



**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: Village of Brewster SPDES Permit Number: NYR20A256

See information packet for information to help complete this form.

MCC Form for year ending: March 9, __ 2006 (Year 3) <u> X </u> 2007 (Year 4) ___ 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> X </u> Yes ___ No			
Name: Village of Brewster		Title:	Department:
Mailing Address:	Street or P.O. Box: 208 Main Street	City: Brewster	
	County: Putnam	State: New York	Zip Code: 10509
Phone: (845) 279-3760		E-mail Address: www.brewstervillage-ny.gov	
Local Stormwater Public Contact (Required by Minimum Measure 2)			
Is information below: 1) new or changed? <u> X </u> Yes ___ No 2) same as: ___ Owner/Operator			
Name: John Degnan		Title: Mayor	Department:
Mailing Address:	Street or P.O. Box: 208 Main Street	City: Brewster	
	County: Putnam	State: New York	Zip Code: 10509
Phone: (845) 279-3760		E-mail Address: jdegnan@brewstervillage-ny.gov	
Stormwater Management Program (SWMP) Coordinator (Responsible for implementation/coordination of SWMP)			
Is information below: 1) new or changed? ___ Yes <u> X </u> No 2) same as: ___ Owner/Operator ___ Local Stormwater Public Contact			
Name: J. Robert Folchetti & Associates, LLC		Title: Civil and Environmental Engineers	Department:
Mailing Address:	Street or P.O. Box: 247 Route 100 – Suite 1003	City: Somers	
	County: Westchester	State: New York	Zip Code: 10589
Phone: (914) 232-2500		E-mail Address: John.Folchetti@jrfa.com	
Annual Report Preparer			
Is information below: 1) new or changed? ___ Yes <u> X </u> No 2) same as: ___ Owner/Operator ___ Local Stormwater Public Contact <u> X </u> SWMP Coordinator			
Name: J. Robert Folchetti & Associates, LLC		Title: Civil and Environmental Engineers	Department:
Mailing Address:	Street or P.O. Box: 247 Route 100 – Suite 1003	City: Somers	
	County: Westchester	State: New York	Zip Code: 10589
Phone: (914) 232-2500		E-mail Address: John.Folchetti@jrfa.com	

IMPORTANT NOTE: Rows can be added to the tables in the following sections by going to the rightmost cell in the bottom row of the table and hitting tab. Hitting return in a given row will make the row wider, creating more room to type or write.

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
Diverting Reservoir, Muscoot Reservoir and Croton Falls Reservoir (Croton System)	PHOSPHORUS	X	

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?

Yes
 No (explain below)

Explanation:

The Village of Brewster will begin phosphorus reduction in compliance with the special conditions in Part III.B of the MS4 permit when the Draft Proposed Heightened Permit Requirements For MS4's In the East of Hudson Watershed is issued as Final.

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

List MS4 Partners with Planned Legally Binding Agreements or Contracts

List MS4 Partners with Other Agreements in Place

Municipality: Brewster Central School District and the Institute for Environmental Stewardship (IES)
Activity: Cooperative effort to incorporate stormwater education throughout the K-12 curriculum

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? Yes ___ No (explain below)

Explain:

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 Budget for stormwater maintenance for the Village of Brewster is \$14,000. The MS4 budget is funded annually in July. In addition, the Village received a \$25,000 grant for water quality improvement from NYSDOS. This grant was used for non-point source pollution, specifically the expansion of the Village GIS database.

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: The Village has created their own website (www.brewstervillage-ny.gov). The website contains a Municipal Storm Sewer section that posts stormwater information including educational outreach materials, the adopted stormwater program and the Annual MS4 report to name a few.				
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: The Year 4 MS4 Annual Report was presented on May 2 th 2007.				
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: GPS mapping of the outfalls within the Village limits has been completed. The outfalls have been put in a GIS database.				
IV.C.4.	Construction Site Stormwater Runoff Control	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
	Explain 'no' / 'N/A' answer: A stormwater and erosion control ordinance is part of revised zoning regulations currently under Counsel review. A public hearing was held in February 2007 and extended to March 2007. The Village is planning adoption of the ordinance in June 2007.				
IV.C.5.	Post-Construction Stormwater Management	<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: The Village has developed checklists for site inspections to be used by the Building Department and the Department of Public Works.				
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: The Village has acquired videos and training materials from the EPA which were use in the training of highway department staff. In addition, the Village website now posts educational information and Village ordinances regarding stormwater in an effort to reach a greater audience.				

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: John Degnan

Title: Mayor

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: Village of Brewster

SPDES Permit Number: NYR20A 256

Annual Report Table for year ending: March 9, X 2006 (Year 3) 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 Village has developed their own website which posts stormwater information including a report on the overall program, the annual report, ordinances and outreach materials. (www.brewstervillage-ny.gov)</p>	<p>The Village will continue to update the website with new informational literature, any changes to the stormwater program and ordinances on an as needed basis.</p>
<p>Put up fliers and posters regarding conservation, pollution, and septic systems were distributed in the Village Hall and in businesses on Main Street.</p>	<p>Four flyers on stormwater best management practices and three flyers on septic system maintenance were distributed throughout the Village businesses. In addition, bookmarks were prepared for distribution to the Brewster Central School District. Ongoing Task – monthly basis</p>
<p>A Clean Up Day was held by the Village in November 2006. Marvin Avenue was the designated clean up site. Tires, scrap metal and lumber were removed.</p>	<p>Twenty people participated in the event. The Village plans to hold events of this nature annually.</p>
<p>Earth Day was celebrated in the Village on April 15, 2006. Stormwater flyers were distributed to the public and the areas deemed to be areas high in stormwater pollution were cleaned by residents.</p>	<p>Earth Day will continue to be celebrate every year in the Village. April 14, 2007 is the next scheduled date.</p>
<p>A Bulk Pick Up Day is scheduled once a year in the Village.</p>	<p>The Village reports 120 pounds of debris was collected, sorted and disposed of accordingly.</p>

Additional Techniques	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
The Village is considering the development of a recycling booklet which will contain a section on stormwater best management practices.	
The Village is considering contacting a NYCDEC representative to participate at a public meeting to discuss the MS4 program.	
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. • <u>Indicate activities planned for next year.</u> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>	
<p>John Degnan, Mayor of the Village of Brewster has been identified as the contact person for the Stormwater Management Program.</p>		
<p>The Village continues its partnership with the Institute for Environmental Stewardship and the Brewster Central School District.</p>		
<p>The Village has replaced Constables with trained police officers. Their responsibilities have been expanded to include weekly public outreach sessions, literature distribution and illicit discharge enforcement.</p>		
<p>Fliers with educational information on stormwater and septic tank maintenance are distributed monthly.</p>		
<p>A public review of the Year 4 SWMPAR was presented to the Village Board and the community on May 2, 2007.</p>		
<p>Celebrated Earth day on April 15, 2006.</p>	<p>The Village will hold Earth Day cleanups annually in April.</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>The Village will continue to present the Stormwater Management Program Annual Report (SWMPAR) at a scheduled Village Board meeting. Notices of the meeting will be made available on the Village website and through postings at the Village Hall and local newspaper. Comments will be recorded and included in subsequent SWMPARs. Copies of the SWMPAR will be available in the Village Hall and electronically on the Village Website.</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 <input type="checkbox"/> No public comments received on Annual Report. <input checked="" type="checkbox"/> Comments received. Attach summary of comments and intended responses.</p>	<p>Date of Annual Report Meeting:</p>	<p>Approximate Date of Meeting Next Year: May 17, 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>	

