



**SPDES General Permit for
Stormwater Discharges from Small Municipal Separate Storm Sewers (MS4's)
Permit No. GP-02-02**

**TOWN OF NISKAYUNA
STORMWATER MANAGEMENT PROGRAM
ANNUAL REPORT**

March 10, 2006 – March 9, 2007

Program Identification :

SPDES Number: NYR20A163

MS4 Name: Town of Niskayuna

County: Schenectady

Contact Name: Richard Pollock

Contact Title: Superintendant of Engineering

Phone: (518) 386-4520

Mailing Address: 1 Niskayuna Circle
Niskayuna, NY 12309

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION



Phase II SPDES General Permit for

Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s), GP-02-02

MUNICIPAL COMPLIANCE CERTIFICATION (MCC) FORM

Regulated MS4: Town of Niskayuna
SPDES Permit Number: NYR20A163

See information packet for information to help complete this form.

MCC Form for year ending: March 9, <u> </u> 2006 (Year 3) <u> X </u> 2007 (Year 4) <u> </u> 2008 (Year 5)			
Section A. MS4 Owner/Operator and Contact Person Information (contact persons explained in instructions)			
Owner/Operator Is information below new or changed? <u> </u> Yes <u> X </u> No			
Name: Richard C. Pollock		Title: Superintendent of Engineering	Department: Engineering
Mailing Address:	Street or P.O. Box: 1 Niskayuna Circle		City: Niskayuna
	County: Schenectady		State: NY Zip Code: 12309
Phone: (518) 386-4520		E-mail Address: rpollock@niskayuna.org	
Local Stormwater Public Contact (Required by Minimum Measure 2)			
Is information below: 1) new or changed? <u> </u> Yes <u> X </u> No 2) same as: <u> X </u> Owner/Operator			
Name: Matthew J. Yetto		Title: Stormwater Management Officer / Junior Engineer	Department: Engineering
Mailing Address:	Street or P.O. Box: 1 Niskayuna Circle		City: Niskayuna
	County: Schenectady		State: NY Zip Code: 12309
Phone: (518) 386-4520		E-mail Address: myetto@niskayuna.org	
Stormwater Management Program (SWMP) Coordinator (Responsible for implementation/coordination of SWMP)			
Is information below: 1) new or changed? <u> </u> Yes <u> X </u> No 2) same as: <u> X </u> Owner/Operator <u> </u> Local Stormwater Public Contact			
Annual Report Preparer			
Is information below: 1) new or changed? <u> </u> Yes <u> X </u> No 2) same as: <u> </u> Owner/Operator <u> X </u> Local Stormwater Public Contact <u> </u> SWMP Coordinator			
Name: Matthew J. Yetto		Title: Stormwater Management Officer / Junior Engineer	Department: Engineering
Mailing Address:	1 Niskayuna Circle		City: Niskayuna
	County: Schenectady		State: NY Zip Code: 12309
Phone: (518) 386-4520		E-mail Address: myetto@niskayuna.org	

Section B. Local Water Quality Information

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

1. Does the MS4 discharge to 303(d) listed waters or is it in a TMDL watershed?

Yes (complete the table below) No Not Yet Determined

(Put an X in the 'Classification' cell to indicate if the MS4 discharges to a waterbody on the 303(d) list and / or if it is in a TMDL watershed.)

Impaired Waters Name (from 303 (d) list and/or TMDL)	Pollutant(s) of Concern (from 303 (d) list and/or TMDL)	Classification	
		303 (d)	TMDL
NA	NA		

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

Yes
 No

3. Have all necessary changes been made to the Stormwater Management Program (SWMP) to ensure compliance with Part III.B. of the MS4 permit for discharges to 303(d) or TMDL waters?

NA
 Yes
 No (explain below)

Explanation:

Section C. Partnership Information

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

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

List MS4 Partners with Legally Binding Agreements or Contracts in Place

WQUIP Contract for MS4 Implementation Grant (C302483)\$49,980; in place with DEC for the following communities:
County of Schenectady, City of Schenectady, Towns of: Niskayuna, Glenville, Rotterdam, and Princetown.
Village of Scotia

List MS4 Partners with Planned Legally Binding Agreements or Contracts

WQUIP grant for \$19,890 has been awarded for project number 2005WQ17050, for development of local laws to prohibit illicit discharge of pollutants to stormwater drainage systems. Work program and contract submission requirements to be developed this spring working with the following communities:
County of Schenectady, City of Schenectady, Towns of : Niskayuna, Glenville, Rotterdam, Princetown
Village of Scotia

List MS4 Partners with Other Agreements in Place

Section D. Geographic Areas Addressed by Stormwater Management Program (SWMP)

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

1. Does your SWMP cover all jurisdictional (automatic and additionally designated) areas within the MS4, as required by 40 CFR 122.32(a)? Yes No (Explain below)

Explain:

Section E. Funding and Resource Allocation

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

1. Are adequate resources (funding mechanism, equipment, staff, etc.) planned or in place to fully implement your SWMP no later than January 8, 2008? X Yes No (explain below)

Explain: It is expected that with the assistance of the WQIP grants through DEC that the implementation of this new program can be accomplished by January of 2008. Matching funds for these grants are coming from existing staff and resource budget line items. Work will continue during the fifth year to fully implement the program. A newly created MS4 / Drainage budget line will be utilized to fund the inspection and maintenance of the Town's stormwater collection system. Funds from the Special Drainage Districts will be used to maintain stormwater infrastructure within the individual districts.

2. If the MS4 is receiving funding through the municipal budget, a grant, or other source, briefly explain below: what are the sources, estimated amounts, and frequency of funding for the MS4?

Explain: The Town's SWMP is currently being funded by a combination of WQUIP grants, the Town's operating budget, funds collected from developers working in the Town, and revenue from the Town's many stormwater special districts. WQUIP grant C302483 (\$7,795) included funding for MS4 implementation. With the assistance of Schenectady County the Town was awarded a second grant (#2005WQ17050) for \$2,998 for IDDE Gap Analysis and local law implementation. The Town received a Round 8 WQUIP grant for \$ 4,499 for additional training, education and implementation activities. In February a round 9 grant for \$1,971 was announced to conduct training of local school district teachers on the use Project Water Education for Teachers (WET) lesson plans in the classroom, and to assist the Town in the development of a preconstruction conferences to insure that developers, contractors and municipal staff have the same expectations for implementation of the SWPPP at construction sites.

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

Explain:

Section F. Compliance Certification

Compliance Assessment - For each of the minimum control measures, indicate below if your program has made steady progress toward full implementation *and* has achieved all measurable goals scheduled to be completed **during this reporting year**. Refer to the NOI and prior Annual Reports for information about measurable goals scheduled for this reporting year.

Permit Part	Minimum Control Measure	ANSWER BOTH COLUMNS FOR THIS REPORT YEAR ONLY	
		Steady Progress	Goals Achieved
IV.C.1.	Public Education and Outreach on Stormwater Impacts	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Explain 'no' / 'N/A' answer:		
IV.C.2.	Public Involvement / Participation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
	Explain 'no' / 'N/A' answer: Public involvement in the annual stream clean-up was very poor. Steps have already been taken to increase the advertisement of the 2007 clean-up. The number of residents already pledging to volunteer for the 2007 clean-up is very encouraging. Participation from community groups within the town was not as great as had been hoped. In 2007 the Town has received an increased amount of interest from groups such the Boy Scouts. The Town will work with the community to meet the goals set out in our original NOI.		
IV.C.3.	Illicit Discharge Detection and Elimination	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
	Explain 'no' / 'N/A' answer: Outfall mapping has been completed for The Town of Niskayuna and has been mapped on the County GIS System. The gap analysis and adoption of the local law to prohibit illicit discharge to the Town Storm Sewer System will be completed by the Fall of 2007.		
IV.C.4.	Construction Site Stormwater Runoff Control	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Explain 'no' / 'N/A' answer:		
IV.C.5.	Post-Construction Stormwater Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
	Explain 'no' / 'N/A' answer: A program to address post-construction stormwater management is in place; however in 2007 work will continue on the program to improve the documentation and records management associated with the program. Work will be completed by the end of the program year 5.		
IV.C.6.	Pollution Prevention / Good Housekeeping for Municipal Operations	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
	Explain 'no' / 'N/A' answer: Town staff have attended training hosted by Schenectady County, but additional training must be performed in-house. BMP's covering good housekeeping topics are currently being created and will be adopted by the various Town departments by the end of program year 5.		

Certification Statement

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Print Name: Luke Smith Title: Town Supervisor

Signature: _____ Date: _____

This form must be signed by either a principal executive officer or ranking elected official, or duly authorized representative of that person as described in Part VI.I.2. of the permit. See instructions for more information about who can sign this form.

Send two completed **hard copies** (an original and a photocopy) of this form, the Annual Report Table and any attachments to the DEC Central Office (MS4 Permit Coordinator, 625 Broadway, Division of Water - 4th Floor, Albany, NY 12233-3505). **DO NOT SUBMIT REPORTS IN THREE-RING BINDERS.**



Phase II SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s), GP-02-02

STORMWATER MANAGEMENT PROGRAM ANNUAL REPORT (SWMPAR) TABLE

Regulated MS4: Town of Niskayuna SPDES Permit Number: **NYR20A163**

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

Information about how to complete the follow tables is in the instruction section. Please complete the tables electronically, if possible. Send two completed **hard copies** (an original and a photocopy) of this Annual Report Table, the MCC form and any attachments to the DEC Central Office (MS4 Permit Coordinator, 625 Broadway, Division of Water - 4th Floor, Albany, NY 12233-3505). **DO NOT SUBMIT REPORTS IN THREE-RING BINDERS.**

Minimum Control Measure 1. Public Education and Outreach

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

<p>Permit Reference IV.C.1.a, b: Plan and conduct an ongoing public education and outreach program to ensure the reduction of all pollutants of concern in stormwater discharges to the maximum extent practicable (MEP).</p> <ul style="list-style-type: none"> • <i>Explain the program, including activities and materials used</i> • <i>Identify the personnel or outside organization conducting the activity.</i> • <i>Indicate activities planned for next year.</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>The town webpage has served as one of the primary tools that Niskayuna has used to educate the general public about water quality issues. Target audiences include all ages, with a special section for school aged children. A section of the Town webpage devoted to the Town’s Stormwater Pollution Prevention Program has been well received. The page includes a “Virtual Library” with links to water quality information and educational videos. The stormwater webpage is maintained by the Town’s Engineering Department. The webpage can be found at http://www.niskayuna.org/Public_Documents/NiskayunaNY_DPW/Stormwater</p>	<p>During Year 4 of the Town Stormwater Management Program, the Town’s stormwater program webpage was visited 510 times. Residents have utilized e-mail links on the webpage to comment on and to inquire about stormwater related topics.</p> <p>Year 5- The Town will continue to update and expand the information available on the stormwater webpage. The webpage will be used to solicit beach captains and volunteers for the 2007 Shoreline Cleanup Day that will take place on September 15, 2007.</p>

<p>Niskayuna worked with Schenectady County Planning to purchase educational brochures, bookmarks, and posters. The educational material was made available to the public in the town building department and in the main lobby of the Niskayuna town hall.</p>	<p>40 Copies of the “After The Storm” educational brochures, and 25 copies of the “Clean Water, Everybody’s Business” bookmarks were handed-out at the Niskayuna Town Hall during reporting year #4. Construction Site Pollution Prevention posters were displayed in the Town Building Department.</p> <p>Year 5- The Town will continue to distribute educational material at several locations around the Town. Educational materials will be made available at the Town Recreation Center.</p>
<p>SCWQCC Stormwater Display Board with photos of construction erosion and sediment controls and examples of what residents can do to prevent stormwater pollution was utilized to promote public education.</p>	<p>The Town utilized the SCWQCC informational display at our 2006 Niska-Day on 5/20/06. More than 100 pieces of educational material were distributed to the public. Materials included bookmarks, pamphlets, stickers, and posters covering a wide variety of water quality topics. The Town of Niskayuna Stormwater Management Officer was present to answer questions and receive comments from the many residents attending the day-long event.</p> <p>Year 5- The Town will once again display the informational board at the 2007 Niska-Day on 5/19/07.</p>
<p>Schenectady County provided the Town with the Power Point Program for Public Education “Backyard Pollution Prevention” that was adapted from the University of North Carolina. This presentation educates about the sources and contamination caused by illicit discharge of litter, pet waste, fertilizers, pesticides, car washing, auto leaks, and poorly maintained septic systems.</p>	<p>On 5/3/06 Schenectady County Presented the Public Education Power point Backyard Pollution Prevention developed by UNC to the SCWQCC (including a representative from Niskayuna).</p> <p>The Town placed the “Backyard Pollution Prevention” presentation on our webpage in the Spring of 2006.</p> <p>Year 5- The Town will present the “Backyard Pollution Prevention” presentation at our informational booth at Niska-Day 2007.</p> <p>The Town will seek out community groups and present the “Backyard Pollution Prevention presentation to interested groups.</p>
<p>The Town has created an education video library for use by the public. The videos are available for loan to residents or community groups. The additional titles will be added as they become available. The following titles are currently available “After the Storm”, “After the Rain, Urban Runoff”, and “We All Live Downstream”. This list is also available one the Town’s stormwater webpage.</p>	<p>Residents have inquired about and have borrowed the videos from the Town.</p> <p>Year 5- The Town will work to improve public knowledge of the Town’s video library. Videos will be displayed at the 2007 Niska-Day.</p>

Additional Techniques	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Sch'dy County and local municipalities (including Niskayuna) worked with CDRPC, Saratoga, Albany and Rensselaer Counties to develop a 2-month public education Billboard Campaign.	Nine Billboards (Car wash and Washing debris down a catch basin displayed during September 25 th through December 25 th 2006 between April and October. Also front Page Article in Gazette 10/20/06 Year 5 Program will display 9 additional billboards for one month duration
Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:	

Minimum Control Measure 2. Public Involvement/Participation

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

<p>Permit Reference IV.C.2.c.iii.: Design and conduct a public involvement / participation program.</p> <ul style="list-style-type: none"> • Describe activities that the MS4 has/will undertake to provide program access to interested individuals and to gather needed input. • Indicate activities planned for next year. 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Participation in monthly meetings of the thirty eight member Schenectady County Water Quality Coordinating Committee.</p>	<p>Ongoing Task; Representatives from the Town of Niskayuna Department of Engineering will continue to participate in the monthly SCWQCC meetings, which will solicit public input and provide a forum for discussion on BMP's and educational opportunities for MS4 partners.</p>
<p>The Town of Niskayuna attempted to encourage residents to participate in annual American Littoral Society Beach Clean-up 9/16/06.</p>	<p>The limited advertising posted at Town Hall failed to reach residents. Turn out was poor.</p> <p>Year 5- The Town has increased efforts to advertise the 2007 Beach Clean-up. Volunteers were solicited using the Town webpage. Several residents have already volunteered. The Town expects to have a minimum of 3 separate clean-up locations along the Lishakill and Mohawk River. The event will also be advertised at our 2007 Niska-Day.</p>
<p>Encourage Community Involvement / Volunteering</p>	<p>Town encouraged residents to volunteer their time to perform activities to improve water quality. The Town was contacted by multiple residents interested in performing community service.</p> <p>Year 5- The Town is working with Boy Scouts of various ages to perform work including roadside clean-up and catch basin stenciling.</p>
<p>The Town webpage (www.Niskayuna.org) has been updated with information designed to educate the general public and to encourage public input.</p>	<p>Residents have begun to contact the Town with questions and other input pertaining to drainage and stormwater through the e-mail links and telephone numbers provided on the webpage.</p> <p>Year 5- The Town will continue to use the stormwater educational webpage to encourage public input regarding the Town's Stormwater Management Program. The Town will continue to use the webpage to encourage volunteer programs aimed at improving water quality protection.</p>

<p>Publicize and educate the public about the County Household Hazardous Waste collection site.</p>	<p>County served 795 households and collected 327 drums of waste comprised of paint, pesticides batteries, electronics and other miscellaneous waste.</p> <p>Year 5 –The Town will continue to publicize the County Household Hazardous Waste collection site. Handouts will be made available at the Town Waste Transfer Station for residents.</p>	
<p>Permit Reference IV.C.2.a, f: Develop procedures to provide public notice about and access to documents and information in a manner that complies with state and local public notice requirements. <i>Describe procedures below and state the methods used to publicize the AR public presentation.</i></p>		
<p>Submission of Press release to Schenectady Gazette, placement of Notice in Gazette 5/11/07 to notify Public that the Annual Report is available for review. Posting of Annual Report on Town Website, Placement of Copies for public review in Town Engineering Office, Clerks Office, and at Niska-Day.</p>		
<p>Permit Reference IV.C.2.e: Public presentation of; f: summary of comments received on; and g: intended response to comments on the SWMPAR.</p>		
<p>Summarize attendance at the public presentation of the Annual Report. Include number of attendees and who was represented:</p>		
<p>Comments on Annual Report Meeting ___ No public comments received on Annual Report. <u>X</u> Comments received. Attach summary of comments and intended responses.</p>	<p>Date of Annual Report Meeting: May 22, 2007</p>	<p>Approximate Date of Meeting Next Year: Second week in May 2008</p>
<p>Additional Techniques</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</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>Permit Reference IV.C.3.a: Develop, implement and enforce a program to detect, identify and eliminate illicit discharges, including illegal dumping, into the MS4.</p> <ul style="list-style-type: none"> • <i>Explain the activities and procedures used to meet this requirement this year <u>and planned for next year.</u></i> • <i><u>Revise as procedures are updated.</u></i> • <i>Identify personnel or outside organization conducting the activities</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> • <i>Example measurable goals: number of illicit discharges detected; number of illicit discharges eliminated.</i>
<p>The Town engineering office has completed field mapping of all known stormwater outfalls. The outfalls located include the physical connections between Niskayuna’s drainage systems and the other MS4 communities. These MS4 communities include, the City of Schenectady, Town of Colonie, Knolls Atomic Power Laboratory, Schenectady County, NYSDOT, and the Niskayuna Central School District. The Town has created a GIS database of outfalls. The information collecting has been forwarded to Schenectady County for inclusion on the Schenectady County Inter-municipal Mapping System (SIMS) GIS website. Two engineering interns will be utilized in Year 5 to identify and map any additional outfalls and to inspect previously located outfalls for illicit discharges.</p>	<p>Town staff located and evaluated 241 outfalls. While siltation and erosion was observed at some locations, no evidence of illicit discharges was observed. In Year 5 Town engineering staff and engineering interns will work to locate and identify additional outfalls and will evaluate previously located outfalls for signs of illicit discharges. The Town will examine a minimum of 60 outfalls for illicit discharges.</p>
<p>Funding to conduct gap analysis has been granted. The Town Engineering and Planning Departments will be conducting the gap analysis for the IDDE local law.</p>	<p>It is anticipated that gap analysis will be conducted this spring and the legislation will be proposed for adoption in Fall of 2007.</p>
<p>In 1991 a drainage study was performed by Standard Engineering for the entire town. The analysis broke Niskayuna into multiple district drainage areas. This information has been very useful in understanding the drainage patterns within the town.</p>	<p>The study will be used to assist in the location of future illicit discharge sources.</p>
<p>Permit Reference IV.C.3.b: Develop and maintain a map showing the location of all outfalls and the names and location of all waters of the US that receive discharges from outfalls. <i>Explain activities performed this year <u>and planned for next year, including work on the following IDDE guidance prerequisites:</u></i></p> <ul style="list-style-type: none"> • field verification of outfall locations; • mapping all inter-municipal subsurface conveyances; • developing and retaining MS4 mapping as needed to find the source and identify illicit discharges. 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> • 100 percent of Niskayuna’s outfalls mapped by 4/30/2006. • 241 outfalls inventoried and placed into Niskayuna’s GIS database and onto Schenectady County Inter-municipal Mapping System. Of those inventoried all are field GPS location verified, photographed, measured, and evaluated. • None determined to be illicit.

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) Directed to Addendum

1) When was this assessment completed or planned to be completed? Funding to conduct gap analysis has been awarded .	Date completed: _____ <input checked="" type="checkbox"/> Not yet completed (proceed to next table) Plan to complete for reporting in year: <input type="checkbox"/> 4; <input checked="" type="checkbox"/> 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) Directed to Addendum

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 type="checkbox"/> 4; <input checked="" type="checkbox"/> 5.
6) If you answered 'No' to question 2, 3 or 4, what regulatory mechanism or amendments will be adopted to meet the MS4 permit requirements? The Town will conduct the gap analysis to determine if the current regulations are deficient in meeting the MS4 requirements before we can decide which, if any, of the alternatives on the right fit the needs for a County.	<input checked="" 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 type="checkbox"/> MS4 will write language equivalent to NYS IDDE Model Law <input type="checkbox"/> NA as directed by 5) and as 2,3, and 4 left blank as directed by 1).
7) If you answered 'No' to question 2, 3, or 4, has a list of needed changes to local codes been developed for adoption of the regulatory mechanism?	<input type="checkbox"/> No <input type="checkbox"/> Yes, list the local code(s) that will be changed: To be determined as noted above. <input type="checkbox"/> NA as directed by 5) and as 2,3, and 4 left blank as directed by 1).
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 type="checkbox"/> Language equivalent to NYS IDDE Model Law <input type="checkbox"/> NA as directed by 5) to proceed to next table.
9) What was the date or is the planned date of local law adoption?	Date: To be determined no later than December 2007
10) Provide a web address if adopted local law can be found on a web site.	Web Address: NA

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>Permit Reference IV.C.3.e: Inform public employees, businesses and the general public of hazards associated with illegal discharges and improper disposal of waste.</p> <ul style="list-style-type: none"> • <i>Explain activities and materials used to meet this requirement this year <u>and planned for next year</u></i> • <i>Identify personnel or outside organization conducting activities</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>The County has conducted a training session, with the assistance of DEC staff, and Soil and Water Conservation District, informing select public employees, DPW staff, of the importance of conducting good housekeeping, and implementing sound management practices. Niskayuna municipal workers attended this training.</p> <p>Niskayuna Water and Sewer Department and Highway Department workers have been directed to report any potential cases of illicit discharges the Town Engineering Office.</p>	<p>All County public works employees were required to attend a training session that not only addressed Best Management Practices but provided some insight in identifying illicit discharges to MS4 conveyances and directed County Employees to report suspicious materials, potential illicit discharges, to Department of Engineering. This training is now a part of the annual refresher training and provided to all new employees. Niskayuna will send staff to this training annually.</p> <p>Year 5- BMP's that are currently being developed by the Town Engineering Department will be presented to the Town Water and Sewer Department, Highway Department, Parks Department, and all other applicable Departments. There are specific BMP's that will address illicit discharge detection and prevention.</p>
<p>We have purchased informational pamphlets, posters, directed at general public and business operators of the hazards associated with illegal discharges, and improper disposal of waste.</p>	<p>40 Copies of the "After The Storm" educational brochures, and 25 copies of the "Clean Water, Everybody's Business" bookmarks were handed-out at the Niskayuna Town Hall during reporting year #4. Posters have been displayed in the Town Building Department.</p> <p>Year 5- The Town will continue to offer educational material at the Town Hall, Niska-Day, the Town Recreation Center, and at various other locations around the town.</p>

Additional Techniques	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Additional information pertaining the illicit discharge detection and prevention was posted on the Town’s stormwater webpage.	A section titled illicit discharge frequently asked questions was added to the webpage. Year 5- The illicit discharge information on the webpage will be expanded upon. Educational videos covering illicit discharges and their effects on the environment will be added to the site.
Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:	

Minimum Control Measure 4 and 5. Construction Site and Post-Construction Stormwater Runoff Control Regulatory Mechanism

Permit Reference IV.C.4.b.i, 5.a.i: Require development and implementation of erosion and sedimentation controls through a local law or other regulatory mechanism. Report on assessment process used (*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) Directed to Addendum

1. When was the preliminary assessment of existing local codes completed or when will it be completed?	Directed above to Addendum 2. Date completed: _____ <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete for reporting in year: ___4; ___5. <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 & Sediment Control</i> (Sample Local Law).
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2. If preliminary assessment was completed, indicate the results.	Directed above to Addendum 2. <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) Directed to Addendum

3. When was the Gap Analysis or equivalent process completed or when will it be completed?	Directed above to Addendum 2. Date completed: _____6/2/06_____ <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete work below for reporting in year: ___4; ___5.
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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>	Directed above to Addendum 2. a. <input type="checkbox"/> The entire Sample Local Law adopted as amendments to existing code or as stand alone law. <ul style="list-style-type: none"> • If no portions of the Sample Local Law were moved or deleted, all provisions would be exactly the same as the Sample Local Law. • If ANY provisions of the Sample Local Law were moved or deleted, the moved or changed provisions must be reviewed (use the <i>Gap Analysis</i> or equivalent process) to ensure the intent of the law has not been changed. b. <input type="checkbox"/> Parts of NYS Sample Local Law adopted as amendments to existing code. c. <input checked="" type="checkbox"/> Language developed by municipality was demonstrated to be equivalent.
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Directed to Addendum

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) SEE ADDENDUM FOR SCHENECTADY COUNTY RESPONSE

Assessment and Development of Regulatory Mechanism (Local Code) (continued)

5. Answer the following questions about the Gap Analysis or equivalent processes.

Clauses are defined as: All the Sample Local Law sections or subsections in the Gap Analysis Worksheets 1-4 that have a box in the “Equivalence” column, meaning that there is an associated “Equivalence” sheet (with the exception of Article 6, Section 4 which does not have an Equivalence sheet).

Total number of clauses in each worksheet: Sample Local Law Article 1 (Gap Analysis Worksheet 1) - 8 clauses; Sample Local Law Article 2 (Gap Analysis Worksheet 2) - 51 clauses; Sample Local Law Article 3, 4, 5 (Gap Analysis Worksheet 3) - 3 clauses; Sample Local Law Article 6 (Gap Analysis Worksheet 4) - 9 clauses.

