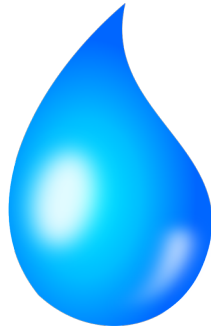


**STORMWATER
MANAGEMENT PLAN**

VILLAGE OF STILLWATER



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Introduction

The Village of Stillwater has developed this plan to comply with the New York State Department of Environmental Conservation General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (GP-0-15-003) or as amended or revised. Refer to Appendix 2.

The Stormwater Management Plan is based on the Federal Stormwater Phase II rule, issued in 1999, which requires municipal separate storm sewer system (MS4) owners and operators, in U.S. Census defined urbanized areas, to develop a Stormwater Management Plan. There are six elements designed to reduce the discharge of pollutants to the maximum extent practicable. These elements, titled Minimum Control Measures, include:

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

Each Minimum Control Measure and the Best Management Practice that has been implemented to maintain compliance with the NYSDEC GP-0-15-003 General Permit are described in the plan. For each Best Management Practice (BMP), responsibilities to achieve and sustain compliance are clearly defined. The work is the responsibility of Village of Stillwater's designated Stormwater Management Officer (SMO) and other members of the Village whose work may potentially impact stormwater.

Certain components of this program have been codified into local law. Refer to the Local Law for Stormwater Management and Erosion and Sediment Control and the Local Law to Prohibit Illicit Discharges in Appendix 1. The Village of Stillwater adopted the above laws on .

Definitions

GENERAL DEFINITIONS AND REQUIREMENTS

Best Management Practices (BMPs) - Activities or structural improvements that help reduce the quantity and improve the quality of stormwater runoff. BMPs include public education and outreach, treatment requirements, operating procedures, and practices to control runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

Clean Water Act - Amendments made to the Federal Water Pollution Control Act in 1972 to establish water quality standards and to create the National Pollutant Discharge Elimination System to protect the waters of the U. S. by regulating the discharge of pollutants from point source discharges and municipal separate storm sewer systems.

Combined Sewer System – A sewer system designed to convey both sanitary wastewater and stormwater.

Detention Pond – Pond that stores a volume of water for a given period of time and then discharges the water downstream.

Discharge – An outflow of water from a stream, pipe, ground water system or watershed.

Ecosystem – all of the plants and animals in an area that interact to make up the local environment.

Erosion – the overall process of the transport of material on the earth's surface including the movement of soil and rock by agents such as water, wind, or gravity.

Groundwater – all of the water contained in void space beneath the earth's surface.

Heavy Metals - Metals such as zinc, copper, lead, mercury, chromium, cadmium, iron, manganese, nickel, molybdenum and silver that, even in low concentrations can be toxic or lethal to humans, animals and aquatic life.

Illicit Discharge - The term refers to any discharge to an MS4 that is not composed entirely of stormwater unless authorized via an NPDES permit or otherwise excluded from regulation. Thus, not all illicit discharges are illegal or prohibited.

Industrial Waste - Unwanted materials from an industrial operation. It may be liquid, sludge, solid, or hazardous waste.

Maximum Extent Practicable (MEP) – a water quality standard that applies to all MS4 operators under NPDES permits. The standard has no exact definition, as it was intended to be flexible to allow operators to tailor their stormwater programs to their particular site.

Municipal Separate Storm Sewer Systems (MS4) - Areas with a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, and storm drains) that are not a combined sewer or part of a publicly owned treatment system and are owned or operated and regulated by a municipality or authorized agency. MS4s may be small, medium or large with the medium or large MS4s being principally determined by population size.

Non-Point Source Pollutants (NPS) – pollution coming from many diffuse sources whose origin is often difficult to identify. This pollution occurs as rain or snowmelt travels over the land surface and picks up pollutants such as fertilizer, pesticides, and chemicals from cars. This pollution is difficult to regulate due to its origin from many different sources. These pollutants enter waterways untreated and are a major threat to aquatic organisms and people who fish or use waterways for recreational purposes.

National Pollutant Discharge Elimination System (NPDES) – the EPA's regulatory program to control the discharge of pollutants to waters of the United States.

Notice of Intent (NOI) - An application to notify the permitting authority of a facility's intention to be covered by a general permit. This exempts a facility from having to submit an individual or group application.

Nutrients - The term typically refers to nitrogen and phosphorus or compounds containing free amounts of the two elements. These elements are essential for the growth of plant life, but can create problems in the form of algal blooms, depletion of dissolved oxygen and pH changes in streams and other water bodies when higher concentrations are allowed to enter drainage systems and lakes.

Ordinance - A law based on state statutory authority developed and approved by a governmental agency to allow them to regulate the enforcement of criteria contained within the specific law and to invoke sanctions and other enforcement measures to ensure facilities comply with the criteria.

Outfall – the point where a sewer or drainage discharges into a receiving waterway.

Point Source Pollution – pollution coming from a single, definable source, such as a factory.

Retention Pond – Pond that stores a volume of water without allowing it to discharge downstream.

Runoff – any drainage that leaves an area as surface flow.

Sanitary Sewer – an underground pipe system that carries sanitary waste and other wastewater to a treatment plant.

Sediment – material derived from the weathering of rock such as sand and soil. This material can be detrimental to aquatic life and habitat if too much is allowed to wash into rivers and ponds.

Site Plan – a geographic representation of the layout of buildings and other important features on a tract of land.

State Pollutant Discharge Elimination System (SPDES) – the state’s regulatory program to control the discharge of pollutants to waters of the United States.

Storm Drain – any drain which drains directly into the storm sewer system, usually found along roadways or in parking lots.

Storm Sewer – an underground pipe system that carries runoff from streets and other surfaces.

Stormwater – stormwater or snow melt runoff, and surface runoff and drainage.

Stormwater Management – any measure associated with the planning, maintenance, and regulation of facilities which collect, store, or convey stormwater.

Stormwater Pollution Prevention Plan (SWPPP) - A plan developed by a facility or entity that thoroughly evaluates potential pollutant sources at a site and selects and implements appropriate best management practice measures designed to prevent or control the discharge of pollutants in stormwater runoff.

Surface Runoff – the flow of water across the land surface that occurs when the rainfall rate exceeds the ability of the soil to absorb the water. Also occurs on impervious surfaces, such as parking lots, where water cannot infiltrate at all.

Surface Water – any water that remains on the earth’s surface, such as ponds, rivers, streams, impoundments, wetlands, oceans, etc.

