



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

**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.

**Regulated MS4: Saratoga County SPDES Permit Number: NYR20A 209**

See information packet for information to help complete this form.

MCC Form for year ending: March 9, <u>  </u> 2006 (Year 3) <u>  </u> 2007 (Year 4) <u>  X  </u> 2008 (Year 5)			
<b>Section A. MS4 Owner/Operator and Contact Person Information</b> (contact persons explained in instructions)			
<b>Owner/Operator</b> Is information below new or changed? <u>  </u> Yes <u>  X  </u> No			
Name: <b>Joseph Ritchey</b>		Title: <b>Commissioner</b>	Department: <b>Saratoga County Department of Public Works</b>
Mailing Address:	Street or P.O. Box: <b>3654 Galway Road</b>	City: <b>Ballston Spa</b>	
	County: <b>Saratoga</b>	State: <b>NY</b>	Zip Code: <b>12020</b>
Phone: <b>( 518 ) 885-2235</b>		E-mail Address: <b>saracpw@govt.co.saratoga.ny.us</b>	
<b>Local Stormwater Public Contact</b> (Required by Minimum Measure 2)			
Is information below: 1) new or changed? <u>  </u> Yes <u>  X  </u> No 2) same as: <u>  </u> Owner/Operator			
Name: <b>Blue R Neils</b>		Title: <b>Stormwater Management Coordinator</b>	Department: <b>Saratoga County Cornell Cooperative Extension</b>
Mailing Address:	Street or P.O. Box: <b>50 West High Street</b>	City: <b>Ballston Spa</b>	
	County: <b>Saratoga</b>	State: <b>NY</b>	Zip Code: <b>12020</b>
Phone: <b>( 518 ) 885-8995</b>		E-mail Address: <b>brn5@cornell.edu</b>	
<b>Stormwater Management Program (SWMP) Coordinator</b> (Responsible for implementation/coordination of SWMP)			
Is information below: 1) new or changed? <u>  X  </u> Yes <u>  </u> No 2) same as: <u>  </u> Owner/Operator <u>  </u> Local Stormwater Public Contact			
Name: <b>William Benosky</b>		Title: <b>Senior Engineer</b>	Department: <b>County of Saratoga Department of Public Works</b>
Mailing Address:	Street or P.O. Box: <b>3654 Galway Road</b>	City: <b>Ballston Spa</b>	
	County: <b>Saratoga</b>	State: <b>NY</b>	Zip Code: <b>12020</b>
Phone: <b>( 518 ) 885-2235</b>		E-mail Address: <b>sardpw4@govt.co.saratoga.ny.us</b>	
<b>Annual Report Preparer</b>			
Is information below: 1) new or changed? <u>  </u> Yes <u>  X  </u> No 2) same as: <u>  </u> Owner/Operator <u>  X  </u> Local Stormwater Public Contact <u>  X  </u> SWMP Coordinator			
Name:		Title:	Department:
Mailing Address:	Street or P.O. Box:	City:	
	County:	State:	Zip Code:
Phone: (    )		E-mail Address:	

**Section B. Local Water Quality Information**

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
Tributaries to Lake Lonely (1101-0001)	Phosphorous, D. O., Pathogens	X	
Dwaas Kill and Tributaries (1101-0007)	Phosphorous, Silt/Sediment	X	
Schuylerville Creek	Phosphorous, Pathogens	X	

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: **Lake Lonely & Tributaries:** Saratoga County maintains and owns roadways and ROWs within this watershed. All MS4 infrastructure is open-drainage and culverts. Saratoga County does own and maintain a bridge which enables Co. Rd. 65 to cross Bog Meadow Brook, one of two identified/classified tributaries to Lake Lonely. No County-owned crossings transect Spring Run, the other identified/classified tributary. The Stormwater Management Coordinator has confirmed the location of the outfalls and made a determination that the extent of Saratoga County's contribution to the impairment of the Lake Lonely tributary, Bog Meadow Brook is minimal, if any. The ditch line is in good condition; fully vegetated and stabilized. The development adjacent to CR 65 is low density residential with minimum 50' setbacks and little indication of a significant contribution of POCs to Bog Meadow Brook. Furthermore, the soils in that area are Windsor sands (HUC A) which have a high rate of percolation/infiltration with runoff occurring only under the more extreme storm events. Chemical testing and mass nutrient loading (N, P) estimates were made by the Collaborative Research Project of Skidmore College (Environmental Studies Program) with assistance from the Intermunicipal Program on the Lake Lonely Tributaries. The initial findings of the study indicated that Bog Meadow Brook was the greater contributor of nutrients of the 2 tributaries. This is due, in part, to the relative size of the 2 tributaries, however, initial academic research also indicated that the bog-area surrounding Bog Meadow Brook may be a significant factor. Bogs are repositories for organic matter and known to create large concentrations of soluble Phosphorous which led researches and faculty to believe that this may be a major factor contributing to the higher concentration of Phosphorous in Bog Meadow Brook.

**Dwaas Kill & Tributaries:** Saratoga County DPW has still not confirmed the locations of County-owned outfalls to the Dwaas Kill or its tributaries, the Long Kill and the Cooley Kill due to the loss of personnel in Year-5 responsible for outfall mapping. These personnel losses were replaced in February 2008, but, this did not allow sufficient time for the replacements to make the needed determinations or complete mapping, in this area. County Roads 82 (Main St.; Jonesville), 90 (Vischer Ferry Rd.), and 109 (Kinns Rd.) do transect the Dwaas Kill, and/or the Long Kill and/or the Cooley Kill. Saratoga County will begin outfall mapping in this area of the County through the Summer of 2008. Following the location and identification of outfalls to the Dwaas Kill and its tributaries, determination will be made by the Stormwater Management Coordinator as to the extent of Saratoga County's contribution to the impairment of the Dwaas Kill and its tributaries during the Fall of 2008. The majority of the contributing drainage to County Roads 82, 90, & 109 consist of medium- to high-density residential development which is owned and/or maintained by the Town of Clifton Park. This creates a situation where by the Town-owned MS4 is a contributor to the County-owned MS4 and, as in the case of the Bog Meadow Brook, further coordination with the Town will be necessary before any further action can be taken by the County of Saratoga.

**Schuylerville Creek & Tributaries:** Schuylerville Creek and its tributaries are located wholly in the Town of Stillwater, outside the automatically designated/Urbanized Area of Saratoga County and are not addressed by this Program.

Overall Local Water Quality is high in Saratoga County. 115 of 5,374 Stream & River Segments (2.14%); and 1 of 1,442 Water Bodies -Ponds & Lakes- (0.07%) are listed as Impaired. 1.07% of all water bodies and segments within or bounding Saratoga County. (Source: USGS National Hydrology Database; NHD)

**Section C. Partnership Information**

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

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

**List MS4 Partners with Legally Binding Agreements or Contracts in Place**

**Cornell Cooperative Extension; T/o Ballston; V/o Ballston Spa; T/o Charlton; T/o Clifton Park; T/o Greenfield; T/o Halfmoon; T/o Malta; T/o Milton; T/o Moreau; V/o Round Lake; C/o Saratoga Springs; V/o South Glens Falls; T/o Waterford; V/o Waterford; T/o Wilton. Capital District Regional Planning Commission; Albany County; Rensselaer County; Schenectady County**

**List MS4 Partners with Planned Legally Binding Agreements or Contracts**

**List MS4 Partners with Other Agreements in Place**

**Saratoga County Soil & Water Conservation District; Saratoga County Environmental Services Dept.**

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

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

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

Explain:

**Section E. Funding and Resource Allocation**

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

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

Explain: **Currently, the Saratoga County Intermunicipal Stormwater Management Program is funded through a 2005 EPF/WQIP Grant matched by participating Municipalities' In-Kind Services. The 2005 EPF/WQIP Grant funding period is October 2006 through December 2008. At this time, Saratoga County has not authorized long-term funding mechanisms or budget items specifically designated for Stormwater Management Program activities by the County Board of Supervisors or the Department of Public Works beyond current funding levels for the Operation & Maintenance of the Saratoga County MS4. More information needs to be gathered to make budget projections which incorporate any additional costs and activities required to meet GP-02-02 Permit. The Saratoga County DPW MS4 O&M costs are budgeted annually through a continuing 5-year Capital Budget prepared by the DPW Commissioner and approved by the Saratoga County Board of Supervisors.**

2. If the MS4 is receiving funding through the municipal budget, a grant, or other source, briefly explain below: what are the sources, estimated amounts, and frequency of funding for the MS4?

**2005 NYS-DEC Rnd 8 WQIP Grant; 10/06 – 12/31/08; \$344,000 (State Aid) + \$439,733.14 (Local Match) = \$783,733.14 Total Project cost**

Explain:

**Through a partnership with Cornell Cooperative Extension, the above grants have been awarded to the 16 MS4-permittees and the Saratoga County Intermunicipal Stormwater Management Program.**

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

Explain:

**Section F. Compliance Certification**

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

Permit Part	Minimum Control Measure	ANSWER BOTH COLUMNS FOR THIS REPORT YEAR ONLY	
		Steady Progress	Goals Achieved
IV.C.1.	Public Education and Outreach on Stormwater Impacts Explain 'no' / 'N/A' answer:	<input checked="" type="checkbox"/> Yes ___ No ___ N/A	<input checked="" type="checkbox"/> Yes ___ No ___ N/A
IV.C.2.	Public Involvement / Participation Explain 'no' / 'N/A' answer:	<input checked="" type="checkbox"/> Yes ___ No ___ N/A	<input checked="" type="checkbox"/> Yes ___ No ___ N/A
IV.C.3.	Illicit Discharge Detection and Elimination Explain 'no' / 'N/A' answer: Loss of personnel forced a delay in completion of outfall mapping in the Clifton Park/Halfmoon area. Personnel have been replaced (February 2008) and the Intermunicipal Program will have a summer intern available to complete the mapping on or before August 31, 2008.	<input checked="" type="checkbox"/> Yes ___ No ___ N/A	___ Yes <input checked="" type="checkbox"/> No ___ N/A
IV.C.4.	Construction Site Stormwater Runoff Control Explain 'no' / 'N/A' answer:	<input checked="" type="checkbox"/> Yes ___ No ___ N/A	<input checked="" type="checkbox"/> Yes ___ No ___ N/A
IV.C.5.	Post-Construction Stormwater Management Explain 'no' / 'N/A' answer:	<input checked="" type="checkbox"/> Yes ___ No ___ N/A	<input checked="" type="checkbox"/> Yes ___ No ___ N/A
IV.C.6.	Pollution Prevention / Good Housekeeping for Municipal Operations Explain 'no' / 'N/A' answer:	<input checked="" type="checkbox"/> Yes ___ No ___ N/A	<input checked="" type="checkbox"/> 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: Joseph Ritchey Title: Commissioner; Saratoga County Dept. of Public Works

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 - 4<sup>th</sup> Floor, Albany, NY 12233-3505). **DO NOT SUBMIT REPORTS IN THREE-RING BINDERS.**



**(Continued from previous page)**

2. The Saratoga County Intermunicipal Stormwater Management Program (SCI-SWMP; SCIP) and all participants utilize the following U.S. EPA (EPA), NYS-DEC (DEC), Center for Watershed Protection (CWP), Hudson River Estuary Program (HREP) Non-point source pollution Education for Municipal Officials (NEMO), and Cornell Cooperative Extension (CCE) publications as public education tools for Residents and Business Owners:

1. *Stormwater Runoff: From my Yard to Our Streams*; DEC
2. *Make your Home the Solution to Stormwater Pollution*; EPA/DEC
3. *After the Storm*; SCIP (customized; originally from EPA)
4. *How To Install: A Rain Barrel & A Rain Garden*; CWP
5. NEMO Program Fact Sheet 2; *Nonpoint Source Water Pollution*
6. NEMO Program Fact Sheet 4; *Strategies for Coping with Polluted Runoff*
7. NEMO Program Fact Sheet 6; *Asking the Right Questions: Raising the Issue of Polluted Runoff at a Public Meeting*
8. NEMO Clean Water/Starting in Your Home & Yard Fact Sheet 1; *What's the Big Deal About Water Quality*
9. NEMO Clean Water/Starting in Your Home & Yard Fact Sheet 2; *Managing Your Household Chemicals*
10. NEMO Clean Water/Starting in Your Home & Yard Fact Sheet 3; *Caring for Your Septic System*
11. NEMO Clean Water/Starting in Your Home & Yard Fact Sheet 5; *Conservation Landscaping for Water Quality*
12. NEMO Clean Water/Starting in Your Home & Yard Fact Sheet 6; *Animal Waste and Water Quality*
13. NEMO Clean Water/Starting in Your Home & Yard Fact Sheet 8; *Lawn Care the Environmentally Friendly Way*
14. *Phase II MS4 Permit Summary*; SCIP
15. *The Benefits of Doing the Right Thing* (Cornell Cooperative Extension Growline Newsletter Article); SCIP
16. *Organic Debris Management Policy Recommendation*; SCIP memo, April 2006
17. *Home Composting*; CCE
18. *Rain Gardens ~ "How to" and Plant List*; CCE Onondaga County

3. The Saratoga County Intermunicipal Stormwater Management Program (SCI-SWMP; SCIP) and all participants utilize the following U.S. EPA (EPA), NYS-DEC (DEC) or SCIP publications as public education tools for Municipal Governments/Officials/Employees:

- d. Delivered an Annual Report Clinic to improve the clarity, accuracy, and effectiveness of Saratoga County MS4s' Annual Reporting (see MCM 2 for detail). **Executed:** April 12<sup>th</sup>, 2007
- e. Delivered/Co-sponsored regional Construction Site Erosion & Sediment Control Compliance Inspection Training Workshops (3) for local Code Enforcement personnel (See MCM 4 for detail). **Implemented:** June 13<sup>th</sup>, 19<sup>th</sup>, 28<sup>th</sup>, 2008
- f. Delivered MCM 6 ~ Good Housekeeping/Pollution Prevention Program training and guidance to Saratoga County MS4 Highway & Public Works Departments. **Implemented:** September 27<sup>th</sup>, 2007 – on-going.
  - (1) T/o Clifton Park & Halfmoon (28) ~ 9/27/2007
  - (2) T/o Malta (11) ~ 10/19/2007
  - (3) Saratoga County DPW (2); T/o Ballston (1); V/o Ballston Spa (1); T/o Charlton (2); T/o Milton (2); V/o Round Lake (2); *Foremen & Supervisors only* ~ 12/10/2007
  - (4) T/o & V/o Waterford *Supervisors only* (4) ~ 2/26/2008
- g. Facilitated attendance of Saratoga County MS4 Officials, Board Members and Personnel to the Champlain Watershed Improvement Coalition of New York (CWICNY) 2007 North Country Stormwater Tradeshow & Conference. **Executed:** October 18<sup>th</sup>, 2007. 18 attendees.
- h. Facilitated Saratoga County MS4 Personnel attendance to the SUNY-Delhi On Site Training Network (OTN) 3-day septic system training sponsored by the Champlain Watershed Improvement Coalition of New York (CWICNY). **Implemented:** November 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup>, 2007. 3 attendees
- i. Facilitated Saratoga County MS4 Personnel attendance to the CPESC Exam Review Course. **Executed:** December 12<sup>th</sup>, 2007. 4 attendees
- j. Facilitated Saratoga County MS4 Personnel attendance to the ACF Environmental Geosynthetics Workshop sponsored by Albany County SWCD. **Executed:** December 13<sup>th</sup>, 2007. 4 attendees

**(Continued from previous page)**

1. *Stormwater Regulation and the Construction Industry*; DEC, NYSWCD
  2. *New York State Stormwater Resources on the Web*; Excerpt from the DEC Stormwater and Construction Toolbox pages, SCIP
  3. *NY SPDES General Permit GP-02-01 for Construction Activities: Stormwater Pollution Prevention Plan (SWPPP) Requirements by Land Use*; DEC
  4. *Saratoga County Intermunicipal Stormwater Management Program Management Summary*; SCIP
  5. *Stormwater Management Guidance for Local Official*; DEC
  6. *The Critical Path to Compliance*; DEC
4. The Saratoga County Intermunicipal Stormwater Management Program (SCI-SWMP; SCIP) and all participants utilize the following U.S. EPA (EPA), NYS-DEC (DEC) or SCIP publications as public education tools for Contractors and Developers working in Saratoga County:
1. *Stormwater Regulation and the Construction Industry*; DEC, NYSWCD
  2. *New York State Stormwater Resources on the Web*; URL pages of the DEC Stormwater and Construction Toolbox websites, SCIP
  3. *NY SPDES General Permit GP-02-01 for Construction Activities: Stormwater Pollution Prevention Plan (SWPPP) Requirements by Land Use*; DEC
  4. *Stormwater Quick Tips for the Construction Industry*; DEC
- The SCIP maintains a website which acts as an all-access clearinghouse for information relevant to stormwater management, pollution prevention, and the protection of local water resources. The website is also organized by target audience and each section of the website has resources and links to other websites relevant to each target audience. All information presented on the website originates from the U.S. EPA, NYS-DEC, other Federal and State Agencies or from credible, respected Academic or NGO sources (ex., Univ. of Maryland *NEMO Program*, The Center for Watershed Protection, the Stormwater Managers Resource Center, etc.) at:  
[www.saratogastormwater.org](http://www.saratogastormwater.org)

**(Continued from previous page)**

- k. Presenter at the 2008 Saratoga County Planning Conference, a regional 1-day event attended by over 500 Planning, Zoning and Municipal Board Members, Planners, Engineers, and Code Enforcement personnel. The 1.75 hour presentation focused on the MS4 Construction Law/s, the NYS DEC SPDES Construction Permit (GP-02-01) and SWPPP evaluation from a Planning Board-perspective. Co-presenter Phil Koziol P.E. Jacobs & Kelcey. **Executed:** January 30<sup>th</sup>, 2008 120 attendees (to that session); 80 of 120 Saratoga County; 48 of 80 Saratoga County MS4; 15 of 16 SCIP participating Municipalities.
2. Provide/facilitate Education and Outreach, in conjunction with the 16 Saratoga County MS4 Communities, targeting Residents (see details below). **Implemented:** April 2006 – on-going
- Conducted a workshop facilitated by the Town of Charlton Environmental Management Committee for the “Charlton Seniors” regarding the Phase II program and stormwater pollution prevention. **Executed:** April 11, 2007. 19 attendees.
  - Presenter and Vendor at the Saratoga Environmental Expo; Saratoga Springs City Center. **Executed:** April 13 – 15, 2007. 5200 attendees.
  - Presentation to Clifton Park Country Garden Club on Rain Gardens and stormwater pollution prevention. **Executed:** June 19, 2007. 12 attendees.
  - Installed 50 drain markers in the Village of Ballston Spa in cooperation with the Village Board of Trustees, Village DPW, and The Waldorf School of Saratoga Springs (See MCM 2 for project detail). **Implemented:** July 2007 – on-going
  - Maintained a display and booth at the County Fair in conjunction with the Saratoga County SWCD & WQCC. Raffled off 3 Rain Barrels (72 entrants). **Executed:** July 17 – 22<sup>nd</sup>, 2007. Approx. 80,000 Fair attendees
  - Maintained a vendor booth at the 3<sup>rd</sup> Annual Hudson-Fest at Hudson Crossing on Lock 5 Island; Schuylerville, NY **Executed:** September 15, 2007. Estimated 200-250 attendees.

<p><b>(Continued from previous page)</b></p> <p>5. The SCIP maintains (annually) a booth at the Saratoga County Fair where SCIP Management Coordinator/Intermunicipal Program contact information; residential Stormwater BMP literature, a demonstration Rain Garden and Rain Barrel are on display. Displays were constructed and are maintained cooperatively with the Saratoga County Water Quality Coordinating Committee and the SWCD. The display uses EPA and NYS-DEC publications as well as handouts describing the Saratoga County Intermunicipal Stormwater Management Program. Ruffled 3 Rain Barrels to fair attendees; received 73 entries and selected 3 winners from Saratoga Springs, Clifton Park, and Charlton at random.</p>	<p><b>(Continued from previous page)</b></p> <p>3. Provide/facilitate workshops for the Construction Industry operating within the jurisdiction of the 16 Saratoga County MS4 Communities (see details below; MCM 4 &amp; 5). <b>Implemented:</b> <u>March 2006 – on-going</u></p> <ol style="list-style-type: none"> <li>1. Presenter and Facilitator for the John Deere Landscapes Inc. Erosion &amp; Sediment Control Workshop for Land Contractors &amp; Landscapers. <b>Implemented:</b> <u>March 28, 2007</u>. 31 attendees.</li> <li>2. Sponsor, Presenter and Facilitator of a workshop for the construction industry focusing on Erosion &amp; Sediment Control, stormwater regulatory compliance and SWPPP implementation in cooperation with Ken Barber of Barber Stormwater Management Inc. <b>Executed:</b> <u>June 7<sup>th</sup>, 2007</u>. 15 attendees.</li> </ol> <p>4. Implement outreach &amp; education campaign to local business owners through local Business Owners Associations. <b>Implemented:</b> <u>September 2007 – on-going</u></p> <ol style="list-style-type: none"> <li>1. Presentation to the Ballston Spa Business &amp; Professional Association RE: Drain Marker Project and Intermunicipal Program. <b>Executed:</b> <u>September 17, 2007</u>.</li> </ol>
<ul style="list-style-type: none"> <li>• <u>Identify the personnel or outside organization conducting the activity.</u> The SCIP <i>Public Education and Outreach</i> program is a joint effort by both designated Saratoga County MS4 Representatives (personnel, consultants, and appointed &amp; elected officials) and the Management Coordinator. Program implementation is accomplished through initiatives that are conceived of by the group in response to apparent opportunity or need and implemented by the Coordinator and the designated representatives of all or some of the involved communities, as the project demands. Consensus for action is reached through open discussion during monthly meetings of the Management Coordinator and Designated Saratoga County MS4 personnel where SCIP objectives and activities are discussed and agreed upon before being implemented.</li> </ul>	
<ul style="list-style-type: none"> <li>• <u>Indicate activities planned for next year.</u> All Education and Outreach Programming will continue through next Reporting-year.</li> </ul>	<ol style="list-style-type: none"> <li>1. Rain Barrel Workshop for residents/homeowners. Attendees will construct their own rain barrels using SCIP provided materials, instruction, and assistance. Done in conjunction with Green Conscience Organic Lawn &amp; Garden Inc. Ballston Spa, NY. <b>Planned workshop dates:</b> <u>March 22; May 3; June TBA, July TBA</u>.</li> <li>2. Saratoga Environmental Expo. <b>Planned date:</b> <u>April 25-27</u>.</li> </ol>

	<ol style="list-style-type: none"> <li>3. Presentation to Skidmore College WRI class; <b>Planned date:</b> <u>March 17.</u></li> <li>4. Presenter/facilitator for the John Deere Landscapes Inc. Construction Workshop; <b>Planned date:</b> <u>April 17</u></li> <li>5. MCM 6 Good Housekeeping Pollution Prevention Training; <b>Planned dates:</b> <u>Ongoing through 2008.</u></li> <li>6. Facilitation of Saratoga County/SCIP MS4 Personnel attendance to SUNY ESF Outreach Stormwater Courses w/ Don Lake; <b>Planned dates:</b> <u>Various/Ongoing through 2008</u></li> <li>7. Presenter at the 4H ‘Conservation Day’; <b>Planned date:</b> <u>May 15.</u></li> <li>8. Host/Sponsor/facilitator for an ACF Environmental Geosynthetics Workshop; <b>Planned date:</b> <u>June 11.</u></li> <li>9. Host/Co-sponsor/facilitator for a 2-day IDDE Workshop w/ Don Lake, CWICNY/LCLGRP, DEC Region 5, Andy Sansone (Monroe Co.), Barbara Kendal (HREP), &amp; Skidmore College (host site); <b>Planned dates:</b> <u>June 12-13.</u></li> <li>10. Village of Ballston Spa/Waldorf School Drain Marker Program; <b>Planned date:</b> <u>June, various/as available.</u></li> <li>11. Saratoga County Fair; <b>Planned dates:</b> <u>July 15-20.</u></li> <li>12. Vendor at the Wilton Wildlife Preserve &amp; Park Open House; <b>Planned date:</b> <u>September 6</u></li> </ol>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <i>Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</i></p>
<p><b>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:</b> <i>*NOTE: Some scheduled activities reflect the Saratoga County Intermunicipal Stormwater Management Program; Project Work Plan Table of Objectives, Tasks, &amp; Deliverables and Project Timeline (NYS Contract No.303112) in addition to the NOI; section D of SPDES GP-02-02 Permit Number NYR20A_209. This is due to the merger of the original County SWMP and the SCIP to create broader and more effective Public Education &amp; Outreach throughout the County through Cornell Cooperative Extension of Saratoga County. Some of the Activities listed will be credited by Local Saratoga County MS4 Municipalities because of cross-over between the Intermunicipal and Saratoga County SWMPs.</i></p> <p>As was noted in the Year-2 Annual Report the Saratoga County Intermunicipal Stormwater Management Program has been developed and implemented to facilitate a County-wide Stormwater Program for all Saratoga County MS4s. The participants are held in a legally binding agreement with the Department of Environmental Conservation and the State of New York as recipients of Water Quality Improvement Project funding. Each member of the Program has clearly defined obligations and deliverables that are detailed in the Project Work Plan of the grant awarded to date. The goal of the program is to provide comprehensive education and outreach programming and activities through Saratoga County Cornell Cooperative Extension and the office of the Management Coordinator. Further goals of the Program are to provide resources, facilitation, and activities for all participants under each of the Permit’s “Minimum Control Measures” such needs are identified by the Management Coordinator and Representatives of the Local MS4s. All activities, resources, and facilitation work are done under the umbrella of this program with no distinction being made between</p>	

local and County-wide audiences as efforts and activities must often be conducted at the local level. Therefore all education activities and efforts of the Intermunicipal Program are listed above and will be used by the Saratoga County MS4 Municipalities as an addendum to their respective Year-4 and subsequent Annual Reports. It is the responsibility of local Permittees to define the nature and level of their participation in training events and activities for Municipal Officials and Personnel. Attendance lists have been provided to all participants to facilitate more accurate reporting of local participation.

**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.

<ul style="list-style-type: none"> <li><b>Permit Reference IV.C.2.c.iii.:</b> Design and conduct a public involvement / participation program. <i>Describe activities that the MS4 has/will undertake to provide program access to interested individuals and to gather needed input.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <i>Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</i></p>
<p>The SCIP continuously looks for partnership activities with interested groups and individuals to become involved in stormwater programming and activities across the County and within specific municipalities.</p> <ol style="list-style-type: none"> <li>1. The Program has established a relationship with the Local Citizen/Environmental Group <i>The Friends of the Kayaderosseras (FoK)</i>. This partnership allows citizens interested in local water quality the opportunity to input knowledge and opinions regarding public policy in the Kayaderosseras Creek watershed. The Management Coordinator helped to draft, edit and distribute an October 2005 Stream Buffer document published by the FoK to MS4-permitted municipalities and made the publication available to the general public, on-line (see above). The document presents information on riparian corridor protection, benefits, and strategies to create such corridors through overlay zoning districts, and no-disturbance regulations.</li> <li>2. The SCIP has established a relationship with the Skidmore College Water Resources Initiative (WRI) to share information, GIS and monitoring/research data with the SCIP as well as utilize the WRI to plan and conduct research documenting NPS and Stormwater-related water quality throughout Saratoga County.</li> <li>3. Facilitated MS4 Annual Reporting in Saratoga County. Provided a summary of activities, services, events, tasks, and deliverables as part of the SCIP. Provided guidance in completing forms and attended Local Municipal Public Meetings in support of Local SWMP AR presentations to the Public.</li> <li>4. The Saratoga County Adopt-A-Roadside Program continues to play an important role in keeping our roads clean. In 2008, (59) community groups actively participated in the program. The groups have adopted 84 miles of County highway. Our County DPW provides orange garbage bags and safety vests to all participants. In addition, our department coordinates the pick-up, recycling, and disposal of all material collected in these efforts throughout the year.</li> </ol>	<ol style="list-style-type: none"> <li>1. Facilitate Development of Cooperative Partnerships w/ Local Civic Groups &amp; Organizations. Ongoing.</li> <li>2. Ongoing (2005 to present) <ol style="list-style-type: none"> <li>a. Facilitated Stormwater/NPS evaluation of the Saratoga Lake/Kayaderosseras Creek Watershed using the Purdue University L-THIA (Long-term Hydrologic Impact Assessment) computer model; initiated February 2008 anticipated completion: May 2008/Year 6</li> <li>b. Facilitated pollutant estimates from onsite/septic sanitary waste systems. Initiated: February 2008 anticipated completion: May 2008/Year 6</li> </ol> </li> <li>3. Facilitate MS4 Annual Reporting; Held Annual Report Clinic.  <b>Executed: <u>April 18</u></b></li> <li>4. 59 Volunteer groups &amp; organizations participated in County Highway Adopt-a-Highway clean-up; 84 miles of roadside cleaned; <b>Implemented: <u>Various/continuous throughout the year, weather providing.</u></b></li> </ol>

<p><b>(Continued from previous page)</b></p> <p>5. Began a coordinated Program with the Village of Ballston Spa, The Ballston Spa Business &amp; Professional Association, and The Waldorf School of Saratoga Springs to install Drain Markers at 50 (minimum) drop inlet/catchbasins in the V/o Ballston Spa along Front Street and Doubleday Avenue/NYS Rt. 50</p>	<p><b>(Continued from previous page)</b></p> <p>5. Installed 50 drain markers in the Village of Ballston Spa in cooperation with the Village Board of Trustees, Village DPW, and The Waldorf School of Saratoga Springs (See MCM 2 for project detail). <b>Implemented:</b> <u>July 2007 – on-going</u></p>		
<p>• <i>Indicate activities planned for next year.</i></p> <p>1. Facilitate Public Participation opportunities for residents through Local SWMPs. (Ex. Organizing information workshops and clean-up projects, on a neighborhood-by-neighborhood basis in coordination with local officials and SWMP personnel to address local issues and pollutants of concern.</p> <p>2. Publicize Public Participation opportunities (see above), through local media and on-line, targeting residents, business owners, and Civic Groups.</p> <p>3. Expand joint and cooperative efforts with Local Civic and Environmental Groups (ex. Saratoga PLAN; Preserving Land &amp; Nature, the Rotarians, etc.)</p> <p>4. Continue relationship with Skidmore WRI including aiding in establishing permanent monitoring site to collect chemical and flow data at various critical points within the Kayaderoseras watershed.</p> <p>5. Continue relationship with The Waldorf School of Saratoga Springs for Drain Marker Project/s</p>	<p>1. April 2006 – Ongoing</p> <p>2. June/July – Ongoing</p> <p>3. April 2006 – Ongoing</p> <p>4. June 2007 – Ongoing</p> <p>5. Ongoing</p>		
<p><b>Permit Reference IV.C.2.a, f:</b> Develop procedures to provide public notice about and access to documents and information in a manner that complies with state and local public notice requirements. <i>Describe procedures below and state the methods used to publicize the AR public presentation.</i></p>			
<p>Per a conversation with the Permit Chief, Angus Eaton and the newly released GP-0-08-002 SPDES MS4 Permit this Annual Report will be posted on both the Intermunicipal Program and County websites. The announcement will be posted to The Daily Gazette, The Saratogian, The Ballston Journal and The Post-Star and will read “The County of Saratoga Stormwater Program Annual Report is now available for review and comment by interested parties. The Report can be found on-line at <a href="http://www.saratogastormwater.org/municipalities-additional-resources.htm">www.saratogastormwater.org/municipalities-additional-resources.htm</a> or <a href="http://www.co.saratoga.ny.us/stormwtr.html">www.co.saratoga.ny.us/stormwtr.html</a> If you do not have Internet access and would like a copy or to send any comments please contact the Stormwater Management Coordinator at: 50 West High Street; Ballston Spa, NY 12020; (518) 885-8995x224</p>			
<p><b>Permit Reference IV.C.2.e:</b> Public presentation of; <b>f:</b> summary of comments received on; and <b>g:</b> intended response to comments on the SWMPAR.</p>			
<p><b>Summarize attendance at the public presentation of the Annual Report. Include number of attendees and who was represented:</b> 2 individuals; residing in the Town of Malta and the Village of Ballston Spa</p>			
<p><b>Comments on Annual Report Meeting</b> ___ No public comments received on Annual Report.</p>	<table border="1"> <tr> <td data-bbox="1045 1214 1501 1286"><b>Date of Annual Report Meeting:</b> N/A (see IV.C.2.a,f)</td> <td data-bbox="1501 1214 1879 1286"><b>Approximate Date of Meeting Next Year:</b> N/A</td> </tr> </table>	<b>Date of Annual Report Meeting:</b> N/A (see IV.C.2.a,f)	<b>Approximate Date of Meeting Next Year:</b> N/A
<b>Date of Annual Report Meeting:</b> N/A (see IV.C.2.a,f)	<b>Approximate Date of Meeting Next Year:</b> N/A		
<p><b>Additional Techniques</b></p>	<p>Describe Measurable Goals and Results</p>		
<p><b>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:</b> *NOTE: Some scheduled activities reflect the Saratoga County Intermunicipal Stormwater Management Program; Project Work Plan Table of Objectives, Tasks, &amp; Deliverables and Project Timeline (NYS Contract Nos. C302498 &amp; 303112) in addition to the NOI; section D of SPDES GP-02-02 Permit Number NYR20A_209. This is due to the merger of the original County SWMP and the SCIP to create broader and more effective Public Involvement &amp; Participation throughout the County through Cornell Cooperative Extension of Saratoga County.</p>			

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

<p><b>Permit Reference IV.C.3.a:</b> Develop, implement and enforce a program to detect, identify and eliminate illicit discharges, including illegal dumping, into the MS4.  <u>Explain the activities and procedures used to meet this requirement this year and planned for next year.</u></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)  <i>Example measurable goals: number of illicit discharges detected; number of illicit discharges eliminated.</i></p>
<ol style="list-style-type: none"> <li>1. County DPW personnel, involved in the outfall location and mapping component of this permit, conduct an inspection of each outfall located. Any outfall exhibiting a suspect flow is noted and reported to the Senior Engineer and the Management Coordinator for further investigation.</li> <li>2. Saratoga County has a strict “No Dumping” law on all County-owned property and right-of-ways. All reports are directed to the Director of Environmental Services who investigates the report and takes any remedial action possible/necessary and allowable under County Law.</li> <li>3. Saratoga County DPW engineering personnel inspect outfalls on a rotating basis. It is the goal of the DPW to inspect 25% of all County-owned outfalls within the Saratoga County MS4-area each year (i.e. 4-year inspection plan). Personnel conducting such inspections have been provided with Center for Watershed Protection IDDE Manual excerpts on common Illicit Discharge (ID) evidence; Chapter 7 <i>Searching for Illicit Discharge Problems in the Field</i> and Chapter 11 <i>The Outfall Reconnaissance Inventory (ORI)</i>.</li> <li>4. The SCIP has provided access to a number of IDDE resources to aid in developing implementing, and enforcing local IDDE programming. This includes the Center for Watershed Protection’s Outfall Reconnaissance Inventory (ORI) form (for a record of outfall inspections); the CWP IDDE Manual (w/full appendices); and will continue to provide additional information as needs arise. The SCIP plans, participates in, or sponsors workshops or other events to train relevant MS4 personnel on aspects of illicit discharges, their identification and elimination. The SCIP, in so doing, also promotes these events and activities, whenever possible, to other private sector professionals for the same purpose.</li> <li>5. In Year-5, because of its rural make-up and fact that many MS4 areas within Saratoga County are not serviced by the Saratoga County Sewer District 1, leachate from On Site or Septic sanitary waste systems are a prominent concern. To properly conduct outfall inspections and enforcement of the adopted IDDE Law such training is an integral part of some local programs.</li> </ol>	<ol style="list-style-type: none"> <li>1. September 2005 - Ongoing</li> <li>2. Ongoing; Standard Operating Procedure</li> <li>3. Ongoing; Standard Operating Procedure; inspected approximately 30% in Year-4. <b>No Illicit Discharges detected.</b></li> <li>4. Co-sponsored workshop in conjunction with the Saratoga County Soil &amp; Water Conservation District (SWCD) and the Water Quality Coordinating Committee (SWQCC) presented by the Onsite Training Network (OTN); “Foundations” course, 1 day. 36 attendees; 24 of 36 ~ Saratoga County; 16 of 24 ~ Saratoga County MS4 Officials, Employees &amp;/or Consultants  <b>Implemented:</b> <u>March 29<sup>th</sup>, 2007.</u></li> <li>5. Facilitated Saratoga County MS4 Personnel attendance to the SUNY-Delhi On Site Training Network (OTN) 3-day septic system training sponsored by the Champlain Watershed Improvement Coalition of New York (CWICNY).  <b>Implemented:</b> <u>November 1<sup>st</sup>, 2<sup>nd</sup>, &amp; 3<sup>rd</sup>, 2007.</u> 3 attendees</li> </ol>

