

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 BETHLEHEM SPDES Permit Number: NYR20A208

See information packet for information to help complete this form.

MCC Form for year ending: March 9, ____ 2006 (Year 3) <input checked="" type="checkbox"/> 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? ____ Yes <input checked="" type="checkbox"/> No			
Name: Gregg Sagendorph		Title: Superintendent of Highways	Department: Highway Dept
Mailing Address:	Street or P.O. Box: 445 Delaware Avenue		City: Delmar
	County: Albany		State: New York Zip Code: 12054
Phone: (518) 439-4955 x1501		E-mail Address: gsagendorph@townofbethlehem.org	
Local Stormwater Public Contact (Required by Minimum Measure 2)			
Is information below: 1) new or changed? ____ Yes ____ No			
2) same as: <input checked="" type="checkbox"/> Owner/Operator			
Name:		Title:	Department:
Mailing Address:	Street or P.O. Box:		City:
	County:		State: Zip Code:
Phone: ()		E-mail Address:	
Stormwater Management Program (SWMP) Coordinator (Responsible for implementation/coordination of SWMP)			
Is information below: 1) new or changed? <input checked="" type="checkbox"/> Yes ____ No			
2) same as: ____ Owner/Operator ____ Local Stormwater Public Contact			
Name: Erik T. Deyoe, PE		Title: Town Engineer	Department: DPW-Engineering Division
Mailing Address:	Street or P.O. Box: 445 Delaware Avenue		City: Delmar
	County: Albany		State: New York Zip Code: 12054
Phone: (518) 439-4955 ext 1137		E-mail Address: edeyoe@townofbethlehem.org	
Annual Report Preparer			
Is information below: 1) new or changed? ____ Yes ____ No			
2) same as: ____ Owner/Operator ____ Local Stormwater Public Contact <input checked="" type="checkbox"/> SWMP Coordinator			
Name:		Title:	Department:
Mailing Address:	Street or P.O. Box:		City:
	County:		State: Zip Code:
Phone: ()		E-mail Address:	

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
Hudson River, Class C (1302-0002) Location of segment: Town of Bethlehem. Source of PCB contamination is upstream of MS4 municipalitie.	Cause/Pollutant: PCBs Source: Contaminated Sediment	X (Part 2b)	
Krumkill Creek (1311-0004) Location of segment: Town of Bethlehem.	Cause/Pollutant: Unknown Toxic Source: Urban Runoff/CSOs	X (Part 3a)	

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 Town of Bethlehem has not received any notification that it is subject to the special conditions in Part III.B. of the permit, as such no changes or enhancements are needed to be implemented at this time.

Section C. Partnership Information

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

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

List MS4 Partners with Legally Binding Agreements or Contracts in Place

The Town of Bethlehem is working cooperatively with Albany County and all other Albany County MS4s. We are actively involved with an ad-hoc intermunicipal committee of the Albany County MS4s to provide meaningful training and coordination in program development. The Town of Bethlehem has committed to continue our efforts in this regard. The MS4's involved include:

T/o Bethlehem, T/o Colonie, T/o Guilderland, T/o New Scotland, C/o Albany, C/o Cohoes, C/o Watervliet, V/o Colonie, V/o Green Island, V/o Menands, V/o Voorheesville, Cnty/Albany (MS4 Phase II Stormwater Implementation Project Contract #C302499). Each municipality has signed a contract with NYS DEC obligating them to fulfill their grant related responsibilities (In-Kind services). The grant work plan is structured such that municipalities to varying degrees work cooperatively on permit requirements, with Albany County as lead agency facilitating cooperation.

List MS4 Partners with Planned Legally Binding Agreements or Contracts

Through the Albany MS4 committee, the Town of Bethlehem is part of a Standing Contract to contribute to a public education billboard campaign with Schenectady County, Rensselaer County, Saratoga County, Capital District Regional Planning Commission, Albany County Soil and Water Conservation District

List MS4 Partners with Other Agreements in Place

The Albany County Intermunicipal Stormwater Committee, which is currently ad-hoc is considering formalizing the Committee, and forming a self funded Stormwater Coalition. Year 5 activities will address this interest, with interested MS4s possibly signing an Intermunicipal Agreement.

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: The Town's stormwater management program covers the limits within the regulated MS4 boundary, which is a smaller area than the Town boundary. We are evaluating all program elements for applicability outside of the regulated MS4 boundary. Where appropriate, some program elements are performed on a Town-wide basis.

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: The Town of Bethlehem is currently exploring a variety of funding mechanisms to offset the program costs. The funding strategies may include: drainage district formation, fees, grants, inspection fees, fines, review fees, etc. The Town is awaiting the results of the NYSDEC study, which is investigating all legal funding mechanism's including the legalities of creating stormwater utility districts. This information is required in order for the Town to determine the appropriate means of funding the SWMP. In year 3, The Town had established its first drainage district in the Milltowne Plaza Subdivision to fund the maintenance of stormwater treatment facilities within this subdivision. In year 4, two additional drainage districts have been formed (Trinity Manors and Carriage Hill Subdivisons). Other drainage districts will be created with future subdivision approvals.

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: Existing program development funding is provided in the budgets for the Highway Department and Department of Public Works (Town Highway and General Funds). The annual cost to manage the Town's stormwater program, once fully established, has not been estimated.

The Albany County Intermunicipal Stormwater Committee received a \$100,000 EPF/WQIP Grant and participating municipalities provide a 50% match ((In-Kind Services). The grant contract spans August, 2005 to August, 2007. Committee members include Albany County, City of Albany, City of Cohoes, City of Watervliet, Town of Bethlehem, Town of Colonie, Town of Guilderland, Town of New Scotland, Village of Colonie, Village of Green Island, Village of Menands, and the Village of Voorheesville.

In September, 2006, Albany County, acting as lead agency for the same Albany County Intermunicipal Stormwater Committee described above, received a second \$258,000 EPF/WQIP Grant. As of April 10, 2007, there is neither a work plan nor contract with DEC. This grant contract will span from Sept, 2006 to an unknown date, to be determined once the contract is signed.

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

Although Albany County Intermunicipal Stormwater Committee municipalities currently receiving some grant support, the general consensus is that grant funding alone will not pay for an effective stormwater management program. Depending on the size, extent of stormwater pollution, CSO long term control plan analysis, and the degree of development activity, each Albany County MS4 is faced with a range of funding needs. To date, DEC has contracted with a legal firm to research existing funding mechanisms. One of the more attractive funding options, a user fee based stormwater utility district, is of considerable interest to the developing and built-out Albany County MS4s. The status of that option is, however, unclear. Until all legal options are clearly explained to local MS4s, stop gap measures to address stormwater funding requirements, will be the norm, with municipalities drawing from the general fund, or establishing drainage districts.

In addition, the Town is investigating the creation of additional funding sources including, permit fees, review fees, fines for violations, charges for field inspections and the creation of drainage districts.

