



**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: NYR20A035

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

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

Minimum Control Measure 1. Public Education and Outreach

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

<p>Permit Reference IV.C.1.a, b: Plan and conduct an ongoing public education and outreach program to ensure the reduction of all pollutants of concern in stormwater discharges to the maximum extent practicable (MEP).</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date(for next years activities)</p>
<p><u>Explain the program, including activities and materials used:</u></p> <ul style="list-style-type: none"> • The Saratoga County Intermunicipal Stormwater Management Program (SCI-SWMP, SCIP) education and outreach program is a comprehensive effort to provide education, awareness and training for selected target audiences. The program has also focused on Municipal Officials, Employees and Local Citizen Groups. The program includes handouts and other literature that is distributed to the general public, target audiences and other interested parties. Public Education and Outreach efforts are coordinated locally with the Town of Clifton Park’s Local Stormwater Coordinator. • The Program maintains a website which acts as an all-access clearinghouse for information relevant to stormwater management, non-point source pollution prevention, and the protection of local water resources. The website is organized by target audience, as follows: <ul style="list-style-type: none"> • Municipalities • Residents • Business Owners • Contractors & Developers <p>Each section of the website has resources and links to other websites that are specifically relevant to each target audience. All information presented on the website originates from the U.S. EPA, NYS-DEC, other Federal and</p>	<ul style="list-style-type: none"> • Established a web-based clearinghouse for relevant Stormwater Management information. Date: August 2005 (ongoing). <ul style="list-style-type: none"> ○ www.saratogastormwater.org ○ Web site is updated quarterly

State Agencies or from credible, respected Academic or NGO sources (ex. Cornell University *LEAPE Program*, Univ. of Maryland *NEMO Program*, The Center for Watershed Protection, the Low Impact Development Center, APWA, ICMA, the Stormwater Managers Resource Center, etc.)

- Placed residential Stormwater BMP literature, Saratoga County Stormwater Management Coordinator/Intermunicipal Program contact information; and Rain Garden and Rain Barrel Displays at the Saratoga County Fair. Displays were constructed and maintained cooperatively with the Saratoga County Water Quality Coordinating Committee and the SWCD. Utilized existing EPA and NYS-DEC publications as well as handouts describing the Saratoga County Intermunicipal Stormwater Management Program and its participants. This is an ongoing, annual MCM 1 Activity.
- 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:
 - *Stormwater Runoff: From my Yard to Our Streams*; DEC
 - *Make your Home the Solution to Stormwater Pollution*; EPA/DEC
 - *After the Storm*; SCIP (customized; originally from EPA)
 - *How To Install: A Rain Barrel & A Rain Garden*; CWP
 - NEMO Program Fact Sheet 2; *Nonpoint Source Water Pollution*
 - NEMO Program Fact Sheet 4; *Strategies for Coping with Polluted Runoff*
 - NEMO Program Fact Sheet 6; *Asking the Right Questions: Raising the Issue of Polluted Runoff at a Public Meeting*
 - NEMO Clean Water/Starting in Your Home & Yard Fact Sheet 1; *What's the Big Deal About Water Quality*
 - NEMO Clean Water/Starting in Your Home & Yard Fact Sheet 2; *Managing Your Household Chemicals*
 - NEMO Clean Water/Starting in Your Home & Yard Fact Sheet 3; *Caring for Your Septic System*
 - NEMO Clean Water/Starting in Your Home & Yard Fact Sheet 5; *Conservation Landscaping for Water Quality*
 - NEMO Clean Water/Starting in Your Home & Yard Fact Sheet 6; *Animal Waste and Water Quality*
 - NEMO Clean Water/Starting in Your Home & Yard Fact Sheet 8; *Lawn Care the Environmentally Friendly Way*
- Create a visible Stormwater Management Program presence at the County Fair for the Program. Date: July 18th to 23rd, 2006.
- Distribution at all County-wide and joint local/SCIP events and through www.saratogastormwater.org; on-going

Standards & Specifications for Erosion & Sediment Control and the
NYS Stormwater Management Design Manual

- The SCIP continues to implement outreach programming to local Governments in Saratoga County. This portion of the overall MCM 1 Program consists of presentations and workshops done by the SCIP Management Coordinator or attendance at other local, regional and State-wide events. Facilitation of attendance by local officials and personnel is done through the SCIP. Any registration fees of the highlighted events (at right) are paid for through with 2003 & 2005/6 WQIP grant funds. These events are either topic-specific or multi-topic, but, all pertain to either Stormwater Management, generally, or Phase II MS4/Construction NPDES/SPDES Permit Compliance issues. Relativity to specific Minimum Control Measures are indicated in ***bold italics*** in the column at right.

- The SCIP has implemented a direct outreach campaign to interested groups and residents within Saratoga County. This portion of the overall MCM 1 Program consists of workshops that have been arranged through local participants, SCIP, or an inter-related third party. Workshops & speaking

Control Seminar; T/o Ballston Government Center, March 28, 2007

- o SCIP SWPPP Workshop for Contractor w/ Ken Barber of Barber Stormwater Management; May, 2007

- Events and Workshops attended by SCIP participating personnel

- o Cornell Local Roads Program *Roadway and Roadside Drainage* Seminar; March 14, 2006 (***MCM 6***) 37 attendees; 14/16 MS4s, 1 Non-MS4 represented

- o John Deere Landscapes Inc. Erosion and Sediment Control Seminar; T/o Ballston Government Center, March 29, 2006; 34 attendees. (***MCM 4/5***)

- o SPDES MS4 Annual Report Clinic w/ Carrie Buetow; DEC Central Office MS4 Permit Coordinator. April 5, 2006 (***MCM 2***)

- o EPA/DEC Stormwater Workshop “Getting in Step with Phase II” May 31 to June 2, 2006. Albany, NY (***MCM 1, 2, 3, 4, 5, 6***)

- o Stormwater Financing Workshop in Cooperation with Albany County featuring Andy Reese from AMEC. T/o Colonie Offices; June 15. (***MCM 1, 2, 3, 4, 5, 6***)

- o Champlain Watershed Improvement Coalition of New York/Lake George Watershed Conference Northeast Stormwater Tradeshow and Conference; Lake George, NY. October 19, 2006. (***MCM 1, 2, 3, 4, 5, 6***)

- o Capital District Regional Planning Commission Annual Planning and Zoning Conference; Hudson Valley Community College; Troy, NY. November 1, 2006. (***MCM 4&5***)

- o Saratoga County Planning and Zoning Conference; (Vendor Booth and Lecture) January 24, 2007; 500 + attendees (***MCM 4&5, lecture; MCM 1 -6, booth***)

- o

- Distribution, dissemination and discussion of all relevant information regarding the SCIP/local SWMP, the MS4 Permit and Nonpoint source pollution/pollutants. Implemented: **April 2006 – on-going**

engagements consist of a brief summary of the SCIP and the MS4 Permit, followed by local examples water quality issues and what individuals and/or groups can do to mitigate the impacts of polluted runoff. This is a critical aspect of the SCIP as, overall, water quality in Saratoga County is high with only two water bodies/segments on the 303(d) list. The approach taken is that all pollutants are of concern and that the most important goal of the Stormwater Programs in Saratoga County is the prevention of impacts or additional loss of water quality.

- The SCIP in conjunction with Albany, Schenectady, & Rensselaer Counties; Albany County SWCD; and CDRPC entered into a contractual agreement to produce and purchase outdoor/billboard advertising in support of public education and MCM 1 efforts throughout the Capital District. Each County had two billboards within their respective jurisdictions that were chosen by that County's representative to the project. Location selection was based on (1) location within an MS4 community and (2) relative local traffic patterning. The first round of billboards were placed beginning in September through October 2006. As a part of the contract with the vendor (LaMar Outdoor Advertising), the vendor agreed to provide matching billboard space gratis at available locations. This match to the project will extend into Year-5.
- In addition to Public Education and Outreach Program being conducted through the Inter-Municipal efforts, the Town of Clifton Park recognizes that typical stormwater pollutants of concern include sediment, nitrogen, phosphorus and hazardous wastes associated with both residential and commercial development. In addition, the Town recognizes that the Dwaas Kill was placed on the 303(d) list for concerns relative to phosphorus and silt/sediment. Local public education and outreach efforts include the following activities:

- Milton Grange Monthly Meeting; April 8, 2006. Approx. 30 attendees
- Malta Rotary Monthly Meeting, April 27, 2006. Approx. 30 Attendees
- 4H "Conservation Field Day" for Local School Dist; Saratoga CCE Training Center; May, 18, 2006. 262 Attendees
- Village Board meeting, V/o Ballston Spa, September 11, 2006. Approx. 15 Attendees
- Workshop for the Public, Saratoga Springs Public Library, January 24, 2006. 14 Attendees
- Women's Round Lake Improvement Society (WRLIS) Monthly Meeting, February 15, 2006. Approx. 30 attendees.
- Presentation and Panel Discussion on Local Water Quality; The Waldorf School of Saratoga. March 2, 2007. Approx. 100 + Attendees
- 4 Billboards located in the Saratoga County/SCIP MS4-area beginning September 2006 ending TBD 2007.
 - September through October 2006 locations: 1 at NYS Route 9; Wilton, NY. 1 at NYS Route 50; Ballston, NY.
 - 2007 ~ TBA

<ul style="list-style-type: none"> ○ Links to County, DEC and EPA’s web-sites from the Town’s web-site. ○ Current distribution of EPA and DEC materials to the general public and interested parties through Town Hall. ○ General educational efforts with private constituents of the Town, as well as through public meetings. ○ Held public education and outreach program for elementary students that included a field visit and discussions relative to the Town’s Public Works Department. ○ Distribution of educational materials relative to the NYS Stormwater Management Program to all applicants for development projects within the Town. The information is distributed to all applicants as part of the standard applicant package outlining submittal requirements and Town procedural issues and protocols. <p><u>Overall effectiveness of the Public Education and Outreach Program:</u></p> <ul style="list-style-type: none"> ● 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 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. 	<ul style="list-style-type: none"> ○ Ongoing – to be updated. ○ 2005-Ongoing. ○ Educate general public relative to stormwater issues and policies. Ongoing. ○ Efforts to reach target audience: young students- Annual program. ○ 2006 – Ongoing.
<p><u>Identify the personnel or outside organization conducting the activity:</u></p> <ul style="list-style-type: none"> ● All Public Education and Outreach efforts, on the part of Saratoga County and the SCI-SWMP, will be conducted by the Saratoga County/Cornell Cooperative Extension Stormwater Management Coordinator. (This excludes literature mailed by the Dept. of Public Works when issuing driveway and Public Utility/ROW permits for new construction projects that have frontage on County roads. This also excludes information provided by the Town with the issuance of their respective Permits.) 	<ul style="list-style-type: none"> ● Central coordination and implementation of a Public Education and Outreach Program; April 2005 – Ongoing.

<p><u>Indicate activities planned for next year:</u></p> <ul style="list-style-type: none"> • Continue updating and expansion of the website. Creation of a web-based information infrastructure that links all Local Municipal websites, the Capital District Regional Planning Commission (CDRPC) and this program’s site (see above). • Efforts to reach residents and business owners to increase the visibility of Local/County Stormwater Management Programs, and reinforce any and all legislated changes to Municipal Laws and/or policies regarding non-point source pollution (i.e. pooper-scooper laws, handling of household hazardous materials, treatment of lawn debris, etc.). Outreach efforts will include direct mailings, through local government and, where the opportunity arises, directing outreach projects for specific neighborhoods and/or areas of concern such as the Dwaas Kill watershed. • Engage local Civic, Environmental and Business Groups/Organizations through direct outreach efforts in the form of speaking engagements and participation in Group-sponsored events such as stream clean-ups. • Provide BMP guidance and literature to Residents, Contractors and Business owners to reduce and prevent pollution. • Create and maintain a stormwater management and pollution prevention display(s) at the Saratoga County Fair. 	<ul style="list-style-type: none"> • Maintain a web-based stormwater and pollution prevention information clearinghouse; August 2005 - Ongoing. • Outreach campaign targeting residents and business owners within Saratoga County; April 2006 – Ongoing. • Direct Education efforts through public speaking engagements; April 2006 – Ongoing. • Stormwater Management Program & pollution prevention BMP literature distribution to residents and business owners in Saratoga County; April 2006 – Ongoing. • Ongoing.
<p>Additional Techniques</p>	<p>Describe Measurable Goals and Results (when applicable) <i>Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</i></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 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.

Permit Reference IV.C.2.c.iii.: Design and conduct a public involvement / participation program.	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<p><u>Describe activities that the MS4 has/will undertake to provide program access to interested individuals and to gather needed input:</u></p> <ul style="list-style-type: none"> • 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). • Presented Summary of the Annual Report at Town Board Meeting. <p><u>Overall effectiveness of the Public Participation and Involvement Program:</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</p>	<ul style="list-style-type: none"> • 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. It should be noted that the NYSDEC Central Office was notified of the public meeting date. Authorization was granted by the NYSDEC for the Town to proceed with the proposed date and to subsequently submit the Annual Report after the public meeting.

<p>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 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>Published meeting notifications on Government Access Channel (Channel 14, Time Warner Cable) and on Town Web-Site.</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: 20 +/- individuals from the general public attended – no comments were received.</p>		
<p>Comments on Annual Report Meeting <input checked="" type="checkbox"/> No public comments received on Annual Report. <input type="checkbox"/> Comments received. Attach summary of comments and intended responses.</p>	<p>Date of Annual Report Meeting: June 11, 2007</p>	<p>Approximate Date of Meeting Next Year: May 2008</p>
<p>Additional Techniques:</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>	
<p>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</p>		

Minimum Control Measure 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>
<p><u>Explain the activities and procedures used to meet this requirement this year:</u></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. • Efforts completed during year 4 of the program included information gathering and review; as well as the completion of the Town-wide desktop assessment of priority watersheds and outfall locations. Based on these efforts the Town has determined that the illicit discharge activities are largely transitory in nature; and as such, the Town’s program must reinforce proper reporting and documentation procedures. • The Town has requested information from both the County and State relative to inter-connected systems within the Town’s Boundaries • Developed a “Certification Program” for development and re-development projects to ensure illicit connections are not made (or exist). Language has been incorporated into the model local law scheduled to be adopted in 2007. • Continue efforts to identify and eliminate illicit discharges to receiving waters. • Local law relative to illicit discharges has been developed and reviewed by 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 is scheduled to be adopted in 2007. 	<ul style="list-style-type: none"> • 100% of catch basins and 75% of outfalls located and inspected within urbanized areas. Summer of 2005 - Ongoing. • Database created during the Summer of 2005. • Ongoing. • Desktop assessment of the outfall locations completed in 2006. • 2006, still awaiting response from both parties. • Ongoing. Local Law to be adopted in 2007. • Ongoing. • Local law developed in the 4th year of the program.

<p><u>Identify personnel or outside organization conducting the activities:</u></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 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). Provide a form which records the date, location, recent weather pattern, description of outfall (i.e. construction & condition), and description of discharge. Final adoption of protocols and reporting form to keep a record of reports and coordinate further investigation between the DPW, the Management Coordinator (CCE), and, if necessary, DEC Regional personnel. Final adoption of the IDDE local law in 2007. 	<ul style="list-style-type: none"> TBA; Depends on availability of DEC Central Office Personnel. April 2006 – Ongoing. May 2006 – Ongoing. Ongoing. 2007.
<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 short-comings in policy and inefficiencies in procedures are identified, such issues are subject to immediate review and alteration once review and finding of fact are complete. In any such instance all employees, officials, or other interested parties/stakeholders will be notified in the change in SWMP policy. 	<ul style="list-style-type: none"> 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.</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><i>Explain activities performed this year and planned for next year, including work on the following IDDE guidance prerequisites:</i></p>	<p><i>Example measurable goals: percent of outfalls mapped.</i></p>

- Completion of field verification of outfall locations.
- Mapping all inter-municipal subsurface conveyances;
- Delineating storm sewershed; and
- Developing and retaining MS4 mapping as needed to find the source and identify illicit discharges. ***State if maps are in GIS.***

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 and is prepared to adopt the law 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 phosphorus (e.g., failing septic systems). The Town is fully committed to the inspection of the outfalls within the urban designated areas, and fully expects that the outfalls will be inspected, and any potentially problems identified, prior to 2008.

- 100% of catch basins and 75% of outfalls located and inspected within urbanized areas. Summer of 2005 - Ongoing.
- Request 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)
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Assessment of Regulatory Mechanism (Local Code)

1) When was this assessment completed or planned to be completed?	Date completed: <u>During 4th Year of Program</u> <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete for reporting in year: <u> </u> 4; <u> </u> 5.
2) Is there an existing ordinance, local law or other regulatory mechanism?	<input type="checkbox"/> No (go to question 5) <input checked="" type="checkbox"/> Yes
3) Does the existing regulatory mechanism prohibit illicit discharges as required by the MS4 Permit?	<input type="checkbox"/> No (amendments needed) <input checked="" type="checkbox"/> Yes
4) Does the existing regulatory mechanism include enforcement authorities and procedures as required by the MS4 Permit?	<input checked="" type="checkbox"/> No (amendments needed) <input type="checkbox"/> Yes

Development of Regulatory Mechanism (Local Codes)

5) When was this work completed or planned to be completed?	Date completed: <u>Completed during 4th Year of the Program</u> <input checked="" type="checkbox"/> Not yet completed (proceed to next table) Plan to complete work below for reporting in year: <u> </u> 4; <u> </u> 5.
6) If you answered 'No' to question 1, 2 or 3, what regulatory mechanism or amendments will be adopted to meet the MS4 permit requirements?	<input checked="" type="checkbox"/> NYS IDDE Model Law in its entirety <input type="checkbox"/> Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law <input type="checkbox"/> MS4 will write language equivalent to NYS IDDE Model Law
7) If you answered 'No' to question 1, 2 or 3, has a list of needed changes to local codes been developed for adoption of the regulatory mechanism?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, list the local code(s) that will be changed: 169-8 illicit Discharge and Connection Stormwater Ordinance, 86-7 Storm Drainage
8) If the existing regulatory mechanism does not require amendments, what language is in the mechanism?	<input type="checkbox"/> NYS IDDE Model Law in its entirety <input type="checkbox"/> Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law <input type="checkbox"/> Language equivalent to NYS IDDE Model Law
9) What was the date or is the planned date of local law adoption?	Date: Local law scheduled to be adopted in 2007
10) Provide a web address if adopted local law can be found on a web site.	Web Address:

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

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

<p>Permit Reference IV.C.3.e: Inform public employees, businesses and the general public of hazards associated with illegal discharges and improper disposal of waste.</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><i>Explain activities and materials used to meet this requirement this year and planned for next year:</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 training, 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"> • April 2006; Ongoing • TBA; Depends on availability of DEC; Div. of Water Central Office Personnel
<p><i>Identify personnel or outside organization conducting activities:</i></p> <ul style="list-style-type: none"> • Saratoga County Cornell Cooperative Extension 	
<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>Through the SCI-SWMP, GPS Units are available for lending to Local Municipalities to complete outfall mapping. Data Post-processing & conversion to GIS-compatible format are also provided. The SCI-SWMP also provides training on the use of the GPS Units and how to conduct an outfall/MS4 inventory to all Participating Municipalities with an interest in or need for such technical/resource assistance.</p>	<p>April 2005 – Ongoing. 6 Municipalities, singularly or in a collaborative effort, have done all or some location field work & data collection with SCI-SWMP equipment. Clifton Park; Malta/Round Lake; Milton; Moreau/South Glens Falls; Ballston.</p>
<p>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</p>	

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

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

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

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

3. When was the Gap Analysis or equivalent process completed or when will it be completed?	Date completed: <u>Completed in Year 4 of the Program</u> <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete work below for reporting in year: <input type="checkbox"/> 4; <input type="checkbox"/> 5.
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4. How was the local code adopted or how will it be adopted*? <i>*If MS4 has some existing local code equivalent to the Sample Local Law and adopted parts of the Sample Local Law as amendments to make a complete local code, check b and c.</i>	a. <input checked="" type="checkbox"/> The entire Sample Local Law adopted as amendments to existing code or as stand alone law. <ul style="list-style-type: none"> • 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.

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

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

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

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

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

___ No
___ Yes, list the **local codes** that will be changed:

7. What was the date or is planned date of local code adoption? Date: **Local law is scheduled to be adopted in 2007**

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

Minimum Control Measure 4. Construction Site Stormwater Runoff Control

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

<p>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>
<p><i>Describe the procedures below. <u>Revise as procedures are updated.</u></i></p> <ul style="list-style-type: none"> • The Town presently uses the services of a consulting firm(s) to review all site plan reviews for compliance with Town and State ordinances regarding stormwater management controls. Individuals reviewing potential development projects include NYS licensed professional engineers and landscape architects; as well as CPESC and CPSWQ certified individuals. • The Town’s SMO (Steve Myers) has attended several training courses through Syracuse Universities Continuing Education Program, including: Hydrologic Methods and Models for Stormwater Management Design, Stormwater Management Practices for Erosion and Sediment Control Design, Wetlands – Function and Design, Stormwater Management Practices: Planning Selection and Design. Mr. Myers also received his CPESC Certification during this past year of the program. 	<p><i>Example measurable goals: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</i></p> <ul style="list-style-type: none"> • 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>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><i>Identify the responsible personnel or outside organization:</i></p> <ul style="list-style-type: none"> • Town Planner, in conjunction with outside consulting firm(s). 	
<p><i>Explain the procedures below. <u>Revise as procedures are updated.</u></i></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 Participating Local Municipal websites to the SCI-SWMP site. 	<ul style="list-style-type: none"> • Ongoing. • March 2005 – Ongoing.

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>
<p><i>Describe each procedure below. <u>Revise as procedures are updated.</u></i></p> <ul style="list-style-type: none"> Procedures for inspections and enforcement, as well as sanctions to ensure compliance, are currently being reviewed and developed. The local law for stormwater management has been prepared by the SWAT and is scheduled to be adopted in 2007. Training of Town personnel. 	<p><i>Example measurable goals are number of: inspections; fines assessed; stop work orders; other sanctions.</i></p> <p>Develop and adopt local law(s) relative to Construction Site Stormwater Runoff Control, 2007 completion date.</p> <ul style="list-style-type: none"> Ongoing.
<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>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><i>Explain the activities and materials used to meet this requirement:</i></p> <ul style="list-style-type: none"> The SCI-SWMP has developed a Contractor Education program to be delivered by the SCI-SWMP Management Coordinator. To objective of the program is to reach out to and inform contractors and developers operating in Saratoga County of the changes that will occur to local project review and approval after January 8, 2008 following required adoption of Local Laws for Erosion & Sediment Control. Most, if not all materials being utilized have been provided by the NYS-DEC. All information presented detailing these requirements are based on the SPDES GP-02-01 Permit and/or the NYS-DEC Model Local for Erosion & Sediment Control. 	<ul style="list-style-type: none"> March 29, 2006 – Ongoing.
<p><i>Indicate activities planned for next year:</i></p> <ul style="list-style-type: none"> NYSDEC Stormwater literature to be distributed to all developers as part of the permitting/site development application package. Additional training for Contractors TBD. 	<ul style="list-style-type: none"> Ongoing.
<p><i>Identify personnel or outside organization conducting activities:</i></p> <ul style="list-style-type: none"> Town personnel in conjunction with the Saratoga County Cornell Cooperative Extension. 	

construction activities and is committed to providing training opportunities to all parties involved prior to 2008.

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

Minimum Control Measure 5. Post-Construction Stormwater Management

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

<p>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 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></p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><i>Procedures for site plan and SWPPP review to ensure SWMPs meet state standards. Describe procedures below. <u>Revise as procedures are updated.</u></i></p> <ul style="list-style-type: none"> • 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 attended several training courses through Syracuse Universities Continuing Education Program, including: Hydrologic Methods and Models for Stormwater Management Design, Stormwater Management Practices for Erosion and Sediment Control Design, Wetlands – Function and Design, Stormwater Management Practices: Planning Selection and Design. Mr. Myers also received his CPESC Certification during this past year of the program. • The Town has developed language for adoption within the Stormwater Management Law which mandates that a 200’ buffer be maintained along the Dwaas Kill, as well as any subsequently listed sensitive waters on the 303(d) list. 	<p><i>Example measurable goals include: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</i></p> <ul style="list-style-type: none"> • 100% of all commercial site development and residential subdivision projects are presently reviewed. • Ongoing. • Final Stormwater Management Law to be adopted in 2007.
<p><i>Procedures for inspection and maintenance of post-construction management practices. Explain procedures below. <u>Revise as procedures are updated.</u></i></p> <ul style="list-style-type: none"> • Current procedures for final acceptance of stormwater management facilities developed for residential subdivisions and commercial properties have been reviewed. 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 	<p><i>Example measurable goals are number of: inspections maintenance activities performed.</i></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. To be completed prior to 2008. • Ensure that policies are in-place to ensure that an operations

<p>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> <ul style="list-style-type: none"> The Town is presenting evaluating various funding mechanism for future maintenance efforts for Town-owned facilities. 	<p>and maintenance plan is submitted and approved for all new stormwater management controls. To be completed prior to 2008.</p> <ul style="list-style-type: none"> Ongoing.
<p><i>Procedures for enforcement and penalization of violators. Explain procedures below. <u>Revise as procedures are updated.</u></i></p> <ul style="list-style-type: none"> Current policies and procedures to be reviewed and modified as necessary for enforcement purposes. Local law to be adopted under the first 5-year permit period. 	<p><i>Example measurable goals: number enforcement activities performed.</i></p> <ul style="list-style-type: none"> To be completed prior to 2008.

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>
<p><i>Adequate resources for a program to inspect new and re-development sites and for enforcement and penalization of violators. Describe resources below. <u>Update annually.</u></i></p>	<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. 	
<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>
<ul style="list-style-type: none"> The SCI-SWMP has developed a Contractor Education program to be delivered by the SCI-SWMP Management Coordinator. To objective of the program is to reach out to and inform contractors and developers operating in Saratoga County of the changes that will occur to local project review and approval after January 8, 2008 following required adoption of Local Laws for Erosion & Sediment Control. Most, if not all materials being 	<ul style="list-style-type: none"> March 29, 2006 – Ongoing.

utilized have been provided by the NYS-DEC. All information presented detailing these requirements are based on the SPDES GP-02-01 Permit and/or the NYS-DEC Model Local for Erosion & Sediment Control.