MS4s that adopt the entire Sample Local Law as amendments to existing code or as stand alone law need to indicate the number of clauses being adopted that are exactly the same as the Sample Local Law, or equivalent, in the right-hand column below.

Sample Local Law Articles	NUMBER OF REQUIRED CLAUSES IN LOCAL LAW		
	Existing clauses exactly the same as the Sample Local Law language	Existing clauses equivalent to the Sample Local Law language (see Gap Analysis Workbook Equivalence Sheets for information to help determine equivalence)	Sample Local Law or equivalent language to be adopted , listed as legislative agenda items.
1			
2			
3, 4, 5			
6			
TOTAL			

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:
Following sections have been deleted and replaced by the new Construction Site and Post-Construction Stormwater Local Law:
180-1. Findings and purpose.
180-2. Definitions.
180-3. Applicability.
180-4. Review and Approval.

	<p>180-5. Stormwater Pollution Prevention Plan Contents 180-6. Plan Certification. 180-7. Contractor Certification 180-8. SWPPP Review and Amendment. 180-9. Design and Performance Standards for Stormwater Management and Erosion and Sediment Controls 180-10. Water Quality Standard 180-11. Erosion and Sediment Control Inspection 180-12. Project Completion 180-13. Inspection of Stormwater Facilities after Project Completion 180-14. Performance Guarantee 180-15. Retention of Licensed/Certified Professional; Payment 180-16. Enforcement and Penalties 180-17. Separability1</p> <p>The following sections of Town Code were amended to correspond to the new Construction Site and Post-Construction Stormwater Local Law:</p> <p>220-4 Definitions 220-43 entitled Application material; referrals; notification of meeting; mandatory public hearing 220-58 entitled Application 189-4 entitled Definitions 189-7 entitled Minor Subdivision 189-8 entitled Preliminary plat for major subdivision 189-9 entitled Plat for major subdivision 189-15 entitled General Requirements 189-17 entitled Street design 189-20 entitled Drainage improvements 189-21D entitled Waiver of plat designation of area for parks and playgrounds 189-23 entitled Minor subdivision plat 189-24 entitled Major subdivision preliminary plat</p>
<p>7. What was the date or is planned date of local code adoption?</p>	<p>Date: 10/28/2006</p>
<p>8. Provide a web address if the adopted local law can be found on a web site.</p>	<p>Web Address: www.niskayuna.org</p>

Directed to Addendum

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>Permit Reference IV.C.4.b. v: Develop and implement procedures for site plan review by the MS4 that incorporate consideration of potential water quality impacts and review individual pre-construction site plans to ensure consistency with local sediment and erosion control requirements.</p> <ul style="list-style-type: none"> • <i>Describe the procedures below. <u>Revise as procedures are updated.</u></i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> • <i>Example measurable goals: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</i>
<p>Town Designated Engineering Consultants (TDE's) are used by the Town's Planning Department for site plan reviews of major projects. A portion of the review process includes the review of Stormwater Pollution Prevention Plans (SWPPP's). Minor projects are reviewed by the Town's engineering department and Stormwater Management Officers.</p>	<p>9 SWPPP's were reviewed by consultant engineers for the Town in program year #4. The Stormwater Management Officers and/or Town engineering staff also reviewed the SWPPP's to ensure that the consultants' reviews met the Town's requirements. All plans submitted for site plan approval were reviewed.</p>
<p>Permit Reference IV.C.4.b. vi: Develop and implement procedures for the receipt and consideration of information submitted by the public.</p> <ul style="list-style-type: none"> • <i>Explain the procedures below. <u>Revise as procedures are updated.</u></i> • <i>Identify the responsible personnel or outside organizations.</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>A public hearing is conducted as part of the site plan review process. The notification of public hearing is published in the Daily Gazette. The developer and/or their representative give a presentation of the proposed project and questions and/or comments are received from both the public and the Planning Board members. Plans are also available for review in the offices of the Town Planner.</p>	<p>This is an ongoing task. The Town will continue these practices indefinitely.</p>

Directed to Addendum

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>Permit Reference IV.C.4.b. iii, vii: Develop and implement procedures for site inspections, enforcement of control measures and sanctions to ensure compliance with GP-02-02.</p> <ul style="list-style-type: none"> Describe each procedure below. <u>Revise as procedures are updated.</u> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> Example measurable goals are number of: inspections; fines assessed; stop work orders; other sanctions.
<p>Town Designated Engineering Consultants (TDE's) are used by the Town's Planning Department for site plan reviews of major projects. The TDE is retained until the completion of the project. The TDE reviews the SWPPP for the project as well as the proposed site plans. The Town engineering department reviews the TDE's work to ensure that the Town's requirements are met.</p>	<p>9 SWPPP's were reviewed by consultant engineers for the Town in program year #4. The Stormwater Management Officers and/or Town engineering staff also reviewed the SWPPP's to ensure that the consultants' reviews met the Town's requirements. All plans submitted for site plan approval were reviewed. The Town will continue this practice indefinitely.</p>
<p>A pre-construction conference is held prior to the start of any construction on the project. The representatives from the Town engineering office, water and sewer department, highway department, planning department, building department, and the TDE attend the preconstruction conference on behalf of the Town. The developer, project engineer, and contractors working on the project also attend. During the preconstruction conference the project engineering is required to go over the SWPPP and explain key components to the developer's contractors and Town's representatives. The contractors that will work on the project must understand their role in controlling construction site runoff. Once the SWPPP has been explained the contractors, developer, and project engineer must sign the SWPPP and provide signed copies to the Town prior to ANY construction beginning.</p>	<p>The Town will continue this practice indefinitely.</p> <p>Year 5- The Town will work with the other Schenectady County MS4 communities to standardize preconstruction conference procedures for all MS4 communities in Schenectady County.</p>
<p>The Town utilizes the TDE to perform daily construction site inspections while work is occurring. During the construction phase of a project, should a violation occur, the TDE is directed to contact one of the two Town Stormwater Management Officers. The Stormwater Management Officers also perform random inspections of construction sites and perform complaint driven inspections.</p>	<p>The Town will continue this practice indefinitely. To date this practice is working well. TDE's have been able to monitor 6 project sites and handle the daily inspections and have addressed minor problems encountered. The Stormwater Management Officer was required to make one site visit based upon a complaint. Random inspections by the Stormwater Management Officer have observed that site conditions have been found to be generally favorable.</p>

