



**Phase II SPDES General Permit for
Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s), GP-02-02
MUNICIPAL COMPLIANCE CERTIFICATION (MCC) FORM**

Regulated MS4: Village of Lansing SPDES Permit Number: NYR20A_182_c

See information packet for information to help complete this form.

MCC Form for year ending: March 9, ____ 2006 (Year 3) ____ 2007 (Year 4) <u> X </u> 2008 (Year 5)			
Section A. MS4 Owner/Operator and Contact Person Information (contact persons explained in instructions)			
Owner/Operator Is information below new or changed? ____ Yes <u> X </u> No			
Name: Donald Hartill		Title: Mayor	Department:
Mailing Address:	Street or P.O. Box: Village of Lansing 2405 N. Triphammer Rd.		City: Ithaca
	County: Tompkins		State: NY Zip Code: 14850
Phone: (607) 257-0424		E-mail Address: dlh13@cornell.edu	
Local Stormwater Public Contact (Required by Minimum Measure 2)			
Is information below: 1) new or changed? ____ Yes <u> X </u> No 2) same as: ____ Owner/Operator			
Name: Jodi Dake		Title: Clerk/Treasurer	Department:
Mailing Address:	Street or P.O. Box: Village of Lansing 2405 N. Triphammer Rd.		City: Ithaca
	County: Tompkins		State: NY Zip Code: 14850
Phone: (607) 257-0424		E-mail Address: clerk@vlansing.org	
Stormwater Management Program (SWMP) Coordinator (Responsible for implementation/coordination of SWMP)			
Is information below: 1) new or changed? ____ Yes <u> X </u> No 2) same as: ____ Owner/Operator ____ Local Stormwater Public Contact			
Name: Ben Curtis		Title: Zoning/Code Enforcement Officer	Department:
Mailing Address:	Street or P.O. Box: Village of Lansing 2405 N. Triphammer Rd.		City: Ithaca
	County: Tompkins		State: NY Zip Code: 14850
Phone: (607) 275-0424		E-mail Address: codeofficer@vlansing.org	
Annual Report Preparer			
Is information below: 1) new or changed? ____ Yes <u> X </u> No 2) same as: ____ Owner/Operator ____ Local Stormwater Public Contact ____ SWMP Coordinator			
Name: Lynn Leopold		Title: Village Trustee	Department:
Mailing Address:	Street or P.O. Box: Village of Lansing 2405 N. Triphammer Rd.		City: Ithaca
	County: Tompkins		State: NY Zip Code: 14850
Phone: (607) 257-0424		E-mail Address: Lynnbird58@yahoo.com	

IMPORTANT NOTE: Rows can be added to the tables in the following sections by going to the rightmost cell in the bottom row of the table and hitting tab. Hitting return in a given row will make the row wider, creating more room to type or write.

Section B. Local Water Quality Information

Information to help complete this section can be found in the instructions.

1. Does the MS4 discharge to 303(d) listed waters or is it in a TMDL watershed?

Yes (complete the table below) No Not Yet Determined

(Put an X in the 'Classification' cell to indicate if the MS4 discharges to a waterbody on the 303(d) list and / or if it is in a TMDL watershed.)

Impaired Waters Name (from 303 (d) list and/or TMDL)	Pollutant(s) of Concern (from 303 (d) list and/or TMDL)	Classification	
		303 (d)	TMDL

2. Have you received notification from the Department that you are subject to the special conditions in Part III.B. of the permit?

Yes
 No

3. Have all necessary changes been made to the Stormwater Management Program (SWMP) to ensure compliance with Part III.B. of the MS4 permit for discharges to

Yes
 No (explain below)

Municipality: Village of Lansing May 17, 2008

Permit Number: NYR40A _182

303(d) or TMDL waters?	
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Explanation: *Special conditions for the southern end of Cayuga Lake have not been finalized.*

* Waters from the Village of Lansing do not discharge directly into the southern end of Cayuga Lake.

<p>Section C. Partnership Information</p> <p>Information to help complete this section can be found in the instructions.</p>
<p>1. Does your MS4 work with partners? <input checked="" type="checkbox"/> Yes (complete table below) <input type="checkbox"/> No (Proceed to Section D)</p>
<p style="text-align: center;">List MS4 Partners with Legally Binding Agreements or Contracts in Place</p>
<p style="text-align: center;">List MS4 Partners with Planned Legally Binding Agreements or Contracts</p>
<p>Stormwater Coalition of Tompkins County signed formal agreement among the members, 2006.</p>
<p style="text-align: center;">List MS4 Partners with Other Agreements in Place</p>
<p>Stormwater Coalition of Tompkins County includes: City of Ithaca, Towns of Caroline, Dryden, Ulysses, Newfield, Lansing, Village of Cayuga Heights, Tompkins County, 10 MS4s and resolutions approved at inception of group.</p>

<p>Section D. Geographic Areas Addressed by Stormwater Management Program (SWMP)</p> <p>Information to help complete this section can be found in the instructions.</p>
<p>1. Does your SWMP cover all jurisdictional (automatic and additionally designated) areas within the MS4, as required by 40 CFR 122.32(a)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Explain below)</p>
<p>Explain:</p>

<p>Section E. Funding and Resource Allocation</p> <p>Information to help complete this section can be found in the instructions.</p>
<p>1. Are adequate resources (funding mechanism, equipment, staff, etc.) planned or in place to fully implement your SWMP no later than January 8, 2008? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (explain below)</p>
<p>Explain:</p>
<p>2. If the MS4 is receiving funding through the municipal budget, a grant, or other source, briefly explain below: what are the sources, estimated amounts, and frequency of funding for the MS4?</p>
<p>Explain: Annual Village budget contains line items for Code Enforcement, Planning, Legal fees, Engineering, Public Works to cover the stormwater requirements under the SWMP. Round 6 of WQIP, total \$175,000 for regional coalition. Round 7 of WQIP, total of \$100,000 for regional coalition. State Water Quality mini-grant funding from DEC and State Soil and Water, \$45,000 for regional coalition. Village of Lansing share: \$2,000 Round 6, \$2000 Round 7, \$7,000 Round 9. Funding from Village budget: Expenditures in Code Enforcement--\$1,300; Engineering--\$2,762.91; Legal--\$760; Public Works--\$1,000; Board of Trustees (attendance at Stormwater Coalition, Planning Board, and Trustee meetings, stormwater trainings--\$2,000). Village dues to Stormwater Coalition of Tompkins County--\$1,500. Total amount for 2007--\$9,322.91.* Trustee spent approximately 45 hours devoted to stormwater during reporting period. *The Village's engineering and other staff costs incurred during 2005--07 have not been reimbursed for the above-mentioned</p>

Municipality: Village of Lansing May 17, 2008

Permit Number: NYR40A _182

grants.

3. If the MS4 is not receiving funding, briefly explain below: plans the MS4 has for obtaining future funding?

Explain:

Section F. Compliance Certification

Compliance Assessment - For each of the minimum control measures, indicate below if your program has made steady progress toward full implementation *and* has achieved all measurable goals scheduled to be completed **during this reporting year**. Refer to the NOI and prior Annual Reports for information about measurable goals scheduled for this reporting year.

Permit Part	Minimum Control Measure	ANSWER BOTH COLUMNS FOR THIS REPORT YEAR ONLY	
		Steady Progress	Goals Achieved
IV.C.1.	Public Education and Outreach on Stormwater Impacts Explain 'no' / 'N/A' answer:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IV.C.2.	Public Involvement / Participation Explain 'no' / 'N/A' answer: Storm drains not stenciled due to late finish of road construction. Markers ordered May, 2008; installation, summer 2008. No volunteer monitoring.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
IV.C.3.	Illicit Discharge Detection and Elimination Explain 'no' / 'N/A' answer: IDDE law not adopted during reporting period. Expected, summer of 2008. Illicit discharges reported to DEC.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
IV.C.4.	Construction Site Stormwater Runoff Control Explain 'no' / 'N/A' answer:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IV.C.5.	Post-Construction Stormwater Management Explain 'no' / 'N/A' answer:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IV.C.6.	Pollution Prevention / Good Housekeeping for Municipal Operations Explain 'no' / 'N/A' answer: Spill response provided by outside trained teams (DEC, fire depts.), not Village staff.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A

Certification Statement

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Print Name: Donald Hartill Title: Mayor, Village of LansingSignature: _____ Date: May 19, 2008

This form must be signed by either a principal executive officer or ranking elected official, or duly authorized representative of that person as described in Part VI.I.2. of the permit. See instructions for more information about who can sign this form.

Municipality: Village of Lansing May 17, 2008

Permit Number: NYR40A _182

Send two completed **hard copies** (an original and a photocopy) of this form, the Annual Report Table 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.**



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

Regulated MS4: Village of Lansing SPDES Permit Number: NYR20A 182

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>Explain the program, including activities and materials used</i> <i>Identify the personnel or outside organization conducting the activity.</i> <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>
<p>IDDE training for municipal staff and officials; Deb Caraco (sponsored by Stormwater Coalition of Tompkins County) provided all day training (half in classroom, half in field). Approximately 35 attendees at Brooktondale Fire Hall (Town of Caroline)</p>	<p>May 2, 2007</p>
<p>Field techniques for Detecting Illicit Discharges; Deb Caraco provided half day training on simple field techniques, using existing stream monitoring data, and chemical monitoring data. 15 participants at Cornell Cooperative Extension of Tompkins County</p>	<p>Oct. 20, 2007</p>
<p>Lakefest, a public educational event, hosted by the Watershed Network at Cass Park, Ithaca; 200 people attended.</p>	<p>Aug. 18, 2007. Lakefest planned for August 2008.</p>
<p>Pledge for Clean Water Website: Website created as centerpiece of media campaign. 17 members of the public have taken the Clean Water Pledge since its inception (10 since last annual report). The site has not been actively promoted because of funding delay from NYSDEC for the media campaign per WQIP Round 6. Anticipate many more participants were result of media campaign. www.cleanwaterpledge.org</p>	<p>Ongoing task with more outreach with funding.</p>
<p>Floating Classroom for local schools, funding and sponsorship by the Cayuga Lake Watershed Intermunicipal Organization (IO), local governments, local Colleges/University, private sponsors, BOCES, and schools. Approx. 1200 participants in 2007.</p>	<p>Spring, summer, and fall tours; ongoing (pending continued funding)</p>

<p>Rain garden training and installation in Village of Lansing, and educational tour of multiple rain gardens with a total of 31 attending.</p>	<p>July 17-20, 2007 Additional rain garden trainings planned for next reporting period.</p>
<p>Green Buildings Open House, organized by Cornell Cooperative Extension of Tompkins County and the Ithaca Green Building Alliance. Annual event featuring homes and businesses implementing green building practices and technologies. County-wide: Of 26 participating sites in Tompkins and surrounding counties, several homes featured practices to capture stormwater, such as rain barrels and green roofs. Motherplants green roof nursery also was a highlight reported by tour participants. Vill. of Lansing: 26 members of the public visited the Rain Garden at the Village of Lansing office. Cayuga Lake Watershed Network Steward Sharon Anderson explained how the rain garden works and answered questions.</p>	<p>Oct 6, 2007 (Annual event)</p>
<p>Road Ditch presentation by Rebecca Schneider (Cornell University) at Water Resources Council of Tompkins County</p>	<p>June 18, 2007</p>
<ul style="list-style-type: none"> • AgStravaganza March event reached more than 50 people. This event educates the public about the district and it's programs • Farm City Day, August 7, reached more than 100 people of all ages. Educating the public about the district and its programs. • Smart Steps for Clean Water (formerly Living Wisely in Your Watershed) were distributed throughout the MS4 area. The 24-page publication focuses on stormwater including the specific concerns and what citizens can do. During this reporting period 2000 have been distributed to date. • Drinking water well and septic protection and care education programs for homeowners, funded by TC Dept. of Health and the Watershed Network. September and October. Eighty people attended, some attending both topics. • Envirothon: Lansing and Newfield, BOCES New Visions. The Envirothon is N. America's largest high school environmental competition. Regional and local competitions are held in spring, and winning high school team from each county competes in the NYS Envirothon. Winners go on to compete in the national competition. • Tompkins County Environmental Appreciation Days: (county-wide) 58 volunteer leaders instructed 327 4th-6th grade students in hands-on nature, ecology, and watershed lessons during EA Days held at local State Parks and 4-H Acres on May 5, 8, and 9, 2006. Lessons included among others: <i>The Stream and its Aquatic Animals, Floating Classroom, Life of a Stream, Stream Treats for Fish, Water Week, Streams: The Earth's Circulatory System, Freshwater: The Stuff of Life, and Working Watershed</i>. Organized by Cornell Coop. Extension of Tompkins County 4-H Youth Development Program and the Finger Lakes State Parks. The Watershed Network provided lessons on non-point-source pollution and its relationship to 	<p>AgStravaganza will be held March 2008</p>

<p>stormwater. SWCD provided lessons on erosion and sediment control.</p> <ul style="list-style-type: none"> • Earth Day 2007—wide variety of activities and information on water. • Articles on stormwater published in the quarterly Cayuga Lake Watershed Network newsletter. Planned for 2007—March, EMC article on Monitoring Cayuga Lake in Network newsletter. Articles on the value of wetlands, use of zero phosphorus fertilizer, rain gardens, IDDE and link between ground and surface water. • Watershed Management fact sheets including: Protecting Banks with Vegetation, Stream Management and Restoration, Watershed Management Terminology, Stormwater Runoff, and Large Woody Debris. Ongoing distribution beginning summer 2006. • Farm City Day, August 25. 	<p>Earth Day April 22, 2007—many activities and informational displays about water and the watershed provided by CLWIO, CLWN, SWCD. FC.</p>
<p>Water Week, May 4 & 5: Local celebration of National Drinking Water Week organized by the Tompkins County Health Department and Cornell Cooperative Extension of Tompkins County.</p> <p>County-wide: 17 organizations provided educational lessons, displays, and interactive exhibits for Water Week. Over 300 people viewed exhibits, discussed water-related issues with agency staff, and participated in the Tompkins County Drinking Water Taste Test at the Ithaca Farmers Market. In conjunction with 4-H Environmental Appreciation Days, 27 third graders and 9 teachers/parents from Montessori School of Ithaca participated in hands-on water-related activities: demonstrations of monitoring and inspection equipment; models of groundwater and surface water runoff; and educational computer games for children.</p>	<p>May 4 & 5, 2007 Scheduled for May 2 & 3, 2008</p>
<p>Cayuga Watershed Network newsletter articles during the reporting period: Stormwater Runoff: Problems and Solutions, Keeping Water Disease Free, Water Conservation Starts at Home, Landscape for a Healthier Lake, Solving Weed Problems Takes A Watershed, Less Phosphorus enters Cayuga Lake, Oil and Sewerage and Trash (IDDE), Road Ditches Link Land to Stream, Trees at Work, Floods, Managing Stormwater Onsite, Pollution from Tributaries</p>	<p>Approximately 1000 of each of five issues distributed. Additional articles planned for the next reporting period</p>
<p>Weekly column on sustainability in Tompkins County Weekly included 2 articles on protecting water quality.</p>	<p>April and August 2007. Additional articles planned for 2008.</p>
<p>Green wall and stormwater retrofit training for Stormwater Coalition; tour on site (Cherry St) provided by designer/installer, Mike Carpenter</p>	<p>Aug 15, 2007</p>
<p>Water Quality Monitoring in Seven Streams and Cayuga Lake: Tompkins County Public Library, organized by CSI and CCETC. County-wide: 12 members of the public attended. Steve Penningroth, director of the CSI, shared monitoring data collected by volunteers and compared water quality trends between sub-watersheds of the Cayuga Lake watershed. Discussion among local government representatives and audience members followed.</p>	<p>Feb. 13, 2008</p>
<p>Phosphorus in the Southern End of Cayuga Lake: Tompkins County Public Library. Organized by the CSI and CCETC. County-wide: 40 members of the public attended, which provided a “Phosphorus 101” overview (what it is, how it moves through the</p>	<p>Feb. 27, 2008</p>

<p>watershed, etc.) followed by a panel of scientists sharing P monitoring data. Presenters included: Bob Howarth, Cornell University; Jose Lozano, Ithaca-area Wastewater Treatment Facility; John Halfman, Finger Lakes Institute; Steve Penningroth, CSI; Dave Mathews, Upstate Freshwater Institute. Panelists' data consistently suggested primary contributors of P to southern end of Cayuga Lake are tributaries, not point sources like wastewater treatment facilities or Lake Source Cooling. Generated subsequent discussion in Ithaca Journal ("Experts blame lake's odor on farming, pols" by Krisy Gashler, Feb. 28, 2008 and "Lake Meeting Comments" Letter to Editor by Roxanna Johnston and Craig Schutt, Mar. 11, 2008). Also media coverage in Ithaca Times ("Phosphorus...Remediating Pollution" by Cara Hoffman, Mar. 5, 2008).</p>	
<p>Road Ditch presentation by Rebecca Schneider (Cornell University) at Water Resources Council of Tompkins County</p>	<p>June 18, 2007</p>
<p>Two articles in Fall Village 2007 newsletter.</p>	<p>One on IDDE and one on Village's new rain garden.</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>	

Acronyms used in this section:

CLWN Cayuga Lake Watershed Network
CLWIO, IO Cayuga Lake Watershed Intermunicipal Organization
TCSWCD Tompkins County Soil and Water Conservation District
TC EMC Tompkins County Environmental Management Council
WRC Tompkins County Water Resources Council

CSI Community Science Institute
FC Floating Classroom
CCETC Cornell Cooperative Extension of Tompkins County

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> <ul style="list-style-type: none"> • Describe activities that the MS4 has/will undertake to provide program access to interested individuals and to gather needed input. • Indicate activities planned for next year. 	<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"> • Environmental Management Council, highway cleanups between Warren and Hanshaw Roads on Route 13. • Village of Lansing roadside cleanups in spring of 2006 along Graham, East Shore Drive, N. Triphammer Roads. • Trash (solid waste) management is under jurisdiction of the Tompkins Co. Solid Waste Mgmt Division. All residents must dispose of waste using a fee-based program through local haulers or the TCSWMD Drop-Off Center. • Watershed committees, MS4 participation in watershed organizations (CLWIO, Watershed Network, WRC) • Stormwater Coalition of Tompkins County with membership from 10 MS4s, schools, etc. • County’s Neighborhood Notification Law on pesticide use, ongoing. • TC household Hazardous waste collection, 6 times per year. • Rain Garden Training by Cayuga Lake Watershed Network: Village of Lansing, June 2007; maintenance of gardens in Towns of Lansing and Newfield. 	<p>Roadside cleanups will be held in late April/early May, including North Triphammer and Graham Rds., East Shore Drive. Cayuga Inlet Cleanup, March, 2007 and Fall Creek May, 2008. Salmon Creek and Salt Point cleanups to be scheduled.</p> <p>Stormwater Coalition meets monthly, has incorporated and will approve by-laws by summer of 2007</p> <p>July 17-20, 2007 V. Lansing installation and ongoing maintenance.</p>
<p>Cleanups of Fall Creek, Salt Point, Stewart Park</p>	<p>May 2007, Fall Creek; Sept. 2007, Salt Point; and July 2007, Stewart Park.</p>
<p>Living Wall Community Build at 227 Cherry Street, Ithaca. City of Ithaca w/ participants from around county: 30 adults and youth volunteered in planting living wall funded through mini-grant from NYSDEC to the TC WRC. Front page coverage in the Ithaca Journal (“Living Wall Takes Shape at Glyph” by Tim Ashmore, June 18, 2007) and highlighted in the Southern Tier East Regional Planning and Development Board’s Low Impact Development Sampler (see http://www.stcplanning.org/usr/LIDTompkinsCountyNY.pdf). For photos, visit http://counties.cce.cornell.edu/tompkins/environment/event.php. The living wall was designed to capture stormwater that would otherwise enter the Cayuga Inlet through storm drains.</p>	<p>June 17, 2007</p>

<p>Volunteer Water Quality Monitoring: Celebrating and Taking Stock: CCE TC. Annual celebration of volunteer water quality monitoring organized by CSI and CCE TC. County-wide: 36 adults and 8 youth volunteers and agency staff shared successes and challenges of monitoring in 2007 and learned about FLOWPA Guidelines for Quality Assurance Planning, presented by Craig Schutt, TCSWCD.</p>	<p>Jan. 10, 2008</p>	
<p>Volunteer Water Quality Monitoring – See www.communityscience.org for more information: Six Mile Creek, Fall-Virgil Creek, Salmon Creek, Taughannock and Trumansburg Creeks, Cayuga Inlet (Newfield sect.), Cayuga Lake at Stewart Park</p>	<p>Ongoing based on funding</p>	
<p>Aquatic Insect Monitoring Workshop. The Community Science Institute and CCE TC offered an all-day workshop on freshwater aquatic insect monitoring. 20 participants.</p>	<p>September 8, 2007</p>	
<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>Village of Lansing notifies the public about the Annual Report through legal ads in the Ithaca Journal, the Village website and posted agendas at the Village office. Annual Report available at Village Office prior to meeting.</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:</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: May 19, 2008</p>	<p>Approximate Date of Meeting Next Year: May 18, 2009</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>Village of Lansing held public hearing on proposed Stormwater Law prior to passing the legislation. No comments from the public.</p>	<p>December 15, 2008</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> <ul style="list-style-type: none"> • Explain the activities and procedures used to meet this requirement this year <u>and planned for next year.</u> • <u>Revise as procedures are updated.</u> • Identify personnel or outside organization conducting the activities 	<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: number of illicit discharges detected; number of illicit discharges eliminated.
<ul style="list-style-type: none"> • Household hazardous waste program, 6 times per year. TC Solid Waste Division. • DPW staff inspect all 68 catch basins yearly and after every >.5” rainfall event. • Public outreach materials are distributed at Water Week; CLWN has distributed articles on stormwater in its newsletters. • TC Health Department responds to complaints related to failing septic systems and illegal cross connections. 	<ul style="list-style-type: none"> • Intermunicipal sewer agreement between Town and Village of Lansing, which will enable new sewer hook-ups and further phosphorous reduction, still pending the Town securing adequate funding to bring down the per-unit cost.
<p><i>Smart Steps for Clean Water</i>, which includes information and suggested actions relevant to IDDE, distributed at Earth Day, Water Week and other public events.</p>	<p>Information on the Watershed Pledge included in Village newsletter, March 2007.</p>
<p>Article on IDDE and the consequences of illegal dumping in the Village newsletter.</p>	<p>March and October 2007.</p>
<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 <u>and planned for next year</u>, 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; • 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. 	<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
<ul style="list-style-type: none"> • Outfall mapping project funded by grant for urbanized area, in GIS format. • Effort to address I and I and surcharging issues for wastewater treatment plants: Town and Village of Lansing, City of Ithaca, Town of Ithaca. Ongoing. • IDDE Guidance Manual is available in the Village office, as are all pertinent documents related to stormwater regulations and design manuals. • Village highway crews help verify outfalls and illegal discharges during their routine work. 	<ul style="list-style-type: none"> • Project completed in summer of 2007. Document now kept in DPW Superintendent’s office. • DPW assistance pending Village engineering consultant to finish developing a checklist of all Village storm drains, catch basins, conveyances and known outfalls. Expecting completion in 2008.

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: _____ <input checked="" type="checkbox"/> Not yet completed (proceed to next table) Plan to complete for reporting in year: <input type="checkbox"/> 4; <input checked="" type="checkbox"/> 5.
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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: _____ <input checked="" type="checkbox"/> Not yet completed (proceed to next table) Plan to complete work below for reporting in year: <input type="checkbox"/> 4; <input checked="" 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?	<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 checked="" type="checkbox"/> MS4 will write language equivalent to NYS IDDE Model Law
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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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes, list the local code(s) that will be changed:
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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 checked="" type="checkbox"/> Language equivalent to NYS IDDE Model Law
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9) What was the date or is the planned date of local law adoption?	Date: Early summer of 2008.
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10) Provide a web address if adopted local law can be found on a web site.	Web Address: Law not yet available.
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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> <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> • <i>Identify personnel or outside organization conducting activities</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"> • Tompkins Co. holds a monthly hazardous waste collection program and promotes program through outreach education. Illegal dumping monitored and prosecuted by Tompkins Co. Solid Waste Mgmt Division. • DPW and Trustee attend IDDE training, provided by TG Miller engineering staff. 	<p>May 2, 2007</p>
<p>Improper connections of wastewater to stormwater conveyances prohibited by County Sanitary Code and local plumbing codes (NYS codes). Village does not have jurisdiction over sanitary sewer issues.</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 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>Feb. 2006</u> <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete for reporting in year: <u>4</u> ; <u>5</u> . <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 type="checkbox"/> If none of Sample Local Law provisions appear in local code; consider adopting Sample Local Law or equivalent <input checked="" 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>March 2006</u> <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete work below for reporting in year: <u>4</u> ; <u>5</u> .
--	--

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	0		9
2	6		49
3, 4, 5	0		2
6	8		6
TOTAL	14		66

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 stormwater law/ordinance adopted December 2007, known as Local Law 12 (2007).

8. Provide a web address if the adopted local law can be found on a web site.
Web Address: <http://www.vlansing.org> See Minutes of 12/13/07

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> <ul style="list-style-type: none"> • <i>Describe the procedures below. <u>Revise as procedures are updated.</u></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>Example measurable goals: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</i>
<p>Planning Board site plan review for all proposed developments. Requirement of full SWPPPs or partial SWPPPs, depending on size of land disturbance.</p>	<p>Planning Board and Zoning/Code Enforcement Officer review 100% of plans, with input from Village Engineer.</p>
<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>
<p>All plans before Planning Board subject to a public hearing, at which public may submit comments and concerns. Hearings held for new commercial buildings, all subdivisions, all additions to commercial buildings. Public comment period is provided at the start of every Planning Board meeting.</p>	<p>Ongoing. Residential construction plans must include NYS guidelines for erosion and sediment controls in place and provide seeding over disturbed areas prior to receipt of certificate of occupancy.</p>
<p>Library of stormwater resources for builders and contractors in Village Office.</p>	<p>Goal: Provide additional links on Village website to DEC, Green Building Council, and other stormwater-related sites. Links up in 2007.</p>
<p>Area Homebuilders' Association luncheon presentations from DEC and others on stormwater issues throughout the year.</p>	<p>Planned: Area Homebuilders' luncheon had April 3 presentation from the SWCD staff on the MS4's stormwater laws and SWCD staff presentation in April to a construction class at Tompkins Cortland Community College.</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> <ul style="list-style-type: none"> Describe each procedure below. <u>Revise as procedures are updated.</u> 	<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 are number of: inspections; fines assessed; stop work orders; other sanctions.
<p>Site visits by Code Enforcement Officer; CEO has authority to issue stop work orders under Stormwater Law. Reports of visits following storm events are copied to Village engineers.</p>	<p>The Code Enforcement Officer is copied on distribution of all weekly stormwater inspection reports. Stormwater Law spells out penalties for stormwater violations.</p>
<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"> Explain the activities and materials used to meet this requirement. Identify the personnel or outside organization conducting this activity. Indicate activities planned for next year. 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Presentations on stormwater for builders provided through Homebuilders' Assoc.</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>Village Planning Board will participated in two in-service trainings, as required by NYS, on: Porous Pavements and Green Roof Installations as techniques for reducing stormwater runoff in urban areas. Information will be conveyed to prospective developers during the permit review process.</p>	<p>March and April of 2007</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
<ul style="list-style-type: none"> • Procedures for site plan and SWPPP review to ensure SWMPs meet state standards. • <i>Describe procedures below. <u>Revise as procedures are updated.</u></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>
SWPPPS reviewed by Village Engineer. Site visits by Village staff or designee to inspect construction sites for proper installation and maintenance of stormwater management structures. Village staff work with developers to correct any problems, failing that, infractions may be reported to DEC.	All plans are reviewed by Village Engineer. Violations are covered in 2007 Stormwater Law.

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>
Developer required to establish ground cover to prevent erosion and must post security deposit until this task is completed.	Ongoing task with all new development.
DPW mowing and/or highway crew inspect ponds and permanent stormwater control systems. Most new retention basins become property of Village or are accessible through easements for inspection and maintenance.	DPW staff to conduct inspections and responsible for maintenance of Village stormwater structures. All plans to be reviewed by DPW for access and maintenance
<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>
Escrow accounts, building permits, Certificate of Occupancy.	Village has authority to stop work and issue fines for violations under Stormwater Law.
Upon Village inspection, if stormwater facility or development site is in violation, Village requires owner to do repairs.	Inspection of all drainage ways and detention areas on a yearly basis, and immediately following storm events of >.5” rainfall.
SWPPP review done by Village engineer.	100% of SWPPPs reviewed by Village engineer.
The Village Zoning Law enforces provision of drainage ways. If a drainage way fails, property owner is notified and if no repairs are made, Village is authorized to make repairs and bill the property owner. The same for detention areas.	

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>
<p>Escrow accounts and permit fees help pay for the pollution prevention program.</p>	<p>Penalties are spelled out in new stormwater law.</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 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. 	
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.	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"> • <i>List pollutants that will be addressed by the municipal pollution prevention program.</i> 	
Salt, silt, phosphorus, chemicals.	
<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"> • Seed and mulch after all ditching operations in Village to reduce sediment. • Use least amount necessary of herbicides for weed control along ROWs. • Maintenance of all Village stormwater structures (detention basins, ponds). • Village does not stores salt. Staff loads directly on trucks from local source. • Vehicle washing done with biodegradable soap on gravel surface. • Vehicle maintenance—i.e. major repairs and servicing—done by qualified maintenance facilities off-site. Small repairs done in-house, also some oil changes done using no-spill protocols. 	Rain garden installed in early summer of 2007, which now diverts a large portion of stormwater from Village office driveway.
Permit Reference IV.C.6.a: Include a municipal pollution prevention training component for staff (where all staff are trained). <ul style="list-style-type: none"> • <i>Explain activities and materials used to meet this requirement.</i> • <i>Identify training needs and design training components</i> • <i>Determine the adequacy and appropriate frequency of staff training.</i> • <i>Identify personnel or outside organization conducting activities.</i> 	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Village DPW staff is NYS PESH-compliant in all public works activities.	Inspections are unannounced.
Village staff does not handle toxic spills. Spill response provided by outside technicians—i.e., fire department or hazmat contractors.	Disaster response training (IS-00200) completed July, 2007.
IDDE training for DPW staff and trustee, 5/07, by TG Miller engineering staff.	May 2007.
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:

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

- 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.

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.

- Describe how the bulleted items below focus on pollutants addressed by the municipal pollution prevention program and the pollution prevention priorities.

Describe Measurable Goals and Results (when applicable)
Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)

- Briefly describe or reference any existing policies and procedures
- Briefly describe or reference any policies and procedures being developed

DO NOT ENTER INFORMATION IN THIS CELL

- Retention basins and ponds are checked after every heavy rain—minimum 2x/year.
- All storm sewers are checked every spring and cleaned out and repaired as needed.
- Dirt and grit from annual road sweeping is trucked to a clean fill site out of Village.
- The Village has switched from a mix of salt and sand for deicing to all salt, which has greatly reduced the amount of grit in the storm drains and silt in the run-off from Village drainage ways.
- Trash kept in closed dumpster until collection time.
- All paints, solvents, cleaners stored safely indoors on shelves.
- Scrap metal stored for transfer to recycling center.

Staff will develop a checklist for inspecting all structures. Village consulting engineer to assist in mapping all storm sewers, but completion not expected until later in 2008, due to backlog of work at consulting engineering firm.

Many activities and large projects, such as road/bridge maintenance, street sweeping, snow plowing, vehicle maintenance, are contracted out to other entities on behalf of the Village. DPW staff are responsible for, among others, repairing water and sewer main breaks, installation of signs, snow removal from sidewalks and walkways, mowing all Village ROWs and parks/greenways, maintaining Village office buildings and grounds, catch basin and detention pond maintenance. Spill response is provided by other appropriate entities, such as fire departments or DEC spill response personnel.

- Briefly describe or reference any existing best management practices
- Briefly describe or reference any planned best management practices

DO NOT ENTER INFORMATION IN THIS CELL

DPW staff follow MSDSs for use and disposal of hazardous materials.

- Identify and describe the equipment and staff that are in place

DO NOT ENTER INFORMATION IN THIS CELL

Staff includes: Supervisor of Department of Public Works; full-time laborer; part-time summer help for mowing and other duties.
Dump truck, pick-up truck, backhoe, skid steer, roadside mower, mowing/snow-

blowing tractor, various power and hand tools. Also enclosed buildings for storage.	
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Minimum Control Measure 6. Municipal Operations: Street and Bridge Maintenance; Winter Road Maintenance;
 Stormwater System Maintenance; Vehicle and Fleet Maintenance; Park and Open Space Maintenance; Municipal Building Maintenance;
 Solid Waste Management; 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. 	
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.	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"> • <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> 	DO NOT ENTER INFORMATION IN THIS CELL
Village municipal maintenance operations involve minimal exposure to hazardous materials. Large projects are usually contracted out, such as road paving, snow removal, large construction, path and walkway resurfacing, tree removal, lighting installation and the like.	
Permit Reference IV.C.6.a: If there is a training component for staff specific to these municipal operations: <ul style="list-style-type: none"> • <i>explain the activities and materials;</i> • <i>identify the personnel or outside organization conducting the activities.</i> 	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Staff already required to comply with NYS PESH workplace safety regulations.	DPW staff meet monthly with colleagues from local highway departments to share information—ongoing.
DPW Supervisor has received ICS training IS 700 and IS 100 for disaster response.	Training for IS 200 completed, July 2007.
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:	

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**)
- 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 _____

**ADDENDUM REPORTING FOR
MS4S THAT LACK LEGAL AUTHORITY TO ADOPT
REGULATORY MECHANISMS FOR IDDE AND
CONSTRUCTION / POST-CONSTRUCTION STORMWATER RUNOFF CONTROL**

BE SURE TO INDICATE THE MS4 NAME AND PERMIT NUMBER IN THE HEADER

ADDENDUM 1. Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE) Local Law

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 this work.		
1) When was this work completed or planned to be completed?	Date completed: _____ Not yet completed Plan to complete for reporting in year: ___4; ___5.	
2) Indicate which of the control mechanisms or procedures to the right used by the MS4 notify staff and others doing work on behalf of the MS4 about prohibition of and enforcement against illicit discharges:	<input type="checkbox"/> Interconnection agreements <input type="checkbox"/> Maintenance directives / BMPS <input type="checkbox"/> Access Permits <input type="checkbox"/> Tenant Leases	<input type="checkbox"/> Consultant Agreements <input type="checkbox"/> Construction/Bid Documents <input type="checkbox"/> Other _____ _____
3) Indicate which of these control mechanisms contain specific language prohibiting illicit discharges:	<input type="checkbox"/> Interconnection agreements <input type="checkbox"/> Maintenance directives / BMPS <input type="checkbox"/> Access Permits <input type="checkbox"/> Tenant Leases	<input type="checkbox"/> Consultant Agreements <input type="checkbox"/> Construction/Bid Documents <input type="checkbox"/> Other _____ _____
4) Explain how the MS4 intends to prohibit illicit discharges if: <ul style="list-style-type: none"> • none of the mechanisms in number 2 contain language prohibiting illicit discharges; or • the MS4 intends to add language to prohibit illicit discharges in other control mechanisms. 	Explanation:	
5) Explain how the MS4 (intends to) enforce against illicit dischargers within their jurisdiction?	Explanation:	

ADDENDUM 2. Minimum Control Measure 4 & 5. Construction Site & Post-Construction Stormwater Runoff Control Local Law

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. The MS4s have until year 5 to complete this work.	
1) When was this work completed or planned to be completed?	Date completed: _____ Not yet completed Plan to complete for reporting in year: ___4; ___5.
2) Indicate which of the control mechanisms or procedures below are used by the MS4 to notify staff and others doing work on behalf of the MS4 about the <u>erosion, sedimentation and stormwater management requirements</u> for projects under the MS4s jurisdiction. (These requirements are based on the Construction Permit (GP-02-01) and MS4 Permit (GP-02-02)).	
___ Access Permits ___ Tenant Leases ___ Requests for Proposals (RFPs) ___ Scope of Services	___ Consultant Agreements ___ Construction / Bid Documents ___ Other Policies / Procedures _____
3) All of the <u>erosion, sedimentation and stormwater management requirements</u> below must be addressed by the MS4's control mechanisms. For the control mechanisms identified in number 2 above, state in the left hand cells below the control mechanism(s) that contain the language.	
Control Mechanism	<u>Erosion, Sedimentation and Stormwater Management Requirements</u>
	Require all projects to have SWPPPs, as in GP-02-01
	Require all 16 components of a basic SWPPP (erosion and sediment control)
	Require all additional 7 components for a full SWPPP when post-construction control is required
	Meet the standards in the <i>Erosion and Sediment Control</i> and <i>Stormwater Management Design Manuals</i> (or otherwise meet the requirements of GP-02-01)
	Require contractor certification statements stating that the contractor will agree to comply with the terms and conditions of the SWPPP
	Require proper operation and maintenance of stormwater facilities during construction
	Require proper operation and maintenance of stormwater facilities after construction
	Require SWPPPs to be certified by a licensed / certified individual when there is a deviation from technical standards or direct discharge to a 303(d) segment or TMDL watershed subject to condition A of GP-0-01
	Have a process for review of SWPPPs
	Require site self inspections as in GP-02-01
	Have enforcement procedures during and after construction
	Require construction site operators to control waste
	Procedures for receipt and consideration of information submitted by the public
4) If any of the requirements in number 3 are not addressed, explain how the MS4 intends to incorporate them into the control mechanisms?	Explanation:
5) Explain how the MS4 intends to enforce the requirements within their jurisdiction?	Explanation: