



**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 Ballston Spa SPDES Permit Number: NYR20A376**

Annual Report Table for year ending: March 9,      2006 (Year 3)      2007 (Year 4)   X   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 - 4<sup>th</sup> 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><b>Permit Reference IV.C.1.a, b:</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>	<p><b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date(for next years activities)</p>
<p><u>Explain the program, including activities and materials used:</u></p> <ul style="list-style-type: none"> <li>The Village of Ballston Spa is a participating member of the Saratoga County Intermunicipal Stormwater Management Program, represented by both Village personnel and our professional engineering consultant (CHA presently serves as the Village Engineer - with their staff serving as an extension of the Village staff), which provides an on-going comprehensive effort to provide education, awareness and training for Municipalities, the Construction Industry, Residents, and Business Owners throughout the MS4 Communities in Saratoga County.</li> </ul> <p>It is a continually growing and evolving effort by the Management Coordinator, the Saratoga County MS4s and their designated representatives to provide accurate, relevant information regarding stormwater pollution prevention. The program utilizes handouts and other literature that are distributed to all MS4 Permittees in Saratoga County and are kept with the Local Stormwater Coordinator and/or in Public Places such as Town, City, &amp; Village Halls; Public Libraries and distributed at community events. The Program is implemented through original workshops and participation in community events sponsored by Saratoga County MS4s and other community groups &amp; organizations.</p> <p>The Program facilitates or directly provides training and guidance for municipal officials, Board members, MS4 employees, MS4 residents and</p>	<p><b>Goals:</b> to provide comprehensive education and outreach programming and activities through Saratoga County Cornell Cooperative Extension and the office of the Management Coordinator. Further goals of the Program are to provide resources, facilitation, and activities for all participants under each of the Permit’s “Minimum Control Measures” such needs are identified by the Management Coordinator and Representatives of the Local MS4s. All activities, resources, and facilitation work are done under the umbrella of this program with no distinction being made between local and County-wide audiences as efforts and activities must often be conducted at the local level.</p>

the Construction Industry operating in Saratoga County by delivering or facilitating workshops which focus on relevant Phase II information and SPDES permit compliance. ***Please reference the Appendix for a comprehensive list of activities conducted through the SCI-SWMP.***

- In addition to Public Education and Outreach Program being conducted through the Inter-Municipal efforts, the Village of Ballston Spa recognizes that typical stormwater pollutants of concern include sediment, nitrogen, phosphorus and hazardous wastes associated with both residential and commercial development. Local public education and outreach efforts include the following activities:
  - Current distribution of EPA and DEC materials to the general public and interested parties through Village Hall.
  - General educational efforts through private meetings with constituents of the Village, as well as through public village board meetings.
  - Distribution of educational materials relative to the NYS Stormwater Management Program to all applicants for development projects within the Village. The information is distributed to all applicants as part of the standard applicant package outlining submittal requirements and Village procedural issues and protocols.
  - The Village is presently prepared to work together with all Developers/Applicants, and all other parties involved, on an individual project-by-project basis during the design and construction of new projects to increase awareness of the Village's Stormwater Management Program.
  - Village DPW superintendent attended a Good Housekeeping/Pollution Prevention Workshop developed to provide training and guidance to Highway & Public Works Departments, presented through the SCI-SWMP.
  - Installed approximately 50 drain markers in the Village of Ballston Spa as an educational tool to increase awareness.
  - General stormwater presentation to the Ballston Spa Business & Professional Association, presented through the SCI-SWMP coordinator.
- Educate general public relative to stormwater issues and policies. Ongoing.
- Monthly Village Board meetings. Meetings with private constituents are generally in response to "backyard" drainage concerns; however, meetings w/main street businesses also resulted in a modification to the curbside pick-up policy.(2003 – ongoing).
- Ongoing.
- 2008 - Ongoing.
- 12/10/2007, Attended by the Highway Superintendent.
- July 2007. In cooperation w/Village Board of Trustees, Village DPW, and the Waldorf School.
- September 17, 2007.

- Saratoga County Planning Conference Stormwater Session attended by one member each from the ZBA and Planning Board.

- January 30, 2008 – two (2) attendees.

Overall effectiveness of the Public Education and Outreach Program:

The Village of Ballston Spa, in conjunction with the Saratoga County Intermunicipal Stormwater Management Program, has exceeded the efforts and activities as defined in the Village of Ballston Spa's SWMP. The efforts and activities defined within this document represent the standards by which the Village of Ballston Spa must fulfill and deliver under the permit; and as such, represents the level of effort by which the Village currently evaluates the effectiveness of their efforts. The Village considers their efforts to be effective to date as they have fulfilled all of the obligations set forth and defined in the Village's SWMP. Furthermore, the Village understands that these efforts must be ongoing and continually reinforced throughout the future implementation of their stormwater management program. Future public comments along with circulation or "distribution counts" for materials may be metrics that can be used to help quantify the "effectiveness" of the Village's efforts moving forward.

In response to comments received in regards to the Year 4 Annual Report, the Village understands that the Village Board, Planning Board and ZBA have responsibilities and duties for approvals and enforcement under this program. However, the decisions made regarding these matters are largely based upon the advice and recommendations of professional consultants retained by the Village to assist us directly with these matters. Members are generally educated via the Village Engineer, through the approval process for projects coming before the various boards.

The Village has focused on training opportunities for the Highway Department personnel and Building & Codes Enforcement Officer, based on their respective duties and responsibilities under this permit. In addition, the Village relies upon our professional consultant (CHA, who presently serves in the role of the Village Engineer) to interface with the Village Board, Planning Board and ZBA. However, the Village remains committed to provide municipal educational opportunities to staff and resources responsible for the implementation and enforcement of the Stormwater Management Program.

<p><u>Identify the personnel or outside organization conducting the activity:</u></p> <ul style="list-style-type: none"> <li>All Public Education and Outreach efforts, on the part of the SCI-SWMP, will be conducted by the Saratoga County/Cornell Cooperative Extension Stormwater Management Coordinator.</li> </ul>	<ul style="list-style-type: none"> <li>Central coordination and implementation of a Public Education and Outreach Program; April 2005 – Ongoing.</li> </ul>
<p><u>Indicate activities planned for next year:</u></p> <ul style="list-style-type: none"> <li>Continued updating and expansion of the website.</li> <li>Engage local Civic, Environmental and Business Groups/Organizations through direct outreach efforts in the form of speaking engagements and participation in Group-sponsored events such as stream clean-ups.</li> <li>Provide BMP guidance and literature to Residents, Contractors and Business owners to reduce and prevent pollution.</li> <li>Create and maintain a stormwater management and pollution prevention display(s) at the Saratoga County Fair in conjunction with the Saratoga County SWCD and SWQCC</li> <li><i>Please see Appendix for SCI-SWMP planned activities for next year.</i></li> </ul>	<ul style="list-style-type: none"> <li>Maintain a web-based stormwater and pollution prevention information clearinghouse; August 2005 - Ongoing.</li> <li>Direct Education efforts through public speaking engagements; April 2006 – Ongoing.</li> <li>Stormwater Management Program &amp; pollution prevention BMP literature distribution to residents and business owners in Saratoga County; April 2006 – Ongoing.</li> <li>Create a visible Stormwater Management Program presence at the County Fair for the Program. Ongoing.</li> </ul>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>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:</b></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.

<b>Permit Reference IV.C.2.c.iii.:</b> Design and conduct a public involvement / participation program.	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<p><u>Describe activities that the MS4 has/will undertake to provide program access to interested individuals and to gather needed input:</u></p> <ul style="list-style-type: none"> <li>• Formation of a Stormwater Advisory Team to monitor progress and direction of the Village’s SWMP. The committee consists of key staff members, as well as engineering and legal support from the community, and meets informally 2-3 times a year to monitor progress of the SWMP.</li> <li>• The Program has established a relationship with the Local Citizen Watershed Group <i>The Friends of the Kayaderosseras (FoK)</i>. This partnership allows citizens interested in local water quality the opportunity to input knowledge and opinions regarding public policy in the Kayaderosseras Creek watershed. The Management Coordinator helped to draft, edit and distribute an October 2005 Stream Buffer document published by the FoK to MS4-permitted municipalities and made the publication available to the general public, on-line (see above). The document presents information on riparian corridor protection, benefits, and strategies to create such corridors through overlay zoning districts, and no-disturbance regulations.</li> <li>• Community Participation Programs associated with the clean-up of public grounds (Parks, Cemeteries and Streets).</li> <li>• Presented Summary of the Annual Report at Village Board Meeting. Beginning in 2008, the Village will be posting the annual report on the Village’s dedicated stormwater management site for public review and comments. Should public interest or concerns dictate, a public meeting will be re-incorporated into the Village’s Stormwater Management Program per the new permit requirements.</li> <li>• Installed approximately 50 drain markers in the Village of Ballston Spa as a public participation effort. The Village will look for opportunities to expand these efforts in the coming years.</li> </ul>	<ul style="list-style-type: none"> <li>• Formally created in 2006.</li> <li>• Facilitate Development of Cooperative Partnerships w/ Local Civic Groups &amp; Organizations. Ongoing.</li> <li>• Facilitate interested-party input into the Stormwater Management Program. October 2005 - ongoing.</li> <li>• Annual Programs. Civic Groups/Organizations assist with cleaning public roads and areas.</li> <li>• Provide the general public an opportunity to comment of the Village’s SWMP and Annual Report. Past meetings were held annually in May.</li> <li>• July 2007. In cooperation w/Village Board of Trustees, Village DPW, and the Waldorf School.</li> </ul>

<p><u>Overall effectiveness of the Public Participation and Involvement Program:</u></p> <p>The Village of Ballston Spa, in conjunction with the Saratoga County Intermunicipal Stormwater Management Program, has exceeded the efforts and activities as defined in the Village of Ballston Spa's SWMP. The efforts and activities defined within this document represent the standards by which the Village of Ballston Spa must fulfill and deliver under the permit; and as such, represents the level of effort by which the Village currently evaluates the effectiveness of their efforts. The Village considers their efforts to be highly effective to date as they have fulfilled all of the obligations set forth and defined in the Village's SWMP.</p> <p>Furthermore, the Village understands that these efforts must be ongoing and continually reinforced throughout the future implementation of their stormwater management program. The Village intends to continue to modify these efforts, as appropriate, throughout the future implementation of the stormwater management program. Future comments received from the public along with participation counts for events held are tools that can be used to assess the overall effectiveness of the Village's efforts moving forward.</p> <p>The Village of Ballston Spa is an active member of the Saratoga County Intermunicipal Stormwater Management Program (represented by both Village personal and our professional consultant). However, in response to comments received from the Year 4 Annual Report, the Village will look for opportunities to further increase our efforts to engage the local public in stewardship and/participation programs (Note drain marker project in 2007). The Village acknowledges the need to keep better records in regards to our participation in the County activities as well as citizen participation at local events - and will strive to improve documentation in the coming years.</p>	
<p><u>Indicate activities planned for next year:</u></p> <ul style="list-style-type: none"><li>Facilitate Public Participation opportunities for residents through Local SWMPs. (Ex. Organizing information workshops and clean-up projects, on a neighborhood-by-neighborhood basis in coordination with local officials</li></ul>	<ul style="list-style-type: none"><li>Ongoing.</li></ul>

<p>and SWMP personnel to address local issues and pollutants of concern.</p> <ul style="list-style-type: none"> <li>Publicize Public Participation opportunities (see above), through local media and on-line, targeting residents, business owners, and Civic Groups.</li> <li>Expand joint and cooperative efforts with Local Civic and Environmental Groups (ex. Saratoga PLAN; Preserving Land &amp; Nature, the Rotarians, etc.)</li> <li><i>Please see Appendix for SCI-SWMP planned activities for next year.</i></li> </ul>	<ul style="list-style-type: none"> <li>Ongoing.</li> <li>Ongoing.</li> </ul>	
<p><b>Permit Reference IV.C.2.a, f:</b> 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>Published meeting notification in local publications. To date, the annual report has been presented at a normal meeting of the Village Board members. The agenda for this meeting, as well as all Village Board meetings, are published using local newspapers. Beginning in 2008, the Village will be posting the annual report on the Village’s dedicated stormwater management site throughout the year for public review and comments. Should public interest or concerns dictate, a public meeting will be re-incorporated into the Village’s Stormwater Management Program per the new permit requirements. Village SWMP documentation is also available for review at the Village Hall.</p>		
<p><b>Permit Reference IV.C.2.e:</b> Public presentation of; <b>f:</b> summary of comments received on; and <b>g:</b> intended response to comments on the SWMPAR.</p>		
<p><b>Summarize attendance at the public presentation of the Annual Report. Include number of attendees and who was represented:</b>  The meeting was attended by a small group of Village citizens (10-12).</p>		
<p><b>Comments on Annual Report Meeting</b>  <input checked="" type="checkbox"/> No public comments received on Annual Report.  <input type="checkbox"/> Comments received. <b>Attach summary of comments and intended responses.</b></p>	<p><b>Date of Annual Report Meeting:</b>  Year 4 Report presented in May 2007</p>	<p><b>Approximate Date of Meeting Next Year:</b>  N/A – Annual Report to be posted on the Village’s web-site per new permit requirements.</p>
<p><b>Additional Techniques:</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>	
<p><b>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:</b></p>		

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

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

<p><b>Permit Reference IV.C.3.a:</b> Develop, implement and enforce a program to detect, identify and eliminate illicit discharges, including illegal dumping, into the MS4.</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <li><i>Example measurable goals: number of illicit discharges detected; number of illicit discharges eliminated.</i></li> </ul>
<p><u>Explain the activities and procedures used to meet this requirement this year:</u></p> <ul style="list-style-type: none"> <li>During the 4<sup>th</sup> Year of the Program, the Village verified and mapped all existing outfalls using County GIS equipment. Village personnel were trained prior to field work.</li> <li>The Village is working together with the County and State relative to inter-connected systems within the Village’s Boundaries</li> <li>Continue staff education to increase awareness of illicit connections to the MS4 system. Education efforts to date have been focused with the Highway Superintendent and Building &amp; Code Enforcement Officer, as the Village has limited staff.</li> <li>Continued efforts to identify and eliminate illicit discharges to receiving waters. “Comparative database” is currently being developed through the accumulation of outfall inspection reports – future efforts to concentrate in problem areas.</li> <li>Local law relative to illicit discharges has been adopted by the Village. The local law has been developed based upon the “model” law developed by the NYSDEC; and meets or exceeds all provisions defined within the State’s model ordinance.</li> <li>Continue to enforce laws regarding illegal dumping within the Village.</li> </ul>	<ul style="list-style-type: none"> <li>Training, outfall verifications and inspections were completed in 2006/2007. <b>Village mapping requirements have been completed, fulfilling the permit requirements.</b></li> <li>2008 - ongoing.</li> <li>Ongoing. Training to date is usually comprised of individual one-on-one training in the field with Village personnel, provided by Village Engineer.</li> <li>Ongoing. None identified in the past year.</li> <li><b>Local law has been adopted in 2007.</b></li> <li>Ongoing.</li> </ul>
<p><u>Identify personnel or outside organization conducting the activities:</u></p> <ul style="list-style-type: none"> <li>Collection of system data performed by Village personnel, in conjunction with outside consulting firm(s). It’s anticipated that the overall program administration for the IDDE program will be led by the Village’s Building and Code Enforcement Officer.</li> </ul>	

<p><u>Activities Planned for next year:</u></p> <ul style="list-style-type: none"> <li>• Continue to look for training opportunities, through the DEC, for personnel to identify/detect an Illicit Discharge in the course of regular daily activities in the field.</li> <li>• Provide IDDE-relevant information to residents and business owners to increase awareness/prevention of potentially polluting behaviors and increase the possibility that potential problems noted by residents are reported. Information will be provided as a part of MCM 1 &amp; 2 (see above).</li> <li>• Update outfall mapping, based on availability of information from the County and State.</li> <li>• Re-inspection of 20% of outfalls per year, minimum.</li> </ul>	<ul style="list-style-type: none"> <li>• TBA; Depends on availability of DEC Central Office Personnel.</li> <li>• April 2006 – Ongoing.</li> <li>• 2008 – pending availability of information.</li> <li>• 2008 – ongoing.</li> </ul>
<p><u>Revise as procedures are updated:</u></p> <ul style="list-style-type: none"> <li>• It is the policy of both the Village of Ballston Spa and SCI-SWMP that all policies and procedures are open to review and revision. As short-comings in policy and inefficiencies in procedures are identified, such issues are subject to immediate review and alteration once review and finding of fact are complete. In any such instance all employees, officials, or other interested parties/stakeholders will be notified in the change in SWMP policy.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing.</li> </ul>
<p><b>Permit Reference IV.C.3.b:</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.</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>

*Explain activities performed this year and planned for next year, including work on the following IDDE guidance prerequisites:*

- **Field verification of outfall locations completed and mapped, fulfilling the permit requirements**
- 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. *State if maps are in GIS.*
- Identify non-sewered areas or districts within the Village, and create inventory of suspected private septic systems.

Overall effectiveness of the IDDE Program:

**Mapping of the Village outfalls is complete and the Village of Ballston Spa has adopted the local IDDE law.** A Village-wide assessment has been performed relative to the characterization of illicit discharges and has determined that illicit discharges throughout the Village are (and will continue to be) largely transitory in nature. This determination was based largely on the type of development and land uses within the Village; as well as the data collected through the inspection of outfalls performed to date. However, the Village acknowledges that there is the potential for illicit connections to the storm sewers within older areas of the Village. These areas will be monitored through inspection of the outfalls. Should evidence of an illicit discharge be detected then investigative efforts such as system tracing and/or television inspections will be performed to detect and eliminate any illicit connections to the system.

In addition, special attention will be given to areas of the Village presently not serviced by public sewer infrastructure as they represent potential sources of phosphorus (e.g., failing septic systems). The Village acknowledges that continual annual inspection (20% per year, at a minimum) of the outfalls will be

*Example measurable goals: percent of outfalls mapped.*

- Summer of 2006-2007.
- Requested mapping of subsurface conveyances from the County DPW and NYSDOT (ongoing).
- Determine major watershed boundaries within the Village boundaries. Final sewershed boundaries TBD based on availability of County and State data.
- Mapping currently in hard-copy format only.
- Summer/Fall 2008.

required to detect and eliminate illicit connections. The Village is fully committed to the inspection of the outfalls within the urban designated areas, as well as the elimination of any problems identified.

The Village of Ballston Spa has exceeded the efforts and activities as defined in the Village's SWMP. The efforts and activities defined within this document represent the standards by which the Village of Ballston Spa must fulfill and deliver under the permit; and as such, represents the level of effort by which the Village currently evaluates the effectiveness of their efforts. The Village considers their efforts to be highly effective to date as they have fulfilled all of the obligations set forth and defined in the Village's SWMP.

Furthermore, the Village understands that these efforts must be ongoing and continually reinforced throughout the future implementation of their stormwater management program. The actual number of illicit discharges inspected, along with the number of illicit discharges eliminated and enforcement actions will be tracked and will serve as measurements/metrics that can be used to assess the overall effectiveness of the Village's efforts moving forward.

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

<b>Permit Reference IV.C.3.c:</b> 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. <b>See the instructions for information about completing this section.</b>	
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)
<b>Assessment of Regulatory Mechanism (Local Code)</b>	
1) When was this assessment completed or planned to be completed?	Date completed: <u>2005</u> <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete for reporting in year: <u>  </u> 4; <u>  </u> 5.
2) Is there an existing ordinance, local law or other regulatory mechanism?	<input type="checkbox"/> No (go to question 5) <input checked="" type="checkbox"/> Yes
3) Does the existing regulatory mechanism prohibit illicit discharges as required by the MS4 Permit?	<input type="checkbox"/> No (amendments needed) <input checked="" type="checkbox"/> Yes
4) Does the existing regulatory mechanism include enforcement authorities and procedures as required by the MS4 Permit?	<input checked="" type="checkbox"/> No (amendments needed) <input type="checkbox"/> Yes
<b>Development of Regulatory Mechanism (Local Codes)</b>	
5) When was this work completed or planned to be completed?	Date completed: <u>2006</u> <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete work below for reporting in year: <u>  </u> 4; <u>  </u> 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 checked="" type="checkbox"/> NYS IDDE Model Law in its entirety <input type="checkbox"/> Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law <input type="checkbox"/> MS4 will write language equivalent to NYS IDDE Model Law
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 <b>local code(s)</b> 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: <b>The Local Law has been adopted in 2007.</b>
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><b>Permit Reference IV.C.3.e:</b> Inform public employees, businesses and the general public of hazards associated with illegal discharges and improper disposal of waste.</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><u>Explain activities and materials used to meet this requirement this year and planned for next year:</u></p> <ul style="list-style-type: none"> <li>• Provide IDDE-relevant information to residents and business owners to increase awareness/prevention of potentially polluting behaviors and the possibility that potential problems noted by residents are reported. Information will be provided as a part of MCM 1 &amp; 2 (see above).</li> <li>• Continue to look for opportunities for training, through the DEC, for personnel to identify/detect an Illicit Discharge in the course of regular daily activities in the field.</li> </ul>	<ul style="list-style-type: none"> <li>• April 2006; Ongoing. Please note education and outreach discussed previously in MCM1.</li> <li>• TBA; Depends on availability of DEC; Div. of Water Central Office Personnel</li> </ul>
<p><u>Identify personnel or outside organization conducting activities:</u></p> <ul style="list-style-type: none"> <li>• Saratoga County Cornell Cooperative Extension</li> </ul>	
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>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:</b></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>2005</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 &amp; 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>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 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"> <li>• If no portions of the Sample Local Law were moved or deleted, all provisions would be exactly the same as the Sample Local Law.</li> <li>• 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.</li> </ul> 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 <b>exactly the same</b> as the Sample Local Law language	Existing clauses <b>equivalent</b> 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 <b>adopted</b> , listed as <b>legislative agenda</b> items.
1			
2			
3, 4, 5			
6			
<b>TOTAL</b>			

**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:

**7. What was the date or is planned date of local code adoption?** Date: **Local Law has been adopted in 2007.**

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

**Minimum Control Measure 4. Construction Site Stormwater Runoff Control**

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

<p><b>Permit Reference IV.C.4.b. v:</b> 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>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><i>Describe the procedures below. <u>Revise as procedures are updated.</u></i></p> <ul style="list-style-type: none"> <li>• The Village presently uses the services of a consulting firm(s) to review all site plan reviews for compliance with Village and State ordinances regarding stormwater management controls. Individuals reviewing potential development projects include NYS licensed professional engineers and landscape architects; as well as CPESC and CPSWQ certified individuals.</li> <li>• Stormwater educational and outreach materials have been developed for distribution with the Village’s standard Applicant/Developer Package for new development projects. These materials are intended to target individuals responsible for the preparation of design documents and construction activities associated with new development. These materials include an application submittal checklists and a “certification program” that outlines the duties and responsibilities of the owner/developer, design professionals and construction operators.</li> </ul>	<p><i>Example measurable goals: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</i></p> <ul style="list-style-type: none"> <li>• 100% of all commercial site development and residential subdivision projects are reviewed. <b>No new projects came before the Planning Board this past year.</b></li> <li>• Draft materials have been developed, and are currently under review by the various Village Departments. Final materials may be modified based upon recent forms developed by the NYSDEC. The Village anticipates final acceptance of these materials in 2008, with distribution beginning to all future Developers/Applicants upon final adoption by the Village Board. The Village is presently prepared to work together with all Developers/Applicants, and all other parties involved, on an individual project-by-project basis to increase awareness of the Village’s Stormwater Management Program.</li> </ul>
<p><b>Permit Reference IV.C.4.b. vi:</b> Develop and implement procedures for the receipt and consideration of information submitted by the public.</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><i>Identify the responsible personnel or outside organization:</i></p> <ul style="list-style-type: none"> <li>• Village Planner, in conjunction with outside consulting firm(s).</li> </ul>	
<p><i>Explain the procedures below. <u>Revise as procedures are updated.</u></i></p> <ul style="list-style-type: none"> <li>• The public can ask questions and/or make comments as part of the site plan review and approval process for each individual project.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing.</li> </ul>

**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><b>Permit Reference IV.C.4.b. iii, vii:</b> Develop and implement procedures for site inspections, enforcement of control measures and sanctions to ensure compliance with GP-02-02.</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><i>Describe each procedure below. <u>Revise as procedures are updated.</u></i></p> <ul style="list-style-type: none"> <li>• Procedures for inspections and enforcement, as well as sanctions to ensure compliance were adopted in 2007.</li> <li>• Training of Village personnel. <b><i>While construction inspections will be coordinated through the Building &amp; Code Enforcement Officer, the Village Engineer will have primary inspection responsibilities during construction.</i></b></li> <li>• Inspection of construction sites will follow the typical procedures and protocols used in the past by the NYSDEC personnel, using standardized inspections logs. In general, the oversight of construction sites will include both pre-construction and post-construction inspections; as well as intermittent inspections during the construction activities, as deemed appropriate based upon the site conditions and construction means and methods.</li> </ul>	<p><i>Example measurable goals are number of: inspections; fines assessed; stop work orders; other sanctions.</i></p> <ul style="list-style-type: none"> <li>• Adopted local law(s) relative to Construction Site Stormwater Runoff Control, 2007.</li> <li>• Ongoing, see comments below.</li> <li>• Inspections to begin in 2008 per the permit requirements. The Village Engineer is currently supporting our efforts; while providing Village staff members on-the-site training and education regarding the Village’s duties and responsibilities.</li> </ul>
<p><b>Permit Reference IV.C.4.b. viii:</b> Educate and train construction site operators about requirements to develop and implement a SWPPP and any other requirements they must meet <b>within the MS4s jurisdiction.</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>

<p><i>Explain the activities and materials used to meet this requirement:</i></p> <ul style="list-style-type: none"> <li>• The SCI-SWMP has developed a Contractor Education program to be delivered by the SCI-SWMP Management Coordinator. To objective of the program is to reach out to and inform contractors and developers operating in Saratoga County of the changes that will occur to local project review and approval after January 8, 2008 following required adoption of Local Laws for Erosion &amp; Sediment Control. Most, if not all materials being utilized have been provided by the NYS-DEC. All information presented detailing these requirements are based on the SPDES GP-02-01 Permit and/or the NYS-DEC Model Local for Erosion &amp; Sediment Control.</li> <li>• NYSDEC Stormwater literature to be distributed to all developers as part of the permitting/site development application package.</li> <li>• Additional training for Developers and Contractors throughout project review and construction activities.</li> <li>• Qualified professionals must oversee construction operations, per the Village’s “Certification Program”.</li> </ul>	<ul style="list-style-type: none"> <li>• March 29, 2006 – Ongoing.</li> <li>• 2008 - Ongoing.</li> <li>• Beginning in 2008.</li> <li>• 2008 – ongoing.</li> </ul>
<p><i>Indicate activities planned for next year:</i></p> <ul style="list-style-type: none"> <li>• NYSDEC Stormwater literature to be distributed to all developers as part of the permitting/site development application package.</li> <li>• Additional training for Contractors TBD.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing.</li> <li>• 2008 – ongoing.</li> </ul>
<p><i>Identify personnel or outside organization conducting activities:</i>  Village personnel and Village Engineer; in conjunction with the Saratoga County Cornell Cooperative Extension.</p>	
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><i>Overall effectiveness of the Construction Site Runoff Control Program:</i></p> <p>The Village of Ballston Spa presently uses the professional services of a consulting firm to review 100% of all site plan reviews for compliance with</p>	

Village and State ordinances regarding stormwater management controls during construction. Individuals reviewing potential development projects include NYS licensed professional engineers and landscape architects; as well as CPESC and CPSWQ certified individuals. The Village considers their efforts to be highly effective to date as they continue to fulfill all of the obligations set forth and defined in the Village's SWMP. The Village understands that these efforts must be ongoing and continually reinforced throughout the future implementation of their stormwater management program.

The Village has adopted the local stormwater law in 2007. The local law has been developed based upon the "model" law developed by the NYSDEC; and meets or exceeds all provisions defined within the State's model ordinance. Furthermore, the Village has identified that the Build and Code Enforcement Officer will lead the efforts relative to the inspection of construction activities and is committed to providing training opportunities. However, while construction inspections will be coordinated through the Building & Code Enforcement Officer, the Village Engineer will have primary inspection responsibilities during construction.

The actual number of construction Notice of Violations issued, along with complaints recorded from the public, will be tracked and will serve as measurements/metrics that can be used to assess the overall effectiveness of the Village's efforts moving forward.

**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 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><b>Permit Reference IV.C.5.a, c.</b> 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 a combination of structural and/or non-structural management practices. <i>Identify and describe below procedures to ensure installation of post-construction management practices.</i></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><i>Procedures for site plan and SWPPP review to ensure SWMPs meet state standards. Describe procedures below. <u>Revise as procedures are updated.</u></i></p> <ul style="list-style-type: none"> <li>• The Village presently uses the services of a consulting firm(s) to review all site plan and SWPPP’s for compliance with Village and State ordinances regarding stormwater management controls.</li> <li>• Stormwater educational and outreach materials have been developed for distribution with the Village’s standard Applicant/Developer Package for new development projects. These materials are intended to target individuals responsible for the preparation of design documents and construction activities associated with new development. These materials include an application submittal checklists and a “certification program” that outlines the duties and responsibilities of the owner/developer, design professionals and construction operators.</li> </ul>	<p><i>Example measurable goals include: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</i></p> <ul style="list-style-type: none"> <li>• 100% of all commercial site development and residential subdivision projects are presently reviewed. <b><i>There are no current projects, requiring permit coverage, under construction at this time.</i></b></li> <li>• Draft materials have been developed, and are currently under review by the various Village Departments. Final materials may be modified based upon recent forms developed by the NYSDEC. The Village anticipates final acceptance of these materials in 2008, with distribution beginning to all future Developers/Applicants upon final adoption by the Village Board. The Village is presently working together with all Developers/Applicants, and all other parties involved, on an individual project-by-project basis to increase awareness of the Village’s Stormwater Management Program.</li> </ul>
<p><i>Procedures for inspection and maintenance of post-construction management practices. Explain procedures below. <u>Revise as procedures are updated.</u></i></p> <ul style="list-style-type: none"> <li>• Procedures for inspections and enforcement, as well as sanctions to ensure compliance, have been adopted under the local law for stormwater management adopted in 2007. Inspection of construction sites will follow the typical procedures and protocols used in the past by the NYSDEC personnel, using standardized inspections logs. In general, the oversight of construction sites will include both pre-construction and post-construction inspections; as well as intermittent inspections during the construction</li> </ul>	<p><i>Example measurable goals are number of: inspections maintenance activities performed.</i></p> <ul style="list-style-type: none"> <li>• To begin in 2008.</li> </ul>

<p>activities, as deemed appropriate based upon the site conditions and construction means and methods. <b><i>While construction inspections will be coordinated through the Building &amp; Code Enforcement Officer, the Village Engineer will have primary inspection responsibilities during construction.</i></b></p> <ul style="list-style-type: none"> <li>• Current procedures for final acceptance of stormwater management facilities developed for residential subdivisions and commercial properties have been developed. Language regarding the Certification Program has been incorporated into the model local law; and includes provisions that mandate that all post-construction measures be certified by the design professional as being built in accordance with the approved plans and that said facilities function as designed</li> <li>• Requirement of an operations and maintenance plan for all new stormwater management controls within the Village. In addition, all post-construction stormwater facilities must identify the responsible parties prior to final acceptance of the project.</li> <li>• The Village is presenting evaluating various funding mechanism for future maintenance efforts for Village-owned facilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Created a certification program that ensures that all post-construction stormwater management facilities are built in accordance with the State design criteria and as specified within the approved stormwater mitigation plan for development and redevelopment projects. Completed in Spring of 2008.</li> <li>• Policies are in-place to ensure that an operations and maintenance plan is submitted and approved for all new stormwater management controls. Completed in the Spring of 2008.</li> <li>• Ongoing pending delivery of the DEC study.</li> </ul>
<p><i>Procedures for enforcement and penalization of violators. Explain procedures below. <u>Revise as procedures are updated.</u></i></p> <ul style="list-style-type: none"> <li>• Begin to implement department procedures for enforcement actions including stop work orders, fines, etc.</li> </ul>	<p><i>Example measurable goals: number enforcement activities performed.</i></p> <ul style="list-style-type: none"> <li>• Effective 2008.</li> </ul>

**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><b>Permit Reference IV.C.5.a, c.</b> (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><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><i>Adequate resources for a program to inspect new and re-development sites and for enforcement and penalization of violators. Describe resources below. Update annually.</i></p>	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<ul style="list-style-type: none"> <li>In conjunction with Village Building Inspectors, the Village presently uses the services of a consulting firm(s) to perform field inspections for compliance with Village and State ordinances regarding stormwater management controls.</li> </ul>	
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>The SCI-SWMP has developed a Contractor Education program to be delivered by the SCI-SWMP Management Coordinator. To objective of the program is to reach out to and inform contractors and developers operating in Saratoga County of the changes that will occur to local project review and approval after January 8, 2008 following required adoption of Local Laws for Erosion &amp; Sediment Control. Most, if not all materials being utilized have been provided by the NYS-DEC. All information presented detailing these requirements are based on the SPDES GP-02-01 Permit and/or the NYS-DEC Model Local for Erosion &amp; Sediment Control.</li> <li>The SCI-SWMP has developed and begun implementation of an education program targeting Municipal, Planning &amp; Zoning Board Officials, Municipal Attorneys, and Code Enforcement Officers regarding the GP-02-02 Permit, generally, and the specific requirements that Local Municipalities will have to meet and incorporate into regular activities to fully comply with the requirements of the GP-02-02 SPDES Permit. The Stormwater Workshop for Saratoga County Officials is a four-part series consisting of a workshop, conducted on multiple days, to address Stormwater Management and the GP-02-02 Permit; Erosion &amp; Sediment</li> </ul>	<ul style="list-style-type: none"> <li>March 29, 2006 – Ongoing.</li> <li>Ongoing.</li> </ul>

Control; Post-Construction Runoff Control; and SWPPP-review by targeted Municipal Officials and Boards.

- A workshop hosted by the SCI-SWMP for Highway and Public Works Departmental Superintendents, personnel and project managers detailing proper BMP selection, construction, and maintenance of Roadways & Roadside Drainage systems presented by the Cornell Local Roads Program.

Overall effectiveness of the Post-Construction Stormwater Management Program:

The Village of Ballston Spa presently uses the professional services of a consulting firm to review 100% of all site plan reviews for compliance with Village and State ordinances regarding post-construction stormwater management controls. Individuals reviewing potential development projects include NYS licensed professional engineers and landscape architects; as well as CPESC and CPSWQ certified individuals. The Village considers their efforts to be highly effective to date as they continue to fulfill all of the obligations set forth and defined in the Village's SWMP. The Village understands that these efforts must be ongoing and continually reinforced throughout the future implementation of their stormwater management program.

The Village adopted the local stormwater law in 2007. The local law has been developed based upon the "model" law developed by the NYSDEC; and meets or exceeds all provisions defined within the State's model ordinance. Furthermore, the Village has identified that the Building and Codes Enforcement Officer will lead the efforts relative to the inspection of post-construction stormwater controls and is committed to providing training opportunities. However, while construction inspections will be coordinated through the Building & Code Enforcement Officer, the Village Engineer will have primary inspection responsibilities during construction. As such, the Village will continue to utilize the services of professionals specializing in stormwater management to ensure compliance of the NYS and Village stormwater regulations. The actual number of construction Notice of Violations issued, along with complaints recorded from the public, will be tracked and will serve as measurements/metrics that can be used to assess the overall effectiveness of the Village's efforts moving forward.

**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. Pollution Prevention/Good Housekeeping for Municipal Operations**

OVERALL MUNICIPAL POLLUTION PREVENTION / GOOD HOUSEKEEPING PROGRAM INFORMATION

<ul style="list-style-type: none"> <li>• This table is for MS4s to report on their OVERALL Municipal Pollution Prevention / Good Housekeeping Program.</li> <li>• A separate table follows that is for MS4s to report on management practices performed in identified municipal operations.</li> <li>• Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.</li> <li>• Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.</li> </ul>	
<p><b>Permit Reference IV.C.6.a:</b> Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><i>List pollutants that will be addressed by the municipal pollution prevention program:</i></p> <ul style="list-style-type: none"> <li>• Sediment, Nitrogen, Phosphorus, Litter, Household Hazardous Wastes.</li> </ul>	
<p><i>Set and describe pollution prevention priorities by geographic areas, municipal operation type, and facilities.</i></p> <ul style="list-style-type: none"> <li>• The Village completed a “Stormwater Pollution Prevention Facility Self-Audit”, as originally prepared by Monroe County.</li> </ul>	<ul style="list-style-type: none"> <li>• Spring 2008.</li> </ul>
<p><b>Permit Reference IV.C.6.a:</b> Include a municipal pollution prevention training component for staff (where all staff are trained).</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><i>Identify training needs and design training components. Determine the adequacy and appropriate frequency of staff training. Explain activities and materials used to meet this requirement.</i></p> <ul style="list-style-type: none"> <li>• General Pollution Prevention training is provided to all employees utilizing a training video targeting Municipal/DPW/Highway Department personnel in the courses of daily activities (Ex Cal Visual; Denver, CO). The training video will be made available to all SCI-SWMP participants next reporting year (2007; Year-4).</li> <li>• DPW superintendent attended a Good Housekeeping/Pollution Prevention Workshop developed to provide training and guidance to Highway &amp; Public Works Departments, presented through the SCI-SWMP.</li> </ul>	<ul style="list-style-type: none"> <li>• Target date for DPW employees: Spring/Summer of 2008.</li> <li>• 12/10/2007, Attended by the Highway Superintendent</li> </ul>

<ul style="list-style-type: none"> <li>Utilize Cornell Local Roads Program to provide Roadway and Roadside Drainage Construction and Maintenance training.</li> </ul>	<ul style="list-style-type: none"> <li>Training attended Highway Department personnel, March 14, 2006. Future opportunities to train additional staff are being evaluated.</li> </ul>
<p><i>Identify personnel or outside organization conducting activities:</i></p> <ul style="list-style-type: none"> <li>Saratoga County Cornell Cooperative Extension</li> <li>Cornell Local Roads Program</li> </ul>	
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>N/A</p>	
<p><b>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:</b></p>	

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

<ul style="list-style-type: none"> <li>• Copy this page and give it to each municipal office or department responsible for reporting.</li> <li>• Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department.</li> <li>• Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.</li> <li>• Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.</li> </ul>	
<p><b>Permit Reference IV.C.6.a, c:</b> Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from <b>the municipal operation(s) indicated above</b> to the MEP. <i>Describe how the bulleted items below focus on pollutants addressed by the municipal pollution prevention program and the pollution prevention priorities.</i></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><i>Briefly describe or reference any existing policies and procedures:</i></p> <ul style="list-style-type: none"> <li>• Spill Prevention and Control Plans established for Village industrial activities/facilities.</li> <li>• Annual “refresher training” for municipal operations employees.</li> <li>• “Right-to-Know” stations throughout municipal facilities.</li> </ul> <p><i>Briefly describe or reference any policies and procedures being developed:</i></p> <ul style="list-style-type: none"> <li>• Current municipal pollution prevention/good housekeeping policies and procedures continue to be reviewed and modified, as necessary to limit pollutants to the maximum extent practicable.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing.</li> <li>• Ongoing.</li> <li>• Ongoing.</li> <li>• Ongoing.</li> </ul>
<p><i>Briefly describe or reference any existing best management practices:</i></p> <ul style="list-style-type: none"> <li>• Participation in County Household Hazardous Waste Day.</li> <li>• Salt Reduction Program employed on streets and sidewalks within environmentally sensitive areas of the Village.</li> <li>• Fertilizer and Pesticides are minimized to the greatest extent practicable, and monitored to protect sensitive environmental resources.</li> <li>• Disposal practices established for fuel, oil and coolant for the Village maintenance operations.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing.</li> <li>• Ongoing.</li> <li>• Ongoing.</li> <li>• Ongoing.</li> </ul>

<ul style="list-style-type: none"> <li>• Street maintenance operations perform heavy cleaning twice a year, in the spring and fall.</li> <li>• Catch basins and culvert cleaning program performed during summer months.</li> <li>• Parking lot cleaning at all Municipal Buildings performed annually.</li> <li>• Ditch Cleaning and Maintenance Program.</li> <li>• Program to clean-up and maintain park lands and public spaces.</li> </ul> <p><i>Briefly describe or reference any planned best management practices:</i></p> <ul style="list-style-type: none"> <li>• Current municipal pollution prevention/good housekeeping best management practices continue to be reviewed and modified, as necessary to limit pollutants to the maximum extent practicable.</li> <li>• The Village has adopted record keeping procedures, as developed by the SCIP for municipal operations. <b><i>Implementation of these procedures will allow for the Village to quantify our efforts moving forward.</i></b></li> </ul>	<ul style="list-style-type: none"> <li>• (April – October) Ongoing.</li> <li>• (April – October) Ongoing.</li> <li>• (April – October) Ongoing.</li> <li>• (April – October) Ongoing.</li> <li>• Ongoing.</li> </ul> <ul style="list-style-type: none"> <li>• Ongoing.</li> </ul> <ul style="list-style-type: none"> <li>• Beginning in 2008.</li> </ul>
<p><i>Identify and describe the equipment and staff that are in place:</i></p> <ul style="list-style-type: none"> <li>• Street sweeper, Covered Salt Storage Area.</li> </ul>	

**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; \_\_\_ Other: \_\_\_\_\_

<ul style="list-style-type: none"> <li>• Copy this page and give it to each municipal office or department responsible for reporting.</li> <li>• Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department.</li> <li>• Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.</li> <li>• Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.</li> </ul>	
<p><b>Permit Reference IV.C.6.a, c</b> (continued): Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><i>Assess if existing programs adequately reduce and/or prevent pollutant discharges:</i></p> <ul style="list-style-type: none"> <li>• Because of the more recent advent of the policies described above, sufficient time has not lapsed to make any determination as to their effectiveness. The focus of the Village's Good Housekeeping/Pollution Prevention Policy is on the efforts of developing procedures and practices designed to prevent pollution and eliminate polluting practices to the maximum extent practicable. Assessment of gaps in policy will be addressed on an ongoing basis. <b><i>Additional record keeping will allow the Village to quantify these efforts for future reporting, and will support our efforts to evaluate the effectiveness of the Village's efforts in regard to this MCM.</i></b></li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing.</li> </ul>
<p><b>Permit Reference IV.C.6.a:</b> If there is a training component for staff specific to these municipal operations:</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><i>Explain the activities and materials:</i></p> <ul style="list-style-type: none"> <li>• The Cornell Local Roads Program workshop provides valuable training to DPW and Highway personnel and managers on the proper management of roadside and roadway runoff as well as how to construct and maintain systems that are effective, durable, and minimize the impacts from construction by preventing erosion and controlling sediments. Operationally, this reinforces the County's overall policy goal to minimize</li> </ul>	<ul style="list-style-type: none"> <li>• Attended by Highway Department staff members, March 14, 2006. Future training opportunities TBD.</li> </ul>

<p>erosion and sedimentation of local water bodies during DPW construction activities to the maximum extent practicable.</p> <ul style="list-style-type: none"> <li>• “Annual Refresher Training” and new employee training for municipal employees.</li> <li>• Training for the Parks Department for the application of fertilizers and pesticides.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing Annually.</li> <li>• Ongoing.</li> </ul>
<p><i>Identify the personnel or outside organization conducting the activities:</i></p> <ul style="list-style-type: none"> <li>• Saratoga County Cornell Cooperative Extension</li> <li>• Cornell Local Roads Program</li> </ul>	
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>N/A</p>	
<p><b>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:</b></p>	

**Did you include any of the following documents as appendices? Put a mark each appended document.**

N/A Summary of public comments received on the annual report at the public presentation (**Required – NO COMMENTS RECEIVED**)

N/A 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 \_\_\_\_\_

**APPENDIX #1**

**SUMMARY OF GOALS COMPLETED WITH THE  
SARATOGA COUNTY INTER-MUNICIPAL  
STORMWATER MANAGEMENT PROGRAM**

Municipality:

Permit Number: NYR20A \_ \_ \_

BWCP - 8 (6/2005) Version 1.0

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

BWCP - 8 (6/2005) Version 1.0



**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:** \_\_\_\_\_ **SPDES Permit Number:** NYR20A \_ \_ \_

Annual Report Table for year ending: March 9, _____ 2006 (Year 3) _____ 2007 (Year 4) <u> X </u> 2008 (Year 5)
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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 - 4<sup>th</sup> 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><b>Permit Reference IV.C.1.a, b:</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"> <li><i>Indicate activities planned for next year.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li><i>Explain the program, including activities and materials used</i> <ul style="list-style-type: none"> <li>The Saratoga County Intermunicipal Stormwater Management Program (SCI-SWMP, SCIP) education and outreach program is an on-going comprehensive effort to provide education, awareness and training for Municipalities, the Construction Industry, Residents, and Business Owners throughout the MS4 Communities in Saratoga County. It is a continually growing and evolving effort by the Management Coordinator, the Saratoga County MS4s and their designated representatives to provide accurate, relevant information regarding stormwater pollution prevention. The program utilizes handouts and other literature that are distributed to all MS4 Permittees in Saratoga County and are kept with the Local Stormwater Coordinator and/or in Public Places such as Town, City, &amp; Village Halls; Public Libraries and distributed at community events. The Program is implemented through original workshops and participation in community events sponsored by Saratoga County MS4s and other community groups &amp; organizations. The Program facilitates or directly provides training and guidance for municipal officials, Board members, MS4 employees, MS4 residents and the Construction Industry operating in Saratoga County by delivering or facilitating workshops which focus on relevant Phase II information and SPDES permit compliance.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Provide literature and resources to all participating Saratoga County MS4 Communities/Permittees. <b>Implemented: January 2005 – on-going.</b> See column at left for complete list of materials used.</li> <li>Provide/facilitate workshops on various Phase II topics and Minimum Control Measures (see details below; MCM3-6). <b>Implemented: November 2005 – on-going</b> <ol style="list-style-type: none"> <li>Presenter and Facilitator for the John Deere Landscapes Inc. Erosion &amp; Sediment Control Workshop for Land Contractors &amp; Landscapers. <b>Implemented: March 28<sup>th</sup>, 2007.</b> 31 attendees including 18 SCIP local personnel.</li> <li>Co-sponsored workshop in conjunction with the Saratoga County Soil &amp; Water Conservation District (SWCD) and the Water Quality Coordinating Committee (SWQCC) presented by the Onsite Training Network (OTN); “Foundations” course, 1 day. 36 attendees; 24 of 36 ~ Saratoga County; 16 of 24 ~ Saratoga County MS4 Officials, Employees &amp;/or Consultants <b>Implemented: March 29<sup>th</sup>, 2007.</b></li> <li>Facilitated attendance of Saratoga County MS4 personnel to the SUNY ESF Outreach Stormwater Courses with Instructor Don Lake (see MCM 4 &amp; 5 for detail).</li> </ol> </li> </ul>

Municipality: \_\_\_\_\_

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**(Continued from previous page)**

- The Saratoga County Intermunicipal Stormwater Management Program (SCI-SWMP; SCIP) and all participants utilize the following U.S. EPA (EPA), NYS-DEC (DEC), Center for Watershed Protection (CWP), Hudson River Estuary Program (HREP) Non-point source pollution Education for Municipal Officials (NEMO), and Cornell Cooperative Extension (CCE) publications as public education tools for Residents and Business Owners:
  1. *Stormwater Runoff: From my Yard to Our Streams*; DEC
  2. *Make your Home the Solution to Stormwater Pollution*; EPA/DEC
  3. *After the Storm*; SCIP (customized; originally from EPA)
  4. *How To Install: A Rain Barrel & A Rain Garden*; CWP
  5. NEMO Program Fact Sheet 2; *Nonpoint Source Water Pollution*
  6. NEMO Program Fact Sheet 4; *Strategies for Coping with Polluted Runoff*
  7. NEMO Program Fact Sheet 6; *Asking the Right Questions: Raising the Issue of Polluted Runoff at a Public Meeting*
  8. NEMO Clean Water/Starting in Your Home & Yard Fact Sheet 1; *What's the Big Deal About Water Quality*
  9. NEMO Clean Water/Starting in Your Home & Yard Fact Sheet 2; *Managing Your Household Chemicals*
  10. NEMO Clean Water/Starting in Your Home & Yard Fact Sheet 3; *Caring for Your Septic System*
  11. NEMO Clean Water/Starting in Your Home & Yard Fact Sheet 5; *Conservation Landscaping for Water Quality*
  12. NEMO Clean Water/Starting in Your Home & Yard Fact Sheet 6; *Animal Waste and Water Quality*
  13. NEMO Clean Water/Starting in Your Home & Yard Fact Sheet 8; *Lawn Care the Environmentally Friendly Way*
  14. *Phase II MS4 Permit Summary*; SCIP
  15. *The Benefits of Doing the Right Thing* (Cornell Cooperative Extension Growline Newsletter Article); SCIP
  16. *Organic Debris Management Policy Recommendation*; SCIP memo, April 2006
  17. *Home Composting*; CCE
  18. *Rain Gardens ~"How to" and Plant List*; CCE Onondaga County
- The Saratoga County Intermunicipal Stormwater Management Program (SCI-SWMP; SCIP) and all participants utilize the following U.S. EPA (EPA), NYS-DEC (DEC) or SCIP publications as public education

**Implemented: November 2006 – on-going****(Continued from previous page)**

4. Delivered an Annual Report Clinic to improve the clarity, accuracy, and effectiveness of Saratoga County MS4s' Annual Reporting (see MCM 2 for detail). **Executed:** April 12<sup>th</sup>, 2007
5. Delivered/Co-sponsored a regional Construction Site Erosion & Sediment Control Compliance Inspection Training Workshops (3) for local Code Enforcement personnel (See MCM 4 for detail). **Implemented:** June 13<sup>th</sup>, 19<sup>th</sup>, 28<sup>th</sup>, 2008
6. Delivered MCM 6 ~ Good Housekeeping/Pollution Prevention Program training and guidance to Saratoga County MS4 Highway & Public Works Departments. **Implemented:** September 27<sup>th</sup>, 2007 – on-going.
  - T/o Clifton Park & Halfmoon (28) ~ 9/27/2007
  - T/o Malta (11) ~ 10/19/2007
  - Saratoga County DPW (2); T/o Ballston (1); V/o Ballston Spa (1); T/o Charlton (2); T/o Milton (2); V/o Round Lake (2); *Foremen & Supervisors only* ~ 12/10/2007
  - T/o & V/o Waterford *Supervisors only* (4) ~ 2/26/2008
7. Facilitated attendance of Saratoga County MS4 Officials, Board Members and Personnel to the Champlain Watershed Improvement Coalition of New York (CWICNY) 2007 North Country Stormwater Tradeshow & Conference. **Executed:** October 18<sup>th</sup>, 2007. 18 attendees.
8. Facilitated Saratoga County MS4 Personnel attendance to the SUNY-Delhi On Site Training Network (OTN) 3-day septic system training sponsored by the Champlain Watershed Improvement Coalition of New York (CWICNY). **Implemented:** November 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup>, 2007. 3 attendees
9. Facilitated Saratoga County MS4 Personnel attendance to the CPESC Exam Review Course. **Executed:** December 12<sup>th</sup>, 2007. 4 attendees
10. Facilitated Saratoga County MS4 Personnel attendance to the ACF Environmental Geosynthetics Workshop sponsored by Albany County SWCD. **Executed:** December 13<sup>th</sup>, 2007. 4 attendees

Municipality:

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tools for Municipal Governments/Officials/Employees:

**(Continued from previous page)**

1. *Stormwater Regulation and the Construction Industry*; DEC, NYSWCD
  2. *New York State Stormwater Resources on the Web*; Excerpt from the DEC Stormwater and Construction Toolbox pages, SCIP
  3. *NY SPDES General Permit GP-02-01 for Construction Activities: Stormwater Pollution Prevention Plan (SWPPP) Requirements by Land Use*; DEC
  4. *Saratoga County Intermunicipal Stormwater Management Program Management Summary*; SCIP
  5. *Stormwater Management Guidance for Local Official*; DEC
  6. *The Critical Path to Compliance*; DEC
- The Saratoga County Intermunicipal Stormwater Management Program (SCI-SWMP; SCIP) and all participants utilize the following U.S. EPA (EPA), NYS-DEC (DEC) or SCIP publications as public education tools for Contractors and Developers working in Saratoga County:
    1. *Stormwater Regulation and the Construction Industry*; DEC, NYSWCD
    2. *New York State Stormwater Resources on the Web*; URL pages of the DEC Stormwater and Construction Toolbox websites, SCIP
    3. *NY SPDES General Permit GP-02-01 for Construction Activities: Stormwater Pollution Prevention Plan (SWPPP) Requirements by Land Use*; DEC
    4. *Stormwater Quick Tips for the Construction Industry*; DEC
  - The SCIP maintains a website which acts as an all-access clearinghouse for information relevant to stormwater management, pollution prevention, and the protection of local water resources. The website is also organized by target audience and each section of the website has resources and links to other websites relevant to each target audience. All information presented on the website originates from the U.S. EPA, NYS-DEC, other Federal and State Agencies or from credible, respected Academic or NGO sources (ex., Univ. of Maryland *NEMO Program*, The Center for Watershed Protection, the Stormwater Managers Resource Center, etc.) at:  
[www.saratogastormwater.org](http://www.saratogastormwater.org)

**(Continued from previous page)**

- Provide/facilitate Education and Outreach, in conjunction with the 16 Saratoga County MS4 Communities, targeting Residents (see details below). **Implemented:** April 2006 – on-going
  - Conducted a workshop facilitated by the Town of Charlton Environmental Management Committee for the “Charlton Seniors” regarding the Phase II program and stormwater pollution prevention. **Executed:** April 11, 2007. 19 attendees.
  - Presenter and Vendor at the Saratoga Environmental Expo; Saratoga Springs City Center. **Executed:** April 13 – 15, 2007. 5200 attendees.
  - Presentation to Clifton Park Country Garden Club on Rain Gardens and stormwater pollution prevention. **Executed:** June 19, 2007. 12 attendees.
  - Installed 50 drain markers in the Village of Ballston Spa in cooperation with the Village Board of Trustees, Village DPW, and The Waldorf School of Saratoga Springs (See MCM 2 for project detail). **Implemented:** July 2007 – on-going
  - Maintained a display and booth at the County Fair in conjunction with the Saratoga County SWCD & WQCC. Raffle off 3 Rain Barrels (72 entrants). **Executed:** July 17 – 22<sup>nd</sup>, 2007. Approx. 80,000 Fair attendees
  - Maintained a vendor booth at the 3<sup>rd</sup> Annual Hudson-Fest at Hudson Crossing on Lock 5 Island; Schuylerville, NY **Executed:** September 15, 2007. Estimated 200-250 attendees.
- Provide/facilitate workshops for the Construction Industry operating within the jurisdiction of the 16 Saratoga County MS4 Communities (see details below; MCM 4 & 5). **Implemented:** March 2006 – on-going
  1. Presenter and Facilitator for the John Deere Landscapes Inc. Erosion & Sediment Control Workshop for Land Contractors & Landscapers. **Implemented:** March 28, 2007. 31 attendees.

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<p><b>(Continued from previous page)</b></p> <ul style="list-style-type: none"> <li>• The SCIP maintains (annually) a booth at the Saratoga County Fair where SCIP Management Coordinator/Intermunicipal Program contact information; residential Stormwater BMP literature, a demonstration Rain Garden and Rain Barrel are on display. Displays were constructed and are maintained cooperatively with the Saratoga County Water Quality Coordinating Committee and the SWCD. The display uses EPA and NYS-DEC publications as well as handouts describing the Saratoga County Intermunicipal Stormwater Management Program.</li> <li>• <i>Identify the personnel or outside organization conducting the activity.</i> The SCIP <i>Public Education and Outreach</i> program is a joint effort by both designated Saratoga County MS4 Representatives (personnel, consultants, and appointed &amp; elected officials) and the Management Coordinator. Program implementation is accomplished through initiatives that are conceived of by the group in response to apparent opportunity or need and implemented by the Coordinator and the designated representatives of all or some of the involved communities, as the project demands. Consensus for action is reached through open discussion during monthly meetings of the Management Coordinator and Designated Saratoga County MS4 personnel where SCIP objectives and activities are discussed and agreed upon before being implemented.</li> </ul>	<p><b>(Continued from previous page)</b></p> <ol style="list-style-type: none"> <li>2. Sponsor, Presenter and Facilitator of a workshop for the construction industry focusing on Erosion &amp; Sediment Control, stormwater regulatory compliance and SWPPP implementation in cooperation with Ken Barber of Barber Stormwater Management Inc. <b>Executed:</b> <u>June 7<sup>th</sup>, 2007</u>. 15 attendees.</li> </ol> <ul style="list-style-type: none"> <li>• Implement outreach &amp; education campaign to local business owners through local Business Owners Associations. <b>Implemented:</b> <u>September 2007 – on-going</u> <ol style="list-style-type: none"> <li>1. Presentation to the Ballston Spa Business &amp; Professional Association RE: Drain Marker Project and Intermunicipal Program. <b>Executed:</b> <u>September 17, 2007</u>.</li> </ol> </li> </ul>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> 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:** As was noted in the Year-2 Annual Report the Saratoga County Intermunicipal Stormwater Management Program has been developed and implemented to facilitate a County-wide Stormwater Program for all Saratoga County MS4s. The participants are held in a legally binding agreement with the Department of Environmental Conservation and the State of New York as recipients of Water Quality Improvement Project funding. Each member of the Program has clearly defined obligations and deliverables that are detailed in the Project Work Plans of the grants awarded to date.

The goal of the program is to provide comprehensive education and outreach programming and activities through Saratoga County Cornell Cooperative Extension and the office of the Management Coordinator. Further goals of the Program are to provide resources, facilitation, and activities for all participants under each of the Permit's "Minimum Control Measures" such needs are identified by the Management Coordinator and Representatives of the Local MS4s. All activities, resources, and facilitation work are done under the umbrella of this program with no distinction being made between local and County-wide audiences as efforts and activities must often be conducted at the local level. Therefore all education activities and efforts of the Intermunicipal Program are listed above and will be used by the Saratoga County MS4 Municipalities as an addendum to their respective Year-4 and subsequent Annual Reports. It is the responsibility of local Permittees to define the nature and level of their participation in training events and activities for Municipal Officials and Personnel. Attendance lists have been provided to all participants to facilitate more accurate reporting of local participation.

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**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><b>Permit Reference IV.C.2.c.iii.:</b> Design and conduct a public involvement / participation program.</p> <ul style="list-style-type: none"> <li>• <i>Indicate activities planned for next year.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>	
<ul style="list-style-type: none"> <li>• <i>Describe activities that the MS4 has/will undertake to provide program access to interested individuals and to gather needed input.</i></li> </ul> <p>The SCIP continuously looks for partnership activities with interested groups and individuals to become involved in stormwater programming and activities across the County and within specific municipalities.</p>	<ul style="list-style-type: none"> <li>• Installed 50 drain markers in the Village of Ballston Spa in cooperation with the Village Board of Trustees, Village DPW, and The Waldorf School of Saratoga Springs (See MCM 2 for project detail). <b>Implemented:</b> <u>July 2007 – on-going</u></li> </ul>	
<p><b>Permit Reference IV.C.2.a, f:</b> 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><b>Permit Reference IV.C.2.e:</b> Public presentation of; <b>f:</b> summary of comments received on; and <b>g:</b> intended response to comments on the SWMPAR.</p>		
<p><b>Summarize attendance at the public presentation of the Annual Report. Include number of attendees and who was represented:</b></p>		
<p><b>Comments on Annual Report Meeting</b>          ___ No public comments received on Annual Report.          ___ Comments received. <b>Attach summary of comments and intended responses.</b></p>	<p><b>Date of Annual Report Meeting:</b></p>	<p><b>Approximate Date of Meeting Next Year:</b></p>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>	
<p><b>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:</b></p>		

Municipality:

Permit Number: NYR20A \_ \_ \_

**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><b>Permit Reference IV.C.3.a:</b> 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"> <li>• <i>Revise as procedures are updated.</i></li> <li>• <i>Identify personnel or outside organization conducting the activities</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <li>• <i>Example measurable goals: number of illicit discharges detected; number of illicit discharges eliminated.</i></li> </ul>
<ul style="list-style-type: none"> <li>• <i>Explain the activities and procedures used to meet this requirement this year and planned for next year.</i></li> </ul> <p>The SCIP has provided access to a number of IDDE resources to aid in developing implementing, and enforcing local IDDE programming. This includes the Center for Watershed Protection’s Outfall Reconnaissance Inventory (ORI) form (for a record of outfall inspections); the CWP IDDE Manual (w/full appendices); and will continue to provide additional information as needs arise.</p> <p>The SCIP plans, participates in, or sponsors workshops or other events to train relevant MS4 personnel on aspects of illicit discharges, their identification and elimination. The SCIP, in so doing, also promotes these events and activities, whenever possible, to other private sector professionals for the same purpose.</p> <p>In Year-5, because of its rural make-up and fact that many MS4 areas within Saratoga County are not serviced by the Saratoga County Sewer District 1, leachate from On Site or Septic sanitary waste systems are a prominent concern. To properly conduct outfall inspections and enforcement of the adopted IDDE Law such training is an integral part of some local programs.</p>	<ul style="list-style-type: none"> <li>• Co-sponsored workshop in conjunction with the Saratoga County Soil &amp; Water Conservation District (SWCD) and the Water Quality Coordinating Committee (SWQCC) presented by the Onsite Training Network (OTN); “Foundations” course, 1 day. 36 attendees; 24 of 36 ~ Saratoga County; 16 of 24 ~ Saratoga County MS4 Officials, Employees &amp;/or Consultants <b>Implemented:</b> <u>March 29<sup>th</sup>, 2007.</u></li> <li>• Facilitated Saratoga County MS4 Personnel attendance to the SUNY-Delhi On Site Training Network (OTN) 3-day septic system training sponsored by the Champlain Watershed Improvement Coalition of New York (CWICNY). <b>Implemented:</b> <u>November 1<sup>st</sup>, 2<sup>nd</sup>, &amp; 3<sup>rd</sup>, 2007.</u> 3 attendees</li> <li>• 2-day IDDE Identification and track-down workshop in cooperation with DEC Region 5 DOW, CWICNY, Skidmore College, and SUNY-ESF Outreach; Presenters: Don Lake (SUNY ESF), Andy Sansone (Monroe County, NY); and one local case study presented by the involved local personnel. <b>Planned execution:</b> <u>June 12<sup>th</sup> &amp; 13<sup>th</sup>, 2008</u></li> </ul>
<p><b>Permit Reference IV.C.3.b:</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 and planned for next year, including work on the following IDDE guidance prerequisites:</i></p> <ul style="list-style-type: none"> <li>• field verification of outfall locations;</li> <li>• mapping all inter-municipal subsurface conveyances;</li> <li>• delineating storm sewershed; and</li> <li>• developing and retaining MS4 mapping as needed to find the source and identify illicit discharges. <i>State if maps are in GIS.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <li>• <i>Example measurable goals: percent of outfalls mapped</i></li> </ul>

**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><b>Permit Reference IV.C.3.e:</b> 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"> <li>Identify personnel or outside organization conducting activities</li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>Explain activities and materials used to meet this requirement this year <u>and planned for next year</u></li> </ul> <p>The SCIP plans, participates in, or sponsors workshops or other events to train relevant MS4 personnel on aspects of illicit discharges, their identification and elimination. The SCIP, in so doing, also promotes these events and activities, whenever possible, to other private sector professionals for the same purpose.</p> <p>In Year-5, because of its rural make-up and fact that many MS4 areas within Saratoga County are not serviced by the Saratoga County Sewer District 1 leachate from On Site or Septic sanitary waste systems is a prominent concern. To properly conduct outfall inspections and enforcement of the adopted IDDE Law such training is an integral part of some local programs.</p>	<ul style="list-style-type: none"> <li>Co-sponsored workshop in conjunction with the Saratoga County Soil &amp; Water Conservation District (SWCD) and the Water Quality Coordinating Committee (SWQCC) presented by the Onsite Training Network (OTN); “Foundations” course, 1 day. 36 attendees; 24 of 36 ~ Saratoga County; 16 of 24 ~ Saratoga County MS4 Officials, Employees &amp;/or Consultants <b>Implemented:</b> <u>March 29<sup>th</sup>, 2007.</u></li> <li>Facilitated Saratoga County MS4 Personnel attendance to the SUNY-Delhi On Site Training Network (OTN) 3-day septic system training sponsored by the Champlain Watershed Improvement Coalition of New York (CWICNY). <b>Implemented:</b> <u>November 1<sup>st</sup>, 2<sup>nd</sup>, &amp; 3<sup>rd</sup>, 2007.</u> 3 attendees</li> <li>2-day IDDE Identification and track-down workshop in cooperation with DEC Region 5 DOW, CWICNY, Skidmore College, and SUNY-ESF Outreach; Presenters: Don Lake (SUNY ESF), Andy Sansone (Monroe County, NY); and one local case study presented by the involved local personnel. <b>Planned execution:</b> <u>June 12<sup>th</sup> &amp; 13<sup>th</sup>, 2008</u></li> </ul>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>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:</b></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><b>Permit Reference IV.C.4.b. v:</b> 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>	<p><b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <li>• <i>Example measurable goals: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</i></li> </ul>
<ul style="list-style-type: none"> <li>• <i>Describe the procedures below. <u>Revise as procedures are updated.</u></i> The SCIP has identified the need for training of local personnel and officials in the technical and institutional aspects of Stormwater Pollution Prevention Plan (SWPPP) review and enforcement the MS4 Construction Law/s. Some Program participants utilize outside or 3<sup>rd</sup> party paid professional consultants for this purpose, some utilize existing staff, some have hired new staff to assume this responsibility. In all cases, the SCIP works to provide or facilitate such training to improve on the process, procedures, and outcomes of SWPPP review and MS4 Construction Law enforcement.</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitated attendance of Saratoga County MS4 personnel to the SUNY ESF Outreach Stormwater Courses with Instructor Don Lake <b>Implemented:</b> <u>November 2006 – on-going</u></li> <li>• Facilitated Saratoga County MS4 Personnel attendance to the CPESC Exam Review Course. <b>Executed:</b> <u>December 12<sup>th</sup>, 2007.</u> 4 attendees</li> <li>• Facilitated Saratoga County MS4 Personnel attendance to the ACF Environmental Geosynthetics Workshop sponsored by Albany County SWCD. <b>Executed:</b> <u>December 13<sup>th</sup>, 2007.</u> 4 attendees</li> <li>• Facilitated attendance of Saratoga County MS4 Officials, Board Members and Personnel to the Champlain Watershed Improvement Coalition of New York (CWICNY) 2007 North Country Stormwater Tradeshow &amp; Conference. <b>Executed:</b> <u>October 18<sup>th</sup>, 2007.</u> 18 attendees.</li> <li>• Presenter at the 2008 Saratoga County Planning Conference, a regional 1-day event attended by over 500 Planning, Zoning and Municipal Board Members, Planners, Engineers, and Code Enforcement personnel. The 1.75 hour presentation focused on the MS4 Construction Law/s, the NYS DEC SPDES Construction Permit (GP-02-01) and SWPPP evaluation from a Planning Board-perspective. Co-presenter Phil Koziol P.E. Jacobs &amp; Kelcey. <b>Executed:</b> <u>January 30<sup>th</sup>, 2008</u> 120 attendees (to that session); 80 of 120 Saratoga County; 48 of 80 Saratoga County MS4; 15 of 16 SCIP participating Municipalities.</li> <li>• Presenter and Facilitator for the John Deere Landscapes Inc. Erosion &amp; Sediment Control and Post-Construction Workshop for Land Contractors &amp; Landscapers. <b>Implemented:</b> <u>March 28<sup>th</sup>, 2007.</u> 31 attendees including 18 SCIP local personnel.</li> </ul>
<p><b>Permit Reference IV.C.4.b. vi:</b> Develop and implement procedures for the receipt and consideration of information submitted by the public.</p> <ul style="list-style-type: none"> <li>• <i>Explain the procedures below. <u>Revise as procedures are updated.</u></i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>

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<ul style="list-style-type: none"> <li>• <i>Identify the responsible personnel or outside organizations.</i></li> </ul>	
<p><b>Permit Reference IV.C.4.b. iii, vii:</b> Develop and implement procedures for site inspections, enforcement of control measures and sanctions to ensure compliance with GP-02-02.</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <li>• <i>Example measurable goals are number of: inspections; fines assessed; stop work orders; other sanctions.</i></li> </ul>
<ul style="list-style-type: none"> <li>• <i>Describe each procedure below. <u>Revise as procedures are updated.</u></i></li> <li>• Because of the newness of the responsibility to enforce the MS4 Construction Law/s there is an identifiable need to train local Code Enforcement Officers (CEO) and Stormwater Management Officers (SMO) in inspection procedures that have been established and implemented by the DEC. A cooperative training program has been established between the DEC, CWICNY and the SCIP. Three events were executed in Year-5 to maximize exposure and opportunity for local MS4 CEOs and SMOs. Subsequent years a single training event will be conducted with a reserve date for a second session, should the need arise.</li> </ul> <p>These workshops consist of a 4-hour lecture session where attendees are presented with a Department of State-approved program which qualifies as “Continuing Education” training credits for all CEOs that attend. Following lunch all attendees are led on a “mock” inspection of a currently active, permitted Phase II Construction site by the DEC-designated trainer (Bill Lupo, P.E.; DOW Environmental Eng. II). All attendees are provided with a copy of the presentation as well as excerpts of the most commonly used NYS-approved Erosion &amp; Sediment Control measures found in the NYS Guidelines for Urban Erosion &amp; Sediment Control (The Blue Book). The Planning Group for this workshop/s was the Warren Co. SWCD District Manager Dave Wick, CPESC; Bill Lupo DEC Region 5; the SCIP Management Coordinator; and the CWICNY Stormwater Specialist Sarah Gebbie-Measeck. All workshops were executed cooperatively by Region 5, Warren Co. SWCD, CWICNY, and SCIP personnel.</p>	<ul style="list-style-type: none"> <li>• Delivered/Co-sponsored a regional Construction Site Erosion &amp; Sediment Control Compliance Inspection Training Workshops (3) for local Code Enforcement personnel (See MCM 4 for detail). <b>Implemented:</b> <u>June 13<sup>th</sup>, 19<sup>th</sup>, 28<sup>th</sup>, 2008</u></li> <li>•</li> </ul>

<p><b>Permit Reference IV.C.4.b. viii:</b> Educate and train construction site operators about requirements to develop and implement a SWPPP and any other requirements they must meet <b>within the MS4s jurisdiction.</b></p> <ul style="list-style-type: none"> <li>• <i>Identify the personnel or outside organization conducting this activity.</i></li> <li>• <i>Indicate activities planned for next year.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• <i>Explain the activities and materials used to meet this requirement.</i> <ul style="list-style-type: none"> <li>• The Saratoga County Intermunicipal Stormwater Management Program (SCI-SWMP; SCIP) and all participants utilize the following U.S. EPA (EPA), NYS-DEC (DEC) or SCIP publications as public education tools for Contractors and Developers working in Saratoga County:           <ol style="list-style-type: none"> <li>5. <i>Stormwater Regulation and the Construction Industry;</i> DEC, NYSWCD</li> <li>6. <i>New York State Stormwater Resources on the Web;</i> URL pages of the DEC Stormwater and Construction Toolbox websites, SCIP</li> <li>7. <i>NY SPDES General Permit GP-02-01 for Construction Activities: Stormwater Pollution Prevention Plan (SWPPP) Requirements by Land Use;</i> DEC</li> <li>8. <i>Stormwater Quick Tips for the Construction Industry;</i> DEC</li> </ol> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Provide/facilitate workshops for the Construction Industry operating within the jurisdiction of the 16 Saratoga County MS4 Communities (see details below; MCM 4 &amp; 5). <b>Implemented:</b> <u>March 2006 – on-going</u> <ul style="list-style-type: none"> <li>• Presenter and Facilitator for the John Deere Landscapes Inc. Erosion &amp; Sediment Control and Post-Construction Workshop for Contractors. <b>Implemented:</b> <u>March 28, 2007.</u> 31 attendees including 18 SCIP local personnel.</li> <li>• Sponsor, Presenter and Facilitator of a workshop for the construction industry focusing on Erosion &amp; Sediment Control, stormwater regulatory compliance and SWPPP implementation in cooperation with Ken Barber of Barber Stormwater Management Inc. <b>Executed:</b> <u>June 7<sup>th</sup>, 2007.</u> 15 attendees.</li> <li>• Presenter/Facilitator for the John Deere Landscapes Inc. Erosion and Sediment Control workshop for Contractors. <b>Planned execution:</b> <u>April 17<sup>th</sup>, 2008</u></li> <li>• Sponsor, presenter, facilitator of a workshop for the construction industry focusing on SWPPP preparation, modification, and winter site stabilization in cooperation with Ken Barber of Barber Stormwater Management Inc. <b>Planned execution:</b> <u>TBA Fall 2008</u></li> <li>• Sponsor a workshop with ACF Environmental on Geosynthetic Erosion &amp; Sediment Controls. Presented by Warren Cohn CPESC &amp; CPSWQ or ACF Environmental. <b>Planned execution:</b> <u>June 11<sup>th</sup>, 2008</u></li> </ul> </li> </ul>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>

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**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><b>Permit Reference IV.C.5.a, c.</b> 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><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• A combination of structural and/or non-structural management practices.</li> <li>• <i>Identify and describe below procedures to ensure installation of post-construction management practices. <u>Revise as procedures are updated.</u></i></li> </ul>	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>The SCIP has identified the need for training of local personnel and officials in the technical and institutional aspects of Stormwater Pollution Prevention Plan (SWPPP) review and enforcement the MS4 Construction Law/s. Some Program participants utilize outside or 3<sup>rd</sup> party paid professional consultants for this purpose, some utilize existing staff, some have hired new staff to assume this responsibility. In all cases, the SCIP works to provide or facilitate such training to improve on the process, procedures, and outcomes of SWPPP review and MS4 Construction Law enforcement.</p>	<ul style="list-style-type: none"> <li>• Facilitated attendance of Saratoga County MS4 personnel to the SUNY ESF Outreach Stormwater Courses with Instructor Don Lake <b>Implemented:</b> <u>November 2006 – on-going</u></li> <li>• Presenter and Facilitator for the John Deere Landscapes Inc. Erosion &amp; Sediment Control and Post-Construction Workshop for Land Contractors &amp; Landscapers. <b>Implemented:</b> <u>March 28<sup>th</sup>, 2007.</u> 31 attendees including 18 SCIP local personnel.</li> <li>• Presenter at the 2008 Saratoga County Planning Conference, a regional 1-day event attended by over 500 Planning, Zoning and Municipal Board Members, Planners, Engineers, and Code Enforcement personnel. The 1.75 hour presentation focused on the MS4 Construction Law/s, the NYS DEC SPDES Construction Permit (GP-02-01) and SWPPP evaluation from a Planning Board-perspective. Co-presenter Phil Koziol P.E. Jacobs &amp; Kelcey. <b>Executed:</b> <u>January 30<sup>th</sup>, 2008</u> 120 attendees (to that session); 80 of 120 Saratoga County; 48 of 80 Saratoga County MS4; 15 of 16 SCIP participating Municipalities.</li> <li>•</li> </ul>
<ul style="list-style-type: none"> <li>• Procedures for site plan and SWPPP review to ensure SWMPs meet state standards.</li> <li>• <i>Describe procedures below. <u>Revise as procedures are updated.</u></i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Example measurable goals include: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</i></li> </ul>

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**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><b>Permit Reference IV.C.5.a, c.</b> (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><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• Procedures for inspection and maintenance of post-construction management practices.</li> <li>• <i>Explain procedures below. <u>Revise as procedures are updated.</u></i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Example measurable goals are number of: inspections maintenance activities performed.</i></li> </ul>
<ul style="list-style-type: none"> <li>• Procedures for enforcement and penalization of violators.</li> <li>• <i>Explain procedures below. <u>Revise as procedures are updated.</u></i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Example measurable goals: number enforcement activities performed.</i></li> </ul>

**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><b>Permit Reference IV.C.5.a, c.</b> (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><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• Adequate resources for a program to inspect new and re-development sites and for enforcement and penalization of violators.</li> <li>• <i>Describe resources below. Update annually.</i></li> </ul>	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>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:</b></p>	

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**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"> <li>• This table is for MS4s to report on their OVERALL Municipal Pollution Prevention / Good Housekeeping Program.</li> <li>• A separate table follows that is for MS4s to report on management practices performed in identified municipal operations.</li> <li>• Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.</li> <li>• Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.</li> </ul>	
<p><b>Permit Reference IV.C.6.a:</b> Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• <i>List pollutants that will be addressed by the municipal pollution prevention program.</i></li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Set and describe pollution prevention priorities by geographic areas, municipal operation type, and facilities.</i></li> </ul>	DO NOT ENTER INFORMATION IN THIS CELL
<p><b>Permit Reference IV.C.6.a:</b> Include a municipal pollution prevention training component for staff (where all staff are trained).</p> <ul style="list-style-type: none"> <li>• <i>Explain activities and materials used to meet this requirement.</i></li> <li>• <i>Identify training needs and design training components</i></li> <li>• <i>Determine the adequacy and appropriate frequency of staff training.</i></li> <li>• <i>Identify personnel or outside organization conducting activities.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>The SCIP has developed a training program and resources for local MS4 Highway and Public Works Departments in Saratoga County. The resources include training videos, guidance, and other print and electronic resources that will be used by SCIP participants to meet some or all of the goals, objectives and needs of their MCM 6 Good Housekeeping &amp; Pollution Prevention Programs.</p>	<ul style="list-style-type: none"> <li>• Delivered MCM 6 ~ Good Housekeeping/Pollution Prevention Program training and guidance to Saratoga County MS4 Highway &amp; Public Works Departments. <b>Implemented:</b> <u>September 27<sup>th</sup>, 2007 – on-going.</u> <ul style="list-style-type: none"> <li>▪ T/o Clifton Park &amp; Halfmoon (28) ~ 9/27/2007</li> <li>▪ T/o Malta (11) ~ 10/19/2007</li> <li>▪ Saratoga County DPW (2); T/o Ballston (1); V/o Ballston Spa (1); T/o Charlton (2); T/o Milton (2); V/o Round Lake (2); <i>Foremen &amp; Supervisors only</i> ~ 12/10/2007</li> <li>▪ T/o &amp; V/o Waterford <i>Supervisors only</i> (4) ~ 2/26/2008</li> </ul> </li> <li>• T/o Waterford (full staff), Greenfield, Wilton, and the C/o Saratoga Springs. <b>Planned execution:</b> <u>Spring 2008</u></li> </ul>

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