<p>Attended Training for Municipal Stormwater Management Officers on Construction Site inspections</p>	<p>11/3/06 Training for Stormwater Management Officers on inspections of Construction Sites For Compliance with MCM4 and 5 conducted by Dave Mosher, SCSWCS and Josh Carvajal, Carol Lamb Lafay, DEC, Session included a site visit to a Construction Site in Town of Glenville. One of Niskayuna's Stormwater Management Officers attended the training.</p> <p>Year 5- The Town will send representatives to the County's planned construction site training in 2007.</p>
<p>Permit Reference IV.C.4.b. viii: Educate and train construction site operators about requirements to develop and implement a SWPPP and any other requirements they must meet within the MS4s jurisdiction.</p> <ul style="list-style-type: none"> • <i>Explain the activities and materials used to meet this requirement.</i> • <i>Identify the personnel or outside organization conducting this activity.</i> • <i>Indicate activities planned for next year.</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Niskayuna has completed a list of engineers, contractors, and developers that have performed work in the Town of Niskayuna in recent years. A copy of the Local Law for Stormwater Management and Erosion & Sediment Control will be mailed to those individuals or companies included on the list.</p>	<p>On April 23, 2007 the Town mailed the 15 engineering firms most active in Niskayuna copies of the new stormwater management ordinance. In the Spring of 2007 the ordinance will be mailed to the contractors and developers that have worked or are working in the Town.</p>
<p>During the preconstruction conference the project engineering is required to go over the SWPPP and explain key components to the developer's and Town's representatives. The contractors that will work on the project must understand their role in controlling construction site runoff. Once the SWPPP has been explained the contractors, developer, and project engineer must sign the SWPPP and provide signed copies to the Town prior to ANY construction beginning.</p>	<p>Requiring the project engineer to explain the features and the implementation of the SWPPP to the contractors at the preconstruction conference has proven to be very successful. The contractors are able to ask questions and receive guidance from the project engineer as well as the Town officials. The contractors are also unable to claim that they were not given the proper guidance to implement the SWPPP.</p>
<p>Additional Techniques</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>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:</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.

Permit Reference IV.C.5.a, c. Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<ul style="list-style-type: none"> • A combination of structural and/or non-structural management practices. • <i>Identify and describe below procedures to ensure installation of post-construction management practices. <u>Revise as procedures are updated.</u></i> 	DO NOT ENTER INFORMATION IN THIS CELL
The Town engineering department or TDE review SWPPP's to ensure that NYSDEC technical standards are met. All infrastructure, including stormwater management/treatment basins, that will be turned over the Town is inspected by the TDE.	A file has been created to track the maintenance and inspections of existing stormwater management/treatment basins. Copies of the original design and as-built drawings for the Town maintained basins will be used to return the structures to original conditions when maintenance is performed. The applicable portions of the individual SWPPP's are included in the file. The results of annual inspections will be included in this file.
Existing closed drainage systems are examined prior to roadway reconstruction.	To the maximum extent practical the existing drainage, in roads to be reconstructed, is redesigned to improve capacity and to improve water quality. Illegal connections, such as grey water discharges, are redirected to proper locations.
<ul style="list-style-type: none"> • Procedures for site plan and SWPPP review to ensure SWMPs meet state standards. • <i>Describe procedures below. <u>Revise as procedures are updated.</u></i> 	<ul style="list-style-type: none"> • <i>Example measurable goals include: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</i>
The Town engineering department or TDE review SWPPP's to ensure that NYSDEC technical standards are met. All infrastructure, including stormwater management/treatment basins, that will be turned over the Town is inspected by the TDE and the Town engineering department.	9 SWPPP's were reviewed by consultant engineers for the Town in program year #4. The Stormwater Management Officers and/or Town engineering staff also reviewed the SWPPP's to ensure that the consultants' reviews met the Town's requirements. All plans submitted for site plan approval were reviewed. The Town will continue this practice indefinitely.

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>Permit Reference IV.C.5.a, c. (continued): Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • Procedures for inspection and maintenance of post-construction management practices. • <i>Explain procedures below. <u>Revise as procedures are updated.</u></i> 	<ul style="list-style-type: none"> • <i>Example measurable goals are number of: inspections maintenance activities performed.</i>
<p>The Niskayuna department of engineering has compiled a list of existing stormwater management basins throughout the town.</p>	<p>The Town maintains 20 stormwater water management basins. The department of engineering has added the basin’s locations to the town wide drainage GIS database. The basins are inspected annually in order to assess the current conditions of the basins. Maintenance was performed when necessary.</p> <p>Year 5- Additional information will be collected for each management basin. Photographic records of each basin will be taken. Existing basins will be studied to see if the basins could be modified to provide additional treatment of stormwater.</p>
<p>The department of engineering/Stormwater Management Officers will perform annual inspections of the private stormwater management basins in town.</p>	<p>In the event that a basin is discovered to be improperly operating the Town will notify the owner and require repairs to be made. Currently 10 private basins are located in the Town. During year 4 no violations were found.</p> <p>This practice will continue indefinitely.</p>
<p>The Town has created a dedicated crew responsible for drainage collection system maintenance. This 4 man crew will be trained in the proper construction and maintenance of stormwater management/treatment basins. The record file for stormwater management basins mentioned above will be used to properly inspect and maintain the basins.</p>	<p>The department of engineering will assist in the training of the stormwater maintenance crew, and assist in the inspection of the stormwater management basins. The results of the inspections will be added to the stormwater basin file.</p>

