



**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, 2004 – March 9, 2005

Program Identification :

SPDES Number: NYR20A163

MS4 Name: Town of Niskayuna

County: Schenectady

Contact Name: Richard Pollock

Contact Title: Superintendant of Engineering

Phone: (518) 386-4525

Mailing Address: 1 Niskayuna Circle
Niskayuna, NY 12309



**SPDES General Permit for Stormwater Discharges from
Small Municipal Separate Storm Sewers (MS4s), Permit No. GP- 02-02
Municipal Compliance Certification (Submitted with the SWMPAR), Page 2**

SPDES No.:	MS4 Name:
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Section D. Explanation of Compliance Evaluation

If you answered No to question 1b in Section B or to any question in Section C, indicate the question number in the small box in the upper left hand corner, and provide a brief explanation, including action being taken to address the problem, in the space provided. With respect to any of the six minimum measures, your attached Stormwater Management Program Annual Report (SWMPAR) must include a detailed explanation of why implementation or compliance is not being achieved and what actions have been taken to ensure compliance with each minimum measure. Indicate where this explanation can be found in the SWMPAR. If necessary, attach extra sheets following the same format.

Question # C-1-a	Explanation Public Education : MCM 1
<p>Steady progress is being achieved. Niskayuna is working with Schenectady County to purchase printed educational materials. Schenectady County is awaiting receipt of the contract for the EPF Grant for MS4 Implementation. The County went out to bid on printing educational materials in February 2005 and no bids were received, printers indicated they could not print the construction poster. County Planning has solicited prices from printers that DEC utilized, 55,000 pieces countywide should be ordered in May of 2005.</p>	

Question # C-1-c	Explanation Illicit discharge detection and elimination : MCM 3
<p>Steady progress is being achieved. A data collection form has been completed, and, as scheduled the field reconnaissance is beginning. This data collection shall continue through this summer and most likely into next. Niskayuna has hired an intern to assist with the data collection. Niskayuna and the other MS4 communities in Schenectady County are applying for a grant to assist with the development of the required local regulation to prohibit non-stormwater discharge to the MS4, and to conduct training of employees responsible for inspection/enforcement.</p>	

Question # C-1-d	Explanation Construction site stormwater runoff control : MCM 4
<p>Steady progress has been made towards adoption of a Grading and Erosion Control ordinance. Our engineering department is currently working with our planning department to produce an ordinance to best address construction site stormwater runoff control. A finished ordinance will be presented to the Town Board for adoption in the summer of 2005.</p>	

Section E. Certification

"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: _____ Title: _____

Signature: _____ Date: _____

The MCC 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. Send two completed **hard copies** (an original and a photocopy) of this form, the following SWMPAR Minimum Measures and the other reporting requirements to the DEC Central Office (MS4 Permit Coordinator, 625 Broadway, Division of Water - 4th Floor, Albany, NY 12233-3505).

**Stormwater Management Program Annual Report
Six Minimum Measures Section**

March 10, 2004 – March 9, 2005

Municipality Name Town of Niskayuna

SPDES Number NYR20A163

Use this table to summarize your Stormwater Management Program (SWMP) Minimum Measures for Sections I through VI of the SWMPAR. We request that MS4s fill out this table electronically. The table is available in Microsoft Word and Corel WordPerfect, or you may duplicate this table manually. Send two completed **hard copies** (an original and a photocopy) of the previous MCC form, this form and the other SWMPAR reporting requirements to the DEC Central Office (MS4 Permit Coordinator, 625 Broadway, Division of Water - 4th Floor, Albany, NY 12233-3505).

MINIMUM MEASURE 1: Public Education and Outreach in Stormwater Impacts

A. If Needed, Provide Additional Notes to Explain and/or Describe Changes to this Minimum Measure in Your SWMP:

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
List the planned management practices and any additional ones that you worked on.	Any done in the past year?	If YES, describe the measurable goals that were achieved and other accomplishments.	Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
	YES NO		
REQUIRED TECHNIQUES			