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 Explain 'no' / 'N/A' answer:	<input checked="" type="checkbox"/> Yes ___ No ___ N/A	<input checked="" type="checkbox"/> Yes ___ No ___ N/A
IV.C.2.	Public Involvement / Participation Explain 'no' / 'N/A' answer: List of possible volunteer group identified, contact information gathered. Possible town liability issues are being evaluated.	<input checked="" type="checkbox"/> Yes ___ No ___ N/A	___ Yes <input checked="" type="checkbox"/> No ___ N/A
IV.C.3.	Illicit Discharge Detection and Elimination Explain 'no' / 'N/A' answer:	<input checked="" type="checkbox"/> Yes ___ No ___ N/A	<input checked="" type="checkbox"/> Yes ___ No ___ N/A
IV.C.4.	Construction Site Stormwater Runoff Control Explain 'no' / 'N/A' answer: Establishment of formal review checklists for use by Town staff and consultants in reviewing SWPPPs was not completed. Town Engineer has contracted to develop Checklists in order to ensure completion in year 5.	<input checked="" type="checkbox"/> Yes ___ No ___ N/A	___ Yes <input checked="" type="checkbox"/> No ___ N/A
IV.C.5.	Post-Construction Stormwater Management Explain 'no' / 'N/A' answer:	<input checked="" type="checkbox"/> Yes ___ No ___ N/A	<input checked="" type="checkbox"/> Yes ___ No ___ N/A
IV.C.6.	Pollution Prevention / Good Housekeeping for Municipal Operations Explain 'no' / 'N/A' answer: Town employees now meet regularly and several people are assigned the task of achieving the stormwater minimum control measure goals. An engineering consulting firm has been contracted to assist the Town, in order to ensure completion of goals in year 5.	<input checked="" type="checkbox"/> Yes ___ No ___ N/A	___ Yes <input checked="" type="checkbox"/> No ___ N/A

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: Gregg Sagendorph _____ Title: Superintendent of Highways _____

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 BETHLEHEM SPDES Permit Number: NYR20A208

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>Flyer for Town of Bethlehem’s Household Hazardous Waste collection with section of “Controlling Stormwater Pollution – We Can All Help”</p> <p>Show EPA “After the Storm” education video on public access television over an approximate one week period.</p> <p>Presentation of 2005 Stormwater Annual Report at a public meeting of the Town Board with general background information.</p> <p>Create a second stormwater information bulletin board in the Town hall with general information on stormwater pollution prevention.</p> <p>Use of stormwater pollution display from CDRPC at Town Board Meeting and at Town pool facility.</p> <p>Create and distribute an educational flyer titled “Home Owners Guide to Preventing Stormwater Pollution.” Flyer to be included in residential water billings. Copy of flyer available upon request.</p>	<p>March 2006 (distributed approximately 15,000 flyers)</p> <p>Video was shown 11 times, weekly from May through July 2006.</p> <p>Done in June 2006</p> <p>Completed in July 2006</p> <p>Completed in June & July 2006</p> <p>Copies distributed: 3,419 in June, 4,295 in July and 3,311 in August.</p>

<p>Create dedicated stormwater webpage on Town of Bethlehem website. Add a counter to track the number of visits to the stormwater webpage.</p> <p>Place an educational stormwater bulletin in The Spotlight, the official newspaper of the Town, and place it on the Town's stormwater webpage. Copy of the bulletin available upon request.</p>	<p>Website completed in August 2006. Counter added in February 2007. Approximately 400 hits received between February and May 2007.</p> <p>Included in the December 20, 2006 edition of The Spotlight. The Spotlight distributes 7,000 papers to the Bethlehem area.</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>Year 5 Goal: Flyer for Town of Bethlehem's Household Hazardous Waste collection with section of "Controlling Stormwater Pollution – We Can All Help". Flyer also available on Town of Bethlehem Website.</p> <p>Year 5 Goal: Presentation of 2005 Stormwater Annual Report at a public meeting of the Town Board with general background information.</p> <p>Year 5 Goal: Show EPA "After the Storm" education video on public access television over an approximate one week period.</p> <p>Year 5 Goal: Use of stormwater pollution display from CDRPC at Town Board Meeting and at Town pool facility.</p> <p>Year 5 Goal: Distribute Town's educational flyer titled "Home Owners. Guide to Preventing Stormwater Pollution." Flyer to be included in residential water billings. Copy of flyer available upon request.</p> <p>Year 5 Goal: Conduct town-wide Stormwater Quality Assessment study through mailed surveys. Assess general stormwater knowledge, perceived water quality value and give residents an opportunity to express their stormwater concerns.</p> <p>Year 5 Goal: Place storm drain identification (curb markers) near catch basins, to alert the public against dumping pollutants into storm drains. A copy of the proposed markers is available upon request. Investigate Alternative Thermoplastic Drain markers. If thermoplastic markers are successful, expand</p>	<p>April 2007.</p> <p>May 2007.</p> <p>June 2007.</p> <p>June & July 2007</p> <p>Copies to be distributed in June, July and August 2007.</p> <p>Mail surveys in the Spring/Summer of 2007.</p> <p>Install some test curb identification markers in the Summer of 2007. Additional identification markers to be placed in the Fall of 2007 (10 Min.). Install 2 thermoplastic markings spring 2007.</p>

<p>program in 2008.</p> <p>Year 5 Goal: Continue to track the number of visits to the stormwater webpage on Town of Bethlehem website with the website counter. Use count information to assess success of educational outreach activities.</p> <p>Year 5 Goal: Further progress the effort to solicit and utilize volunteers from environmental and volunteer organizations for assistance with stenciling, information distribution, and/or other activities.</p> <p>Year 5 Goal: Install tributary signage, identifying some key bodies of water within the Town. Sign design was submitted to the Hudson River Estuary program for approval in utilizing Estuary logo.</p> <p>Year 5 Goal: Place an educational stormwater bulletin in The Spotlight, the official newspaper of the Town, and place it on the Town's stormwater webpage. Copy of the bulletin available upon request.</p>	<p>Throughout 2007.</p> <p>Throughout 2007.</p> <p>Place 10 signs in the Fall of 2007.</p> <p>December 2007.</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 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"> • <i>Describe activities that the MS4 has/will undertake to provide program access to interested individuals and to gather needed input.</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>Town of Bethlehem’s NOI and acknowledgement documents along with all annual reports are available in the Town Clerk’s office during business hours.</p> <p>Ordered curb markers with partners from Albany County MS4 Intermunicipal Committee.</p> <p>Report to Town Board and public comments solicited.</p> <p>Household Hazardous Waste Collection Day, permitting residents to properly dispose of paints, cleaners, pesticides, etc.</p> <p>Presentation of 2005 Stormwater Annual Report at a public meeting of the Town Board with general background information, meeting attendants were welcomed to make comments or ask questions.</p> <p>Create dedicated stormwater webpage on Town of Bethlehem website. Add a counter to track the number of visits to the stormwater webpage.</p> <p>Create a Town of Bethlehem Stormwater Hotline, for resident to report stormwater emergencies.</p> <p>Create a section on Town Website for public complaints of excess stormwater and drainage issues. Create tracking & response systems</p> <p>Create a section on Town Website for public complaints of stormwater pollution & illicit discharges. Create tracking & response systems, similar to what was done for stromwater and drainage complaints.</p>	<p>Ongoing</p> <p>February 2006 (approx). Additional markers received Summer 2006.</p> <p>5/24/2006 Town Board Meeting.</p> <p>May 2006. 134 drums (55-gallon) and 147 cubic yards of hazardous waste collected.</p> <p>June 2006.</p> <p>Website completed in August 2006. Counter added in February 2007. Approximately 400 hits received between February and May 2007.</p> <p>Completed in Summer 2006. The phone number is (518) 439-4955, Option 1.</p> <p>Completed the on-line submission form in the Fall of 2006. Set up tracking system at the same time. Tracking system tracks flooding and drainage conditions as well as providing on-line hotline to provide complaints about stormwater quantity.</p> <p>Completed the on-line submission form in the Fall of 2006. To date, no complaints received from the public.</p>