<ul style="list-style-type: none"> • Procedures for enforcement and penalization of violators. • <i>Explain procedures below. <u>Revise as procedures are updated.</u></i> 	<ul style="list-style-type: none"> • <i>Example measurable goals: number enforcement activities performed.</i>
<p>The Town’s newly adopted stormwater local ordinance has established a mechanism for assessing penalties for water quality violations. Owners of private stormwater management systems are responsible for the water quality leaving their site even after construction is complete. The Town is responsible for the maintenance of public stormwater management systems.</p>	<p>During program Year 4 no penalties were required. Prior to accepting two new stormwater management basins from a developer of a new residential subdivision, Town inspectors determined that the basins were not constructed as per the approved plans. The developer was required to reconstruct the basins to the meet the approved plans. The basins were properly modified and the Town has accepted the new basins.</p> <p>Year 5- The inspections described above will be continued and the local law will be used to enforce proper maintenance and adherence to approved SWPPP’s for all applicable development.</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>Permit Reference IV.C.5.a, c. (continued): Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • Adequate resources for a program to inspect new and re-development sites and for enforcement and penalization of violators. • <i>Describe resources below. Update annually.</i> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>The Town has dedicated 4 highway department workers to stormwater maintenance and repair. The Town Building Inspector and Assistant to the Town Engineer have been appointed to be Stormwater Management Officers. TDE’s have been selected by the Town to inspect development projects to ensure that all stormwater related construction is performed as per Town and NYS standards as well as the approved plans for the specific projects.</p> <p>The Town’s newly adopted stormwater local ordinance has established a mechanism for assessing penalties for water quality violations. Owners of private stormwater management systems are responsible for the water quality leaving their site even after construction is complete. The Town is responsible for the maintenance of public stormwater management systems.</p>	<p>These practices will continue indefinitely.</p>
<p>Additional Techniques</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>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:</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"> • This table is for MS4s to report on their OVERALL Municipal Pollution Prevention / Good Housekeeping Program. • A separate table follows that is for MS4s to report on management practices performed in identified municipal operations. • Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures. • Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed. 	
<p>Permit Reference IV.C.6.a: Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>• <i>List pollutants that will be addressed by the municipal pollution prevention program.</i></p>	
<p>Salt, Sediment, Oil, Detergents, Misc. Hazardous Materials</p>	
<p>• <i>Set and describe pollution prevention priorities by geographic areas, municipal operation type, and facilities.</i></p>	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>Roadway - performed street cleaning</p>	<p>Town used new street cleaner to clean all Town owned roads three times in program year #4.</p>
<p>Stormwater Collection System - Cleaned catch basins and pipes. - Replaced/improved existing stormwater collection system</p>	<p>Town highway department employees cleaned and rebuilt catch basins and stormsewer pipes through out the Town. - As part of the annual roadway reconstruction program Town forces replaced or improved the existing closed drainage systems on the roads rebuilt.</p> <p>Year 5- The Town has purchased a new combo jet/vac truck to more effectively clean storm drainage lines and catch basins.</p>
<p>Training and use of improved methods of silt and sediment control on municipal construction projects.</p>	<p>The Town Water and Sewer Department employees received training on the proper use of silt fence, filter fabric, mulching, seeding, stone fill for riparian stabilization, and slope stabilizing blankets. Training was performed in the field during a large culvert installation project. The methods listed were then used successfully during the project construction.</p>

<p>Permit Reference IV.C.6.a: Include a municipal pollution prevention training component for staff (where all staff are trained).</p> <ul style="list-style-type: none"> • <i>Explain activities and materials used to meet this requirement.</i> • <i>Identify training needs and design training components</i> • <i>Determine the adequacy and appropriate frequency of staff training.</i> • <i>Identify personnel or outside organization conducting activities.</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Schenectady County held training stressing municipal good housekeeping practices. Training included the importance of minimizing, containing, and cleaning up after vehicle leaks. The County provided public works highway supervisors and crews with some techniques for the identification of illicit discharges, and directive to report suspicious findings. Staff from the Town Water and Sewer Department attended the County training.</p>	<p>The training was held October 26, 2006. The Town will send staff to the training once again in 2007.</p>
<p>The Town is currently developing Best Management Practices (BMP's) for municipal operations to reduce pollution to the maximum extent practical. Department heads from the Highway Department, Engineering Department, and Water and Department are working to implement BMP's to meet the needs of each department.</p>	<p>The BMP's for municipal operations will be implemented by the end of Year 5. At the end of Year 5, the new BMP's will be assessed for effectiveness. Necessary changes will be made.</p>
<p>Town staff will be trained in the new BMP's. Workers from the Highway Department, and Water and Department will be trained in all applicable BMP's implemented in Year 5.</p>	<p>Initial training will be completed by the end of Year 5. Training will be performed annually or when changes in the BMP's are adopted.</p>
<p>Additional Techniques</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>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:</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"> • Copy this page and give it to each municipal office or department responsible for reporting. • Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department. • Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures. • Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed. 	
<p>Permit Reference IV.C.6.a, c: Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from the municipal operation(s) indicated above to the MEP.</p> <ul style="list-style-type: none"> • <i>Describe how the bulleted items below focus on pollutants addressed by the municipal pollution prevention program and the pollution prevention priorities.</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • <i>Briefly describe or reference any existing policies and procedures</i> • <i>Briefly describe or reference any policies and procedures being developed</i> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>HIGHWAY AND PARKS DEPARTMENT</p>	
<p>Best management practices (BMP's) are currently being developed to address pollution from daily operations. The highway department does follow the Town's Spill Prevention, Control and Countermeasure Plan that was developed for the Town by Sterling Engineering in 2002.</p>	<p>Year 5-The BMP's to be developed Town-wide will be modified to best suit the operation of the Highway Department. The BMP's will include proper salt handling, an updated spill response plan, construction site stormwater pollution prevention, vehicle maintenance, fertilizer/ lawn chemical application, catch basin cleaning, and many more.</p>
<p>The culverts, catch basins, and other closed drainage are inspected by the highway workers on a regular basis and cleaned out with our vacuum truck as conditions warrant. The Town also operates its street cleaning vehicle on a continuous basis as weather allows.</p>	<p>During Year 4 the Town was able to clean all 90miles of Town road three times. The catch basins and closed drainage pipe that required cleaning were cleaned using the highway department's water truck and vacuum truck.</p> <p>Year 5- The Town will use its new combo jet/vac truck to more effectively and more efficiently clean the closed drainage pipes and catch basins throughout the town.</p>

<p>The highway department used our hydro-seeding equipment to reduce erosion resulting from construction projects.</p>	<p>The highway department used the hydro-seeding equipment to quickly establish turf upon completion of roadway reconstruction projects, drainage projects, and at the various town parks to control erosion of exposed soil. The hydro-seeding equipment was also made available to the water and sewer department for use on projects. Year 5- The hydro-seeder will be an important tool that will be used as part of the Town's construction site stormwater pollution prevention BMP.</p>
<ul style="list-style-type: none"> • <i>Briefly describe or reference any existing best management practices</i> • <i>Briefly describe or reference any planned best management practices</i> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>Best management practices for spill prevention and control, road salt application and vehicle washing are being used.</p>	<p>All existing best management practices will be updated in program year 5. New BMP's will be created for road salt application, storage and handling, vehicle washing and maintenance, spill clean-up, catch basin and pipe cleaning, and construction site pollution prevention.</p>
<ul style="list-style-type: none"> • <i>Identify and describe the equipment and staff that are in place</i> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>Equipment includes a water jetting truck, a vacuum truck, a hydro-seeder, and a fleet of highway maintenance vehicles.</p>	<p>Year 5- The highway department will use its new combo jet/vac truck more effectively and more efficiently clean the closed drainage pipes and catch basins throughout the town.</p>
<p>Highway staff includes 34 year-round employees (4 dedicated only to drainage maintenance and cleaning). An additional 10 summer employees were added to assist with roadway reconstruction and other seasonal work.</p>	<p>-Staffing will remain at current levels.</p>

Minimum Control Measure 6. Municipal Operations: X Street and Bridge Maintenance; x Winter Road Maintenance; X Stormwater System Maintenance; x Vehicle and Fleet Maintenance; Park and Open Space Maintenance; x Municipal Building Maintenance; X Solid Waste Management; X Water and Sewer System Maintenance and Repair; X Water and Sewer Plants Operation and Maintenance

<ul style="list-style-type: none"> • Copy this page and give it to each municipal office or department responsible for reporting. • Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department. • Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures. • Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed. 	
<p>Permit Reference IV.C.6.a, c: Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from the municipal operation(s) indicated above to the MEP.</p> <ul style="list-style-type: none"> • <i>Describe how the bulleted items below focus on pollutants addressed by the municipal pollution prevention program and the pollution prevention priorities.</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • <i>Briefly describe or reference any existing policies and procedures</i> • <i>Briefly describe or reference any policies and procedures being developed</i> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>WATER AND SEWER DEPARTMENT</p>	
<p>Best management practices (BMP's) are currently being developed to address the potential from pollution from daily operations. The Water and Sewer Department does follow the Town's Spill Prevention, Control and Countermeasure Plan that was developed for the Town by Sterling Engineering in 2002. Soil and erosion control practices are used by the department when conditions require. Silt fence, stone construction entrances, filter fabric, rip-rap, hydro-seeding, and slope erosion prevention blankets have been used to protect against pollution resulting from construction and repair activities.</p>	<p>Year 5-The BMP's to be developed Town-wide will be modified to best suit the operation of the Water and Sewer Department. The BMP's will include proper salt handling, an updated spill response plan, construction site stormwater pollution prevention, vehicle maintenance, hydrant flushing, and many more.</p>
<ul style="list-style-type: none"> • <i>Briefly describe or reference any existing best management practices</i> • <i>Briefly describe or reference any planned best management practices</i> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>Best management practices for spill prevention and control, road salt application, hydrant flushing, and vehicle washing are being used.</p>	<p>All existing best management practices will be updated in program year 5. New BMP's will be created for road salt application, storage and handling, vehicle washing and maintenance, spill clean-up, hydrant flushing, and construction site pollution prevention.</p>

<ul style="list-style-type: none"> Identify and describe the equipment and staff that are in place 	DO NOT ENTER INFORMATION IN THIS CELL
<p>Equipment includes a combo jet/vac truck, CCTV inspection truck, and a fleet of water and sewer maintenance vehicles.</p>	<p>Year 5- A new CCTV inspection/chemical grouting truck will be purchased. Truck will be used to inspect and repair the Town's sanitary sewer system. The camera will be used to assist the Highway Department to inspect the Town's closed drainage system.</p>
<p>Water and Sewer staff includes 25 year-round employees. An additional 5 summer employees were added to assist with seasonal work.</p>	<p>-Staffing will remain at current levels.</p>

Minimum Control Measure 6. Municipal Operations: ___ Street and Bridge Maintenance; ___ Winter Road Maintenance; ___ Stormwater System Maintenance; ___ Vehicle and Fleet Maintenance; x Park and Open Space Maintenance; ___ Municipal Building Maintenance; ___ Solid Waste Management; X Oversight of Stormwater Management Program

<ul style="list-style-type: none"> • Copy this page and give it to each municipal office or department responsible for reporting. • Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department. • Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures. • Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed. 	
<p>Permit Reference IV.C.6.a, c: Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from the municipal operation(s) indicated above to the MEP.</p> <ul style="list-style-type: none"> • Describe how the bulleted items below focus on pollutants addressed by the municipal pollution prevention program and the pollution prevention priorities. 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • Briefly describe or reference any existing policies and procedures • Briefly describe or reference any policies and procedures being developed 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>ENGINEERING DEPARTMENT</p>	
<p>Best management practices (BMP's) are currently being developed to address the potential of pollution from town wide daily operations. The Engineering Department has been responsible for the implementation of the Town's Stormwater Management Program.</p>	<p>Year 5-The Engineering Department will work with the other Town departments the create BMP's to be used town wide.</p>
<ul style="list-style-type: none"> • Briefly describe or reference any existing best management practices • Briefly describe or reference any planned best management practices 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>The Town Engineering Department applied for a NYSDEC grant to design and construct a vehicle wash facility. The grant was not funded.</p>	<p>The Town is currently working with an engineering consultant to design a vehicle wash facility to be used by ALL Town departments.</p>
<p>The Engineering Department is reviewing the existing BMP's currently being used by the other Town departments to determine required modifications.</p>	<p>All existing best management practices will be updated in program year 5. New BMP's will be created by the Engineering Department and presented to the other department heads to make modifications to best suit each department.</p>
<ul style="list-style-type: none"> • Identify and describe the equipment and staff that are in place 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>Engineering staff includes 2 licensed professional engineers and 2 summer engineering interns.</p>	<p>-Staffing will remain at current levels.</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"> • Copy this page and give it to each municipal office or department responsible for reporting. • Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department. • Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures. • Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed. 	
<p>Permit Reference IV.C.6.a, c (continued): Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • <i>Assess if existing programs adequately reduce and/or prevent pollutant discharges</i> • <i>Determine and list any operation type, location or facility that is in need of modification or updates.</i> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>WATER AND SEWER, HIGHWAY, AND ENGINEERING DEPARTMENTS</p>	
<p>Existing training program must be expanded.</p>	<p>The Town will create a generic training plan to be used town wide. Each department will work with the Engineering Department to tailor the generic plan to each department's specific needs.</p>
<p>Training for all departments must be expanded.</p>	<p>All departments will receive training.</p>
<p>Permit Reference IV.C.6.a: If there is a training component for staff specific to these municipal operations:</p> <ul style="list-style-type: none"> • <i>explain the activities and materials;</i> • <i>identify the personnel or outside organization conducting the activities.</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Short film [DVD], Storm Watch Municipal Stormwater Pollution Prevention/Good Housekeeping and spill cleanup procedures lecture with handouts, and question / answer period inclusive of feedback session.</p>	<p>County Training held October 26, 2006. Town water and sewer staff attended. Year 5- Town staff will receive in-house training. Town will attempt to borrow the City of Schenectady's copy of the Storm Watch Municipal Stormwater Pollution Prevention/Good Housekeeping DVD or purchase a copy for Town use.</p>
<p>County Departments of Planning, and Engineering, DEC staff, and Soil and Water Conservation District Staff.</p>	<p>Town staff will conduct the good housing training with the assistance of the County and NYSDEC.</p>
<p>Additional Techniques</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</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 _____