

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

**Regulated MS4:** Town of Victor **SPDES Permit Number:** NYR20A 249

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

Information about how to complete the following 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 - 4<sup>th</sup> 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.

<p><b>Permit Reference IV.C.1.a, b:</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).</p> <ul style="list-style-type: none"> <li>•1 <i>Explain the program, including activities and materials used</i></li> <li>•2 <i>Identify the personnel or outside organization conducting the activity.</i></li> <li>•3 <i>Indicate activities planned for next year.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>The Town continues to attempt to educate the public by presenting information at public meetings, publishing pertinent information in the Town/Village newsletter and posting a section on the Town’s website specifically related to the Stormwater Management Program.</p>	<p>The Town conducted joint Town/Village Public informational meetings where information on Stormwater Management Program was presented March 6, 2006. The Town will continue to conduct annual Town/Village informational meetings.</p>
<p>The Town Conservation Board held a public workshop concerning proper use of pesticides. The workshop was entitled, “Luxurious Lawns &amp; Healthy Watersheds” and was based on Cornell Cooperative Extension’s “Homeowner’s Lawn Care and Water Quality Almanac.” Guest speaker was Russell Welsler, B.S., AAS, Horticultural Educator with Ontario County Cornell Cooperative Extension. The purpose of this workshop was to assist homeowners in understanding how they can manage their property to avoid pollutants from being carried away by runoff and to use pesticides and herbicides without damaging the environment. The speaker identified ways to encourage healthy, weed free lawns without excessive use of chemicals. The public was encouraged to use those healthy alternatives.</p>	<p>A public workshop was held in March 2006 concerning proper use of pesticides. The Town Conservation Board will continue to be utilized to provide the public with information related to stormwater pollutants.</p> <p>It is planned that every Spring a workshop will be held to address proper pesticide use by homeowners.</p>
<p>Publish MS4 related articles in the quarterly Town/Village newsletter.</p>	<p>December 19, 2006 a recommendation and information was provided to Town/Village to designate and maintain a section of the Town/Village website and newsletter for MS4 related articles.</p>
<p>Designate area on Town web site in cooperation with Town IT Personnel for Stormwater Management Program including links to NYSDEC, EPA, Cornell Cooperative Extension and other sites related to stormwater management program.</p>	<p>December 19, 2006 "<i>Excerpts From Stormwater Management Guidance Manual for Local Officials</i>" was provided to the Town/Village IT Personnel including links related to Stormwater Management Program to be included in the Town/Village website. The designated area on the Town web site will be available during Year 4 of the Stormwater Management Program.</p>

<b>Additional Techniques</b>	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Information related to the stormwater management program will be displayed at various public events.	The Town continues to plan and develop a strategy to implement this display during year 4 of the Stormwater Management Program. Scheduled events include Hang Around Victor Day and Ontario Conservation Days in cooperation with 4-H.
The Town will develop an outreach program to educate and provide information to local Contractors and Developers regarding construction site stabilization and winter stabilization techniques.	The Town, in cooperation with the Ontario County Soil and Water Conservation District presented " <i>Winter Construction Operations and the Significance of Properly Installed Erosion and Sedimentation Controls</i> " on November 30, 2006. 17 personnel including contractors, developers and municipal employees attended. The Town/Village plans to offer this seminar on an annual basis.
<b>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:</b>	

**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.

<p><b>Permit Reference IV.C.2.c.iii.:</b> Design and conduct a public involvement / participation program.</p> <ul style="list-style-type: none"> <li>•1 <i>Describe activities that the MS4 has/will undertake to provide program access to interested individuals and to gather needed input.</i></li> <li>•2 <i>Indicate activities planned for next year.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>	
<p>Each year the Town will post a notice on the Town web site notifying residents that the Stormwater Management Program Annual Report is available for review and that public input is encouraged.</p>	<p>Public presentation on Stormwater Management Program and Annual Report will be made in March 2007. The Town /Village will post a notice on the Town/Village website that the Stormwater Management Program Annual Report is available and public input is encouraged.</p>	
<p>The Town through public notice on their web site and the Town/Village newsletter will solicit interest in an “Adopt a Stream” program. Local youth groups will also be contacted to encourage participation.</p>	<p>Although this activity was scheduled for December 2005, it has been rescheduled for implementation during Year 4 and will be an ongoing program.</p>	
<p>The Town will invite the community to participate in labeling stormwater outfalls and catch basins.</p>	<p>The Town plans on creating a program to involve and encourage the community to participate in the marking catch basins. The program will be designed to raise awareness of the importance of stormwater management and protection of fresh waters. The Town is planning to mark all catch basins with stenciling and / or metal pins.</p>	
<p><b>Permit Reference IV.C.2.a, f:</b> 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></p>		
<p>Provide notice in Town’s Official Newspaper notifying the public that information concerning the SWMP is available on the Town web site and at the Town Hall.</p>		
<p> </p>		
<p><b>Permit Reference IV.C.2.e:</b> Public presentation of; <b>f:</b> summary of comments received on; and <b>g:</b> intended response to comments on the SWMPAR.</p>		
<p><b>Summarize attendance at the public presentation of the Annual Report. Include number of attendees and who was represented:</b>          The Annual Report was presented at the joint Town/Village Board Meeting on March 26, 2007. Present at the meeting were the Town Supervisor, Town Clerk, Mayor, Village Clerk, Town Board members, Village Board members, and public attendees.</p>		
<p><b>Comments on Annual Report Meeting</b>          ___ No public comments received on Annual Report.          ___ Comments received. <b>Attach summary of comments and intended responses.</b></p>	<p><b>Date of Annual Report Meeting:</b>           March 26, 2007</p>	<p><b>Approximate Date of Meeting Next Year:</b></p>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>	
<p><b>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:</b></p>		

**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.

<p><b>Permit Reference IV.C.3.a:</b> Develop, implement and enforce a program to detect, identify and eliminate illicit discharges, including illegal dumping, into the MS4.</p> <ul style="list-style-type: none"> <li>•1 <i>Explain the activities and procedures used to meet this requirement this year <u>and planned for next year.</u></i></li> <li>•2 <i>Revise as procedures are updated.</i></li> <li>•3 <i>Identify personnel or outside organization conducting the activities</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <li>•1 <i>Example measurable goals: number of illicit discharges detected; number of illicit discharges eliminated.</i></li> </ul>
<p>The Town will draft a local ordinance to prohibit illicit discharges.</p>	<p>The local law shall be adopted during Year 4.</p>
<p>The Town has implemented a program to periodically inspect stormwater management facilities and MS4 outfalls for the detection, identification and elimination of illicit discharges and illegal dumping.</p>	<p>The Town continues to inventory and inspected all points of stormwater discharge including stormwater management ponds, pond outfalls, ditch outfalls and stream outfalls. Reports continue to be completed for each point of discharge. Equipment and instrumentation has been acquired and a sampling program has been developed for periodic sampling and monitoring of MS4 outfalls during dry weather and rainfall events. Sampling information collected will be electronically stored and compiled into a database. Sampling will begin Spring 2007.</p>
<p>The Town will draft and implement an ordinance into local law addressing illicit discharge and connection to stormwater systems.</p>	<p>A public hearing was held November 13, 2006 for the purpose of adopting a local law to amend Town Code for "<i>Illicit Discharge and Connection - Stormwater Facilities</i>"</p>
<p><b>Permit Reference IV.C.3.b:</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 <u>and planned for next year</u>, including work on the following IDDE guidance prerequisites:</i></p> <ul style="list-style-type: none"> <li>•1 field verification of outfall locations;</li> <li>•2 mapping all inter-municipal subsurface conveyances;</li> <li>•3 delineating storm sewershed; and</li> <li>•4 developing and retaining MS4 mapping as needed to find the source and identify illicit discharges. <i>State if maps are in GIS.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <li>•1 <i>Example measurable goals: percent of outfalls mapped</i></li> </ul>
<p>Field verification of outfall locations have been verified and shown on Drawing No. 4473, Storm Sewer System, MS4 Outfalls.</p>	<p>MS4 outfall mapping was completed in February 2006. This is an ongoing program and mapping will be updated as new construction occurs.</p>
<p>Mapping of all intermunicipal subsurface conveyances is shown on Drawing No. 4473, Storm Sewer System, MS4 Outfalls.</p>	<p>As of February 2006, 100% of MS4 outfalls were mapped.</p>
<p>Delineation of the storm sewershed has been completed.</p>	
<p>MS4 mapping has been developed.</p>	<p>Conversion to GIS is an ongoing task.</p>

**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?	<input type="checkbox"/> No (go to ADDENDUM 1) <input checked="" type="checkbox"/> Yes (complete questions below)
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**Assessment of Regulatory Mechanism (Local Code)**

1) When was this assessment completed or planned to be completed?	Date completed: ____ <input checked="" type="checkbox"/> Not yet completed (proceed to next table) Plan to complete for reporting in year: <input checked="" type="checkbox"/> 4; ____ 5.
2) Is there an existing ordinance, local law or other regulatory mechanism?	<input type="checkbox"/> No (go to question 5) <input type="checkbox"/> Yes
3) Does the existing regulatory mechanism prohibit illicit discharges as required by the MS4 Permit?	<input type="checkbox"/> No (amendments needed) <input type="checkbox"/> Yes
4) Does the existing regulatory mechanism include enforcement authorities and procedures as required by the MS4 Permit?	<input type="checkbox"/> No (amendments needed) <input type="checkbox"/> Yes

**Development of Regulatory Mechanism (Local Codes)**

5) When was this work completed or planned to be completed?	Date completed: _____ <input checked="" type="checkbox"/> Not yet completed (proceed to next table) Plan to complete work below for reporting in year: <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> NYS IDDE Model Law in its entirety <input type="checkbox"/> Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law <input checked="" type="checkbox"/> 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?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, list the <b>local code(s)</b> that will be changed:
8) If the existing regulatory mechanism does not require amendments, what language is in the mechanism?	<input type="checkbox"/> NYS IDDE Model Law in its entirety <input type="checkbox"/> Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law <input checked="" type="checkbox"/> Language equivalent to NYS IDDE Model Law
9) What was the date or is the planned date of local law adoption?	Date: _____ Year 4
10) Provide a web address if adopted local law can be found on a web site.	Web Address: _____

**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.

<p><b>Permit Reference IV.C.3.e:</b> Inform public employees, businesses and the general public of hazards associated with illegal discharges and improper disposal of waste.</p> <ul style="list-style-type: none"> <li>•1 <i>Explain activities and materials used to meet this requirement this year <u>and planned for next year</u></i></li> <li>•4 <i>Identify personnel or outside organization conducting activities</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Stormwater Management Control Officer attends informational meetings and training seminars.</p>	<p>Attended training seminar on November 30, 2006 and attended public information meeting on March 6, 2006. March 16 and 30 the Storm water Management Officer continues to attended training seminars and workshops.</p>
<p>Add to Town Website information concerning proper disposal of household hazardous wastes.</p>	<p>Town has published contact information for the Ontario County Landfill for disposal of household hazardous wastes.</p>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>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:</b></p>	

**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?	<input type="checkbox"/> No (go to ADDENDUM 2) <input checked="" type="checkbox"/> Yes (complete questions below)
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**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>September 12, 2005</u> <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete for reporting in year: <u>4</u> ; <u>5</u> . <input checked="" type="checkbox"/> Did not do preliminary assessment; proceeded directly to Gap Analysis Worksheets 1-4 or adopted <i>Sample Local Law for Stormwater Management and Erosion &amp; Sediment Control</i> (Sample Local Law).
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2. If preliminary assessment was completed, indicate the results.	<input type="checkbox"/> If none of Sample Local Law provisions appear in local code; consider adopting Sample Local Law or equivalent <input type="checkbox"/> If few Sample Local Law provisions appear in local code; major revisions needed or consider adopting Sample Local Law or equivalent <input type="checkbox"/> If most of the Sample Local Law provisions appear in local code; minor revisions needed
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**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: _____ <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete work below for reporting in year: <u>4</u> ; <u>5</u> .
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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. <input checked="" type="checkbox"/> 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. •5 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. <input type="checkbox"/> Parts of NYS Sample Local Law adopted as amendments to existing code. c. <input type="checkbox"/> Language developed by municipality was demonstrated to be equivalent.
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**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.

**NUMBER OF REQUIRED CLAUSES IN LOCAL LAW**

	Existing clauses <b>exactly the same</b> as the Sample Local Law language	Existing clauses <b>equivalent</b> 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 <b>adopted</b> , listed as <b>legislative agenda</b> items.
1	X		
2	X		
3, 4, 5	X		
6	X		
<b>TOTAL</b>			

**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:

**7.** What was the date or is planned date of local code adoption?

Date:  
 September 12, 2005

**8.** Provide a web address if the adopted local law can be found on a web site.

Web Address:  
[www.victoryny.org](http://www.victoryny.org)

**Minimum Control Measure 4. Construction Site Stormwater Runoff Control**

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

<p><b>Permit Reference IV.C.4.b. v:</b> 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.</p> <ul style="list-style-type: none"> <li>• <i>Describe the procedures below. <u>Revise as procedures are updated.</u></i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <li>•6 <i>Example measurable goals: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</i></li> </ul>
<p>All plans are reviewed for compliance with provisions in the Town Code and the Town Design &amp; Construction Standards for Land Development in accordance with the requirements of the Stormwater Management Program.</p>	<p>All plans received are reviewed.</p>
<p><b>Permit Reference IV.C.4.b. vi:</b> Develop and implement procedures for the receipt and consideration of information submitted by the public.</p> <ul style="list-style-type: none"> <li>• <i>Explain the procedures below. <u>Revise as procedures are updated.</u></i></li> <li>• <i>Identify the responsible personnel or outside organizations.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>The procedures are posted on the Town/Village website. The public can contact the Planning Board Secretary or come to the Public Hearings and/or Planning Board Meetings to discuss projects. All information will be considered by the Planning Board.</p>	<p>Input received from the project is considered by the Planning Board before issuing approval of each project.</p>

**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.

<p><b>Permit Reference IV.C.4.b. iii, vii:</b> Develop and implement procedures for site inspections, enforcement of control measures and sanctions to ensure compliance with GP-02-02.</p> <ul style="list-style-type: none"> <li>• Describe each procedure below. <u>Revise as procedures are updated.</u></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <li>•8 Example measurable goals are number of: inspections; fines assessed; stop work orders; other sanctions.</li> </ul>
<p>All projects under construction are currently reviewed for compliance with the Town Design &amp; Construction Standards and Town Code as they relate to erosion and sedimentation control measure implementation and enforcement.</p>	<p>Construction projects are inspected regularly for compliance with Town Code and Town Design &amp; Construction Standards. Stop work orders have been issued when necessary to implement correction of any noted deficiencies related to stormwater management.</p>
<p><b>Permit Reference IV.C.4.b. viii:</b> Educate and train construction site operators about requirements to develop and implement a SWPPP and any other requirements they must meet <b>within the MS4s jurisdiction.</b></p> <ul style="list-style-type: none"> <li>• Explain the activities and materials used to meet this requirement.</li> <li>• Identify the personnel or outside organization conducting this activity.</li> <li>• <u>Indicate activities planned for next year.</u></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>An erosion and sedimentation control training seminar shall be scheduled for the Fall of 2006 focusing on fall and winter stormwater management procedures required to comply with the Stormwater Management Program. This seminar will be held in conjunction with Ontario County Soil &amp; Water Conservation District.</p>	<p>An erosion and sedimentation control training seminar was held November 30, 2006 titled, "Winter Construction Operations and the Significance of Properly Installed Erosion and Sedimentation Controls" focusing on fall and winter stormwater management procedures required to comply with the Stormwater Management Program. This seminar was held in conjunction with Ontario County Soil &amp; Water Conservation District.</p>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>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:</b></p>	

**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.

<p><b>Permit Reference IV.C.5.a, c.</b> 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:</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• A combination of structural and/or non-structural management practices.</li> <li>• <i>Identify and describe below procedures to ensure installation of post-construction management practices. <u>Revise as procedures are updated.</u></i></li> </ul>	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>Town Engineer inspects project during construction.</p>	<p>All construction sites determined to have inadequate erosion and /or sedimentation control are addressed immediately with the Contractor. This is an ongoing task.</p>
<ul style="list-style-type: none"> <li>• Procedures for site plan and SWPPP review to ensure SWMPs meet state standards.</li> <li>• <i>Describe procedures below. <u>Revise as procedures are updated.</u></i></li> </ul>	<ul style="list-style-type: none"> <li>•5 <i>Example measurable goals include: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</i></li> </ul>
<p>Prior to approval by the Planning Board, the Town reviews stormwater management plans which includes control of post-construction runoff from development as part of the review process.</p>	<p>All plans received are reviewed for compliance with the Stormwater Management Program.</p>

**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.

<p><b>Permit Reference IV.C.5.a, c. (continued):</b> 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:</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• Procedures for inspection and maintenance of post-construction management practices.</li> <li>• <i>Explain procedures below. <u>Revise as procedures are updated.</u></i></li> </ul>	<ul style="list-style-type: none"> <li>•8 <i>Example measurable goals are number of: inspections maintenance activities performed.</i></li> </ul>
<p>Town adopted a Local Law entitled, “Stormwater Management and Erosion and Sediment Control” which requires that the Town be able to access stormwater facilities during and after construction.</p>	<p>Local Law passed on September 12, 2005. The Stormwater Management Control Officer periodically inspects stormwater management facilities identified by the Outfall Inventory. The Town Highway Department implements maintenance and/ or corrective measures required for stormwater management facilities.</p>
<ul style="list-style-type: none"> <li>• Procedures for enforcement and penalization of violators.</li> <li>• <i>Explain procedures below. <u>Revise as procedures are updated.</u></i></li> </ul>	<ul style="list-style-type: none"> <li>•11 <i>Example measurable goals: number enforcement activities performed.</i></li> </ul>
<p>Town Local Law for Stormwater Management and Erosion and Sediment Control includes procedures for enforcement and penalization of violators. Enforcement measures include issuance of stop work orders until compliance has been achieved. Local Law includes provision for assessing monetary penalties as well.</p>	<p>The Town Code Enforcement Officer issues stop work orders when necessary to enforce compliance with the stormwater management program.</p>

**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.

<p><b>Permit Reference IV.C.5.a, c.</b> (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:</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• Adequate resources for a program to inspect new and re-development sites and for enforcement and penalization of violators.</li> <li>• <i>Describe resources below. Update annually.</i></li> </ul>	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>The Town Engineer has reviewed all existing stormwater management facilities which have been identified by the Outfall Inventory.</p>	<p>This is an ongoing task. Individual inspection reports have been prepared for each stormwater management facility which identifies necessary repairs or maintenance required. The repairs or maintenance have been prioritized and the Town Highway Department is in the process of implementing necessary maintenance.</p>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>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:</b></p>	

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

OVERALL MUNICIPAL POLLUTION PREVENTION / GOOD HOUSEKEEPING PROGRAM INFORMATION

<ul style="list-style-type: none"> <li>•1 This table is for MS4s to report on their OVERALL Municipal Pollution Prevention / Good Housekeeping Program.</li> <li>•2 A separate table follows that is for MS4s to report on management practices performed in identified municipal operations.</li> <li>•3 Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.</li> <li>•4 Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.</li> </ul>	
<p><b>Permit Reference IV.C.6.a:</b> Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• <i>List pollutants that will be addressed by the municipal pollution prevention program.</i></li> </ul>	
Phosphorus and Sediment.	
<ul style="list-style-type: none"> <li>• <i>Set and describe pollution prevention priorities by geographic areas, municipal operation type, and facilities.</i></li> </ul>	DO NOT ENTER INFORMATION IN THIS CELL
Street cleaning and catch basin cleaning are part of street maintenance and stormwater system maintenance.	This program has been implemented by the Town Highway Department and is ongoing.
<p><b>Permit Reference IV.C.6.a:</b> Include a municipal pollution prevention training component for staff (where all staff are trained).</p> <ul style="list-style-type: none"> <li>• <i>Explain activities and materials used to meet this requirement.</i></li> <li>• <i>Identify training needs and design training components</i></li> <li>• <i>Determine the adequacy and appropriate frequency of staff training.</i></li> <li>• <i>Identify personnel or outside organization conducting activities.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
The Town will implement a pollution prevention training seminar for employees in the Highway Department, Water/Sewer Department and Parks & Recreation Department. This training will stress reducing and preventing the discharge of pollutants from municipal activities including park and open space maintenance, fleet and building maintenance, new construction and land disturbances, stormwater system maintenance, and roadway and right-of-way maintenance.	This training seminar shall take place in Year 4. It is intended to solicit materials from the Ontario County Soil & Water Conservation District to aid in this training.
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>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:</b></p>	

**Minimum Control Measure 6. Municipal Operations:**  Street and Bridge Maintenance;  Winter Road Maintenance;  
 Stormwater System Maintenance;  Vehicle and Fleet Maintenance;  Park and Open Space Maintenance;  Municipal Building Maintenance;  
 Solid Waste Management;  Other: \_\_\_\_\_

<ul style="list-style-type: none"> <li>• Copy this page and give it to each municipal office or department responsible for reporting.</li> <li>• Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department.</li> <li>• Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.</li> <li>• Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.</li> </ul>	
<p><b>Permit Reference IV.C.6.a, c:</b> Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from <b>the municipal operation(s) indicated above</b> to the MEP.</p> <ul style="list-style-type: none"> <li>• <i>Describe how the bulleted items below focus on pollutants addressed by the municipal pollution prevention program and the pollution prevention priorities.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• <i>Briefly describe or reference any existing policies and procedures</i></li> <li>• <i>Briefly describe or reference any policies and procedures being developed</i></li> </ul>	DO NOT ENTER INFORMATION IN THIS CELL
<p>Policies being developed. Current street sweeping policy is that all Town roads be swept once a year. Catch basins are periodically inspected and cleaned, if required.</p>	<p>Measureable goal is to have a completed policy/procedure. This task is ongoing.</p>
<ul style="list-style-type: none"> <li>• <i>Briefly describe or reference any existing best management practices</i></li> <li>• <i>Briefly describe or reference any planned best management practices</i></li> </ul>	DO NOT ENTER INFORMATION IN THIS CELL
<p>Town Highway Department implemented a policy to inspect, prioritize and perform necessary maintenance or repair to MS4 outfalls.</p>	<p>The Highway Departemnt performed maintenance or repair on six MS4 outfalls during the past year. The Highway Department has implemented a program to inspect outfalls annually and to prioritize required maintenance or repair to perform the required work on up to six outfalls annually.</p>
<ul style="list-style-type: none"> <li>• <i>Identify and describe the equipment and staff that are in place</i></li> </ul>	DO NOT ENTER INFORMATION IN THIS CELL
<p>Highway Department owns and utilizes a vac-truck and street sweeper.</p>	<p>Not Applicable.</p>

**Minimum Control Measure 6. Municipal Operations:**  Street and Bridge Maintenance;  Winter Road Maintenance;  
 Stormwater System Maintenance;  Vehicle and Fleet Maintenance;  Park and Open Space Maintenance;  Municipal Building Maintenance;  Solid  
Waste Management;  Other: \_\_\_\_\_

<ul style="list-style-type: none"> <li>• Copy this page and give it to each municipal office or department responsible for reporting.</li> <li>• Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department.</li> <li>• Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.</li> <li>• Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.</li> </ul>	
<p><b>Permit Reference IV.C.6.a, c</b> (continued): Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• <i>Assess if existing programs adequately reduce and/or prevent pollutant discharges</i></li> <li>• <i>Determine and list any operation type, location or facility that is in need of modification or updates.</i></li> </ul>	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>Not planning to assess until policies are developed and BMPs are determined. Then a comparison will be made of the visual appearance of discharges before and after BMP implementation.</p>	
<p><b>Permit Reference IV.C.6.a:</b> If there is a training component for staff specific to these municipal operations:</p> <ul style="list-style-type: none"> <li>• <i>explain the activities and materials;</i></li> <li>• <i>identify the personnel or outside organization conducting the activities.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Staff attends annual local roads training in Ithaca by Cornell.</p>	<p>Ongoing task attended annually.</p>
<p>Highway Department staff to receive training from NYSDOT Region 4</p>	<p>The Highway Department plans to contact the Regional Maintenance Environmental Coordinator for NYSDOT Region 4 to provide training on BMPs for municipal good housekeeping spring of 2007.</p>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>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:</b></p>	

**Did you include any of the following documents as appendices? Put a mark each appended document.**

Summary of public comments received on the annual report at the public presentation (**Required**)

Intended response to comments on the annual report (**Required**)

Results of information collected and analyzed, including monitoring data; evaluation of assessment (modeling) of pollutant discharges, including modeling results and pollutant transport trends.

Other \_\_\_\_\_