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 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>Revise as procedures are updated.</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 Village has completed GPS location of the outfalls within the Village limits. The outfalls have been added to the GIS database.</p>	<p>The Village will continue to expand the GIS database in the Year 5 reporting period..</p>
<p>An illicit discharge ordinance is part of revised zoning regulations currently under Counsel review. A public hearing was scheduled in February 2007 and extended to March 2007.</p>	<p>The Village is planning on a June 2007 adoption.</p>
<p>Representatives from the Village routinely inspect active construction sites for code compliance.</p>	<p>The Village site inspectors will begin to conduct dry weather flow inspections. When an illicit discharge is suspected, the Village will conduct necessary monitoring, surveillance and enforcement to correct/remove any illicit discharge identified.</p>
<p>The Village DPW conducted training sessions on how to detect, record and remediate illicit discharges.</p>	<p>Training will be held on an annual basis. Videos and training materials will continue to be acquired.</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</u>, including work on the following IDDE guidance prerequisites:</i></p> <ul style="list-style-type: none"> • field verification of outfall locations; • mapping all inter-municipal subsurface conveyances; • delineating storm sewershed; and • developing and retaining MS4 mapping as needed to find the source and identify illicit discharges. <i>State if maps are in GIS.</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: percent of outfalls mapped</i>
<p>The Village has completed GPS location of the Village outfalls.</p>	<p>GIS mapping of the outfalls has been completed.</p>
<p>The Village completed the delineation of the storm sewers and catch basins between the Year 1 and Year 3 reporting periods.</p>	<p>In the Year 5 reporting period, these structures will be added to the GIS database that was started in Year 4.</p>

Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE) Regulatory Mechanism

Permit Reference IV.C.3.c: Prohibit, through an ordinance, local law or other regulatory mechanism, illicit discharges into the MS4. The MS4s have until year 5 to complete the local law work. See the instructions for information about completing this section.	
Does the MS4 have the legal authority to enact ordinances, local laws or other regulatory mechanisms?	<input type="checkbox"/> No (go to ADDENDUM 1) <input checked="" type="checkbox"/> Yes (complete questions below)
Assessment of Regulatory Mechanism (Local Code)	
1) When was this assessment completed or planned to be completed?	Date completed: <u>July 2006</u> Not yet completed (proceed to next table) Plan to complete for reporting in year: <u> </u> 4; <u> </u> 5.
2) Is there an existing ordinance, local law or other regulatory mechanism?	<input type="checkbox"/> No (go to question 5) <input checked="" 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 checked="" 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 checked="" type="checkbox"/> Yes
Development of Regulatory Mechanism (Local Codes)	
5) When was this work completed or planned to be completed?	Date completed: <u>July 2006</u> Not yet completed (proceed to next table) Plan to complete work below for reporting in year: <u> </u> 4; <input checked="" type="checkbox"/> 5.
6) If you answered 'No' to question 1, 2 or 3, what regulatory mechanism or amendments will be adopted to meet the MS4 permit requirements?	<input type="checkbox"/> NYS IDDE Model Law in its entirety <input type="checkbox"/> Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law <input type="checkbox"/> MS4 will write language equivalent to NYS IDDE Model Law
7) If you answered 'No' to question 1, 2 or 3, has a list of needed changes to local codes been developed for adoption of the regulatory mechanism?	<input type="checkbox"/> No <input type="checkbox"/> Yes, list the local code(s) that will be changed:
8) If the existing regulatory mechanism does not require amendments, what language is in the mechanism?	<input type="checkbox"/> NYS IDDE Model Law in its entirety <input checked="" 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
9) What was the date or is the planned date of local law adoption?	Date: <u>June 2007</u>
10) Provide a web address if adopted local law can be found on a web site.	Web Address:

Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE)

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

<p>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 Village website contains a municipal storm sewer section which provides information, local ordinances and an overall assessment of the stormwater program.</p>	<p>The Village will continue to update the website with reports, ordinances, and literature.</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>The Village of Brewster will enter into a \$4M contract that will allow Village residents with onsite sewage treatment to connect to the new municipal sewer system.</p>	<p>Work is scheduled to be complete May 2008</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 4 and 5. Construction Site and Post-Construction Stormwater Runoff Control Regulatory Mechanism

