



**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 Clarkson SPDES Permit Number: NYR20A 058

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: Paul Kimball		Title: Supervisor	Department: Supervisor
Mailing Address:	Street or P.O. Box: P.O. Box 858		City: Clarkson
	County: Monore		State: NY Zip Code: 14430
Phone: (585) 637-1131		E-mail Address: supervisor@clarksonny.org	
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: Richard D. Nurse		Title: Assistant To The Highway Superintendent	Department: Highway
Mailing Address:	Street or P.O. Box: 3623 Lake Road		City: Brockport
	County: Monroe		State: NY Zip Code: 14420
Phone: (585) 637-1132		E-mail Address: highway@clarksonny.org	
Stormwater Management Program (SWMP) Coordinator (Responsible for implementation/coordination of SWMP)			
Is information below: 1) new or changed? ___ Yes <u>X</u> No 2) same as: ___ Owner/Operator ___ Local Stormwater Public Contact			
Name:		Title:	Department:
Mailing Address:	Street or P.O. Box:		City:
	County:		State: Zip Code:
Phone: ()		E-mail Address:	
Annual Report Preparer			
Is information below: 1) new or changed? ___ Yes ___ No 2) same as: ___ Owner/Operator ___ Local Stormwater Public Contact ___ SWMP Coordinator			
Name:		Title:	Department:
Mailing Address:	Street or P.O. Box:		City:
	County:		State: Zip Code:
Phone: ()		E-mail Address:	

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:

Section C. Partnership Information
Information to help complete this section can be found in the instructions.
1. Does your MS4 work with partners? <input checked="" type="checkbox"/> Yes (complete table below) <input type="checkbox"/> No (Proceed to Section D)

<p style="text-align: center;">List MS4 Partners with Legally Binding Agreements or Contracts in Place</p> <p>The members of the Stormwater Coalition of Monroe County entered in to a 5-year intermunicipal agreement (IMA) in 2003 to formalize the work of the Coalition and establish membership fees. The Monroe County Department of Environmental Services (DES) staffs the Coalition. DES contracts with Partner Agencies, such as the Monroe County Soil and Water Conservation District, the Water Education Collaborative at the Rochester Museum & Science Center, and consultants/contractors to execute certain projects and programs as identified by the Coalition Members for permit compliance. In 2008, the Coalition members will draft a new IMA that reflects the Coalition's funding structure and focuses on program implementation.</p>
<p style="text-align: center;">List MS4 Partners with Planned Legally Binding Agreements or Contracts</p>
<p style="text-align: center;">List MS4 Partners with Other Agreements in Place</p>

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)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No (explain below)
Explain:
2. If the <u>MS4 is receiving funding</u> 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: The Stormwater Coalition received \$494,000 in funding through the Round 7 EPF Grant for the period July 1, 2006 through March 31, 2008. In addition, the Coalition received \$537,500 through the Round 8 EPF Grant for the period January 1, 2008 through June 30, 2009. The grant funds are used to support the shared permit compliance services provided to all member MS4s. In 2007, the Coalition completed a long-term funding feasibility study and is pursuing the creation of a county wide stormwater district to fund the shared services.
3. If the <u>MS4 is not receiving funding</u> , 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 <u>ONLY</u>	
		Steady Progress	Goals Achieved
IV.C.1.	Public Education and Outreach on Stormwater Impacts Explain 'no' / 'N/A' answer:	X Yes ___ No ___ N/A	X Yes ___ No ___ N/A
IV.C.2.	Public Involvement / Participation Explain 'no' / 'N/A' answer:	X Yes ___ No ___ N/A	X Yes ___ No ___ N/A
IV.C.3.	Illicit Discharge Detection and Elimination Explain 'no' / 'N/A' answer:	X Yes ___ No ___ N/A	X Yes ___ No ___ N/A
IV.C.4.	Construction Site Stormwater Runoff Control Explain 'no' / 'N/A' answer:	X Yes ___ No ___ N/A	X Yes ___ No ___ N/A
IV.C.5.	Post-Construction Stormwater Management Explain 'no' / 'N/A' answer:	X Yes ___ No ___ N/A	X Yes ___ No ___ N/A
IV.C.6.	Pollution Prevention / Good Housekeeping for Municipal Operations Explain 'no' / 'N/A' answer:	X Yes ___ No ___ N/A	X Yes ___ No ___ 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: _____ Title: _____

Signature: _____ Date: _____

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 CLARKSON **SPDES Permit Number:** **NYR20A 058**

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.**

Activities Applicable to all of the Minimum Measures

Implementation of Best Management Practices			Activities Planned for the Upcoming Year	
List the planned management practices and any additional ones that you worked on.	Any done in the past year?		If YES, describe the measurable goals that were achieved and any other accomplishments.	Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
	YES	NO		
			2007-2008 Permit Year	2008-2009 Permit Year
Coordinate the Stormwater Coalition of Monroe County	X		<ul style="list-style-type: none"> The full Stormwater Coalition met on a monthly basis in order to work on cooperative compliance projects and programs and to dialogue with the NYSDEC regarding the permit requirements and changes. Ten meetings were held during this reporting period. The Coalition's Executive Committee is comprised of seven members and meets on a monthly basis in order to provide leadership for the group and to manage various business related matters. The committee met ten times during this reporting period. The Coalition's three standing task groups (Education, Construction, and Illicit Discharge/Pollution Prevention) met on a monthly schedule to advance their respective cooperative 	<ul style="list-style-type: none"> During the 2008-2009 permit period, the Stormwater Coalition is providing financial support to the Monroe County Department of Environmental Services to coordinate the work of the Coalition. The Stormwater Coalition will continue to meet on a monthly basis to coordinate cooperative efforts to comply with the Phase II regulations. The Coalition's task groups (Education/Public Participation, Construction/Post-Construction, Illicit Discharges/Pollution Prevention) will continue to advance their respective permit compliance projects.

			<p>compliance projects. These are described in detail in the respective minimum control measure sections below.</p> <ul style="list-style-type: none">• On March 20, 2007 the Monroe County Council of Governments (COG) passed a resolution in support of long term funding for the Coalition. This action was a follow up to a Coalition presentation to the COG in September of 2006.• The Coalition convened a project team to lead its long term funding effort. A consultant was retained in order to develop a long term funding feasibility study. The study was completed and presented to the full Coalition in December 2007. Three possible funding methods were analyzed. The creation of a county wide stormwater district was identified as the most suitable. Coalition staff and the contractor initiated a focus group process of meeting with small groups of municipal decision makers and elected officials in order to respond to concerns about the stormwater district and obtain support for the proposal. Next steps will involve the development of the stormwater district map and plan including a fee structure. The map and plan will then need to be submitted to the County Legislature for action and New York State for review.• Representatives and staff from the Stormwater Coalition presented at and participated in the 2007 stormwater conference and tradeshow in Buffalo.• The Coalition maintained a website in order to promote the group's message and work and to share resources with	
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			<p>other professionals.</p> <ul style="list-style-type: none">• The Coalition produced a template annual report summarizing the collaborative compliance activities performed through the group for use by the members in their reporting to NYSDEC.	
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Minimum Control Measure 1. Public Education and Outreach

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

<p>Permit Reference IV.C.1.a, b: Plan and conduct an ongoing public education and outreach program to ensure the reduction of all pollutants of concern in stormwater discharges to the maximum extent practicable (MEP).</p> <ul style="list-style-type: none"> • <i>Explain the program, including activities and materials used</i> • <i>Identify the personnel or outside organization conducting the activity.</i> • <i>Indicate activities planned for next year.</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • The Stormwater Coalition of Monroe County’s “Education & Public Participation Task Group” provides oversight and direction for the Coalition’s educational efforts. The Task Group meets on a monthly basis and is comprised of representatives from the MS4s and educational organizations in the community. During the 2007-2008 permit period the Task Group redesigned the pet waste signs to incorporate the H2O Hero design. As part of a pilot project, 14 signs/stations were installed in 6 municipalities. • The Coalition approved the expenditure of \$10,000 in membership fee funds to support the development of stormwater curriculum modules for use in schools. A request for qualifications was issued and a contractor selected. • In collaboration with Sigma Marketing, the Task Group developed a septic system maintenance self mailer/magnet to be mailed to homeowners with septic systems as a pilot project. The Group met with a waste hauler to identify partnership opportunities. • The Task Group met with the President of the Rochester Museum & Science Center to plan a permanent stormwater educational exhibit at the museum. The group conducted additional planning work to determine the key message, interactions, and call to action for the exhibit. The New York State curriculum standards were researched to determine how the stormwater exhibit could be designed so that teachers could use it in meeting the standards. • Several educational pieces were updated and redesigned (to incorporate the H2O Hero) and printed including the stormwater door hanger (40,000 copies), H2O Hero car magnets (2,000) and the Living Next to Stormwater Wetlands brochure (5,000). These are being provided to the municipalities for distribution. 	<ul style="list-style-type: none"> • During the 2008-2009 permit period the Education & Public Participation Task Group will focus on the following public education efforts. <ul style="list-style-type: none"> ○ Assess the effectiveness of the pet waste sign/station pilot project and identify next steps. ○ Complete the first phase of the stormwater curriculum project. This phase will involve the development of five curriculum modules for 7th and 9th Graders. The modules will be promoted to teachers through training events and other opportunities. Additional funding will be pursued to complete the following phases. ○ Implement the septic system self mailer/magnet mailing to 1,000 homes with septic systems. Make a determination about expanding the project to a larger set of homes. ○ Pursue funding for the stormwater exhibit at the Rochester Museum & Science Center. As funding is secured, complete the design, focus group testing, construction, and installation process.
<ul style="list-style-type: none"> • During the 2007-2008 permit period, the Coalition contracted with the Water Education Collaborative (WEC) at the Rochester Museum & Science Center to perform stormwater public education activities including school and community presentations, installation of storm 	<ul style="list-style-type: none"> • During the 2008-2009 the Stormwater Coalition will contract with a partner agency or individual to conduct direct stormwater education such as school community presentations, storm drain marking, and the promotion of

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<p>drain markers using volunteers, a charity car wash pilot project, and a neighborhood education pilot project.</p> <ul style="list-style-type: none"> • WEC and Monroe County Department of Environmental Services staff conducted 132 stormwater presentations/events, in 21 municipalities, reaching 7,234 individuals. WEC presentations featured a demonstration of the enviroscape (a watershed model) and promoted participation in storm drain marking. WEC staff developed stormwater audits for use as a teaching tool. The audits are designed to project the participants stormwater pollution impact. • Volunteers and municipal staff installed approximately 3,500 storm drain markers in 13 towns and villages. The markers are designed to educate residents not to dump anything down the storm drain. <p>The Town Of Clarkson was not one of the towns to install these drain markers. All Storm Drains in the town were Stenciled in 2005 as part of an Eagle Scout Project. The Stencils are still very visible on all storm drains.</p> <ul style="list-style-type: none"> • WEC and Monroe County Department of Environmental Services staff worked with several retailers/facilities that host charity car wash events on reducing the associated stormwater pollution. A pollution prevention kit was purchased and tested. A charity car wash pollution prevention manual and automobile owners pollution prevention brochure were developed. One of the lessons learned was that it is challenging to recruit retailers/facilities to adopt the pollution prevention practices and that a lot of persuasion is required. • A neighborhood education pilot project was conducted in the Riverton area of Henrietta. The purpose of the project was to identify what education methods are most effective. A neighborhood educational event was coordinated and pre and post surveys of residents were conducted. Poor attendance at the event seemed to indicate that conducting new stand alone educational events is not the best approach and that building on existing events or using the mass media would be more effective. 	<p>the stormwater curriculum modules.</p>
<ul style="list-style-type: none"> • The Stormwater Coalition contracted with the WEC to implement a stormwater mass media public education campaign (H2O Hero). The campaign has been made possible because of a supporting grant from the Ad Council of Rochester. During the 2007-2008 permit period, the 30-second television advertisement, 30-second and 60-second radio advertisements, and multiple print advertisements were completed, as well as a campaign website. The advertisements feature the H2O Hero and focus on establishing basic awareness of 	<ul style="list-style-type: none"> • The H2O Hero mass media campaign will be continued during the 2008-2009 permit period. The Stormwater Coalition will provide \$44,831 in support to purchase media space and Monroe County will provide an additional \$10,608. The same television, radio, and print advertisements will be used as the focus will continue to be on establishing basic awareness of the stormwater system and pollution. Substantial additional media space will be

<p>how the stormwater system works and how stormwater pollution occurs (i.e. “only rain down the drain”). Market research (2006 phone survey) indicated a very low level of awareness regarding stormwater. Therefore, the Ad Council recommended focusing on basic awareness in the early stages of the campaign and then transitioning to specific desired behavior changes.</p> <ul style="list-style-type: none">• A joint press conference with Monroe County, the City of Rochester, and the Rochester Museum & Science Center was held on May 17, 2007 to mark the launch of the campaign.• The Stormwater Coalition provided \$32,500 from its membership fees to support the development of the campaign website and to purchase television advertising space. Prime time television space valued at \$30,000 was purchased during May and June of 2007 for the airing of the H2O Hero advertisement. The media buy had an estimated 94.4% reach to adults 25-54 with an average frequency per person of 3.8.• In addition, media space (television, radio, and print) valued at \$139,000 was donated through the Ad Council to run the H2O Hero advertisements. The advertisements on the donated space ran during the summer of 2007.• The Town Of Clarkson maintains a website for use by all town residents and any concerned citizens. On this web site, the Town Of Clarkson maintains information regarding the town’s current and planned activities with regards to Stormwater Management. It also maintains a link to the Stormwater Coalition of Monroe County’s Web site, which provides links to many other sites. In addition to these items the Town Of Clarkson maintains an on-line assessable link to the Annual Reports that have been submitted to the NYS DEC under Phase II.• The Town Of Clarkson makes available items published by the Stormwater Coalition of Monroe County, as well as other published pieces relating to Stormwater Management at its information center located in the lobby of the Town Hall.• The Town of Clarkson holds two drop off periods for household debris, (Non-Hazardous and Non-Garbage) during the year. The Spring Drop off was held from April 28 , 2007 through May 5, 2007. While the Fall Drop off was held on October 27th and October 30th of 2007.	<p>donated through the Ad Council. It is anticipated that the advertisements will run during the spring and summer of 2008.</p> <ul style="list-style-type: none">• Approximately \$12,000 in funding has been secured to conduct follow up market research (i.e. phone survey) to measure the effectiveness of the campaign. It is anticipated that the follow up market research will be conducted during the autumn of 2008 and the results will be used to guide further implementation of the campaign.• The Town of Clarkson will maintain these practices during the next reporting period.• The Town Of Clarkson will add information on it’s stormwater web page regarding The Monroe County Department of Environmental Services Household Collection Day for 2008, as well as provide information regarding year round disposal of household hazardous waste through the Monroe County DES.• The Town of Clarkson will publish it’s dates for it’s Spring and Fall Junk Days both in the Local Newspaper and on it’s web site.• The Town of Clarkson will publish its dates for it’s Spring and Fall Brush Pick Up in both the local newspaper and on it’s web site.• The Town of Clarkson will redesign it’s website to provide for easier location of information regarding Junk Days, Brush Pick-Up and Hazardous Waste Disposal.• The Town of Clarkson will publish a revised policy for brush pick up and disposal for the time periods between the spring and fall pick-ups.
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- The following statistics were compiled from the above mentioned activities.
- **SPRING DROP OFF**
 - Number of Households - 180
 - Tons of Debris to Landfill - 43.
 - Tons of Metal Recycled - 11.28
 - Propane Tanks Recycled - 6
 - Vehicle Tires Collected and Recycled - 37
 - Refrigerator/Air Conditioners/Dehumidifiers Collected - Refrigerant Collected by a licensed HVAC Professional
 - Refrigerators - 3
 - Air Conditioners/Dehumidifiers - 9
- **FALL DROP OFF**
 - Number of Households - 108
 - Tons of Debris to Landfill - 22.51
 - Tons of Metal Recycled - 6.015
 - Propane Tanks Recycled - 5
 - Vehicle Tires Collected & Recycled - 63
 - Refrigerators/Air Conditioners/Dehumidifiers Collected - Refrigerant collected by a licensed HVAC Professional
 - Refrigerators - 4
 - Air Conditioner/Dehumidifiers - 6

In addition to the Junk Drop off Periods, the Town Of Clarkson also holds two periods where we pick up yard waste and leaves, bagged in recyclable paper bags only. This is done beginning the second week of May in the Spring and the first week of November in the Fall. The pick up continues until one complete pass is made of the town. The town does not pick up loose leaves or leaves which are bagged in plastic. (The local farmers then to pick up these leaves for use in their fields)

The Town Of Clarkson requires that leaves be placed in recyclable paper bags. This is to help facilitate the grinding of the brush and leaves into mulch, which is then made available for the

<p>residents use.</p> <p>The Town Of Clarkson also has a landscapers trailer which we have made available for residents to use between the pick up periods. This is done by appointment, and on a availability basis. The Town Of Clarkson delivers and picks up the trailer when the homeowner has it filled for proper disposal.</p> <p>The Town Of Clarkson, as in the past provided for Christmas Tree Drop off both at our Transfer Station and at the Highway Department.</p> <p>During 2007 the Town Of Clarkson acquired a 10" wood chipper, and most of the Christmas trees were picked up form in front of the residents homes and chipped on site this reporting period.</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>N/A</p>	<p>N/A</p>
<p>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change: N/A</p>	

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Minimum Control Measure 2. Public Involvement/Participation

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

<p>Permit Reference IV.C.2.c.iii.: Design and conduct a public involvement / participation program.</p> <ul style="list-style-type: none"> • Describe activities that the MS4 has/will undertake to provide program access to interested individuals and to gather needed input. • Indicate activities planned for next year. 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • In the spring of 2007, the Coalition’s Education Task Group, in partnership with Penfield Community Television, developed a short video that provides an overview of the Phase II Stormwater Regulations and the Coalition’s 2006-2007 compliance activities. Copies of the videotape were distributed to and shown on the cable access channels in the community. • The Coalition also participated in the Sierra Club’s Environmental Forum on April 19, 2007. Approximately 250 citizens attended the event. Coalition staff provided copies of the Coalition’s executive summary and educational pieces to attendees and encouraged public comment on the annual reports. • A model municipal resolution for use in adopting the annual report was also developed and distributed to the MS4s. • The Coalition also maintains a website (www.thestormwatercoalition.org) that provides an overview of the group’s compliance activities, educational materials, and contact information. • The Coalition provided financial support to the Monroe County Department of Public Health to coordinate a limited number of teams of experienced volunteers in monitoring local streams. • The Town of Clarkson’s Annual Report will be available for viewing at the Sierra Club’s Environmental Forum, and at the Town Hall for a thirty-day period beginning on April 17, 2007 • The Town Board of the Town Of Clarkson adopted a resolution accepting the Draft Annual Report at the regular meeting of the Town Board on May 11 2007 	<ul style="list-style-type: none"> • A Stormwater Coalition annual report executive summary will be developed for use in encouraging review and comments from the public and municipal boards. • The Stormwater Coalition will participate in the Sierra Club Environmental Forum on April 17, 2008. Copies of the Coalition executive summary and educational pieces will be distributed and comments on the annual reports will be encouraged. • The Coalition’s template annual report and executive summary will be placed on the Coalition’s website (www.thestormwatercoalition.org). • The Draft Annual Report will be posted on the Town Of Clarkson Web Site and will also be available for viewing at the Town Hall in the Town Clerks Office. • Every Effort will be made to solicit public comment on this annual report.
<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. Describe procedures below and state the methods used to publicize the AR public presentation.</p>	
<p>The availability of the MS4s’ annual reports for public review was promoted through the video that was shown on local cable access channels.</p>	
<p>The Environmental Forum and public meeting video were promoted through the Stormwater Coalition’s website. The Sierra Club</p>	

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conducted an extensive publicity effort for the Environmental Forum.

Permit Reference IV.C.2.e: Public presentation of; **f:** summary of comments received on; and **g:** intended response to comments on the SWMPAR.

Summarize attendance at the public presentation of the Annual Report. Include number of attendees and who was represented: 241
[See Attached Detail Sheet.](#)

<p>Comments on Annual Report Meeting ___ No public comments received on Annual Report. ___ Comments received. Attach summary of comments and intended responses.</p>	<p>Date of Annual Report Meeting: April 19, 2007</p>	<p>Approximate Date of Meeting Next Year: April 2008</p>
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<p>Additional Techniques The Town Of Clarkson continues to maintain a website to provided information and forms for all town residents and any concerned citizens. On this website, the Town Of Clarkson maintains information regarding the towns current and planned activities with regards to stormwater management. It also maintains a link to the Stormwater Coalition of Monroe County's Website, which provides links to additional sites concerning stormwater management and the environment.</p> <p>In addition to these items the Town Of Clarkson maintains an on-line assessable link to the Annual Reports that have been submitted to the NYS DEC under Phase II</p> <p>The Town Of Clarkson makes available items published by the Stormwater Coalition of Monroe County, as well as other published pieces relating to Stormwater Management at its information center located in the lobby of the Town Hall.</p> <ul style="list-style-type: none"> • The Town of Clarkson holds two drop off periods for household debris, (Non-Hazardous and Non-Garbage) during the year. The Spring Drop off was held from April 28 , 2007 through May 5, 2007. While the Fall Drop off was held on October 27th and October 30th of 2007. • The following statistics were compiled from the above mentioned activities. • SPRING DROP OFF <ul style="list-style-type: none"> • Number of Households - 180 • Tons of Debris to Landfill - 43. 	<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 Clarkson will maintain these practices during the next reporting period.</p> <ul style="list-style-type: none"> • The Town of Clarkson will publish it's dates for it's Spring and Fall Junk Days both in the Local Newspaper and on it's web site. • The Town of Clarkson will publish its dates for it's Spring and Fall Brush Pick Up in both the local newspaper and on it's web site. • The Town of Clarkson will redesign it's website to provide for easier location of information regarding Junk Days, Brush Pick-Up and Hazardous Waste Disposal. • The Town of Clarkson will publish a revised policy for brush pick up and disposal for the time periods between the spring and fall pick-ups. • The Town of Clarkson will again this year pick up Christmas trees, and additionally make space available for drop off for those who do not want to wait for them to be picked up. • The Town Of Clarkson will continue to maintain a
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<ul style="list-style-type: none"> • Tons of Metal Recycled - 11.28 • Propane Tanks Recycled - 6 • Vehicle Tires Collected and Recycled - 37 • Refrigerator/Air Conditioners/Dehumidifiers Collected - Refrigerant Collected by a licensed HVAC Professional <ul style="list-style-type: none"> ▪ Refrigerators - 3 ▪ Air Conditioners/Dehumidifiers - 9 <p>• FALL DROP OFF</p> <ul style="list-style-type: none"> ○ Number of Households - 108 ○ Tons of Debris to Landfill - 22.51 ○ Tons of Metal Recycled - 6.015 ○ Propane Tanks Recycled - 5 ○ Vehicle Tires Collected & Recycled - 63 ○ Refrigerators/Air Conditioners/Dehumidifiers Collected - Refrigerant collected by a licensed HVAC Professional <ul style="list-style-type: none"> ○ Refrigerators - 4 ○ Air Conditioner/Dehumidifiers - 6 <p>In addition to the Junk Drop off Periods, the Town Of Clarkson also holds two periods where we pick up yard waste and leaves, bagged in recyclable paper bags only. This is done beginning the second week of May in the Spring and the first week of November in the Fall. The pick up continues until one complete pass is made of the town. The town does not pick up loose leaves or leaves which are bagged in plastic. (The local farmers then to pick up these leaves for use in their fields)</p> <p>The Town Of Clarkson requires that leaves be placed in recyclable paper bags. This is to help facilitate the grinding of the brush and leaves into mulch, which is then made available for the residents use.</p> <p>The Town Of Clarkson also has a landscapers trailer which we have made available for residents to use between the pick up periods. This is done by appointment, and on a availability basis.</p>	<p>waste oil drop-off site at both the town's transfer station and the highway garage.</p> <ul style="list-style-type: none"> • The Town Of Clarkson will continue to actively support the efforts of the WEC and the outreach programs of the Cornell Cooperative Extension
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The Town Of Clarkson delivers and picks up the trailer when the homeowner has it filled for proper disposal.

- o During the Reporting Period the Landscape trailer use used 137 times by residents
- o It is estimated that in excess of 4500 cy of yard was collected during the year.

The Town Of Clarkson, as in the past provided for Christmas Tree Drop off both at our Transfer Station and at the Highway Department.

During 2007 the Town Of Clarkson acquired a 10" wood chipper, and most of the Christmas trees were picked up form in front of the residents homes and chipped on site this reporting period.

The Town Of Clarkson maintains a waste oil drop off location at the Town's Transfer Station as well as at the Town's Highway Facility. One third of the highway garage is heated during the winter heating season with the waste oil collect or generated during the year.

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: N/A

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 and planned for next year.</i> <i>Revise as procedures are updated.</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>
<ul style="list-style-type: none"> The Stormwater Coalition of Monroe County Illicit Discharge Task Group consists of representatives from eight MS4s. The Task Group generally meets on a monthly basis, as needed, and oversees and coordinates Coalition activities directed towards compliance with this Minimum Control Measure, providing guidance to all Coalition Members. <p><i>The Town Of Clarkson is not a member of this Task Group</i></p>	<ul style="list-style-type: none"> During the current Permit Year, the Task Group held nine committee meetings. One new MS4 was added as a TG Member.
<ul style="list-style-type: none"> The Task Group develops projects and programs to assist the MS4s in attaining permit compliance. These projects and programs are proposed for grant applications or other funding opportunities, and if funded, are incorporated into the Task Group Workplan. 	<ul style="list-style-type: none"> During the current Permit Year, the Task Group completed the requirements of the EPF Round 7 Workplan and finalized and instituted the projects and programs identified in the EPF Round 8 Workplan.
<ul style="list-style-type: none"> The Coalition, through the Monroe County Dept. of Environmental Services, provided Illicit Discharge Detection and Trackdown Training sessions for the Coalition MS4s regarding illicit discharges, detection, and elimination. This training encompassed both classroom and field settings, and provided MS4 staff with specific techniques to detect, identify and eliminate illicit discharges, including illegal dumping. Instruction was also provided regarding the utilization of outfall maps and delineation of storm sewersheds for IDDE purposes. <p><i>No one from the town attended these sessions.</i></p>	<ul style="list-style-type: none"> A presentation regarding IDDE and trackdown was included in the two IDDE Model Ordinance Workshops for Coalition staff. During the current Permit Year, DES provided inspection and trackdown training to 6 Coalition Member MS4s. During the next Permit Reporting Year, approximately 270 hrs / month of assistance to Member MS4s is scheduled for the following types of IDDE services: <ul style="list-style-type: none"> Illicit discharge backtracking Stormwater outfall inspections Stormwater outfall mapping, when needed Storm sewer collection system mapping.
<ul style="list-style-type: none"> The Coalition, through the Monroe County Dept. of Environmental Services, offered MS4s complimentary bacterial sampling equipment and analytical services for their initial IDDE Program. <i>The Town Of Clarkson did not require the use of this service</i> 	<ul style="list-style-type: none"> Twenty four E. coli samples were collected and analyzed for Coalition Members.

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<p>during the reporting year. As no discharges were detected that required sampling.</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>IDDE Presentations As a leader in Illicit Discharge Detection and Trackdown Training, the Coalition, through the Monroe County Dept. of Environmental Services (DES), provided numerous presentations at many professional conferences throughout NYS. While such presentations go beyond the political boundaries of the Monroe Stormwater Coalition they provide technology transfer across the State and thereby assist other MS4s in achieving compliance with these IDDE requirements.</p>	<ul style="list-style-type: none"> • During the current Permit Year, nine Illicit Discharge Detection and Trackdown Program presentations were given by DES at statewide professional conferences, reaching a total audience of nearly 400 attendees.

<p>Permit Reference IV.C.3.b: Develop and maintain a map showing the location of all outfalls and the names and location of all waters of the US that receive discharges from outfalls. <i>Explain activities performed this year and planned for next year, including work on the following IDDE guidance prerequisites:</i></p> <ul style="list-style-type: none"> • field verification of outfall locations; • mapping all inter-municipal subsurface conveyances; • delineating storm sewershed; and • developing and retaining MS4 mapping as needed to find the source and identify illicit discharges. <i>State if maps are in GIS.</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: percent of outfalls mapped</i>
<ul style="list-style-type: none"> • Mapping of Coalition Members' outfalls has been conducted through the Monroe County Dept. of Environmental Services, and has included field verification of outfall locations as well as an inspection and documentation by digital photography. Developing and retaining MS4 mapping is also provided by DES and is used by both the MS4 and DES in illicit discharge track down. While both currently done to some degree, the mapping of all inter-municipal subsurface conveyances, as well as delineating storm sewersheds, are anticipated to be future efforts, to the extent required. All mapping performed by DES is in GIS. • The Coalition, through the Monroe County Dept. of Environmental Services continues to offer assistance to MS4s for mapping and related services, such as access to all County maps, interconnection locations, and available GIS information. 	<ul style="list-style-type: none"> • During the current Permit Reporting Year, Monroe County Dept. of Environmental Services assisted 15 MS4s, at a total of 2418 man-hrs, with mapping and related services. • Mapping requirements, for all MS4s overall, are estimated to be 98.1% complete. • During the next Permit Reporting Year, approximately 270 hrs / mo of assistance to Member MS4s is scheduled for the following types of IDDE services: <ul style="list-style-type: none"> • Illicit discharge backtracking • Stormwater outfall inspections • Stormwater outfall mapping, when needed • Storm sewer collection system mapping. <p>The Town Of Clarkson availed itself of both the outfall mapping and system mapping services offered.</p>
<p>The Town was mapped during 2006-2007. No new sub-divisions have been added since that time.</p>	<ul style="list-style-type: none"> • Percent of outfalls mapped through the 2007-2008 Permit Year: 100% • Percent of storm sewer collection system mapped during the 2007-2008 Permit Year: 80%
<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>GIS Mapping Since 2006, the Coalition has had between one and two DES interns to assist the MS4s in preparing GIS based outfall maps. These interns</p>	<ul style="list-style-type: none"> • During the current Permit Reporting Year, 15 MS4s have participated in the GIS Mapping Program, utilizing 2418 hrs of these interns' time.

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were scheduled by the MS4s for two week periods to perform outfall related fieldwork, as previously identified, and enter it into a GIS system. Interns also scanned and digitized existing maps into electronic databases, as needed.

Impervious Surface Mapping

Starting January 2008, DES interns have utilized overflight imagery and GIS to develop a landcover model to determine impervious surfaces.

- The impervious surfaces model is scheduled to be completed in the second quarter of 2008, and may be used in developing the rate structure for the proposed county-wide stormwater district.

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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.**

<p>Does the MS4 have the legal authority to enact ordinances, local laws or other regulatory mechanisms?</p> <p>The Stormwater Coalition of Monroe County has 24 traditional MS4 members (i.e., regulated municipalities) which are required to have an IDDE Ordinance in place. The IDDE Task Group developed a Model IDDE Ordinance for all traditional MS4 members to finalize and adopt as an IDDE ordinance. Further, both Monroe County Sewer Use Law and Sanitary Codes provide additional layers of protection from illicit discharges. Therefore, in response to the series of questions presented below, each Coalition Member will be addressing these questions as part of the Ordinance review and adoption process.</p>	<p><input type="checkbox"/> No (go to ADDENDUM 1) <input checked="" type="checkbox"/> Yes (complete questions below)</p>
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Assessment of Regulatory Mechanism (Local Code)

<p>1) When was this assessment completed or planned to be completed?</p>	<p>Date completed: <u>Dec - 2007</u> <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete for reporting in year: <u>4</u>; <u>5</u>.</p>
<p>2) Is there an existing ordinance, local law or other regulatory mechanism?</p>	<p><input type="checkbox"/> No (go to question 5) <input checked="" type="checkbox"/> Yes Monroe County Dept. of Health Regulations</p>
<p>3) Does the existing regulatory mechanism prohibit illicit discharges as required by the MS4 Permit?</p>	<p><input type="checkbox"/> No (amendments needed) <input checked="" type="checkbox"/> Yes</p>
<p>4) Does the existing regulatory mechanism include enforcement authorities and procedures as required by the MS4 Permit?</p>	<p><input type="checkbox"/> No (amendments needed) <input checked="" type="checkbox"/> Yes</p>

Development of Regulatory Mechanism (Local Codes)

<p>5) When was this work completed or planned to be completed?</p>	<p>Date completed: <u>Dec 2007</u> <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete work below for reporting in year: <u>4</u>; <u>5</u>.</p>
<p>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?</p>	<p><input type="checkbox"/> NYS IDDE Model Law in its entirety <input checked="" 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</p>
<p>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</p>	<p><input type="checkbox"/> No</p>

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<p>mechanism?</p>	<p><input checked="" type="checkbox"/> Yes, list the local code(s) that will be changed: The Town Of Clarkson adopted the Illicit Discharge Ordinance as developed by the Stormwater Coalition. The Gap Analysis was completed for this ordinance is attached. The Town used the code analysis provided by the Stormwater Coalition.</p>
<p>8) If the existing regulatory mechanism does not require amendments, what language is in the mechanism?</p>	<p><input type="checkbox"/> NYS IDDE Model Law in its entirety <input checked="" 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</p>
<p>9) What was the date or is the planned date of local law adoption?</p>	<p>Date: December 18, 2007.</p>
<p>10) Provide a web address if adopted local law can be found on a web site.</p>	<p>Web Address: Not Listed at this time.</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>IDDE Ordinance Workshops To assist the MS4s with their adoption of an IDDE Ordinance by the end of 2007, the IDDE TG developed and sponsored workshops for municipal Board Members, Staff and Legal Counsel which discussed IDDE issues and provided a detailed review of the Coalition’s Model IDDE Ordinance.</p> <ul style="list-style-type: none"> • One Employee of the Town of Clarkson Attended the IDDE Ordinance Workshop. <p>Municipal Code Review In May 2007, the Stormwater Coalition began the process to contract with a code revision service to review all MS4s’ codes as compared to the Coalition’s IDDE model ordinance. This was done to ensure that if the model ordinance was adopted in its entirety that any conflicting language in a municipality’s existing code would be identified and addressed. In October 2007, the Monroe County Dept. of Public Health on behalf of the Stormwater Coalition contracted with a local law firm to conduct this review. In November</p>	<ul style="list-style-type: none"> • Two Model IDDE Workshops were held. One of the workshops was videotaped and subsequently provided to all Coalition Members and others.

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2007, review of twenty-three (23) municipal codes was completed. Each municipality received an electronic and hardcopy version of their individual findings report.

Private Septic Systems

The IDDE TG continued to meet with Monroe County Dept. of Public Health representatives concerning revisions to the County Sanitary Code regarding requirements for private septic system inspection and maintenance. The TG developed a sampling program designed to address additional data needs identified by MCDOPH, however consensus between MCDOPH and the TG could not be achieved on the project workscope, and consequently the proposal was indefinitely put on hold. Nevertheless, the Task Group's interest in the water quality impacts of failing septic systems continues, and new approaches to this issue are reviewed as they are identified to the Group.

- The IDDE TG had a presentation on a local water quality issue in which septic system effluents are being investigated as a possible contributor.

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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"> • Refresher training was held in April and November with regards to vehicle maintenance and washing. • All employees have been instructed to look for possible illicit discharges whenever doing work on or near outfalls. • The Highway Superintendent, whom is a qualified technician, instructs and supervises Parks Personnel in the safe and proper use of any and all herbicides. 	<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"> • Refresher training is held at the beginning of the winter season and the beginning of the construction season with regards to safe handling of pollutants and with regards to washing vehicles and equipment. • The facility at the highway department is equipped with an oil separator system, which is checked bi-annually. All wash water run off passes through this separator. • The Town of Clarkson keeps all of its deicing material under cover year round. • The Town Of Clarkson collects and uses waste oil both from its own vehicles and from residents, to heat 1/3 of its highway garage.
<p><u>Businesses, and General Public</u></p> <ul style="list-style-type: none"> • A 2004 survey of Coalition Members conducted by the IDDE Task Group identified the following pollutant sources as high priority for MS4s: gas stations, lawncare, golf courses, mobile washing businesses, swimming pool businesses, and concrete businesses. • The Task Group is developing BMPs for selected small businesses and then plans on providing these materials to the target businesses. • Educational brochures / materials are being prepared for small businesses, to educate them concerning stormwater pollution, with current efforts being directed towards lawncare industry for pesticide / fertilizer issues, residential pool service providers, and mobile cleaners. • Representatives from each of the targeted professions will be invited to help the Task Group prepare materials, and such local experts have already provided assistance in this effort. • Brochures are distributed to Coalition Members, service providers (e.g., pool suppliers), and at local community events. 	<ul style="list-style-type: none"> • The following IDDE educational materials and brochures were designed to be integrated with the Coalition's Mass Media Campaign, and printed (number): <ul style="list-style-type: none"> • "Pools, Fountains, and Spas.....How to Protect Water Quality" residential brochure (7,500) • "Lawn Care and Landscaping....How to Protect Water Quality" residential brochure (15,000) • "Stormwater Pollution Found in Your Area!" residential doorhanger notice (15,000) • "Preventing Pollution from Commercial Cleaning Activities" commercial BMP card (500) • "Get Pumped!" residential septic system magnet (1000). • During the next permit year, these brochures will be placed upon the H2O Hero Website. • Concrete and mortar operations were selected as the next commercial operations to target, and municipal operations and marine operators were added to the program.

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Additional Techniques	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<p>Phosphorus Initiative</p> <p>As a result of a January 2006 phosphorus meeting, the Task Group sponsored a phosphorus loading study to identify illicit phosphorus discharges within two local residential watersheds, focusing on identification of specific stormwater contributions and sources. These results will be correlated to land-use and applicable to other areas throughout the County. Further funding opportunities were sought and received by the IDDE Task Group for expanding this work on other land-use areas and to refine the study. Based upon these investigations, a targeted phosphorus reduction program can be developed, focused upon the source(s) of phosphorus identified within the watershed.</p> <ul style="list-style-type: none"> No Phosphorus sites have been detected within the town to date. 	<ul style="list-style-type: none"> A field screening program for illicit discharges within two local watersheds was conducted during Summer 2006, and a final report on this study was prepared in February, 2008. Based upon the results of the 2006 program, a similar effort will be conducted during 2008 at a location(s) within Monroe County that will be selected based upon land development / change, followed-up by sampling any identified hot spots. This project is being funded by a grant from the Finger Lakes / Lake Ontario Water Protection Alliance. <ul style="list-style-type: none"> The Town Of Clarkson will work with the IDDE Task Group as requested on this project.
<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: N/A</p>	

MINIMUM CONTROL MEASURE 4 AND 5. CONSTRUCTION SITE AND POST-CONSTRUCTION STORMWATER RUNOFF CONTROL REGULATORY MECHANISM

<p>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 (<i>Stormwater Management Gap Analysis Workbook for Local Officials</i> or equivalent process). The MS4s have until year 5 to complete the local law work. See the instructions for information about completing this section.</p>	
<p>Does the MS4 have the legal authority to enact land use ordinances, local laws or other regulatory mechanisms?</p>	<p><input type="checkbox"/> No (go to ADDENDUM 2) <input checked="" type="checkbox"/> Yes (complete questions below)</p>
<p>Preliminary Assessment of Regulatory Mechanism (Local Code)</p>	
<p>1. When was the preliminary assessment of existing local codes completed or when will it be completed?</p>	<p>Date completed: _____ <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete for reporting in year: ___4; ___5. <input checked="" 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).</p>
<p>2. If preliminary assessment was completed, indicate the results.</p>	<p><input type="checkbox"/> If none of Sample Local Law provisions appear in local code; consider adopting Sample Local Law or equivalent <input type="checkbox"/> If few Sample Local Law provisions appear in local code; major revisions needed or consider adopting Sample Local Law or equivalent <input type="checkbox"/> If most of the Sample Local Law provisions appear in local code; minor revisions needed</p>
<p>Assessment and Development of Regulatory Mechanism (Local Code) (continued on next page)</p>	
<p>3. When was the Gap Analysis or equivalent process completed or when will it be completed?</p>	<p>Date completed: <u>June 2007</u> _____ <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete work below for reporting in year: ___4; ___5. The Gap Analysis was completed using the construction and post-construction model ordinances. Therefore, the section in the gap analysis to indicate the type of local code where an identical provision is located was not applicable. So, no existing clauses were found to be exactly the same as the language in the Sample Local Law</p>
<p>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></p>	<p>a. <input 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. <p>b. <input checked="" type="checkbox"/> Parts of NYS Sample Local Law adopted as amendments to existing code. c. <input type="checkbox"/> Language developed by _____ was demonstrated to be equivalent.</p> </p>

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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		1	6
2		13	37
3, 4, 5		3	
6		6	3
TOTAL		23	46

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: [A copy of the analysis of existing codes done by Harris Beach is attached for your reference.](#)
 A copy of the Legislative Agenda prepared during the gap analysis of the model ordinances is included with Worksheets 1-4 as part of the 2007-08 Annual Report. In addition to completing the Gap Analysis, the Stormwater Coalition of Monroe County contracted with a local law firm to review each participating municipality’s code in comparison to the construction and post-construction model ordinances. This was done to ensure that if the model ordinances were adopted in their entirety that any conflicting language in a municipality’s existing code would be identified and addressed.

7. What was the date or is planned date of local code adoption?
 Date: [December 18, 2007](#)

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

Web Address: **Local Laws are not published on the Towns Web Site**

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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"> Describe the procedures 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: number of plans received; number of plans reviewed; percent of plans received that are reviewed.
<p>Site plan reviews were conducted at the municipal level and the county level</p>	<p>The following is a list of the site plans that were reviewed during the year:</p> <ul style="list-style-type: none"> Single Lot Sub-divisions = 16 Multi-Lot Sub-divisions = 1 Business Development = 0 Lots Splits or Merges = 0
<p>Pre-construction meetings were scheduled with all involved parties providing municipal officials an opportunity to review NYSDEC Phase II Stormwater Regulations pertaining to construction site runoff and explain municipal expectations</p>	<p>The site plan review process is in place and municipal and county cooperation will continue.</p> <p>Periodic inspections have been made on the three active sub-divisions that come under Phase II during the year. Minor recommendations were made, and addressed by the developers.</p>
<p>The Stormwater Coalition provided financial support to the Monroe County Soil & Water Conservation District and the Monroe County Dept. of Public Health to educate MS4s' planning boards on the NYSDEC Phase II stormwater regulations and the construction model ordinance developed by the Stormwater Coalition. The presentation addressed basic information about SWPPPs and highlighted the important role that municipal board members play when conducting site plan reviews.</p>	<p>Presentations were given to eighteen (18) municipal planning boards in Monroe County. A packet of handouts was provided to each attending board member. The packet included the NYSDEC's publication outlining SWPPP Requirements by Land Use and several other brochures and forms developed by the Stormwater Coalition of Monroe County.</p> <p>The presentation to the Town Of Clarkson Planning Board was made on May 1, 2007.</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"> Explain the procedures below. <u>Revise as procedures are updated.</u> Identify the responsible personnel or outside organizations. 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Public hearings were held for the review of construction plans as well as for questions and concerns to be addressed</p>	<p>Mechanisms are in place, i.e. SEQR, to ensure that public hearings will continue to be held.</p>

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Responsible Personnel: [Richard D. Nurse](#)

[There were two pre-construction meetings held during the reporting period. No meetings are scheduled as of yet for 2008.](#)

Municipality:

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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>The Stormwater Coalition provided financial support to the Monroe County Soil & Water Conservation District and the Monroe County Dept. of Public Health to complete the gap analysis on the Construction Model Ordinance.</p>	
<p>Revisions as a result of the gap analysis were made to the construction model ordinance in June and July 2007. An executive summary of the changes and the revised version of the construction model ordinance was emailed to all MS4s for their adoption on July 19, 2007 and a hardcopy was mailed on July 20, 2007.</p>	
<p>In May 2007, the Stormwater Coalition began the process to contract with a code revision service to review all MS4s' codes as compared to the construction model ordinance. In October 2007, the Monroe County Dept. of Public Health on behalf of the Stormwater Coalition contracted with a local law firm to conduct this review. In November 2007, review of twenty-three (23) municipal codes was completed. Each municipality received an electronic and hardcopy version of their individual findings report.</p>	<p>The Construction Local Law was adopted by the Town Of Clarkson on December 18, 2007</p>
<p>The Town Of Clarkson contracts with Chatfield Engineering to serve as the Town's Engineers. They are the primary inspectors of active sub-divisions. Additional inspections are made by Highway Department personnel following major weather events or in complaints or concerns are raised.</p>	<p>During the 2007-2008 reporting period, the three active sub-divisions were inspected a minimum of once a month, during the construction season, by Highway Department personnel, and follow-ups were made to insure corrective action was taken.</p> <p>No letters were written as no serious defects were noted.</p>
	<p>During the 2008-2009 permit year, the Stormwater Coalition will provide financial support to the Monroe County Soil & Water Conservation District to provide technical services to MS4s including conducting Phase II inspections of construction sites in Monroe County.</p>

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<p>The Stormwater Coalition provided financial support to the Monroe County Soil & Water Conservation District and the Monroe County Dept. of Public Health to conduct in-field training sessions for MS4 inspection staff on construction site inspections and stormwater management practices. Professional Development Hours (PDHs) for engineers were offered for attending this workshop.</p>	<p>13 MS4 staff received four (4) PDHs for attending in-field training sessions.</p> <p>Three personnel attended the in-field training session for the Town of Clarkson.</p> <p>During the 2008-2009 permit year the Stormwater Coalition will provide financial support to the Monroe County Soil and Water Conservation District to provide two (2) in-the-field training sessions for construction and building inspectors in each MS4.</p>
	<p>During the 2008-2009 permit year, the Stormwater Coalition will provide financial support to the Monroe County Soil & Water Conservation District and the Monroe County Dept. of Environmental Services to host a workshop for MS4 staff, consulting engineers, and developers on the NYSDEC's new construction activity permit. This presentation will also be given to the Finger-Lakes Building Officials Association and the Rochester Homebuilders Association.</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"> • <i>Explain the activities and materials used to meet this requirement.</i> • <i>Identify the personnel or outside organization conducting this activity.</i> • <u><i>Indicate activities planned for next year.</i></u> • 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <p>During the 2008-2009 reporting period the Town of Clarkson will continue to make on-site inspections of all ongoing developments. This will be an ongoing activity for town personnel.</p> <p>Inspections are also made by Chatfield Engineering, which has a contract with the Town of Clarkson to represent the town as the Town's Engineer.</p> <ul style="list-style-type: none"> • Stormwater Management practices are included in all pre-construction meetings, and are reviewed with site contractors upon commencement of activities.

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	<ul style="list-style-type: none"> • No new construction start dates are know at this time. • Inspection Reports generated by the contractors are being sent to and reviewed by the Engineering Firm for the Town of Clarkson.
<p>The Stormwater Coalition provided financial support to the Monroe County Soil & Water Conservation District to host two (2) workshops for consulting engineers and qualified professionals who work in Monroe County on understanding the construction model ordinance and the requirements for conducting construction site inspections. Professional Development Hours (PDHs) for engineers were offered for attending this workshop.</p>	<p>23 people attended the 9/18/07 workshop and 25 people attended the 10/25/07 workshop. 4 attendees received four (4) PDHs for attending the 9/18/07 workshop and 7 attendees received four (4) PDHs for attending the 10/25/07 workshop.</p> <p>Three personnel from the Town Of Clarkson attended this training.</p>
<p>The Stormwater Coalition provided financial support to the Monroe County Soil & Water Conservation District and the Monroe County Dept. of Public Health to develop three (3) Best Management Practice (BMP) cards for erosion and sediment control and to host a workshop for developers and contractors on Phase II best management practices (BMPs) for erosion and sediment control at construction sites, construction site inspection requirements, the construction model ordinance and the new draft construction activity permit. Professional Development Hours (PDHs) for engineers were offered for attending this workshop.</p>	<p>28 people attended the 12/06/07 workshop. 17 attendees received three (3) PDHs for attending the workshop. BMP cards were distributed to attendees at the Dec. 6th workshop.</p>
<p>The Stormwater Coalition’s Construction Task Group assisted the Monroe County Soil & Water Conservation District with completing two brochures educating landscapers and contractors about the Phase II regulations. Based on discussions that the NYSDEC had with local utility companies, it was decided that a brochure was not needed at this time for this target audience.</p>	<p>2,000 copies of the landscapers brochure and of the contractors brochure were printed and distributed to Stormwater Coalition members and at workshops hosted by the Stormwater Coalition. Brochures were also provided the Annual New York State Turf Grass Association Conference held in Rochester in November and at a class Pesticide Applicators class.</p>
<p>The Stormwater Coalition’s Construction Task Group assisted the Monroe County Soil & Water Conservation District with completing three (3) cards illustrating the appropriate application and installation of silt fence, check dams and stabilized construction entrances.</p>	<p>2,000 sets of laminated BMP cards outlining silt fence installation, check dam installation and construction site entrance installation were printed and distributed to MS4 inspectors to distribute.</p>

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	<p>Personnel from the Town of Clarkson whom do inspections carry these cards in their vehicles.</p>
<p>A presentation on the importance of Phase II best management practices (BMPs) for erosion and sediment control at construction sites was given to NYWEA on March 23, 2007.</p>	<p>Approximately 40 people attended the March NYWEA meeting.</p>
<p>Copies of NY Standards & Specifications for Erosion and Sediment Control and the NYS Stormwater Management Design Manual were distributed to eight (8) MS4s at the March 15, 2007 Stormwater Coalition monthly meeting.</p>	<p>(87) additional copies of the New York contractors Erosion & Sediment Control Field Notebook were ordered January 2008. Each MS4 will receive 3 copies by December 2008.</p>
<p>Additional Techniques</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
	<p>During the 2008-2009 permit year, the Stormwater Coalition will provide financial support to purchase a hydroseeder to be shared amongst the MS4s in Monroe County.</p> <p>As a sitting member of the Stormwater Coalition Construction Sub-committee, the Town Of Clarkson will be actively involved in both the development and implementation of all programs.</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> <p>The addition of brochures and the construction model ordinance to the Stormwater Coalition website has been delayed due to a reorganization of the website.</p>	

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Minimum Control Measure 5. Post-Construction Stormwater Management

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

<p>Permit Reference IV.C.5.a, c. Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:</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"> A combination of structural and/or non-structural management practices. <i>Identify and describe below procedures to ensure installation of post-construction management practices. <u>Revise as procedures are updated.</u></i> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>Two demonstration rain gardens were constructed to promote the use of this stormwater management practice in Monroe County. Time and labor costs were tracked and the construction process was documented. A 'how to' workshop & a field trip to each site was held on 10/11/07 for MS4 staff and the development community.</p>	<p>35 people attended the workshop and visited both rain gardens on 10/11/07</p> <p>The Town of Penfield created a video documenting the construction of their rain garden. Copies of the video have been made available to all MS4s.</p>
<p>The Stormwater Coalition's Construction Task Group assisted the Monroe County Soil & Water Conservation District with completing two brochures educating landscapers and contractors about the Phase II regulations. Based on discussions that the NYSDEC had with local utility companies, it was decided that a brochure was not needed at this time for this target audience.</p>	<p>2,000 copies of the landscapers brochure and of the contractors brochure were printed and distributed to Stormwater Coalition members and at workshops hosted by the Stormwater Coalition. Brochures were also provided the Annual New York State Turf Grass Association Conference held in Rochester in November and at a class Pesticide Applicators class.</p>
<p>The Construction Task Group created a sub-task group to develop educational materials for residents living adjacent to stormwater ponds. A draft of the brochure, which focuses on problems with ponds and potential solutions, was completed.</p>	<p>The brochure will be finalized, printed and provided to MS4s for distribution by fall 2008.</p>
<ul style="list-style-type: none"> Procedures for site plan and SWPPP review to ensure SWMPs meet state standards. <p><i>Describe procedures below. <u>Revise as procedures are updated.</u></i></p>	<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>
<p>The Stormwater Coalition provided financial support to the Monroe County Soil & Water Conservation District and the Monroe County Dept. of Public Health to complete the gap analysis on the Post-Construction Model Ordinance.</p>	
<p>Revisions as a result of the gap analysis were made to the post-construction model ordinance in June and July 2007. An executive summary of the changes and the revised version of the construction</p>	<p>The Town of Clarkson adopted the Model ordinance as a local law on December 18, 2007..</p>

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<p>model ordinance was emailed to all MS4s for their adoption on July 19, 2007 and a hardcopy was mailed on July 20, 2007.</p>	
<p>In May 2007, the Stormwater Coalition began the process to contract with a code revision service to review all MS4s' codes as compared to the post-construction model ordinance. In October 2007, the Monroe County Dept. of Public Health on behalf of the Stormwater Coalition contracted with a local law firm to conduct this review. In November 2007, review of twenty-three (23) municipal codes was completed. Each municipality received an electronic and hardcopy version of their individual findings report.</p>	
<p>The Stormwater Coalition provided financial support to the Monroe County Soil & Water Conservation District and the Monroe County Dept. of Public Health to educate MS4s' planning boards on the NYSDEC Phase II stormwater regulations and the post-construction model ordinance developed by the Stormwater Coalition. The presentation addressed basic information about SWPPPs and highlighted the important role that municipal board members play when conducting site plan reviews.</p>	<p>Presentations were given to eighteen (18) municipal planning boards in Monroe County. A packet of handouts was provided to each attending board member. The packet included the NYSDEC's publication outlining SWPPP Requirements by Land Use and several other brochures and forms developed by the Stormwater Coalition of Monroe County.</p> <p>This presentation was made to the Town Of Clarkson's Planning Board on May 1, 2007.</p>
<p>Copies of NY Standards & Specifications for Erosion and Sediment Control and the NYS Stormwater Management Design Manual were distributed to eight (8) MS4s at the March 15, 2007 Stormwater Coalition monthly meeting.</p>	
	<p>During the 2008-2009 permit year, the Stormwater Coalition will provide financial support to the Monroe County Soil & Water Conservation District to provide technical services to MS4s including conducting Phase II inspections of construction sites in Monroe County.</p>
<p>At the present time the Town Of Clarkson takes the following steps with regards to post construction stormwater management:</p> <ul style="list-style-type: none"> • Final inspections of completed sub-divisions are made by the Town Engineer and the Highway Superintendent to ensure that all stormwater management devices have been properly constructed. • All ponds are inspected following a major rain or snow/melt event. • During the 2007-2008 reporting period, additional summer 	

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<p>help was put on to continue a program of cleaning inflows and outflows for both retention and detention ponds. A total of two ponds were addressed during the period.</p> <ul style="list-style-type: none"> o Unwanted vegetation was removed and any areas which showed erosion were stabilized either with plantings or fabric and stone. o One pond outfall was re-built as it was found to be out of compliance with its original design. A stone weir was constructed and the pond was returned to its designed dept and function. 	
<p>Site plan reviews were conducted at the municipal level and the county level</p>	<p>The following is a list of the site plans that were reviewed during the year:</p> <ul style="list-style-type: none"> • Single Lot Sub-divisions = 16 • Multi-Lot Sub-divisions = 1 • Business Development = 0 • Lots Splits or Merges = 0
<p>Pre-construction meetings were scheduled with all involved parties providing municipal officials an opportunity to review NYSDEC Phase II Stormwater Regulations pertaining to post-construction site stormwater control and explain municipal expectations</p> <p>The Town Of Clarkson makes Post Construction Inspections prior to acceptance of the sub-division as detailed above.</p>	<p>The site plan review process is in place and municipal and county cooperation will continue.</p>

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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"> • 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>Procedures for inspection and maintenance are addressed in detail in the post-construction model ordinance developed by the Stormwater Coalition.</p> <ul style="list-style-type: none"> • A minimum of two annual inspections are made for all stormwater detention/retention ponds. One at the time of the spring snow melt and the second prior to the winter season to ensure that the inflow and outflow points are clear of debris. • All ponds are inspected following a major rain event. • During the 2007-2008 reporting period, additional summer help was put on to continue a program of cleaning inflows and outflows for both retention and detention ponds. A total of two ponds were addressed during the period. <ul style="list-style-type: none"> ○ Unwanted vegetation was removed and any areas which showed erosion were stabilized either with plantings or fabric and stone. ○ One pond outfall was re-built as it was found to be out of compliance with its original design. A stone weir was constructed and the pond was returned to its designed dept and function. 	<p>Pond Inspections Completed = 36</p> <p>Repairs Made = 1</p> <ul style="list-style-type: none"> ○ One pond outfall was re-built as it was found to be out of compliance with its original design. A stone weir was constructed and the pond was returned to its designed dept and function. <p>At a stormwater planning meeting prior to the adoption of the local laws, it was determined that a goal of inspecting one third of the towns outfalls each year would be set. This was based on the fact that no illicit discharges have been found to date, from previous inspections done.</p>
<p>A training workshop on stormwater pond maintenance directed at property maintenance firms and property owners was held on 11/08/07. Attendees were presented with information in a classroom and then taken into the field to observe examples of poorly and well maintained stormwater ponds.</p>	<p>20 people attended the training workshop and field trip on 11/08/07.</p> <p>There are no – ponds maintained by Property Maintenance Firms within the town at this time.</p>

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<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>Procedures for enforcement and penalization of violators are addressed in detail in the post-construction model ordinance developed by the Stormwater Coalition. The model ordinance was adopted as a Local Law on December 18, 2007.</p>	

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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>The Town Of Clarkson’s budget contains two specific budget areas that provide funding for drainage. One portions funds labor for both roadside and off road drainage, and the other section funds materials for the same types of drainage.</p> <p>The Town of Clarkson purchased a newer combination Sewer Vactor Flush truck during the reporting period.</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>During the 2008-2009 permit year, the Stormwater Coalition will provide financial support to the Monroe County Soil & Water Conservation District and the Monroe County Dept. of Environmental Services to conduct a cost-share project to assist MS4s with upgrading existing stormwater management facilities to Phase II standards. Up to ten (10) existing stormwater management facilities are eligible for assistance.</p>
<p>The Town Of Clarkson Highway Department retains all pieces of concrete sidewalk that are removed for sidewalk replacement. These pieces are used for streambank stabilization where needed. This procedure both reduces the need to landfill the broken concrete, and keeps the towns costs lower for it taxpayers.</p>	<p>During the 2008-2009 permit year, the Stormwater Coalition will provide financial support to the Monroe County Soil & Water Conservation District and the Monroe County Dept. of Environmental Services to conduct a cost-share project to assist MS4s with a streambank stabilization project.</p>
	<p>As a sitting member of the Post Construction Subcommittee, the Town Of Clarkson will be actively involved in the development and implementation of these programs and materials.</p>

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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:

The addition of brochures and the post-construction model ordinance to the Stormwater Coalition website has been delayed due to a reorganization of the website.
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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"> • During the current permit reporting period, the IDDE Task Group discussed the need for implementing pollution prevention (P2) programs at municipal facilities, and concluded that this activity would be an appropriate fit for the IDDE Task Group. To this end, the Coalition’s Pollution Prevention Task Group has been dissolved and these duties are now included in the IDDE Task Group’s responsibilities. • The IDDE TG developed Municipal Operations’ Pollution Prevention Checklists, replicating the State’s guidance as much as possible. • The process for further development of the P2 Program has been instituted as a pilot program within all Monroe County Departments prior to presenting it to the full Coalition. 	<ul style="list-style-type: none"> • While including all municipal facilities and operations within the P2 Program, the Coalition will focus on auditing DPW / Fleet Maintenance Facilities during the next reporting period, as prioritized by the previous P2 Task Group. • An overview of the P2 Program will be presented to the full Coalition at their April 2008 meeting.
<ul style="list-style-type: none"> • <i>List pollutants that will be addressed by the municipal pollution prevention program.</i> 	
<ul style="list-style-type: none"> • While it is the goal of the P2 Program to address all pollutant sources associated with municipal facilities and operations, it is anticipated that priority pollutants would include automotive fluids, roadway maintenance and de-icing materials. 	
<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>
<ul style="list-style-type: none"> • As the Stormwater Coalition’s previous Pollution Prevention Task Group identified fleet maintenance / DPW facilities as a priority, this area will remain the focus of the Coalition-wide P2 Program. However, since the current program scope is designed to evaluate all facilities and operations, other areas may be identified as “hot spots” by an individual municipality. 	
<p>Permit Reference IV.C.6.a: Include a municipal pollution prevention training component for staff (where all staff are trained).</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for</p>

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<ul style="list-style-type: none"> • Explain activities and materials used to meet this requirement. • Identify training needs and design training components • Determine the adequacy and appropriate frequency of staff training. • Identify personnel or outside organization conducting activities. 	<p>next years activities)</p>
<p>The Monroe County Dept. of Environmental Services (DES) regularly provides Hazardous Waste Training for local municipal staff working at hazardous waste collections throughout the County. During the current permit reporting period, DES included within these training sessions a 45 minute training segment on pollution prevention within municipal facilities and operations.</p>	<ul style="list-style-type: none"> • DES staff provided P2 training along with hazardous waste collection training on four occasions, reaching 117 employees from 21 MS4s. <ul style="list-style-type: none"> • Two Town of Clarkson personnel attended this training. • In the next permit reporting period, the Coalition will provide technical assistance to the MS4s in implementing a Pollution Prevention Program, with a focus on conducting stormwater pollution prevention audits of municipal operations and facilities. • Coalition Members will be trained in the P2 Program in groups of 5-6 per quarter during the next reporting period, and assisted with implementation, audits and follow-up.
<p>The Town Of Clarkson Highway Department holds twice a year meetings with regards to BMP's for all aspects of the operation of the department including pollution prevention.</p> <ul style="list-style-type: none"> • Equipment is checked daily for leaking fluids and or hydraulic hose conditions prior to the vehicle being used for the day. All leaks are noted and fixed as soon as possible. • Prior to the start of the winter season, sensible salting procedures are reviewed with all operators. The Town Of Clarkson does not have a bare road policy. • All Salt and Salt/Sand Mix deicing materials are stored year round under cover from the elements. • De-Icing liquids are stored in covered tanks, and are applied only as a pre-wetting solution from on board application systems. 	<ul style="list-style-type: none"> • Review BMP's prior to the start of the Bridge and Road project planned for 2008. • Review Winter BMP's - November 2008 • Street Sweeping - Beginning April 2008 as as needed. • Flushing of Storm drain systems. • Removal of Ice and Snow build up over storm drain inlets prior to spring snow melt as needed.
<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>

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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:

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Minimum Control Measure 6. Municipal Operations: Street and Bridge Maintenance; Winter Road Maintenance; Stormwater System Maintenance; Vehicle and Fleet Maintenance; Park and Open Space Maintenance; Municipal Building Maintenance; Solid Waste Management; Other: **Roadside debris and dead animal pick up.**

<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 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>The Town of Clarkson maintains two sewer lift stations. A maintenance program is in existence for these lift stations.</p> <ul style="list-style-type: none"> • An upgraded dialer system was installed to notify personnel of problems with the lift station. 	<ul style="list-style-type: none"> • 1.5 miles of enclosed stormwater drainage was flushed during the year. • 10 Cross Tiles were flushed. • 3 Open Systems were cleaned and measures were taken to reduce any erosion at the sights. • The retention area with the grass clipping problem was inspected four times, and the problem as been alleviated. • No Sanitary Cross Connections were found during these inspections. • A new sidewalk was constructed along Gilmore road From Larrigan crossing to the intersection of Tea Rose Meadow Lane and Gilmore Road and onward to the Tea Rose Meadow Circle. This was done in conjunction with the replacement of the Gilmore Road Bridge over Brockport Creek by Monroe County. T <p>Three separate open systems were enclosed and made into one system, which connected with the existing enclosed systems at either end of the</p>

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	<p>project. Storm drains and catch basins were installed. This has helped to eliminate infiltration of both roadside pollutants, and homeowner induced pollutants from entering the systems and damaging the eco system the system empties into. The out flow has remained clear since it's completion.</p>
<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> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<ul style="list-style-type: none"> All Retention Facilities were mowed at least twice during the year and all inflow and outflow locations were checked for debris during the mowing operations. Roadside patrol and pick up of debris along all Monroe County and Town owned Roads. The Town has a contract with Monroe County DOT for providing this service for the County of Monroe. This includes dead animal pick up. New York State DOT performs this function for all roads under their jurisdiction. 	<ul style="list-style-type: none"> All Stormwater detention facilities are to be mowed and inspected at least twice a year. Inflow and outfall devices are to be checked for debris and any obstructions cleared away. The Town Of Clarkson again has a contract with Monroe County DOT to provide this service and will police their own roads as the same time. The Town of Clarkson will be undertaking to replace to large culverts on Redman for the County of Monroe while also re-aligning the roadway. This work is being done under the auspicious of the area manager for the MCDOT and through the Intermunicipal Agreement between the Town and the County DOT. The sewer lift stations will be flushed and inspected twice a year to ensure that there is not back up of raw sewage into area streams.
<ul style="list-style-type: none"> <i>Identify and describe the equipment and staff that are in place</i> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>The force labor for this work is done by the Highway Department as part of its normal operations. An additional head count was authorized for the summer months for the purpose of doing Stormwater System Maintenance.</p> <p>The Town of Clarkson owns the following equipment used in the maintenance of the Stormwater Systems within the town:</p> <ul style="list-style-type: none"> Street Sweeper 	<ul style="list-style-type: none"> During the 2008-2009 permit year, the Stormwater Coalition will provide financial support to purchase a hydroseeder to be shared amongst the MS4s in Monroe County. Authorization for an additional summer head count for Stormwater System maintenance has been approved for 2007.

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<ul style="list-style-type: none">• Sewer Vactor/Flush Truck• Bobcat• Backhoe• Track Excavator (2)• Wheel Excavator• Wheel Loader <p>(The Bobcat and a Newer Sewer Vactor were un anticipated purchases during the 2007-2008 reporting period.)</p>	<ul style="list-style-type: none">• A new street sweeper may be purchased jointly with Parma, Hamlin, Sweden, Hilton and Brockport if the group is awarded a Shared Municipal Services Grant for that purpose.

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Minimum Control Measure 6. Municipal Operations: Street and Bridge Maintenance; Winter Road Maintenance; Stormwater System Maintenance; Vehicle and Fleet Maintenance; Park and Open Space Maintenance; Municipal Building Maintenance; Solid Waste Management; Other: **Roadside debris and dead animal pick up**

<ul style="list-style-type: none"> • Copy this page and give it to each municipal office or department responsible for reporting. • Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department. • Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures. • Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed. 	
<p>Permit Reference IV.C.6.a, c (continued): Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • <i>Assess if existing programs adequately reduce and/or prevent pollutant discharges</i> • <i>Determine and list any operation type, location or facility that is in need of modification or updates.</i> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<ul style="list-style-type: none"> • The oil Separator for the facility is checked twice a year, and pumped out when necessary. The waste oil is disposed of through a licensed waste oil hauler. • The Town Of Clarkson Highway Department heats 1/3 of its facility with waste oil generated both at the Highway Department, and from collection sites at the Transfer Station and the Highway Department. • The Highway Department also receives sizable quantities of used motor oil for use in its heater from the two major farms located within the town. 	<ul style="list-style-type: none"> • The oil separator maintenance program will be continued as in the past. • The Town Of Clarkson Highway Department will continue to heat 1/3 of its facility with used motor oil.
<p>A previously open to the elements storage area with a dirt floor was converted to an enclosed facility with a poured concrete floor, and overhead doors. (This was an unplanned project)</p>	<p>No additional modifications to the facilities of the Town Of Clarkson that would affect Stormwater Management are planned for the 2008-2009 reporting period..</p>
<p>Permit Reference IV.C.6.a: If there is a training component for staff specific to these municipal operations:</p> <ul style="list-style-type: none"> • <i>explain the activities and materials;</i> • <i>identify the 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>
	<p>In the 2008-2009 permit year roadway stormwater</p>

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	<p>management BMP posters will be distributed to MS4s.</p> <ul style="list-style-type: none"> The Town of Clarkson Highway Department will utilize these posters in the training of personnel when they become available.
<p>Additional Techniques</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</p>	

Did you include any of the following documents as appendices? Put a mark each appended document.
<input checked="" type="checkbox"/> Summary of public comments received on the annual report at the public presentation (Required)
<input checked="" type="checkbox"/> Intended response to comments on the annual report (Required)
<input type="checkbox"/> Results of information collected and analyzed, including monitoring data; evaluation of assessment (modeling) of pollutant discharges, including modeling results and pollutant transport trends.
<input type="checkbox"/> Other _____

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

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

Municipality:

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

<p>Permit Reference IV.C.3.c: Prohibit, through an ordinance, local law or other regulatory mechanism, illicit discharges into the MS4. The MS4s have until year 5 to complete this work.</p>		
<p>1) When was this work completed or planned to be completed?</p>	<p>Date completed: _____ Not yet completed Plan to complete for reporting in year: ___4; ___5.</p>	
<p>2) Indicate which of the control mechanisms or procedures to the right used by the MS4 notify staff and others doing work on behalf of the MS4 about prohibition of and enforcement against illicit discharges:</p>	<p>___ Interconnection agreements ___ Maintenance directives / BMPS ___ Access Permits ___ Tenant Leases</p>	<p>___ Consultant Agreements ___ Construction/Bid Documents ___ Other _____ _____</p>
<p>3) Indicate which of these control mechanisms contain specific language prohibiting illicit discharges:</p>	<p>___ Interconnection agreements ___ Maintenance directives / BMPS ___ Access Permits ___ Tenant Leases</p>	<p>___ Consultant Agreements ___ Construction/Bid Documents ___ Other _____ _____</p>
<p>4) Explain how the MS4 intends to prohibit illicit discharges if:</p> <ul style="list-style-type: none"> • none of the mechanisms in number 2 contain language prohibiting illicit discharges; or • the MS4 intends to add language to prohibit illicit discharges in other control mechanisms. 	<p>Explanation:</p>	
<p>5) Explain how the MS4 (intends to) enforce against illicit dischargers within their jurisdiction?</p>	<p>Explanation:</p>	

Municipality:

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

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