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
List the planned management practices and any additional ones that you worked on.	Any done in the past year?		Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
	YES	NO	
Plan and conduct an ongoing public education and outreach program	X		<p>The information posted on the town webpage will be expanded to include additional educational resources. The approved MS4 Annual Report for 2004 will be posted. Dates and information pertaining to environmental events through out Schenectady County will be posted (i.e. shore line clean up programs, seminars, and informational meetings).</p> <p>The Town will continue the use our biannual newsletter to promote public education and involvement in stormwater and environmental issues.</p> <p>Niskayuna will develop material to familiarize the public with the newly adopted Town ordinances pertaining to erosion and sediment control. This information will be available at the Town Building Department. Information packets will be developed and mailed to all developers and engineering firms with active or recent projects in Niskayuna.</p> <p>Niskayuna will be purchasing approximately 2,000 educational pamphlets and brochures by June 2005. This information will be distributed to residents in a variety of ways, including but not limited to Niska-Day, displays at Town Hall and the Niskayuna Public Library, and through the Niskayuna public schools.</p>

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
List the planned management practices and any additional ones that you worked on.	Any done in the past year?		If YES, describe the measurable goals that were achieved and other accomplishments.
	YES	NO	Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
ADDITIONAL TECHNIQUES			
Educational Video	X		The Town has obtained a copy of the educational video, "After the Storm". The video, produced by The Weather Channel and the EPA, covers several topics relating to the protection of water resources. The video is available for loan to residents or community groups.
Displays	X		Niskayuna provided an informational display at the 2004 Niska-Day community celebration.
			Niskayuna will obtain additional educational films. The films become part of a "video library" designed to promote public interest in water resource protection.
			Niskayuna has made plans to set up an informational display at the 2005 "Niska-Day" community celebration (May 21).

MINIMUM MEASURE 2: Public Involvement/Participation

A. If Needed, Provide Additional Notes to Explain and/or Describe Changes to this Minimum Measure in Your SWMP:

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
List the planned management practices and any additional ones that you worked on.	Any done in the past year?		Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
	YES	NO	
REQUIRED TECHNIQUES			
Public notice and access to documents and information	X		The completed Stormwater Management Program 2003 Annual Report was posted on the town webpage and was made available at Town Hall.
Public presentation and comments received on SWMP and annual report	X		The Completed Stormwater Management Program 2004 Annual Report will be presented at a public meeting. Public attendance and comment will be encouraged.
			The Stormwater Management Program 2003 Annual Report was presented to the public at the 5/18/04 Niskayuna Town Board Meeting. Comments were accepted until 5/29. None were received.
			The completed Stormwater Management Program 2004 Annual Report will be posted on the town webpage and will be made available at Town Hall.

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
List the planned management practices and any additional ones that you worked on.	Any done in the past year?		Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
	YES	NO	
Public involvement/ participation program	X		<p>Niskayuna is an active member of the Schenectady County Water Quality Coordinating Committee. The SCWQCC coordinated programs and events to increase public involvement and participation regarding water quality issues. These events included a shoreline clean-up program, circulation of an information kiosk through out Schenectady County, and the co-sponsoring of the Capital Region Envirothon. The SCWQCC has coordinated with the school districts within Schenectady County to encourage the participation of students in environmental programs.</p> <p>The implementation of the Town's Stormwater Management Program has become a regular topic discussed at the monthly meetings of the Niskayuna Town Board Subcommittees. The Highway Committee examines drainage issues within the town and maintenance of the public stormwater collection system. The Special Districts Committee, Technology Committee, and the Finance Committee, have dealt with issues pertaining to implementation of Niskayuna's SWMP.</p> <p>Niskayuna will seek input from the Town's Environmental Advisory Committee, the Capital District Regional Planning Commission, the Schenectady County Environmental Advisory Council, and The Capital District Builders Association regarding the implementation of the Town's SWMP.</p> <p>A program to encourage volunteer participation will be created. Volunteer activities designed to improve public awareness and participation will be developed.</p>
Contact person identified			Richard C. Pollock, P.E. Superintendent of Engineering
ADDITIONAL TECHNIQUES			

MINIMUM MEASURE 3: Illicit Discharge Detection and Elimination

A. If Needed, Provide Additional Notes to Explain and/or Describe Changes to this Minimum Measure in Your SWMP:

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
List the planned management practices and any additional ones that you worked on.	Any done in the past year?		Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
	YES	NO	
REQUIRED ACTIVITIES			
Outfall mapping	X		Niskayuna has worked with the Schenectady County Department of Engineering to develop a standard data collection form to be utilized by the MS4 communities within the Town. A copy of this form has been provided in Appendix E. Niskayuna has hired an intern to assist in GPS mapping of all of Niskayuna's stormwater outfalls.
Illicit discharges prohibited		X	Grant Application to be submitted 4/29/05 to support this effort. Begin development of local law and implementation upon receipt of grant.
Public, employees, businesses informed of hazards from illicit discharges	X		Educational material was made available in the Town Building Department and at the main information desk in Town Hall. The materials included septic system care information and guidance information pertaining to the elimination and detection of illicit discharges. Niskayuna will work with the County and other MS4 communities within the County to develop and disseminate educational materials concerning illicit discharges and the hazards associated with illegal discharges and dumping to stormsewer collection systems.

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
List the planned management practices and any additional ones that you worked on.	Any done in the past year?		Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
	YES	NO	
Illicit discharges identified	X		Town forces identified multiple residences with failing septic systems. Visual inspection, odor detection, and lab testing have identified two neighborhoods of concern. The Stanford / Fillmore Avenue area was found to contain multiple septic systems in failure (See below). The second area of concern was along a portion of Van Antwerp Road. The Town will work to create a sanitary sewer extension to service the residences along the portion of Van Antwerp Road known to contain failing septic systems.
ADDITIONAL ACTIVITIES			
The Stanford / Fillmore Avenue Sanitary Sewer Extension	X		Work began on the Stanford / Fillmore Avenue Sanitary Sewer Project in October 2004. The project includes the installation of 5,600 ft of sanitary sewer to service 88 existing properties. The majority of the existing septic systems in the project area were found to be in failure. Water samples taken from the existing stormwater collection system tested positive for Fecal Coliform. Test results can be found in Appendix F. Work will continue on the sewer project through the Spring of 2005. The new sanitary system is scheduled to be operational by the end of June 2005.
Stormwater Collection System Mapping	X		Niskayuna continued to work on updating the stormwater map created in 2003. Town forces have worked to verify the location, size, and condition of the pipes shown on the map. Work will continue on the stormwater map created in 2003. Town forces will work to verify the location, size, and condition of the pipes shown on the map. As new stormwater collection systems are constructed the Town-wide stormwater maps will be updated.

MINIMUM MEASURE 4: Construction Site Stormwater Runoff Control

A. If Needed, Provide Additional Notes to Explain and/or Describe Changes to this Minimum Measure in Your SWMP:

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
List the planned management practices and any additional ones that you worked on.	Any done in the past year?		Describe activities that are planned for this minimum measure for next year’s SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
	YES	NO	
REQUIREMENTS			
Require erosion and sedimentation controls through an ordinance or other regulatory mechanism	X		Niskayuna is working with Schenectady County and the other MS4 communities in the County to develop a draft erosion, sediment control and stormwater management local law.
Provide opportunity for public comment on construction plans	X		Niskayuna Planning Department provides residents the opportunity to examine the plans for all approved projects within the town. As-built records are also available for public review
Require construction site plan review	X		Construction site plans have been reviewed by the Niskayuna Department of Engineering, or a consultant selected by the Department of Engineering, to ensure proper erosion control and stormwater management practices. Reviews were performed in accordance to the New York State Standards and Specifications for Erosion and Sediment Control, and the New York State Stormwater Management Design Manual.
Require overall construction site waste management			The Draft local law requires the SWPPP to address construction site waste management to avoid litter and pollution o f stormwater.

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
List the planned management practices and any additional ones that you worked on.	Any done in the past year?		Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
	YES	NO	
Site inspection and enforcement	X		<p>Construction site inspections have been performed by the Niskayuna Department of Engineering, or a consultant selected by the Department of Engineering, to ensure proper erosion control and stormwater management practices.</p> <p>The Draft Local law includes a section to implement inspection and enforcement process to comply with GP-02-01.</p> <p>Construction site inspections will continue to be performed by the Niskayuna Department of Engineering, or a consultant selected by the Department of Engineering, to ensure proper erosion control and stormwater management practices. The inspection procedures will be modified to reflect changes imposed by the proposed town ordinances mentioned above.</p> <p>The Town plans to adopt the erosion, sediment control and stormwater management local law in July 2005.</p> <p>Niskayuna will attempt to develop a group of volunteer inspectors that will monitor stormwater runoff conditions during and following rainstorms.</p>
Education and training of construction site operators	X		<p>Educational material was distributed through the Town building department. Guidance documents pertaining to construction site BMP's and procedures for the proper implementation of GP-02-01 were made available to contractors.</p> <p>Niskayuna worked with Schenectady County to develop in-house training on BMP's for municipal staff to promote better understanding of how the measures work as well as what to look for to ensure the measures are suitable, effective, properly installed, and maintained.</p> <p>Niskayuna will continue to distribute educational material through the building department. This program will be expanded to cover additional topics.</p> <p>With the assistance of Schenectady County, Niskayuna will conduct training of municipal staff to promote better understanding of how the BMP's work as well as what to look for to ensure the measures are suitable, effective, properly installed, and maintained.</p>
ADDITIONAL PRACTICES			

MINIMUM MEASURE 5: Post-Construction Stormwater Management

A. If Needed, Provide Additional Notes to Explain and/or Describe Changes to this Minimum Measure in Your SWMP:

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
List the planned management practices and any additional ones that you worked on.	Any done in the past year?		Describe activities that are planned for this minimum measure for next year’s SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
	YES	NO	
REQUIREMENTS			
Assess existing conditions throughout the MS4 and identify appropriate management practices to reduce pollutant discharge to the maximum extent practicable	X		Niskayuna has compiled a list of all Town maintained stormwater detention basins. Town forces have begun to inspect all existing basins to determine whether they are functioning as designed and whether or not modifications will be required.
Regulate post-construction runoff from development through an ordinance or other regulatory mechanism	X		The draft erosion, sediment control, and stormwater management local law includes sections pertaining to the regulation of post-construction runoff from development.
Develop management practice inspection and maintenance program	X		Reviewed O&M procedures for existing structural BMP’s. Changes to the existing procedures are currently being developed.
ADDITIONAL PRACTICES			

MINIMUM MEASURE 6: Pollution Prevention/Good Housekeeping

A. If Needed, Provide Additional Notes to Explain and/or Describe Changes to this Minimum Measure in Your SWMP:

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
List the planned management practices and any additional ones that you worked on.	Any done in the past year?		Describe activities that are planned for this minimum measure for next year’s SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
	YES	NO	
REQUIREMENTS			
Prevent discharge of pollutants from municipal operations	X		Planning continues for the replacement of the Town’s current Water and Sewer Garage and Maintenance Facility. The new facility would include the construction of a vehicle wash-down bay. The contaminated water resulting from the wash-down bay is to be directed to the Town’s wastewater treatment facility.
Follow DEC NPS management Practices catalog, or equivalent	X		<p>The Niskayuna Highway Department dedicated 836 man-hours to street sweeping and catch basin cleaning operations. Town forces were able to sweep all Town maintained roads. A total of 944 hours were dedicated to the repair of catch basins through out the town. 1564 hours were devoted to the repair of drainage pipes and culverts.</p> <p>In March 2005 the Niskayuna Highway Department increased it’s ability to clean street’s by purchasing new street sweeper.</p> <p>Procedures and management practices will continue to be examined and changes will be made as directed by NYSDEC published recommendations.</p> <p>Modifications to street sweeping and catch basin cleaning procedures will be implemented.</p> <p>Niskayuna will evaluate BMP’s that could be implemented to reduce the use of salt and sand during winter road maintenance operations.</p>
Conduct employee pollution prevention training	X		<p>Training programs for Town employees are currently being developed with the assistance of the SCWQCC.</p> <p>Municipal employees will begin receiving pollution prevention training. Niskayuna will work with Schenectady County and the other MS4 communities in Schenectady County to reduce training costs and improve program effectiveness.</p>
ADDITIONAL PRACTICES			

Section VII-Monitoring / Modeling

Niskayuna did not conduct any monitoring or modeling efforts this program year.

Section VIII Summary of Funding and Use of Grant Money

AWQIP Grant for the Schenectady County MS4 cooperating Communities was awarded in September of 2004. The required work program and supporting documents were submitted to DEC 2/16/05 and we are presently waiting to receive the contract for execution. In the meantime we have proceeded with the purchase of a digital camera (\$300) for use in the data collection and mapping of our outfalls. County Planning is coordinating the printing of educational materials.

Appendices

- A.** Town of Niskayuna Notice of Intent
- B.** SCWQCC Strategy and Mission Statement
- C.** SCWQCC Minutes / Memo
- D.** “Drainage Do’s and Don’ts” article as published in the Spring 2004 Niskayuna town newsletter
- E.** Outfall Mapping Data Collection Form
- F.** Stanford / Fillmore Area stormwater test results
- G.** Summary of Public Comments