

*Stormwater Coalition of Albany County*

**Town of New Scotland  
New York**

**MS4 Permit No. NYR20A463**

**Annual Evaluation  
(April, 2020)**

**Storm Water Management Program Plan  
(BMPs and Measurable Goals)  
2020 to 2021**

## **A. History of Coalition SWMP Plan Document**

The current MS4 Permit (NYSDEC MS4 Permit No. GP-0-15-003) allows regulated entities to collaborate when creating and updating their Stormwater Management Program (SWMP) and Stormwater Management Program Plan (SWMP Plan). For details, see Appendix A MS4 Permit No. GP-0-15-003 Excerpts: Collaboration, SWMP Plan, and Annual Report Requirements.

To that end and dating back to when the Stormwater Coalition of Albany County was formed in 2009 (inter-municipal agreement) the public entities listed below have routinely prepared a Joint Stormwater Management Program document using 'CBI' *MS4Web* software. The document has historically been referred to as a *SWMP Plan*. It is a compilation of goals noting planned activities and whether or not the activity was completed.

However, according to the current MS4 Permit, the SWMP Plan in its entirety includes not only the annual tracking of progress meeting measurable goals, but also documents retained by each MS4/municipality verifying that the goals have been met. These include written procedures, outfall inspection data sheets, adopted local laws, procedures related to municipal operations, etc.

This past year as a consequence of software changes and maintenance costs, Coalition members decided to discontinue using 'CBI' *MS4Web*. Instead a spreadsheet tracking tool was created which merges the most functional content of the NYSDEC DRAFT MS4 Permit released in 2016 with high priority requirements of the current MS4 Permit. Together these requirements are assumed to be the Best Management Practices each MS4 should implement in order to reduce the discharge of pollutants from their small MS4 to the maximum extent practicable.

For the Stormwater Coalition, updating BMPs and program goals is a collaborative, annual effort. Typically strengths and weaknesses of individual programs are discussed, goals reviewed, often modified, and new goals created to help the MS4/municipality prioritize future activities. Coalition services are discussed as well and goals specific to the Coalition are evaluated, modified, and new goals created as needed. The role of the Coalition is to organize and facilitate these evaluations and prepare the final document for posting on the Coalition website.

The process itself is best described as an Annual Evaluation and for this reason, rather than refer to this document as a SWMP Plan, it is instead described as an Annual Evaluation, specifically that piece of the all-inclusive SWMP Plan which describes progress meeting measurable goals associated with particular Best Management Practices (BMPs).

## **B. Participating MS4s by Type and Coalition Participation**

Below is a list of Coalition members who participated in the April 2020 Annual Evaluation. They are grouped by type of MS4 and an Annual Evaluation has been prepared for each Coalition MS4/municipality. There is also an annual evaluation for the Stormwater Coalition. While not a regulated MS4, the Stormwater Coalition is directly involved with permit implementation and goals pertaining to the Coalition are detailed in their annual evaluation. \*Due to Covid-19 restrictions, where indicated the Annual Evaluation will be incorporated at a later date.

<b>Traditional Non Land Use Control MS4 (County)</b>	<b>Traditional Land Use Control MS4s (Town, Village, City)</b>	
1. Albany County (NYR20A359)	3. City of Albany (NYR20A464)	8. Town of Guilderland (NYR20A211)
<b>Non-Traditional MS4 (Public University)</b>	4. Town of Bethlehem (NYR20A208)	9. Village of Menands (NYR20A144)*
2. University at Albany-SUNY (NYR20A234)	5. City of Cohoes (NYR20A243)	10. Town of New Scotland (NYR20A463)
	6. Town of Colonie (NYR20A190)	11. Village of Voorheesville (NYR20A210)
	7. Village of Green Island (NYR20A377)	12. City of Watervliet (NYR20A087)
<b>Not an MS4 (no MS4 Permit No)</b>		
<b>Inter-municipal Agreement-Memorandum of Understanding for group of MS4s (Basic Services pertaining to MS4 Permit)</b>		
13. Stormwater Coalition of Albany County		

### C. Annual Evaluation (Individual MS4)

New Scotland_T												
MCM3			MCM4				MCM5				MCM6	
# Map'd OF	9	# SWPPP Reviewed	5	Of active sites, # inspected once during reporting year	100% inspected (8 active sites)	# of Enforcement Actions - By Type		# of PCSMPs in Inventory	Total: 19 (1 Filter System 8 Infiltration Basins, 5 Open Channels, 5 Ponds)	Total # Muni Owned Facilities	1 Urbanized area	
% Map'd	100	# Constr Pmt Authorized	Total: 2	Of active sites, # inspected more than once during reporting year	100% imore than once (8 active sites)	Verbal and/or email warning		Private: MS4 Owned:		# Muni Facility - To Assess - Tri Annual		
# ORIs	0		Private:	MS4 inspection procedures: frequency of CGP inspections?		Notice of Violation	1	# PCSMPs Inspected in Report'g Yr (By Whom?)	Total: 19 (1 Filter System 8 Infiltration Basins, 5 Open Channels, 5 Ponds)	# of Muni Facilities - Assessed- Report'g Yr		
# IDDE Detected	1		MS4 owned:	actual frequency (met? not met?)		Stop Work Order		Private: MS4 Owned:		Catch Basins	Total #	57 Urbanized Town-wide 265
# IDDE Confirmed	1			issues?		Court Action (Fines, Penalties)		Inspection issues?			Inspected	30
# IDDE Eliminated	1	# Constr Pmt Active	Total: 8	# of construction site enforcement actions by MS4?	2	Withhold building permits, C of O		# PCSMPs Maintained in Report'g Yr (By Whom?)	Total: 19 (1 Filter System 8 Infiltration Basins, 5 Open Channels, 5 Ponds)		Cleaned, if necessary	30
# IDDE Enforcmnt			Private:	by whom?		Contract Terminated		Private: MS4 Owned:		Sweeping	Lots: # acres	2
Enforcement Type			MS4 owned:			Other	1	Maintenance issues?			Streets:# Miles	140
New Scotland_T		MS4 Permit No: NYR20A463		Name(s) of SWMP Preparer(s): Jeremy Cramer and Nancy Heinzen			Evaluation Date: April 16, 2020				Other:	
Coalition SWMP April, 2019 Annual Eval Document						Coalition SWMP April, 2020 Annual Evaluation						
The Coalition April 2019 SWMP document was created using the 'CBI' MS4Web SWMP module. BMPs and Measurable Goals from that document are described here. The Coalition stopped using the CBI MS4Web software in 2020. This spreadsheet tracking of MS4 Permit requirements (BMPs), Measurable Goals, and documentation of progress meeting Measurable Goals replaces the April 2019 Annual Evaluation SWMP document.						This spreadsheet tracking of MS4 Permit requirements (BMPs) and documentation of progress meeting Measurable Goals replaces the April, 2019 'CBI' MS4Web SWMP Module format.						
2019 SWMP Document	BMPs = 2016 DRAFT MS4 Permit Requirments				2019/2020 Measurable Goals = MS4Web 'Activities'	Progress Meeting Goals		BMPs = MS4 Permit Requirements (DRAFT 2016 or GP-0-15-003 end April, 2017)				
Key	Table of Contents from Draft MS4 Permit	Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Individual MS4 - Priority Activites for 2019/2020	Status Past Goals		New Measurable Goals			Responsible Parties		
MS4Webs: BMP Detail   MCM [Text: No. ]	Part Title.	Permit Section No.	Required Record	Deliverable	Town of New Scotland	2019/2020 Activity-Measurable Goal Met?	Comments	BMP Category	Goal	Due Date	MS4	Coalition
No. 1	Part I. Permit Coverage and Limitations	Part I.B.1.	Administrative Requirements: All documentation necessary to demonstrate Eligibility									
No. 2	Part II. Obtaining Permit Coverage	Part II.A	Administrative Requirements: Notice of Intent	Submit NOI to Continue Coverage (30 days)								
No. 3	Part IV. Stormwater Management Program Requirements	Part IV.A.2	Administrative Requirements: Compliance Schedule and related reports									
No. 4	Part IV. Stormwater Management Program Requirements	Part IV. B.1	Administrative Requirements: SWMP Coordinator	Designate a SWMP Coordinator (30 days)								

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				SWMP Coordinator receives 4 hours stormwater management training of Department endorsed training in stormwater management and the requirements of this permit (1year)								
No. 5	Part IV. Stormwater Management Program Requirements	Part IV.B.2	Administrative Requirements: Inter-municipal agreements and other legal authorities	Update agreements with 3rd party contractors, coalitions or other entities where resources are shared (1 year)	1. Maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings; implement Coalition work plan, implement grant work plan, support Albany County as Lead Applicant of NYSDEC WQIP program grant.	Goal Met		Administrative	Maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings; implement Coalition work plan	3/9/2021	X	X
								Administrative	Research status and specifics of a Shared Services agreement between Town of New Scotland, Village of Voorheesville, Town of Guilderland, and Albany County for highway services related to stormwater management	3/9/2021		X
							Amended Coalition IMA to allow for dedicated staffing for 4 interested MS4s -T/New Scotland (2019)	Administrative				
No. 6		Part. IV.B.3	Administrative Requirements: Staffing and staff development programs and organization charts	Develop staffing plan/organizational chart (6 months)	1. Review and update Town of New Scotland MS4 Permit organizational chart as needed.	Goal Met		Administrative	Review and update Town of New Scotland MS4 Permit organizational chart as needed	3/9/2021	X	

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No. 7	Part IV. Stormwater Management Program Requirements	Part IV.F	Administrative Requirements: Enforcement Response Plan & Documentation of cases	Develop system to track enforcement (1 year)			Enforcement procedures for Construction and IDDE completed, includes escalation options (current MS4 Permit)	Administrative				
				Develop Enforcement Response Plan (3 years)								
No. 8	Part V. Program Evaluation, Recordkeeping, Reporting and Certification	Part V.A.	Administrative Requirements: Annual Evaluation					Administrative	Complete Annual Evaluation SWMP Update (April, 2020)	3/9/2021	X	X
No. 9	Part V. Program Evaluation, Recordkeeping, Reporting and Certification	Part V.C.2	Administrative Requirements: Annual Reports					Administrative	Submit Annual Report by June 1, 2020	3/9/2021		X
No. 10		No Part No listed	Administrative Requirements: MS4 Correspondence with the Dept				Documentation of correspondence with Department routinely saved (electronic and hard copy)	Administrative	Continue to document correspondence with Department (electronic and hard copy)	3/9/2021	X	

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Special Conditions						Special Conditions							
No. 11	Part III. Special Conditions	Part III.A.3	Special Conditions: Corrective actions implemented to correct a violation of Water Quality Standards				SPDES Oil and Water Separator Permit for Discharge from Highway Garage to waterbody (Vly Creek watershed) involves special conditions as detailed in NYSDEC/Town correspondence. Proposed design requires additional data before final approval. Purpose of SPDES Permit -avoid Water Quality Standard violation	Administrative	Implement flow monitoring requirements (measurements and documentation), review OW Separator design implications, revise design as needed, construct OW Separator system pending final NYSDEC Central Office approval	3/9/2021	X		
Mapping						Mapping							
No. 12	Part IV. Stormwater Management Program Requirements	Part IV.C.	Mapping: Map of the MS4 co	Update map to show locaton of the entire small MS4 system (i.e. catch basins type of conveyance, outfalls); surface waters; impaired waters; areas of concern; post construction SMPs; municipal facilities; location of confirmed or suspected illicit discharges. (5 years or 8 years in phases from 2019 DEC powerpoint)	1. Add to T/New Scotland mapping data, location of water districts and sewer districts. Post on Coalition SwIM mapper.	Goal Unmet		Administrative	Add to T/New Scotland mapping data, location of water districts and sewer districts, and update storm system and program mapping (PCSMPs, outfalls). Post on Coalition SwIM mapper and include in ArcGIS Online applications.	3/9/2011	X	X	

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MCM 1 - Public Education and Outreach							MCM 1 - Public Education and Outreach						
No. 13	Part VI. Minimum Control Measures (MCMs) A. MCM 1- Public Education and Outreach		MCM1 Public Education and Outreach: Pollutant of Concern, Geographic Areas of Concern and waterbodies of concern	Program Development and Implementation ( 1 year ) .									
No. 14	Part VI. Minimum Control Measures (MCMs) A. MCM 1- Public Education and Outreach	Part VI.A.1.	MCM1 Public Education and Outreach: Defined goals of the Educational program	Develop and implement program to educated public about significant stormwater issues that are relevant to the MS4. See Part VI.A.1 for guidelines		1. Continue to maintain brochure rack with sw literature and include water quality message in promotion of Household Hazardous Waste Collection Day.	Goal Met	MCM 1 Public Education	Continue to maintain brochure rack with sw literature and include water quality message in promotion of Household Hazardous Waste Collection Day. NOTE: due to Covid19 restrictions May, 2020 Household Hazardous Waste Collection Day cancelled.	3/9/2021	X		
					2. Continue to use Town website and Facebook to promote stormwater related information.	Goal Met	MCM 1 Public Education	Continue to use Town website and Facebook to promote stormwater related information.	3/9/2021	X			
							No Goal. Additional Activity: Town of New Scotland Planning Board member and Stormwater Program Coordinator prepared a SWPPP Review training for CDRPC Local Government participants (~25 participants)	MCM 1 Public Education					



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MCM 2 - Public Participation						MCM 2 - Public Participation						
No. 15	Part VI. Minimum Control Measures (MCMs) B. MCM 2- Public Participation	Part VI.B.1	MCM 2 Public Participation: Opportunities provided to the public for participation in the program	Identify at least one opportunity for public participation on development and implementation of SWMP. See Part VI.B.1. for types of opportunities. (6 months)	1. Promote Coalition WAVE volunteer monitoring (post volunteer recruitment info/flyer on Town bulletin board; website; and Facebook)	Goal Met		MCM 2 Public Participation	Promote Coalition WAVE volunteer monitoring (post volunteer recruitment info/flyer on Town bulletin board; website; and Facebook). NOTE: Goal may change due to Covid19 restrictions	3/9/2021	X	X
				Inform public of the opportunities (ex. update website, publish in newsletter, announcement, advertisements). (6 months)								
				Identify local Point of Contact to receive and respond to public concerns regarding stormwater management. or compliance. See Part VI.B.1.c. Name or title of this contact and telephone number must be published in public outreach and public participation materials. (6 months)								
No. 16	Part VI. Minimum Control Measures (MCMs) B. MCM 2- Public Participation	Part VI.B.2	MCM 2 Public Participation: Public input comments received on SWMP and annual report		1. Continue to post the DRAFT/FINAL Annual Report on a website for public comment and post the location of the SWMP as required by the MS4 Permit. The Coalition role and Annual Report requirements may change depending on the release of the updated MS4 Permit and other considerations.	Goal Met		MCM 2 Public Participation	Post the DRAFT/FINAL Annual Report on Coalition website for public comment; post FINAL Annual Report on Town website, check and link websites (Coalition/Town) s needed, document and record public comments, if any.	3/9/2021	X	X

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MCM 3 - Illicit Discharge Detection and Elimination Part VI. C (towns, villages, cities) and Part VII.C (County, public universities)					MCM 3 - Illicit Discharge Detection and Elimination Part VI. C (towns, villages, cities) and Part VII.C (County, public universities)							
No. 17	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.1.a	MCM3 Illicit Discharge Detection & Elimination: Law, ordinance or regulatory mechanism				Adopted IDDE Local Law (current MS4 Permit)					
No. 18	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.1.b	MCM3 Illicit Discharge Detection & Elimination: Certification of equivalency by attorney representing MS4				Equivalency of IDDE Local Law certified by municipal attorney (current MS4 Permit)					
No. 19	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI..C.2	MCM3 Illicit Discharge Detection & Elimination: Education materials on Illicit Discharge prevention program	Update education and outreach to address most common behaviors identified through implementation of program (1 year)								
No. 20	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.3	MCM3 Illicit Discharge Detection & Elimination: Hotline reports including name, date of report, location	Establish a hotline & system to track complaints on illicit discharges (6 months)								
No. 21	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.4.a	MCM3 Illicit Discharge Detection & Elimination: Priority areas based on IDDE Guidance	Part VI.C.4 Identify areas with high discharge potential using Table 14 of IDDE Guidance Manual (6 months)								
				Part VI.C.4 Identify High Priority Outfalls (3 years)								

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No. 22	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.4.b	MCM3 Illicit Discharge Detection & Elimination: ORI Field Sheets	Part VI. C.4 Develop outfall inspection procedures (identify individuals responsible for inspections, procedures for recording information as part of outfall inspections, procedures for sampling flowing outfalls, re-inspection of outfalls) (3 years)	1. Evaluate final count of updated Town MS4 outfalls and complete ORI inspections according to 20% per year requirements of current MS4 Permit using tablet and ArcGIS Online Survey123 form developed by the Coalition.	Goal Unmet		MCM 3 IDDE	Evaluate final count of updated Town MS4 outfalls and complete ORI inspections according to 20% per year requirements of current MS4 Permit using tablet and ArcGIS Online Survey123 form developed by the Coalition.	3/9/2021	X	X
				Part VI.C.4 Train individual(s) assigned to outfall inspections and sampling (1.5 years)								
No. 23	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.4.b.iv	MCM3 Illicit Discharge Detection & Elimination: Outfall Sampling Results	Part VI.C.4 Develop system for tracking outfall inspections and analyzing data (1.5 years)								
No. 24	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.5	MCM3 Illicit Discharge Detection & Elimination: Track Down procedures	Part VI.C.3. Develop track down procedures (identifying individuals responsible for track down, procedures to meet Chapter 13 of IDDE Guidance, time frames to act, referral for elimination) (2 years)	1. Evaluate track down and elimination procedures completed previously, update as needed pending changes to MS4 Permit requirements	Goal Unmet	No updated MS4 Permit, no need to review existing procedures	MCM 3 IDDE	Evaluate track down procedures if MS4 Permit is reissued within upcoming reporting year.	3/8/2021	X	
				Part VI.C.4. Train individual(s) assigned to track down illicit discharges (1 year)								
No. 25	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.6	MCM3 Illicit Discharge Detection & Elimination: Illicit Discharge Elimination procedures	Part VI.C.6 Update procedures for elimination (identifying individuals responsible for contacting responsible party, time frames to act, escalating enforcement, confirm corrective action, tracking progress) (2 years)	1. Evaluate track down and elimination procedures completed previously, update as needed pending changes to MS4 Permit requirements	Goal Unmet	No updated MS4 Permit, no need to review existing procedures	MCM 3 IDDE	Evaluate elimination procedures if MS4 Permit is reissued within upcoming reporting year.	3/8/2021	X	

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MCM 4 - Construction Site Runoff Control							MCM 4 - Construction Site Runoff Control						
No. 26	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.3.a	MCM 4 Construction Site Runoff Control: Law, ordinance or regulatory mechanism	Part VI.D.3 Update the local law and certify that it is equivalent to the new model law (1.5 years)			Adopted Stormwater Management Local Law (current MS4 Permit)						
No. 27	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.3.b	MCM 4 Construction Site Runoff Control: Certification of equivalency by attorney representing MS4				Equivalency of Stormwater Management Local Law certified by municipal attorney (current MS4 Permit)						
No. 28	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI..D.4	MCM 4 Construction Site Runoff Control: Education materials on Construction program										
No. 29	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.5	MCM 4 Construction Site Runoff Control: Construction Site Inventory	Part VI.D.5 Update construction site inventory to track new data elements (i.e. elemnts not explicitly required by GP-0-15-003) (3 years)			Inventory up to date						
No. 30	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.6	MCM 4 Construction Site Runoff Control: Construction Site priority areas										
No. 31	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI..D.7 & VI.E.4	MCM 4 Construction Site Runoff Control: SWPPP Review forms	Part VI.D.7 Update SWPPP review procedures (utilize form for new projects) for erosion sediment control and post construction r eview (1 year)	1. Continue to promote 4 hr E/SC courses (bulletin board)	Goal Met	SWPPP Review Procedures completed (current MS4 Permit)						

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					2. Continue Town oversight of Construction Activity permit requirements which is adequate; pending release of new MS4 Permit. Will continue current SWPPP review procedures.	Goal Met							
				Part VI.D.7 Train SWPPP reviewers (1.5 years)									
No. 32	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.8	MCM 4 Construction Site Runoff Control: Documentation of all Pre-Construction Inspection meetings	Part VI.D.8. Establish procedures for pre-construction inspection/meeting (6 months)									
No. 33	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.9 & VI.D.10	MCM 4 Construction Site Runoff Control: Construction Site Inspection documentation including project closeout inspection	Part VI.D.9 Update construction inspection procedures (identify individual(s) responsible for inspections, inspection frequencies, documentation, close out, sign NOT) (1 year)	1. Continue to monitor status of PCSMP signage, particularly as active construction sites move towards terminating Construction General Permit coverage.	Goal Met		MCM	Continue to monitor status of PCSMP signage, particularly as active construction sites move towards terminating Construction General Permit coverage.	3/9/2021	X		
							Construction inspection procedures completed (current MS4 Permit)						
				Part VI.D.7 Train Construction site inspectors (1.5 years)									

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				Part VI.D.7 Train individuals in four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil and Water Conservation District or other endorsed entity (1.5 years)				MCM 4 Construction Site Run Off Control	Continue to promote 4 hr E/SC courses (bulletin board)	3/9/2021	X		
				Part VI.D.11 Update tracking system for inspections and complaints (6 months)									
No. 34	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.10	MCM 4 Construction Site Runoff Control: Public complaint reports including name, date of report, location...				Public complaints regarding construction sites documented (name, date, location)	MCM 4 Construction Site Run Off Control	Document public complaints regarding construction sites (name, date, location, follow-up)	3/9/2021	X		
MCM 5 - Post Construction Stormwater Runoff							MCM 5 - Post Construction Stormwater Runoff						
No. 35	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.2.a	MCM 5 Post Construction Stormwater Runoff: Law, ordinance or regulatory mechanism	Part VI.E.2 Update the local law and certify that it is equivalent to the new model law (1.5 years)			Adopted Stormwater Management Local Law (current MS4 Permit)						
No. 36	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.2.b	MCM 5 Post Construction Stormwater Runoff: Certification of equivalency by attorney representing MS4				Equivalency of Stormwater Management Local Law certified by municipal attorney (current MS4 Permit)						

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No. 37	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.3	MCM 5 Post Construction Stormwater Runoff: Post-Construction SMP Inventory	Part VI.E.3 Update Post Construction SMP inventory to track all required elements (identify frequency for inspection based on the O&M manual or DEC design manual) (3 years)		Goal Met							
								MCM 5 Post Construction Stormwater Runoff	Update PCSMP Inventory, review items tracked, revise as needed	3/9/2021	X		
No. 38	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.5	MCM 5 Post Construction Stormwater Runoff: Post-Construction Inspection documentation	Part VI.E.5 Train individuals responsible for inspection and maintenance (1.5 years)				MCM 5 Post Construction Stormwater Runoff	Review inventory of privately owned PCSMPs, update contact information, review status of operations and maintenance of practices, secure and file inspection reports, follow up as needed.	3/9/2021	X		
MCM 6 - Municipal Operations/Good Housekeeping							MCM 6 - Municipal Operations/Good Housekeeping						
No. 39	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.1 & VI.F.4.c	MCM 6 Municipal Operations/Good Housekeeping: Written procedures/protocols or Facility Specific SWPPP for High Priority Facilities	Part VI.F.3 Develop facility specific SWPPPs for high priority facilities (3 years)									
No. 40	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.2.q	MCM 6 Municipal Operations/Good Housekeeping: Compliance documentation	Part VI.F. Assess all municipal facilities and operations for compliance with new requirements on current schedule ( 3 years)									

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				Part VI..F.2 Update employee training program on proper procedures, specific control measures and documentation requirements (1.5 years)								
No. 41	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.a.	MCM 6 Municipal Operations/Good Housekeeping: Catch basin inspection and clean out plan	Part VI.F.4 Develop procedures for catch basin inspection/maintenance (identify priority areas, establish frequency, log, disposal practices, evaluation of results) (2 years)				MCM 6 Municipal Operations/Good Housekeeping	Collect catch basin inspection, clean out data for Annual Report	3/9/2021	X	
				Part VI.F.4 Train individuals responsible for catch basin clean out (1 years)								
				Part VI.F.4 Conduct initial inspection of all catch basins and clean out (3 years)								
No. 42	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.b.i.	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Street Sweeping/Cleaning	Part VI.F.4 Update street/road maintenance procedures (sweep at required intervals, update BMPs for roadway maintenance, winter maintenance and bridge maintenance) (2 years)				MCM 6 Municipal Operations/Good Housekeeping	Collect street sweeping and parking lot data for Annual Report	3/9/2021	X	
No. 43	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.b.iv.	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Bridge Maintenance and Repair									



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No. 44	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.c	MCM 6 Municipal Operations/Good Housekeeping: Procedures to ensure Compliance with Construction General Permit	Part VI.F.4 Update procedures to inspect and maintain post construction SMPs (identify individuals, utilize inspection form, conduct follow up inspections, referral to higher level inspection) (2 years)			Town owned PCSMPS routinely maintained according O & M requirements	MCM 6 Municipal Operations/Good Housekeeping	Explore use of tablet to complete inspection of Town owned PCSMPS, use tablet if convenient	3/9/2021	X	X
No. 45	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.4.a	MCM 6 Municipal Operations/Good Housekeeping: Prioritized Inventory of municipal facilities	Part VI..F.3 Develop inventory of municipal facilities (1 year)			Inventory of municipal facilities up-to-date (current MS4 Permit)					
No. 46	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.4.e	MCM 6 Municipal Operations/Good Housekeeping: High Priority facility assessments including Quarterly Visual monitoring and follow up actions									
No. 47	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.5	MCM 6 Municipal Operations/Good Housekeeping: Municipal facilities with stormwater discharges associated with Industrial activity	Part VI..F.3 Develop facility specific SWPPPs for facilities not covered by MSGP or No Exposure (3 years)								
No. 48	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.6	MCM 6 Municipal Operations/Good Housekeeping: BMPs and procedures/protocols for low priority facilities	Part VI.F.3 Develop and implement facility assessments (2 years)	1. Implement SPDES Permit for Oil and Water Separator at Highway Garage (construction).	Goal Partially Met	Multiple regulatory concerns with potential SPDES Permit for O/W Separator (ongoing)	MCM 6 Municipal Operations/Good Housekeeping	See Special Conditions			

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					2. Evaluate Third Party Certification requirements described in DRAFT MS4 permit. Update forms for vendors, as needed.	Goal Unmet	MS4 Permit not reissued	MCM 6 Municipal Operations/Good Housekeeping	If MS4 Permit reissued, evaluate Third Party Certification requirements update forms for vendors, as needed.	3/9/2021	X	
					3 Time permitting, conduct training about Clean Water Act for Town/Planning Board members.	Goal Met	Town participated in Coalition Stormwater Training Blitz, Town/Planning Board members received training.	MCM 6 Municipal Operations/Good Housekeeping				
				Part VI..F.3 Develop procedures for Low Priority Facilities (identify individual(s) responsible, identify activities occurring, identify applicable BMPs for activities conducted, assessment) (1 years)								
Enhanced Requirements for impaired Waters without and Approved TMDL - Pollutant Specific BMPs for Phosphorus (Ann Lee Shakers Pond)					Enhanced Requirements for impaired Waters without and Approved TMDL - Pollutant Specific BMPs for Phosphorus (Ann Lee Shakers Pond)							
			Not itemized in Appendix A	Part VIII.A.5 & Part VII.C.5 MCM 6- Provide procedures for repair of outfall protection and bank stability to ensure repairs are completed within 30 days of discovery (1 year)			Not Applicable					
				Part VIII.A.4 MCM 4: Prioritize construction sites as High Priority in sewersheds discharging to impaired waters (1 year)								

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				Part VIII..A.1 MCM 1: Provide additional timely educational messages to specified audiences; add supplemental education for commercial users (2 years)								
				Part VIII..A.2 Mapping: Update map to show impaired waters/system components; areas generating POCs (i.e. hotspots); location of SMP inventory and prioritized municipal facilities (2 years)								
				Part VIII..A.5 MCM 6: Provide street sweeping monthly in sewersheds to impaired segments (2 years)								
				Part VIII.A.3 MCM 3: Prioritize outfalls to impaired waters as High Priority and perform inspections in accordance with Schedule in Part VI.C.4 or Part VI.C.4 (whichever is applicable) (3 years)								
				Part VIII.A.3. Provide additional illicit discharge inspections in Pollutant of Concern potential generating sites (3 years)								
				Part VIII.A.5. Provide additional time-of-year inspections of catch basins (3 years)								



NEW YORK STATE  
DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
SPDES GENERAL PERMIT  
FOR STORMWATER DISCHARGES

From

**MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4s)**

Permit No. GP-0-15-003

Issued Pursuant to Article 17, Titles 7, 8 and Article 70  
of the Environmental Conservation Law

Effective Date: May 1, 2015

Expiration Date: April 30, 2017

Modification Dates

July 15, 2015 - Correction of Table IX.C and Appendix 2 to reflect GP-0-10-002 October 2011 Modification

January 13, 2016 - Additional reporting for covered entities in the watersheds listed in Part IX

Stu Fox  
Deputy Chief Permit Administrator

  
Authorized Signature

1/12/16  
Date

Address: NYS DEC  
Division of Environmental Permits  
625 Broadway, 4th Floor  
Albany, N.Y. 12233-17

**NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
 SPDES GENERAL PERMIT FOR DISCHARGES FROM  
SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4s)**

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(Part III.B.3.)

Within three years of having modified its SWMP to ensure that reduction of the POC specified in the TMDL is achieved, covered entities in future TMDL areas must assess their progress and evaluate their SWMP to determine the MS4's effectiveness in reducing their discharges of TMDL POC(s) to TMDL water bodies. This assessment shall be conducted for the portions of the small MS4 storm sewer shed that are within the TMDL watershed. The assessment shall be done using Department supported modeling of pollutant loading from the storm sewer shed.

## Part IV. Stormwater Management Program (SWMP) Requirements

### A. SWMP Background

Covered entities must develop (for newly authorized MS4s, implement), and enforce a SWMP designed to reduce the discharge of pollutants from small MS4s to the maximum extent practicable ("MEP") in order to protect water quality and to satisfy the appropriate water quality requirements of the ECL and the CWA. The objective of the permit is for MS4s to assure achievement of the applicable water quality standards. Covered entities under GP-0-10-002 must have prepared a SWMP plan documenting modifications to their SWMP. See Part X.B. (Definitions) for more information about the SWMP and SWMP plan.

The SWMP and SWMP plan may be created by an individual covered entity, by a shared effort through a group or coalition of individual covered entities, or by a third party entity. The SWMP plan shall be made readily available to covered entity's staff, to the public and to Department and EPA staff.

### B. Cooperation Between Covered Entities Encouraged

The Department encourages covered entities to cooperate when developing and implementing their SWMP<sup>2</sup>. However, each covered entity is responsible for obtaining its own permit coverage and for filing its own NOI. Irrespective of any agreements between covered entities, each individual covered entity remains legally responsible for satisfying all GP-0-15-003 requirements and for its own discharges. If one covered entity is relying on another covered entity to satisfy one or more of its permit obligations, that fact must be noted on the covered entity's MOC form. The other entity must, in fact,

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<sup>2</sup> For example, villages are encouraged to cooperate with towns, towns with counties, and adjacent counties with each other. In addition, municipal governments are encouraged to coordinate and cooperate with non-traditional MS4s such as DOT, school and fire districts, Federal and State facilities located within and adjacent to their jurisdictions. Sewer boards, water boards, or other non-traditional entities are encouraged to partner with the municipality (municipalities) that they serve.



**(Part IV.B.)**

*implement the MCM(s) and must agree to implement the MCM(s) on the first covered entity's behalf. This agreement between the two or more parties must be documented in writing and signed by both (all) parties. Part IV.G. below may apply if such an agreement is not already in place. The agreement must be included in the SWMP plan, and be retained by the covered entity for the duration of this SPDES general permit, including any administrative extensions of the permit term.*

*Covered entities that are working together to develop (for newly authorized MS4s) or implement their SWMPs are encouraged to complete shared annual reports. Covered entities may also hold a group meeting to present their annual reports to the public and to receive comments on their annual reports. These options are discussed in more detail in Part V.C.2.*

## C. Annual Reporting

### 1. Annual Report Submittal

The annual reporting period ends March 9 of each year. The annual report must be received in the Department's Central Office, electronic or hard copy, no later than June 1 of each reporting year. If electronic, submit in accordance with procedures set forth by the Department. If mailed, send to the address below:

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(Part V.C.1.)

NYS DEC "MS4 Coordinator"  
Bureau of Water Permits  
625 Broadway, 4<sup>th</sup> Floor  
Albany, NY 12233-3505

Failure to submit a complete annual report and a complete MCC form (Part V.D) shall constitute a permit violation.

**a. Annual Report Submittal for Newly Regulated Covered entities (Small MS4s not Previously Authorized by GP-0-10-002)**

Newly regulated covered entities *developing* their SWMP are to submit their Annual Report in a format provided by the Department. They will provide, at a minimum, the information on the annual report form and the information required by Parts VII or VIII.

Newly regulated covered entities are required to submit their first annual report the year that authorization is granted if authorization is granted on or before December 31 of that reporting year.

**b. Annual Report Submittal for Covered entities Authorized by GP-0-10-002 (Continuing Covered entities)**

Beginning with annual reports due in 2010 covered entities implementing their SWMP shall submit, at a minimum, information specified by the Department in Part VII or VIII in a format provided by the Department.

## 2. Shared Annual Reporting and Submittal

Covered entities working together to develop (for newly authorized MS4s) and /or implement their SWMPs may complete a shared annual report. The shared annual report is an annual report that outlines and explains group activities, but also includes the tasks performed by individual covered entities (BMPs, measurable goals, schedules of planned activities, etc.). To facilitate the submission of one annual report for the entire group of covered entities, individual covered entity's activities may be incorporated into the report by either:

- providing the details specific to their *small MS4(s)* to a person(s) who incorporates that information into the group report. That one group report is submitted to the Department for all participating *small MS4s*; or
- providing the details specific to their *small MS4(s)* on a separate sheet(s) that will be attached with the one group report.

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(Part V.C.2.)

Regardless of the method chosen, each covered entity must, by June 1 of the annual reporting year:

- a. Provide their individual MCC form (see Part V.D) to be submitted with the shared annual report. Each covered entity must sign and submit an MCC form to take responsibility for all of the information in the annual report, which includes specific endorsement or acceptance of the shared annual report on behalf of the individual covered entity;
- b. Present their draft annual report at a meeting (see Part VII.A.2.d or Part VIII.A.2.d for more information). For completed shared annual reports, the report may be presented by each participating individual covered entity at an existing municipal meeting or may be made available for comments on the internet. Additionally, covered entities participating in shared annual reporting may combine meetings to have a group or regional meeting. While the group meeting is allowable, each covered entity shall ensure that local public officials and members of the public are informed about the program, activities and progress made; and
- c. Submit a summary of any comments received and (intended) responses on the individual covered entity's information or the shared annual report information, as applicable. This information should be included with the annual report submission. Changes made to the SWMP in response to comments should be described in the annual report.

### 3. Annual Report Content

The annual report shall summarize the activities performed throughout the reporting period (March 10 to March 9) and must include at a minimum:

- a. The status of compliance with permit conditions, including Watershed Improvement Strategy conditions;
- b. An assessment/evaluation of:
  - i. the appropriateness of the identified *BMPs*;
  - ii. progress towards achieving the statutory goal of reducing the *discharge of pollutants* to the *MEP*; and
  - iii. the identified *measurable goals* for each of the *MCMs*.
- c. Results of information collected and analyzed, monitoring data, and an assessment of the *small MS4's SWMP* progress toward the statutory goal of reducing the *discharge of pollutants* to the *MEP* during the reporting period. This could include results from required *SWMP* reporting, estimates of pollutant loading (from parameters such as identified illicit discharges, physically interconnected *small MS4s* that may contribute substantially to pollutant

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loadings from the *small MS4*) and pollutant load reductions (such as illicit discharges removed). This assessment may be submitted as an attachment;

- d. When required to be completed, results of assessments of effectiveness in meeting no net increase requirements or TMDL loadings as required by III. B.1 and 2. These results must be submitted in evaluation forms and as an attachment;
- e. A summary of the stormwater activities planned to be undertaken during the next reporting cycle (including an implementation schedule);
- f. Any change in identified *BMPs* or *measurable goals* and justification for those changes;
- g. Notice that a *small MS4* is relying on another entity to satisfy some or all of its permit obligations (if applicable);
- h. A summary of the public comments received on this annual report at the public presentation required in Part VII.A.2. or VIII.A.2. And, as appropriate, how the *small MS4* will respond to comments and modify the program in response to the comments;
- i. A statement that the final report and, beginning in 2009, the SWMP plan are available for public review and the location where they are available; and
- j. The information specified under the reporting requirements for each *MCM* (Part VII or VIII).

## Part X. ACRONYMS AND DEFINITIONS

### A. Acronym List

BMP - Best Management Practice  
CFR - Code of Federal Regulations  
CWA - Clean Water Act  
ECL - Environmental Conservation Law  
MCC - Municipal Compliance Certification  
MCM - Minimum Control Measure  
MEP - Maximum Extent Practicable  
MS4 - Municipal Separate Storm Sewer System  
NPDES - National Pollutant Discharge Elimination System  
POC - Pollutant of Concern  
SPDES - State Pollutant Discharge Elimination System  
SWMP - Stormwater Management Program  
SWMP Plan - Stormwater Management Program Plan  
SWPPP - Stormwater Pollution Prevention Plan  
TMDL - Total Maximum Daily Load  
UA - Urbanized Area

### B. Definitions

Activities - See best management practice

Additionally Designated Areas - EPA required the Department to develop a set of criteria for designating additional MS4 areas as subject to these regulations. The following criteria have been adopted to designate additional MS4s in New York State:

Criteria 1: MS4s discharging to waters for which and EPA-approved TMDL required reduction of a pollutant associated with stormwater beyond what can be achieved with existing programs (and the area is not already covered under automatic designation as UA).

Criteria 2: MS4s contiguous to automatically designated urbanized areas (town lines) that discharge to sensitive waters classified as AA Special (fresh surface waters), AA (fresh surface waters) with filtration avoidance determination or SA (saline surface waters).

Criterion 3: Automatically designated MS4 areas are extended to Town, Village or City boundaries, but only for Town, Village or City implementation of Minimum Control Measures (4) Construction Site Stormwater Runoff Control and (5) Post Construction Stormwater Management in Development and Redevelopment. This additional designation may be waived, by written request to the Department, where the automatically designated area is a small portion of the total area of the Town, Village or City (less than 15 %) and where there is

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**Stormwater Management Program** - the program implemented by the covered entity. Covered entities are required at a minimum to develop, implement and enforce a SWMP designed to address POCs and reduce the discharge of pollutants from the small MS4 to the MEP, to protect water quality, and to satisfy the appropriate water quality requirements of the ECL and Clean Water Act. The SWMP must address the MCM described in Part VIII.

The SWMP needs to include measurable goals for each of the BMPs. The measurable goals will help the covered entities assess the status and progress of their program. The SWMP should:

1. describe the BMP / measureable goal;
2. identify time lines / schedules and milestones for development and implementation;
3. include quantifiable goals to assess progress over time; and
4. describe how the covered entity will address POCs.

Guidance on developing SWMPs is available from the Department on its website. Examples of successful SWMPs and suggested measurable goals are also provided in EPA's Menu of BMPs available from its website. Note that this information is for guidance purposes only. An MS4 may choose to develop or implement equivalent methods equivalent to those made available by the Department and EPA to demonstrate compliance with the MCMs.

When creating the SWMP, the covered entities should assess activities already being performed that could help meet, or be modified to meet, permit requirements and be included in the SWMP. Covered entities can create their SWMP individually, with a group of other individual covered entities or a coalition of covered entities, or through the work of a third party entity.

**Stormwater Management Program Plan**- used by the covered entity to document developed, planned and implemented SWMP elements. The SWMP plan must describe how pollutants in stormwater runoff will be controlled. For previously unauthorized small MS4s seeking coverage, information included in the NOI should be obtained from the SWMP plan.

**Stormwater Management Program Plan-** used by the covered entity to document developed, planned and implemented SWMP elements. The *SWMP plan* must describe how pollutants in stormwater runoff will be controlled. For previously unauthorized *small MS4s* seeking coverage, information included in the NOI should be obtained from the *SWMP plan*.

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The *SWMP plan* is a separate document from the NOI and should not be submitted with the NOI or any annual reports unless requested.

The *SWMP plan* should include a detailed written explanation of all management practices, activities and other techniques the covered entity has developed, planned and implemented for their SWMP to address POCs and reduce pollutant discharges from their small MS4 to the MEP. The *SWMP plan* shall be revised to incorporate any new or modified BMPs or measurable goals.

Covered entities can create their *SWMP plan* individually, with a group of other individual covered entities or a coalition of covered entities, or through the work of a third party entity.

Documents to include are: applicable local laws, inter-municipal agreements and other legal authorities; staffing and staff development programs and organization charts; program budget; policy, procedures, and materials for each minimum measure; outfall and small MS4 system maps; stormwater management practice selection and measurable goals; operation and maintenance schedules; documentation of public outreach efforts and public comments; submitted construction site SWPPPs and review letters and construction site inspection reports.

The *SWMP plan* shall be made readily available to the covered entity's staff and to the public and regulators, such as Department and EPA staff. Portions of the *SWMP plan*, primarily policies and procedures, must be available to the management and staff of a covered entity that will be called upon to use them. For example, the technical standards and associated technical assistance documents and manuals for stormwater controls should be available to code enforcement officers, review engineers and planning boards. The local laws should be readily available to the town board and planning board. An integrated pest management program would have to be available to the parks department and the stormwater outfall and available sewer system mapping and catch basin cleaning schedule would have to be available to the department of public works.