

# Town of Lake George Stormwater Management Program Plan

June 2015

This Plan is a requirement under NYSDEC General Permit for Stormwater Discharge #15-0-10-002

Association

## **Introduction**

The Town of Lake George (Town) was designated in 2013 as a traditional Municipal Separate Storm Sewer System (MS4), under Part V.A. of the New York State Department of Environmental Conservation General Permit for MS4 Stormwater Discharges (G-0-10-002). Under this mandate, the Town must have a working Program Plan which outlines their activities to address stormwater education, outreach, and implementation under the state requirements. The MS4 area designated by the NYS DEC can be found on the map at the document, designated the urbanized area.

This Stormwater Management Program Plan (SWMPP) documents the efforts currently undertaken and planned by the Town under this program. These requirements correspond to the Town infrastructure and properties within the urbanized area (roads, drainage infrastructure and facilities), but also include public information and outreach on stormwater issues and construction/post-construction stormwater runoff. The ultimate purpose of this plan is to protect and improve the water quality of Lake George and its tributaries, all which flow receive the Town's stormwater runoff.

The SWMPP Plan is based on the Federal Stormwater Phase II rule, issued in 1999, which requires MS4 owners and operators, in U.S. Census-defined urbanized areas as well as in additionally designated areas, to develop a Stormwater Management Program. There are six program elements designed to reduce the discharge of pollutants to the maximum extent practicable. The program elements, titled Minimum Control Measures (MCMs), include:

1. Public Education and Outreach
2. Public Involvement / Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Runoff Control
5. Post-Construction Stormwater Management
6. Pollution Prevention / Good Housekeeping for Municipal Operations.

This document describes each MCM and the Best Management Practices (BMPs) that have been implemented to maintain compliance with the NYSDEC GP-0-10-2. Responsibilities to achieve and sustain compliance are clearly defined for each BMP. The responsibilities of the program are shared between the Town Director of Planning & Zoning and Town Highway Superintendent, both of who have been designated as the Town's MS4 Stormwater Management Officer. The Planning and Zoning Department can be reached at (518) 668-5131 and the Highway Superintendent can be reached at (518) 668-0262.

This Plan will be updated as needed to address the latest technologies and information to maintain compliance with the NYSDEC GP-0-10-002, as well as to account for progress made.

There are several key personnel and departments involved in the Town's Stormwater Management Program,

Key:  
P&Z Town Planning & Zoning Department                      B&G Town Buildings and Grounds Department  
HD Town Highway Department                                      TEO Town Elected Officials

## **Minimum Control Measure 1: Public Education and Outreach on Stormwater impacts**

The Public Education and Outreach MCM consists of BMPs that focus on the development of educational materials designed to inform the public about the impacts that stormwater discharges have on local water bodies. The educational materials contain specific actions as to how the public, as individuals or collectively as a group, can participate in reducing pollutants and their impact on the environment. The Public Education and Outreach program and BMPs, in combination, are expected to reach all of the constituents within the TOWN. The target pollutant sources are illicit discharges and local/regional Pollutants of Concern (POCs).

### **An MS4 must, at a minimum:**

- a. *Identify POCs, waterbodies of concern, geographic areas of concern, target audiences;*
- b. *Develop and implement an ongoing public education and outreach program designed to describe to the general public and target audiences:*
  - i. *the impacts of stormwater discharges on waterbodies;*
  - ii. *POCs and their sources;*
  - iii. *steps contributors of these pollutants can take to reduce pollutants in stormwater runoff; and*
  - iv. *steps contributors of non-stormwater discharges can take to reduce pollutants (non-stormwater discharges are listed below);*
- c. *Develop, record, periodically assess, and modify as needed, measurable goals; and*
- d. *Select appropriate education and outreach activities and measurable goals to ensure the reduction of all POCs in stormwater discharges to the MEP.*

For general information purposes, the following are considered non-stormwater discharges as defined in the MS4 General Permit (GP-0-10-002) Part I.A.2:

- Water line flushing
- Landscape irrigation
- Diverted stream flows
- Rising ground water
- Uncontaminated groundwater infiltration
- Uncontaminated groundwater
- Discharges from potable water sources
- Foundation drains
- Air conditioning condensate
- Irrigation water
- Springs
- Flows from riparian habitats and wetlands
- Water from crawl space and basement sump pumps
- Footer drains
- Lawn and landscape watering runoff provided that all pesticides and fertilizers have been applied in accordance with the manufacturer's product label
- Water from individual residential car washing
- De-chlorinated swimming pool discharges
- Residual street wash water
- Discharges or flows from fire fighting activities
- De-chlorinated water reservoir discharges
- Any SPDES permitted discharge

**Pollutants of Concern:**

On a regional level:

- PHOSPHORUS
- Pathogens

On a localized level:

- SILT/SEDIMENT
- Oil and Grease
- Pet Waste
- Floatables

**Waterbodies of Concern:**

NYS DEC Final 2014 Section 303(d) List

(1) Lake George

- Pollutants include Silt/Sediment from Urban Stormwater and Erosion

(2) Tribs to Lake George, Lake George Village – East Brook and West Brook

- Pollutants include Silt/Sediment from Urban Stormwater and Erosion

Locally Designated

(1) English Brook

(2) Un-named trib, locally known as Lake View Estate Trib

**Geographic area of Concern:**

- Highly developed commercial corridors
- Highly developed residential neighborhoods

**Target Audiences:**

- Residential
- Businesses
- Contractors
- General Public/Tourists

The table below depicts the BMPs that the Town currently performs or plans to perform for MCM 1, the responsible parties and program years of completion. This table is representative of the development of the Town's Public Education and Outreach Plan based on identified MS4 needs and priorities. The Town may, at any time, contract out portions of the Public Education and Outreach BMPs to local non-profit and government organizations that are qualified in stormwater runoff education.

MCM 1- PUBLIC EDUCATION AND OUTREACH BMPS	RESPONSIBLE PARTY	TIMELINE			
		Year 1 2014	Year 2 2015	Year 3 2016	Year 4 2017
Utilize and disperse existing brochures and other literature developed by the Lake Champlain-Lake George Regional Planning Board, Lake George Association and other area non-profits, the DEC and the EPA regarding stormwater runoff at the Town Hall and LG Visitors Center. <i>Measurable Goals:</i> <i>Keep copies of printed literature available for the public at all times.</i> <i>Maintain distribution records.</i> <i>Update literature as new brochures become available.</i>	P&Z	X	X	X	X
Maintain updated electronic files of stormwater outreach brochures on the Town website. <i>Measurable Goal:</i> <i>Educate the public through the use of the Town website.</i>	P&Z	X	X	X	X
Participate in educational events for the general public and waterbody specific audiences related to water quality and stormwater runoff issues. <i>Measurable Goal:</i> <i>Participate in two educational events per year.</i>	P&Z, TEO	X	X	X	X
Participate in classroom programs to educate the youth of Lake George on importance of environmental stewardship. <i>Measurable Goal:</i> <i>Participate in at least one classroom program per year.</i>	TEO		X	X	X
Work with the media to get articles and Public Service Announcements in the Lake George Mirror newspaper about stormwater projects, roadside clean-ups and other important water quality issues. <i>Measurable Goal:</i> <i>Achieve at least three articles in the newspaper related to stormwater management issues and projects.</i>	P&Z, HD, B&G, TEO		X	X	X
Develop and perform a stormwater outreach campaign for local businesses to reduce stormwater runoff pollution from commercial properties. <i>Measurable Goal:</i> <i>Educate commercial property owners on proper stormwater management techniques to reduce stormwater runoff.</i>	P&Z			X	X

## Minimum Control Measure 2: Public Involvement and Participation

The Public Involvement and Participation MCM consists of activities that are focused on getting members of the local community involved in the MS4's municipal stormwater management program. Compliance with State and local public notice requirements will be maintained whenever public participation is sought or required. The BMPs include a number of practices designed to seek public input on the SWMPP and Annual Report accomplishments in addition to describing specific activities that encourage public participation. The target audiences for the public involvement program are key individuals and groups that may have an interest in the particular BMPs as well as the general public located within the permitted boundary.

### An MS4 must, at a minimum:

- a. *Comply with the State Open Meetings Law and local public notice requirements, such as Open Meetings Law, when implementing a public involvement / participation program;*
- b. *Develop and implement a public involvement/participation program that:*
  - *Identifies key individuals and groups, public and private, who are interested in or affected by the SWMP;*
  - *Identifies types of input the permittee will seek from the key individuals and groups, public and private, to support development and implementation of the SWMP and how the input will be used; and*
  - *Describes the public involvement / participation activities the permittee will undertake to provide program access to those who want it and to gather the needed input. The activities included, but are not limited to a water quality hotline (report spills, dumping, construction sites of concern, etc.), stewardship activities like stream cleanups, storm drain marking, and volunteer water quality monitoring.*
- c. *Local stormwater public contact*
  - *Identify a local point of contact for public concerns regarding stormwater management and compliance with this SPDES General Permit. The name or title of this contact and the telephone number must be published in public outreach and public participation materials and kept updated with the Department on the MCC form;*
- d. *Annual report presentation. Below are the requirements for the annual report presentation:*
  - i. *Prior to submitting the final annual report to the Department, by June 1 of each reporting year (see Part V.C), present the draft annual report in a format that is open to the public, where the public can ask questions about and make comments on the report. This can be done:*
    - o *At a meeting that is open to the public, where the public attendees are able to ask questions about and make comments on the report. This may be a regular meeting of an existing board, such as planning, zoning or the City board. It may also be a separate meeting, specifically for stormwater. If multiple permittees are working together, they may have a group meeting (refer to Part V.C2), or on the internet by:*
    - o *Making the annual report available to the public on a webpage;*
    - o *Providing the public the opportunity to provide comments on the internet or otherwise; and*
    - o *Making available the opportunity for the public to request an open meeting to ask questions about and make comments on the report. If a public meeting is requested by 2 or more persons, the permittee must hold such a meeting. However, the permittee need only hold a public meeting once to satisfy this requirement.*
  - ii. *Provide public notice about the presentation, making public the following information when noticing the presentation in accordance with the State Open Meetings Law or other local public notice requirements:*
    - o *The placement of the annual report on the agenda of this meeting or location on the internet;*

- o *The opportunity for public comment This general SPDES permit does not require a specified time frame for public comments, although it is recommended that permittees do provide the public an opportunity to comment for a period after the meeting. Comments received after the final annual report is submitted shall be reported with the following year's annual report Permittees must take into account those comments in the following year;*
  - o *The date and time of the meeting or the date the annual report becomes available on the internet; and the availability of the draft report for prior review prior to the public meeting or duration of availability of annual report on the internet.*
  - iii. *The Department recommends that announcements be sent directly to individuals (public and private) known to have a specific interest in the permittee's SWMP;*
  - iv. *Include a summary of comments and (intended) responses with the final annual report Changes made to the SWMP in response to comments should be described in the annual report; and*
  - v. *Ensure that a copy of the final report and, beginning in 2009, the SWMP plan are available for public inspection.*
- e. *Develop, record, periodically assess and modify as needed measurable goals; and*
- f. *Select appropriate public involvement/participation activities and measurable goals to ensure the reduction of POCs in stormwater discharges to the MEP.*

The table below depicts the BMPs that the Town currently performs or plans to perform for MCM 2, the responsible parties and program years of completion. This table is representative of the development of the Town's Public Education and Outreach Plan based on identified MS4 needs and priorities. The Town may, at any time, contract out portions of the Public Involvement and Participation BMPs to local non-profit and government organizations that are qualified in stormwater runoff outreach.

MCM 2-PUBLIC INVOLVEMENT AND PARTICIPATION BMPS	RESPONSIBLE PARTY	TIMELINE			
		Year 1 2014	Year 2 2015	Year 3 2016	Year 4 2017
Create and maintain the water quality hotline for the public to report spills, dumping, illegal pipes, etc. All calls are referred to the SMO, who follows up with site investigations as appropriate. <i>Measurable Goal: Follow Town protocol for receiving and responding to public calls. Respond to all reasonable calls.</i>	P&Z, HD	X	X	X	X
Participate in Lake George Association's Floating Classroom Program by providing funding to the public outreach programs. <i>Measurable Goal: Encourage public participation in on-site educational activities.</i>	TEO		X	X	X
Host the SWMPP on the Town website in an easily findable location for public review and use. Provide opportunity for public comment. <i>Measurable Goal: Provide public access to the SWMPP.</i>	P&Z, web master		X	X	X

<p>Participate in a Lake/Stream Cleanup Day once per year, partnering with local non-profit organizations. Outreach this effort through the media, and encourage volunteer participation.</p> <p><i>Measurable Goals:</i>  <i>Obtain volunteers for the event.</i>  <i>Maintain records of lbs. of debris removed and overall disbursement of all debris.</i></p>	P&Z, HD, B&G		X	X	X
<p>Work with the Lake George Association to supplement their Storm Drain Marking program by providing materials for the program.</p> <p><i>Measurable Goals:</i>  <i>Perform at least one storm drain marking event per year.</i></p>	P&Z		X	X	X
<p>Host one community meeting per year to discuss local and regional water quality issues.</p> <p><i>Measurable Goal:</i>  <i>Keep the public advised on the progress the Town is making under the MS4 Permit activities.</i></p>	P&Z, TEO		X	X	X
<p>Organize, fund and perform one Community Outreach Program per year in cooperation with the Lake George Association and Lake Champlain – Lake George Regional Planning Board with a focus on Green Infrastructure applications. These programs can include, but are not limited to, rain garden planting, rain barrel workshops, etc.</p> <p><i>Measurable Goals:</i>  <i>Obtain local schools, community groups and non-profit organizations to perform one Town funded Community Outreach Program per year.</i></p>	P&Z, HD, B&G		X	X	X
<p>Prepare and present the Annual Report for public review every year during the May Town Board Meeting. Present this report to the Town Board at the May meeting of every year, and publicly notice this meeting as required by Open Meetings Law. Provide DEC with public comments.</p> <p><i>Measurable Goals:</i>  <i>Record all public comments received on Annual Report.</i>  <i>Provide SWMPP to incorporate applicable public comments.</i></p>	P&Z		X	X	X
<p>Host Annual Report on the Town website in an easily findable location for public review and use. Provide opportunity for public comment.</p> <p><i>Measurable Goal:</i>  <i>Provide public access to the Annual Report.</i></p>	P&Z, web master		X	X	X
<p>Develop an educational water quality monitoring program in partnership with the Town of Queensbury and Village of Lake George for designated outfalls along priority waterbodies utilizing the Lake George Association's CSLAP Volunteers or Homeowner Associations. Volunteers will collect samples and have them analyzed at a local water quality lab.</p> <p><i>Measurable Goals:</i>  <i>Develop protocols for testing at Town outfalls.</i>  <i>Prioritize outfalls within the Town based on possible discharges into the storm sewer system.</i>  <i>Obtain various testing materials.</i>  <i>Obtain volunteers.</i></p>	P&Z			X	



<p>Implement volunteer educational water quality monitoring program.</p> <p><i>Measurable Goals:</i>  <i>Train all volunteers on testing techniques.</i>  <i>Supply volunteers with necessary equipment and supplies.</i>  <i>Obtain dry weather discharge water quality data from at least 5 outfalls per year.</i></p>	P&Z, HD			X	X
<p>If the opportunity becomes available, the Town will participate in a Household Hazardous Waste Collection program facilitated by NYS DEC.</p> <p><i>Measurable Goal:</i>  <i>Collect household hazardous waste so it is not released into the storm drain system or waterways.</i></p>	P&Z, HD	When Possible			

### Minimum Control Measure 3: Illicit Discharge Detection & Elimination

The Illicit Discharge Detection and Elimination (IDDE) MCM consists of BMPs that focus on the detection and elimination of illicit discharges located within the Town.

#### An MS4 must, at a minimum:

- a. *Develop, implement and enforce a program to detect and eliminate illicit discharges (as defined at 40CFR 122.26(b)(2)) into the small MS4;*
- b. *Develop and maintain a map, at a minimum within the permittee's Jurisdiction in the urbanized area and additionally designated area, showing:*
  - *The location of all outfalls and the names and location of all surface waters of the State that receive discharges from those outfalls;*
  - *By March 9, 2010, the preliminary boundaries of the permittee's storm sewersheds determined using GIS or other tools, even if they extend outside of the urbanized area (to facilitate trackdown), and additionally designated area within the permittee's Jurisdiction; and*
  - *When grant funds are made available or for sewer lines surveyed during an illicit discharge trackdown, the permittee's storm sewer system in accordance with available State and EPA guidance.*
- c. *Field verify outfall locations;*
- d. *Conduct an outfall reconnaissance inventory, as described in the EPA publication entitled Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessment, addressing every outfall within the urbanized area and additionally designated area within the permittee's Jurisdiction at least once every five years, with reasonable progress each year;*
- e. *Map new outfalls as they are constructed or newly discovered within the urbanized area and additionally designated area;*
- f. *Prohibit, through a law, ordinance, or other regulatory mechanism, illicit discharges into the small MS4 and implement appropriate enforcement procedures and actions.*  
*This mechanism must be equivalent to the State's model local law "NYSDEC Model Local Law to Prohibit Illicit Discharges, Activities and Connections to Separate Storm Sewer Systems. The mechanism must be certified by the attorney representing the small MS4 as being equivalent to the State's model illicit discharge local law. Laws adopted during the GP-02-02 permit cycle must also be attorney certified as effectively assuring implementation of the State's model local law;*
- g. *Develop and implement a program to detect and address non-stormwater discharges, including illegal dumping, to the small MS4. The program must include: procedures for identifying priority areas of concern (geographic, audiences, or otherwise) for IDDE program; description of priority areas of concern, available equipment, staff, funding, etc.; procedures for identifying and locating illicit discharges (trackdown); procedures for eliminating illicit discharges; and procedures for documenting actions;*
- h. *Inform public employees, businesses, and the general public of the hazards associated with illegal discharges and improper disposal of waste;*
- i. *Address the categories of non-stormwater discharges or flows (listed in Section 1.2 of this document) as necessary;*
- j. *Develop, record, periodically assess, and modify as needed, measurable goals; and*

k. Select appropriate IDDE BMPs and measurable goals to ensure the reduction of all POCs in stormwater discharges to the MEP.

The table below depicts the BMPs that the Town is currently performs or plans to perform for MCM 3, the responsible parties and program years for completion. The Town may, at any time, contract out portions of the Illicit Discharge Detection and Elimination (IDDE) BMPs to local non-profit and government organizations are qualified in IDDE.

MCM 3 – ILLICIT DISCHARGE DETECTION AND ELIMINATION BMPS	RESPONSIBLE PARTY	TIMELINE			
		Year 1 2014	Year 2 2015	Year 3 2016	Year 4 2017
<p>Establish an IDDE Program within the Town.</p> <p><i>Measurable Goals:</i></p> <p><i>Train staff on new regulations.</i></p> <p><i>Identify roles in Program for each applicable employee and agency.</i></p> <p><i>Identify warning procedures for disconnection of illicit discharges coming from private property.</i></p> <p><i>Identify enforcement procedures for private party non-compliance.</i></p> <p><i>Identify disconnection procedures for illicit discharges coming from private property.</i></p> <p><i>Establish procedures to disconnect any public illicit discharge connections.</i></p>	P&Z, HD, B&G, TEO		X	X	
<p>Inventory high risk areas for possible illicit connections. Highest priority outfalls for inspection will be areas of shoreline development, businesses with the Town and older areas of development.</p> <p><i>Measurable Goals:</i></p> <p><i>Produce map of high risk areas for illicit discharge.</i></p> <p><i>Produce outfall inspection schedule based upon inventory.</i></p>	P&Z, HD, B&G		X		
<p>Map all outfalls within the urbanized area of the Town utilizing ArcGIS software. Maintain and update maps as necessary.</p> <p><i>Measurable Goal:</i></p> <p><i>Create GIS maps of all Town outfalls.</i></p>	P&Z, HD		X	X	
<p>Complete GAP analysis between NYS DEC Model Local Law to Prohibit Illicit Discharges and Connections to Separate Storm Sewer Systems and current Town codes and regulations to identify if further regulations are needed for compliance with MS4 permit.</p> <p><i>Measurable Goal:</i></p> <p><i>Initiate development of IDDE Local Law.</i></p>	P&Z, TEO, Town Council, Lake George Park Commission		X	X	
<p>Map the drainage areas which contribute to the stormwater outfalls (their sewersheds) in ArcGIS, and create hard copy maps of those areas. This includes locating catch basins, drywells, and any combined sewer systems.</p> <p><i>Measurable Goal:</i></p> <p><i>Create GIS maps of Town sewershed.</i></p>	P&Z, HD, B&G		X	X	

<p>Train all Town personnel (including laborers, equipment operators and field staff) regarding the IDDE provisions, including how to identify an illegal discharge and how to undertake the recommended follow-up actions. Update training as necessary.</p> <p><i>Measurable Goal: Train 10% of applicable Town staff per year.</i></p>	P&Z, HD, B&G, TEO, Planning Board		X	X	X
<p>If necessary, adopt NYS DEC model law or equivalent law.</p> <p><i>Measurable Goal: Comply with MS4 Permit requirements for law adoption.</i></p>	P&Z, TEO, Town Council			X	
<p>Conduct routine visual inspections of 50% of Town outfalls once per year, in dry periods. Record outcomes, including surrounding generating sites, and record type of potential illicit discharges.</p> <p><i>Measurable Goal: Record basic visual water quality information.</i></p>	HD, B&G			X	X
<p>Inspect Town sub-surface and open channel storm sewer infrastructure for possible illicit discharges.</p> <p><i>Measurable Goal: Inspected 10% of infrastructure yearly for possible illicit discharges.</i></p>	HD, B&G			X	X
<p>Confirm illicit discharges either found in routine Town activities or reported by the public. Eliminate discharges as necessary.</p> <p><i>Measurable Goal: Illicit discharges confirmed and eliminated.</i></p>	HD, B&G			X	X
<p>Enforce all provisions of the Town IDDE law regarding illicit discharges into Town drainage infrastructure.</p> <p><i>Measurable Goal: Enforced IDDE laws by issuing citations.</i></p>	P&Z, HD, B&G, TEO			X	X

## Minimum Control Measure 4: Construction Stormwater Management

The Construction Site Runoff MCM consists of BMPs that focus on the reduction of pollutants to the MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. Reduction of stormwater discharges from construction activities disturbing less than one acre will be considered if it is part of a larger common plan of development or sale that would disturb one acre or more.

### An MS4 must, at a minimum:

- a. *Develop, implement, and enforce a program that:*
  - i. *Provides equivalent protection to the NYS SPDES General Permit for Stormwater Discharges from Construction Activities (either GP-02-01, GP-0-08-001 or G-0-10-001), unless more stringent requirements are contained within this general SPDES permit (GP-0-10-002);*
  - ii. *Addresses stormwater runoff to the small MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. Control of stormwater discharges from construction activity disturbing less than one acre must be included in the program if:*
    - o *That construction activity is part of a larger common plan of development or sale that would disturb one acre or more; or*
    - o *If controlling such activities in a particular watershed is required by the Department.*
  - iii. *Includes a law, ordinance or other regulatory mechanism to require a SWPPP for each applicable land disturbing activity that includes erosion and sediment controls that meet the State's most up-to-date technical standards:*
    - o *This mechanism must be equivalent to one of the versions of the "NYSDEC Sample Local Laws for Stormwater Management and Erosion and Sediment Control"; and*
    - o *Equivalence must be documented using the NYSDEC Gap Analysis Workbook or be certified by the attorney representing the small MS4 as being equivalent to one of the versions of the sample laws if one of the sample laws is not adopted or if a modified version of the sample law is adopted.*
  - iv. *Contains requirements for construction site operators to implement erosion and sediment control management practices;*
  - v. *Allows for sanctions to ensure compliance to the extent allowable by State or local law;*
  - vi. *Contains requirements for construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality;*
  - vii. *Describes procedures for SWPPP review that incorporate consideration of potential water quality impacts and review of individual pre-construction SWPPPs to ensure consistency with State and local sediment and erosion control requirements;*
    - o *Ensure that the individuals performing the reviews are adequately trained and understand the State and local sediment and erosion control requirements;*
    - o *All SWPPPs must be reviewed for sites where the disturbance is one acre or greater; and*
    - o *After review of SWPPPs, the permittee must utilize the "SWPPP Acceptance Form" created by the Department and required by the SPDES General Permit for Stormwater Discharges from Construction Activity (GP-0-10-002) when notifying construction site owner / operators that their plans have been accepted and approved by the permittee.*
  - viii. *Describes procedures for receipt and follow up on complaints or other information submitted by the public regarding construction site storm water runoff;*
  - ix. *Describes procedures for site inspections and enforcement of erosion and sediment control measures including steps to identify priority sites for inspection and enforcement based on the nature of the construction activity, topography, and the characteristics of soils and receiving water;*
    - o *The permittee must ensure that the individual(s) performing the inspections are adequately trained and understand the State and Local sediment and erosion control requirements. An adequately trained inspector is a NYS licensed P.E, a CPESC, a LA or others who have received inspector training by a NYS DEC sponsored or approved training; and*
    - o *All sites where the disturbance is one acre or greater must be inspected by staff from the operator of the MS4.*

- x. Educates construction site owner/ operators, design engineers, municipal staff and other individuals to whom these regulations apply about the municipality's construction stormwater requirements, when construction stormwater requirements apply, to whom they apply, the procedures for submission of SWPPPs, construction site inspections, and other procedures associated with control of construction stormwater;
- xi. By May 1st, 2010, ensures that construction site operators have received erosion and sediment control training before they do work within the permittee's Jurisdiction. Small home site construction (construction where the Erosion and Sediment Control Plan is developed in accordance with Appendix E of the "New York Standards and Specifications for Erosion and Sediment Control") is exempt from the requirements below:
  - o Training may be provided by the Department or other qualified entities (such as Soil and Water Conservation Districts);
  - o T71e permittee is not expected to perform such training, but they may cosponsor training for construction site operators in their area;
  - o T71e permittee may ask for a certificate of completion or other such proof of training; and
  - o T71e permittee may provide notice of upcoming sediment and erosion control training by posting in the building department or distribute with building permit application.
- xii. Establishes and maintains an inventory of active construction sites, including the location of the site, owner/ operator contact information;
- xiii. Develop, record, periodically assess and modify as needed measurable goals; and
- xiv. Select appropriate construction stormwater BMPs and measurable goals to ensure the reduction of all POCs in stormwater discharges to the MEP.

The table below depicts the BMPs that the Town currently performs or plans to perform for MCM 4, the responsible parties and program years for completion. The Town may, at any time, contract out portions of the Construction Site Stormwater Runoff Control BMPs to local non-profit and government organizations that are qualified in construction site stormwater runoff control.

MCM 4 - CONSTRUCTION SITE STORMWATER RUNOFF CONTROL BMPs	RESPONSIBLE PARTY	TIMELINE			
		Year 1 2014	Year 2 2015	Year 3 2016	Year 4 2017
Require that developers/contractors include the feasibility of Low impact Development/Better Site Design/Green Infrastructure principles in the development of SWPPP. <i>Measurable Goal:</i> <i>Encourage the use of Low Impact Development/ Green Infrastructure practices in construction BMPs.</i>	P&Z, TEO	X	X	X	X
Complete GAP analysis between NYS DEC Model Local Law for Stormwater Management and Erosion and Sediment Control and current Town codes and regulations to identify if further regulations are needed for compliance with MS4 permit. <i>Measurable Goal:</i> <i>Initiate development of Construction Site Runoff Control Local Law.</i>	P&Z, TEO, Town Council, Lake George Park Commission		X	X	
Ensure that all contractors working on such development projects are informed and knowledgeable of the SWPPP, and that each contractor sign a "Contractor's Certification Statement" acknowledging such. <i>Measurable Goal:</i> <i>Ensure only knowledgeable contractors are working within the Town boundary.</i> <i>Keep copies of Contractor Certification Statement</i>	P&Z, TEO		X	X	X

<p>The Town will issue Notices of Violation and Stop Work Orders to any construction site that does not follow the proper stormwater runoff management procedures.</p> <p><i>Measurable Goal: Stop all work that is not in compliance with DEC, LGPC, and/or Town mandates.</i></p>	P&Z, TEO	X	X	X	X
<p>Perform weekly inspections of all construction sites by a New York State licensed Professional Engineer, Landscape Architect, or a Certified Professional in Erosion and Sediment Control. Utilize the NYS DEC Region 5 inspection checklist for these inspections. Coordinate with the Lake George Park Commission when appropriate. Keep all inspection records on file in the Town offices.</p> <p><i>Measurable Goal: Assess and approve of all construction stormwater BMPs at construction sites.</i></p>	P&Z	X	X	X	X
<p>Any public complaints regarding erosion and sediment control or stormwater runoff concerns from such development shall be directed to the Town Planning and Zoning Office for review. Staff will review the issue and ensure that all provisions of the approved SWPPP are in compliance, in coordination with the Lake George Park Commission as appropriate.</p> <p><i>Measurable Goal: Solicit public involvement in the SWPPP process.</i></p>	P&Z	X	X	X	X
<p>Keep updated records of all construction projects in the Town.</p> <p><i>Measurable Goal: Updated knowledge of construction activities.</i></p>	P&Z	X	X	X	X
<p>Keep apprised of all new provisions of the SPDES General Stormwater Permit, and outreach this information to the appropriate parties at the Town.</p> <p><i>Measurable Goal: Stay in compliance with updated DEC regulations.</i></p>	P&Z	X	X	X	X
<p>Attend trainings on Low Impact Development, Better Site Design and other Green Infrastructure principles.</p> <p><i>Measurable Goal: Train 10% of Town staff and Elected Officials on low impact development principles over year.</i></p>	P&Z, HD, B&G, TEO	X	X	X	X
<p>Ensure that all subcontractors on such development have obtained the 4-hour contractor Erosion and Sediment Control Training, and are in possession of ID cards noting such training has been obtained.</p> <p><i>Measurable Goal: All contractors working within the Town boundaries have been properly trained.</i></p>	P&Z, TEO		X	X	X
<p>If necessary, adopt NYS DEC model law or equivalent law.</p> <p><i>Measurable Goal: Comply with MS4 Permit requirements for law adoption.</i></p>	P&Z, TEO, Town Council			X	

## Minimum Measure 5: Post-Construction Stormwater Management

The Post-Construction Stormwater Management MCM consists of BMPs that focus on the prevention or minimization of water quality impacts from both new and re-development projects that disturb one acre or more. This includes projects less than one acre that are part of a larger common plan of development or sale that discharge into the MS4.

### An MS4 must, at a minimum:

- a. *Develop, implement, and enforce a program that:*
  - i. *Provides equivalent protection to the NYS SPDES General Permit for Stormwater Discharges from Construction Activities (either GP-02-01, GP-0-08-001 or GP-0-10-001), unless more stringent requirements are contained within this general SPDES permit (GP-0-10-002);*
  - ii. *Addresses stormwater runoff from new development and redevelopment projects to the small MS4 from projects that result in a land disturbance of greater than or equal to one acre. Control of stormwater discharges from projects of less than one acre must be included in the program if:*
    - o *That project is part of a larger common plan of development or sale; or*
    - o *If controlling such activities in a particular watershed is required by the NYS DEC*
  - iii. *Includes a law, ordinance or other regulatory mechanism to require post-construction runoff controls from new development and re-development projects to the extent allowable under State or Local law that meet the State's most up-to-date technical standards:*
    - o *The mechanism must be equivalent to one of the versions of the "NYS DEC Sample Local Laws for Stormwater Management and Erosion and Sediment Control" and*
    - o *Equivalence must be documented using the NYS DEC Gap Analysis Workbook or certified by the attorney representing the small MS4 as being equivalent to one of the sample laws if one of those sample laws is not adopted or if a modified version of one of the sample laws is adopted.*
  - iv. *Includes a combination of structural management practices (including, but not limited to practices from the NYS Stormwater Management Design Manual or equivalent) and/ or non-structural management practices (including, but not limited to comprehensive plans, open space preservation programs, Low Impact Development (LID), Better Site Design (BSD) and other Green Infrastructure practices, land use regulations) appropriate for the permittee that will reduce the discharge of pollutants to the MEP. Permittees are encouraged to implement Green Infrastructure practices at a site level and to review, and revise where appropriate, local codes and laws that include provisions that preclude construction that minimizes or reduces pollutant loadings;*
    - o *If a stormwater management practice is designed and installed in accordance with the New York State Stormwater Management Design Manual or has been demonstrated to be equivalent and is properly operated and maintained, then MEP will be assumed to be met for post-construction stormwater discharged by the practice.*
  - v. *Describes procedures for SWPPP review that incorporate consideration of potential water quality impacts and review of individual pre-construction SWPPPs to ensure consistency with local post-construction stormwater requirements;*
    - o *Ensure that the individuals performing SWPP reviews are adequately trained, or under the supervision of a qualified professional who understand the State and Local post construction stormwater requirements;*
    - o *All SWPPPs must be reviewed for sites where the disturbance is one acre or greater; and*
    - o *After review of SWPPPs, the permittee must utilize the "SWPPP Acceptance Form" created by the Department and required by the SPDES General Permit for Stormwater Discharges from Construction Activity (GP-0-08-001) when notifying construction site owner/ operators that their plans have been accepted and approved by the permittee.*
  - vi. *By May 1, 2009 establish and maintain an inventory of post-construction stormwater management practices within the permittees Jurisdiction. At a minimum, include practices discharging to the small MS4 that have been installed since March 10, 2003, all practices owned by the small MS4, and those practices found to cause or contribute to water quality standard violations;*



- o The inventory shall include at a minimum: location of practice (street address or coordinates); type of practice; maintenance needed per the NYS Stormwater Management Design Manual, SWPPP, or other provided documentation; and dates and type of maintenance performed; and
- vii. Ensures adequate long-term operation and maintenance of management practices identified in Part V.L.S.a.vi by trained staff, including inspection to ensure that practices are performing properly.
  - o The inspection shall include inspection items identified in the maintenance requirements (NYS Stormwater Management Design Manual, SWPPP, or other maintenance information) for the practice. Permittees are not required to collect stormwater samples and perform specific chemical analysis.
- o
- b. Develop, implement, and provide adequate resources for a program to inspect development and re-development sites by trained staff and to enforce and penalize violators;
- c. Develop, record, periodically assess and modify as needed measurable goals; and
- d. Select appropriate post-construction stormwater BMPs and measurable goals to ensure the reduction of all POCs in stormwater discharges to the MEP.

The table below depicts the BMPs that the Town currently performs or plans to perform for MCM 5, the responsible parties and program years for completion. The Town may, at any time, contract out portions of the Post-Construction Site Stormwater Runoff Control BMPs to local non-profit and government organizations that are qualified in construction site stormwater runoff control.

MCM 5 - POST - CONSTRUCTION SITE STORMWATER RUNOFF CONTROL BMPS	RESPONSIBLE PARTY	TIMELINE			
		Year 1 2014	Year 2 2015	Year 3 2016	Year 4 2017
Attend trainings on Low Impact Development, Better Site Design and other Green Infrastructure principles. <i>Measurable Goal:</i> <i>Train 10% of Town staff and Elected Officials on low impact development principles per year.</i>	P&Z, HD, B&G, TEO	X	X	X	X
Keep apprised of all new provisions of the SPDES General Stormwater Permit, and outreach this information to the appropriate parties at the Town. <i>Measurable Goal:</i> <i>Stay in compliance with updated DEC regulations.</i>	P&Z	X	X	X	X
Complete GAP analysis between NYS DEC Model Local Law for Stormwater Management and Erosion and Sediment Control and current Town codes and regulations to identify if further regulations are needed for compliance with MS4 permit. <i>Measurable Goal:</i> <i>Initiate development of Post-Construction Site Runoff Control Local Law.</i>	P&Z, TEO, Town Council, Lake George Park Commission		X	X	
Inform the owner of any un-maintained post-construction stormwater practices and if necessary, issue warnings/citations to ensure that all post-construction management practices are properly maintained, in cooperation with the Lake George Park Commission as appropriate.	P&Z		X	X	X

<p><i>Measurable Goal:</i>  <i>Ensure that all post-construction management practices are properly maintained.</i></p>					
<p>Prioritize all post-construction stormwater management practices and develop an inspection schedule for each project based upon the Operation and Maintenance manual developed during the SWPPP process, in cooperation with the Lake George Park Commission as appropriate. Update as necessary.  High priority projects, as deemed by the Town, shall have their post-construction stormwater practices inspected a minimum of 2 times per year.  Medium priority projects, as deemed by the Town, shall have their post-construction stormwater practices inspected a minimum of once per year.  Low priority projects, as deemed by the Town, shall have their post-construction stormwater practices inspected a minimum of every other year.  <i>Measurable Goal:</i>  <i>All post-construction stormwater practices inspected on a rotating basis based upon the necessity for inspection.</i></p>	P&Z		X	X	X
<p>Develop a Post-Construction Plan for the Town that includes protocols for the inventory, inspection and maintenance of Post-Construction stormwater activities on private and municipal construction projects.  <i>Measurable Goal:</i>  <i>Ensure all development projects follow the appropriate SWPPP guidelines.</i></p>	P&Z		X	X	
<p>If necessary, adopt NYS DEC model law or equivalent law.  <i>Measurable Goal:</i>  <i>Comply with MS4 Permit requirements for law adoption.</i></p>	P&Z, TEO, Town Council			X	
<p>Require that developers include the feasibility of Low Impact Development/Better Site Design/Green Infrastructure principles in the development of SWPPP Operation and Maintenance manual.  <i>Measurable Goal:</i>  <i>Encourage the use of Low Impact Development/Green Infrastructure practices in post-construction BMPs.</i></p>	P&Z, TEO			X	X
<p>Maintain an updated inventory of all post-construction stormwater management practices in cooperation with the Lake George Park Commission as appropriate.  <i>Measurable Goals:</i>  <i>Stay informed of all post-construction stormwater management practices within the Town.</i>  <i>Maintain list of types of post-construction stormwater management practices used.</i></p>	P&Z			X	X

## Minimum Measure 6: Pollution Prevention and Good Housekeeping for Municipal Operations

The Pollution Prevention and Good Housekeeping MCM consists of BMPs that focus on training and on the prevention or reduction of pollutant runoff from municipal operations.

An M54 must, at a minimum:

- a. *Develop and implement a pollution prevention / good housekeeping program for municipal operations and facilities that:*
  - i. *Addresses municipal operations and facilities that contribute or potentially contribute POCs to the small MS4s. The operations and facilities may include, but are not limited to: street and bridge maintenance; winter road maintenance; stormwater system maintenance; vehicle and fleet maintenance; park and open space maintenance; municipal building maintenance; solid waste management; new construction and land disturbances; right-of-way maintenance; marine operations; hydrologic habitat modification; or other;*
  - ii. *At a minimum frequency of once every three years, perform a self assessment of all municipal operations addressed by the SWMP to:*
    - o *Determine the sources of pollutants potentially generated by the permittee's operations and facilities; and*
    - o *Identify the municipal operations and facilities that will be addressed by the pollution prevention and good housekeeping program, if it is not done already.*
  - iii. *Determines management practices, policies, procedures, etc. that will be developed and implemented to reduce or prevent the discharge of (potential) pollutants. Refer to management practices identified in the "WYS Pollution Prevention and Good Housekeeping Assistance Document" and other guidance materials available from the EPA, State, or other organizations;*
  - iv. *Prioritizes pollution prevention and good housekeeping efforts based on geographic area, potential to improve water quality, facilities or operations most in need of modification or improvement, and permittee's capabilities;*
  - v. *Addresses pollution prevention and good housekeeping priorities;*
  - vi. *Includes an employee pollution prevention and good housekeeping training program and ensures that staff receive and utilize training;*
  - vii. *Requires third party entities performing contracted services, including but not limited to street sweeping, snow removal, lawn / grounds care, etc., to meet permit requirements as the requirements apply to the activity performed; and*
  - viii. *Requires municipal operations and facilities that would otherwise be subject to the NYS Multisector General Permit (MSGP, GP-0-06-002) for industrial stormwater discharges to prepare and implement provisions in the SWMP that comply with Parts III A, C; D, J, K and L of the MSGP. The permittee must also perform monitoring and record keeping in accordance with Part IV. of the MSGP. Discharge monitoring reports must be attached to an MS4s annual report. For those operations or facilities that are not required to gain coverage under the MSGP, implementation of the above noted provisions of the SWMP will ensure that MEP is met for discharges.*
- b. *Develop, record, periodically assess and modify as needed any and all measurable goals; and*
- c. *Select appropriate pollution prevention and good housekeeping BMPs and measurable goals to ensure the reduction of all POCs in stormwater discharges to the MEP.*
- d. *Select and implement appropriate pollution prevention and good housekeeping BMPs and measurable goals to ensure the reduction of all POCs in stormwater discharges to the MEP.*
- e. *Adopt techniques to reduce the use of fertilizers, pesticides, and herbicides, as well as potential impact to surface water.*

The table below depicts the BMPs that the Town currently performs or plans to perform for MCM 6, the responsible parties and program years for completion. The Town may, at any time, contract out portions of the Pollution Prevention/Good Housekeeping for Municipal Operations BMPs to local non-profit and government organizations that are qualified in pollution prevention and good housekeeping for municipal operations. Town facilities where the Pollution Prevention and Good Housekeeping Program will be implemented include the Town Hall, Highway Department facilities, Court House building, and cemeteries.

MCM 6 - POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS BMPS	RESPONSIBLE PARTY	TIMELINE			
		Year 1 2014	Year 2 2015	Year 3 2016	Year 4 2017
<p><b>Roadway Maintenance.</b> Evaluate current roadway maintenance practices to reduce floatables and other pollutants.</p> <p><i>Measurable Goal:</i> <i>Decrease stormwater runoff from Town roads.</i></p>	HD		X	X	X
<p><b>Parking Lot and Street Cleaning.</b> All parking lots within the Town boundaries will be inventoried and prioritized for cleaning, and all cleaned at least twice per year.</p> <p><i>Measurable Goal:</i> <i>Sweep all Town parking lots at least twice per year.</i></p>	HD		X	X	X
<p><b>Parking Lot and Street Cleaning.</b> Maintain current level of street sweeping. Sweeping will occur daily for high priority areas, weekly for medium priority areas, and monthly for low priority areas.</p> <p><i>Measurable Goal:</i> <i>Sweep all Town roadways at least once per year.</i> <i>Increase frequency of cleaning yearly.</i></p>	HD		X	X	X
<p><b>Parking Lot and Street Cleaning</b> Loose leaf litter is only permitted in April and May and October and November. Any litter put curbside between June 1 and September 30 must be bagged in biodegradable bags. It is the preference of the Town for all leaf litter to be bagged.</p> <p><i>Measurable Goal:</i> <i>Roadside leaf collection will be scheduled and performed in the fastest manner possible.</i></p>	HD	X	X	X	X
<p><b>Road Salt Application and Storage.</b> Continue to follow NYS DOT Guidelines for Snow and Ice Control for use of deicing material. Reduce deicing material usage when appropriate.</p> <p><i>Measurable Goal:</i> <i>Keep updated records of amount of deicing materials used per year.</i> <i>Utilize improved equipment for salt reductions when applicable.</i></p>	HD	X	X	X	X
<p><b>Road Salt Application and Storage.</b> Inspections of the Town salt storage facility will be completed at least once per year and any issues will be addressed within one week of discovery.</p> <p><i>Measurable Goal:</i> <i>Expedite salt storage facility repairs to eliminate facility seepage.</i></p>	HD	X	X	X	X

<p><b>Hydrologic Habitat Modification.</b> Stream and Wetlands disturbances will be kept to a minimum. All procedures established by NYSDEC, USACOE, APA, USFW, and the NYSDOT Environmental Manual will be followed.</p> <p><i>Measurable Goal:</i> <i>Decrease impacts to wetlands when possible.</i></p>	HD	X	X	X	X
<p><b>Building Maintenance.</b> Develop a list of the maintenance activities required inside and outside of each municipal building; identify which activities have an impact on stormwater; and develop mitigation measures for each activity that impacts stormwater.</p> <p><i>Measurable Goal:</i> <i>Develop a maintenance plan that decreases stormwater pollution from Town building maintenance activities.</i></p>	HD,B&G	X	X		
<p><b>Building Maintenance.</b> Conduct building maintenance activities such that they do not impact the stormwater systems and local waterbodies whenever possible.</p> <p><i>Measurable Goal:</i> <i>Implement the maintenance plan that decreases stormwater pollution from Town maintenance activities.</i></p>	HD, B&G			X	X
<p><b>Building Maintenance.</b> Review the maintenance activity lists on an annual basis to determine if any improvements are necessary.</p> <p><i>Measurable Goal:</i> <i>Update and improve maintenance activities when necessary.</i></p>	HD,B&G			X	X
<p><b>Landscaping and Lawn Care.</b> Lawn care and landscaping areas and practices will be inventoried and evaluated, looking for reductions in: Fertilizers, Leaf litter &amp; tree trimmings, Utter, Floatables, and Equipment Fluids.</p> <p><i>Measurable Goal:</i> <i>Decrease landscaping and lawn care waste that contributes to stormwater pollution.</i></p>	HD, B&G		X		
<p><b>Landscaping and Lawn Care.</b> Continue use of slow release, natural or organic lawn care products, and record and document all use.</p> <p><i>Measurable Goal:</i> <i>Reduce amount of fertilizer used on Town property.</i></p>	HD, B&G		X	X	X
<p><b>Landscaping and Lawn Care.</b> Incorporate GreenInfrastructure concepts into new landscaping techniques and maintenance activities on Town property.</p> <p><i>Measurable Goals:</i> <i>Develop and utilize new landscaping techniques based on the DEC Design Manual, Chapter 5, Green Infrastructure. Replace non-native plants with native plant species as appropriate.</i></p>	HD,B&G		X	X	X
<p><b>Pest Control.</b> When pest control management is necessary, the Town contracts with a certified applicator. The Town will ensure the applicator follows the appropriate application practices and will require that the amount and type of application used be reported to the Town.</p> <p><i>Measurable Goal:</i> <i>Maintain applicable records of pest control management</i> <i>Utilize organic pest control methods when possible.</i></p>	HD, B&G	X	X	X	X

<p><b>Catch Basin and Storm Drain Cleaning.</b> Clean out 25% of the Town catch basins and storm drains per year.  <i>Measurable Goal:</i>  <i>Clean 25% of catch basins annually.</i></p>	HD	X	X	X	X
<p><b>Catch Basin and Storm Drain Cleaning.</b> Prioritize catch basins based on the need for repair.  <i>Measurable Goal:</i>  <i>Perform at least 10% of the necessary repairs per year.</i></p>	HD		X	X	X
<p><b>Vehicle &amp; Equipment Maintenance and Maintenance Facilities Procedures.</b> Evaluate maintenance procedures for opportunities to reduce discharge to storm sewer systems at any Town facility.  <i>Measurable Goal:</i>  <i>Decrease amount of stormwater pollution coming from vehicle maintenance.</i></p>	HD, B&G		X	X	X
<p><b>Vehicle &amp; Equipment Maintenance and Maintenance Facilities Procedures.</b> Continue to recycle all used motor oil from municipal vehicles.  <i>Measurable Goal:</i>  <i>Properly recycle all used motor oil.</i></p>	HD, B&G	X	X	X	X
<p><b>Vehicle &amp; Equipment Maintenance and Maintenance Facilities Procedures.</b> Designate specific areas for vehicle washing and collect all washwater in a system that discharges to the wastewater treatment plant.  <i>Measurable Goal:</i>  <i>Eliminate washwater runoff to the Town storm sewer system.</i></p>	HD, B&G		X	X	X
<p><b>Hazardous Materials Management.</b> Maintain and updated Hascom Plan and keep personnel updated on response procedures.  <i>Measurable Goal:</i>  <i>Properly clean up all hazardous waste spills.</i></p>	HD, B&G		X	X	X
<p><b>Town Employee Training Program.</b> Provide or cause to provide stormwater management BMP training for applicable Town employees. The training will be prioritized first for management and supervisory staff, then to equipment operators and laborers.  <i>Measurable Goals:</i>  <i>Train 25% of applicable Town staff per year. Update training as needed.</i></p>	HD, B&G		X	X	X
<p>Perform self-assessments of all operations on a rotating 3 year schedule and modify as necessary.  <i>Measurable Goal:</i>  <i>Self-assess 33% of Town operations per year.</i>  <i>Improve operations as needed.</i></p>	HD, B&G		X	X	X

## **Appendices**

### **Appendix C: List of Documents for Inclusion by Individual MS4s**

This list was compiled from page 96 of the New York State Department of Environmental Conservation General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (GP-0-10-002). It is not necessarily limited to all actions and documents for inclusion. It is the responsibility of the City of Glens Falls MS4 and the assigned Stormwater Management Officer to address the following components of the SWMP plan and any other required actions and documents for inclusion that may be required but are not present on this list.

The SWMP plan shall be made readily available to the permittee's staff, the general public and regulators, such as DEC and EPA staff. Portions of the SWMP plan, primarily policies and procedures, must be available to the management and staff of a permittee that will be called upon to use them.

### **Actions and Documents for Inclusion in the SWMP Plan**

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- **All applicable local laws or procedures (MCMs 3, 4 & S)**
- **Inter-municipal agreements and other legal authorities**
- **Staffing and staff development programs and organization charts**
  - Organization charts should detail the applicable offices and/or individuals which are responsible for implementing various components of the permit
- **Program budget**
- **Policy, procedures, and materials for each minimum measure**
  - This item is largely satisfied by the body of this document; if, however, an MS4 wishes to elaborate or expand upon elements in Sections 1-6, it should do so.
- **Outfall and small MS4 system maps**
- **Stormwater management practice selection and measurable goals**
  - This item is largely satisfied by the body of this document; if, however, an MS4 wishes to elaborate or expand upon elements in Sections 1-6, it should do so.
- **Operation and maintenance schedules**
- **Documentation of public outreach efforts and public comments**
  - This item is largely satisfied by the body of this document; if, however, an MS4 wishes to elaborate or expand upon public outreach efforts detailed in Sections 1-6, or if it has received any public comments pertaining to implementation of MCMs 1-6, it should do so.
- **Submitted construction site SWPPPs and review letters and construction site inspection reports or reference to location**

**APPLICABLE TOWN STAFF MEMBERS and ELECTED OFFICIAL POSITIONS for INCLUSION IN THE MS4 PROGRAM**

<b>DEPARTMENT</b>	<b>CONTACT INFORMATION</b>
<b>Plannina and Zonina Deoartment</b>	<b>(518) 668-5131</b>
Director of Planninn and Zonina	
Code Enforcement Officer	
<b>Hiahwav Deoartment</b>	<b>(518) 668-2742</b>
Superintendent	
Deoutv Suoerintendent	
Foreman	
Laborer	
<b>Buildina and Grounds</b>	<b>(518) 668-0034</b>
Department Head	
Medium Eouiment Ooerator (2x)	
Workina SunPrvisor	
Laborer (Bx)	
<b>Town Elected Officials</b>	<b>(518) 668-5131</b>
Supervisor	
Counciloerson	
Counciloerson	
Councilperson	
Council=rson	