for compliance before approval of plans.	Ongoing.

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.

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>	Example measurable goals are number of: inspections maintenance activities performed.
Maintenance agreements set up in accordance with new local laws.	New local laws - Ongoing.
Written procedures for operation and maintenance and training new maintenance personnel.	New local laws - Ongoing.
Preventative/corrective maintenance program set up in accordance with the new local laws.	New local laws - Ongoing.
- Procedures for enforcement and penalization of violators. <u>Explain procedures below. Revise as procedures are updated.</u>	Example measurable goals: number enforcement activities performed.
Notice of violation will be issued in the event it is found that the site is noncompliant with the regulations.	New local laws – Ongoing.
Stop work order can be issued by Village until violations in compliance.	New local laws – Ongoing.
Penalties in accordance with the new local laws to get larger with repeat offenses.	New local laws – Ongoing.

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
On going training through Rensselaer County Planning 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.	11/1/06, to be scheduled in 2007 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 SWPP for subdivision approval	ongoing
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.	
Non point source (salt, oil, fuels, fertilizer, pesticides)	06/07 – Ongoing task.
Set and describe pollution prevention priorities by geographic areas, municipal operation type, and facilities.	DO NOT ENTER INFORMATION IN THIS CELL
DPW - new street cleaner in 06	Oil – primarily Village DPW.
Wastewater Treatment Plant – New UV disinfection in 06	Fuels – primarily Village DPW
Salt – Village DPW	Fertilizers/Pesticides – Village building
Permit Reference IV.C.6.a: Include a municipal pollution prevention training component for staff (where all staff are trained).	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
- 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.	
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
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; 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
Existing street cleaner used every Friday to clean the Village streets.	2007 to Ongoing.
Plan storm cleaning, development of new policies.	Ongoing program
• Briefly describe or reference any existing best management practices • Briefly describe or reference any planned best management practices	Late 2007 to ongoing
Seeding on banks and ditches.	DO NOT ENTER INFORMATION IN THIS CELL
	Ongoing program.
• Identify and describe the equipment and staff that are in place	DO NOT ENTER INFORMATION IN THIS CELL
Street cleaning.	Ongoing.

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.	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• <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>	DO NOT ENTER INFORMATION IN THIS CELL
Need to develop programs.	Ongoing
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>	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Ex operator training programs. Worker and supervisor formal training sessions.	Ongoing.
To develop new training program with help from RC Planning.	Ongoing.
Set up monitoring and maintenance programs.	Ongoing
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: