

TOWN OF CONKLIN



**STORMWATER MANAGEMENT PROGRAM
ANNUAL REPORT (SWMPAR) 2008**

FINAL

**REPORTING PERIOD:
MARCH 10, 2007 - MARCH 31, 2008
YEAR 5**

SPDES PERMIT NUMBER: NYR20A255



**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: Town of Conklin **SPDES Permit Number:** NYR20A 255

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: DEBRA PRESTON		Title: SUPERVISOR	Department:
Mailing Address:	Street or P.O. Box: P.O. BOX 182 1271 CONKLIN ROAD	City: CONKLIN	
	County: BROOME	State: NY	Zip Code: 13748
Phone: (607) 775-4114		E-mail Address: DAPRESTON@STNY.RR.COM	
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: Robert Jones		Title: Code Enforcement Officer	Department: Code Enforcement
Mailing Address:	Street or P.O. Box: SAME AS ABOVE	City:	
	County:	State:	Zip Code:
Phone: (607) 775-3456		E-mail Address: LHOUSTON@STNY.RR.COM	
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 <u>X</u> Local Stormwater Public Contact			
Name: Robert Jones		Title: CODE ENFORCEMENT OFFICER	Department: Code Enforcement
Mailing Address:	Street or P.O. Box: SAME AS ABOVE	City:	
	County:	State:	Zip Code:
Phone: (607) 775-3456		E-mail Address: LHOUSTON@STNY.RR.COM	
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: JOHN MASTRONARDI, P.E. GRIFFITHS ENGINEERING, LLC		Title: PROJECT ENGINEER	Department: Civil
Mailing Address:	Street or P.O. Box: 13 S. WASHINGTON STREET, SUITE 1	City: BINGHAMTON	
	County: BROOME	State: NY	Zip Code: 13903
Phone: (607) 724-2400 x223		E-mail Address: JMASTRONARDI@GRIFFITHSENGINEERING.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 303(d) or TMDL waters?

Yes
 No (explain below)

Explanation:

There are currently no 303(d) or TMDL waters in the MS4.

Section C. Partnership Information

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

1. Does your MS4 work with partners? Yes (complete table below) No (Proceed to Section D)

List MS4 Partners with Legally Binding Agreements or Contracts in Place

Broome - Tioga Storm Water Coalition consisting of 15 municipal entities working in concert.

List MS4 Partners with Planned Legally Binding Agreements or Contracts

List MS4 Partners with Other Agreements in Place

Broome County Soil & Water Conservation District

Section D. Geographic Areas Addressed by Stormwater Management Program (SWMP)

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

1. Does your SWMP cover all jurisdictional (automatic and additionally designated) areas within the MS4, as required by 40 CFR 122.32(a)? Yes No (Explain below)

Explain:

Section E. Funding and Resource Allocation
Information to help complete this section can be found in the instructions.

1. Are adequate resources (funding mechanism, equipment, staff, etc.) planned or in place to fully implement your SWMP no later than January 8, 2008? Yes No (explain below)

Explain:

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?

Explain:
Funding is being obtained through the Broome-Tioga Stormwater Coalition. The Town has also received funding from FEMA for various stormwater and drainage projects. FEMA funding is distributed to the Town on per project basis.

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:	<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.3.	Illicit Discharge Detection and Elimination Explain 'no' / 'N/A' answer:	<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.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:	<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

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: Debra Preston

Title: Supervisor

Signature: _____ Date: May 29, 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.

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: TOWN OF CONKLIN **SPDES Permit Number:** NYR20A 255

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.

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). <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> 	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
The Town continuously works in conjunction with the Broome-Tioga Stormwater Coalition (BTSC) and the Broome County Emergency Management Council (BCEMC) to provide ongoing public education and outreach programs. See Appendix for a complete listing of activities and programs.	The measurable goal is to provide public access to storm water activities and information and quantify the results. These are ongoing activities, which will continue annually, and will be expanded as more funds become available.
Town of Conklin maintains public access to storm water informational data on its Web Site, and at the Town Hall Offices.	The measurable goal is to provide public access to storm water activities and information and quantify the results. These are ongoing activities, which will continue annually, and will be expanded as more funds become available.
The Stormwater Annual Report is posted on the Town of Conklin’s website at: www.townofconklin.org	The measurable goal is to provide public access to storm water activities and information. Annual Reports are posted every year.
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 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>	
<p>The Town continuously works in conjunction with the Broome-Tioga Stormwater Coalition (BTSC) and the Broome County Emergency Management Council (BCEMC) to provide ongoing public education and outreach programs. See Appendix for a complete listing of activities and programs.</p>	<p>The measurable goal is to provide opportunities to the public to be involved with and participate with storm water activities, procedures, and programs. These are ongoing activities, which will continue annually, and will be expanded as more funds become available.</p>	
<p>Riverbank cleanups are performed at various times throughout the year.</p>	<p>The measurable goal is to encourage residents of the Town to be involved in the cleanup of the Susquehanna River. This is an ongoing activity which will continue annually.</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>A copy of the SWMP and the Annual Report will be on file in the clerk’s office at the Town Hall and on the Town’s website for public access. Since a public presentation is not required this year a public notice was not posted.</p>		
<p>Permit Reference IV.C.2.e: Public presentation of; f: summary of comments received on; and g: intended response to comments on the SWMPAR.</p>		
<p>Summarize attendance at the public presentation of the Annual Report. Include number of attendees and who was represented: n/a</p>		
<p>Comments on Annual Report Meeting <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: n/a</p>	<p>Approximate Date of Meeting Next Year: n/a</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>The Town of Conklin maintains public access to storm water informational data on its Web Site and at the Town Offices.</p>	<p>The measurable goal is to provide public access to storm water documents and information, quantify the results and provide an opportunity for questions and answers. These are ongoing activities, which will continue annually, and will be expanded as more funds become available.</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"> • <i>Explain the activities and procedures used to meet this requirement this year <u>and planned for next year.</u></i> • <i><u>Revise as procedures are updated.</u></i> • <i>Identify personnel or outside organization conducting the 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"> • <i>Example measurable goals: number of illicit discharges detected; number of illicit discharges eliminated.</i>
<p>These were prohibited by Town ordinance, prior to the implementation of the NYSDEC General Permit, in various sections of the Town Code.</p>	<p>These are ongoing activities, which will continue annually. Awareness of potential illicit discharges will continue to be emphasized to Town personnel.</p>
<p>The NYSDEC General Permit requirements have been discussed with the Town of Conklin personnel. Businesses and the public have been informed through mailings and informational activities of the Town and the Storm water Coalition.</p>	<p>These are ongoing activities, which will continue annually. Awareness of potential illicit discharges will continue to be emphasized to Town personnel.</p>
<p>The Town outfalls have been consolidated into one map which has been included in the Appendix of this report.</p>	<p>A total of 6 outfalls were found and mapped. GPS mapped outfalls totaled 3 and the 3 remaining were calculated as suggested by DEC in its Outfall and System Mapping For Illicit Discharge Detection and Elimination (IDDE) in NY Guidance Document.</p>
<p>Illicit discharges were identified during the reporting period.</p>	<p>Recently, there have been many fill sites in the Town which were creating illicit discharges. Each site was inspected by Town officials and some sites were given stop work orders. Each site was then required to remediate/mitigate the illicit discharge. Some sites used BMP's and others were required to prepare and submit a SWPPP.</p>
<p>The Town has a catch basin and roadside ditch cleaning and inspection program.</p>	<p>This is an ongoing task, which will continue annually.</p>
<p>The Town has a program in which the major drainage channels are inspected a minimum of twice annually and after major rainfall or snowmelt events.</p>	<p>This is an ongoing task, which will continue annually. 100% of these are included in this program. Goal is to inspect 100% of major drainage channels a minimum of twice annually and after major rainfall or snowmelt events.</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 	<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: percent of outfalls mapped</i>

<ul style="list-style-type: none"> developing and retaining MS4 mapping as needed to find the source and identify illicit discharges. <i>State if maps are in GIS.</i> 	
<p>The Town has completed an outfall map. The map is in GIS format.</p>	<p>A total of 6 outfalls were found and mapped. GPS mapped outfalls totaled 3 and the 3 remaining were calculated as suggested by DEC in its Outfall and System Mapping For Illicit Discharge Detection and Elimination (IDDE) in NY Guidance Document.</p>
<p>System mapping will be updated as subdivision and construction projects are completed.</p>	<p>No subdivisions were completed and included in the mapping for 2007. Goal is to add sanitary and storm sewers from new subdivisions to existing map.</p>

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

Permit Reference IV.C.3.c: Prohibit, through an ordinance, local law or other regulatory mechanism, illicit discharges into the MS4. The MS4s have until year 5 to complete the local law work. **See the instructions for information about completing this section.**

Does the MS4 have the legal authority to enact ordinances, local laws or other regulatory mechanisms?	<input type="checkbox"/> No (go to ADDENDUM 1) <input checked="" type="checkbox"/> Yes (complete questions below)
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Assessment of Regulatory Mechanism (Local Code)

1) When was this assessment completed or planned to be completed?	Date completed: <u>April 30, 2007</u> <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete for reporting in year: <u> </u> 4; <u> </u> 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
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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
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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
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Development of Regulatory Mechanism (Local Codes)

5) When was this work completed or planned to be completed?	Date completed: <u>June 1, 2007</u> <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete work below for reporting in year: <u> </u> 4; <u> </u> 5.
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6) If you answered 'No' to question 1, 2 or 3, what regulatory mechanism or amendments will be adopted to meet the MS4 permit requirements?	<input checked="" type="checkbox"/> NYS IDDE Model Law in its entirety <input type="checkbox"/> Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law <input type="checkbox"/> MS4 will write language equivalent to NYS IDDE Model Law
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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 checked="" type="checkbox"/> NYS IDDE Model Law in its entirety <input type="checkbox"/> Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law <input type="checkbox"/> 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: <u>June 27, 2007</u>
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10) Provide a web address if adopted local law can be found on a web site.	Web Address: <u>www.townofconklin.org</u>
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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>
<p>The Town continuously works in conjunction with the Broome-Tioga Stormwater Coalition (BTSC) and the Broome County Emergency Management Council (BCEMC) to provide ongoing public education and outreach programs. See Appendix for a complete listing of activities and programs.</p>	<p>The measurable goal is to provide public access to storm water activities and information and quantify the results. These are ongoing activities, which will continue annually, and will be expanded as more funds become available.</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>The Town posts notices for hazardous household waste drop-off, tire collection, and brush pickup days.</p>	<p>The measurable goal is to inform and provide the public with an appropriate means of disposing trash/garbage, which will eliminate these items from the MS4 watershed. These are ongoing activities, which will continue annually.</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>May 22, 2007</u> <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete for reporting in year: <input type="checkbox"/> 4; <input type="checkbox"/> 5. <input type="checkbox"/> Did not do preliminary assessment; proceeded directly to Gap Analysis Worksheets 1-4 or adopted <i>Sample Local Law for Stormwater Management and Erosion & Sediment Control</i> (Sample Local Law).
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2. If preliminary assessment was completed, indicate the results.	<input 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>May 22, 2007</u> <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete work below for reporting in year: <input type="checkbox"/> 4; <input type="checkbox"/> 5.
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4. How was the local code adopted or how will it be adopted*? <i>*If MS4 has some existing local code equivalent to the Sample Local Law and adopted parts of the Sample Local Law as amendments to make a complete local code, check b and c.</i>	a. <input checked="" type="checkbox"/> The entire Sample Local Law adopted as amendments to existing code or as stand alone law. <ul style="list-style-type: none"> • If no portions of the Sample Local Law were moved or deleted, all provisions would be exactly the same as the Sample Local Law. • If ANY provisions of the Sample Local Law were moved or deleted, the moved or changed provisions must be reviewed (use the <i>Gap Analysis</i> or equivalent process) to ensure the intent of the law has not been changed. b. <input type="checkbox"/> Parts of NYS Sample Local Law adopted as amendments to existing code. c. <input type="checkbox"/> Language developed by municipality was demonstrated to be equivalent.
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Minimum Control Measure 4 and 5. Construction Site and Post-Construction Stormwater Runoff Control Regulatory Mechanism

Permit Reference IV.C.4.b.i, 5.a.i (continued)

Assessment and Development of Regulatory Mechanism (Local Code) (continued)

5. Answer the following questions about the Gap Analysis or equivalent processes.

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

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

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

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

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

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

7. What was the date or is planned date of local code adoption? Date: June 27, 2007

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

Minimum Control Measure 4. Construction Site Stormwater Runoff Control

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

<p>Permit Reference IV.C.4.b. v: Develop and implement procedures for site plan review by the MS4 that incorporate consideration of potential water quality impacts and review individual pre-construction site plans to ensure consistency with local sediment and erosion control requirements.</p> <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>All site plans are reviewed by the Town Engineer and Code Enforcement Officer for proposed development and construction including potential water quality impacts and compliance with the Town Code.</p>	<p>Continue aggressive enforcement and updating of the Town Code with regards to storm water. This is an ongoing task pertaining to 100% of proposed projects, which will continue annually. Goal is to ensure 100% compliance with the Town’s erosion and sediment control ordinances.</p>
<p>Construction activities >1 acre are required to submit a SWPPP which is reviewed by the Town Engineer per town codes/ordinances.</p>	<p>Continue to promote compliance with the Town ordinances. This is an ongoing task pertaining to 100% of proposed projects, which will continue annually. Goal is to ensure 100% compliance with the Town’s erosion and sediment control ordinances.</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>The public is provided with the opportunity to comment on construction plans as part of the Town’s normal approval process.</p>	<p>Continued full implementation.</p>
<p>Public comments may be submitted by letter, phone call, email or at a public meeting.</p>	<p>This is an ongoing task pertaining to 100% of proposed projects, which will continue annually. Goal is to maintain the publics’ ability to comment on 100% of proposed projects before the Zoning and Planning Boards.</p>
<p>Public comments may be addressed to: Debbie Preston, Town Supervisor, (607) 775-4114 Pat Latting, Town Highway Superintendent, (607) 775-0020 Robert Jones, Code Enforcement Officer/SWMP Coordinator, (607) 775-3456</p>	<p>This is an ongoing task pertaining to 100% of proposed projects, which will continue annually. Goal is to maintain the publics’ ability to comment on 100% of proposed projects before the Zoning and Planning Boards.</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>Construction site inspection, enforcement, and control measures and sanctions are performed by the Code Enforcement Department working together with the Town Engineer and Town Attorney. The Code Enforcement Officer/SWMP Coordinator is responsible for enforcing the various stormwater ordinances within the Town Code.</p>	<p>Continue aggressive enforcement and updating of the Town Code with regards to storm water. This is an ongoing task pertaining to 100% of proposed projects, which will continue annually. Goal is to ensure 100% compliance with the Town’s erosion and sediment control ordinances.</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. • <u>Indicate activities planned for next year.</u> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Developers/Construction Managers/Construction Site Operators are given information by the Code Enforcement Office regarding compliance with the NYSDEC’s General Permit as well as the Town’s Ordinances. The Code Enforcement Officer and/or Town Engineer are available for questions regarding the local stormwater laws.</p>	<p>The goal is to educate and inform Developers/Construction Managers/Construction Site Operators of acceptable and unacceptable practices in order to meet state and local stormwater requirements.</p>
<p>The Town Engineer attended a “Stormwater Construction Site Inspection: A Workshop for Code Enforcement Officers and Municipal Engineers”. See appendices for additional information.</p>	<p>The goal is to educate and inform officers and engineers of acceptable and unacceptable practices in order to regulate construction activities, so they can in turn educate and inform Developers/Construction Managers/Construction Site Operators as necessary. Additional training will be acquired as it becomes available.</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 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
Enforcing various ordinances within the Town Code and enforcing compliance with the approved SWPPP ensures implementation of post construction storm water management program.	Continue to promote compliance with the Town ordinances. This is an ongoing task pertaining to 100% of proposed projects, which will continue annually. Goal is to ensure compliance of Town ordinances on 100% of the proposed projects.
An inventory of storm water controls requiring periodic inspection will be kept at the Town’s Code Enforcement Office and will be updated as new controls are installed.	This is an ongoing task pertaining to 100% of proposed projects, which will continue annually. Goal is to ensure compliance of Town ordinances on 100% of the proposed projects.
<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>
SWPPP are required for all construction activities disturbing >1 acre and are subject to review by the Town Engineer as per Town Code/Ordinance. The Code Enforcement Officer and Town Engineer will be attending a training workshop that will be held in June 2008.	Continue to promote compliance with the Town ordinances. This is an ongoing task pertaining to 100% of proposed projects, which will continue annually. Goal is to ensure compliance of Town ordinances on 100% of the proposed projects.
Site plans are submitted to the Code Enforcement Officer/SWMP Coordinator who circulates copies to the Town Planning Board and Town Engineer for review as per Town Code/Ordinance.	Continue to promote compliance with the Town ordinances. This is an ongoing task pertaining to 100% of proposed projects, which will continue annually. Goal is to ensure compliance of Town ordinances on 100% of the proposed projects.

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>
<p>Enforcing various ordinances within the Town Code and enforcing compliance with the approved SWPPP ensures implementation of post construction storm water management program.</p>	<p>Continue to promote compliance with the Town ordinances. This is an ongoing task pertaining to 100% of proposed projects, which will continue annually. Goal is to ensure compliance of Town ordinances on 100% of the proposed projects.</p>
<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>
<p>The Town’s Code Enforcement Officer is authorized to issue Stop Work Orders to Site Operators not in compliance with Local Codes for post-construction stormwater management practices. Penalties include a violation punishable by a fine not exceeding \$350 or imprisonment for a period not to exceed six months, or both.</p>	<p>Continue to promote compliance with the Town ordinances. This is an ongoing task pertaining to 100% of proposed projects, which will continue annually. Goal is to ensure compliance of Town ordinances on 100% of the proposed projects.</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.

<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>Currently the Town has adequate personnel and resources for inspection and enforcement.</p>	<p>Continue to promote compliance with the Town ordinances. This is an ongoing task pertaining to 100% of proposed projects, which will continue annually. Goal is to ensure compliance of Town ordinances on 100% of the proposed projects.</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. 	
<p>Permit Reference IV.C.6.a: Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • <i>List pollutants that will be addressed by the municipal pollution prevention program.</i> 	
<p>Sediment, nutrients, concrete wash, gas, oil, etc.</p>	
<ul style="list-style-type: none"> • <i>Set and describe pollution prevention priorities by geographic areas, municipal operation type, and facilities.</i> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>Regular inspection of waterways throughout the entire Town by Highway Dept. personnel and/or the Town Engineer.</p>	<p>This is an ongoing task, which will continue annually. Goal is to inspect 100% of major drainage channels a minimum of twice annually and after major rainfall or snowmelt events.</p>
<p>The Town utilized good housekeeping practices in its operations to prevent pollution, including cleaning of debris from streets and catch basins using the Town’s vacuum truck. Ditches were also cleaned and reshaped. Other good housekeeping items include storage of salt in a shed, covering salt-sand mix with a tarp when not being used, performing vehicle maintenance in the Town Highway Garage/Shop which has an oil and grit separator on the drain system, and removal of silt from roadway shoulders and ditches.</p>	<p>This is an ongoing task, which will continue annually.</p>
<p>Employee training emphasizing the importance of the Stormwater Management Program throughout the entire Town.</p>	<p>This is an ongoing task, which will continue annually.</p>
<p>Employee attendance of various County, State or private storm water seminars.</p>	<p>This is an ongoing task, which will continue annually.</p>
<p>Permit Reference IV.C.6.a: Include a municipal pollution prevention training component for staff (where all staff are trained).</p> <ul style="list-style-type: none"> • <i>Explain activities and materials used to meet this requirement.</i> • <i>Identify training needs and design training components</i> • <i>Determine the adequacy and appropriate frequency of staff training.</i> <p><i>Identify personnel or outside organization conducting activities.</i></p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>The Code Enforcement Officer/SWMP Coordinator and Town Engineer receive training conducted by the NYSDEC, BTSC, and the Broome County SWCD.</p>	<p>This is an ongoing task, which will continue as trainings become available.</p>
<p>The Town Engineer provides periodic updates on the Stormwater Management</p>	<p>This is an ongoing task, which will continue annually.</p>

Plan for members of Town, Planning, and Zoning Boards.	
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: X 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. 	
<p>Permit Reference IV.C.6.a, c: Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from the municipal operation(s) indicated above to the MEP.</p> <ul style="list-style-type: none"> • <i>Describe how the bulleted items below focus on pollutants addressed by the municipal pollution prevention program and the pollution prevention priorities.</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • <i>Briefly describe or reference any existing policies and procedures</i> • <i>Briefly describe or reference any policies and procedures being developed</i> 	DO NOT ENTER INFORMATION IN THIS CELL
Catch basin inspection, cleaning and repair program in practice.	This is an ongoing task, which will continue annually.
Vehicle washout programs in practice.	This is an ongoing task, which will continue annually.
Vehicle maintenance areas protected by oil/water separators.	This is an ongoing task, which will continue annually.
Vehicle fueling areas protected against spills.	This is an ongoing task, which will continue annually.
<ul style="list-style-type: none"> • <i>Briefly describe or reference any existing best management practices</i> • <i>Briefly describe or reference any planned best management practices</i> 	DO NOT ENTER INFORMATION IN THIS CELL
Catch basins cleaned and repaired as inspection indicates.	This is an ongoing task, which will continue annually.
Wash bay used for cleaning vehicles.	This is an ongoing task, which will continue annually.
Oil and water separators utilized in vehicle maintenance areas.	This is an ongoing task, which will continue annually.
Containment vessel utilized for fuel tanks.	This is an ongoing task, which will continue annually.
<ul style="list-style-type: none"> • <i>Identify and describe the equipment and staff that are in place</i> 	DO NOT ENTER INFORMATION IN THIS CELL
Vacuum truck, dump trucks, backhoes, broom trucks and the necessary number of highway dept. employees.	This is an ongoing task, which will continue annually.
Washout areas.	This is an ongoing task, which will continue annually.
Oil/water separator.	This is an ongoing task, which will continue annually.
Containment vessel.	This is an ongoing task, which will continue annually.
Necessary number of employees.	

Minimum Control Measure 6. Municipal Operations: ___ Street and Bridge Maintenance; X 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. <ul style="list-style-type: none"> • 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)
<ul style="list-style-type: none"> • 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
Vehicle washout programs in practice.	This is an ongoing task, which will continue annually.
Vehicle maintenance areas protected by oil/water separators.	This is an ongoing task, which will continue annually.
Vehicle fueling areas protected against spills.	This is an ongoing task, which will continue annually.
<ul style="list-style-type: none"> • 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
Wash bay used for cleaning vehicles.	This is an ongoing task, which will continue annually.
Oil and water separators utilized in vehicle maintenance areas.	This is an ongoing task, which will continue annually.
Containment vessel utilized for fuel tanks.	This is an ongoing task, which will continue annually.
<ul style="list-style-type: none"> • Identify and describe the equipment and staff that are in place 	DO NOT ENTER INFORMATION IN THIS CELL
Washout areas.	This is an ongoing task, which will continue annually.
Oil/water separator.	This is an ongoing task, which will continue annually.
Containment vessel.	This is an ongoing task, which will continue annually.
Necessary number of employees.	

Minimum Control Measure 6. Municipal Operations: ___ Street and Bridge Maintenance; ___ Winter Road Maintenance;
X 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. 	
<p>Permit Reference IV.C.6.a, c: Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from the municipal operation(s) indicated above to the MEP.</p> <ul style="list-style-type: none"> • Describe how the bulleted items below focus on pollutants addressed by the municipal pollution prevention program and the pollution prevention priorities. 	<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"> • 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
Catch basin inspection, cleaning and repair program in practice.	This is an ongoing task, which will continue annually.
Vehicle washout programs in practice.	This is an ongoing task, which will continue annually.
Vehicle maintenance areas protected by oil/water separators.	This is an ongoing task, which will continue annually.
Vehicle fueling areas protected against spills.	This is an ongoing task, which will continue annually.
Drainage channel and detention facility inspection.	This is an ongoing task, which will continue annually.
Storm drainage system map.	This is an ongoing task, which will be updated as necessary.
<ul style="list-style-type: none"> • 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
Catch basins cleaned and repaired as inspection indicates.	This is an ongoing task, which will continue annually.
Wash bay used for cleaning vehicles.	This is an ongoing task, which will continue annually.
Oil/water separators utilized in vehicle maintenance areas.	This is an ongoing task, which will continue annually.
Containment vessel utilized for fuel tanks.	This is an ongoing task, which will continue annually.
Semi- annual and post sizeable event inspections.	This is an ongoing task, which will continue annually.
Maintain updated storm system map.	This is an ongoing task, which will be updated as necessary.
<ul style="list-style-type: none"> • Identify and describe the equipment and staff that are in place 	DO NOT ENTER INFORMATION IN THIS CELL
Vacuum truck, dump trucks, backhoes, broom trucks and the necessary number of highway dept. employees.	This is an ongoing task, which will continue annually.
Washout areas.	This is an ongoing task, which will continue annually.
Oil/water separator.	This is an ongoing task, which will continue annually.

Containment vessel.	This is an ongoing task, which will continue annually.
Necessary number of employees.	

Minimum Control Measure 6. Municipal Operations: ___ Street and Bridge Maintenance; ___ Winter Road Maintenance; ___ Stormwater System Maintenance; X 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. 	
<p>Permit Reference IV.C.6.a, c: Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from the municipal operation(s) indicated above to the MEP.</p> <ul style="list-style-type: none"> • Describe how the bulleted items below focus on pollutants addressed by the municipal pollution prevention program and the pollution prevention priorities. 	<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"> • 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
Vehicle washout programs in practice.	This is an ongoing task, which will continue annually.
Vehicle maintenance areas protected by separators.	This is an ongoing task, which will continue annually.
Vehicle fueling areas protected against spills.	This is an ongoing task, which will continue annually.
<ul style="list-style-type: none"> • 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
Wash bay used for cleaning vehicles.	This is an ongoing task, which will continue annually.
Oil/water separators utilized in vehicle maintenance areas.	This is an ongoing task, which will continue annually.
Containment vessel utilized for fuel tanks.	This is an ongoing task, which will continue annually.
<ul style="list-style-type: none"> • Identify and describe the equipment and staff that are in place 	DO NOT ENTER INFORMATION IN THIS CELL
Washout areas.	This is an ongoing task, which will continue annually.
Oil/water separator.	This is an ongoing task, which will continue annually.
Containment vessel.	This is an ongoing task, which will continue annually.
Necessary number of employees.	

Minimum Control Measure 6. Municipal Operations: ___ Street and Bridge Maintenance; ___ Winter Road Maintenance;
___ Stormwater System Maintenance; ___ Vehicle and Fleet Maintenance; X 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. 	
<p>Permit Reference IV.C.6.a, c: Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from the municipal operation(s) indicated above to the MEP.</p> <ul style="list-style-type: none"> • <i>Describe how the bulleted items below focus on pollutants addressed by the municipal pollution prevention program and the pollution prevention priorities.</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • <i>Briefly describe or reference any existing policies and procedures</i> • <i>Briefly describe or reference any policies and procedures being developed</i> 	DO NOT ENTER INFORMATION IN THIS CELL
Vehicle washout programs in practice.	This is an ongoing task, which will continue annually.
Vehicle maintenance areas protected by separators.	This is an ongoing task, which will continue annually.
Vehicle fueling areas protected against spills.	This is an ongoing task, which will continue annually.
Drainage channel and detention facility inspection.	This is an ongoing task, which will continue annually.
<ul style="list-style-type: none"> • <i>Briefly describe or reference any existing best management practices</i> • <i>Briefly describe or reference any planned best management practices</i> 	DO NOT ENTER INFORMATION IN THIS CELL
Wash bay used for cleaning vehicles.	This is an ongoing task, which will continue annually.
Oil and water separators utilized in vehicle maintenance areas.	This is an ongoing task, which will continue annually.
Containment vessel utilized for fuel tanks.	This is an ongoing task, which will continue annually.
Semi-annual and post sizeable event inspections.	This is an ongoing task, which will continue annually.
<ul style="list-style-type: none"> • <i>Identify and describe the equipment and staff that are in place</i> 	DO NOT ENTER INFORMATION IN THIS CELL
Washout areas.	This is an ongoing task, which will continue annually.
Oil and water separators.	This is an ongoing task, which will continue annually.
Containment vessel.	This is an ongoing task, which will continue annually.
Necessary number of employees.	

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; X 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. 	
<p>Permit Reference IV.C.6.a, c: Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from the municipal operation(s) indicated above to the MEP.</p> <ul style="list-style-type: none"> • Describe how the bulleted items below focus on pollutants addressed by the municipal pollution prevention program and the pollution prevention priorities. 	<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"> • 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
Vehicle washout programs in practice.	This is an ongoing task, which will continue annually.
Vehicle maintenance areas protected by separators.	This is an ongoing task, which will continue annually.
Vehicle fueling areas protected against spills.	This is an ongoing task, which will continue annually.
Drainage channel and detention facility inspection.	This is an ongoing task, which will continue annually.
<ul style="list-style-type: none"> • 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
Wash bay used for cleaning vehicles.	This is an ongoing task, which will continue annually.
Oil and water separators utilized in vehicle maintenance areas.	This is an ongoing task, which will continue annually.
Containment vessel utilized for fuel tanks.	This is an ongoing task, which will continue annually.
Semi- annual and post sizeable event inspections.	This is an ongoing task, which will continue annually.
<ul style="list-style-type: none"> • Identify and describe the equipment and staff that are in place 	DO NOT ENTER INFORMATION IN THIS CELL
Catch basin cleaners, backhoes and the necessary number of employees.	This is an ongoing task, which will continue annually.
Washout areas.	This is an ongoing task, which will continue annually.
Oil/water separator.	This is an ongoing task, which will continue annually.
Containment vessel.	This is an ongoing task, which will continue annually.
Necessary number of employees.	

Minimum Control Measure 6. Municipal Operations: X 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
Existing programs adequately reduce and/or prevent pollutant discharges.	
Modifications and updates will be improved as needed.	
.	
<ul style="list-style-type: none"> • <i>Briefly describe or reference any existing best management practices</i> • <i>Briefly describe or reference any planned best management practices</i> 	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Permit Reference IV.C.6.a, c 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> 	
Stormwater discharge information is stressed in the department's standard operating procedures.	This is an ongoing task, which will continue annually
Department's management staff conducts informational activities.	This is an ongoing task, which will continue annually.
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
- Intended response to comments on the annual report
- Results of information collected and analyzed, including monitoring data; evaluation of assessment (modeling) of pollutant discharges, including modeling results and pollutant transport trends.
- Other Broome-Tioga Stormwater Coalition Activities

Appendix A

Broome-Tioga Stormwater Coalition - Intermunicipal Agreement

Appendix B

Broome-Tioga Stormwater Coalition - Activities

Appendix C

Town of Conklin: Outfall Mapping
Catch Basin Data