Total Maximum Daily Load (TMDL) – a regulatory limit of the maximum amount of a pollutant type that can be released into a body of water in a twenty-four hour period without adversely affecting water quality.

Tributary – a stream which drains into another larger stream or body of water.

Urbanized Area (UA) - Is a land area consisting of one or more central places and the adjacent densely settled surrounding area (urban fringe) that together have a residential population of at least 50,000 and a minimum average population density of at least 1,000 people per square mile.

Watershed – a geographic area in which water flowing across the surface will drain into a certain stream or river and flow out of the area via that stream or river. All of the land that drains to a particular body of water. Also known as a catchment or drainage basin.

Waters of the US - These are surface waters defined as wetlands, lakes (including dry lakes), rivers, streams (including intermittent streams, ephemeral washes and arroyos), mudflats, sandflats, sloughs, wet meadows, playa lakes, natural ponds, and man-made impoundments.

Wetlands – an area of land where part of the surface is covered with water or the soil is completely saturated with water for a large majority of the year. Wetlands provide an important habitat for many different types of plant and animal species. Wetlands are also natural stormwater control areas, since they filter out pollutants and are able to retain large amounts of water during storm events.

List of Commonly Used Abbreviations

BMPs – Best Management Practices

CWA – Clean Water Act

MCM – Minimum Control Measure

MEP – Maximum Extent Practicable

MS4 - Municipal Separate Storm Sewer System

NOI – Notice of Intent

NOT – Notice of Termination

NPS – Non-Point Source Pollutants

NPDES – National Pollution Discharge Elimination System

NYSDEC – New York State Department of Environmental Conservation

SPDES – State Pollution Discharge Elimination System

SMO – Stormwater Management Officer

SWPPP – Stormwater Pollution Prevention Plan

TMDL – Total Maximum Daily Load

USEPA – United States Environmental Protection Agency

SECTION 1

PUBLIC EDUCATION AND OUTREACH

1.1 Description of Minimum Control Measure

The Public Education and Outreach minimum control measure consists of Best Management Practices (BMPs) that focus on the development of educational materials designed to inform the public about the impacts that stormwater discharges have on local water bodies and the steps that the public can take to reduce pollutants in stormwater runoff. These BMP's describe steps that the public can take to reduce the impact of stormwater pollutants. They also describe how the public, as individuals or collectively as a group, can participate in reducing pollutants and their impact on the environment. The Public Education and Outreach program and BMPs, in combination, are expected to reach all of the constituents within the MS4's permitted boundary. The target pollutant sources are construction site runoff, impacts from new and re-development projects, illicit discharges and other pollutant sources as identified to be of local concern. The Village is a member of the Saratoga County/Cornell Cooperative Extension Intermunicipal Stormwater Management Program by signed letter of intent. This minimum control measure is achieved through the outreach services offered by that organization and as such utilizes all joint ventures with this program for reporting purposes on the Annual Report.

1.2 General Permit Requirements

The Village of Stillwater in conjunction with the Saratoga County/Cornell Cooperative Extension Intermunicipal Stormwater Management Program must, at a minimum: Plan and conduct an ongoing public education and outreach program designed to describe:

- The impacts of stormwater discharges on waterbodies
- Pollutants of concern and their sources
- Steps contributors of these pollutants can take to reduce pollutants in stormwater runoff
- Steps contributors of non-stormwater discharges can take to reduce pollutants.
 - Non-stormwater discharges are defined in the MS4 Permit and include:
 - Waterline flushing
 - Landscape irrigation
 - Diverted stream flows
 - Rising ground waters
 - Uncontaminated ground water infiltration
 - Uncontaminated pumped ground water
 - Discharges from potable water sources
 - Foundation and footing drains

- Air conditioning condensate
- Irrigation water
- Springs
- Water from crawl space and basement sump pumps
- Lawn watering runoff
- Water from individual residential car washing
- Flows from riparian habitats and wetlands
- Dechlorinated swimming pool and water reservoir discharges
- Residual street wash water
- Discharges or flows from fire fighting activities
- Any SPDES permitted discharge

1.3 Methodology for Compliance with Permit Requirements

The Village of Stillwater utilizes the following BMP's necessary for this MCM. They have included brochures, posters, webpage, education packages, and displays for community events. These BMP's will be updated by the Village of Stillwater on an annual basis and made available to the public. The Village of Stillwater also works in coordination with the Saratoga County Intermunicipal Stormwater Management Program.

1.4 Best Management Practices

- Maintain Stormwater Education Center at Village Hall where posters, brochures, flyers, and other such materials are made available to the public.
- The Stormwater Management Program Annual Report (SWMPAR) as required by NYS DEC Phase II SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s), GP-0-15-003 will be posted on the official Village website for viewing by the public.
- The Saratoga County Intermunicipal Stormwater Management Program (SCI-SWMP, SCIP) education and outreach program is an on-going comprehensive effort to provide education, awareness and training for Municipalities, the Construction Industry, Residents, and Business Owners throughout the MS4 Communities in Saratoga County. It is a continually growing and evolving effort by the Management Coordinator, the Saratoga County MS4s and their designated representatives to provide accurate, relevant information regarding stormwater pollution prevention. The program utilizes handouts and other literature that is distributed to all MS4 Permittees in Saratoga County and is kept with the Local Stormwater Coordinator and/or in Public Places such as Village, City, & Town Halls, Public Libraries and distributed at community events. The Program is implemented through workshops and participation in community events sponsored by Saratoga County MS4s and other community groups. The Program facilitates or directly provides training and guidance for municipal officials, Board members, MS4 employees, MS4 residents and the Construction Industry operating in

Saratoga County by delivering or facilitating workshops, which focus on relevant Phase II information and SPDES permit compliance.

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SECTION 2

PUBLIC PARTICIPATION / INVOLVEMENT

2.1 Description of Minimum Control Measure

The Public Involvement/Participation minimum control measure consists of Best Management Practices (BMPs) that focus on involving the local public in development and implementation of the SWMP. Compliance with the State Open Meetings Law and local public notice requirements is required for the involvement of the public in development and implementation of the public involvement/participation program. The BMPs describe the plan to actively involve the public in development and implementation of the SWMP and the types of public involvement activities included in the program. The target audiences for the public involvement program are all groups that may have an interest in the particular BMPs in addition to all ethnic and economic groups and the general public located within the permitted boundary and surrounding areas. The Village is a member of the Saratoga County/Cornell Cooperative Extension Intermunicipal Stormwater Management Program by signed letter of intent. This minimum control measure is achieved through the outreach services offered by that organization and as such utilizes all joint ventures with this program for reporting purposes on the Annual Report.

2.2 General Permit Requirements

The Village of Stillwater in conjunction with the Saratoga County/Cornell Cooperative Extension Intermunicipal Stormwater Management Program must at a minimum:

- Comply with State and local public notice requirements when implementing a public involvement/participation program
- Design and conduct a public involvement/participation program which:
 - Identifies key individuals and groups, public and private, who are interested in or affected by the stormwater permitting program.
 - Identifies types of input the MS4 would seek from them to support development and implementation of the program and how it is used.
 - Describes the public involvement/participation activities the MS4 will undertake to provide program access to those who want it and to gather the needed input.
 - Identify a local point of contact for public concerns regarding stormwater management and compliance with this permit. The name or title of this contact and the telephone number must be published in public outreach and public participation materials and kept updated with the Department.
 - Make public the following information:
 - The opportunity for public comment

- The availability of the draft report for prior review. Recommendations for publicizing this public review opportunity are available from the NYSDEC and EPA websites.
- Include a summary of comments and intended responses in the annual report and make the final report available for public inspection on the Village website.

2.3 Methodology for Compliance with Permit Requirements

In order to comply with this MCM, the Village of Stillwater must involve the local public in their SWMP and is responsible for allowing public review of the SWMP and Annual Report.

Description / Methodology

Establish a “Stormwater Management Officer” that is responsible for the management of the Village’s stormwater management program. A consultant cannot be appointed as Stormwater Management Officer.

Village Board

Adopt Local Law for Stormwater Management, which assigns duties to the Stormwater Management Officer.

Saratoga County Intermunicipal Stormwater Management Program (SCI-SWMP, SCIP)

The Saratoga County Intermunicipal Stormwater Management Program (SCI-SWMP, SCIP) education and outreach program is an on-going comprehensive effort to provide education, awareness and training for Municipalities, the Construction Industry, Residents, and Business Owners throughout the MS4 Communities in Saratoga County. It is a continually growing and evolving effort by the Management Coordinator, the Saratoga County MS4s and their designated representatives to provide accurate, relevant information regarding stormwater pollution prevention. The program utilizes handouts and other literature that is distributed to all MS4 Permittees in Saratoga County and is kept with the Local Stormwater Coordinator and/or in Public Places such as Village, City, & Town Halls, Public Libraries and distributed at community events. The Program is implemented through workshops and participation in community events sponsored by Saratoga County MS4s and other community groups. The Program facilitates or directly provides training and guidance for municipal officials, Board members, MS4 employees, MS4 residents and the Construction Industry operating in Saratoga County by delivering or facilitating workshops, which focus on relevant Phase II information and SPDES permit compliance.

2.4 Best Management Practices

2.4.1 Public Review of Annual Report

Description / Methodology

All regulated MS4s must submit an annual report by June 1 of each year that provides the NYSDEC with the status of their Stormwater Management Program. Before submittal of the annual report to NYSDEC, a draft report must be prepared and made available to the public for their review and comment.

Stormwater Management Officer

Publish a notice on the Village website that notifies residents of their opportunity to review the annual report at the Village offices.

2.4.2 Community Cleanup Event

Description / Methodology

Inform and encourage residents about the many opportunities that exist to participate in area community cleanup events.

Village Board

Publish a notice on the Village website or other publication that notifies residents of their opportunity to participate in the clean-up events as they are made available.

SECTION 3

ILLICIT DISCHARGE DETECTION AND ELIMINATION

3.1 Description of Minimum Control Measure

The Illicit Discharge Detection and Elimination minimum control measure consists of Best Management Practices (BMPs) that focus on the detection and elimination of illicit discharges into the MS4. The BMPs describe outfall mapping and update procedures; the legal authority mechanism that will be used to effectively prohibit illicit discharges; enforcement procedures and actions to ensure that the regulatory mechanism is implemented; the dry weather screening program and procedures for tracing and locating the source of an illicit discharge; procedures for locating priority areas; and procedures for removing the source of the illicit discharge.

3.2 General Permit Requirements

The Village of Stillwater must, at a minimum:

- Develop, implement and enforce a program to detect and eliminate illicit discharges into the MS4.
- Develop and maintain a map, showing the location of all outfalls and the names and location of all waters of the United States that receive discharges from those outfalls.
- To the extent allowable under State or local law, effectively prohibit, through ordinance, or other regulatory mechanism, illicit discharges into the storm sewer system and implement appropriate enforcement procedures and actions.
- Develop and implement a program to detect and address non-stormwater discharges, including illegal dumping, to the system.
- Inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste.

Refer to Section 1.2 for a list of discharges that are exempt from discharge prohibitions established by local law unless the NYSDEC or the Municipality determines them to be a significant contributor of pollutants

3.3 Methodology for Compliance with the Permit Requirements

The Village of Stillwater will have all existing outfalls inspected and mapped by The Saratoga County Intermunicipal Stormwater Management Program as of 2016. The map showing the location of each outfall and pertinent properties associated with each outfall will be made available on the Saratoga County Map Viewer Website. The Village has also developed an ordinance that is to be adopted in November of 2016 and is required to implement IDDE policies according to the adopted ordinance.

3.4 Best Management Practices

3.4.1 Outfall Mapping

Description / Methodology

Develop a map of storm sewer outfalls within the regulated boundaries of the Village of Stillwater. The map has identified each outfall with a unique identifier, and linked the outfall to tables showing all of the outfall properties.

Description / Methodology

The Village of Stillwater will have all existing outfalls inspected and mapped by The Saratoga County Intermunicipal Stormwater Management Program as of 2016. The map showing the location of each outfall and pertinent properties associated with each outfall will be made available on the Saratoga County Map Viewer Website.

Saratoga County Intermunicipal Stormwater Management Program (SCI-SWMP, SCIP)

The intermunicipal program has received grant funding to provide all included municipalities with updated mapping of the stormwater sewer shed. Outfall locations and inspections are to be included in this study. The anticipated date of completion is 2016.

Stormwater Management Officer

Develop an inspection form to be used as part of the regular inspection process and maintained on record.

Annual as needed: At a minimum, all outfalls must be inspected once over the course of a five-year cycle as per NYS DEC Phase II SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s), GP-0-15-003 or as amended or revised. Inspect outfalls using outfall inspection form to be maintained on record. See Appendix 2.

Annual as needed: Perform visual inspections of outfalls as required by NYS DEC Phase II SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s), GP-0-15-003 or as amended or revised.

3.4.3 Outfall Surveillance

Description / Methodology

Detect illicit discharges by conducting routine visual inspections of every mapped outfall.

Saratoga County Intermunicipal Stormwater Management Program (SCI-SWMP, SCIP)

The intermunicipal program has received grant funding to provide all included municipalities with updated mapping of the stormwater sewer shed. Outfall locations

and inspections are to be included in this study. The anticipated date of completion is 2016.

Stormwater Management Officer

Develop a schedule for outfall inspections. At a minimum, all outfalls must be inspected once over the course of a five-year cycle as per NYS DEC Phase II SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s), GP-15-003 or as amended or revised. Inspect outfalls using outfall inspection form to be maintained on record. See Appendix 4.

3.4.4 Adopt Stormwater Management Ordinance

Description / Methodology

The Village of Stillwater as required, will adopt a stormwater management ordinance in November of 2016 to prohibit illicit discharges, and implement enforcement procedures and actions as needed. See Appendix 1.

Stormwater Management Officer & Municipal Board

Annual: Review and adjust stormwater ordinance as necessary to maintain compliance with NYS Standards and Requirements.

Annual: Maintain a record of violations and enforcement actions.

As needed: Review and revise enforcement action procedures as needed.

3.4.5 Addressing Categories of Non-Stormwater Discharges

Description / Methodology

See Section 1.2 for a list of items exempt from discharge prohibitions established by the local law unless the NYSDEC or the Village determines them to be substantial contributors of pollutants.

Such exempt discharges shall be made in accordance with an appropriate plan for reducing pollutants.

Stormwater Management Officer

As needed: Review and update non-stormwater discharge list as necessary such that no exempt stormwater discharge is a substantial contribution of pollutants.

SECTION 4

CONSTRUCTION SITE RUNOFF CONTROL

4.1 Description of Minimum Control Measure

The Construction Site Runoff minimum control (MCM) measure consists of Best Management Practices (BMP's) that focus on the reduction of pollutants in any stormwater runoff to the MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. Reduction of stormwater discharges from construction activity disturbing less than one acre will be considered if it is part of a larger common plan of development or sale that would disturb one acre or more. The BMPs describe the legal authority mechanism that will be used to require erosion and sediment controls; enforcement procedures and actions to ensure compliance; requirements for construction site operators to implement appropriate erosion and sediment control BMPs; requirements for construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter and sanitary waste at the construction site; procedures for site plan review which incorporate the consideration of potential water quality impacts; procedures for receipt and consideration of information submitted by the public; and procedures for site inspection and enforcement of control measures. The stormwater regulations for Construction Site Runoff Control apply to both privately owned and managed projects, and MS4-owned and managed projects. Therefore, the BMP's described in this section have application to both types of projects.

4.2 General Permit Requirements

The Village of Stillwater must, at a minimum:

Develop, implement, and enforce a program to reduce pollutants in any stormwater runoff to the MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. Control of stormwater discharges from construction activity disturbing less than one acre must be included in the program if:

- The construction activity is part of a larger common plan of development or sale that would disturb one acre or more or if controlling such activities in a particular watershed is required by the NYSDEC.

At a minimum, a program must provide equivalent protection to the NYS SPDES General Permit No.GP-0-15-003 for Stormwater Discharges from Construction Activities or as amended or revised, and must include the development and implementation of:

- An ordinance or other regulatory mechanism to require erosion and sediment controls
- Requirements for construction site operators to implement erosion and sediment control management practices
- Sanctions to ensure compliance to the extent allowable by State or local law

- Requirements for construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality
- Procedures for site plan review that incorporate consideration of potential water quality impacts and review of individual preconstruction site plans to ensure consistency with local sediment and erosion control requirements
- Procedures for receipt and consideration of information submitted by the public
- Procedures for site inspections and enforcement of control measures including steps to identify priority sites for inspection and enforcement based on the nature of the construction activity, topography, and the characteristics of soils and receiving water
- Education and training measures for construction site operators about the requirement to develop and implement a Stormwater Pollution Prevention Plan (SWPPP) and any other requirements they must meet for construction sites within the MS4's jurisdiction

4.3 Methodology for Compliance with Permit Requirements

The Village of Stillwater will adopt an ordinance that authorizes the Village to enforce a program that reduces pollutant runoff from construction sites. The Village will be responsible for reviewing SWPPP's, inspecting construction sites, and enforcing the permit requirement on developers that do not comply with the regulations.

4.4 Best Management Practices

4.4.1 Stormwater Ordinance

Description / Methodology

The Village will adopt a stormwater management ordinance to establish minimum stormwater management requirements and controls to protect the general health, safety, and welfare of the public. See Appendix 1.

The stormwater ordinance addresses issues relating to:

- Erosion and Sediment Control
- Stormwater Design Requirements
- Construction Requirements
- Fees for municipal services relating to SWPPP reviews, inspections, and maintenance.

Stormwater Management Officer & Municipal Board

Annual: Revise fee schedule as needed.

As needed: Adjust stormwater ordinance as necessary to maintain compliance with NYS Standards and Requirements.

Additional Information / Resources

Refer to Appendix 1- Local Laws relating to Illicit Discharge Detection and Elimination

4.4.2 Design Requirements**Description / Methodology**

Evaluate existing in-house practices related to review of project planning and design criteria for required changes based on compliance with local, state and/or federal construction stormwater regulations. Develop project planning and design requirements, and communicate requirements to the design and construction communities. Many MS4-owned and managed projects, and some privately-owned and managed projects, have special conditions which make implementation of standard pollution prevention practices, as defined in the NYS Stormwater Management Design Manual, impractical to implement. Such projects include highway reconstruction, demolition/redevelopment, waterline construction, and other linear-type construction. Acceptable design criteria for these special condition projects must be approved by NYSDEC on a project-by-project basis. The project owner's preparation of the GP-0-15-003 Notice of Intent (NOI) is the mechanism by which accepted practices are evaluated by NYSDEC.

Stormwater Management Officer & Municipal Board

Customize and revise construction design and permitting guidelines to incorporate any local requirements on an as needed basis.

Additional Information / Resources

- General Permit for Construction Activity (GP-0-15-003)- Appendix 4
- Notice of Intent for Stormwater Discharges Associated with Construction Activity, GP-0-15-003- Appendix 5
- Notice of Termination for Stormwater Discharges Associated with Construction Activity, GP-0-15-003- Appendix 6

4.4.3 Construction Plan Review**Description / Methodology**

- Develop criteria to be utilized by the Village to verify construction plan compliance with local, state, and/or federal construction stormwater regulations.
- Develop internal tracking and plan review procedures to cover the following issues:
 - Conformance to local stormwater regulations
 - Appropriate use of temporary erosion controls
 - Inclusion of any required local, state, and/or federal stormwater permit documents

- Prepare a checklist of items that could be verified by the reviewer for each construction plan review. This checklist will be available to developers, contractors, engineers, and architects to assist them in preparing satisfactory plans and may be required by the SMO. See Appendix 7.
- Provide training materials for municipal engineers, building department staff, and other municipal representatives that will be completing the construction plan reviews, as needed.
- Educate the local construction community (contractors, developers, engineers, architects) on the construction plans review process.
- Implement the construction plans review procedures for local construction sites.
- Notify the owners of construction plans when deficiencies are found in the plans during the review process.
- Maintain records of plans reviewed and approved for construction under this program.

Stormwater Management Officer

Implement the construction plan review procedures for local construction sites. Offer additional municipal staff training, when available, as necessary and update as needed on local code amendments or changes. Any changes to construction plan review procedures must be communicated to municipal staff.

Annual: Review checklist as necessary.

Additional Information / Resources

Refer to Appendix 7 for the following:

- Checklist of items for reviewers to verify

4.4.4 Construction Inspection Procedures and Certification Program

Description / Methodology

Develop inspection procedures and educate the local construction community on local stormwater regulations related to construction activities. Conduct inspections of local construction sites that discharge stormwater to the MS4 to determine compliance with local construction stormwater regulations. Develop a list of items to incorporate in the inspection of local construction sites based on the local construction stormwater regulations and including the following categories:

- Use of temporary erosion controls
- Control of other construction related wastes
- Operational and general prohibitions
- Site closure and stabilization requirements
- On-site documentation and records
- Enforcement actions and on-site communication issues

- Develop inspection forms and procedures necessary to inspect local construction sites in order to ensure compliance with local construction stormwater regulations.
- Develop internal procedures for tracking new and on-going construction activities.
- Train MS4 inspection personnel on local construction stormwater regulations and inspection procedures.
- Inspect qualifying construction sites using appropriate inspection procedures and forms to ensure compliance with local stormwater regulations.
- Issue enforcement actions to owners and operators of local construction sites that are not in compliance with local construction stormwater regulations.
- Maintain records of construction site inspections, enforcement actions, and corrective actions performed by local construction site owners and operators.

Stormwater Management Officer

Hold pre-construction meetings where project managers/owners are advised of Village protocol, including the need to supply the SMO with copies of all inspection reports performed on the site.

Create local construction inspection forms to incorporate any local requirements to be used by the SMO during inspections.

Annual: Inspect qualifying construction sites using appropriate inspection procedures and forms to ensure compliance with local stormwater regulations as required by the NYS DEC Phase II SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s), GP-0-15-003 or as amended or revised.

Annual: Issue enforcement actions to owners and operators of local construction sites that are not in compliance with local construction stormwater regulations. Maintain on record all violation and enforcement actions.

Additional Information / Resources

Refer to Appendix 8 for Construction Site Inspection Forms

4.4.5 Project Status Monitoring and Reporting

Description / Methodology

As part of the enforcement code in the stormwater ordinance, records must be maintained to determine constructions sites that are either in compliance or not in compliance with state and/or federal construction stormwater permits.

Municipalities are also required to report the number of construction projects that are permitted under state and/or federal construction stormwater regulations.

Stormwater Management Officer

Annual: Maintain compliance records for all construction sites requiring state and/or federal construction stormwater permits. SWPPP Acceptance forms to be kept on record for all approved projects. Refer to Appendix 9.

Annual: Report on the number of construction projects permitted under state and/or federal construction stormwater regulations.

4.4.6 Education and Training Measures for Construction Site Operators

Description / Methodology

Provide educational material and training opportunities to developers, contractors, engineers, and architects, when available, to inform them of the local, state, and/or federal regulations that will impact their developments.

Stormwater Management Officer

Make available various pamphlets and materials regarding the requirements for site compliance and construction activity permitting. Attach summary of requirements with all site plan and major subdivision applications

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SECTION 5

POST-CONSTRUCTION STORMWATER MANAGEMENT

5.1 Description of Minimum Control Measure

The Post-Construction Stormwater Management minimum control measure consists of Best Management Practices (BMP's) that focus on the prevention or minimization of water quality impacts from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale that discharge into the MS4. The BMP's describe structural and/or non-structural practices; the legal authority mechanism that will be used to address post-construction runoff from new development and redevelopment projects; and procedures to ensure long term operation and maintenance of BMP's.

5.2 General Permit Requirements

The Village of Stillwater must, at a minimum:

Develop and implement a program that includes a combination of structural and/or nonstructural management practices appropriate for the community that will reduce the discharge of pollutants to the maximum extent practicable. The program must also develop and implement the following:

- Adopt an ordinance to address post-construction runoff from new development and re-development projects to the extent allowable under State or local law.
- Ensure adequate long-term operation and maintenance of management practices to the maximum extent practicable.
- Develop, implement, and enforce a program to address stormwater runoff from new development and redevelopment projects that disturb greater than or equal to one acre. This includes projects of less than one acre that are part of a larger common plan of development or sale, or that have been designated by the NYSDEC to protect water quality, and to control water quantities that discharge into an MS4. The program must ensure that controls are in place that would protect water quality and reduce the discharge of pollutants to the maximum extent practicable. MS4s are encouraged to follow applicable guidance available from the NYSDEC or EPA.
- Develop, implement, and provide adequate resources for a program to inspect development and re-development sites and to enforce and penalize violators.

5.3 Methodology for Compliance with Permit Requirements

The Village of Stillwater will prepare an ordinance to authorize enforcement to reduce pollutant runoff from newly developed and redeveloped sites. The Stormwater Management Officer will be responsible for inspecting the sites for proper operation and maintenance and enforcing the permit requirements for properties that are not in

compliance. In this manner, the Village can ensure adequate long-term management practices for both public and private facilities.

5.4 Best Management Practices:

5.4.1 Stormwater Ordinance

Description / Methodology

A stormwater management ordinance will be adopted in November 2016 to establish minimum stormwater management requirements and controls to protect the general health, safety, and welfare of the public.

Stormwater ordinance addresses issues relating to:

- Erosion and Sediment Control
- Stormwater Design Requirements
- Construction Requirements
- Fees for municipal services relating to SWPPP reviews, inspections, and maintenance.
- Sample agreement that allows municipal access to private sites for maintenance and repairs of stormwater facilities not meeting their intent for water quality and quantity controls. Expenses for this work would be invoiced to the property owner.

Stormwater Management Officer & Municipal Board

- Revise the fee structure, enforcement, penalties and ordinance as needed.
- Adjust the stormwater ordinance as necessary to maintain compliance with NYS Standards and Requirements.

Additional Information / Resources

Refer to Appendix 1- Stormwater Management Local Ordinance

5.4.2 Inspection Program for Newly Developed and Redeveloped Sites

Description / Methodology

- Develop an inspection program for newly developed and redeveloped sites for compliance with the post-construction regulations.
- Develop a list of items to incorporate in the inspection of project sites based on the final post-construction runoff control regulations including consideration of the following:
 - Construction of controls according to approved development plans and specifications.
 - Adherence to any legal commitment to operate or maintain permanent stormwater quality structures.
 - Conformance to open space and landscaping requirements.

- Conformance to local development standards.
- Develop post-construction inspection forms and procedures.
- Develop internal tracking procedures for tracking development projects that are under construction and/or have been completed.
- Train inspection personnel on local post-construction runoff regulations and final inspection procedures.
- Inspect qualifying project sites using inspection forms and procedures to ensure conformance with local post-construction runoff regulations.
- Issue enforcement actions to owners or operators of local development projects that are not in compliance with local post-construction runoff regulations.
- Maintain records of development project site inspections, enforcement actions, and corrective actions performed by local development project owners.

Stormwater Management Officer

Annual: Inspect qualifying development project sites using inspection forms and procedures to ensure conformance with local post-construction runoff regulations.

Annual: Issue enforcement actions to owners or operators of local development projects that are not in compliance with local post-construction runoff regulations.

Additional Information / Resources

Refer to Appendix 8 - Construction Site Inspection Form

SECTION 6

POLLUTION PREVENTION / GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

6.1 Description of Minimum Control Measure

The Pollution Prevention / Good Housekeeping minimum control measure consists of Best Management Practices (BMP's) that focus on training and on the prevention or reduction of pollutant runoff from municipal operations. The BMPs describe the training program specific municipal operations that are impacted by the proposed operation and maintenance programs (BMPs); maintenance activities, schedules and long term inspection procedures for controls to reduce floatables and other pollutants; controls for reducing or eliminating the discharge of pollutants from streets, roads, highways, municipal parking lots, maintenance and storage yards, waste transfer stations, fleet or maintenance shops with outdoor storage areas, and salt/sand storage locations; procedures for the proper disposal of waste removed from the MS4 and municipal operations, including dredge spoil, accumulated sediments, floatables and other debris.

6.2 General Permit Requirements

The Village of Stillwater must, at a minimum:

Develop and implement an operation and maintenance program, as it pertains to municipal operations, that is designed to reduce and prevent the discharge of pollutants to the maximum extent practicable from municipal activities, including but not limited to park and open space maintenance, fleet and building maintenance, new construction and land disturbances, stormwater system maintenance, roadway and right-of-way maintenance, and hydrologic habitat modification. The operation and maintenance program must include a training component.

Follow management practices identified in the *NYS Standards for Erosion and Sediment Control* and other materials available from the EPA, New York State, or other organizations.

6.3 Methodology for Compliance with Permit Requirements

The Village will supply guidance documents for use by impacted municipal personnel that illustrates the BMP's that reduce and prevent discharge of pollutants to the maximum extent practicable from municipal activities. These personnel will be responsible for implementing the BMP's into their everyday activities.

6.4 Best Management Practices

6.4.1 Municipal Training Program

Description / Methodology

Develop a program that provides training materials to each member of the Village whose work may potentially impact stormwater. This includes highway, water, buildings and maintenance, and departments.

Stormwater Management Officer

When available, provide training and all other pertinent materials regarding BMPs to all members of the Village whose work may potentially impact stormwater.

Additional Information / Resources

Refer to Appendix 10 - Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.

6.4.2 Landscaping and Lawn Care

Description / Methodology

Reduce the discharge of landscaping and lawn care waste from Village owned facilities through better mowing and landscaping maintenance practices.

Evaluate current landscaping and lawn care activities in order to identify opportunities to reduce discharge of:

- Fertilizers
- Leaf litter and tree trimmings
- Litter and floatable materials
- Equipment fluids

And improve operations using some of the following methods:

- Ensure that proper litter collection is scheduled prior to any mowing activities.
- Use all herbicides, pesticides, and fertilizers in accordance with manufacturers' instructions for application rates and quantities. When feasible, consider soil testing to determine required amounts of such applications.
- Purchase only enough lawn care products necessary for one year – store properly to avoid waste generation (spills, leaks).
- Use slow release or naturally derived (organic) fertilizers.
- Ensure that employees are trained in the proper application of lawn care products.
- Evaluate methods for containing and/or composting trimmings and grass clippings.
- Consider alternative landscape techniques (i.e. naturescaping, xeriscaping).
- Plant trees away from sewer lines or other underground utilities.

- Use drip irrigation techniques for landscaping.
- Report annually on the activities conducted under this program.

Highway Superintendent

Review, monitor and maintain practices and revise as necessary.

Additional Information / Resources

Refer to Appendix 10 Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.

6.4.3 Vehicle/Equipment Maintenance

Description / Methodology

- Maintain municipal owned vehicles according to manufacturer's specifications and identify and eliminate vehicle fluid leaks.
- Develop and maintain an inventory of municipal owned vehicles.
- Conduct routine maintenance on all vehicles according to manufacturer's specifications.
- Conduct maintenance indoors, whenever possible to ensure the use of oil/water separators.
- For maintenance performed outside, guard against spillage of materials that could discharge to storm receivers.
- Clean up spilled materials immediately, using "dry" methods
- Install pretreatment systems (oil/water separators) where necessary in sewer lines to capture contaminants (oil, grit), and maintain as needed
- Never leave vehicles unattended while refueling
- Identify appropriate recycling/disposal options for wastes
- Schedule repairs for vehicles determined to have fluid leaks.
- Review vehicle inspection and maintenance records to evaluate conformance to vehicle manufacturer service specifications.

Highway Superintendent

Develop and maintain an inventory of municipal owned vehicles.

Annual:

- Conduct routine inspection on all municipal vehicles according to manufacturers' specifications, also inspecting vehicle for the presence of fluid leaks.
- Schedule repairs for vehicles determined to have fluid leaks.
- Require municipal vehicle operators to conduct daily inspections of vehicles to check for fluid leaks.
- Review vehicle inspection and maintenance records to evaluate conformance to vehicle manufacturer service specifications and local stormwater program requirements.

Additional Information / Resources

Refer to Appendix 10 Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.

6.4.4 Vehicle/Equipment Washing

Description / Methodology

- Wash municipal owned vehicles and equipment to prevent discharge of pollutants to the municipal storm sewer system or local waterbodies.
- Perform cleaning with pressurized cold water, without the use of soaps, if wastewaters will flow to a storm sewer system.
- Use minimal amounts of biodegradable soaps only, if wastewaters will discharge to a sanitary sewer system.
- Rinse with hoses that are equipped with automatic shutoff devices and spray nozzles.

Highway Superintendent

Develop an inventory of permittee owned vehicles and equipment.

Maintain on file a copy of the stormwater outfall locations to avoid illegal discharges.

Annual: Inspect floor drain systems regularly – use only those that discharge to a sanitary sewer.

Identify the need for cleaning of catch basins, oil/water separators.

Additional Information / Resources

Refer to Appendix 10 Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.

6.4.5 Building and Grounds Maintenance

Description / Methodology

- Conduct building maintenance activities such that they do not impact the stormwater systems and local water bodies.
- Develop a list of the maintenance activities required inside and outside of each municipal building.
- Identify which activities have an impact on stormwater.
- Develop mitigation measures for each activity that impacts stormwater.
- Review the maintenance activity to determine if any improvements are necessary.

Highway Superintendent

- Develop the list of maintenance activities that impact stormwater

- Develop mitigation measures for each activity.

Additional Information / Resources

Refer to Appendix 10 Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.

6.4.6 Hazardous and Waste Materials Management

Description / Methodology

- Prevent the discharge of hazardous and waste materials from impacting municipal stormwater systems and local waterbodies.
- Ensure that all materials are stored in closed, labeled containers – if stored outside, drums should be placed on pallets, away from storm receivers – inside storage areas should be located away from floor drains.
- Eliminate floor drain systems that discharge to storm drains.
- Use a pretreatment system to remove contaminants prior to discharge.
- Reduce stock of materials “on hand” – use “first in/first out” management technique.
- Use the least toxic material (i.e. non-hazardous) to perform the work.
- Install/use secondary containment devices where appropriate.
- Eliminate wastes by reincorporating coating/solvent mixtures into the original coating material for reuse.
- Recycle materials if possible, or ensure proper disposal of wastes

Highway Superintendent

- Implement plan for proper storage of all hazardous and waste materials.
- Verify that floor drains have been sealed (or redirected to sanitary sewer).

Annual:

- Inspect material storage areas (inside and outside).
- Inspect cleaning of oil/water separators by qualified contractor.
- Inspect stormwater discharge locations (for contaminants, soil staining, plugged discharge lines).
- Repair or replace any leaking/defective containers, and replace labels as necessary.
- Maintain caps and/or covers on containers.
- Maintain aisle space for inspection of products/wastes.

Additional Information / Resources

Refer to Appendix 10 Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.

6.4.7 Operational By Products/Wastes

Description / Methodology

Prevent the potential for leaching of toxic and biological contaminants from reaching the municipal stormwater system or local waterbodies by:

- Post “no dumping” signs where possible.
- Illuminate area if possible.
- Prevent access – erect barriers where possible.
- Identify the by-products/wastes that should be recycled (i.e. paper, cardboard) or can be legally disposed of on municipal lands (i.e. deer carcasses) by referencing NYSDEC regulations (6NYCRR PART 360)

Highway Superintendent

Clean up and dispose of “illegally dumped” materials, trash/debris in accordance with environmental regulations.

Cut and remove vegetation from dump areas.

Highway Superintendent

Annual:

- Regularly schedule inspections - for maintenance concerns

Additional Information / Resources

Refer to Appendix 10 Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.

6.4.8 Spill Response and Prevention

Description / Methodology

- Comply with federal and state spill prevention control and counter measures plan regulations, and review spill response procedures to ensure stormwater quality protection measures are considered during spill response.
 - Evaluate each permittee owned facility and determine if Spill Prevention Control and Countermeasures Plans (SPCC) are required.
 - Develop and/or maintain SPCC plans for permittee owned facilities that require plans.
- Comply with SPCC plan requirements at qualifying permittee owned facilities, including consideration of the following:
 - Conduct employee training.
 - Maintain spill prevention equipment.
 - Keep all materials properly stored in closed, labeled containment systems.
 - Use secondary containment systems where appropriate.
 - Obtain spill recovery materials for immediate response to a spill.

- Maintain SPCC records.
- Update and re-certify the SPCC plan according to SPCC regulations
- Annually report on the number of facilities with SPCC plans and the current status of each SPCC plan.

Highway Superintendent

Develop an inventory of all secondary containment systems and oil/water separators. Develop a SPCC Plan if required.

Highway Superintendent

Annual:

- Inspect secondary containment systems and oil/water separators
- Inspect containers for leaks, areas near storm receiver inlets and outlets, floor drains for indication of spills.
- Pump out oil water separators as needed.
- Protect drains with oil absorbent materials
- Clean out receivers on regular schedule
- Remove spilled salt from salt loading area

Additional Information / Resources

Refer to Appendix 10 Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.

6.4.9 Roadway and Bridge Maintenance

Description / Methodology

- Assess roadways and bridges maintenance activities and modify procedures to reduce stormwater quality impacts.
- Identify alternative practices that would reduce the discharge of road-materials during construction or maintenance activities and revise as necessary.
- Incorporate preventive maintenance and planning for regular operations & maintenance activities.
- Pave in dry weather only.
- Stage road operations and maintenance activity (patching, potholes) to reduce spillage. Cover catch basins and manholes during this activity.
- Clean up fluid leaks or spills from paving equipment/materials immediately.
- Restrict the use of herbicides/pesticide application to roadside vegetation.
- Sweep and vacuum paved roads and shoulders to remove debris and particulate matter.
- Control particulate wastes from bridge sandblasting operations.
- Clean out bridge scuppers and catch basins regularly.
- Direct water from bridge scuppers to vegetated areas.
- Mechanically remove (i.e. sweep) debris from bridge deck and structure prior to washing

Highway Superintendent

- Assess current roadway maintenance activities to determine if modification to current practices would benefit stormwater quality.
- Inspect roads and bridges for implementation of applicable BMP's
- Identify practices that would reduce the discharge of road-materials during construction or maintenance activities.
- Practices include the following:
 - Cleaning bridge scuppers routinely and keep free of debris.
 - Directing runoff water from bridges to vegetated areas.
 - Installing catch basins in place of bridge scuppers.
 - Using tarps, booms, and vacuums during painting or blasting activities (refer to reference information to control/capture particulate matter).
 - Repairing leaking/defective containers or equipment on paving equipment

Annual:

- Evaluate roadway maintenance program and revise roadway maintenance specifications according to identified alternative practices.

Additional Information / Resources

Refer to Appendix 10 Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.

6.4.10 Road Salt Storage and Application**Description / Methodology**

- Provide proper storage and application of road salt to reduce the impact of salt on plants, aquatic life, and the local waterbodies.
- Use covered facility for salt storage (prevents lumping and run-off loss), and size properly for seasonal needs as practicable.
- Store salt on highest ground elevation to mitigate contact with stormwater where possible.
- Calibrate salt spreaders as necessary.
- Consider alternative deicing materials (i.e. calcium chloride, magnesium chloride).
- If possible, use a wetting agent with salt to minimize "bouncing" during application.
- Unload salt deliveries directly into storage facility, if possible.

Highway Superintendent

- Educate and train operators on hazards of over-salting to roads and environment

Annual:

- Inspect salt storage shed for leaks, other problems. Repair as needed.

- Inspect salt piles for proper coverage, tarps for leaks or tears. Replace tarps as needed.
- Inspect salt application equipment.
- Inspect surface areas for evidence of runoff – salt stains on ground near and around the salt shelter, loading area, or downslope.
- Inspect for excessive amounts of salt on roads.
- Inspect equipment to verify proper operation. Service trucks and calibrate spreaders regularly to ensure accurate, efficient distribution of salt.

Additional Information / Resources

Refer to Appendix 10 Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.

6.4.11 Catch Basin and Storm Drain System Cleaning

Description / Methodology

- Reduce sediment and floatable material discharges by routinely cleaning municipal catch basins and stormwater inlet structures.
- Identify areas where catch basins, surface inlets, and/or storm sewer manholes should be periodically cleaned to reduce discharge of floatable materials, sediment, and other materials.
- Address storm drain receivers and (below grade) storm sewer systems, - parking lot receivers, and open ditches.
- Catch basins and floor drain systems inside of buildings should be either:
 - Sealed to prevent discharge
 - Permitted by NYSDEC
 - Discharged to sanitary sewers
- Repair/replace storm drain receiver and catch basin receiver grates as necessary.

Highway Superintendent

Identify areas where catch basins, surface inlets, and/or storm sewer manholes should be periodically cleaned to reduce discharge of floatable materials, sediment, and other materials.

Annual:

Evaluate the catch basin cleaning program to identify improvements and/or modifications.

Additional Information / Resources

Refer to Appendix 10 Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.

6.4.12 New Construction and Land Disturbance

Description / Methodology

- Comply with the requirements of the construction and post-construction minimum control measures listed previously.
- Provide education material and training opportunities to the municipal work crews to inform them of the local, state, and/or federal regulations that will impact their projects.
- Plan the construction and/or land clearing activities so that soil is not exposed for long periods of time
- Minimize compaction of soils
- Minimize impervious cover
- Maximize opportunities for infiltration
- Install sediment control devices before disturbing soil
- Limit grading to small areas
- Stabilize site to protect against sediment runoff
- Protect against sediment flowing into storm drains
- Maintain native vegetation (especially near waterways)
- Install sediment barriers on slopes or divert stormwater
- Incorporate BMP's into the work activities of the work crews during land disturbance activities.

Stormwater Management Officer

Annual: Provide additional training when possible to the municipal work crews.

Annual: Monitor work activities to verify compliance with land disturbance requirements.

Additional Information / Resources

Refer to Appendix 10 Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.

6.4.13 Hydrologic Habitat Modification

Description / Methodology

Develop requirements for the municipal work crews to abide by during hydrologic habitat modification such as stream and ditch cleaning, and wetland disturbance. Provide training to the local municipal work crews regarding the requirements associated with hydrologic habitat modification, construction, and post-construction requirements within the stormwater regulations.

Identify any potential habitat modification to the NYSDEC and USACOE through their Joint Application for Permit Program.

Comply with all requirements of the NYSDEC and USACOE permits for work within freshwater wetlands and streams permits.

Comply with the construction and post-construction requirements within the stormwater regulations.

Provide additional training as necessary to the municipal work crews.

Highway Superintendent

Annual: Provide the NYSDEC and USACOE with the required information in the Joint Application for Permit to obtain their approval prior to proceeding.

Comply with all requirements of the NYSDEC and USACOE permits.

Additional Information / Resources

Refer to Appendix 10 Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.

6.4.14 Street Cleaning and Maintenance

Description / Methodology

- Sweeping of streets and roadways in order to reduce the amount of sediment and associated pollutants discharged to the MS4 from roadways.
- Identify the type of roadways that can be swept to remove sediment and other pollutants.
- Schedule and implement street sweeping of identified roadways.
- Perform operations such as paving in dry weather only.
- Maintain records of streets that have been cleaned.
- Prior to road reconstruction, consider/evaluate the use of “shouldered roads” instead of “curbed roads”.
- Maintain roadside vegetation; select plants/trees that can withstand the action of road salt. Direct runoff to these areas.

Highway Superintendent

Identify the type of roadways that can be swept to remove sediment and other pollutants from the gutters.

Implement street sweeping in accordance with the identified schedule.

Annual: Adjust sweeping schedules according to program needs.

Additional Information / Resources

Refer to Appendix 10 Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.

6.4.15 Pest Control

Description / Methodology

Reduce the discharge of pesticides from Village owned facilities as they may harm aquatic life and may contaminate local water bodies and sediment. This may be accomplished by the following:

Develop an inventory of herbicide and pesticide application including the following:

- Aggregate area of application annually
- Type of pesticide or herbicide applied
- Comply with local, state, and federal regulations associated with pesticide and herbicide application, e.g. licensing regulations.
- Purchase only enough pesticides necessary for one year – store properly to avoid waste generation (spills, leaks, product deterioration).
- Do not apply pesticides immediately prior to or during rain events
- Ensure that employees are properly trained and certified in pesticide application techniques and safety
- Eliminate food, water, and shelter for pests

Highway Superintendent

- Identify pests within municipality. Determine if levels are acceptable or if action needs to be taken to control them.

Annual:

- Inspect pest traps (bait boxes) regularly. Remove and properly dispose of dead pests.
- Block/eliminate access to buildings/structures for pests.
- Remove pests (insects).

Additional Information / Resources

Refer to Appendix 10 Guidance Documents and Inspection Checklists regarding Pollution Prevention/Good Housekeeping for Municipal Operations.