<p>Solicit and utilize volunteers from environmental and volunteer organizations for assistance with stenciling, information distribution, and/or other activities.</p>	<p>Identified potential organizations and began implementation in Summer & Fall 2006. Now aiming for implementation in Fall 2007.</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 annual report is presented at a normal meeting of the Town Board. The agenda for this meeting as well as all Town Board meeting are available on the Town website, public access TV, and in Town Hall prior to the meeting.</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>Total number of attendees at Town Board meeting of 24 May 2006 was approximately 100. This attendance is typical.</p>		
<p>Comments on Annual Report Meeting</p> <p><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>May 23, 2007</p>	<p>Approximate Date of Meeting Next Year:</p> <p>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>	
<p>Year 5 Goal: Further promote the Town's on-line stormwater pollution & illicit discharge submission forms and Stormwater Hotline.</p> <p>Year 5 Goal: Conduct town-wide Stormwater Quality Assessment study through mailed surveys. Assess general stormwater knowledge, perceived water quality value and give residents an opportunity to express their stormwater concerns.</p> <p>Year 5 Goal: Household Hazardous Waste Collection Day.</p> <p>Year 5 Goal: Town Supervisor Cunningham to coordinate monthly litter clean</p>	<p>Throughout 2007.</p> <p>Mail surveys in the Spring/Summer 2007. Mail surveys to approximately 11,000 households.</p> <p>May 2007.</p> <p>Summer 2007.</p>	

<p>up days within the Town of Bethlehem.</p> <p>Year 5 Goal: Further promote the Town’s two on-line submission forms, for excess stormwater and reporting illicit discharges.</p> <p>Year 5 Goal: Continue to track the number of visits to the stormwater webpage on Town of Bethlehem website with the website counter. Use count information to assess success of public participation.</p> <p>Year 5 Goal: Place storm drain identification (curb markers) near catch basins, to alert the public against dumping pollutants into storm drains. A copy of the proposed markers is available upon request.</p> <p>Year 5 Goal: Summarize results of town-wide Stormwater Quality Assessment study. Note public knowledge and how the public prioritizes stormwater issues. Should provide evidence of increased public knowledge, comparing Year 5 to subsequent years.</p> <p>Year 5 Goal: Install 1 rain garden within the Town of Bethlehem in conjunction with the Bethlehem Garden Club.</p> <p>Year 5 Goal: Coordinate one additional public outreach activity (possibly through MS4 Committee). Activity to be determined.</p>	<p>Throughout 2007.</p> <p>Throughout 2007.</p> <p>Install some test curb identification markers in the Summer of 2007. Additional identification markers to be placed in the Fall of 2007 (10 Min.).</p> <p>Gather surveys and compile data in Summer /Fall 2007.</p> <p>Fall 2007.</p> <p>Before Winter 2007.</p>
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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:

Our effort to solicit volunteers and utilize them for assistance with stenciling and information distribution progressed but was not implemented, as we were unaware of the effort this task would entail. After compiling a list of possible organizations to solicit, we then researched into the contact names, addresses and phone numbers of each organization. We have completed a draft letter to potentially interested organizations and are working with our attorney to resolve liability issues around volunteer work days.

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>Continued development of Town GIS system including stream networks, drainage basins, terrain modeling, regulated MS4 boundary location, etc.</p> <p>Information regarding septic system maintenance and illicit discharge on Town stormwater bulletin board. Second bulletin board set up in more prominent location</p>	<p>Complete.</p> <p>July 2005 (first bulletin board); August 2006 (second bulletin board).</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>Year 4: Began mapping outfall locations with GPS equipment for inclusion in GIS model</p> <p>Year 4: Scanned existing storm sewer mapping</p> <p>Year 4: Through GIS software develop mapping which identifies storm sewersheds</p> <p>Year 4: Requested copies of outfall mapping of non-traditional MS4's located within Town's MS4 boundary (Albany county and NYS DOT) for inclusion in Town's outfall database.</p>	<p>Approximately 130 outfalls have been identified and mapped to date.</p> <p>100% of available existing storm sewer mapping was scanned</p> <p>Completed</p> <p>November 2006 – No mapping received to date; NYSDOT has responded that they have not yet completed mapping; no response received from Albany County. In addition, the NYS Thruway Authority has advised that mapping will not be complete until 2008.</p>

<p>Year 4 Goal: During the mapping of outfalls, obtain baseline water quality data using dipstick testing (Chlorine, Ammonia, PH and Phosphate).</p> <p>Year 4: develop database to track inspections of outfalls including photos and water quality sampling data.</p> <p>Year 4: Develop database to log information on outfalls.</p> <p>Year 4: Continue Procurement of necessary equipment.</p> <p>Year 4: Develop work process to identify, inspect, track and repair illicit discharges.</p>	<p>Ongoing (completed for all mapped outfalls). To date, one outfall was identified to have elevated levels of phosphate.</p> <p>All mapped outfalls are in database (approximately 130 outfalls) with baseline water quality data.</p> <p>Developed MS Access database to log information about outfall and each inspection of outfall – June 2006.</p> <p>Purchased tablet PC with protective enclosure for field use, digital camera, sample water quality test kits, etc. – June 2006.</p> <p>Developed procedures, tracking database and integrate with GIS.</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)
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Assessment of Regulatory Mechanism (Local Code)

1) When was this assessment completed or planned to be completed?	Date completed: <u>March 2007</u> <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete for reporting in year: <u>4</u> ; <u>5</u> .
2) Is there an existing ordinance, local law or other regulatory mechanism?	<input checked="" 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)

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: <u>4</u> ; <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 checked="" 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 checked="" type="checkbox"/> Yes, list the local code(s) that will be changed: Zoning Ordinance, Dumping Law; and possible impacts on Sewer code.
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
9) What was the date or is the planned date of local law adoption?	Date: By August 2007 (effective date January 1, 2008)
10) Provide a web address if adopted local law can be found on a web site.	Web Address: Will be on Town of Bethlehem Website once completed (www.townofbethlehem.org)

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>Training program by NYSDEC on IDDE. (other training, see Albany County information).</p> <p>Perform additional field training with municipal staff for field testing and locating illicit discharges.</p>	<p>March 9, 2006 (Town Engineer, Highway Supt. & Town Supervisor in attendance)</p> <p>Train critical Engineering and Highway Dept. staff involved (approx 4). See attached training log for sessions attended in 2006.</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>Year 5: Continue to map outfall locations with GPS equipment for inclusion in GIS model</p> <p>Year 5: Scan new storm sewer mapping or obtain digital copies of storm sewer mapping, as projects get approved and constructed.</p> <p>Year 5: Begin georeferencing existing scanned storm sewer mapping in GIS. Town will be Submitting application to NYS Education Department for a Local Records Management Improvement Grant to offset cost of georeferencing</p> <p>Year 5: Continue to update existing mapping with outfalls and storm sewer systems as the information becomes available.</p> <p>Year 5 goal: Obtain copies of outfall mapping of non-traditional MS4's located within Town. Including additional non-traditional MS4's located within the Town's MS4 boundary (School Districts)</p>	<p>The Total number of remaining outfalls is not known. The Town will continue to identify and map outfalls. The Town hopes to locate an additional 50 outfalls in Year 5. We believe the 50 represents the approximate number of the total unlocated outfalls remaining within the Town within the MS4 Boundary.</p> <p>Ongoing</p> <p>If grant is accepted, georeference 50% of storm sewer mapping in year 5. (remaining mapping to be georeferenced in following year). Otherwise, georeference 10% of storm sewer mapping.</p> <p>100% of outfalls that are field located and 100% of the available storm sewer mapping that is georeferenced will be incorporated into the GIS mapping.</p> <p>As it becomes available (Targeted October 2007)</p>

Year 5 Goal: Once mapping from other MS4 is received and integrated into GIS, identify any MS4's to which the Town's storm sewers are physically connected. (Other MS4 outfalls to Town Storm sewer)

As mapping becomes available (Targeted December 2007)

Year 5 Goal: During the mapping of outfalls, obtain baseline water quality data using dipstick testing (Chlorine, Ammonia, PH and Phosphate).

Ongoing (completed for all mapped outfalls). To date, one outfall was identified to have elevated levels of phosphate

Year 5 Goal: Begin resampling effluent of previously mapped outfalls to compare to baseline data to determine whether illicit discharges are occurring

Resample 10% of mapped outfalls, including resampling of the 1 outfall identified to have elevated levels of phosphate.

Year 5 Goal: The public outreach survey discussed in sections MM1 & 2 will be used to identify the effectiveness of the Town's efforts.

Throughout 2007. Refer to sections MM1 & 2 for details and number of surveys mailed to residents.

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)

1. When was the preliminary assessment of existing local codes completed or when will it be completed?	Date completed: <u>March 2007</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 type="checkbox"/> If none of Sample Local Law provisions appear in local code; consider adopting Sample Local Law or equivalent <input checked="" 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: <input type="checkbox"/> <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.
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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 checked="" 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 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		TABLE N/A	
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: In process of being complete. Preliminary assessment indicates that Section 128-49: Grading, Erosion & Sediment Control; Dumping law; Zoning Law and Subdivision guidelines will need to be amended.

7. What was the date or is planned date of local code adoption?
Date: Targeting August 2007, exact date TBD

8. Provide a web address if the adopted local law can be found on a web site.
Web Address: Will be included on Town of Bethlehem website once completed. (www.townofbethlehem.org)

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>Year 4 Goal: As part of the technical review practices of the Engineering Division, SWPPPs for proposed subdivision and commercial site development projects required under DEC GP permit requirements are reviewed</p> <p>Year 4 Goal: Establish formal review checklists for use by Town staff and consultants in reviewing SWPPPs. Not completed in year 4. In order to expedite and ensure completion, Town is contracting with an Engineering consultant to complete in year 5.</p>	<p>Ongoing – Continue to receive and review SWPPPs for 100% of projects before the Planning Board.</p> <p>Checklists for erosion & sediment control plans, permanent water stormwater treatment system design review, and administrative requirements (i.e., SWPPP contents, maintenance agreements, O/M manuals, etc.) – December 2006 (Original date); August 2007 (revised target date).</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>Year 4 Goal: The Town Zoning Law requires public hearings for subdivision, site plan, PDD, zoning changes and variances, and special use permit approval allowing public input and comment.</p>	<p>Ongoing.</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>Year 4 Goal: Identification of personnel and department responsible for site inspections and enforcement actions.</p> <p>Year 4 Goal: Develop procedures and tracking system for inspection and enforcement of construction activities.</p> <p>Year 4 Goal: Identify necessary training and available training opportunities for construction site inspectors and enforcement officials.</p>	<p>Preliminary Identification of key personnel, necessary organizational changes, and interdepartmental lines of communication and responsibility – December 2006.</p> <p>Establish written procedures, tracking database, management controls and performance metrics – target March 2007 (not completed; please see below).</p> <p>Training ongoing, completed training list attached.</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. 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>Year 4 Goal: SWPPPs are required for Planning Board approval of subdivisions, site plans, etc. Training of on-site operators is a required component of the SWPPP.</p> <p>Year 4 Goal: Distribute educational flyers regarding stormwater pollution prevention with building, permits.</p>	<p>Ongoing.</p> <p>Procured NYSDEC informational flyer “Stormwater Regulations and the Construction Industry” and distributed approximately 75 flyers.</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>Year 5 Goal: Include formal requirements for SWPPP submittal to Town of</p>	<p>Review and modification of local regulations and procedures –</p>

<p>Bethlehem for all projects required under Phase II regulations.</p> <p>Year 5 Goal: Adopt local ordinance regulating construction site stormwater runoff.</p> <p>Year 5 Goal: Formalization of personnel and departments responsible for site inspections and enforcement actions.</p> <p>Year 5 Goal: Hire Stormwater Coordinator to continue program management; perform construction inspection; perform post inspection; perform IDDE inspections.</p> <p>Year 5 Goal: Continue necessary training for construction site inspectors and enforcement officials.</p> <p>Year 5 Goal; Distribute education flyer regarding stormwater pollution prevention with building permits.</p> <p>Year 5 goal: the public outreach survey discussed in sections MM1 &2 will be used to identify the effectiveness of the Town's stormwater educational efforts.</p>	<p>target June 2007.</p> <p>Adopt local ordinance – target August 2007 (effective January 1, 2008).</p> <p>Formalization of identification of key personnel, complete necessary organizational changes, and interdepartmental lines of communication and responsibility – target August 2007.</p> <p>Fall 2007.</p> <p>Throughout 2007.</p> <p>Procure additional NYSDEC informational flyer “Stormwater Regulations and the Construction Industry” and distribute with all issued permits for at least one year. (approximately 800 building permits issued annually) Distribution could be reduced as contractors become aware of new regulations.</p> <p>Refer to sections MM1 & 2 for details and number of surveys mailed to residents.</p>
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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:

Goal of development of procedures and tracking system for inspection and enforcement of construction activities. Town in process of upgrading software package which has potential to be used for tracking inspections and enforcement activities. Once upgraded software has been completed, task to be completed. Target September 2007 for completion.

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
<p>Year 5: Establish local ordinance to regulate post-construction runoff from new development and redevelopment</p> <p>As mentioned in MM4, SWPPPs are required for Planning Board approval of subdivisions, site plans, special use permits, etc. Staff in Engineering Division of DPW inspects permanent stormwater treatment facilities for approved projects</p>	<p>Target August 2007</p> <p>Year 5 – Once local ordinance is enacted, periodic inspection of stormwater treatment facility construction and erosion & sediment control measures. Frequency of facility inspections based on design recommendations; all sites with ESC measures will be spot inspected</p>
<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>
<p>Year 4 Goal: Creation of review checklists and procedures as mentioned above</p> <p>Year 4 Goal: Creation of inspection checklists and tracking systems for inspection of the construction of stormwater treatment systems and erosion & sediment controls.</p>	<p>See above; Not completed in year 4. In order to expedite and ensure completion, Town is contracting with Town Engineering consultant to complete in year 5.</p> <p>Develop checklists and management systems for inspection of stormwater facilities December 2007 revised target date. Not completed in year 4. In order to expedite and ensure completion, Town is contracting with Town Engineering consultant to complete in year 5.</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. (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. Revise as procedures are updated.</i> 	<ul style="list-style-type: none"> • <i>Example measurable goals are number of: inspections maintenance activities performed.</i>
<p>Year 4 Goal: Visually inspect and sample and test effluent from treatment systems;</p> <p>Year 4 All available mapping of existing private and public treatment systems have been scanned</p> <p>Year 4 Goal: Establish system to manage and store all O&M manuals, SWPPPs, legally binding maintenance agreements, etc.</p>	<p>Deferred to year 6 once local laws are enacted and effective. Town lacks authority to inspect private systems at this time.</p> <p>100% of all mapping have been scanned.</p> <p>Consolidated document storage and database completed.</p>
<ul style="list-style-type: none"> • Procedures for enforcement and penalization of violators. • <i>Explain procedures below. Revise as procedures are updated.</i> 	<ul style="list-style-type: none"> • <i>Example measurable goals: number enforcement activities performed.</i>
<p>Year 5 Goal: Establish local ordinance to regulate post-construction runoff with enforcement protocols and penalties</p> <p>Year 5 Goal: Develop department procedures for enforcement actions including stop work orders, fines, etc.</p>	<p>Target August 2007 .</p> <p>Target August 2007.</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>Year 4: Performed organizational and staffing analysis to determine what department will have responsibility for enforcement and associated staffing needs.</p> <p>Year 4 & 5 Goal: Identify training needs for key personnel inspecting and testing the performance of established stormwater treatment systems.</p>	<p>August 2006 to support 2007 budget. Additional required staff not approved in 2007 budget. Will approach Town Board for 2008 budget support.</p> <p>Ongoing. See attached training log for training completed.</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>Year 5 Goal: Develop inspection, monitoring, testing and tracking system to check performance of stormwater treatment facilities-public and private.</p> <p>Year 5 Goal: Locate existing private and public stormwater treatment systems in GIS. Facility drawings and O&M documents to be georeferenced</p> <p>Year 5 Goal: Consider surety requirements for the long term maintenance private stormwater treatment systems in local ordinance</p>	<p>Develop management system, inspection and testing protocols September 2007</p> <p>100% to be mapped in GIS by 2007; 50% georeferenced, if grant is approved, otherwise 10% by December 2007</p> <p>Evaluate with local ordinance development – target August 2007</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: The Town of Bethlehem’s understanding of the stormwater program requirements is increasing as we continue to develop our program. As such, the goals listed above are more detailed in nature than previous annual reports or the NOI.</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> 	
<p>Town of Bethlehem Highway Department has formulated a list of potential pollutants for each practice they perform. Potential pollutants identified were sediments, nutrients, trash, metals, bacteria, oil & grease, organics and pesticides.</p>	
<ul style="list-style-type: none"> • <i>Set and describe pollution prevention priorities by geographic areas, municipal operation type, and facilities.</i> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>Identify technical training opportunities for engineers reviewing and inspectors inspecting stormwater treatment systems.</p> <p>Reviews with operations managers to understand existing operation procedures, waste management and storage techniques, etc. at each Town facility</p> <p>Capital Improvement Plan - Identify any significant capital improvements at each facility.</p> <p>Identify opportunities for Town-wide municipal operations standard operating procedures (SOPs).</p>	<p>Ongoing.</p> <p>Not completed in year 4. In order to expedite and ensure completion, Town is contracting with Town Engineering consultant to complete in year 5.</p> <p>Not completed in year 4. In order to expedite and ensure completion, Town is contracting with Town Engineering consultant to complete in year 5.</p> <p>Began to develop list and audit of Highway Department operations and SOPs.</p>
<p>Year 5 Goal: Create permit and tracking systems consistent with local</p>	<p>December 2007.</p>

ordinances regulating stormwater pollution prevention.	
<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"> • Explain activities and materials used to meet this requirement. • Identify training needs and design training components • Determine the adequacy and appropriate frequency of staff training. <p>Identify personnel or outside organization conducting activities.</p>	<p>Describe Measurable Goals and Results (when applicable) <i>Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</i></p>
<p>Bi-weekly stormwater meetings to implement program goals.</p> <p>Extensive Town employee training (Summary attached). Training for several departments within the Town including the Engineering Division, Highway Department, Building Department & others.</p>	<p>Meeting held every two weeks starting in Summer 2006 and continuing through 2007. Meetings involved staff from the Engineering Division and Highway Department (over 150 staff hours).</p> <p>Over 350 hours of training completed in Spring, Summer & Fall 2006. Summary of training attached.</p>
<p>Additional Techniques</p>	<p>Describe Measurable Goals and Results (when applicable) <i>Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</i></p>
<p>Year 5 Goal: Establish clear protocols for interdepartmental communication and coordination related to stormwater activities.</p> <p>Year 5 Goal: Begin an annual program for an “all-hands” facility cleanup day at each Town facility.</p> <p>Year 5 Goal: Establish a performance metric system that puts priority on stormwater pollution efforts.</p>	<p>June 2007.</p> <p>Fall 2007.</p> <p>December 2007</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> <p>Several items that were identified as goals for Year 4 were delayed, as internal communication pertaining to achievement of these stormwater goals was coordinated for the first time within our Town.</p>	

The Town now holds bi-weekly meetings, and several Town divisions and departments regularly attend these Stormwater Management meetings. With these regular meetings in place, we aim to see vast improvement with the time it takes to accomplish our future stormwater goals.

In order to expedite and ensure completion of our uncompleted Year 4 and newly identified Year 5 goals, the Town is contracting with a Town Engineering consultant to ensure completion of our goals.

Minimum Control Measure 6. Municipal Operations: X Street and Bridge Maintenance; X Winter Road Maintenance; X Stormwater System Maintenance; X Vehicle and Fleet Maintenance; X Park and Open Space Maintenance; X Municipal Building Maintenance; X Solid Waste Management; X Other: Department of Public Works – water and sewer treatment and collection / distribution

<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>Completed an audit of the Highway Department's standard operating practices (SOPs). Made a list of Highway Division SOP's and discussed improvement areas for good housekeeping measures.</p> <p>Compiled a list of all Highway Department activities. With this list, another list of potential pollutants was compiled.</p>	<p>Fall 2006.</p> <p>Fall 2006.</p>
<p>Year 5 Goal: Formulate written policies and procedures, listing specific step-by-step instructions, for housekeeping, street sweeping, catch basin maintenance, etc.</p> <p>Year 5 Goal: Develop standard operating procedures (SOPs) related to stormwater program activities.</p>	<p>September 2007</p> <p>December 2007</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>Formalized best management practices are not documented. The Town does perform operations like street sweeping, brush collection, leaf pickup on a routine, routed basis.</p>	<p>Year 5: Develop best management practices for frequency of maintenance of stormwater treatment facilities, procedures for maintenance operations, protocols storage of materials and stockpiles, etc. Target December 2007</p>

	<p>510 Miles of street sweeping completed in 2006.</p> <p>160,973 cubic yards of leaves, yard waste, & tree limbs collected in 2006.</p> <p>134 drums (55-gallon) and 147 cubic yards of waste collected through the Household Hazardous Waste Day '06.</p>
<p>Year 5 Goal: Household Hazardous Waste Day in 2007.</p>	<p>May 2007.</p>
<p>• <i>Identify and describe the equipment and staff that are in place</i></p>	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>Total Highway Department staff is approx. 60 people. Each is involved some portion of the stormwater program but not necessarily dedicated to the program (i.e., recycling, street sweeping, brush pickup, storm sewer maintenance, etc.). Total Town operations and maintenance staff approx. 120 between several departments</p>	
<p>The Town has heavy equipment including excavators, vac-trucks, dump trucks, street sweepers, etc. necessary to perform most of the municipal functions.</p> <p>.</p>	<p>Year 4: Need to evaluate additional equipment needs for maintenance of storm water treatment ponds, wetlands, etc. including small excavators.</p>
<p>Year 5 Goal: Additional Staff Required to maintain stormwater program, inspect construction activities, post construction inspections of permanent Water Quality treatment facilities and track and locate illicit discharges. One stormwater coordinator to be hired</p>	<p>Fall 2007.</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: Department of public works – water and sewer treatment and collection / distribution

<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>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>Obtain copy of NYS Non Point Source Roadway & ROW Maintenance catalog and other reference materials related to maintenance operations</p> <p>Cornell Local Roads Training</p> <p>Locate training materials for in-house training through APWA, etc. Determine where to obtain acceptable training materials (i.e., videos, etc.).</p>	<p>July 2006.</p> <p>2 personnel in October 2006.</p> <p>October 2006.</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>Year 5 Goal: Evaluate alternative deicing materials and/or managed reduced salting areas.</p>	<p>December 2007.</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:

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 _____

ADDENDUM #1

**SUMMARY OF GOALS COMPLETED WITH THE
ALBANY COUNTY INTERMUNICIPAL STORMWATER COMMITTEE**

ADDENDUM 1 - 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>Summary: Albany County Intermunicipal Stormwater Committee In Year 4 (2006-2007), the Committee supported public education and outreach program focused on four activities: 1) Educating municipal staff, elected officials, and appointees in Stormwater Permit requirements (MS4 and Construction Activity) 2) Providing stormwater literature to MS4 Committee members 3) Participating in a regional billboard campaign and 4) Stormwater presentations to citizen groups. In Year 5, the Committee will clarifying the MS4 municipal wide commitment to forming a structured, fee-based, Stormwater Coalition, with interested regulated MS4s possibly signing an intermunicipal agreement. Should the regulated MS4s form a Stormwater Coalition, the Coalition will develop a cooperative long term plan and process for implementing public education and outreach requirements, targeting pollutants of concern. The existing Committee will also sponsor at least two educational programs, most likely related to septic system maintenance and rain gardens.</p>	<p>COMPLETED TASKS:</p> <p>1) Education of municipal staff and others</p> <ul style="list-style-type: none"> • Overview of Stormwater Permits. Four presentations by NYSDEC Region IV, Carol Lamb-Lafay and Josh Carvajal to MS4 municipal staff. May 17, 19, 23, and 26, 2006. Multiple locations. This presentation was the first in a series of presentations designed to train municipal staff, elected and appointed officials in stormwater responsibilities related to local law adoption and oversight of construction activity. Participation [municipality (# of staff/elected/appointed officials participating)]: City of Albany (2); City of Cohoes (4); City of Watervliet (3); Village of Green Island (7); Town of New Scotland (3); Town of Guilderland (1); Town of Bethlehem (7); Village of Voorheesville (3); Town of Colonie (8); Village of Colonie (6); Albany County (11). • Financing Stormwater-Speakers and Panel Discussion. June 14, 2006. Public Operations Building, Town of Colonie. Speakers: Andrew Reese-AMEC; John Tabner-Attorney; and Bob Feller-Attorney. Topics: SW Program Costs, Funding Options-NYS; Other Funding Strategies-SW Utility Districts. Participation: City of Albany (2); Albany County (5); Town of Bethlehem (7); City of Cohoes (3); Town of Colonie (6); Village of Colonie (4); Village of Green Island (1); Town of Guilderland (3); Village of Menands (4); Town of New Scotland (3); Village of Voorheesville (2); City of Watervliet (1).

- Albany County Intermunicipal Stormwater Committee Monthly Meetings. Village Hall, Menands. Frequent agenda items describing conferences, articles, and trends in SW management, locally and nationally. 10 Committee meetings in Year 4. Participation: Generally a representative from each MS4 municipality attends, along with representatives from Albany County Soil and Water Conservation District, occasionally educational institutions (SUNY Albany and BOCES), and Capital District Regional Planning Commission. Attendance is voluntary.

2) Providing literature

- Distributed After the Storm brochures (11,600), Doorhangers (6,500), Storm drain markers (315); Rain Garden Handbook (12-Hardcopy and Electronically); Vermont Low-Risk Site Handbook (65-Hardcopy and Electronically) to Committee members. Committee members distributed this literature internally within their municipalities. See individual MS4 annual reports for details.

3) Participation in a regional billboard campaign

- Over a two month period (Fall, 2006) eleven purchased billboards were posted throughout the Capital District. Eleven donated billboards were posted elsewhere (Winter, 2007), with some postings to occur in Year 5 (Summer, 2007). Two images borrowed from Washington State Seattle, conveyed these messages 1) untreated stormwater enters lakes and rivers 2) car washing soap, leaf debris, and litter enters storm drains, which in turn enters lakes and rivers. Four of the billboards were located in Albany County.
- A joint press release (Albany, Saratoga, Schenectady, Rensselaer Counties, and Capital District Regional Planning Commission) resulted in front page article in the Schenectady Daily Gazette (October 20, 2006).

4) Stormwater presentations to citizen groups

- League of Women Voters Monthly Program. November 16, 2006. Green Island. Presenters: Town of Colonie (2); Village of Green Island (1); City of Watervliet (1). Attendees (6).
- Town of Colonie Stormwater Committee. December 13, 2006. Public Operations Building, Town of Colonie. Attendees (~15).

ONGOING TASKS:

- Albany County Intermunicipal Stormwater Committee recognizes the value of working cooperatively implementing public education, public participation, and related illicit discharge detection and elimination permit requirements. Currently the Committee is ad-hoc, formed largely to apply for and receive EPF/WQIP grant money. This is an unreliable source of funding; therefore the Committee is considering forming a financially self sustaining stormwater coalition, similar to the Monroe County Stormwater Coalition, where members each contribute annual fees to cover staffing and possibly other costs. To date a Coalition Concept Sub-Committee (5 MS4s represented) has been meeting (Year 4: Feb. 28, 2007) developing a proposal to present to all of the potentially interested regulated MS4s in Albany County. This sub-committee will continue their work until it's logical conclusion, with MS4 governing bodies voting either for or against joining the Coalition. This effort will continue throughout Year 5. Should the MS4s create a Stormwater Coalition, that group will be involved with developing a long term strategy (2 to 3 year planning horizon) for public education, public participation, and some IDDE elements, most likely involving appropriate partners, both regulated MS4s and others.
- Continuation of monthly Albany County Intermunicipal

	<p style="text-align: center;">Stormwater Committee meetings</p> <p>The Round 8 grant includes funding for educational programs related to septic systems and low impact development (rain gardens, porous pavements, cisterns, green roofs). Educational programs and workshops will be organized related to these subjects with staff support and direction from the existing Albany County Intermunicipal Stormwater Committee.</p>
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ADDENDUM 1 - 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>Albany County Intermunicipal Stormwater Committee Activities: In Year 3, Committee MS4s decided to implement a volunteer stenciling and storm drain marker program, with staffing support and materials provided through the EPF/WQIP grant. In Year 4, the City of Cohoes organized a training program for MS4s, titled “Finding and Preparing Volunteers” and the Albany County Soil and Water Conservation District provided MS4 municipalities with stencils and spray paint. The Hudson River Estuary Program donated 190 curb markers (April, 2006) and an additional 125 markers were purchased and distributed to MS4s (February, 2007). Implementation of this volunteer activity was left to the discretion of individual municipalities. One municipality had volunteers stencil and install curb markers, combining that task with distributing doorhangers, while others relied on DPW staff. Some municipalities, given the location of catch basins, the type of catch basin, and type of pavement decided against using any of the materials provided, instead creating their own, “Don’t Dump Drains to Waterbody” type signage to be posted at stream crossings. In general the stencil and marker activity highlighted the need for a more effective public participation effort, involving a compelling public participation activity, possibly coordinated centrally, which genuinely reflects the needs and interests of likely volunteers. A rain garden program (March 5, 2007) organized by ACSWCD and promoted by MS4 municipalities was well attended (38 participants), suggesting public interest in constructing</p>	<p>COMPLETED TASKS:</p> <ul style="list-style-type: none"> Finding and Preparing Volunteers. April 10, 2006. City Hall, City of Cohoes. Speaker: Raychel Marcil. Human Resources staff from Cohoes with considerable experience implementing student volunteer projects. ACSWCD provided materials and supporting literature was distributed to MS4 representatives. Participation: City of Albany (1); Albany County (1); Town of Bethlehem (2); City of Cohoes (4); Village of Green Island (2); Town of Guilderland (3); Village of Voorheesville (1); City of Watervliet (1). <p>ONGOING TASKS:</p> <ul style="list-style-type: none"> Investigate, possible form a self sustaining, membership based stormwater coalition (see MM1 Measurable Goals for details). If formed in Year 5, develop a plan for ongoing and effective public participation activities. As part of public participation program development, research successful public participation programs (other NYS counties, nationally) and interview potential local partners who could provide advice and perhaps assistance with public

<p>rain gardens on their property. Stream clean-ups, another suggested public participation activity, is a possible activity, however the experience thus far, is mixed. In Year 4, MS4 Committee members distributed information about a volunteer stream clean up organized by Albany County Soil and Water Conservation District (November 4, 2006). Lacking a sufficient number of registrants, this program was canceled. Future activities in Year 5 need to draw from the experience to date, with the Coalition playing a potential pivotal role in defining how public participation will be addressed long term.</p>	<p>education and public participation activities (ex. Five Rivers, Hayward Burns, BOCES, School Districts, SUNY Albany, Hudson Basin River Watch)</p> <p>Develop a public participation workplan.</p>
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ADDENDUM 1 - 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>Albany County Intermunicipal Stormwater Committee Activities: Year 4 activities focused on developing a better understanding of MM3 permit requirements, specifically outfall identification, use of the Center for Watershed Protection outfall reconnaissance inventory data sheet, use of GPS units, data gathering techniques (flow measurements and water testing), and local law adoption requirements and issues. Each MS4 will vary in how they implement this permit requirement and the Committee role in providing additional training and/or some level of coordination will depend on decisions made regarding the Coalition. With the Year 5 adoption of IDDE local laws and the completion of outfall mapping tasks, given the interconnectedness of MS4 systems and the growing importance of GIS when managing stormwater (outfall mapping, watersheds, land use, roadways and conveyance systems, etc.) deliberate cooperation related to this permit requirement may be attractive, augmented with shared mapping technology.</p>	<p>COMPLETED TASKS:</p> <ul style="list-style-type: none"> • IDDE Training Workshop. April 4, 2006. Elsmere Firehall, Town of Bethlehem. Presenters: Barbara Kendall and Shohreh Karimipour from NYS DEC and Andy Sansone from Monroe County. Included an in-class presentation (ORI sheet, recognizing outfalls) and field work (use of GPS units, water samples, flow measurements, analysis of pollution generating sites). Participation: City of Albany (1); Albany County (4); Town of Bethlehem (4); City of Cohoes (2); Town of Colonie (2); Village of Colonie (2); Green Island (1); Town of Guilderland (1); Town of New Scotland (3); Village of Voorheesville (1); City of Watervliet (2); and NYS DOT (1). • Local Laws: Adoption Update, Issues, Concerns, and Legal Support? November 17, 2006, City of Albany. November 27, 2006, Town of New Scotland. Two identical meetings were organized with participation from all of the Stormwater

	<p>Committee municipalities, specifically MS4 representatives and municipal attorneys. Both DEC Sample Local Laws (IDDE, SW Management & Erosion and Sediment Control) were discussed and issues identified. Town, Village and City attorneys discussed their concerns and likely schedule for adoption. Department heads from relevant County operations discussed possible impact of stormwater local laws on County operations. Participation: Albany County (9); City of Albany (3); Town of Bethlehem (3); City of Cohoes (2); Town of Colonie (5); Village of Colonie (2); Village of Green Island (2); Town of Guilderland (2); Village of Voorheesville (2); Village of Menands (1); City of Watervliet (2); Town of New Scotland (4).</p> <ul style="list-style-type: none">• Outfall Mapping Meeting: MS4 Progress Reports; Q/A with DEC Region IV; and Preliminary County-wide MS4 Outfall Map. February 1, 2007. Village Hall, Menands. The purpose of this meeting was to find out how MS4s were completing this task and to discuss with DEC various mapping issues. MS4s provided their existing outfall maps and individual GIS formatted maps were consolidated into one GIS map. Participation: Albany County (3); City of Albany (1); Town of Bethlehem (4); Town of Colonie (1); Village of Colonie (1); Sean Ward (1); Town of Guilderland (2); Village of Menands (1); Village of Voorheesville (1); NYSDOT (1). <p>ONGOING TASKS:</p> <ul style="list-style-type: none">• Sharing of outfall information, maps and photos among Committee members, to be compiled into a County wide MS4 area outfall map.• Use of County-Wide MS4 Area Outfall Map to identify areas of concentrated outfalls and likely pollutants of concern given outfall locations and land use within the shared drainage area.• Integrating outfall information and generating site information with either a municipal or intermunicipal
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	outreach and education program.
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ADDENDUM 1 - 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>Albany County Intermunicipal Stormwater Committee Activities: Recognizing the role municipalities will play once the Local Laws for Stormwater Management and Erosion and Sediment Control are adopted, the Committee organized several in-house training sessions for municipal staff with likely SWPPP review or enforcement responsibilities. Grant funding also paid for SUNY ESF coursework related to SWPPP design, hydrological models, construction site inspections. Some Committee members and others from their municipality also attended a variety of local stormwater conferences and training workshops: EPA Stormwater Conference-May 30, 31, and June 1; North Country Trade Show: Warren County SWCD, October 19, 2006; CDRPC DEC/DOS Accredited Enforcement Training in Stormwater, November 1, 2006.</p>	<p>COMPLETED TASKS:</p> <ul style="list-style-type: none"> For the benefit of Albany County MS4s, six construction site inspections (residential and commercial) were conducted by Josh Carvajal and Carol Lamb-Lafay, NYSDEC Region IV staff (July 11, 2006; July 19, 2006; August 21, 2006; Sept. 7, 2006; Sept 15, 2006). MS4 representatives, engineers, municipal code enforcement officers and/or future stormwater management officers asked questions. Each municipality participated in at least one inspection. Site owner-operators, SWPPP inspectors, design engineers, and interested others often attended the inspections, with a variety of issues related to erosion and sediment control, paperwork, and post-construction maintenance discussed. These site visits helped identify construction site issues to be addressed in the local laws and elsewhere within municipal operations. Participation: Town of Colonie (3); City of Cohoes (3); Albany County (1); Town of Bethlehem (6); Town of Guilderland (4); Town of New Scotland (2); City of Albany (2); City of Watervliet (1); Village of Green Island (6); Village of Colonie (2). Case Study: Patroon Creek Office Building-How to Read A SWPPP. January 4, 2006. SUNY-Albany. Presenter: Ken Barber. Ken Barber, CPESC certified site inspector demonstrated to municipal staff, CEOs/SMOs how to read SWPPP construction drawings, described how to interpret the written content of a SWPPP, and explained inspection

	<p>related paperwork. Participation: Albany County (7); Town of Bethlehem (4); City of Cohoes (3); Town of Colonie (8); Village of Colonie (3); Village of Green Island (1); Town of Guilderland (2); Village of Menands (1); Town of New Scotland (3); Village of Voorheesville (1); City of Watervliet (3); SUNY Albany (3).</p> <ul style="list-style-type: none"> • SUNY ESF Classes: <i>SW Practice Planning and Design</i>, January 17/18, 2006; Participation: Albany County (4); City of Albany (3); Town of Bethlehem (3); Town of Colonie (1); Town of New Scotland (2). <i>Hydrological Methods</i>, February 21/22, 2007, Participation: Albany County (1); Town of Bethlehem (1). <i>Better Site Design</i>, February 21, 2007, Participation: Village of Menands (1). <p>ONGOING TASKS:</p> <ul style="list-style-type: none"> • Continue to provide construction site related training for code inspector officers and stormwater management officers. Hire skilled CPESC instructors as needed and get out into the field as much as possible, with SWPPPS and inspection forms. • Develop procedures and paperwork to better manage inspection process and enforcement action. • Consult and discuss with other MS4s criteria for enforcement action and field experience related to inspections.
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ADDENDUM 1 - 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. 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"> • 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> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>

<p>Albany County Intermunicipal Stormwater Committee Activities: In Year 4, Committee members and other municipal staff attended either in house training events or other programs targeting construction stormwater management (during and post construction). (See MM4 information-above for details). Post-construction stormwater management has been discussed in all of the training events. Year 4 activities helped clarify post-construction design, construction, and maintenance issues as defined in the permit. Year 5 activities will focus on site level training needs and the internal development of adequate oversight of post-construction stormwater practices.</p>	<p>COMPLETED TASKS: (See MM4 information, described above, for list of training events)</p> <p>ONGOING TASKS:</p> <ul style="list-style-type: none"> Organize educational events related to design, construction, and maintenance of stormwater practices.
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ADDENDUM 1 - 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: Include a municipal pollution prevention training component for staff (where all staff are trained).</p>	<p>Describe Measurable Goals and Results (when applicable) <i>Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</i></p>
<p>Albany County Intermunicipal Stormwater Committee Activities: In Year 4, the Albany County DPW sponsored a confined space OSHA training, funded with 319 grant money (July 31, 2006). This training opportunity was made available to MS4s and five municipalities participated. In general, other than information shared by DPW staff during monthly Albany County Intermunicipal Stormwater Committee meetings, little of the EPF/WQIP grant money was directed towards municipal pollution prevention training. In Year 5, information related to municipal operations and new permit requirements will continue to be shared with MS4 staff. Depending on permit requirements, training related to municipal operation audits may be a high priority.</p>	<p>COMPLETED TASKS:</p> <ul style="list-style-type: none"> OSHA Confined Space training and Certification. Albany County-DPW Building, Voorheesville. July 31, 2006. This certification is needed for municipal staff involved with maintaining the storm sewer system, which can involve accessing confined areas (catch basins). Participation: Green Island (5); Voorheesville (2); Town of New Scotland (3); Town of Bethlehem (2); Albany County (1). <p>ONGOING TASKS:</p> <ul style="list-style-type: none"> Monthly Albany County Intermunicipal Stormwater Committee meetings. Many of the MS4 reps manage the

	<p>municipal storm sewer system and program suggestions are presented at these meetings.</p> <ul style="list-style-type: none">• Possibly help coordinate audit of municipal operations.
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