- The SCI-SWMP has developed and begun implementation of an education program targeting Municipal, Planning & Zoning Board Officials, Municipal Attorneys, and Code Enforcement Officers regarding the GP-02-02 Permit, generally, and the specific requirements that Local Municipalities will have to meet and incorporate into regular activities to fully comply with the requirements of the GP-02-02 SPDES Permit. The Stormwater Workshop for Saratoga County Officials is a four-part series consisting of a workshop, conducted on multiple days, to address Stormwater Management and the GP-02-02 Permit; Erosion & Sediment Control; Post-Construction Runoff Control; and SWPPP-review by targeted Municipal Officials and Boards.
- A workshop hosted by the SCI-SWMP for Highway and Public Works Departmental Superintendents, personnel and project managers detailing proper BMP selection, construction, and maintenance of Roadways & Roadside Drainage systems presented by the Cornell Local Roads Program.

Overall effectiveness of the Post-Construction Stormwater Management Program:

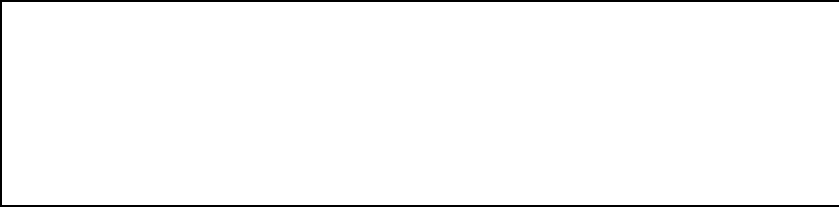
The Town of Clifton Park presently uses the professional services of a consulting firm to review 100% of all site plan reviews for compliance with Town and State ordinances regarding post-construction stormwater management controls. Individuals reviewing potential development projects include NYS licensed professional engineers and landscape architects; as well as CPESC and CPSWQ certified individuals. The 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.

The Town anticipates the adoption of 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

Workshop 2: February 21 – 23, 2006; 4 sessions. 21 attendees from 8 MS4 Municipalities
Workshop 3: June 20, 2006 (tentative)
Workshop 4: TBA

- March 14, 2006.

Development personnel will lead the efforts relative to the inspection of post-construction stormwater controls and is committed to providing training opportunities to all parties involved prior to 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.



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

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

OVERALL MUNICIPAL POLLUTION PREVENTION / GOOD HOUSEKEEPING PROGRAM INFORMATION

<ul style="list-style-type: none"> • 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>
<p><i>List pollutants that will be addressed by the municipal pollution prevention program:</i></p> <ul style="list-style-type: none"> • Sediment, Nitrogen, Phosphorus, Household Hazardous Wastes. 	
<p><i>Set and describe pollution prevention priorities by geographic areas, municipal operation type, and facilities.</i></p> <ul style="list-style-type: none"> • A process to audit all DPW or Highway Department operations and facilities for potential pollutant sources and management efficiency has been developed by the SCI-SWMP and is based on the ICMA & APWA Environmental Management Systems model. The process is being implemented on a pilot basis by the Town of Wilton Highway Department and will be made available for implementation by additional Saratoga County MS4 Municipalities and the County DPW during the next reporting year (2007; Year-4). 	<ul style="list-style-type: none"> • Pilot: Ongoing. Generally available: January 2007.
<p>Permit Reference IV.C.6.a: Include a municipal pollution prevention training component for staff (where all staff are trained).</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><i>Identify training needs and design training components. Determine the adequacy and appropriate frequency of staff training. Explain activities and materials used to meet this requirement.</i></p> <ul style="list-style-type: none"> • General Pollution Prevention training is provided to all employees utilizing a training video targeting Municipal/DPW/Highway Department personnel in the courses of daily activities (Ex Cal Visual; Denver, CO). The training video will be made available to all SCI-SWMP participants next reporting year (2007; Year-4). 	<ul style="list-style-type: none"> • March 2005 (County); SCI-SWMP: May 2006.

<ul style="list-style-type: none"> Utilize Cornell Local Roads Program to provide Roadway and Roadside Drainage Construction and Maintenance training. 	<ul style="list-style-type: none"> March 14, 2006.
<p><i>Identify personnel or outside organization conducting activities:</i></p> <ul style="list-style-type: none"> Saratoga County Cornell Cooperative Extension Cornell Local Roads Program 	
<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>N/A</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. <i>Describe how the bulleted items below focus on pollutants addressed by the municipal pollution prevention program and the pollution prevention priorities.</i></p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><i>Briefly describe or reference any existing policies and procedures:</i></p> <ul style="list-style-type: none"> • 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. • Town Greenspace Ordinance adopted to restrict impervious surfaces and minimize additional pollutant loadings. <p><i>Briefly describe or reference any policies and procedures being developed:</i></p> <ul style="list-style-type: none"> • Current municipal pollution prevention/good housekeeping policies and procedures to be reviewed and modified, as necessary to limit pollutants to the maximum extent practicable. 	<ul style="list-style-type: none"> • Ongoing. • Ongoing. • Ongoing. • May 2005. • To be completed prior to 2008.
<p><i>Briefly describe or reference any existing best management practices:</i></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. • Clifton Knolls District established for curb side removal of leaves and other 	<ul style="list-style-type: none"> • Ongoing. • Ongoing. • Ongoing. • Ongoing.

<p>debris.</p> <ul style="list-style-type: none"> • Disposal practices established for fuel, oil and coolant for the Town maintenance operations. • 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. • Dog Park Facility w/ waste collection program. <p><i>Briefly describe or reference any planned best management practices:</i></p> <ul style="list-style-type: none"> • Current municipal pollution prevention/good housekeeping best management practices to be reviewed and modified, as necessary to limit pollutants to the maximum extent practicable. 	<ul style="list-style-type: none"> • Ongoing. • Ongoing. • (April – October) Ongoing. • (April – October) Ongoing. • (April – October) Ongoing. • Ongoing. • (April – October) Ongoing. • Ongoing. <ul style="list-style-type: none"> • To be completed prior to 2008.
<p><i>Identify and describe the equipment and staff that are in place:</i></p> <ul style="list-style-type: none"> • Vac-truck and operator for system maintenance. 	

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>
<p><i>Assess if existing programs adequately reduce and/or prevent pollutant discharges:</i></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. • Because of the more recent advent of the policies described above, sufficient time has not lapsed to make any determination as to their effectiveness. The focus of the Town’s Good Housekeeping/Pollution Prevention Policy is on the efforts of developing procedures and practices designed to prevent pollution and eliminate polluting practices to the maximum extent practicable. Assessment of gaps in policy will be addressed on an ongoing basis. Assessment of the efficiency and effectiveness of these policies will occur in reporting Year – 5. 	<ul style="list-style-type: none"> • 2006. • Ongoing.
<p>Permit Reference IV.C.6.a: If there is a training component for staff specific to these municipal operations:</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><i>Explain the activities and materials:</i></p> <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • March 14, 2006.

<p>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.</p> <ul style="list-style-type: none"> • “Annual Refresher Training” for municipal employees. 	<ul style="list-style-type: none"> • Ongoing Annually.
<p><i>Identify the personnel or outside organization conducting the activities:</i></p> <ul style="list-style-type: none"> • Saratoga County Cornell Cooperative Extension • Cornell Local Roads Program 	
<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>	

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

Summary of public comments received on the annual report at the public presentation (**Required – NO COMMENT RECEIVED**)

Intended response to comments on the annual report (**Required**)

Results of information collected and analyzed, including monitoring data; evaluation of assessment (modeling) of pollutant discharges, including modeling results and pollutant transport trends.

Other _____

Comments from MS4 Public Meeting- June 11,2007:

Councilman Roth noted the importance of stormwater management and there have been instances of soil erosion from projects approved many, many years ago. He asked if projects that have already been approved will be looked at to see what the stormwater management might be in that area and if there is a problem trying to see if there is anything that can be done at this point.

Nancy Bellamy, Eastside Drive, Ballston Lake, Secretary of the Ballston Lake Improvement Association, reported the Association has been meeting weekly with the Town Board of Town of Ballston about the MS4 and Ballston Lake and they are in the process of hiring CT Male to set up program. The Association asked the Town of Ballston, once this is in their Code, to create a watershed overlay zone so the areas of Ballston Lake, Ashdown Road, Schaubert Road, Hubbs Road, Main Street, Mill Road, everything runs into the lake and she hopes the Town of Clifton Park can do the same. Ms. Bellamy reported a dock ordinance is being created so that every dock on the lake is having a photograph taken of the shoreline. She reported the waves are so high, the water so high the shorelines are washing.

Response to public comments:

The Building and Planning departments are constantly striving to ensure current standards are met when reviewing projects. This is applicable to all projects not just those recently approved.

The Building, Planning, Sewer and Highway departments are currently analyzing the overall town infrastructure needs. A portion of this review may be to have the entire town mapped into watersheds to better understand the requirements for town services and the effects development is having on a town wide basis.