

## NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION



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

**Regulated MS4:** Town of North Salem **SPDES Permit Number:** NYR20A 0 5 6

See information packet for information to help complete this form.

MCC Form for year ending: March 9, ____ 2006 (Year 3) <u>X</u> 2007 (Year 4) ____ 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? ____ Yes <u>X</u> No			
Name: Sy Globerman		Title: Supervisor	Department: Town Board
Mailing Address:	Street or P.O. Box: 266 Titicus Road		City: North Salem
	County: Westchester	State: New York	Zip Code: 10560
Phone: (914) 669-5110		E-mail Address: sgloberman@northsalemny.org	
<b>Local Stormwater Public Contact</b> (Required by Minimum Measure 2)			
Is information below: 1) new or changed? ____ Yes <u>X</u> No			
2) same as: <u>No</u> Owner/Operator			
Name: Liz Axelson		Title: Director of Planning	Department: Planning
Mailing Address:	Street or P.O. Box: 270 Titicus Road		City: North Salem
	County: Westchester	State: New York	Zip Code: 10560
Phone: (914) 669-4393		E-mail Address: laxelson@northsalemny.org	
<b>Stormwater Management Program (SWMP) Coordinator</b> (Responsible for implementation/coordination of SWMP)			
Is information below: 1) new or changed? ____ Yes <u>X</u> No			
2) same as: <u>Yes</u> Owner/Operator <u>No</u> Local Stormwater Public Contact <u>No</u> SWMP Coordinator			
Name: Sy Globerman - see Owner/Operator above		Title:	Department:
Mailing Address:	Street or P.O. Box:		City:
	County:	State:	Zip Code:
Phone: ( )		E-mail Address:	
<b>Annual Report Preparer</b>			
Is information below: 1) new or changed? ____ Yes <u>X</u> No			
2) same as: <u>No</u> Owner/Operator <u>Yes</u> Local Stormwater Public Contact <u>No</u> SWMP Coordinator			
Name: Liz Axelson		Title: Director of Planning	Department: Planning
Mailing Address:	Street or P.O. Box: 270 Titicus Road		City: North Salem
	County: Westchester	State: New York	Zip Code: 10560
Phone: (914) 669-4393		E-mail Address: laxelson@northsalemny.org	

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

### Section B. Local Water Quality Information

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

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

X  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 is it 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
Peach Lake (1302-0004)	pathogens and phosphorus	B	
New York City Watershed	phosphorus restricted basin		watershed

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

X  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  
 X  No (explain below)

Explanation: The NYSDEC Draft East of Hudson (EOH) MS4 requirements remain to be fully addressed after the NYSDEC approves these requirements.

### Section C. Partnership Information

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

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

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

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

The Northern Westchester Towns have been meeting and working with representatives of the Westchester County Planning Department regarding coordinated stormwater management training for contractors, developers and highway departments and to explore other possible shared services and facilities.

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

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

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

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

Explain: The Town's staff involved in ongoing stormwater management practices (Best Management Practices [BMP's]) are only able to devote a fraction of their work hours to these tasks, including the Supervisor, Highway Superintendent, Building Inspector and Director of Planning. Each of these persons has many other responsibilities. The Town has a Consulting Engineer who is paid hourly for his services. Although the Town is able to provide some funds for his activities, the amount that can be budgeted is limited. Most of the Consulting Engineer's efforts involve applying for funding to complete BMP's (see below).

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

Explain: See above regarding use of Town staff and Consulting Engineer. The Town's Consulting Engineer has made applications for grants during this program year and in previous years. He had to amend and resubmit some previous fund applications this past year and the Town is awaiting approval of funds. The applications are for funding of physical stormwater improvements, a computer mapping system and preparation and adoption of a stormwater management/erosion and sedimentation control local law.

The Inter-Municipal Agreements described above will involve meetings, training programs and possible shared services/facilities.

The Town Supervisor continued to oversee and The Town's Director of Planning and Town Engineer assisted with the implementation of the computer mapping system and coordination with Town staff and consultants on other BMP's. The Town's Director of Planning also continued with the preparation of the stormwater management laws, which were adopted on March 27, 2007 contingent upon establishment of a town wide drainage district. A public hearing on the Drainage District was held by the Town Board. The Highway Department, Superintendent and Deputy Superintendent will coordinate ongoing BMP's related to the Highway Department. The Building Inspector and the Town's Consulting Engineer are responsible for ongoing construction and post-construction stormwater management.

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

Explain: The Town will continue to apply for funds solely and, as appropriate, in coordination with other municipalities to complete stormwater management practices.

#### 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	<u>X</u>	Yes	No	N/A
	Explain 'no' / 'N/A' answer:				
IV.C.2.	Public Involvement / Participation	<u>X</u>	Yes	No	N/A
	Explain 'no' / 'N/A' answer:				
IV.C.3.	Illicit Discharge Detection and Elimination	<u>X</u>	Yes	No	N/A
	Explain 'no' / 'N/A' answer: No. Salem has written and is ready to adopt an IDDE law equivalent to the NYS Model in early 2007.				
IV.C.4.	Construction Site Stormwater Runoff Control	<u>X</u>	Yes	No	N/A
	Explain 'no' / 'N/A' answer: No. Salem has written and is ready to adopt a Stormwater law equivalent to the NYS Model in early 2007.				
IV.C.5.	Post-Construction Stormwater Management	<u>X</u>	Yes	No	N/A
	Explain 'no' / 'N/A' answer:				
IV.C.6.	Pollution Prevention / Good Housekeeping for Municipal Operations	<u>X</u>	Yes	No	N/A
	Explain 'no' / 'N/A' answer:				

**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: Sy Globerman Title: Supervisor

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.**



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

Annual Report Table for year ending: March 9, \_\_\_\_ 2006 (Year 3)   X   2007 (Year 4) \_\_\_\_ 2008 (Year 5)

Information about how to complete the following tables is in the instruction section. Please complete the tables electronically, if possible. Send two completed **hard copies** (an original and a photocopy) of this Annual Report Table, the MCC form and any attachments to the DEC Central Office (MS4 Permit Coordinator, 625 Broadway, Division of Water - 4<sup>th</sup> Floor, Albany, NY 12233-3505). **DO NOT SUBMIT REPORTS IN THREE-RING BINDERS.**

**Minimum Control Measure 1. Public Education and Outreach**

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

<b>Permit Reference IV.C.1.a, b:</b> Plan and conduct an ongoing public education and outreach program to ensure the reduction of all pollutants of concern in stormwater discharges to the maximum extent practicable (MEP). <ul style="list-style-type: none"> <li><i>Explain the program, including activities and materials used.</i></li> <li><i>Identify the personnel or outside organization conducting the activity.</i></li> <li><i>Indicate activities planned for next year.</i></li> </ul>	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<p>Discussion about various stormwater issues and Peach Lake water quality concerns at North Salem Town Board meetings, including Peach Lake drainage study, formation of sewer district and applications for funds for stormwater management practices.</p>	<p>A public information session about the SWMPAR, Peach Lake drainage and other stormwater-related issues was held on May 23, 2006. Throughout program year 2006-2007, the draft stormwater laws (erosion/sediment control and IDDE), the Peach Lake drainage issue, the formation of the Peach Lake Sewer District and other issues were discussed at Town Board meetings including stormwater improvements, computer mapping of stormwater systems, etc., related to funding applications. A public hearing on the stormwater laws was held on March 13, 2007 and continued to March 27<sup>th</sup>. The stormwater laws were adopted on March 27, 2007. A public hearing on the town wide drainage district was held on April 10, 2007. A Public Information Session was held on the Draft SWMPAR for 2006-2007 on May 8, 2007.</p> <p>The Town Board will continue its work on the Peach Lake Drainage Study, Sewer District and will discuss physical stormwater improvements, the computer mapping of stormwater systems, and funding of tasks at many meetings in program year 2007-2008.</p>
<p>Town Board meetings are public, agendas are posted at Town offices and on the Town website and meetings are televised.</p>	<p>This is an ongoing task. Meetings will continue to be public, agendas will be posted and meetings will be televised in the next program year.</p>

