



**Phase II SPDES General Permit for
Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s), GP-02-02
MUNICIPAL COMPLIANCE CERTIFICATION (MCC) FORM**

Regulated MS4: Village of Brewster SPDES Permit Number: NYR20A256

See information packet for information to help complete this form.

MCC Form for year ending: March 9, <u>X</u> 2006 (Year 3) ___ 2007 (Year 4) ___ 2008 (Year 5)			
Section A. MS4 Owner/Operator and Contact Person Information (contact persons explained in instructions)			
Owner/Operator Is information below new or changed? <u>X</u> Yes ___ No			
Name: John Degnan		Title: Mayor	Department: Village Hall
Mailing Address:	Street or P.O. Box: 208 Main Street		City: Brewster
	County: Putnam	State: New York	Zip Code: 10509
Phone: (845) 279-3760		E-mail Address: j.degnan@brewstervillage-ny.gov	
Local Stormwater Public Contact (Required by Minimum Measure 2)			
Is information below: 1) new or changed? <u>X</u> Yes ___ No 2) same as: <u>X</u> 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? ___ Yes <u>X</u> No 2) same as: ___ Owner/Operator ___ Local Stormwater Public Contact			
Name: J. Robert Folchetti & Associates, LLC		Title: Civil and Environmental Engineers	Department:
Mailing Address:	Street or P.O. Box: 247 Route 100 – Suite 1003		City: Somers
	County: Westchester	State: New York	Zip Code: 10589
Phone: (914) 232-2500		E-mail Address: John.Folchetti@jrfa.com	
Annual Report Preparer			
Is information below: 1) new or changed? ___ Yes <u>X</u> No 2) same as: ___ Owner/Operator ___ Local Stormwater Public Contact <u>X</u> SWMP Coordinator			
Name:		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
Diverting Reservoir, Muscoot Reservoir and Croton Falls Reservoir (Croton System)	PHOSPHORUS	X	

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

Yes
 No

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

Yes
 No (explain below)

Explanation:

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

Section C. Partnership Information

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

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

List MS4 Partners with Legally Binding Agreements or Contracts in Place

List MS4 Partners with Planned Legally Binding Agreements or Contracts

List MS4 Partners with Other Agreements in Place

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

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

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

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

Explain:

Section E. Funding and Resource Allocation

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

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

Explain:

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

Explain:

The Budget for stormwater maintenance for the Village of Brewster is \$12,000 plus maintenance, equipment, and man-hours for the DPW staff. The estimated total budget for stormwater maintenance is \$25,000. A NYSDOS grant (\$20,000) was presented to the Village to draft the Stormwater Ordinance. The budget funding for the MS4 is annually. The draft MS4 2006 – 2007 budget includes hiring one (1) additional DPW employee to be dedicated to stormwater maintenance in the Village of Brewster plus \$30,000 in maintenance costs and permit fees. Grants will be applied for this year (Year 4) to further implement the stormwater management measures for the Village.

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

Explain:

Section F. Compliance Certification

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

Permit Part	Minimum Control Measure	ANSWER BOTH COLUMNS FOR THIS REPORT YEAR ONLY			
		Steady Progress		Goals Achieved	
IV.C.1.	Public Education and Outreach on Stormwater Impacts	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	<p>Explain 'no' / 'N/A' answer: A stormwater information website has been created using the J. Robert Folchetti & Associates (JRFA) website. (www.jrfa.com) However, a stormwater information website has received resolution for the Village of Brewster to post their own stormwater MS4 information in March 2006. The stormwater information on the website will be completed by the end of Year 4.</p>				
IV.C.2.	Public Involvement / Participation	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
	<p>Explain 'no' / 'N/A' answer: The Year-3 SWMPAR was not presented to the Village Board. The Year 3 MS4 annual report was presented on May 17th 2006.</p>				
IV.C.3.	Illicit Discharge Detection and Elimination	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
	<p>Explain 'no' / 'N/A' answer: A database of outfalls that include name of receiving stream, type of outfall pipe, size and material is in the process, but not completed. A database will be created during the next year (Year 4). A Stormwater Ordinance was adopted. However an ordinance for illicit discharge is in progress but has not been completed.</p>				
IV.C.4.	Construction Site Stormwater Runoff Control	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
	<p>Explain 'no' / 'N/A' answer: The Village drafted a Stormwater Ordinance as part of the revised zoning code. The SEQRA process was completed on March 15, 2006. Putnam County Department of Planning approved the Ordinance on April 17,2006. The Village anticipates adoption of the Ordinance by July 2006.</p>				
IV.C.5.	Post-Construction Stormwater Management	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	<p>Explain 'no' / 'N/A' answer:</p>				
IV.C.6.	Pollution Prevention / Good Housekeeping for Municipal Operations	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
	<p>Explain 'no' / 'N/A' answer: The public as well as some employees have been trained in stormwater pollution prevention. However, there has not been any formal training program implemented. The Village is in the process of preparing a formalized program.</p>				

Certification Statement

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

Print Name: John Degnan

Title: Mayor

Signature: _____ Date: _____

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

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



**Phase II SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s), GP-02-02
STORMWATER MANAGEMENT PROGRAM ANNUAL REPORT (SWMPAR) TABLE**

Regulated MS4: Village of Brewster

SPDES Permit Number: NYR20A 256

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

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

Minimum Control Measure 1. Public Education and Outreach

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

<p>Permit Reference IV.C.1.a, b: Plan and conduct an ongoing public education and outreach program to ensure the reduction of all pollutants of concern in stormwater discharges to the maximum extent practicable (MEP).</p> <ul style="list-style-type: none"> • <i>Explain the program, including activities and materials used</i> • <i>Identify the personnel or outside organization conducting the activity.</i> • <i>Indicate activities planned for next year.</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Continued a formalized public education / outreach program with open dialogue discussions in a public forum.</p>	<p>Ongoing Task for Years 3 - 5</p>
<p>Create a stormwater information website – JRFA has posted a stormwater section on their website (www.jrfa.com) for the Village. In addition, the Village has passed resolution to post their own stormwater information on their website.</p>	<p>Completed March 2006</p>
<p>Put up fliers and posters regarding conservation, pollution, and chemical hazards in the Village Hall and in businesses on Main Street. Approximately 30 to 40 businesses received the stormwater information pamphlets. The stormwater information reached broader audiences (three (3) brochures were available in Spanish) and addressed a variety of pollution that can affect the community.</p>	<p>July 2005, October 2005 – large posters (11 x 17) were distributed to Village Hall</p>
<p>Fliers and informational brochures were distributed to all small businesses in the Village on a monthly basis</p>	<p>Ongoing Task – monthly basis</p>
<p>Posters regarding stormwater information were posted in windows along Main Street. Approximately twenty (20) different fliers of stormwater literature were distributed throughout the Village</p>	<p>March 05 - March 06 – about 20 different pieces of information were passed out on MS4 progress / stormwater information to about 30 to 40 businesses in the Village.</p>
<p>Activities planned for next year are to evaluate the existing program and its effectiveness, develop new approaches and identify areas of stormwater pollution in the Village to be addressed.</p>	<p>March 06 / March 07 – evaluation and new approaches</p>

Monthly meetings at the Village Hall are held regarding MS4 activities.	Ongoing Task for Year 3 - 5
Additional Techniques	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:	

Minimum Control Measure 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>Continue to encourage enthusiasm, involvement, and participation</p>	<p>Ongoing Task</p>	
<p>Place fliers regarding storm hazards in businesses along Main Street and in the Village Hall for the public.</p>	<p>Ongoing Task</p>	
<p>Conduct information sessions in the Brewster Central School District and the Village</p>	<p>Information sessions are ongoing tasks</p>	
<p>A citizen panel to administer public involvement will be completed by the end of the March 06 to March 07 reporting period.</p>	<p>Citizen panel completed by March 2007</p>	
<p>A public review of the Year – 3 SWMPAR was presented to the Village Board on May 17th 2006.</p>	<p>Annual Report Meeting scheduled May 17th 2006 - Completed</p>	
<p>Conducted a Clean-Up day in November 2005. Approximately 60 volunteers removed ten (10) yards of trash on the East bank of the East Branch Croton River. Debris were also removed including two hot water heaters, a lawn mower, two propane tanks, 16 tires, traffic cones, empty 55 gallon drums, carpets, mattresses, a sofa, lounge chair, car bumper, posts with concrete, tarps, a baby carriage and fencing. (See Pictures Attached)</p>	<p>Clean-Up along East Bank of the East Brach Croton River – November 2005</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>Fliers were presented in the Village Hall (March 05 – October 05) regarding stormwater information. Access to all stormwater documents can be found in the Village Hall.</p>		
<p>Posters were displayed in windows along Main Street. The small businesses received pamphlets on stormwater hazards, maintenance, and mitigation.</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: 17 people were in attendance for the annual report meeting: Mayor John Degnan, Trustee William Banks, Trustee Steve Fasano, Trustee Terri Stockburger, Trustee and Deputy Mayor James Schoenig, Engineer John Folchetti, Counsel Gary Kropkowski, Treasurer Mike Santos, Clerk Bernadette Martabano, Jack Gress, Steve Presti, Tom Sprague, Rick Stockburger, Mark Anderson, Christine Piccini, Denis Castelli, and Christine Carbora</p>		
<p>Comments on Annual Report Meeting <input type="checkbox"/> No public comments received on Annual Report. <input checked="" type="checkbox"/> Comments received. Attach summary of comments and intended responses.</p>	<p>Date of Annual Report Meeting: May 17, 2006</p>	<p>Approximate Date of Meeting Next Year: Feb 16, 2007</p>

Additional Techniques	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:	

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

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

<p>Permit Reference IV.C.3.a: Develop, implement and enforce a program to detect, identify and eliminate illicit discharges, including illegal dumping, into the MS4.</p> <ul style="list-style-type: none"> • <i>Explain the activities and procedures used to meet this requirement this year <u>and planned for next year.</u></i> • <i>Revise as procedures are updated.</i> • <i>Identify personnel or outside organization conducting the activities</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> • <i>Example measurable goals: number of illicit discharges detected; number of illicit discharges eliminated.</i>
<p>The Village will create a database of the outfalls that will include name of receiving stream, type of outfall pipe, size and material during the March 2006 to March 2007 reporting period.</p>	<p>Ongoing Task through Year 4 and 5</p>
<p>The Village will develop an illicit discharge ordinance during the March 2006 to March 2007 reporting period.</p>	<p>Ongoing Task - Year 4</p>
<p>Representatives from the Village routinely inspect active construction sites for code compliance.</p>	<p>Ongoing Task through March 2007</p>
<p>Source identification and investigation for illicit discharges will be completed during the March 2006 to March 2007 reporting period. If possible, the removal / correction of illicit discharges on the priority list will be started</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>A map of illicit discharges is in the process of being created in GIS format.</p>	<p>Task completion in Year 4 and 5</p>

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

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

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

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

<p>Permit Reference IV.C.3.e: Inform public employees, businesses and the general public of hazards associated with illegal discharges and improper disposal of waste.</p> <ul style="list-style-type: none"> • <i>Explain activities and materials used to meet this requirement this year <u>and planned for next year</u></i> • <i>Identify personnel or outside organization conducting activities</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Fliers and posters were posted in the Village Hall and along Main Street in Brewster regarding hazards associated with improper disposal of waste and discharges.</p>	<p>March 05 – October 05, Ongoing Task through Year-4 of the annual reporting period</p>
<p>Additional Techniques</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</p>	

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

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

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

1. When was the preliminary assessment of existing local codes completed or when will it be completed?	Date completed: <u>August 2004</u> <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete for reporting in year: <input type="checkbox"/> 4; <input type="checkbox"/> 5. <input type="checkbox"/> Did not do preliminary assessment; proceeded directly to Gap Analysis Worksheets 1-4 or adopted <i>Sample Local Law for Stormwater Management and Erosion & Sediment Control</i> (Sample Local Law).
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2. If preliminary assessment was completed, indicate the results.	<input checked="" type="checkbox"/> If none of Sample Local Law provisions appear in local code; consider adopting Sample Local Law or equivalent <input type="checkbox"/> If few Sample Local Law provisions appear in local code; major revisions needed or consider adopting Sample Local Law or equivalent <input type="checkbox"/> If most of the Sample Local Law provisions appear in local code; minor revisions needed
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Assessment and Development of Regulatory Mechanism (Local Code) (continued on next page)

3. When was the Gap Analysis or equivalent process completed or when will it be completed?	Date completed: <u>December 2005</u> <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete work below for reporting in year: <input type="checkbox"/> 4; <input type="checkbox"/> 5.
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4. How was the local code adopted or how will it be adopted*? <i>*If MS4 has some existing local code equivalent to the Sample Local Law and adopted parts of the Sample Local Law as amendments to make a complete local code, check b and c.</i>	a. <input type="checkbox"/> The entire Sample Local Law adopted as amendments to existing code or as stand-alone law. <ul style="list-style-type: none"> • If no portions of the Sample Local Law were moved or deleted, all provisions would be exactly the same as the Sample Local Law. • If ANY provisions of the Sample Local Law were moved or deleted, the moved or changed provisions must be reviewed (use the <i>Gap Analysis</i> or equivalent process) to ensure the intent of the law has not been changed. b. <input checked="" type="checkbox"/> Parts of NYS Sample Local Law adopted as amendments to existing code. c. <input type="checkbox"/> Language developed by municipality was demonstrated to be equivalent.
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Minimum Control Measure 4 and 5. Construction Site and Post-Construction Stormwater Runoff Control Regulatory Mechanism

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

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

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

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

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

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

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

6. Has a list of needed changes (legislative agenda) been developed for adoption of amendments to local codes (or for deletion of existing codes that are addressed by adoption of a stand alone law)?

No
 Yes, list the **local codes** that will be changed:
Zoning and Stormwater Codes

7. What was the date or is planned date of local code adoption?
Date: July 2006

8. Provide a web address if the adopted local law can be found on a web site.
Web Address: www.jrfa.com

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"> Describe the procedures 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: number of plans received; number of plans reviewed; percent of plans received that are reviewed.
<p>Applications for site plan approval are submitted to the Planning Board and must include sediment and erosion control in accordance with the Village's zoning and land use laws.</p>	
<p>For the annual reporting period for March 2006 to March 2007, maximum compliance should be started and site plan review and site inspections should be working effectively.</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"> Explain the procedures below. <u>Revise as procedures are updated.</u> Identify the responsible personnel or outside organizations. 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>All site applications are subject to public review and comment. The procedure for site applications is described at the Village Hall and in the revised zoning and land use code.</p>	<p>For Year 3 – no input received</p>

Minimum Control Measure 4. Construction Site Stormwater Runoff Control

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

<p>Permit Reference IV.C.4.b. iii, vii: Develop and implement procedures for site inspections, enforcement of control measures and sanctions to ensure compliance with GP-02-02.</p> <ul style="list-style-type: none"> Describe each procedure below. <u>Revise as procedures are updated.</u> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> Example measurable goals are number of: inspections; fines assessed; stop work orders; other sanctions.
<p>The Village established a review and inspection procedure for construction as it relates to stormwater management.</p>	<p>Ongoing Task - Began in 2005</p>
<p>The Village Hall has made selected educational materials consistent with the requirements and provisions of SPDES GP-02-02 available to construction site operators.</p>	<p>Ongoing Task – materials will be added in the Village Hall as needed</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>Requirements for waste management for construction site operators were developed and the information is provided to the contractors to abide by and follow.</p>	
<p>The Village Engineer and Village Building Department routinely inspect construction sites for local code compliance.</p>	<p>Ongoing Task – March 2007</p>
<p>Additional Techniques</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</p>	

Minimum Control Measure 5. Post-Construction Stormwater Management

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

Permit Reference IV.C.5.a, c. Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<ul style="list-style-type: none"> A combination of structural and/or non-structural management practices. <i>Identify and describe below procedures to ensure installation of post-construction management practices. <u>Revise as procedures are updated.</u></i> 	DO NOT ENTER INFORMATION IN THIS CELL
The Village continues to assess existing conditions throughout the Village and identify practices to reduce pollutant discharge. The MS4 addresses these practices following the revised zoning regulations.	Ongoing Task through Year 4
<ul style="list-style-type: none"> Procedures for site plan and SWPPP review to ensure SWMPs meet state standards. <i>Describe procedures below. <u>Revise as procedures are updated.</u></i> 	<ul style="list-style-type: none"> <i>Example measurable goals include: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</i>
The Village will adopt a Stormwater Ordinance implementing the practices identified during the assessment.	December 2005 (Draft Stormwater Ordinance was accepted)
	July 2006 - estimated adoption of the fully revised zoning code including stormwater ordinance.

Minimum Control Measure 5. Post-Construction Stormwater Management

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

Permit Reference IV.C.5.a, c. (continued): Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<ul style="list-style-type: none"> • Procedures for inspection and maintenance of post-construction management practices. • <i>Explain procedures below. <u>Revise as procedures are updated.</u></i> 	<ul style="list-style-type: none"> • <i>Example measurable goals are number of: inspections maintenance activities performed.</i>
<p>The Village Engineer and Village Building Department will continue to routinely inspect construction sites for code compliance prior to issuance of a Certificate of Occupancy.</p>	<p>Ongoing Task through Year 4 and 5</p>
<ul style="list-style-type: none"> • Procedures for enforcement and penalization of violators. • <i>Explain procedures below. <u>Revise as procedures are updated.</u></i> 	<ul style="list-style-type: none"> • <i>Example measurable goals: number enforcement activities performed.</i>

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>Revisions of strategies have been made based on post-construction evaluations. The resources for these revisions are the Village Engineer and Village Hall. There will be maximum compliance with strategies for the next annual reporting period.</p>	<p>Ongoing Task - 2007 - 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>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</p>	

Minimum Control Measure 6. Pollution Prevention/Good Housekeeping for Municipal Operations

OVERALL MUNICIPAL POLLUTION PREVENTION / GOOD HOUSEKEEPING PROGRAM INFORMATION

<ul style="list-style-type: none"> • This table is for MS4s to report on their OVERALL Municipal Pollution Prevention / Good Housekeeping Program. • A separate table follows that is for MS4s to report on management practices performed in identified municipal operations. • Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures. • Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed. 	
<p>Permit Reference IV.C.6.a: Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • <i>List pollutants that will be addressed by the municipal pollution prevention program.</i> 	
Phosphorus	
<ul style="list-style-type: none"> • <i>Set and describe pollution prevention priorities by geographic areas, municipal operation type, and facilities.</i> 	DO NOT ENTER INFORMATION IN THIS CELL
<p>Sediment testing of the Wells Brook Diversion Basin has been completed. NYSDEC reviewed the sediment results and stated that the soils are “uncontaminated” and can be used as fill material. The response letter from NYSDEC is attached in Appendix C.</p>	<p>March 2006 – Samples taken May 2006 – Results from NYSDEC received</p>
<p>Permit Reference IV.C.6.a: Include a municipal pollution prevention training component for staff (where all staff are trained).</p> <ul style="list-style-type: none"> • <i>Explain activities and materials used to meet this requirement.</i> • <i>Identify training needs and design training components</i> • <i>Determine the adequacy and appropriate frequency of staff training.</i> • <i>Identify personnel or outside organization conducting activities.</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Ongoing training of employees has been conducted through meetings, manuals, and public forums. Training of public employees is an ongoing task and will continue through the March 2006 to March 2007 reporting period.</p>	<p>Ongoing Task</p>
<p>Additional Techniques</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>

Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:

Minimum Control Measure 6. Municipal Operations: ___ Street and Bridge Maintenance; ___ Winter Road Maintenance;
___ Stormwater System Maintenance; ___ Vehicle and Fleet Maintenance; ___ Park and Open Space Maintenance; ___ Municipal Building Maintenance;
___ Solid Waste Management; ___ Other: _____

<ul style="list-style-type: none"> • Copy this page and give it to each municipal office or department responsible for reporting. • Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department. • Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures. • Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed. 	
<p>Permit Reference IV.C.6.a, c: Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from the municipal operation(s) indicated above to the MEP.</p> <ul style="list-style-type: none"> • <i>Describe how the bulleted items below focus on pollutants addressed by the municipal pollution prevention program and the pollution prevention priorities.</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • <i>Briefly describe or reference any existing policies and procedures</i> • <i>Briefly describe or reference any policies and procedures being developed</i> 	DO NOT ENTER INFORMATION IN THIS CELL
<ul style="list-style-type: none"> • <i>Briefly describe or reference any existing best management practices</i> • <i>Briefly describe or reference any planned best management practices</i> 	DO NOT ENTER INFORMATION IN THIS CELL
<ul style="list-style-type: none"> • <i>Identify and describe the equipment and staff that are in place</i> 	DO NOT ENTER INFORMATION IN THIS CELL

Minimum Control Measure 6. Municipal Operations: ___ Street and Bridge Maintenance; ___ Winter Road Maintenance;
___ Stormwater System Maintenance; ___ Vehicle and Fleet Maintenance; ___ Park and Open Space Maintenance; ___ Municipal Building Maintenance;
___ Solid Waste Management; ___ Other: _____

<ul style="list-style-type: none"> • Copy this page and give it to each municipal office or department responsible for reporting. • Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department. • Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures. • Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed. 	
Permit Reference IV.C.6.a, c (continued): Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<ul style="list-style-type: none"> • <i>Assess if existing programs adequately reduce and/or prevent pollutant discharges</i> • <i>Determine and list any operation type, location or facility that is in need of modification or updates.</i> 	DO NOT ENTER INFORMATION IN THIS CELL
Permit Reference IV.C.6.a: If there is a training component for staff specific to these municipal operations: <ul style="list-style-type: none"> • <i>explain the activities and materials;</i> • <i>identify the personnel or outside organization conducting the activities.</i> 	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Additional Techniques	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:	

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 Pictures of volunteers that helped in Clean Up November 2005 and the piles of garbage and debris collected

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

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

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

Permit Reference IV.C.3.c: Prohibit, through an ordinance, local law or other regulatory mechanism, illicit discharges into the MS4. The MS4s have until year 5 to complete this work.		
1) When was this work completed or planned to be completed?	Date completed: _____ Not yet completed Plan to complete for reporting in year: ___ 4; ___ 5.	
2) Indicate which of the control mechanisms or procedures to the right used by the MS4 notify staff and others doing work on behalf of the MS4 about prohibition of and enforcement against illicit discharges:	<input type="checkbox"/> Interconnection agreements <input type="checkbox"/> Maintenance directives / BMPS <input type="checkbox"/> Access Permits <input type="checkbox"/> Tenant Leases	<input type="checkbox"/> Consultant Agreements <input type="checkbox"/> Construction/Bid Documents <input type="checkbox"/> Other _____ _____
3) Indicate which of these control mechanisms contain specific language prohibiting illicit discharges:	<input type="checkbox"/> Interconnection agreements <input type="checkbox"/> Maintenance directives / BMPS <input type="checkbox"/> Access Permits <input type="checkbox"/> Tenant Leases	<input type="checkbox"/> Consultant Agreements <input type="checkbox"/> Construction/Bid Documents <input type="checkbox"/> Other _____ _____
4) Explain how the MS4 intends to prohibit illicit discharges if: <ul style="list-style-type: none"> • none of the mechanisms in number 2 contain language prohibiting illicit discharges; or • the MS4 intends to add language to prohibit illicit discharges in other control mechanisms. 	Explanation:	
5) Explain how the MS4 (intends to) enforce against illicit dischargers within their jurisdiction?	Explanation:	

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

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