<p><u>Activities Planned for next Year</u></p> <ol style="list-style-type: none"> <li>1. Provide training for personnel to identify/detect an Illicit Discharge in the course of regular daily activities in the field.</li> <li>2. Write a protocol and provide a form to record suspect discharges. Coordinate further investigation between the DPW, the Management Coordinator (CCE), and, if necessary, DEC Regional personnel for suspected Illicit Discharge/s.</li> <li>3. Provide a form, to be used during routine inspection/monitoring, which records the date, location, recent weather pattern, description of outfall (i.e. construction &amp; condition), and description of discharge (if any).</li> <li>4. Provide IDDE-relevant information to citizen groups and other interested parties to increase awareness/prevention of potentially polluting behaviors and the possibility that potential problems noted by residents are reported. Information will be provided as a part of MCM 1 &amp; 2 (see above). All such groups will be given the contact information for both the DPW and SCIP Coordinator with instructions to report any findings as soon as possible. Target audiences include Friends of the Kayaderosseras, Trout Unlimited, Kayaderosseras Fish &amp; Game Club and other groups that frequently utilize local waters as a recreation resource.</li> </ol>	<ol style="list-style-type: none"> <li>1. 2-day IDDE Identification and track-down workshop in cooperation with DEC Region 5 DOW, CWICNY, Skidmore College, and SUNY-ESF Outreach; Presenters: Don Lake (SUNY ESF), Andy Sansone (Monroe County, NY); and one local case study presented by the involved local personnel. <b>Planned execution:</b> <u>June 12<sup>th</sup> &amp; 13<sup>th</sup>, 2008</u></li> <li>2. TBA; anticipate start date in September/October 2007 – ongoing.</li> <li>3. October/November 2007</li> <li>4. May 2006 – Ongoing</li> <li>5. April 2006; Ongoing</li> </ol>
<ul style="list-style-type: none"> <li>• <u>Revise as procedures are updated.</u></li> </ul> <ol style="list-style-type: none"> <li>1. Saratoga County adopted the IDDE Model Law (DEC) in March of 2008. The Law adopted names the Commissioner of Public Works as the chief operator of the MS4 and responsible for implementing the inspection requirements of this Permit and the enforcement responsibilities of the Law.</li> </ol>	<ol style="list-style-type: none"> <li>1. IDDE Law adoption; <b>Executed:</b> <u>March 18, 2008.</u></li> </ol>
<ul style="list-style-type: none"> <li>• <u>Identify personnel or outside organization conducting the activities</u></li> </ul> <ol style="list-style-type: none"> <li>1. Saratoga County Cornell Cooperative Extension</li> </ol>	<ol style="list-style-type: none"> <li>1. Saratoga County Stormwater Management Coordinator</li> </ol>
<p><b>Permit Reference IV.C.3.b:</b> Develop and maintain a map showing the location of all outfalls and the names and location of all waters of the US that receive discharges from outfalls. <i>Explain activities performed this year <u>and planned for next year</u>, including work on the following IDDE guidance prerequisites:</i></p> <ul style="list-style-type: none"> <li>• field verification of outfall locations;</li> <li>• mapping all inter-municipal subsurface conveyances;</li> <li>• delineating storm sewershed; and</li> <li>• developing and retaining MS4 mapping as needed to find the source and identify illicit discharges. <b>State if maps are in GIS.</b></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <li>• <i>Example measurable goals: percent of outfalls mapped</i></li> </ul>

<ol style="list-style-type: none"><li>1. The Saratoga County DPW outfall location project is currently in its fourth year. All outfalls within the designated MS4-area are being located and the receiving waters correctly identified. An assay of their construction, condition, and connection to adjacent system components is completed at the time of location. Upon completion the project will identify all MS4 infrastructure and maintain that information in a GIS.</li><li>2. Although it is not a requisite of the GP-02-02 permit, the completion of the County MS4 GIS will enable the identification of sewersheds/drainage areas for use in illicit discharge investigation/remediation and Emergency Spill Response planning and coordination with other agencies.</li><li>3. A record of <i>county-owned</i> subsurface conveyances is maintained by the County DPW Engineering Staff in the form of "As Built" drawings, original plans, and detail sheets.</li></ol>	<ol style="list-style-type: none"><li>1. September 2005 - Ongoing. Approximately 75% of the total Saratoga County MS4-area infrastructure and outfalls have been located and described. Field location was not completed by March 2008. <i>NOTE: Due to the loss of the 2 personnel that had primary responsibility for outfall location &amp; mapping this portion of the Saratoga County Program remains incomplete. However, the personnel have been replaced (as of February 2008) and the SCIP has hired a summer intern to assist County DPW personnel with the completion of outfall location/mapping as soon as possible. Target Completion Date: August 2008</i></li><li>2. No date determined.</li><li>3. All records are current and continuously updated as and when these systems are modified (e.g. rebuilt or retrofitted) or expanded.</li></ol>
---	--

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

<b>Permit Reference IV.C.3.c:</b> 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. <b>See the instructions for information about completing this section.</b>	
Does the MS4 have the legal authority to enact ordinances, local laws or other regulatory mechanisms?	<input type="checkbox"/> No (go to ADDENDUM 1) <input checked="" type="checkbox"/> Yes (complete questions below)
<b>Assessment of Regulatory Mechanism (Local Code)</b>	
1) When was this assessment completed or planned to be completed?	Date completed: _____ <b>N/A</b> _____ <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete for reporting in year: __4; __5.
2) Is there an existing ordinance, local law or other regulatory mechanism?	<input checked="" type="checkbox"/> No (go to question 5) <input type="checkbox"/> Yes
3) Does the existing regulatory mechanism prohibit illicit discharges as required by the MS4 Permit?	<input type="checkbox"/> No (amendments needed) <input type="checkbox"/> Yes
4) Does the existing regulatory mechanism include enforcement authorities and procedures as required by the MS4 Permit?	<input type="checkbox"/> No (amendments needed) <input type="checkbox"/> Yes
<b>Development of Regulatory Mechanism (Local Codes)</b>	
5) When was this work completed or planned to be completed?	Date completed: _____ <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete work below for reporting in year: __4; __5.
6) If you answered 'No' to question 1, 2 or 3, what regulatory mechanism or amendments will be adopted to meet the MS4 permit requirements?	<input checked="" type="checkbox"/> NYS IDDE Model Law in its entirety <input type="checkbox"/> Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law <input type="checkbox"/> MS4 will write language equivalent to NYS IDDE Model Law
7) If you answered 'No' to question 1, 2 or 3, has a list of needed changes to local codes been developed for adoption of the regulatory mechanism?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, list the <b>local code(s)</b> that will be changed:
8) If the existing regulatory mechanism does not require amendments, what language is in the mechanism?	<input type="checkbox"/> NYS IDDE Model Law in its entirety <input type="checkbox"/> Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law <input type="checkbox"/> Language equivalent to NYS IDDE Model Law
9) What was the date or is the planned date of local law adoption?	Date: <b>March 18, 2008</b>
10) Provide a web address if adopted local law can be found on a web site.	Web Address:

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

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

<p><b>Permit Reference IV.C.3.e:</b> Inform public employees, businesses and the general public of hazards associated with illegal discharges and improper disposal of waste.</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <i>Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</i></p>
<ul style="list-style-type: none"> <li>• <u>Explain activities and materials used to meet this requirement this year and planned for next year</u></li> </ul> <ol style="list-style-type: none"> <li>1. Provide IDDE-relevant information to residents to increase awareness/prevention of potentially polluting behaviors and the possibility that potential problems noted by residents are reported. Information will be provided as a part of MCM 1 &amp; 2 (see above for a complete list of resources and activities).</li> <li>2. Provide training for personnel to identify/detect an Illicit Discharge in the course of regular daily activities in the field. The Center for Watershed Protection IDDE Manual will be the base reference document for this training.</li> </ol>	<ol style="list-style-type: none"> <li>1. April 2006; Ongoing</li> <li>2. 2-day IDDE Identification and track-down workshop in cooperation with DEC Region 5 DOW, CWICNY, Skidmore College, and SUNY-ESF Outreach; Presenters: Don Lake (SUNY ESF), Andy Sansone (Monroe County, NY); and one local case study presented by the involved local personnel.  <b>Planned execution:</b> <u>June 12<sup>th</sup> &amp; 13<sup>th</sup>, 2008</u></li> </ol>
<ul style="list-style-type: none"> <li>• <u>Identify personnel or outside organization conducting activities</u></li> </ul> <ol style="list-style-type: none"> <li>1. Saratoga County Cornell Cooperative Extension</li> </ol>	<ol style="list-style-type: none"> <li>1. Saratoga County Stormwater Management Coordinator</li> </ol>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <i>Indicate: Date Completed, Ongoing Task, or Scheduled Date</i></p>
<ol style="list-style-type: none"> <li>1. Through the SCIP, GPS Units are available for lending to Local Municipalities to complete outfall mapping. Data Post-processing &amp; conversion to GIS-compatible format are also provided. The SCIP also provides training on the use of the GPS Units and how to conduct an outfall/MS4 inventory to all Participating Municipalities with an interest in or need for such technical/resource assistance.</li> <li>2. Coordinate Local Drain Marker/Stencil projects in selected high-density Urban Areas (UA)</li> </ol>	<ol style="list-style-type: none"> <li>1. April 2005 – Ongoing. 6 Municipalities, singularly or in a collaborative effort, have done all or some location field work &amp; data collection with SCIP equipment. Malta/Round Lake; Milton; Moreau/South Glens Falls; Ballston.</li> <li>2. V/o Ballston Spa w/ Waldorf School; <b>Planned date:</b> <u>June 2008 ongoing</u></li> </ol>
<p><b>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:</b> <i>*NOTE: Some scheduled activities reflect the Saratoga County Intermunicipal Stormwater Management Program; Project Work Plan Table of Objectives, Tasks, &amp; Deliverables and Project Timeline (NYS Contract No. C302498) and not the NOI; section D of SPDES GP-02-02 Permit Number NYR20A_209. This is due to the merger of the original County SWMP and the SCIP to create broader and more effective Illicit Discharge Detection &amp; Elimination throughout the County through Cornell Cooperative Extension of Saratoga County. Some of the Activities listed will be credited by Local Saratoga County MS4 Municipalities because of cross-over between the Intermunicipal and Saratoga County SWMPs.</i></p>	

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

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

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

**Preliminary Assessment of Regulatory Mechanism (Local Code)**

1. When was the preliminary assessment of existing local codes completed or when will it be completed?	Date completed: _____ Not yet completed (proceed to next table) Plan to complete for reporting in year: ___4; ___5. ___ Did not do preliminary assessment; proceeded directly to Gap Analysis Worksheets 1-4 or adopted <i>Sample Local Law for Stormwater Management and Erosion &amp; Sediment Control</i> (Sample Local Law).
--	--

2. If preliminary assessment was completed, indicate the results.	___ If none of Sample Local Law provisions appear in local code; consider adopting Sample Local Law or equivalent ___ If few Sample Local Law provisions appear in local code; major revisions needed or consider adopting Sample Local Law or equivalent ___ If most of the Sample Local Law provisions appear in local code; minor revisions needed
---	---

**Assessment and Development of Regulatory Mechanism (Local Code)** (continued on next page)

3. When was the Gap Analysis or equivalent process completed or when will it be completed?	Date completed: _____ Not yet completed (proceed to next table) Plan to complete work below for reporting in year: ___4; ___5.
--	---

4. How was the local code adopted or how will it be adopted*?  <i>*If MS4 has some existing local code equivalent to the Sample Local Law and adopted parts of the Sample Local Law as amendments to make a complete local code, check b and c.</i>	a. ___ The entire Sample Local Law adopted as amendments to existing code or as stand alone law. <ul style="list-style-type: none"> <li>• If no portions of the Sample Local Law were moved or deleted, all provisions would be exactly the same as the Sample Local Law.</li> <li>• 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.</li> </ul> b. ___ Parts of NYS Sample Local Law adopted as amendments to existing code. c. ___ Language developed by municipality was demonstrated to be equivalent.
---	---

**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 <b>exactly the same</b> as the Sample Local Law language	Existing clauses <b>equivalent</b> 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 <b>adopted</b> , listed as <b>legislative agenda</b> items.
1			
2			
3, 4, 5			
6			
<b>TOTAL</b>			
<b>6.</b> 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)?	<input type="checkbox"/> No <input type="checkbox"/> Yes, list the <b>local codes</b> that will be changed:		
<b>7.</b> What was the date or is planned date of local code adoption?	Date:		
<b>8.</b> Provide a web address if the adopted local law can be found on a web site.	Web Address:		

