## Town of New Scotland
### MS4 Permit Management Structure and Responsibilities

<table>
<thead>
<tr>
<th>Department</th>
<th>Key Personnel and Title</th>
<th>Applicable MCM’s</th>
<th>Description of Responsibilities</th>
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</table>
| Town Supervisor & Building Department | Stormwater Management Officer  
Stormwater Program Coordinator  
Supervisor  
Douglas LaGrange  
&  
Stormwater Public Contact  
Building Inspector Jeremy Cramer  
&  
Coalition Coordinator  
Nancy Heinzen | MCM 1  
MCM 2  
MCM 3  
MCM 4  
MCM 5  
MCM 6 | Public Education and Outreach  
Oversee achievement of the measurable goals for each BMP as applicable to New Scotland and outlined in the SWMP with assistance from Town Clerk  
Public Involvement and Participation  
Oversee achievement of the measurable goals for each BMP as applicable to New Scotland and outlined in the SWMP with assistance from Town Clerk  
Illicit Discharge Detection and Elimination (IDDE)  
Oversee achievement of the measurable goals for each BMP as applicable to New Scotland and outlined in the SWMP with assistance from various Town Departments and the Albany County Health Department.  
Construction Site Runoff Control  
Oversee achievement of the measurable goals for each BMP as applicable to New Scotland and outlined in the SWMP with assistance from various Town Departments  
Post Construction Stormwater Management  
Oversee achievement of the measurable goals for each BMP as applicable to New Scotland and outlined in the SWMP with assistance from various Town Departments  
Pollution Prevention / Good Housekeeping for Municipal Operations  
Oversee achievement of the measurable goals for each BMP as applicable to New Scotland and outlined in the SWMP with assistance from various Town Departments |
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| Town Attorney            | J. Michael Naughton, Esq.     | MCM 3            | **Illicit Discharge Detection and Elimination (IDDE)**  
Assist with achievement of the measurable goals outlined in BMP’s 3-6 IDDE  
Local Law and 3-8 IDDE Program Procedures                                                                                      |
|                          |                               | MCM 4            | **Construction Site Runoff Control**  
Assist with achievement of the measurable goals outlined in BMP’s 4-1  
Construction Activity Local Law, 4-2 SWPPP Review Procedures, 4-4 Complaint Procedures and 4-5 Construction Inspection and Enforcement Procedures |
|                          |                               | MCM 5            | **Post Construction Stormwater Management**  
Assist with achievement of the measurable goals outlined in BMP’s 5-1  
|                          |                               | MCM 6            | **Pollution Prevention / Good Housekeeping for Municipal Operations**  
Assist with achievement of the measurable goals outlined in BMP’s 6-5  
Pesticides and Herbicides Local Laws/Guidelines (Use and Notification), 6-6 Pest Management (IPM Plans, Policies and Procedures) and 6-10 NYSDEC SPDES Multi Sector General Permit |
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| Town Designated Engineer | Stantec Consulting Services, Inc. Garrett Frueh, P.E. | MCM 3            | Illicit Discharge Detection and Elimination (IDDE)  
Assist with achievement of the measurable goals outlined in BMP’s 3-6 IDDE  
Local Law and 3-8 IDDE Program Procedures                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                     |                                               | MCM 4            | Construction Site Runoff Control  
Assist with achievement of the measurable goals outlined in BMP’s 4-1  
Construction Activity Local Law, 4-2 SWPPP Review Procedures, 4-4 Complaint Procedures and 4-5 Construction Inspection and Enforcement Procedures                                                                                                                                                                                                                                                                                                                                                   |
|                     |                                               | MCM 5            | Post Construction Stormwater Management  
Assist with achievement of the measurable goals outlined in BMP’s 5-1  
|                     |                                               | MCM 6            | Pollution Prevention / Good Housekeeping for Municipal Operations  
Assist with achievement of the measurable goals outlined in BMP’s 6-5  
Pesticides and Herbicides Local Laws/Guidelines (Use and Notification), 6-6 Pest Management (IPM Plans, Policies and Procedures), 6-10 NYSDEC SPDES Multi Sector General Permit and 6-11 Conveyance System Upgrades – Green Infrastructure                                                                                                                                                                                                                                                                     |
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| Town Clerks Office               | Town Clerk Lisa Williams            | MCM 1            | **Public Education and Outreach**  
Assist with achievement of the measurable goals for each BMP as applicable to New Scotland and outlined in the SWMP specifically related to notification and updates posted to the Town’s website |
|                                  |                                     | MCM 2            | **Public Involvement and Participation**  
Assist with achievement of the measurable goals for each BMP as applicable to New Scotland and outlined in the SWMP specifically related to notification and updates posted to the Town’s website |
| Highway Department Parks and Recreation | Superintendent Ken Guyer       | MCM 3            | **Illicit Discharge Detection and Elimination (IDDE)**  
Assist with achievement of the measurable goals outlined in BMP’s 3-4 Storm System / Sewershed Mapping - Intermunicipal, 3-8 IDDE Program Procedures, 3-9 Illicit Discharge Record Keeping, 3-10 Illicit Discharge and Waste Disposal Education and 3-11 Spill Prevention and Response Training |
|                                  |                                     | MCM 5            | **Post Construction Stormwater Management**  
Assist with achievement of the measurable goals outlined in BMP’s 5-9 Operations and Maintenance, 5-11 Post Construction Maintenance Resources and 5-12 Post Construction Practices - Reporting |
|                                  |                                     | MCM 6            | **Pollution Prevention / Good Housekeeping for Municipal Operations**  
Assist with achievement of the measurable goals for **ALL** BMP’s outlined under MCM 6 |
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| Code Enforcement   | *Code Enforcement Officer*  
*Jeff Pine*                                                                 | MCM 3            | **Illicit Discharge Detection and Elimination (IDDE)**  
Assist with achievement of the measurable goals outlined in BMP’s 3-9 Illicit Discharge Record Keeping, 3-10 Illicit Discharge and Waste Disposal Education and 3-11 Spill Prevention and Response Training |
|                    |                                                                                        | MCM 4            | **Construction Site Runoff Control**  
Assist with achievement of the measurable goals outlined in BMP’s 4-7 Construction Site Operator Training – 4hr and 4-8 Stormwater Pollution Prevention Plan (SWPPP) Record Keeping                                      |
|                    |                                                                                        | MCM 5            | **Post Construction Stormwater Management**  
Assist with achievement of the measurable goals outlined in BMP’s 5-9 Operations and Maintenance and 5-12 Post Construction Practices - Reporting                                                                                     |
| Planning Board     | *Chairman - Charles Voss*  
*Member – Peter Richards*  
*Member – Daniel Byrnes*  
*Member – Amy Schallop*  
*Alternate Member – Christine M. Galvin*  
*Attorney – Crystal Peck*  
*Secretary – Lori-Ann Saba* | MCM 5            | **Post Construction Stormwater Management**  
Assist with achievement of the measurable goals outlined in BMP’s 5-6 Municipal, Zoning, Planning Board Training – Coalition Initiated (Better Site Design, Low Impact Development and Green Infrastructure Applications) and 5-7 Municipal Zoning, Planning Board Training – Not Coalition Initiated |