Permit Reference IV.C.4.b.i, 5.a.i: Require development and implementation of erosion and sedimentation controls through a local law or other regulatory mechanism. Report on assessment process used (*Stormwater Management Gap Analysis Workbook for Local Officials* or equivalent process). The MS4s have until year 5 to complete the local law work. **See the instructions for information about completing this section.**

Does the MS4 have the legal authority to enact land use ordinances, local laws or other regulatory mechanisms?	<input type="checkbox"/> No (go to ADDENDUM 2) <input checked="" type="checkbox"/> Yes (complete questions below)
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Preliminary Assessment of Regulatory Mechanism (Local Code)

1. When was the preliminary assessment of existing local codes completed or when will it be completed?	Date completed: <u>August 2004</u> <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete for reporting in year: <input type="checkbox"/> 4; <input type="checkbox"/> 5. <input 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.	<input checked="" type="checkbox"/> If none of Sample Local Law provisions appear in local code; consider adopting Sample Local Law or equivalent <input type="checkbox"/> If few Sample Local Law provisions appear in local code; major revisions needed or consider adopting Sample Local Law or equivalent <input type="checkbox"/> If most of the Sample Local Law provisions appear in local code; minor revisions needed
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Assessment and Development of Regulatory Mechanism (Local Code) (continued on next page)

3. When was the Gap Analysis or equivalent process completed or when will it be completed?	Date completed: <u>December 2005</u> <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete work below for reporting in year: <input type="checkbox"/> 4; <input type="checkbox"/> 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>	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 checked="" type="checkbox"/> Parts of NYS Sample Local Law adopted as amendments to existing code. c. <input type="checkbox"/> Language developed by municipality was demonstrated to be equivalent.
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Minimum Control Measure 4 and 5. Construction Site and Post-Construction Stormwater Runoff Control Regulatory Mechanism

Permit Reference IV.C.4.b.i, 5.a.i (continued)

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

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

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

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

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

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)?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, list the local codes that will be changed: Zoning and Stormwater Codes		
7. What was the date or is planned date of local code adoption?	Date: June 2007		
8. Provide a web address if the adopted local law can be found on a web site.	Web Address:		

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>Applications for site plan approval are submitted to the Planning Board and must include sediment and erosion control in accordance with the Village’s zoning and land use laws.</p>	<p>One hundred percent of the applications submitted to the Planning Board were reviewed for compliance with the Village Stormwater and Erosion Control requirements. Twenty applications were reviewed.</p>
<p>The Village will continue to evaluate construction compliance strategies required.</p>	<p>Based on site inspections results, the Village will revise, if required, its standards and procedures for construction practices.</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>All site applications are subject to public review and comment. The procedure for site applications is described at the Village Hall and in the revised zoning and land use code. Legal notices of applications are posted in the local newspaper. Comments on all local laws and new construction can be submitted in writing or verbally at Village meetings.</p>	<p>The local ordinances and regulations will be updated when necessary.</p>

Minimum Control Measure 4. Construction Site Stormwater Runoff Control

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

<p>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>The Village is developing an Erosion and Sediment Control Logbook to be used by inspectors during site visits.</p>	<p>The number of inspections and violations will be reported in Year 5.</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"> • Explain the activities and materials used to meet this requirement. • Identify the personnel or outside organization conducting this activity. • <u>Indicate activities planned for next year.</u> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>The Village Engineer and Village Building Department routinely inspect construction sites for local code compliance.</p>	<p>The Village is evaluating the information gathered during site visits and will modify its policies if needed.</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>The Village is considering the development of a construction site checklist that will be issued as part of all approved building permits.</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 Village will include permanent stormwater practices that are constructed in new site development and dedicated to the Village into the new database (GIS mapping system) to insure maintenance of facilities.	
<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 Village will adopt a Stormwater Ordinance in June 2007.	The stormwater ordinance contains a list of minimum information identified by the Village that must be included on all SWP ³ submitted to the Planning Board for site plan or subdivision approval.
	The Village will begin to document the number of SWP ³ that are reviewed and report those numbers in the Year 5 SWMPAR.