**Minimum Control Measure 4. Construction Site Stormwater Runoff Control**

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

<p><b>Permit Reference IV.C.4.b. v:</b> 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"> <li>Describe the procedures below. <i>Revise as procedures are updated.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <li><i>Example measurable goals: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</i></li> </ul>
<p><i>Saratoga County does not regulate any local land development activities and, therefore, can only incorporate the consideration of potential water quality impacts to County-sponsored projects and/or construction &amp; maintenance activities.</i></p> <ol style="list-style-type: none"> <li>All capital improvements constructed by Saratoga County are designed in accordance with all applicable Federal, State, and Local laws and all necessary permits are obtained prior to the commencement of construction. In cases where work is to be out-sourced a bid (Request for Proposals; RFP) is prepared and bidders are therein informed of their duty to comply with GP-02-01 and any special additional requirements when formulating such estimates for the given project.</li> <li>DPW engineering staff provides all applicable erosion and sediment control standards and details on in-house construction drawings for implementation, installation or construction, in the field.</li> <li>The County Department of Public Works reconstructs approximately 20 centerline miles of highway each year. A major portion of reconstruction involves the rehabilitation of highway drainage systems. Reconstruction crews excavate and clean roadside embankments and ditches that convey stormwater. When reconstructing drainage ditches and drainage swales along County highways, foremen have been instructed to adhere to the standards set forth in the NYS Standards and Specifications for Erosion &amp; Sediment Control and are provided with a copy of the E&amp;SC Field Notebook for quick reference in the field (SEE MCM 6 for a list of E&amp;SC BMP used).</li> </ol>	<ol style="list-style-type: none"> <li>Standard Operating Procedure</li> <li>Standard Operating Procedure (began 2005)</li> <li>Standard Operating Procedure (began 2005)</li> </ol>
<ol style="list-style-type: none"> <li>All projects that are referred to Saratoga County Planning Department, under Article 239 of NYS General Municipal Law, are examined to determine if NYS SPDES GP-02-01 General Permit for Stormwater Discharges from Construction Activities will be required. In all cases where the project under review requires it, language is added to the completed referral informing the local referring municipality that the project in question will require coverage under GP-02-01 (SEE BELOW).</li> </ol>	<ol style="list-style-type: none"> <li>Referrals <b>received/reviewed:</b> 232; Subdivisions <b>received/reviewed:</b> 94; <b>Percent reviewed:</b> 100%</li> </ol>

<p><b>(Continued from previous page)</b>  <i>“Under U.S. Clean Water Act Phase II regulations, construction activities that will disturb an acre or more, individually or as part of a common plan of development, are regulated activities. Clearing, grading, excavation, fill and driveway construction are included as regulated construction activities. The applicant should provide the planning board with calculations for the project’s total area of disturbance. If the disturbance amounts to one acre or more a NYSDEC general construction permit is required (SPDES GP-02-01 or as amended or revised). A Stormwater Pollution Prevention Plan (SWPPP) must be prepared for this project and copied to the planning board and a completed Notice of Intent (NOI) must be submitted to the Central Office of DEC to be covered by the General Permit. NYSDEC will not be routinely reviewing stormwater control plans and encourages technical and substantive review by the planning board to see that stormwater impacts are mitigated.”</i></p> <p>5. Currently, all new construction projects which access a County road or adjacent Right of Way (ROW) must apply for Driveway &amp;/or ROW/Utility permits. Applications are reviewed prior to the construction of access to the site and issuance of a Saratoga County driveway permit, by the DPW. The DPW reserves the right to limit access and additional volumetric stormwater inputs, into the County MS4 should the review indicate that the project in question would violate all or part of the SPDES GP-02-02 Permit.</p>	<p><b>(Continued from previous page)</b></p> <p>5. Ongoing; 2007-2008: 16 (100%) Driveway Permit Applications received/reviewed; 14 Driveway Permits Issued  <i>NOTE: The County of Saratoga Department of Public Works has modified the database for these permits/applications such that the permits/application within the Saratoga County Urbanized/MS4 Area can now be differentiated from the rest of the County. This is reflected in a dramatic decrease in numbers from previous reporting years.</i></p>
<p><b>Permit Reference IV.C.4.b. vi:</b> Develop and implement procedures for the receipt and consideration of information submitted by the public.</p> <ul style="list-style-type: none"> <li>• <i>Explain the procedures below. <u>Revise as procedures are updated.</u></i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <i><b>Indicate: Date Completed, Ongoing Task, or Scheduled Date</b> (for next years activities)</i></p>
<p><i>As the permitting Agency/Entity it is the duty of Local Municipalities to establish a means to receive and maintain a record of public comments received in the course of the public approval of a proposed construction/development project.</i></p> <p>1. The County DPW maintains a record of all information presented to it by the public. The Management Coordinator also to receives and maintains a record of all information and comments submitted by the public and interested parties/stakeholders. Contact information for the DPW is generally available through conventional sources (i.e. Local Phone Directory). The Management Coordinator’s contact information is available to the public through the SCIP website (<a href="http://www.saratogastormwater.org">www.saratogastormwater.org</a>) and the Saratoga County Cornell Cooperative Extension website (<a href="http://www.ccesaratoga.org">www.ccesaratoga.org</a>). Links have also been established from participating Local Municipal websites to the SCIP site.</p>	<p>1. March 2005 – Ongoing; <u>No Comments received in Reporting/Activity Year-5.</u></p>

<p><b>(Continued from previous page)</b></p> <p>2. For projects that require it, a catalogue of public comments received under NYS Environmental Quality Review Act (SEQRA) following the issuance of the Draft Environmental Impact Statement (DEIS) associated with that project. These records are maintained by the County Clerk and all other involved County Departments or Agencies.</p>	<p><b>(Continued from previous page)</b></p> <p>2. Standard Operating Procedure</p>
<p>• <i>Identify the responsible personnel or outside organizations.</i></p>	
<p>1. Saratoga County Department of Public Works 2. Saratoga County Cornell Cooperative Extension; Stormwater Management Coordinator</p>	

**Minimum Control Measure 4. Construction Site Stormwater Runoff Control**

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

<p><b>Permit Reference IV.C.4.b. iii, vii:</b> 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"> <li>Describe each procedure below. <u>Revise as procedures are updated.</u></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <li>Example measurable goals are number of: inspections; fines assessed; stop work orders; other sanctions.</li> </ul>
<p>All DPW road re-construction and attendant activities fall under the category of “routine maintenance” as defined in the NYSDEC/NYS DOT Memorandum of Understanding (MOU; 6/12/2003) and are not subject to the conditions of GP-02-01. For all other projects, the duty to comply is the responsibility of the contractor/s. Contractor/s are informed of that responsibility through the special conditions of the construction contract and the County of Saratoga Stormwater Management Policy (adopted by Resolution of the Board # 43-08; February 26,2008). As such contractor/s are responsible for obtaining coverage for the project and provide for “self-inspection” of Stormwater Management Practices (SMP) per SPDES GP-02-01 or as amended or revised. All other land development activities in the County are under the jurisdiction of the local permitting agency or government and, therefore, inspection and enforcement are the responsibility of those agencies or governments.</p>	<p>Standard Operating Procedure; <b>Implemented:</b> <u>February 2008 – Ongoing.</u></p>
<p><b>Permit Reference IV.C.4.b. viii:</b> Educate and train construction site operators about requirements to develop and implement a SWPPP and any other requirements they must meet <b>within the MS4s jurisdiction.</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>Explain the activities and materials used to meet this requirement.</li> <li>The Saratoga County Intermunicipal Stormwater Management Program (SCI-SWMP; SCIP) and all participants utilize the following U.S. EPA (EPA), NYS-DEC (DEC) or SCIP publications as public education tools for Contractors and Developers working in Saratoga County: <ol style="list-style-type: none"> <li><i>Stormwater Regulation and the Construction Industry</i>; DEC, NYSWCD</li> <li><i>New York State Stormwater Resources on the Web</i>; URL pages of the DEC Stormwater and Construction Toolbox websites, SCIP</li> <li><i>NY SPDES General Permit GP-02-01 for Construction Activities: Stormwater Pollution Prevention Plan (SWPPP) Requirements by Land Use</i>; DEC</li> <li><i>Stormwater Quick Tips for the Construction Industry</i>; DEC</li> </ol> </li> </ul>	<ol style="list-style-type: none"> <li>Provide/facilitate workshops for the Construction Industry operating within the jurisdiction of the 16 Saratoga County MS4 Communities (see details below; MCM 4 &amp; 5). <b>Implemented:</b> <u>March 2006 – on-going</u> <ul style="list-style-type: none"> <li>Presenter and Facilitator for the John Deere Landscapes Inc. Erosion &amp; Sediment Control and Post-Construction Workshop for Contractors. <b>Implemented:</b> <u>March 28, 2007.</u> 31 attendees including 18 SCIP local personnel.</li> <li>Sponsor, Presenter and Facilitator of a workshop for the construction industry focusing on Erosion &amp; Sediment Control, stormwater regulatory compliance and SWPPP implementation in cooperation with Ken Barber of Barber Stormwater Management Inc. <b>Executed:</b> <u>June 7<sup>th</sup>, 2007.</u> 15 attendees.</li> </ul> </li> </ol>

<ul style="list-style-type: none"> <li>• <i>Identify the personnel or outside organization conducting this activity.</i></li> <li>• Saratoga County Cornell Cooperative Extension</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Indicate activities planned for next year.</i></li> <li>• The SCIP will continue to implement the Contractor Education and Outreach program by hosting or participating in various workshops, seminars and events</li> </ul>	<ol style="list-style-type: none"> <li>2. Presenter/Facilitator for the John Deere Landscapes Inc.</li> <li>3. Erosion and Sediment Control workshop for Contractors. <b>Planned execution:</b> <u>April 17<sup>th</sup>, 2008</u></li> <li>4. Sponsor, presenter, facilitator of a workshop for the construction industry focusing on SWPPP preparation, modification, and winter site stabilization in cooperation with Ken Barber of Barber Stormwater Management Inc. <b>Planned execution:</b> <u>TBA Fall 2008</u></li> <li>5. Sponsor a workshop with ACF Environmental on Geosynthetic Erosion &amp; Sediment Controls. Presented by Warren Cohn CPESC &amp; CPSWQ or ACF Environmental. <b>Planned execution:</b> <u>June 11<sup>th</sup>, 2008</u></li> </ol>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ol style="list-style-type: none"> <li>1. The SCIP has developed and begun implementation of an education program targeting Municipal, Planning &amp; Zoning Board Officials, Municipal Attorneys, and Code Enforcement Officers regarding the GP-02-02 Permit, generally, and the specific requirements that Local Municipalities will have to meet and incorporate into regular activities to fully comply with the requirements of the GP-02-02 SPDES Permit. The Stormwater Workshop for Saratoga County Officials is a four-part series consisting of a workshop, conducted on multiple days, to address Stormwater Management and the GP-02-02 Permit; Erosion &amp; Sediment Control; Post-Construction Runoff Control; and SWPPP-review by targeted Municipal Officials and Boards.</li> </ol>	<ul style="list-style-type: none"> <li>• Facilitation of Saratoga County/SCIP MS4 Personnel attendance to SUNY ESF Outreach Stormwater Courses w/ Don Lake; <b>Planned dates:</b> <u>Various/Ongoing through 2008</u></li> <li>• Facilitated attendance of Saratoga County MS4 Officials, Board Members and Personnel to the Champlain Watershed Improvement Coalition of New York (CWICNY) 2007 North Country Stormwater Tradeshow &amp; Conference. <b>Executed:</b> <u>October 18<sup>th</sup>, 2007</u>. 18 attendees.</li> <li>• Presenter at the 2008 Saratoga County Planning Conference, a regional 1-day event attended by over 500 Planning, Zoning and Municipal Board Members, Planners, Engineers, and Code Enforcement personnel. The 1.75 hour presentation focused on the MS4 Construction Law/s, the NYS DEC SPDES Construction Permit (GP-02-01) and SWPPP evaluation from a Planning Board-perspective. Co-presenter Phil Koziol P.E. Jacobs &amp; Kelcey. <b>Executed:</b> <u>January 30<sup>th</sup>, 2008</u> 120 attendees (to that session); 80 of 120 Saratoga County; 48 of 80 Saratoga County MS4; 15 of 16 SCIP participating Municipalities.</li> </ul>
<p><b>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and</b></p>	

**provide a reason(s) for the change:** *\*NOTE: Some scheduled activities reflect the Saratoga County Intermunicipal Stormwater Management Program; Project Work Plan Table of Objectives, Tasks, & Deliverables and Project Timeline (NYS Contract No. C302498) and not the NOI; section D of SPDES GP-02-02 Permit Number NYR20A\_209. This is due to the merger of the original County SWMP and the SCIP to create broader and more effective Erosion & Sediment Control Programs throughout the County through Cornell Cooperative Extension of Saratoga County. Some of the Activities listed will be credited by Local Saratoga County MS4 Municipalities because of cross-over between the Intermunicipal and Saratoga County SWMPs.*

**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><b>Permit Reference IV.C.5.a, c.</b> 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><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• A combination of structural and/or non-structural management practices.</li> <li>• <i>Identify and describe below procedures to ensure installation of post-construction management practices. <u>Revise as procedures are updated.</u></i></li> </ul>	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>Saratoga County only has direct control over Post-Construction BMPs for those projects sponsored or conducted by the County. All such projects are now subject to the County of Saratoga Stormwater Management Policy (adopted by Resolution of the Board # 43-08; February 26,2008). In all such cases the NYS-DEC Stormwater Management Design Manual shall be utilized as the technical standard for all such projects requiring Post-Construction Runoff Controls.</p>	<p>February 2008 – Standard Operating Procedure; no projects requiring Post-Construction SMP this reporting year (2007 – 2008).</p>
<ul style="list-style-type: none"> <li>• Procedures for site plan and SWPPP review to ensure SWMPs meet state standards.</li> <li>• <i>Describe procedures below. <u>Revise as procedures are updated.</u></i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Example measurable goals include: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</i></li> </ul>
<p>1. Saratoga County only has direct control over Post-Construction BMPs for those projects sponsored or conducted by the County. In all such cases where Post-Construction Stormwater Management Practices (SMP) are required (as defined by SPDES GP-02-01 or as amended or revised) Saratoga County shall comply with all applicable Local, State, and Federal Law/s for project review and permitting. All projects that are referred to Saratoga County Planning Department, under Article 239 of NYS General Municipal Law, are examined to determine if NYS SPDES GP-02-01 General Permit for Stormwater Discharges from Construction Activities will be required. In all cases where the project under review requires it, language is added to the completed referral informing the local referring municipality that the project in question will require coverage under GP-02-01 (SEE BELOW).</p> <p><i>“Under U.S. Clean Water Act Phase II regulations, construction activities that will disturb an acre or more, individually or as part of a common plan of development, are regulated activities. Clearing, grading, excavation, fill and driveway construction are included as regulated construction activities. The applicant should provide the planning board with calculations for the project’s total area of disturbance. If the disturbance amounts to one acre or more a</i></p>	<p>1. Ongoing – No new County projects requiring Post-Construction SMP this reporting year (Year 4; 2005 – 2006).</p> <p style="padding-left: 40px;">a. Article 239 referrals received: 393 (<i>At this time it is not possible to report on the number of referrals/projects that would require GP-02-01 Permit Coverage</i>)</p>

**(Continued from previous page)**

*NYSDEC general construction permit is required (SPDES GP-02-01 or as amended or revised). A Stormwater Pollution Prevention Plan (SWPPP) must be prepared for this project and copied to the planning board and a completed Notice of Intent (NOI) must be submitted to the Central Office of DEC to be covered by the General Permit. NYSDEC will not be routinely reviewing stormwater control plans and encourages technical and substantive review by the planning board to see that stormwater impacts are mitigated.”*

2. Currently, all new construction projects which access a County road or adjacent Right of Way (ROW) must apply for Driveway &/or ROW/Utility permits. Applications are reviewed prior to the construction of access to the site and issuance of a Saratoga County driveway permit, by the DPW. The DPW reserves the right to limit access and additional volumetric stormwater inputs, into the County MS4 should the review indicate that the project in question would violate all or part of the SPDES GP-02-02 Permit.

**(Continued from previous page)**

2. Ongoing; 2007-2008: 16 (100%) Driveway Permit Applications received/reviewed; 14 Driveway Permits Issued

*NOTE: The County of Saratoga Department of Public Works has modified the database for these permits/applications such that the permits/application within the Saratoga County Urbanized/MS4 Area can now be differentiated from the rest of the County. This is reflected in a dramatic decrease in numbers from previous reporting years.*

**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><b>Permit Reference IV.C.5.a, c.</b> (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><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• Procedures for inspection and maintenance of post-construction management practices.</li> <li>• <i>Explain procedures below. <u>Revise as procedures are updated.</u></i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Example measurable goals are number of: inspections maintenance activities performed.</i></li> </ul>
<p>1. Currently, Saratoga County combines inspection of all County-owned Post-Construction installations with the outfall location/MS4 system component mapping (see MCM 3 Section above). All installations are inspected for proper function &amp; condition, and, where applicable, as-built drawings and descriptions are made of the practices inspected. It is currently the policy of Saratoga County and the Department of Public Works that all permanent structural SMP be owned and maintained by either a local government, in the case of addition of local roadways through the construction of residential housing, <u>OR</u> by the private owner of the property (e.g. a Home Owners' Association; HOA). In no instance will Saratoga County or the DPW assume ownership of newly constructed SMP from any private project.</p>	<p>2. September 2005 - Ongoing. Approximately 75% of the total Saratoga County MS4-area infrastructure and outfalls have been located and described, including all SMPs. Field location was not completed by March 2008. <i>NOTE: Due to the loss of the 2 personnel that had primary responsibility for outfall location &amp; mapping this portion of the Saratoga County Program remains incomplete. However, the personnel have been replaced (as of February 2008) and the SCIP has hired a summer intern to assist County DPW personnel with the completion of outfall location/mapping as soon as possible. <b>Target Completion Date: August 2008</b></i></p>
<p>1. A more comprehensive and intensive inspection process will be incorporated into yearly activities upon completion of the outfall/MS4 mapping. This inspection protocol will be limited to roadway and roadside conveyances associated with County-owned roads, bridges and stream crossings, and/or subsurface conveyance systems located on County property.</p>	<p>2. Anticipated implementation date: January 2008</p>
<p>3. The County owns a total of (93) culverts with a span range of 5' to 20'; approximately 15 culverts located within MS4 areas. It is our Engineering staff's goal to inspect all culverts on a 4-year (minimum) basis. As a result of the field inspection, a comprehensive inspection report (approximately 12 pages) is typed up. Based upon the field findings and report, recommendations are made to either a) perform maintenance, b) rehabilitate the structure, or c) completely replace the structure. All maintenance recommendations are transferred to a "highway maintenance request form" and given to the General Foreman. The General Foreman assigns the work to one of the highway foreman and the work is scheduled and completed as necessary. Once the work is completed, the assigned highway foreman</p>	<p>3. Inspected 5 culverts this reporting year (2007-2008).</p>

<p><b>(Continued from previous page)</b>  reports back to the Engineering staff. The completed work is properly documented and filed.</p> <p>4. The Saratoga County Department of Public Works Engineering staff inspects approximately 30 culverts (with a span of 5' to 20') each year. Besides inspecting the structural components of the culverts, the inlet and outlet ends of the culvert as well as the outfall channels are inspected for erosion. A complete inventory is taken on these structures. Completed inspection forms for each structure are kept on file at the DPW. Any erosion detected in and around the structures is immediately reported to our field crews via a "highway maintenance request form". These forms are also kept on file at the DPW.</p>	<p><b>(Continued from previous page)</b></p> <p>4. Completed <u>0</u> (of <u>2</u>) maintenance requests this reporting year (2007 – 2008).</p>
<ul style="list-style-type: none"> <li>• Procedures for enforcement and penalization of violators.</li> <li>• <i>Explain procedures below. <u>Revise as procedures are updated.</u></i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Example measurable goals: number enforcement activities performed.</i></li> </ul>
<p>N/A – Saratoga County is not authorized to take enforcement or penalization action on new and re-development projects approved or permitted by Local Governments, accept in the case of a County conducted or sponsored project. In all such cases Saratoga County will comply with all applicable Local, County, State, and Federal Law, the NYS-DEC SPDES GP-02-01 Permit (or as amended or revised) and the County of Saratoga Stormwater Management Policy requirements. In the event that portions of the County-owned MS4 are compromised by the actions of other parties, or an adjacent or near-by project the County will refer the matter to the local municipality with jurisdiction over the project in question for relief, remediation, and enforcement of local stormwater laws. In cases where the local municipality has no jurisdiction (i.e. non-MS4) the matter will be referred to the NYS DEC.</p>	

**Minimum Control Measure 5. Post-Construction Stormwater Management**

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

<p><b>Permit Reference IV.C.5.a, c.</b> (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><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• Adequate resources for a program to inspect new and re-development sites and for enforcement and penalization of violators.</li> <li>• <i>Describe resources below. Update annually.</i></li> </ul>	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>N/A- Saratoga County is not authorized to perform inspections on new and re-development projects approved or permitted by Local Governments, accept in the case of a County conducted or sponsored project. In all such cases Saratoga County will comply with all applicable Local, County, State, and Federal Law and the NYS-DEC SPDES GP-02-01 Permit requirements.</p>	
<p><b>Additional Techniques</b></p> <ol style="list-style-type: none"> <li>1. The SCIP has developed a Contractor Education program to be delivered by the SCIP Management Coordinator. To objective of the program is to reach out to and inform contractors and developers operating in Saratoga County of the changes that will occur to local project review and approval after January 8, 2008 following required adoption of Local Laws for Erosion &amp; Sediment Control. Most, if not all materials being utilized have been provided by the NYS-DEC. All information presented detailing these requirements are based on the SPDES GP-02-01 Permit and/or the NYS-DEC Model Local for Erosion &amp; Sediment Control.</li> </ol>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <li>• Provide/facilitate workshops for the Construction Industry operating within the jurisdiction of the 16 Saratoga County MS4 Communities (see details below; MCM 4 &amp; 5). <b>Implemented:</b> <u>March 2006 – on-going</u> <ul style="list-style-type: none"> <li>• Presenter and Facilitator for the John Deere Landscapes Inc. Erosion &amp; Sediment Control and Post-Construction Workshop for Contractors. <b>Implemented:</b> <u>March 28, 2007</u>. 31 attendees including 18 SCIP local personnel.</li> </ul> </li> <li>3. Sponsor, Presenter and Facilitator of a workshop for the construction industry focusing on Erosion &amp; Sediment Control, stormwater regulatory compliance and SWPPP implementation in cooperation with Ken Barber of Barber Stormwater Management Inc. <b>Executed:</b> <u>June 7<sup>th</sup>, 2007</u>. 15 attendees.</li> </ul>

**(Continued from previous page)**

2. The SCIP has developed and begun implementation of a education program targeting Municipal, Planning & Zoning Board Officials, Municipal Attorneys, and Code Enforcement Officers regarding the GP-02-02 Permit, generally, and the specific requirements that Local Municipalities will have to meet and incorporate into regular activities to fully comply with the requirements of the GP-02-02 SPDES Permit. The Stormwater Workshop for Saratoga County Officials is a four-part series consisting of a workshop, conducted on multiple days, to address Stormwater Management and the GP-02-02 Permit; Erosion & Sediment Control; Post-Construction Runoff Control; and SWPPP-review by targeted Municipal Officials and Boards

**(Continued from previous page)**

- Facilitation of Saratoga County/SCIP MS4 Personnel attendance to SUNY ESF Outreach Stormwater Courses w/ Don Lake; **Planned dates:** Various/Ongoing through 2008
  - Facilitated attendance of Saratoga County MS4 Officials, Board Members and Personnel to the Champlain Watershed Improvement Coalition of New York (CWICNY) 2007 North Country Stormwater Tradeshow & Conference. **Executed:** October 18<sup>th</sup>, 2007. 18 attendees.
  - Presenter at the 2008 Saratoga County Planning Conference, a regional 1-day event attended by over 500 Planning, Zoning and Municipal Board Members, Planners, Engineers, and Code Enforcement personnel. The 1.75 hour presentation focused on the MS4 Construction Law/s, the NYS DEC SPDES Construction Permit (GP-02-01) and SWPPP evaluation from a Planning Board-perspective. Co-presenter Phil Koziol P.E. Jacobs & Kelcey. **Executed:** January 30<sup>th</sup>, 2008 120 attendees (to that session); 80 of 120 Saratoga County; 48 of 80 Saratoga County MS4; 15 of 16 SCIP participating Municipalities.
3. March 14, 2006; Saratoga County DPW Personnel in attendance: Construction Foremen (4 of 4), Construction Manager (1 of 1), Driveway/ROW Permit Reviewer (1 of 1), Stormwater Management Coordinator (1 of 1)

**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:** *\*NOTE: Some scheduled activities reflect the Saratoga County Intermunicipal Stormwater Management Program; Project Work Plan Table of Objectives, Tasks, & Deliverables and Project Timeline (NYS Contract No. C302498) and not the NOI; section D of SPDES GP-02-02 Permit Number NYR20A\_209. This is due to the merger of the original County SWMP and the SCIP to create broader and more effective Post-Construction Runoff Control Programs throughout the County through Cornell Cooperative Extension of Saratoga County.*

**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"> <li>• This table is for MS4s to report on their OVERALL Municipal Pollution Prevention / Good Housekeeping Program.</li> <li>• A separate table follows that is for MS4s to report on management practices performed in identified municipal operations.</li> <li>• Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.</li> <li>• Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.</li> </ul>	
<p><b>Permit Reference IV.C.6.a:</b> Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• <i>List pollutants that will be addressed by the municipal pollution prevention program.</i></li> </ul>	
<ol style="list-style-type: none"> <li>1. Erosion/Sediment</li> <li>2. Oil/automotive fluids (ex. hydraulic fluid, antifreeze, etc.)</li> <li>3. Fuel/Hazardous Materials</li> </ol>	<ol style="list-style-type: none"> <li>4. De-Icing materials</li> <li>5. Emergency Spill Prevention/Response</li> <li>6. Trash/Solid Waste</li> </ol>
<p><b>DO NOT ENTER INFORMATION IN THIS CELL</b></p>	
<ul style="list-style-type: none"> <li>• <i>Set and describe pollution prevention priorities by geographic areas, municipal operation type, and facilities.</i></li> </ul> <ol style="list-style-type: none"> <li>1. The Saratoga County DPW MCM 6 <i>Good Housekeeping/Pollution Prevention Program</i> addresses all County-owned infrastructure, facilities, operations and property. Priority is placed on maintaining the design capacity &amp; function of MS4 system components (ex. Catch basin cleaning, Ditchline and vegetation maintenance, road/street sweeping.). Priority at facilities operated by DPW are placed on no or low-level exposure of potential pollutants to precipitation and stormwater runoff (ex. All equipment maintenance takes place in-doors, in-door salt storage, fueling station has canopy and is disconnected from MS4, etc.). All crew chiefs and construction managers have a copy of the NYS Erosion &amp; Sediment Control Field Notebook for reference, in the field while conducting any activities that may cause erosion and sediment transport to adjacent water of the State and U.S. All mechanics receive training to prevent or limit pollution while making repairs in the field. The Emergency Spill Response Plan has been evaluated and updated at the County Airport and North Garage (T/o Hadley) facilities in compliance with the U.S. EPA Spill Prevention, Control and Counter-measure program (SPCC). The DPW conducts an extensive road-side cleanup program that utilizes both volunteers and DPW personnel.</li> </ol>	<ol style="list-style-type: none"> <li>1. Saratoga County DPW MCM 6 <ol style="list-style-type: none"> <li>A. Reconstructing 20 miles (+/-) of County road and attendant drainage. ~ Ongoing/annual</li> <li>B. Inspection of <u>33%</u> (<u>31</u>) of all (93) culverted stream crossings each year. # inspected in Year-5: <u>11</u> culverts; <u>12%</u> of total ~ Ongoing/annual</li> <li>C. Repair of all such culverts, as needed, each year ~ Ongoing/annual <ol style="list-style-type: none"> <li>i. <u>4</u> repaired; approx. <u>4%</u> of total and <u>36%</u> of those inspected in Year 5 (2007 – 2008). 100% of maintenance requested by Engineering Staff</li> </ol> </li> <li>D. Inspection &amp; Maintenance of Oil/Grit Separator; 2 times annually; ongoing <ol style="list-style-type: none"> <li>i. Cleaned December 13, 2007</li> </ol> </li> <li>E. Sweeping of County Roads, two annual cycles Spring &amp; Fall; Annual/Ongoing <ol style="list-style-type: none"> <li>i. No sweeping in Year-5; Sweeper inoperable, repairs backlogged.</li> </ol> </li> </ol> </li> </ol>

<p><b>(Continued from previous page)</b></p> <p>2. A process to audit all DPW or Highway Department operations and facilities for potential pollutant sources and management efficiency has been developed by the SCIP and is based on the ICMA &amp; APWA Environmental Management Systems model. The process has been implemented by the T/o Wilton Highway Department, but, implementation throughout the other Saratoga County MS4s has been delayed until the Fall of 2007. The Management Coordinator will deliver a brief presentation on Good Housekeeping/Pollution Prevention, Departmental auditing and examples of Best Management Practices (BMP). Resources will be provided on a three-CD set and will also include working spreadsheets (MS Excel) that Departments can tailor to their particular operations, personnel, and facilities to track activities in what ever time frame they deem most appropriate (e.g. daily, weekly, monthly, yearly). All resources presented to local departments will also be available, at anytime, via the SCIP website (<a href="http://www.saratogastormwater.org">www.saratogastormwater.org</a>).</p>	<p><b>(Continued from previous page)</b></p> <p>2. Pilot: Ongoing. Generally available: January 2008 All Departments will receive copies of the following resources at the close of the presentation:</p> <ul style="list-style-type: none"><li>a. Saratoga County Stormwater Management Program MCM 6 Guidance (DEC-approved 2005; incl. auditing worksheets)</li><li>b. Ex-Cal Visual Pollution Prevention Training Video (Run time approx. 22 minutes)</li><li>c. NYS DOT Pollution Prevention Operations Handbook</li><li>d. NYS DOT Stormwater Facilities Operations &amp; Maintenance Manual</li><li>e. Oregon State DOT MS4 Maintenance Manual.</li><li>f. Delivered MCM 6 ~ Good Housekeeping/Pollution Prevention Program training and guidance to Saratoga County MS4 Highway &amp; Public Works Departments. <b>Implemented: September 27<sup>th</sup>, 2007 – on-going.</b><ul style="list-style-type: none"><li>i. T/o Clifton Park &amp; Halfmoon (28) ~ 9/27/2007</li><li>ii. T/o Malta (11) ~ 10/19/2007</li><li>iii. <b>Saratoga County DPW (2);</b> T/o Ballston (1); V/o Ballston Spa (1); T/o Charlton (2); T/o Milton (2); V/o Round Lake (2); <i>Foremen &amp; Supervisors only</i> ~ 12/10/2007</li><li>iv. T/o &amp; V/o Waterford <i>Supervisors only</i> (4) ~ 2/26/2008</li></ul></li></ul>
<p>3. The Saratoga County DPW maintains the grounds at all County-owned facilities (i.e. turf grass mowing, landscaping, etc.). The DPW does not apply any fertilizers or pesticides on any of the turf grass or landscaped areas. All grass is mowed with either mulching or self-bagging mowers except for large open areas surrounding the County DPW, Sheriff's Office, and Jail complex. These areas are mowed using a "brush hog" and all clippings are left in situ. All clippings which are deposited on adjacent impervious areas during the course of mowing are blown back to the turf grass area using portable power-blower/s. All bagged clippings are composted.</p>	<p>3. Standard Operating Procedure ~ as needed throughout the growing season.</p>

<p><b>Permit Reference IV.C.6.a:</b> Include a municipal pollution prevention training component for staff (where all staff are trained). .</p> <ul style="list-style-type: none"> <li>Identify training needs and design training components.</li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <i>Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</i></p>
<ul style="list-style-type: none"> <li>Explain activities and materials used to meet this requirement</li> </ul> <ol style="list-style-type: none"> <li>Providing and requiring all DPW mechanics complete a pollution prevention training while making vehicle and equipment repairs in the field.</li> <li>All Saratoga County DPW equipment operators are trained and required to conduct a daily safety inspection to ensure that equipment is in proper working order (i.e. not leaking fluid, no broken parts, no faulty hydraulic/mechanical components, etc.). Faulty equipment is temporarily removed from service until repairs can be effected.</li> <li>General Pollution Prevention training is provided to all employees utilizing a training video targeting Municipal/DPW/Highway Department personnel in the courses of daily activities (Ex Cal Visual; Denver, CO). The training video will be made available to all SCIP participants next reporting year (2007; Year-4).</li> </ol>	<ol style="list-style-type: none"> <li>2006 – Ongoing. All mechanics have completed training as of December 2006; 8 of 8.</li> <li>Daily ~ Ongoing</li> <li>March 2005 (County); SCIP: May 2006 ~ Ongoing</li> </ol>
<ul style="list-style-type: none"> <li>Determine the adequacy and appropriate frequency of staff training</li> </ul> <ol style="list-style-type: none"> <li>Training programs will not be evaluated until reporting Year – 5; 2007- 08.</li> </ol>	<ol style="list-style-type: none"> <li>2007 – 2008; Reporting Year – 5.</li> </ol>
<ul style="list-style-type: none"> <li>Identify personnel or outside organization conducting activities.</li> </ul> <ol style="list-style-type: none"> <li>Saratoga County Cornell Cooperative Extension</li> </ol>	
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <i>Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</i></p>
<p><b>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:</b> <i>NOTE: Some scheduled activities reflect the Saratoga County Intermunicipal Stormwater Management Program; Project Work Plan Table of Objectives, Tasks, &amp; Deliverables and Project Timeline (NYS Contract No. C302498) and not the NOI; section D of SPDES GP-02-02 Permit Number NYR20A_209. This is due to the merger of the original County SWMP and the SCIP to create broader and more effective Good Housekeeping/Pollution Prevention Program throughout the County through Cornell Cooperative Extension of Saratoga County. Some of the Activities listed will be credited by Local Saratoga County MS4 Municipalities because of cross-over between the Intermunicipal and Saratoga County SWMPs</i></p>	

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

<ul style="list-style-type: none"> <li>• Copy this page and give it to each municipal office or department responsible for reporting.</li> <li>• Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department.</li> <li>• Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.</li> <li>• Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.</li> </ul>	
<p><b>Permit Reference IV.C.6.a, c:</b> Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from <b>the municipal operation(s) indicated above</b> to the MEP.</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• <i>Describe how the bulleted items below focus on pollutants addressed by the municipal pollution prevention program and the pollution prevention priorities.</i></li> </ul>	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<ul style="list-style-type: none"> <li>• <i>Briefly describe or reference any existing policies and procedures</i></li> </ul> <ol style="list-style-type: none"> <li>1. The Mechanics training requirement helps to ensure that Oils and other toxics do not pose a threat to local water quality. This raises awareness, among employees, about the importance of pollution prevention and the Saratoga County DPW overall policy goal to minimize pollution from operational and maintenance activities.</li> <li>2. By providing foreman with the Field Notebook helps to ensure that erosion and sediment transport into near-by water bodies is minimized. This also reinforces the Saratoga County DPW overall policy goal to minimize erosion and sedimentation of local water bodies during DPW construction maintenance to the maximum extent practicable.</li> <li>3. Requiring daily inspections be performed by all equipment operators before beginning the days work with their machine ensures early detection of potential safety hazards including any leaking of fluids. The reporting of the defect to a DPW Mechanic closes the policy loop, for equipment operation, enabling the Mechanics to utilize their pollution prevention training, furthering the Saratoga County DPW overall policy goal to minimize pollution from operational and maintenance activities.</li> </ol>	<ol style="list-style-type: none"> <li>1. 2006 – Ongoing. All mechanics have completed training as of December 2006; 8 of 8.</li> <li>2. March 2005</li> <li>3. Daily; ongoing</li> </ol>
<ul style="list-style-type: none"> <li>• <i>Briefly describe or reference any policies and procedures being developed</i></li> </ul> <ol style="list-style-type: none"> <li>1. Greater scope relative to Municipal Operations policy will have to be developed to address Winter Road Maintenance; Park &amp; Open Space Maintenance; Municipal Building Maintenance, and Solid Waste Management. Current policy will be examined and modified, as necessary, to fulfill the requirements of this Permit as personnel are available to complete such tasks.</li> </ol>	<ol style="list-style-type: none"> <li>1. Reporting Year -5; 2007 – 2008.</li> </ol>

	DO NOT ENTER INFORMATION IN THIS CELL
<p>• <i>Briefly describe or reference any existing best management practices</i></p> <p><b>Erosion &amp; Sediment Controls ~</b></p> <ol style="list-style-type: none"><li>1. In the case of total reconstruction of a County highway, the existing asphalt is typically removed and gravel is exposed until new pavement is installed. The County dispatches a water truck to roads under construction to help control unwanted movement of dust caused by traffic.</li><li>2. Stone fill (rip-rap) is typically installed at the outlet end of culvert pipes to reduce the velocity and erosive capacity of the tail-water</li><li>3. Stone fill (rip-rap) is also used to reinforce drainage ditches and swales.</li><li>4. Stone check dams are installed in certain drainage areas to minimize sediment transport.</li><li>5. A County owned hydro-seeder is used to broadcast seed and fertilizer on exposed soil surfaces such as recently excavated drainage ditches to promote rapid vegetation on exposed soils. A tacifier agent is added to the mixture when applying to steep slopes.</li><li>6. Straw bale and triangular dikes are used to minimize sediment transport.</li><li>7. Silt fencing is installed as a temporary barrier to minimize sediment transport.</li></ol> <p>NOTE: All Erosion &amp; Sediment Control Measures are selected and installed in accordance with the NYS Standards and Specifications for Erosion &amp; Sediment Control; a.k.a. "The Blue Book".</p> <p><b>Oil/Automotive fluids ~</b></p> <ol style="list-style-type: none"><li>1. All mechanics have been trained and are required to use techniques that minimize spillage of fluids and oils while conducting equipment repairs in the field.</li><li>2. All mechanics are provided with spill counter-measures prior to leaving the County garage to make field repairs.</li><li>3. All fluids and oils removed from vehicles and equipment are stored on-site and then recycled or disposed of in accordance with NY State regulations.</li><li>4. All applicable employees have been instructed to wash vehicles and equipment in areas where catch basins that have been fitted with oil/grit separator Drop Inlet inserts are present.</li></ol> <p><b>Spill Prevention/Response &amp; Storage of Fuel/HazMats ~</b></p> <ol style="list-style-type: none"><li>1. All foremen are trained in spill prevention and response.</li><li>2. All crews working in the field are equipped with spill counter-measures and</li></ol>	

<p><b>(continued from previous page)</b>  are instructed to contact NYS DEC Spill Response in the event of a spill.</p> <p>3. The North Garage (T/o Hadley; non-MS4 area) and County Airport have above-ground fuel storage in excess of 1,320 gallons. In accordance with U.S. EPA regulations the Spill Prevention, Control and Counter-measure Plan (SPCC) has been updated and includes employee training/implementation of new operational procedures to prevent spills and the construction or purchase of diversionary/containment structures and equipment on-site. Each site maintains a copy of its SPCC and is kept on-hand at all times.</p> <p>4. Fueling of all other vehicles and equipment by all County Departments takes place at the fueling station. This station is fitted with a canopy and fuels are stored in underground storage tanks that are maintained in accordance with NY State regulations for bulk fuel storage. The fueling station is not hydrologically connected to any waters of the State or U.S.</p>	
<ul style="list-style-type: none"> <li>• <i>Briefly describe or reference any planned best management practices</i></li> </ul> <p>1. Saratoga County DPW implemented <i>Spill Prevention, Control and Countermeasure Plans (SPCC Plans)</i> for the North Garage Facility and the County Airport in accordance with EPA guidelines. The contents of this plan are used to help prevent fuel spills from reaching navigable waters of the United States. This plan addresses the following: operating procedures that help prevent spills, descriptions of containment/diversionary structures and equipment that prevent discharge spills from reaching navigable waters, and countermeasures to contain and clean-up any spills. Because each facility (The North Garage in Hadley and the County Airport in Milton) have above ground fuel tanks with capacities greater than 1,320 gallons, they are required to have SPCC Plans on-hand and implemented.</p>	<p>1. March 2006 - Ongoing</p>
	DO NOT ENTER INFORMATION IN THIS CELL
<ul style="list-style-type: none"> <li>• <i>Identify and describe the equipment and staff that are in place</i></li> </ul> <p>1. Hydro-Seeder; selected employees are trained on the proper use of the Hydro-seeder.</p> <p>2. Water truck; Selected employees are trained on the proper operation of the water truck for use during construction activities.</p> <p>3. Street sweeper; at least one employee has been trained to operate the street sweeper to meet NYS-DOT mandated annual street and road sweeping.</p>	

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

- Copy this page and give it to each municipal office or department responsible for reporting.
- Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department.
- Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.
- Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<b>Permit Reference IV.C.6.a, c</b> (continued): Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
	DO NOT ENTER INFORMATION IN THIS CELL
<ul style="list-style-type: none"> <li>• <i>Assess if existing programs adequately reduce and/or prevent pollutant discharges</i></li> </ul> <ol style="list-style-type: none"> <li>1. At this time it is believed that, because of the policies, procedures, training programs and equipment outlined in this report, Saratoga County DPW and the SCIP MCM 6 Program have or will adequately reduce and/or prevent pollutant discharges to the maximum extent practicable. The program is designed with a maximum of flexibility so that as situations, circumstances, and needs which cause pollution are identified they shall be addressed in as timely a manner as budget and staffing allow. A method to assess the efficacy and efficiency of these policies will be implemented in reporting Year – 5 via the completion of the auditing process provided by the SCIP.</li> </ol>	<ol style="list-style-type: none"> <li>1. Ongoing ~ Standard Operating Procedure/s</li> </ol>
<ul style="list-style-type: none"> <li>• <i>Determine and list any operation type, location or facility that is in need of modification or updates.</i></li> </ul> <ol style="list-style-type: none"> <li>1. Currently, Saratoga County makes determinations regarding staffing, equipment, facilities, and installations, in terms of an assessment of need, to augment, repair, update, and/or replacement when composing the 5-year Capital Plan. A method inclusive of stormwater and/or MS4 needs will be more fully developed in Year-5 and incorporated therein. At this time, however, no operation, location, or facility has been identified as being in need of modification or an update. Like all aspects of the GP-02-02 permit, assessments, determinations, and modifications due to need and value, shall take place over time.</li> </ol>	<ol style="list-style-type: none"> <li>1. Ongoing ~ Standard Operating Procedure (Capital Plan)</li> </ol>

<p><b>Permit Reference IV.C.6.a:</b> If there is a training component for staff specific to these municipal operations:</p> <ul style="list-style-type: none"> <li>• <i>explain the activities and materials;</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ol style="list-style-type: none"> <li>1. All Vehicle Mechanics have been trained in “Storm Water Pollution Prevention”. This training entails the proper procedures on disposal and containment of automobile and equipment fluids, utilizing the proper locations for washing vehicles (locations where oil-water separators are present), and spill and pollution prevention while completing repairs in the field.</li> <li>2. All applicable employees (construction crews) receive hands-on training on the proper use of the County owned hydro-seeder.</li> <li>3. All equipment operators and truck drivers are trained and required to inspect their vehicles each day for leakages and broken or worn parts which may cause spills during the day’s operation.</li> <li>4. All employees are required to view the Ex-Cal <i>Stormwater Watch</i> Pollution Prevention video (CD) provided by the SCIP</li> <li>5. County DPW Engineering and Construction Management staff assigned to the Stormwater program have attended applicable SUNY ESF Outreach Stormwater Management Seminars (aka The Don Lake Courses).</li> <li>6. All applicable employees have been trained in spill prevention and response in accordance with the updated SPCC Plans (North Garage &amp; Airport)</li> </ol>	<ol style="list-style-type: none"> <li>1. 2006 – Ongoing. 8 of 8 trained this reporting year: 100%</li> <li>2. Ongoing ~ as needed; no records kept at this time.</li> <li>3. Ongoing ~ as needed; no records kept at this time.</li> <li>4. 2006 – Ongoing; _ of _ trained this reporting year; _%</li> <li>5. 2006 – Ongoing; 1 of 2 attending 1 of 7 courses this reporting year; 50%</li> <li>6. 2007 – Ongoing; 100% trained this reporting year</li> </ol>
<ul style="list-style-type: none"> <li>• <i>Identify the personnel or outside organization conducting the activities</i></li> <li>• Saratoga County/Cornell Cooperative Extension Stormwater Mgmt Coord. (item # 7)</li> </ul>	
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>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:</b></p>	

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

N/A Summary of public comments received on the annual report at the public presentation (**Required**)

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

No Results of information collected and analyzed, including monitoring data; evaluation of assessment (modeling) of pollutant discharges, including modeling results and pollutant transport trends.

No Other \_\_\_\_\_

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

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

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

<b>Permit Reference IV.C.3.c:</b> 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.		
<b>1)</b> When was this work completed or planned to be completed?	Date completed: <u>March 2008</u> ___ Not yet completed Plan to complete for reporting in year: ___ 4; <u>X</u> 5.	
<b>2)</b> Indicate which of the control mechanisms or procedures to the right used by the MS4 notify staff and others doing work on behalf of the MS4 about prohibition of and enforcement against illicit discharges:	<input type="checkbox"/> Interconnection agreements <input checked="" type="checkbox"/> Maintenance directives / BMPS <input checked="" type="checkbox"/> Access Permits <input type="checkbox"/> Tenant Leases	<input type="checkbox"/> Consultant Agreements <input checked="" type="checkbox"/> Construction/Bid Documents <input type="checkbox"/> Other _____ _____
<b>3)</b> Indicate which of these control mechanisms contain specific language prohibiting illicit discharges:	<input type="checkbox"/> Interconnection agreements <input type="checkbox"/> Maintenance directives / BMPS <input checked="" type="checkbox"/> Access Permits <input type="checkbox"/> Tenant Leases	<input type="checkbox"/> Consultant Agreements <input checked="" type="checkbox"/> Construction/Bid Documents <input type="checkbox"/> Other _____ _____
<b>4)</b> Explain how the MS4 intends to prohibit illicit discharges if: <ul style="list-style-type: none"> <li>• none of the mechanisms in number 2 contain language prohibiting illicit discharges; or</li> <li>• the MS4 intends to add language to prohibit illicit discharges in other control mechanisms.</li> </ul>	Explanation:	
<b>5)</b> Explain how the MS4 (intends to) enforce against illicit dischargers within their jurisdiction?	Explanation:	

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

<b>Permit Reference IV.C.4.b.i, 5.a.i:</b> Require development and implementation of erosion and sedimentation controls through a local law or other regulatory mechanism. The MS4s have until year 5 to complete this work.	
1) When was this work completed or planned to be completed?	Date completed: <u>February 2008</u> _ Not yet completed Plan to complete for reporting in year: <u>4</u> ; <u>5</u> .
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)).	
<input checked="" type="checkbox"/> Access Permits <input type="checkbox"/> Tenant Leases <input checked="" type="checkbox"/> Requests for Proposals (RFPs) <input checked="" type="checkbox"/> Scope of Services	<input type="checkbox"/> Consultant Agreements <input checked="" type="checkbox"/> Construction / Bid Documents <input checked="" type="checkbox"/> Other Policies / Procedures: <u>A written policy regarding adherence to all GP-02-01 Permit requirements for Construction Projects sponsored or conducted by Saratoga County, its Agencies and Assigns has been prepared by the Management Coordinator, the County Attorney, Environmental Services, Planning, and Public Works Departments. Said policy was adopted by the Saratoga County Board of Supervisors through Resolution (#43-08). All agencies have been notified of the change in policy following said adoption of this Resolution. The Stormwater Management Policy contains sections, excerpted from the DEC Model Construction Law (for traditional Land-Use Control MS4s), that outline the requirements and contents of a SWPPP for any given County of Saratoga construction project. Specifically the sections entitled: Applicability; Requirements; SWPPP Requirements; Additional (post construction) Requirements; Technical Standards; Plan Certification; Contractor Certification; Inspections. The policy has been appended to this report for further review.</u>
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.	
<b>Control Mechanism</b>	<b><u>Erosion, Sedimentation and Stormwater Management Requirements</u></b>
Bid Documents; RFP; formal policy; Scope of Services	Require all projects to have SWPPPs, as required by GP-02-01 (or as amended or revised)
Bid Documents; RFP; formal policy; Scope of Services	Require all 16 components of a basic SWPPP (erosion and sediment control)
Bid Documents; RFP; formal policy; Scope of Services	Require all additional 7 components for a full SWPPP when post-construction stormwater management controls are required by the GP-02-01 (or as amended or revised)
Bid Documents; RFP; formal policy; Scope of Services	Require that all SWPPP comply with the standards in the <i>New State Standards &amp; Specifications for Erosion and Sediment Control</i> and <i>Stormwater Management Design Manuals</i> .
Bid Documents; RFP; formal policy; Scope of Services	Require contractor certification statements stating that the contractor will agree to comply with the terms and conditions of the SWPPP
Bid Documents; RFP; formal policy; Scope of Services	Require proper operation and maintenance of stormwater facilities during construction

<b>(continued from previous page)</b> Formal policy; Access Permits	<b>(continued from previous page)</b> Require proper operation and maintenance of stormwater facilities after construction
Bid Documents; RFP; formal policy; Scope of Services	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-02-01
Formal Policy; Access Permits	Have a process for technical/engineering review of SWPPPs
Bid Documents; RFP; formal policy; Scope of Services	Require self inspections as proscribed in GP-02-01 (or as amended or revised)
Bid Documents; RFP; formal policy; Scope of Services; Access Permits	Include explicit Stop Work Order provision in Policy and Bid Documentation for Construction Projects
Bid Documents; RFP; formal policy; Scope of Services; Access Permits	Require construction site operators to control waste
Formal policy	Procedures for receipt and consideration of information submitted by the public
<b>4) If any of the requirements in number 3 are not addressed, explain how the MS4 intends to incorporate them into the control mechanisms?</b>	Explanation:
<b>5) Explain how the MS4 intends to enforce the requirements within their jurisdiction?</b>	<p>Explanation: Saratoga County owns, maintains and operates the MS4 within its Right of Way on all County Roads. Saratoga County also owns, operates, and maintains all MS4 components on County-owned lands and building complexes. As such the County maintains full control of the use of those systems and would have enforcement capability, should the need arise, following the adoption of the IDDE Law (March 2008) as required by MCM 3 of this permit. This has been affected by including sediment entering the County MS4 from adjacent or hydrologically connected construction activities as an illicit discharge and denying access to the County MS4. However, because the County does not have jurisdiction over local land-use all such matters will be referred to the local municipal level for coordinated enforcement, to more effectively eliminate the source/s in question. In instances where the local permitting municipality does not have proper legislation or jurisdiction (i.e. a non-MS4 municipality) the matter will be referred to the NYS-DEC.</p> <p>In all cases where a County-sponsored (funded) project is subject to the conditions of the SPDES GP-02-01 Permit for Stormwater Discharges from Construction Activities (or as amended or revised) the contractor/s will be informed of the need to secure State permit coverage and the “duty to comply” with any and all of the requirements of that permit as well as any special conditions that will be imposed by the County through the original request for proposals (RFP), the final contract/s, OR the Saratoga County Stormwater Management Policy.</p>