

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



Regulated MS4 Town of Clifton Park SPDES Permit Number: NYR20A 035

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

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

Minimum Control Measure 1. Public Education and Outreach

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

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

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

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

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tools for Municipal Governments/Officials/Employees:

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

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

<p>(Continued from previous page)</p> <ul style="list-style-type: none"> The SCIP maintains (annually) a booth at the Saratoga County Fair where SCIP Management Coordinator/Intermunicipal Program contact information; residential Stormwater BMP literature, a demonstration Rain Garden and Rain Barrel are on display. Displays were constructed and are maintained cooperatively with the Saratoga County Water Quality Coordinating Committee and the SWCD. The display uses EPA and NYS-DEC publications as well as handouts describing the Saratoga County Intermunicipal Stormwater Management Program. <i>Identify the personnel or outside organization conducting the activity.</i> The SCIP <i>Public Education and Outreach</i> program is a joint effort by both designated Saratoga County MS4 Representatives (personnel, consultants, and appointed & elected officials) and the Management Coordinator. Program implementation is accomplished through initiatives that are conceived of by the group in response to apparent opportunity or need and implemented by the Coordinator and the designated representatives of all or some of the involved communities, as the project demands. Consensus for action is reached through open discussion during monthly meetings of the Management Coordinator and Designated Saratoga County MS4 personnel where SCIP objectives and activities are discussed and agreed upon before being implemented. 	<p>(Continued from previous page)</p> <ol style="list-style-type: none"> Sponsor, Presenter and Facilitator of a workshop for the construction industry focusing on Erosion & Sediment Control, stormwater regulatory compliance and SWPPP implementation in cooperation with Ken Barber of Barber Stormwater Management Inc. Executed: <u>June 7th, 2007</u>. 15 attendees. <ul style="list-style-type: none"> Implement outreach & education campaign to local business owners through local Business Owners Associations. Implemented: <u>September 2007 – on-going</u> <ol style="list-style-type: none"> Presentation to the Ballston Spa Business & Professional Association RE: Drain Marker Project and Intermunicipal Program. Executed: <u>September 17, 2007</u>.
<ul style="list-style-type: none"> The Town of Clifton Park has handouts and literature available at the Department of Building & Development and at the Planning Department. The Town has also established links via The Stormwater Management section of its website to several areas of information. These include the NYSDEC Stormwater information and permits, Soil and Water Conservation Society, and the Center for Watershed Protection. The Town has adopted a checklist for all developers to submit with their projects to ensure all required portions of a SWPPP are addressed. 	

Additional Techniques	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<p>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change: As was noted in the Year-2 Annual Report the Saratoga County Intermunicipal Stormwater Management Program has been developed and implemented to facilitate a County-wide Stormwater Program for all Saratoga County MS4s. The participants are held in a legally binding agreement with the Department of Environmental Conservation and the State of New York as recipients of Water Quality Improvement Project funding. Each member of the Program has clearly defined obligations and deliverables that are detailed in the Project Work Plans of the grants awarded to date.</p> <p>The goal of the program is to provide comprehensive education and outreach programming and activities through Saratoga County Cornell Cooperative Extension and the office of the Management Coordinator. Further goals of the Program are to provide resources, facilitation, and activities for all participants under each of the Permit’s “Minimum Control Measures” such needs are identified by the Management Coordinator and Representatives of the Local MS4s. All activities, resources, and facilitation work are done under the umbrella of this program with no distinction being made between local and County-wide audiences as efforts and activities must often be conducted at the local level. Therefore <u>all</u> education activities and efforts of the Intermunicipal Program are listed above and will be used by the Saratoga County MS4 Municipalities as an addendum to their respective Year-5 and subsequent Annual Reports. It is the responsibility of local Permittees to define the nature and level of their participation in training events and activities for Municipal Officials and Personnel. Attendance lists have been provided to all participants to facilitate more accurate reporting of local participation.</p>	

Minimum Control Measure 2. Public Involvement/Participation

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

<p>Permit Reference IV.C.2.c.iii.: Design and conduct a public involvement / participation program.</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • <i>Describe activities that the MS4 has/will undertake to provide program access to interested individuals and to gather needed input.</i> <p>The SCIP continuously looks for partnership activities with interested groups and individuals to become involved in stormwater programming and activities across the County and within specific municipalities.</p> <ul style="list-style-type: none"> • Formation of a Town Stormwater Advisory Committee to monitor progress and direction of the Town’s SWMP. The committee consists of key staff members, as well as engineering and legal support from the community, and meets quarterly to monitor progress of the SWMP. • The Program has established a relationship with the Local Citizen Watershed Group <i>The Friends of the Kayaderosseras (FoK)</i>. This partnership allows citizens interested in local water quality the opportunity to input knowledge and opinions regarding public policy in the Kayaderosseras Creek watershed. The Management Coordinator helped to draft, edit and distribute an October 2005 Stream Buffer document published by the FoK to MS4-permitted municipalities and made the publication available to the general public, on-line (see above). The document presents information on riparian corridor protection, benefits, and strategies to create such corridors through overlay zoning districts, and no-disturbance regulations. • Community Participation Programs associated with the clean-up of public grounds (Parks and Streets). <p><u><i>Overall effectiveness of the Public Participation and Involvement Program:</i></u></p> <p>The Town of Clifton Park, in conjunction with the Saratoga County Intermunicipal Stormwater Management Program, has exceeded the efforts and activities as defined in the Town of Clifton Park’s SWMP. The efforts and activities defined within this document represent the standards by which the Town of Clifton Park must fulfill and deliver under the permit; and as such, represents the level of effort by which the Town evaluates the effectiveness of their efforts. The Town considers their efforts to be highly effective to date as</p>	<ul style="list-style-type: none"> • Install stormwater information signs along local streams and trails for public education. Implemented in 2008. • Created in May 2006. • Facilitate Development of Cooperative Partnerships w/ Local Civic Groups & Organizations. Ongoing. • Facilitate interested-party input into the Stormwater Management Program. October 2005. • Annual Programs. 12-16 Civic Groups/Organizations assist with cleaning public roads and areas. • Provide the general public an opportunity to comment of the Town’s SWMP and Annual Report. Date: 6/11/07.

<p>(continued from previous page) they have fulfilled all of the obligations set forth and defined in the Town’s SWMP. Furthermore, the Town understands that these efforts must be ongoing and continually reinforced throughout the future implementation of their stormwater management program.</p> <p><i>Indicate activities planned for next year.</i></p> <ul style="list-style-type: none"> Facilitate Public Participation opportunities for residents through Local SWMPs. (Ex. Organizing information workshops and clean-up projects, on a neighborhood-by-neighborhood basis in coordination with local officials and SWMP personnel to address local issues and pollutants of concern. Publicize Public Participation opportunities (see above), through local media and on-line, targeting residents, business owners, and Civic Groups. Expand joint and cooperative efforts with Local Civic and Environmental Groups (ex. Saratoga PLAN; Preserving Land & Nature, the Rotarians, etc.) 		<ul style="list-style-type: none"> Ongoing. Ongoing. Ongoing. 	
<p>Permit Reference IV.C.2.a, f: Develop procedures to provide public notice about and access to documents and information in a manner that complies with state and local public notice requirements. <i>Describe procedures below and state the methods used to publicize the AR public presentation.</i></p> <p>The annual report will be posted on the Town website for viewing and comment. A public meeting is no longer required by the permit. A legal notice informing the public of the availability of the annual report will be published in the Town’s chosen publications as required.</p>			
<p>Permit Reference IV.C.2.e: Public presentation of; f: summary of comments received on; and g: intended response to comments on the SWMPAR.</p>			
<p>Summarize attendance at the public presentation of the Annual Report. Include number of attendees and who was represented: N/A</p>			
<p>Comments on Annual Report Meeting N/A ___ No public comments received on Annual Report. ___ Comments received. Attach summary of comments and intended responses.</p>	<table border="1"> <tr> <td>Date of Annual Report Meeting: N/A</td> <td>Approximate Date of Meeting Next Year: N/A</td> </tr> </table>	Date of Annual Report Meeting: N/A	Approximate Date of Meeting Next Year: N/A
Date of Annual Report Meeting: N/A	Approximate Date of Meeting Next Year: N/A		
<p>Additional Techniques</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>		

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

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

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

<p>Permit Reference IV.C.3.a: Develop, implement and enforce a program to detect, identify and eliminate illicit discharges, including illegal dumping, into the MS4.</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <i>Example measurable goals: number of illicit discharges detected; number of illicit discharges eliminated.</i>
<ul style="list-style-type: none"> <i>Explain the activities and procedures used to meet this requirement this year.</i> <p>The SCIP has provided access to a number of IDDE resources to aid in developing implementing, and enforcing local IDDE programming. This includes the Center for Watershed Protection’s Outfall Reconnaissance Inventory (ORI) form (for a record of outfall inspections); the CWP IDDE Manual (w/full appendices); and will continue to provide additional information as needs arise.</p> <p>The SCIP plans, participates in, or sponsors workshops or other events to train relevant MS4 personnel on aspects of illicit discharges, their identification and elimination. The SCIP, in so doing, also promotes these events and activities, whenever possible, to other private sector professionals for the same purpose.</p> <p>In Year-5, because of its rural make-up and fact that many MS4 areas within Saratoga County are not serviced by the Saratoga County Sewer District 1, leachate from On Site or Septic sanitary waste systems are a prominent concern. To properly conduct outfall inspections and enforcement of the adopted IDDE Law such training is an integral part of some local programs.</p> <ul style="list-style-type: none"> Located existing outfalls and closed system networks within the Town. Creation of GIS database for records management and IDDE inspection program. Staff education to increase awareness of illicit connections to the MS4 system. The Town has requested information from both the County and State relative to inter-connected systems within the Town’s Boundaries Continue efforts to identify and eliminate illicit discharges to receiving waters. Local law relative to illicit discharges has been developed and reviewed by 	<ul style="list-style-type: none"> Co-sponsored workshop in conjunction with the Saratoga County Soil & Water Conservation District (SWCD) and the Water Quality Coordinating Committee (SWQCC) presented by the Onsite Training Network (OTN); “Foundations” course, 1 day. 36 attendees; 24 of 36 ~ Saratoga County; 16 of 24 ~ Saratoga County MS4 Officials, Employees &/or Consultants Implemented: <u>March 29th, 2007.</u> Facilitated Saratoga County MS4 Personnel attendance to the SUNY-Delhi On Site Training Network (OTN) 3-day septic system training sponsored by the Champlain Watershed Improvement Coalition of New York (CWICNY). Implemented: <u>November 1st, 2nd, & 3rd, 2007.</u> 3 attendees 2-day IDDE Identification and track-down workshop in cooperation with DEC Region 5 DOW, CWICNY, Skidmore College, and SUNY-ESF Outreach; Presenters: Don Lake (SUNY ESF), Andy Sansone (Monroe County, NY); and one local case study presented by the involved local personnel. Planned execution: <u>June 12th & 13th, 2008</u> 100% of catch basins and 100% of outfalls located and inspected within urbanized areas. Summer of 2005 - Ongoing. Database created during the Summer of 2005. Ongoing. 2006, still awaiting response from both parties. Ongoing.

<p>(continued from previous page) the SWAT. The local law has been developed based upon the “model” law developed by the NYSDEC; and meets or exceeds all provisions defined within the State’s model ordinance. The local law was adopted in 2007.</p> <p><i>Identify personnel or outside organization conducting the activities</i></p> <ul style="list-style-type: none"> Collection of system data performed by part-time Town employee.). It’s anticipated that the overall program administration for the IDDE program will be led by the Town’s Building and Code Inspectors. <p><u>Activities planned for next year</u></p> <ul style="list-style-type: none"> Provide further training, through the DEC, for personnel to identify/detect an Illicit Discharge in the course of regular daily activities in the field. Provide IDDE-relevant information to residents and commercial development to increase awareness/prevention of potentially polluting behaviors and the possibility that potential problems noted by residents are reported. Information will be provided as a part of MCM 1 & 2 (see above). Conduct outfall inspections to determine if IDDE discharges are present. Plan to complete as many outfalls as possible but 20% as a minimum. <p><u>Revise as procedures are updated.</u></p> <ul style="list-style-type: none"> It is the policy of both the Town of Clifton Park and SCI-SWMP that all policies and procedures are open to review and revision. As shortcomings in policy and inefficiencies in procedures are identified, such issues are subject to immediate review and alteration once review and finding of fact are complete. In any such instance all employees, officials, or other interested parties/stakeholders will be notified in the change in SWMP policy. 	<p>(continued from previous page)</p> <ul style="list-style-type: none"> Local law adopted. All involved Code Enforcement Officers have received training for IDDE identification – Ongoing Ongoing April 2006 – Ongoing. 2008 Ongoing.
<p>Permit Reference IV.C.3.b: Develop and maintain a map showing the location of all outfalls and the names and location of all waters of the US that receive discharges from outfalls. <i>Explain activities performed this year and planned for next year, including work on the following IDDE guidance prerequisites:</i></p> <ul style="list-style-type: none"> field verification of outfall locations; mapping all inter-municipal subsurface conveyances; 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> Example measurable goals: percent of outfalls mapped 100% of catch basins and 100% of outfalls located. Inspections to be conducted in 2008

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- delineating storm sewershed; and
- developing and retaining MS4 mapping as needed to find the source and identify illicit discharges. Mapping will be available as a layer in the Town GIS system.
- One potential illicit discharge reported, proved to be unfounded

Overall effectiveness of the IDDE Program:

The Town of Clifton Park spent considerable time and effort progressing with the development of the local IDDE law. The law was adopted in 2007. A Town-wide assessment has been performed relative to the characterization of illicit discharges and has determined that illicit discharges throughout the Town are (and will continue to be) largely transitory in nature. This determination was based largely on the type of development and land uses within the Town; as well as the age of development. Special attention will be given to areas of the Town presently not serviced by public sewer infrastructure as they represent potential sources of leachate (e.g., failing septic systems). The Town is fully committed to the inspection of the outfalls in all areas.

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- Requested mapping of subsurface conveyances from the County DPW and NYSDOT. Summer 2006.
- Determine major watershed boundaries within urbanized areas. TBD based on availability of County and State data.
 - Develop GIS mapping and database for MS4 system. Summer 2005 – Ongoing.

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

Permit Reference IV.C.3.c: Prohibit, through an ordinance, local law or other regulatory mechanism, illicit discharges into the MS4. The MS4s have until year 5 to complete the local law work. See the instructions for information about completing this section.	
Does the MS4 have the legal authority to enact ordinances, local laws or other regulatory mechanisms?	<input type="checkbox"/> No (go to ADDENDUM 1) <input checked="" type="checkbox"/> Yes (complete questions below)
Assessment of Regulatory Mechanism (Local Code)	
1) When was this assessment completed or planned to be completed?	Date completed: December 2007 <input type="checkbox"/> Not yet completed (proceed to Permit Reference IV.C.3.e) Plan to complete for reporting in year: <input type="checkbox"/> 4; <input type="checkbox"/> 5.
2) Is there an existing ordinance, local law or other regulatory mechanism?	<input type="checkbox"/> No (go to question 5) <input checked="" type="checkbox"/> Yes
3) Does the existing regulatory mechanism prohibit illicit discharges as required by the MS4 Permit?	<input type="checkbox"/> No (amendments needed) <input checked="" type="checkbox"/> Yes
4) Does the existing regulatory mechanism include enforcement authorities and procedures as required by the MS4 Permit?	<input type="checkbox"/> No (amendments needed) <input checked="" type="checkbox"/> Yes
Development of Regulatory Mechanism (Local Codes)	
5) When was this work completed or planned to be completed?	Date completed: December 2007 <input type="checkbox"/> Not yet completed (proceed to Permit Reference IV.C.3.e) Plan to complete work below for reporting in year: <input type="checkbox"/> 4; <input type="checkbox"/> 5.
6) If you answered 'No' to question 1, 2 or 3, what regulatory mechanism or amendments will be adopted to meet the MS4 permit requirements? N/A	<input type="checkbox"/> NYS IDDE Model Law in its entirety <input type="checkbox"/> Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law <input type="checkbox"/> MS4 will write language equivalent to NYS IDDE Model Law
7) If you answered 'No' to question 1, 2 or 3, has a list of needed changes to local codes been developed for adoption of the regulatory mechanism? N/A	<input type="checkbox"/> No <input type="checkbox"/> Yes, list the local code(s) that will be changed:
8) If the existing regulatory mechanism does not require amendments, what language is in the mechanism? N/A	<input type="checkbox"/> NYS IDDE Model Law in its entirety <input type="checkbox"/> Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law <input type="checkbox"/> Language equivalent to NYS IDDE Model Law
9) What was the date or is the planned date of local law adoption?	Date: December 2007
10) Provide a web address if adopted local law can be found on a web site.	Web Address: www.cliftonpark.org

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

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

Permit Reference IV.C.3.e: Inform public employees, businesses and the general public of hazards associated with illegal discharges and improper disposal of waste.	Describe Measurable Goals and Results (when applicable) <i>Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</i>
<ul style="list-style-type: none"> <i>Explain activities and materials used to meet this requirement this year <u>and planned for next year</u></i> <p>The SCIP plans, participates in, or sponsors workshops or other events to train relevant MS4 personnel on aspects of illicit discharges, their identification and elimination. The SCIP, in so doing, also promotes these events and activities, whenever possible, to other private sector professionals for the same purpose.</p> <p>In Year-5, because of its rural make-up and fact that many MS4 areas within Saratoga County are not serviced by the Saratoga County Sewer District 1 leachate from On Site or Septic sanitary waste systems is a prominent concern. To properly conduct outfall inspections and enforcement of the adopted IDDE Law such training is an integral part of some local programs.</p> <p><i>Identify personnel or outside organization conducting activities</i></p> <ul style="list-style-type: none"> Provide IDDE-relevant information to residents to increase awareness/prevention of potentially polluting behaviors and the possibility that potential problems noted by residents are reported. Information will be provided as a part of MCM 1 & 2 (see above). Provide further training to Town personnel, through the DEC, for personnel to identify/detect an Illicit Discharge in the course of regular daily activities in the field 	<ul style="list-style-type: none"> Co-sponsored workshop in conjunction with the Saratoga County Soil & Water Conservation District (SWCD) and the Water Quality Coordinating Committee (SWQCC) presented by the Onsite Training Network (OTN); “Foundations” course, 1 day. 36 attendees; 24 of 36 ~ Saratoga County; 16 of 24 ~ Saratoga County MS4 Officials, Employees &/or Consultants Implemented: <u>March 29th, 2007.</u> Facilitated Saratoga County MS4 Personnel attendance to the SUNY-Delhi On Site Training Network (OTN) 3-day septic system training sponsored by the Champlain Watershed Improvement Coalition of New York (CWICNY). Implemented: <u>November 1st, 2nd, & 3rd, 2007.</u> 3 attendees 2-day IDDE Identification and track-down workshop in cooperation with DEC Region 5 DOW, CWICNY, Skidmore College, and SUNY-ESF Outreach; Presenters: Don Lake (SUNY ESF), Andy Sansone (Monroe County, NY); and one local case study presented by the involved local personnel. Planned execution: <u>June 12th & 13th, 2008</u> <ul style="list-style-type: none"> April 2006; Ongoing Ongoing
Additional Techniques	Describe Measurable Goals and Results (when applicable) <i>Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</i>
Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and	

provide a reason(s) for the change:

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

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

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

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

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

Permit Reference IV.C.4.b.i, 5.a.i (continued)			
Assessment and Development of Regulatory Mechanism (Local Code) (continued)			
5. Answer the following questions about the Gap Analysis or equivalent processes.			
<p><u>Clauses</u> are defined as: All the Sample Local Law sections or subsections in the Gap Analysis Worksheets 1-4 that have a box in the “Equivalence” column, meaning that there is an associated “Equivalence” sheet (with the exception of Article 6, Section 4 which does not have an Equivalence sheet).</p> <p><u>Total number of clauses in each worksheet:</u> Sample Local Law Article 1 (Gap Analysis Worksheet 1) - 8 clauses; Sample Local Law Article 2 (Gap Analysis Worksheet 2) - 51 clauses; Sample Local Law Article 3, 4, 5 (Gap Analysis Worksheet 3) - 3 clauses; Sample Local Law Article 6 (Gap Analysis Worksheet 4) - 9 clauses.</p> <p>MS4s that adopt the entire Sample Local Law as amendments to existing code or as stand alone law need to indicate the number of clauses being adopted that are exactly the same as the Sample Local Law, or equivalent, in the right-hand column below.</p>			
Sample Local Law Articles	NUMBER OF REQUIRED CLAUSES IN LOCAL LAW		
	Existing clauses exactly the same as the Sample Local Law language	Existing clauses equivalent to the Sample Local Law language (see Gap Analysis Workbook Equivalence Sheets for information to help determine equivalence)	Sample Local Law or equivalent language to be adopted , listed as legislative agenda items.
1			
2			
3, 4, 5			
6			
TOTAL			
6. Has a list of needed changes (legislative agenda) been developed for adoption of amendments to local codes (or for deletion of existing codes that are addressed by adoption of a stand alone law)?		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, list the local codes that were changed: Sections 208-69, 169-8, 86-7, 208-114, 208-115, 208-118, 208-6, 86-14	
7. What was the date or is planned date of local code adoption?		Date: December 2007	
8. Provide a web address if the adopted local law can be found on a web site.		Web Address: www.cliftonpark.org	

Minimum Control Measure 4. Construction Site Stormwater Runoff Control

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

<p>Permit Reference IV.C.4.b. v: Develop and implement procedures for site plan review by the MS4 that incorporate consideration of potential water quality impacts and review individual pre-construction site plans to ensure consistency with local sediment and erosion control requirements.</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> • <i>Example measurable goals: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</i>
<ul style="list-style-type: none"> • <i>Describe the procedures below. <u>Revise as procedures are updated.</u></i> The SCIP has identified the need for training of local personnel and officials in the technical and institutional aspects of Stormwater Pollution Prevention Plan (SWPPP) review and enforcement the MS4 Construction Law/s. Some Program participants utilize outside or 3rd party paid professional consultants for this purpose, some utilize existing staff, some have hired new staff to assume this responsibility. In all cases, the SCIP works to provide or facilitate such training to improve on the process, procedures, and outcomes of SWPPP review and MS4 Construction Law enforcement. 	<ul style="list-style-type: none"> • Facilitated attendance of Saratoga County MS4 personnel to the SUNY ESF Outreach Stormwater Courses with Instructor Don Lake Implemented: <u>November 2006 – on-going</u> • Facilitated Saratoga County MS4 Personnel attendance to the CPESC Exam Review Course. Executed: <u>December 12th, 2007.</u> 4 attendees • Facilitated Saratoga County MS4 Personnel attendance to the ACF Environmental Geosynthetics Workshop sponsored by Albany County SWCD. Executed: <u>December 13th, 2007.</u> 4 attendees • Facilitated attendance of Saratoga County MS4 Officials, Board Members and Personnel to the Champlain Watershed Improvement Coalition of New York (CWICNY) 2007 North Country Stormwater Tradeshow & Conference. Executed: <u>October 18th, 2007.</u> 18 attendees. • Presenter at the 2008 Saratoga County Planning Conference, a regional 1-day event attended by over 500 Planning, Zoning and Municipal Board Members, Planners, Engineers, and Code Enforcement personnel. The 1.75 hour presentation focused on the MS4 Construction Law/s, the NYS DEC SPDES Construction Permit (GP-02-01) and SWPPP evaluation from a Planning Board-perspective. Co-presenter Phil Koziol P.E. Jacobs & Kelcey. Executed: <u>January 30th, 2008</u> 120 attendees (to that session); 80 of 120 Saratoga County; 48 of 80 Saratoga County MS4; 15 of 16 SCIP participating Municipalities. • Presenter and Facilitator for the John Deere Landscapes Inc. Erosion & Sediment Control and Post-Construction Workshop for Land Contractors & Landscapers. Implemented: <u>March 28th, 2007.</u> 31 attendees including 18 SCIP local personnel.

<p>(continued from previous page)</p> <ul style="list-style-type: none"> • The Town presently uses a consulting form to review all site plans for compliance with Town and State regulations regarding stormwater management. These reviews are conducted by NYS licensed professional engineers as now required by the new permit, GP-0-08-002. The Town SMO, Steven Myers is a NYS licensed professional engineer who also reviews the site plans. Total of 14 site plan with SWPPP applications received for Commercial/Residential projects, 14 or 100% reviewed. • The reviews are continuously attempting to introduce environmentally compatible practices when the sites are conducive to them. 	<p>(continued from previous page)</p> <ul style="list-style-type: none"> • 100% of all commercial site development and residential subdivision projects are reviewed.
<p>Permit Reference IV.C.4.b. vi: Develop and implement procedures for the receipt and consideration of information submitted by the public.</p> <ul style="list-style-type: none"> • <i>Explain the procedures below. <u>Revise as procedures are updated.</u></i> • <i>Identify the responsible personnel or outside organizations.</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • The public can ask questions and/or make comments as part of the site plan review and approval process for each individual project. • The Management Coordinator receives and maintains a record of all information and comments submitted by the public and interested parties/stakeholders. The Management Coordinator’s contact information is available to the public through the SCI-SWMP website (www.saratogastormwater.org) and the Saratoga County Cornell Cooperative Extension website (www.ccesaratoga.org). Links have also been established from Town of Clifton Park website to the SCI-SWMP site. • The Town records all public comments via the planning process. These comments are addressed by the appropriate Town department during the process. 	<ul style="list-style-type: none"> • The Town receives public comments via the review process and can incorporate these comments as needed.
<p>INSERT BOTTOM OF PAGE 17 HERE</p>	

Minimum Control Measure 4. Construction Site Stormwater Runoff Control

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

<p>Permit Reference IV.C.4.b. iii, vii: Develop and implement procedures for site inspections, enforcement of control measures and sanctions to ensure compliance with GP-02-02.</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <i>Example measurable goals are number of: inspections; fines assessed; stop work orders; other sanctions.</i>
<ul style="list-style-type: none"> <i>Describe each procedure below. <u>Revise as procedures are updated.</u></i> Because of the newness of the responsibility to enforce the MS4 Construction Law/s there is an identifiable need to train local Code Enforcement Officers (CEO) and Stormwater Management Officers (SMO) in inspection procedures that have been established and implemented by the DEC. A cooperative training program has been established between the DEC, CWICNY and the SCIP. Three events were executed in Year-5 to maximize exposure and opportunity for local MS4 CEOs and SMOs. In subsequent years it is expected a single training event will be conducted with a reserve date for a second session, should the need arise. <p>These workshops consist of a 4-hour lecture session where attendees are presented with a Department of State-approved program which qualifies as “Continuing Education” training credits for all CEOs that attend. Following lunch all attendees are led on a “mock” inspection of a currently active, permitted Phase II Construction site by the DEC-designated trainer (Bill Lupo, P.E.; DOW Environmental Eng. II). All attendees are provided with a copy of the presentation as well as excerpts of the most commonly used NYS-approved Erosion & Sediment Control measures found in the NYS Guidelines for Urban Erosion & Sediment Control (The Blue Book). The Planning Group for this workshop/s was the Warren Co. SWCD District Manager Dave Wick, CPESC; Bill Lupo DEC Region 5; the SCIP Management Coordinator; and the CWICNY Stormwater Specialist Sarah Gebbie-Measeck. All workshops were executed cooperatively by Region 5, Warren Co. SWCD, CWICNY, and SCIP personnel.</p>	<ul style="list-style-type: none"> Delivered/Co-sponsored a regional Construction Site Erosion & Sediment Control Compliance Inspection Training Workshops (3) for local Code Enforcement personnel (See MCM 4 for detail). Implemented: June 13th, 19th, 28th, 2007 6 Code Enforcement Officers for the Town of Clifton Park completed this training. They are out on both commercial and residential sites on a daily basis. Further training is expected in 2008.

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

<p>Additional Techniques <u>Overall effectiveness of the Construction Site Runoff Control Program:</u></p> <p>The Town considers their efforts to be highly effective to date as they continue to fulfill all of the obligations set forth and defined in the Town's SWMP. The Town understands that these efforts must be ongoing and continually reinforced throughout the future implementation of their stormwater management program.</p> <p>The Town adopted a local stormwater law in 2007. The local law has been developed based upon the "model" law developed by the NYSDEC; and meets or exceeds all provisions defined within the State's model ordinance. Furthermore, the Town has identified that the Building and Development personnel will lead the efforts relative to the inspection of construction activities and is committed to providing continued training opportunities to all parties involved in 2008.</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</p>	

Minimum Control Measure 5. Post-Construction Stormwater Management

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

Permit Reference IV.C.5.a, c. Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<ul style="list-style-type: none"> • A combination of structural and/or non-structural management practices. • <i>Identify and describe below procedures to ensure installation of post-construction management practices. <u>Revise as procedures are updated.</u></i> 	DO NOT ENTER INFORMATION IN THIS CELL
<p>The SCIP has identified the need for training of local personnel and officials in the technical and institutional aspects of Stormwater Pollution Prevention Plan (SWPPP) review and enforcement the MS4 Construction Law/s. Some Program participants utilize outside or 3rd party paid professional consultants for this purpose, some utilize existing staff, some have hired new staff to assume this responsibility. In all cases, the SCIP works to provide or facilitate such training to improve on the process, procedures, and outcomes of SWPPP review and MS4 Construction Law enforcement.</p>	<ul style="list-style-type: none"> • Facilitated attendance of Saratoga County MS4 personnel to the SUNY ESF Outreach Stormwater Courses with Instructor Don Lake Implemented: November 2006 – on-going • Presenter and Facilitator for the John Deere Landscapes Inc. Erosion & Sediment Control and Post-Construction Workshop for Land Contractors & Landscapers. Implemented: March 28th, 2007. 31 attendees including 18 SCIP local personnel. • Presenter at the 2008 Saratoga County Planning Conference, a regional 1-day event attended by over 500 Planning, Zoning and Municipal Board Members, Planners, Engineers, and Code Enforcement personnel. The 1.75 hour presentation focused on the MS4 Construction Law/s, the NYS DEC SPDES Construction Permit (GP-02-01) and SWPPP evaluation from a Planning Board-perspective. Co-presenter Phil Koziol P.E. Jacobs & Kelcey. Executed: January 30th, 2008 120 attendees (to that session); 80 of 120 Saratoga County; 48 of 80 Saratoga County MS4; 15 of 16 SCIP participating Municipalities. • 100% of all commercial site development and residential subdivision projects are presently reviewed.

<ul style="list-style-type: none"> • Procedures for site plan and SWPPP review to ensure SWMPs meet state standards. • <i>Describe procedures below. Revise as procedures are updated.</i> 	<ul style="list-style-type: none"> • <i>Example measurable goals include: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</i>
<ul style="list-style-type: none"> • The Town presently uses the services of a consulting firm(s) to review all site plan and SWPPP's for compliance with Town and State ordinances regarding stormwater management controls. • The Town's SMO (Steve Myers) has completed several training courses for stormwater management principles and design and continues to attend further training as possible.. Mr. Myers also received his CPESC Certification in 2007 • The Town has developed language within the Stormwater Management Laws which enhances the buffer along the Dwaas Kill, as well as any subsequently listed sensitive waters on the 303(d) list. 	<ul style="list-style-type: none"> • Ongoing. • Ongoing

Minimum Control Measure 5. Post-Construction Stormwater Management

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

Permit Reference IV.C.5.a, c. (continued): Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<ul style="list-style-type: none"> Procedures for inspection and maintenance of post-construction management practices. <i>Explain procedures below. <u>Revise as procedures are updated.</u></i> 	<ul style="list-style-type: none"> <i>Example measurable goals are number of: inspections maintenance activities performed.</i>
<ul style="list-style-type: none"> Language regarding the Certification Program has been incorporated into the model local law; and includes provisions that mandate that all post-construction measures be certified by the design professional as being built in accordance with the approved plans and that said facilities function as designed Requirement of an operations and maintenance plan for all new stormwater management controls within the Town. In addition, all post-construction stormwater facilities must identify the responsible parties prior to final acceptance of the project. <p>The Town is presently evaluating various funding mechanism for future maintenance efforts for Town-owned facilities.</p>	<ul style="list-style-type: none"> Create a certification program that ensures that all post-construction stormwater management facilities are built in accordance with the State design criteria and as specified within the approved stormwater mitigation plan for development and redevelopment projects. Certification forms for design, inspection and final acceptance have been developed. Ensure that policies are in-place to ensure that an operations and maintenance plan is submitted and approved for all new stormwater management controls. To be completed prior to 2008. Ongoing.
<ul style="list-style-type: none"> Procedures for enforcement and penalization of violators. <i>Explain procedures below. <u>Revise as procedures are updated.</u></i> 	<ul style="list-style-type: none"> <i>Example measurable goals: number enforcement activities performed.</i>
<ul style="list-style-type: none"> The new local laws include language specific to construction guarantees, maintenance guarantees, record keeping, violations, stop work orders and penalties. Certificate of Occupancy may be withheld if local law is violated. 	

Minimum Control Measure 5. Post-Construction Stormwater Management

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

<p>Permit Reference IV.C.5.a, c. (continued): Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • Adequate resources for a program to inspect new and re-development sites and for enforcement and penalization of violators. • <i>Describe resources below. Update annually.</i> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<ul style="list-style-type: none"> • In conjunction with Town personnel, the Town presently uses the services of a consulting firm(s) to perform field inspections for compliance with Town and State ordinances regarding stormwater management controls. 100% of all active sites in Town inspected. No violations/enforcement actions required, only remediation by developer necessary. 	<ul style="list-style-type: none"> • Ongoing
<p>Additional Techniques <u>Overall effectiveness of the Post-Construction Stormwater Management Program:</u></p> <p>The Town adopted the local stormwater law in 2007. The local law has been developed based upon the “model” law developed by the NYSDEC; and meets or exceeds all provisions defined within the State’s model ordinance. Furthermore, the Town has identified that the Building and Development personnel will lead the efforts relative to the inspection of post-construction stormwater controls and is committed to providing further training opportunities to all parties involved in 2008. In addition, the Town will continue to utilize the services of professionals specializing in stormwater management to ensure compliance of the NYS and Town stormwater regulations.</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</p>	

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

OVERALL MUNICIPAL POLLUTION PREVENTION / GOOD HOUSEKEEPING PROGRAM INFORMATION

<ul style="list-style-type: none"> • This table is for MS4s to report on their OVERALL Municipal Pollution Prevention / Good Housekeeping Program. • A separate table follows that is for MS4s to report on management practices performed in identified municipal operations. • Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures. • Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed. 	
<p>Permit Reference IV.C.6.a: Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • <i>List pollutants that will be addressed by the municipal pollution prevention program.</i> • Sediment, Nitrogen, Phosphorus, Household Hazardous Wastes. 	
<ul style="list-style-type: none"> • <i>Set and describe pollution prevention priorities by geographic areas, municipal operation type, and facilities.</i> 	DO NOT ENTER INFORMATION IN THIS CELL
<ul style="list-style-type: none"> • Main priority for Town is the watershed surrounding or contributing to the Dwaas kill or its tributaries. This area will be closely monitored for any development or other changes to ensure the pollutant loading does not increase. • The Town has many of the common municipal operations that require monitoring throughout Town. These include operation of a Highway Dept., Parks and Recreation, Buildings and Grounds etc. Further assessment of the Town operations will be conducted this year and programs for pollution prevention further enhanced as a result. 	<ul style="list-style-type: none"> • Ongoing • Initial completion in 2008
<p>Permit Reference IV.C.6.a: Include a municipal pollution prevention training component for staff (where all staff are trained).</p> <ul style="list-style-type: none"> • <i>Explain activities and materials used to meet this requirement.</i> 	
<p>The SCIP has developed a training program and resources for local MS4 Highway and Public Works Departments in Saratoga County. The resources include training videos, guidance, and other print and electronic resources that will be used by SCIP participants to meet some or all of the goals, objectives and needs of their MCM 6 Good Housekeeping & Pollution Prevention Programs.</p>	<ul style="list-style-type: none"> • Delivered MCM 6 ~ Good Housekeeping/Pollution Prevention Program training and guidance to Saratoga County MS4 Highway & Public Works Departments. Implemented: <u>September 27th, 2007 – on-going.</u> <ul style="list-style-type: none"> ▪ T/o Clifton Park & Halfmoon (28) ~ 9/27/2007 ▪ T/o Malta (11) ~ 10/19/2007 ▪ Saratoga County DPW (2); T/o Ballston (1); V/o Ballston Spa (1); T/o Charlton (2); T/o Milton (2); V/o Round Lake

<ul style="list-style-type: none"> • <i>Identify training needs and design training components</i> <i>Determine the adequacy and appropriate frequency of staff training</i> <ul style="list-style-type: none"> • The Town expects to provide refresher training at least yearly and will inform all required supervisors of any available related training beyond the needed refresher. • Utilize Cornell Local Roads Program to provide Roadway and Roadside Drainage Construction and Maintenance training. • <i>Identify personnel or outside organization conducting activities</i> <ul style="list-style-type: none"> • Saratoga County Cornell Cooperative Extension • Cornell Local Roads Program 	<p>(continued from previous page)</p> <ul style="list-style-type: none"> ▪ (2); <i>Foremen & Supervisors only</i> ~ 12/10/2007 ▪ T/o & V/o <i>Waterford Supervisors only</i> (4) ~ 2/26/2008 <ul style="list-style-type: none"> • T/o Waterford (full staff), Greenfield, Wilton, and the C/o Saratoga Springs. Planned execution: <u>Spring 2008</u>
<p>Additional Techniques</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</p>	

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

<ul style="list-style-type: none"> • Copy this page and give it to each municipal office or department responsible for reporting. • Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department. • Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures. • Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed. 	
<p>Permit Reference IV.C.6.a, c: Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from the municipal operation(s) indicated above to the MEP.</p> <ul style="list-style-type: none"> • <i>Describe how the bulleted items below focus on pollutants addressed by the municipal pollution prevention program and the pollution prevention priorities.</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • <i>Briefly describe or reference any existing policies and procedures</i> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<ul style="list-style-type: none"> • Spill Prevention and Control Plans established for Town industrial activities/facilities. • Annual “refresher training” for municipal operations employees. • “Right-to-Know” stations throughout municipal facilities. 	<ul style="list-style-type: none"> • Ongoing • Ongoing • Ongoing
<ul style="list-style-type: none"> • <i>Briefly describe or reference any policies and procedures being developed</i> • Re-vegetation of ditches immediately following cleaning • Department head training for monitoring good housekeeping practices. • Minimizing pesticide use on Town facilities 	<ul style="list-style-type: none"> • Ongoing, initially completed in 2008
<ul style="list-style-type: none"> • <i>Briefly describe or reference any existing best management practices</i> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<ul style="list-style-type: none"> • Household Hazardous Waste and Electronics Collection Day is held once a year in the Fall. • Salt Reduction Program employed on streets and sidewalks within environmentally sensitive areas of the Town (Riverview Road). • Fertilizer and Pesticide services for the Town are subcontracted through a Certified Service. Also have certified Town personnel on staff. • Clifton Knolls District established for curb side removal of leaves and other debris. • Disposal practices established for fuel, oil and coolant for the Town maintenance operations. 	<ul style="list-style-type: none"> • Ongoing • Ongoing • Ongoing • Ongoing • Ongoing

<p>(continued from previous page)</p> <ul style="list-style-type: none"> • Recycling programs employed within Town facilities. • Street maintenance operations perform heavy cleaning twice a year, in the spring and fall. • Water truck is used for flushing system, as necessary to ensure proper operation of the stormwater system. • Catch basins and culvert cleaning program performed during summer months. • Bulk and yard waste programs. • Parking lot cleaning at all Municipal Buildings performed annually. • 100% of Town roads swept twice yearly. This equals 816 lane miles per year • Approximately 1500 of the Town’s 5000 Catch basins/drainage structures (30%) are inspected/repaired as need/cleaned as needed per year. • Dog Park Facility w/ waste collection program. • Current municipal pollution prevention/good housekeeping policies and procedures to be reviewed and modified, as necessary to limit pollutants to the maximum extent practicable. 	<p>(continued from previous page)</p> <ul style="list-style-type: none"> • Ongoing • Ongoing • Ongoing • Ongoing • Ongoing • Ongoing • Ongoing • Ongoing • Ongoing • Ongoing
<ul style="list-style-type: none"> • <i>Briefly describe or reference any planned best management practices</i> • Wash station for highway department salting equipment with provisions for containment of runoff. • Re-vegetating ditches immediately after cleaning. 	
<ul style="list-style-type: none"> • <i>Identify and describe the equipment and staff that are in place</i> 	DO NOT ENTER INFORMATION IN THIS CELL
<ul style="list-style-type: none"> • Vac-truck and operator for system maintenance • Highway department heavy equipment and operators for retention area cleaning • Trained Building & Development personnel designated to assist in promoting Good Housekeeping practices at Town facilities. • Laptop available for field reporting. 	<ul style="list-style-type: none"> • Ongoing • Ongoing • Ongoing • Ongoing

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

<ul style="list-style-type: none"> • Copy this page and give it to each municipal office or department responsible for reporting. • Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department. • Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures. • Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed. 	
<p>Permit Reference IV.C.6.a, c (continued): Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • <i>Assess if existing programs adequately reduce and/or prevent pollutant discharges</i> • <i>Determine and list any operation type, location or facility that is in need of modification or updates.</i> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<ul style="list-style-type: none"> • The Highway Department discovered that floor drains from the maintenance bays were discharged off-site and subsequently mixed with stormwater. As a result, an oil/water separator has been installed and the floor drains have been connected to the sanitary sewer – eliminating these illicit connections. In addition, bathroom facilities within the building have been connected to the sanitary sewer. 	<p>This improvement to the Highway Maintenance facility appears to be functioning as expected. More connections to the sewer are expected from other buildings at the Highway Dept. facility as the buildings are finished. Further pollutant containment is expected via the proposed wash station for highway salting equipment.</p>
<p>Permit Reference IV.C.6.a: If there is a training component for staff specific to these municipal operations:</p> <ul style="list-style-type: none"> • <i>explain the activities and materials;</i> • . 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • The Cornell Local Roads Program workshop provides valuable training to DPW and Highway personnel and managers on the proper management of roadside and roadway runoff as well as how to construct and maintain systems that are effective, durable, and minimize the impacts from construction by preventing erosion and controlling sediments. Operationally, this reinforces the County’s overall policy goal to minimize erosion and sedimentation of local water bodies during DPW construction activities to the maximum extent practicable. • “Annual Refresher Training” for municipal employees. 	<ul style="list-style-type: none"> • March 14, 2006. • Ongoing

<i>Identify the personnel or outside organization conducting the activities</i> <ul style="list-style-type: none"> • Saratoga County Cornell Cooperative Extension • Cornell Local Roads Program 	
Additional Techniques	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:	

<p>Did you include any of the following documents as appendices? Put a mark each appended document.</p>
<p>N/A Summary of public comments received on the annual report at the public presentation (Not Required)</p> <p>___ Intended response to comments on the annual report (Required)</p> <p>___ Results of information collected and analyzed, including monitoring data; evaluation of assessment (modeling) of pollutant discharges, including modeling results and pollutant transport trends.</p> <p>___ Other _____</p>