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. (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:	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"> • 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 Village has developed checklists to be used by site inspectors from the Village Department of Public Works. These checklists are similar to those developed by the NYSDEC for construction site operators.</p>	<p>The Village will continue to evaluate changes that may be required to the checklist based on site inspections and future development.</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>Enforcement actions shall be taken by the local code enforcement officer from the Village Building Department. Under existing Village law the Code Enforcement Officer has the authority to issue notices of violation and fines. The same authority extends to violations related to construction site activities.</p>	<p>The number of enforcement actions will be reported in the Year 5 reporting period.</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 Village prepares an assessment of its resources for conducting post construction site inspections on an annual basis. Additional resources will be added as necessary. Funding for those resources will be provided in part by permit and application fees levied by the Village for new building permits and applications submitted for site plan and subdivision approval.</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>
<ul style="list-style-type: none"> • <i>List pollutants that will be addressed by the municipal pollution prevention program.</i> 	
Phosphorus	
<ul style="list-style-type: none"> • <i>Set and describe pollution prevention priorities by geographic areas, municipal operation type, and facilities.</i> 	DO NOT ENTER INFORMATION IN THIS CELL
The Village Highway Department devotes one of its staff part time solely to street sweeping.	Ninety three cubic yards of sand were removed in Year 4. The amount of sand collected will continue to be tracked and reported.
The Village has begun to record the number of catch basins and streets that were swept.	The number of catch basins cleaned and streets that were swept will be reported in the Year 5 reporting period.
The Village DPW reports collecting 6,550 pounds of litter during the Year 4 reporting period.	The amount of litter collected will continue to be tracked monthly and reported annually.
<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>
The Village will schedule stormwater training sessions for staff members during the Year 5 reporting period. Training resources will include videos and informational packages.	The Village has acquired stormwater materials from the EPA for use in its training classes.
<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>
The Village has an ordinance in place that prohibits pets from certain locales and decrees the proper removal of organic wastes.	Violators of this ordinance are fined by the Village. Trash receptacles are available in the Village roadways and parks.

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 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>The Village will review and update existing procedures and policies for waste storage, handling and transfer for all municipal departments that handle liquid and solid wastes. Changes to these procedures and policies will be implemented as necessary.</p>	DO NOT ENTER INFORMATION IN THIS CELL
<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>The Village will continue to review and evaluate its current best management practices strategies as currently in place with the Village Public Works Department. Changes will be made as needed.</p>	DO NOT ENTER INFORMATION IN THIS CELL
<ul style="list-style-type: none"> <i>Identify and describe the equipment and staff that are in place</i> <p>The Village Department of Public Works is responsible for catch basin cleaning, street sweeping and yard waste collection. This task is done in part with the assistance of a Vac Truck provided by Putnam County.</p>	<p style="text-align: center; background-color: #cccccc;">DO NOT ENTER INFORMATION IN THIS CELL</p> <p>The Village is considering applying for a grant to assist in the purchase of a Vac Truck.</p>

Additional Techniques	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
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 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: _____

- 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.

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.	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
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|--|---------------------------------------|
| <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> | DO NOT ENTER INFORMATION IN THIS CELL |
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The Village will continue to review and update existing procedures for pollution prevention at all municipal departments. Changes to these procedures will be made as necessary.	
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Permit Reference IV.C.6.a: If there is a training component for staff specific to these municipal operations: <ul style="list-style-type: none"> • <i>explain the activities and materials;</i> • <i>identify the personnel or outside organization conducting the activities.</i> 	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
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The Village will begin to hold stormwater training sessions for staff members during the Year 5 reporting period. The Village has identified sources for training information.	The Village has acquired materials from the EPA for stormwater training instruction.
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Additional Techniques	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
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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:

ADDENDUM REPORTING FOR

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

**MS4S THAT LACK LEGAL AUTHORITY TO ADOPT
REGULATORY MECHANISMS FOR IDDE AND
CONSTRUCTION / POST-CONSTRUCTION STORMWATER RUNOFF CONTROL**

BE SURE TO INDICATE THE MS4 NAME AND PERMIT NUMBER IN THE HEADER

ADDENDUM 1. Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE) Local Law

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 this work.		
1) When was this work completed or planned to be completed?	Date completed: _____ Not yet completed Plan to complete for reporting in year: ___ 4; ___ 5.	
2) Indicate which of the control mechanisms or procedures to the right used by the MS4 notify staff and others doing work on behalf of the MS4 about prohibition of and enforcement against illicit discharges:	<input type="checkbox"/> Interconnection agreements <input type="checkbox"/> Maintenance directives / BMPS <input type="checkbox"/> Access Permits <input type="checkbox"/> Tenant Leases	<input type="checkbox"/> Consultant Agreements <input type="checkbox"/> Construction/Bid Documents <input type="checkbox"/> Other _____ _____
3) Indicate which of these control mechanisms contain specific language prohibiting illicit discharges:	<input type="checkbox"/> Interconnection agreements <input type="checkbox"/> Maintenance directives / BMPS <input type="checkbox"/> Access Permits <input type="checkbox"/> Tenant Leases	<input type="checkbox"/> Consultant Agreements <input type="checkbox"/> Construction/Bid Documents <input type="checkbox"/> Other _____ _____
4) Explain how the MS4 intends to prohibit illicit discharges if: <ul style="list-style-type: none"> • none of the mechanisms in number 2 contain language prohibiting illicit discharges; or • the MS4 intends to add language to prohibit illicit discharges in other control mechanisms. 	Explanation:	
5) Explain how the MS4 (intends to) enforce against illicit dischargers within their jurisdiction?	Explanation:	

ADDENDUM 2. Minimum Control Measure 4 & 5. Construction Site & Post-Construction Stormwater Runoff Control Local Law

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. The MS4s have until year 5 to complete this work.	
1) When was this work completed or planned to be completed?	Date completed: _____ Not yet completed Plan to complete for reporting in year: ___ 4; ___ 5.
2) Indicate which of the control mechanisms or procedures below are used by the MS4 to notify staff and others doing work on behalf of the MS4 about the <u>erosion, sedimentation and stormwater management requirements</u> for projects under the MS4s jurisdiction. (These requirements are based on the Construction Permit (GP-02-01) and MS4 Permit (GP-02-02)).	
___ Access Permits ___ Tenant Leases ___ Requests for Proposals (RFPs) ___ Scope of Services	___ Consultant Agreements ___ Construction / Bid Documents ___ Other Policies / Procedures _____
3) All of the <u>erosion, sedimentation and stormwater management requirements</u> below must be addressed by the MS4's control mechanisms. For the control mechanisms identified in number 2 above, state in the left hand cells below the control mechanism(s) that contain the language.	
Control Mechanism	Erosion, Sedimentation and Stormwater Management Requirements
	Require all projects to have SWPPPs, as in GP-02-01
	Require all 16 components of a basic SWPPP (erosion and sediment control)
	Require all additional 7 components for a full SWPPP when post-construction control is required
	Meet the standards in the <i>Erosion and Sediment Control</i> and <i>Stormwater Management Design Manuals</i> (or otherwise meet the requirements of GP-02-01)
	Require contractor certification statements stating that the contractor will agree to comply with the terms and conditions of the SWPPP
	Require proper operation and maintenance of stormwater facilities during construction
	Require proper operation and maintenance of stormwater facilities after construction
	Require SWPPPs to be certified by a licensed / certified individual when there is a deviation from technical standards or direct discharge to a 303(d) segment or TMDL watershed subject to condition A of GP-0-01
	Have a process for review of SWPPPs
	Require site self inspections as in GP-02-01
	Have enforcement procedures during and after construction
	Require construction site operators to control waste
	Procedures for receipt and consideration of information submitted by the public
4) If any of the requirements in number 3 are not addressed, explain how the MS4 intends to incorporate them into the control mechanisms?	Explanation:
5) Explain how the MS4 intends to enforce the requirements within their jurisdiction?	Explanation: