

# **Town of Lake George Stormwater Management Program Plan**

**February 2018**

This plan is a requirement under NYS DEC General Permit for Stormwater Discharge #GP-0-15-003

## **Introduction**

The Town of Lake George (Town) was designated in 2013 as a traditional Municipal Separate Storm Sewer System (MS4), under Part IV.A. of the New York State Department of Environmental Conservation General Permit for MS4 Stormwater Discharges (G-0-15-003) which can be found at: [http://www.dec.ny.gov/docs/water\\_pdf/ms4permit.pdf](http://www.dec.ny.gov/docs/water_pdf/ms4permit.pdf). 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 within the designated Urbanized Area, as determined by the Census. The MS4 area designated within the Town by the NYS DEC can be found on the Town's MS4 map.

This Stormwater Management Program Plan (SWMPP) documents the efforts currently undertaken and planned by the Town under this program within each MS4 year, which runs from March 10 to March 9. 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 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-0-15-003. Responsibilities to achieve and sustain compliance are clearly defined for each BMP. The responsibilities of the program as a whole has been designated to the Director of Planning & Zoning, herein referred to as the Town's MS4 Stormwater Management Plan Coordinator (SWMP Coordinator). The Planning and Zoning Department can be reached at (518) 668-5131 ext. 5.

This Plan will be updated as needed to address the latest technologies and information to maintain compliance with the NYSDEC GP-0-15-003, as well as to account for progress made.

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

### Key:

B&G = Town Buildings and Grounds Department

HD = Town Highway Department

CEO = Code Enforcement Officer

LGA = Lake George Association

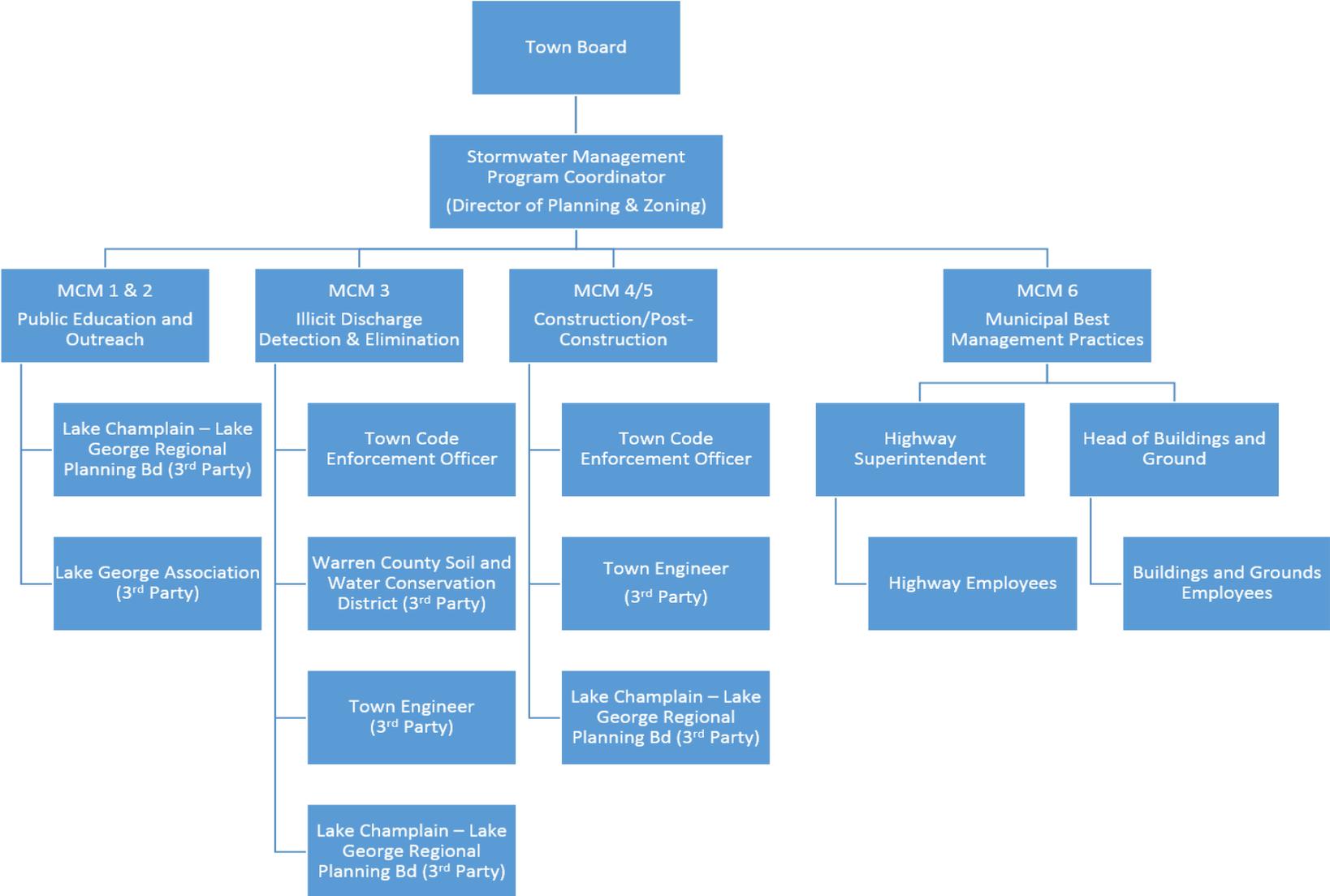
LCLGRP = LC/LG Regional Planning Board

SWCD = Warren County Soil and Water Conservation District

**ANY PUBLIC COMMENTS OR COMPLAINTS UNDER THE MS4 PROGRAM SHOULD BE DIRECTED TO THE PLANNING AND ZONING DEPARTMENT  
HOTLINE AT (518) 668-5131 ext. 5**

**Program Administration**

The designated Stormwater Management Plan Coordinator for the Town of Lake George is the Director of Planning and Zoning. Overall MS4 program management within the Town follows the flow chart below.



Program administration and oversight will be performed by the Town Director of Planning and Zoning, who is the designated Stormwater Management Program Coordinator (SWMP Coordinator). All documentation will be located in the Town Planning and Zoning office. Work for program administration includes;

- Maintaining all documentation necessary to demonstrate permit eligibility
- Submitting updated Notices of Intent to the NYS DEC to ensure continued permit coverage as permit requirements change
- Developing and maintaining a staffing plan
- Maintaining all inter-municipal agreements and third party contracts
- Oversight of third party contractor work
- Maintaining the MS4 map
- Maintaining all documentation on public complaint calls
- Maintaining Outfall Reconnaissance Sheets
- Maintaining and updating construction site inventory
- Maintaining all construction site Stormwater Pollution Prevention Plans
- Maintaining all documentation of SWPPP approval, implementation, and closeout process
- Maintaining construction site inspection documentation
- Maintaining and updating post-construction stormwater management practice inventory
- Maintaining post-construction inspection documentation
- Maintaining all monthly and annual municipal pollution prevention documentation
- Maintaining required regulations, procedures and programs and updating as necessary
- Completing Annual Report and provide it to the Town Board for public notice and signature
- Submitting Annual Report to the NYS DEC office by June 1
- Providing opportunities for and receiving public comments on the MS4 Program
- Providing public comments to the DEC
- Updating SWMPP as necessary
- Staying up to date on permit requirements and changes to the MS4 Program
- Maintaining all records pertaining to the MS4 Program for at least five (5) years after they are generated
- Maintaining correspondence with the DEC on the MS4 Program

### **Program Partnerships**

The Town implements its MS4 Program with the help of several local partners in an effort to consolidate work and share ongoing services. These partnerships are maintained through legal agreements for the completion of the stated tasks. The Town's SWMP Coordinator will re-examine all contracts on a yearly basis and adjust as needed.

## **MS4 Program Mapping**

A series of GIS map layers (MS4 Program Map) will be maintained and updated on a yearly basis as a part of the Town's MS4 Program. These maps can be obtained by contacting the Town's Planning and Zoning Department.

Information collected for the Town's MS4 Program Map includes;

1. Urbanized Area boundary, as defined by the MS4 Program.
2. Names and locations of all surface waters of the state, as well as classification and identification of impairments.
3. TMDL watershed areas.
4. Location of outfalls. An outfall is defined in permit # GP-0-15-003 as *"any point where a municipally owned and operated separate storm sewer system discharges to either surface waters of the State or to another MS4. Outfalls include discharges from pipes, ditches, swales and other points of concentrated flow. However, areas of non-concentrated (sheet) flow which drain to surface waters of the State or to another MS4's system are not considered outfalls and should not be identified as such on the system map."*
5. Priority rating of outfalls. Outfalls were rated as high priority and low priority based on the potential pollutants from the outfall's sewershed.
6. Location and type of conveyance, including closed pipes, open channels, drop inlets, catch basins and manhole locations.
7. Number and size of connections to catch basins and manholes.
8. Direction of flow.
9. Identification of all visual outfall reconnaissance sites. For outfalls that connect underground directly to another MS4 system, it may not be possible to conduct a routine visual inspection of said outfall. In that case, the closest possible manhole will be located and identified as the location where the routine visual outfall reconnaissance inspection will occur.
10. Sewersheds. Sewersheds are defined as the land area that drains to an outfall.
11. Roads.
12. Land Cover.
13. Topography (USGS Quadrangle Map or better).
14. Areas of concern. These include areas served by sanitary sewer, areas served by septic systems, commercial areas, areas of older development, and shoreline development areas.
15. Post-Construction Stormwater Management Practices. Locations of practices that the Town maintains as well as locations of private BMPs maintained by owners as of March 10, 2017.
16. Municipal facilities. Those that are included within the MS4 Program.
17. Locations of suspected, confirmed, and corrected illicit discharges.

## **Stormwater Management Program Plan Development**

As part of the NYS DEC's MS4 Program structure, the Town was afforded 3 years (March 10, 2014 – March 9, 2017) to develop their stormwater management program plan and create and/or adopt all of the requirements for a successful program. This was accomplished utilizing funds from the Town, as well as a NYS DEC Round 11 Water Quality Improvement Program Grant. Notable accomplishments to date include:

- Determination of pollutants of concern, waterbodies of concern, and geographic areas of concern.
- Development of program partnerships to increase outreach efforts and share resources.
- Completion of a public stormwater survey to gauge the knowledge level of the general public.
- Development of a Public Outreach Program.
- Creation of public outreach materials specific to Lake George.
- Development of a Public Participation Program.
- Organization of an Adopt-A-Storm Drain Program.
- Establishment of an Illicit Discharge Detection and Elimination Program.
- Completion of all mapping requirements.
- Completion of a GAP Analysis between the Town's previous illicit discharge regulations and the regulations found in the NYS DEC MS4 model law for illicit discharge detection and elimination. The GAP Analysis provided the town the ability to incorporate the two sets of regulations into the current Chapter 147 adopted as part of Local Law 2-2016.
- Completion of a GAP Analysis between the Town's previous construction and post-construction regulations and the regulations found in the NYS DEC MS4 model law for construction and post-construction site runoff. The GAP Analysis provided the town the ability to incorporate the two sets of regulations into the current Chapter 148 adopted as part of Local Law 2-2016.
- Development of procedures to accept and review Stormwater Pollution Prevention Plans for both construction and post-construction stormwater runoff controls and provide owners/operators with necessary approvals for projects with disturbances of over one acre.
- Development of a construction site tracking process and inspection program and procedures.
- Development of a Municipal Post-Construction Program.
- Creation of a Municipal Pollution Prevention Program.
- Development of a municipal employee training program and affording staff the opportunity to attend various training opportunities.

The Town is currently within the implementation phase of the MS4 Program, and therefore has updated this Management Plan to reflect the development that has been completed and the implementation that will be occurring.

## **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).

For general information purposes, the following are considered non-stormwater discharges as defined in the MS4 General Permit (GP-0-15-003):

- 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

If you have any questions about whether a discharge is illicit or not, please call the Town Planning and Zoning Office at (518) 668-5131 ext. 5.

### **Pollutants of Concern:**

On a regional level:

- PHOSPHORUS
- Pathogens

On a localized level:

- SILT/SEDIMENT
- Oil and Grease
- Pet Waste
- Floatables
- Winter Road Maintenance Materials
- Chlorine

**Waterbodies of Concern:**

NYS DEC Final 2016 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 Circle Trib

It is important to note that Lake George is within the Lake Champlain watershed, which has an active TMDL for phosphorus. It is also important to note that all Geographic Areas of Concern relate to runoff to all Waterbodies of Concern.

<b>Geographic Areas of Concern:</b>	<b>Target Audiences:</b>	<b>Educational Goals</b>
<ul style="list-style-type: none"><li>• Highly developed commercial corridors</li></ul>	<ul style="list-style-type: none"><li>• Businesses</li><li>• General Public/Tourists</li></ul>	<ul style="list-style-type: none"><li>• Educate business owners on proper protocols for: pool draining, restaurant equipment cleaning (not over storm drains), dumpster management, wash water management, lawn and property maintenance, and use of de-icing materials and sand</li><li>• Promote green infrastructure technologies</li><li>• Educate business owners on IDDE law</li><li>• Educate garages on proper disposal of gas, grease and oils</li><li>• Educate tourists and visitors on littering and picking up pet waste</li></ul>
<ul style="list-style-type: none"><li>• Highly developed residential neighborhoods</li></ul>	<ul style="list-style-type: none"><li>• Residents</li><li>• Youth</li></ul>	<ul style="list-style-type: none"><li>• Educate residents on phosphorus free fertilizer use and proper protocols for: residential car washing, disposal of household hazardous waste, snow removal, pool draining, implementing buffers along shoreline/streambanks to reduce erosion, picking up floatables, disposal of pet waste and proper septic system management</li></ul>
<ul style="list-style-type: none"><li>• Town Highway Garage salt and sand storage facility</li></ul>	<ul style="list-style-type: none"><li>• Highway Department</li></ul>	<ul style="list-style-type: none"><li>• Educate Town Highway Department on proper facility management (see MCM 6)</li></ul>
<ul style="list-style-type: none"><li>• Active construction sites</li></ul>	<ul style="list-style-type: none"><li>• Contractors</li><li>• Design Professionals</li></ul>	<ul style="list-style-type: none"><li>• Educate contractors and local engineers/landscape architects on proper erosion and sediment control practices, green infrastructure, and SPDES permit requirements</li></ul>

The following table depicts the BMPs that the Town currently performs or plans to perform for MCM 1, the staffing plan and program years for 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. The goal of the education and outreach program is to increase knowledge, change pollutant generating behaviors and improve program effectiveness so that pollutants are reduced.

MCM 1 – PUBLIC EDUCATION AND OUTREACH BMPS	STAFFING PLAN	TIMELINE			
		Year 1, 2, 3 & 4	Year 5 2018	Year 6 2019	Year 7 2020
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. Materials will focus on POCs, target audiences, and waterbodies of concern. Keep copies of printed literature available for the public at all times. <i>Measurable Goals:</i> <i>Maintain distribution records.</i> <i>Maintain updated list of literature.</i>	SWMP Coordinator, LGA Director of Education, LCLGRP Assistant Director	Complete	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>	SWMP Coordinator	Complete	X	X	X
Participate in local public events (fairs, concerts, parades, etc.) to educate the general public on water quality and stormwater runoff issues. <i>Measurable Goals:</i> <i>Participate in two educational events per year.</i> <i>Maintain records on the type and number of educational pamphlets handed out.</i> <i>Maintain records on the number of people talked to about stormwater pollution prevention.</i>	LGA Director of Education	Complete	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> <i>Maintain records on number of students educated and topics discussed.</i>	LGA Director of Education	Complete	X	X	X
Provide contractors and engineers with a copy of the Warren County SWCD's Blue Book Lite when they apply for a construction site permit. <i>Measurable Goal:</i> <i>Maintain database on number provided and who has received outreach material.</i>	SWMP Coordinator, Town CEO	N/A	X	X	X
Work with the media to get articles and Public Service Announcements in local newspapers about stormwater projects, roadside clean-ups and other important water quality issues. <i>Measurable Goal:</i> <i>Achieve at least two articles in the newspaper related to stormwater management issues and projects.</i>	SWMP Coordinator	Complete	X	X	X
Perform a stormwater/illicit discharge outreach campaign for local businesses to reduce stormwater runoff pollution from commercial properties focusing on POCs and Educational Goals. Educate commercial property owners on proper stormwater management techniques to reduce stormwater pollution and comply with the Town IDDE Law. <i>Measurable Goals:</i>	SWMP Coordinator, Town CEO, LGA Director of Education, LCLGRP Assistant Director	Development Complete	X	X	X

Maintain records on number of outreach materials distributed.					
Maintain records on number of business owners/staff educated about stormwater pollution prevention.					

**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.

The following table depicts the BMPs that the Town currently performs or plans to perform for MCM 2, the staffing plan and program years for completion. This table is representative of the development of the Town’s Public Involvement and Participation 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	STAFFING PLAN	TIMELINE			
		Year 1, 2, 3 & 4	Year 5 2018	Year 6 2019	Year 7 2020
Maintain a water quality hotline at the P&Z Office for the public to report spills, dumping, illegal pipes, etc. All calls are referred to the SWMP Coordinator, who will follow up with or designate site investigations as appropriate. Follow Town protocol for receiving and responding to public calls. <i>Measurable Goals:</i> Record number of calls. Record all information on MS4 Public Complaint form. Respond to all reasonable calls.	SWMP Coordinator, Town CEO, HD Superintendent, Head of B&G	Complete	X	X	X
Participate in Lake George Association’s Floating Classroom Program by providing funding for the public outreach programs. <i>Measurable Goal:</i> Record number of participants in public Floating Classroom Program yearly.	SWMP Coordinator, LGA Director of Education	Complete	X	X	X
Implement Adopt-A-Storm Drain Program. <i>Measurable Goals:</i> Maintain database of number of storm drains adopted, number of times grates are cleaned, types of pollutants found on grates and pounds of debris removed. Use information to advise in MCM6 cleanout schedule.	LGA Director of Education	Complete	X	X	X
Continue support of Lake George Association Storm Drain Marking Program.	SWMP Coordinator	Complete			X

<p><u>Measurable Goals:</u>  Maintain records of number and location of markers.  Perform assessment for the need for additional or replacement storm drain markers every 3 years.</p>					
<p>Host one community meeting per year to discuss local and regional water quality issues.  <u>Measurable Goals:</u>  Record topics discussed and number of participants.  Record any actions taken as a result of public meetings.</p>	SWMP Coordinator	Complete	X	X	X
<p>Organize, fund and perform one Community Outreach Program per year in cooperation with local non-profits and other MS4 related organizations. Utilize local schools, community groups and non-profit organizations.  <u>Measurable Goals:</u>  Perform one Town funded Community Outreach Program per year.  Record number of participants and actions taken.</p>	SWMP Coordinator, LGA Director of Education	Complete	X	X	X
<p>If the opportunity becomes available, the Town will participate in a Household Hazardous Waste Collection program facilitated by NYS DEC or Warren County to collect household hazardous waste so it is not released into the storm drain system or waterways.  <u>Measurable Goals:</u>  Maintain records on number of participants from the Town of Lake George.  Maintain records of amount of waste collected.</p>	SWMP Coordinator, HD Superintendent, Head of B&G, Laborers	When Possible			
<p>Host the SWMPP on the Town website and in Town P&amp;Z office in an easily findable location for public review and use. Provide opportunity for public comment.  <u>Measurable Goal:</u>  Maintain records on number and type of public comments received.</p>	SWMP Coordinator	Complete	X	X	X
<p>Prepare and present the Annual Report for public review every year during the May Town Board Meeting and provide opportunities for the public to submit written comments. Notice this meeting as required by Open Meetings Law. Provide DEC with public comments.  <u>Measurable Goals:</u>  Record all public comments received on Annual Report.  Update SWMPP to incorporate applicable public comments.</p>	SWMP Coordinator, Town Supervisor and Board members	Complete	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.  <u>Measurable Goal:</u>  Provide public access to the Annual Report.</p>	SWMP Coordinator	Complete	X	X	X

### 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. The goal of the Town’s IDDE Program is to eliminate cross connections and illegal dumping that are contributing pollutants to local surface waters. Illicit discharges, which are defined in Permit GP-0-15-003 as “discharges not entirely composed of stormwater into the small MS4, except those identified in Part I.A.2. Examples of illicit discharges are non-permitted sanitary sewage, garage drain effluent, and waste motor oil. However, an illicit discharge could be any other non-permitted discharge which the covered entity or Department has determined to be a substantial contributor of pollutants to the small MS4,” (allowable discharges can be found on page 6 of this document). Illicit discharges within the Town of Lake George are illegal based on the language within Chapter 147, adopted by Local Law 2-2016. This law provides the Town the legal authority to prohibit illicit discharges, spills or release of pollutants, prohibit unauthorized connections to the MS4, require compliance with law, take action against violations, and to access property for inspection. The Town’s enforcement actions against illegal illicit discharges can be found in the Town’s IDDE Program. Any questions on the law, program, or whether discharge activities are considered illegal should be directed to the Town SWMP Coordinator.

The following table depicts the BMPs that the Town is currently performs or plans to perform for MCM 3, the staffing plan 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 that are qualified in IDDE.

MCM 3 – ILLICIT DISCHARGE DETECTION AND ELIMINATION BMPS	STAFFING PLAN	TIMELINE			
		Year 1, 2, 3 & 4	Year 5 2018	Year 6 2019	Year 7 2020
Implement Town IDDE Program (Program document available upon request). As illicit discharges are discovered, implement the Town’s procedures for confirmation, track down and elimination stated within the adopted IDDE Program. <u>Measurable Goal:</u> <i>Maintain records on the number of illicit discharges reported/detected, confirmed and eliminated.</i>	SWMP Coordinator, Town CEO, HD Superintendent, Head of B&G	Complete	X	X	X
Prioritize outfalls as High Priority based on the following criteria: <ul style="list-style-type: none"> <li>• Outfalls with sewersheds that are wholly or partially contain Areas of Concern as identified on the MS4 Program Map.</li> <li>• Outfalls discharging within 100 feet of a public beach or drinking water supply</li> <li>• Outfalls with citizen complaints on more than three separate occasions within any 12 month period.</li> </ul> Low Priority outfalls are all other outfalls not described as High Priority. <u>Measureable Goals:</u> <i>Identify high priority and low priority outfalls and clearly identify them on the MS4 Program Map.</i> <i>Update priority listing annually.</i>	SWMP Coordinator, SWCD Natural Resources Tech	N/A	X	X	

<p>Prioritize new outfalls as they are constructed or discovered.  <u>Measureable Goal:</u>  <i>Maintain map and system for outfall inspections up to date.</i></p>	SWMP Coordinator, SWCD Natural Resources Tech, HD Superintendent	N/A	As Needed		
<p>Ensure that any staff or contractor performing outfall inspections is trained yearly on the Town's MS4 Operator's outfall inspection procedures.  <u>Measureable Goal:</u>  <i>Train 100% of outfall inspectors per year</i></p>	See Town Education Program Plan (pg. 21 – 22)	N/A	X	X	X
<p>Conduct routine visual inspections of 100% of High Priority and 20% of Low Priority Town outfalls once per year following the procedures outlined in the Outfall Inspection Program portion of the Town's adopted IDDE Program.  <u>Measurable Goal:</u>  <i>Perform minimum number of outfall inspections. Record and report findings.</i></p>	SWCD Natural Resources Tech	Complete	X	X	X
<p>Inspect Town sub-surface and open channel storm sewer infrastructure for possible illicit discharges.  <u>Measurable Goals:</u>  <i>Inspect 10% of infrastructure within the Urbanized Area yearly for possible illicit discharges.</i>  <i>Maintain records of inspections.</i></p>	HD Superintendent, Laborers, Foreman	Complete	X	X	X
<p>Examine results of outfall inspections on a yearly basis and utilize the information to determine additional/new/or remove areas of concern for IDDE. Update MS4 Program map as necessary to reflect efforts.  <u>Measureable Goal:</u>  <i>Utilize inspection information to direct IDDE efforts.</i></p>	SWMP Coordinator, Town CEO, SWCD Natural Resources Tech	N/A	X	X	X
<p>Annually evaluate the effectiveness of the timeframes for IDDE elimination as stated in the Town's IDDE Program and make improvements when necessary.  <u>Measureable Goals:</u>  <i>Evaluate effectiveness once per year.</i>  <i>Record changes to program and reasoning for changes.</i></p>	SWMP Coordinator, Town CEO	N/A	X	X	X
<p>Any public complaints regarding IDDE concerns shall be directed to the Town Planning and Zoning Office for review. Staff will record the issue on the Illicit Discharge Citizen Complaint Form, investigate and ensure that any illicit discharges are remediated according to the Town's law and procedures.  <u>Measurable Goal:</u>  <i>Maintain records on number of calls and follow-ups.</i></p>	SWMP Coordinator, Town CEO	N/A	X	X	X
<p>Train all applicable Town personnel (as identified in the Town Employee Education Program) regarding the IDDE provisions, including how to identify an illegal discharge and how to undertake the recommended follow-up actions. Update training as necessary.  <u>Measurable Goal:</u>  <i>Train 10% of applicable Town staff per year.</i></p>	See Town Education Program Plan (pg. 21 – 22)	Complete	X	X	X

Stay up-to-date on any provisions made to NYS DEC MS4 Model Law and update and recertify law as necessary. <i>Measurable Goal:</i> <i>Update IDDE Law as needed.</i>	SWMP Coordinator, Town Supervisor and Board Members	Law Adoption complete	As Needed		
Enforce all provisions of the Town IDDE law regarding illicit discharges into Town drainage infrastructure. <i>Measurable Goal:</i> <i>Maintain records of number and type of citations.</i>	SWMP Coordinator, Town CEO, HD Superintendent, Head of B&G, Town Supervisor and Board Members	Complete	X	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. This Measureable Goal pertains to all land within the municipal boundary, regardless of whether it is within the Urbanized Area or not.

Authority for the Town to regulate these construction sites can be found in Chapter 148 as adopted by Local Law 2-2016. This law gives the Town the legal authority to; require a SWPPP with erosion and sediment control measures that meet or exceed current New York State standards; require construction site operators to control waste that may adversely impact water quality; to access property for inspection; require compliance and take enforcement actions; require installation, implementation and maintenance of control measures; and receive and collect information related to compliance with the approved SWPPP. Any questions regarding the law should be directed to the Town’s SWMP Coordinator.

The following table depicts the BMPs and procedures that the Town currently performs or plans to perform for MCM 4, the staffing plan 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	STAFFING PLAN	TIMELINE			
		Year 1, 2, 3 & 4	Year 5 2018	Year 6 2019	Year 7 2020
The Town will educate those involved in construction activities that fall under the purview of the MS4 Program by providing a sheet that outlines the procedures for SWPPP submission. <i>Measureable Goal:</i> <i>Maintain records of number of educational materials distributed.</i>	SWMP Coordinator, Town CEO	N/A	X	X	X

<p>Encourage developers/contractors to include the feasibility of Low Impact Development/Better Site Design/Green Infrastructure principles in the development of SWPPP, in accordance with the NYS DEC Stormwater Management Design Manual.</p> <p><u>Measureable Goal:</u>  <i>Ensure contractors/developers receive materials when submitting permit applications.</i></p>	SWMP Coordinator, Town CEO, Town Planning Board members	Complete	X	X	X
<p>Appoint the Director of Planning and Zoning (SWMP Coordinator) and Town Engineer as Duly Authorized Representatives to sign off on SWPPP acceptance paperwork. Ensure proper procedures are in place for SWPPP review and acceptance.</p> <p><u>Measureable Goal:</u>  <i>Maintain copy of Town Board resolution.</i></p>	Town Supervisor and Board Members	N/A	X		
<p>For each SWPPP submitted to the Town, the SWPPP reviewer will utilize the NYS DEC provided Stormwater Pollution Prevention Plan Review Checklist to ensure that all necessary criteria is provided and all activities are in conformance with the requirements of the SPDES General Permit for Stormwater Associated with Construction Activities (GP-0-15-002). Copies of that form will be kept in the Town Planning and Zoning Department office.</p> <p><u>Measureable Goals:</u>  <i>Maintain records on number of SWPPP reviews.</i>  <i>Maintain records on number of SWPPPs approved or disapproved.</i>  <i>Maintain copies of all reviewed SWPPPs and any comments.</i></p>	SWMP Coordinator, Town CEO, Town Engineer	N/A	X	X	X
<p>Ensure that all contractors working on such development projects are informed and knowledgeable of the SWPPP, and that each contractor and subcontractor involved in soil disturbance signs a "Contractor's Certification Statement" acknowledging such.</p> <p><u>Measureable Goals:</u>  <i>Maintain records on number of Contractor Certification Statements.</i>  <i>Maintain copies of Contractor Certification Statements.</i></p>	SWMP Coordinator, Town CEO	N/A	X	X	X
<p>Upon acceptance of a SWPPP, a Duly Authorized Representative will sign the NYS DEC MS4 SWPPP Acceptance Form and provide it to the owner/operator.</p> <p><u>Measureable Goals:</u>  <i>Maintain records on number of SWPPP Acceptance Forms.</i>  <i>Maintain copies of signed SWPPP Acceptance Forms.</i></p>	SWMP Coordinator, Town Engineer	N/A	X	X	X
<p>Require that a pre-construction meeting be held with the owner/operator to ensure that;</p> <ul style="list-style-type: none"> <li>• Erosion and Sediment Controls as specified in the approved SWPPP are in place,</li> <li>• Confirm that the project has received coverage under GP-0-15-002 or an individual SPDES stormwater permit,</li> <li>• The owner/operator will have a qualified inspector submit weekly reports to the Planning and Zoning Office,</li> <li>• One employee of all contractors and subcontractors on the project have obtained the 4-hour contractor Erosion and Sediment Control Training, and are in possession of ID cards noting such training has been obtained and is valid,</li> <li>• Review the MS4 oversight inspection process and expectations for compliance.</li> </ul>	SWMP Coordinator, Town CEO, Town Engineer	N/A	X	X	X

<p>Ensure that owner/operator is apprised of requirements and expectations.</p> <p><u>Measureable Goals:</u>  <i>Maintain records on number of pre-construction meetings held.</i>  <i>Maintain notes from the meeting and people in attendance.</i></p>					
<p>Perform a pre-construction site inspection and record information on applicable inspection sheets to document the pre-construction state of the site.</p> <p><u>Measureable Goals:</u>  <i>Record number of pre-construction site inspections performed.</i>  <i>Maintain records on all pre-construction site inspections.</i></p>	SWMP Coordinator, Town CEO, Town Engineer	N/A	X	X	X
<p>Assess the potential for high risk construction projects. If a project site is deemed a High Priority by the SWMP Coordinator, the sites must be inspected at least once every 30 calendar days after the pre-construction inspection. Low Priority sites (all those not deemed High Priority) must be inspected at least once every 90 calendar days after the pre-construction inspection. Inspectors must utilize the NYS DEC provided inspection checklist for these inspections.</p> <p>Individuals responsible for inspections are the Town SWMP Coordinator and the Town CEO. All inspectors will follow the Town's Municipal Construction Site Inspection Procedures. Coordinate with the Lake George Park Commission when appropriate. Keep all inspection records on file in the Town Planning and Zoning Department office.</p> <p><u>Measurable Goal:</u>  <i>Maintain records on the number of site inspections performed, frequency of inspections for each site, and findings.</i></p>	SWMP Coordinator, Town CEO, Town Engineer	N/A	X	X	X
<p>If corrective actions are needed, a follow-up inspection must be performed within an appropriate time, deemed by the inspector, to ensure that all proper stormwater management procedures are in place. The Town reserves the right to issue Notices of Violation and Stop Work Orders to any construction site that does not follow the proper stormwater runoff management procedures.</p> <p><u>Measurable Goals:</u>  <i>Maintain records on the number and frequency of follow-up inspections.</i>  <i>Maintain records on number NOVs or SWOs issued.</i></p>	SWMP Coordinator, Town CEO, Town Engineer	N/A	X	X	X
<p>Perform a closeout inspection of the construction site or accept the owner/operators qualified inspection final inspection certificate (as required by GP-0-15-002). Ensure that;</p> <ul style="list-style-type: none"> <li>• Final stabilization has been completed,</li> <li>• All post-construction Stormwater Management Practices (SMP) included in the approved SWPPP have been constructed as approved and are operating,</li> <li>• Provisions are in place for long-term operation and maintenance of SMPs.</li> <li>• That Post-construction BMPs have been added to the Town's MS4 map</li> </ul> <p><u>Measureable Goals:</u>  <i>Maintain records on number of closeout inspections performed.</i>  <i>Maintain copies of the closeout inspection form or final inspection certificate.</i></p>	SWMP Coordinator, Town CEO, Town Engineer	N/A	X	X	X

<p>Sign and issue a Notice of Termination (NOT) for projects deemed to be complete. Keep one copy of NOT and provide one to owner/operator.</p> <p><u>Measurable Goal:</u> <i>Maintain records on number of NOTs issued.</i></p>	SWMP Coordinator, Town CEO	N/A	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 record the issue on the Construction Site Public Complaint Tracking sheet, investigate and ensure that all provisions of the approved SWPPP are in compliance, and take corrective actions as needed.</p> <p><u>Measurable Goal:</u> <i>Maintain records on number and location of complaints received.</i></p>	SWMP Coordinator, Town CEO	N/A	X	X	X
<p>Keep updated records of all construction projects in the Town. Update as new projects are approved and old projects are completed. Records can be found in the Town Planning and Zoning Department Office.</p> <p><u>Measurable Goal:</u> <i>Maintain records of all approved construction sites. Updated knowledge of construction activities.</i></p>	SWMP Coordinator, Town CEO	N/A	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><u>Measurable Goal:</u> <i>Stay in compliance with updated DEC regulations.</i></p>	SWMP Coordinator, Town CEO, Town Planning Board	Complete	X	X	X
<p>Ensure that all SWPPP reviewers and inspectors receive at least 2 hours of relevant training per year.</p> <p><u>Measureable Goal:</u> <i>At least 2 hours of training per person per year. Maintain records of sign-in sheet and/or completion certificate.</i></p>	SWMP Coordinator, Town CEO, Town Engineer	Complete	X	X	X
<p>Attend trainings on Low Impact Development, Better Site Design and other Green Infrastructure principles to keep up-to-date on new processes and technologies.</p> <p><u>Measurable Goal:</u> <i>Train 10% of additional relevant Town staff and Elected Officials on low impact development principles per year. Maintain records of sign-in sheet and/or completion certificate.</i></p>	See Town Education Program Plan (pg. 21 – 22)	Complete	X	X	X
<p>Stay up-to-date on any provisions made to NYS DEC MS4 Model Law and update and recertify law as necessary.</p> <p><u>Measurable Goal:</u> <i>Update Construction/Post-Construction Law as needed.</i></p>	SWMP Coordinator, Town Supervisor and Board Members	Law Adoption complete	As Needed		

## Minimum Control 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. A post-construction stormwater management practice (SMP) falls under this program if it has the potential to discharge to the MS4. This includes; SMPs directly discharging to the MS4 that have been installed as part of any SPDES General Permit for Stormwater Discharge from Construction Activities or individual SPDES permit; all new SMPs constructed as part of the construction runoff control program; All SMPs owned or operated by the Town; SMPs discovered to discharge to the MS4; and green infrastructure practices located within the MS4 sewershed that have the potential to discharge to the MS4 if not maintained. Authority for the Town to regulate these construction sites can be found in Chapter 148 as adopted by Local Law 2-2016. This law gives the Town the legal authority to; require a SWPPP for each applicable construction activity that requires post-construction SMPs in conformance with the SPDES General Permit for Stormwater Discharges Associated within Construction Activity (GP-0-15-002); require post-construction SMPs meet the sizing criteria specified in the New York State Stormwater Management Design Manual and performance criteria, including Operation & Maintenance Plans for long-term maintenance; require installation, implementation and maintenance of post-construction SMPs; require verification of maintenance of post-construction SMPs if conducted by private entities; receive and collect information related to compliance with the approved SWPPP; access property to inspect post-construction SMPs after construction activity is complete; and require compliance and take enforcement action.

The following table depicts the BMPs that the Town currently performs or plans to perform for MCM 5, the staffing plan 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	STAFFING PLAN	TIMELINE			
		Year 1, 2, 3 & 4	Year 5 2018	Year 6 2019	Year 7 2020
Encourage developers to 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>Ensure contractors/developers get materials when submitting permit applications.</i>	SWMP Coordinator, Town CEO	Complete	X	X	X
Create and maintain an inventory of post-construction SMPs that is kept up-to-date as new SMPs are approved or discovered. Records can be found at the Town Planning and Zoning office. <i>Measurable Goal:</i> <i>Keep track of number and location of SMPs, frequency of inspection, and inspection results.</i>	SWMP Coordinator, Town CEO	N/A	X	X	X
For each SWPPP submitted to the Town, the SWPPP reviewer will utilize the NYS DEC provided Stormwater Pollution Prevention Plan Review Checklist to ensure that all the necessary post-construction SMP criteria and O&M Plan is provided and all activities are in conformance with the requirements of the SPDES General Permit for Stormwater	SWMP Coordinator, Town Engineer	N/A	X	X	X

<p>Associated with Construction Activities (GP-0-15-002). Copies of that form will be kept in the Town Planning and Zoning Department office.</p> <p><u>Measureable Goals:</u>  <i>Maintain records on number of SWPPP O&amp;M Plans reviews.</i>  <i>Maintain records on number of SWPPP O&amp;M Plans approved or disapproved.</i>  <i>Maintain copies of all reviewed SWPPP O&amp;M Plans and any comments.</i></p>					
<p>Follow Town of Lake George Post-Construction Stormwater Control Program (document available upon request) for prioritization and inspection of post-construction SMPs and enforcement actions against owners/operators of unmaintained post-construction SMPs.</p> <p><u>Measurable Goals:</u>  <i>Maintain records on number of post-construction SMPs inspected.</i>  <i>Maintain records on number and kind of enforcement actions taken.</i></p>	SWMP Coordinator, Town CEO	N/A	X	X	X
<p>Ensure all inspectors receive at least 2 hours of relevant training per year.</p> <p><u>Measurable Goal:</u>  <i>At least 2 hours of training per person per year.</i>  <i>Maintain records of sign-in sheet and/or completion certificate.</i></p>	SWMP Coordinator, Town CEO	N/A	X	X	X
<p>Attend trainings on Low Impact Development, Better Site Design and other Green Infrastructure principles to keep up-to-date on the latest processes and technologies.</p> <p><u>Measurable Goal:</u>  <i>Train 10% of additional relevant Town staff and Elected Officials on low impact development principles per year.</i>  <i>Maintain records of sign-in sheet and/or completion certificate.</i></p>	See Town Education Program Plan (pg. 21 – 22)	Complete	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><u>Measurable Goal:</u>  <i>Stay in compliance with updated DEC regulations.</i></p>	SWMP Coordinator, Town CEO	Complete	X	X	X

## Minimum Control 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 so they do not contribute to water quality impairments. The Town’s Municipal Pollution Prevention Program address fixed facilities and program activities within the Urbanized Area. It is within the Department Head’s discretion as to whether program activities are to be implemented outside of the designated Urbanized Area.

The following table depicts the BMPs that the Town currently performs or plans to perform for MCM 6, the staffing plan 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:

High Priority Facilities: Highway Department facilities

Low Priority Facilities: Town Hall, Court House building, Senior Citizen Center, Caldwell Cemetery and Shepard’s Park

MCM 6 – POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS BMPS	STAFFING PLAN	TIMELINE			
		Year 1, 2, 3 & 4	Year 5 2018	Year 6 2019	Year 7 2020
<p>Conduct yearly facility assessments utilizing high priority or low priority forms. Complete forms and provide them to the SWMP Coordinator. Remediate any issues discovered.</p> <p><u>Measureable Goals:</u>  <i>Assess all facilities once per year and address ways to reduce stormwater pollution from fixed facilities within the Urbanized Area.</i>  <i>Maintain records of facility assessments.</i></p>	HD Superintendent, Head of B&G	Complete	X	X	X
<p>Conduct monthly reporting form for department operations and submit them on a monthly basis to the SWMP Coordinator.</p> <p><u>Measureable Goal:</u>  <i>Maintain records of monthly reports.</i></p>	HD Superintendent, Head of B&G	Complete	X	X	X
<p>Perform municipal fixed facility and field program activities in accordance with the Town’s Municipal Pollution Prevention Program (available upon request). Complete municipal operations in a manner that does not contribute to stormwater pollution.</p> <p><u>Measurable Goal:</u>  <i>Maintain records on number of times operations needed modification and modifications made.</i>  <i>Update Program as needed.</i></p>	HD Superintendent and all Department staff, Head of B&G and all Department staff	N/A	X	X	X
<p>Train all Town personnel (as identified in the Town Employee Education Program) regarding Municipal pollution Prevention Best Management Practices. Update training as necessary.</p> <p><u>Measurable Goal:</u>  <i>Train 25% of applicable Town staff per year.</i>  <i>Maintain records of sign-in sheet and/or completion certificate.</i></p>	See Town Education Program Plan (pg. 21 – 22)	Complete	X	X	X

## Contact Information for Town Staff Members and Elected Official Positions

<b>DEPARTMENT and TITLE</b>	<b>NAME and CONTACT INFORMATION</b>
<b>Planning and Zoning Department</b>	<b>(518) 668-5131 ext. 5</b>
Director of Planning and Zoning	Dan Barusch
Code Enforcement Officer	Doug Frost
<b>Highway Department</b>	<b>(518) 668-2742</b>
Superintendent	Dan Davis
<b>Building and Grounds</b>	<b>(518) 668-0034</b>
Department Head	Jim Martino
<b>Town Elected Officials</b>	<b>(518) 668-5131</b>
Supervisor	Dennis Dickinson
Deputy Supervisor	Vincent Crocitto
Councilperson	Marisa Muratori
Councilperson	Nancy Stannard
Councilperson	Daniel Hurley
Planning Board Chairman	Sean Quirk
Planning Board Vice Chairman	Kevin Mulcahy
Planning Board Member	Curt Dybas
Planning Board Member	Robert Flacke Jr.
Planning Board Member	Nathan Hall
Planning Board Member	Heath Mundell
Planning Board Member	Fred Pape
Planning Board Alternative	David Meixner

## Town of Lake George Employee, Elected Official and Third-Party Contractor Education Program Plan

The Town has put together this Employee, Elected Official and Contractor Education Program to ensure that all of the applicable Town staff and partners are properly trained for their respective roles in the Town's MS4 Program. Copies of sign-in sheets and/or certificates of completion will be available in the Town's Planning and Zoning Department office.

<b>MCM 3: Illicit Discharge Detection and Elimination.</b> Within one MS4 year, 10% of the applicable Town staff and third party contractors, as outlined below, will attend training.	
<b>Title as Specified in Staffing Plan</b>	<b>Required Types of Trainings to Attend in Addition to Basic Program</b>
SWMP Coordinator	Procedures for illicit discharge detection, confirmation, track-down, elimination and enforcement actions
Code Enforcement Officer	
Highway Superintendent	Procedures for illicit discharge detection, confirmation, track-down, & elimination
Highway Second to Superintendent	
Highway Medium Equipment Operator (7)	
Highway Working Supervisor	
Highway Mechanic	
Highway Auto Mechanic Helper	
Highway Laborer	
Water Superintendent	
Buildings and Grounds Department Head	
Buildings and Grounds Medium Equipment Operator (2)	
Buildings and Grounds Working Supervisor	
Buildings and Grounds Laborers (8)	
SWCD Natural Resources Tech	Outfall Inspection and Sampling Training
Total: 29	

<b>MCM 4 &amp; 5: Construction and Post-Construction Stormwater Runoff Controls.</b> Within one MS4 year, 10% of the applicable Town staff, elected officials, and third party contractors, as outlined below, will attend training.	
<b>Title as Specified in Staffing Plan</b>	<b>Required Types of Trainings to Attend in Addition to Basic Program</b>
SWMP Coordinator	2 hrs of SWPPP review, E&SC training, and/or MS4 Oversight Inspection training
Code Enforcement Officer	
Town Engineer	

Town Supervisor	Green Infrastructure, Low Impact Development and Sediment and Erosion Control Training
Town Board Members (4)	
Town Planning Board Members (9)	
Total: 17	

<b>MCM 6: Pollution Prevention and Good Housekeeping for Municipal Operations.</b> Within one MS4 year, 25% of the applicable Town staff, elected officials, and third party contractors, as outlined below, will attend training.	
<b>Title as Specified in Staffing Plan</b>	<b>Required Types of Trainings to Attend in Addition to Basic Program</b>
Highway Superintendent	Training on procedures and documentation efforts on these Municipal Pollution Prevention Practices topics: erosion and sediment control, stormwater runoff management, right-of-way maintenance, open space management, winter road maintenance, roadway maintenance, materials management, waste management, building maintenance, fleet management, storage area maintenance, and stormwater conveyance system management.
Highway Second to Superintendent	
Highway Medium Equipment Operator (7)	
Highway Working Supervisor	
Highway Mechanic	
Highway Auto Mechanic Helper	
Highway Laborer	
Water Superintendent	
Buildings and Grounds Department Head	
Buildings and Grounds Medium Equipment Operator (2)	
Buildings and Grounds Working Supervisor	
Buildings and Grounds Laborers (8)	
Total: 26	