Draft East of Hudson (EOH) MS4 Requirement: Public education and outreach about phosphorus reduction	The Town did not hold specific public meetings or develop materials focused on phosphorus reduction for distribution in program year 2006-2007. However, beginning in March, 2006, the Town is participating in formulation of an inter-municipal public education project and application for related funding. The Town will continue to participate in meetings about these inter-municipal planning activities.
<b>Additional Techniques</b>	<b>Describe Measurable Goals and Results</b> (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Outreach to local schools was conducted in 2004 and was contemplated for future years of the program.	Outreach to local schools was not conducted in this program year and is unlikely to be conducted in future years of the program.
A Stormwater pamphlet was created for distribution to applicant representatives and developers	The Stormwater Pamphlet for applicants and developers was distributed at Planning Board meetings in March through May of 2005 and was emailed in April 2005 to Town officials, applicants'/developers' and their representatives for use and for circulation. The pamphlet is available at the Planning and Building Departments and is and will continue to be distributed with all application packets.
The Town's website was not updated in program year 2006-2007.	The recently adopted stormwater laws, the Stormwater Pamphlets and other stormwater management documents will be added to the Town's website in program year 2007-2008.
Draft East of Hudson (EOH) MS4 Permit Requirement: Public Education and Outreach about Phosphorus Reduction - The Town Supervisor wrote an article in the Spring/Summer 2006 issue of the Town of North Salem Newsletter to inform residents about the phosphorus problem in the watershed areas in Northern Westchester County. The article entitled, "Phosphorus is not for us" is included in a newsletter that is mailed to all residents and copies are also available at Town Hall.	North Salem must plan and conduct a public education and outreach program about the impacts of phosphorus in waterbodies, to identify potential sources in runoff and steps contributors can take to reduce phosphorus in runoff. The program must also describe steps that contributors of non-stormwater can take to reduce phosphorus. Specific educational information should be developed or acquired regarding, at a minimum, the following topics: 1. Understanding the phosphorus issue; 2. Septic systems; and 3. Fertilizers (store bought, leaves, grass clippings).  Although the Town's educational program, including pamphlets for applicants and residents may have addressed these issues in part, the Town will consider creating additional materials to address phosphorus in program year 2007-2008. The updated pamphlets (revised to include information about phosphorus) or a separate pamphlet will be distributed to residents and applicants as was done with the original pamphlets.
The Town's newsletter included articles to encourage environmentally sensitive and watershed-friendly practices by residents in their homes and yards. Attached are copies of newsletters with articles about composting and lawncare.	The Town's newsletter in program year 2007-2008 will include additional articles to encourage environmentally sensitive and watershed-friendly practices.

**Explain any changes or additions to the permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:** The Town does not have the staff to conduct public education in the schools and will not conduct this aspect of the program in future years.

The Town has proceeded with establishment of town wide stormwater district, which was discussed at several Town Board meetings. A draft and final Map, Plan and Report were prepared and SEQR review was conducted. The Town also reviewed, revised and adopted two stormwater laws (erosion/sedimentation and illicit discharge) involving extensive discussion and review at a number of Town Board meetings. A Full EAF was prepared to address the drainage district and adoption of the stormwater laws. Public hearings on the laws were duly noticed and held on March 13, 2007 and March 27, 2007 and on April 10, 2007 a hearing was held regarding the drainage district. The two stormwater laws were adopted on March 27, 2007 contingent on establishment of the drainage district. The drainage district will be considered further in Program Year 2007-2008. All related documents were available to the public at the Town Clerk's office and some were at the local library and on the Town website. These meetings are open to the public and agendas are posted at Town Hall.

The Town was in part focused on its work on the Comprehensive Plan Update (CPU), including a Basic Studies Update Report, both of which include information about and strategies for protection of the Town's natural resources. Many of the CPU's objectives directly or indirectly address stormwater management, surface water resources and the NYC Watershed. The NYSDEC should be aware of the importance of this work in how the Town approaches these resources and also the amount of time and cost associated with preparing CPU documents. The Comprehensive Plan Update was adopted on December 12, 2006.

#### **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.

<b>Permit Reference IV.C.2.c.iii.:</b> Design and conduct a public involvement / participation program.	<b>Describe Measurable Goals and Results</b> (when applicable)
<ul style="list-style-type: none"> <li>• <i>Describe activities that the MS4 has/will undertake to provide program access to interested individuals and to gather needed input.</i></li> <li>• <i>Indicate activities planned for next year.</i></li> </ul>	<p><b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>



Public notice and access to documents and information	Stormwater issues, including the drainage district and implementation of the adopted stormwater laws, will continue to be discussed at Town Board meetings for which agendas are posted. A public information meeting on last year's SWMPAR was held on May 23, 2006. As discussed above, numerous Town Board meetings involved discussion of the Peach Lake drainage study and proposed sewer district, stormwater improvements in other areas of the Town, computer mapping of systems throughout the Town, the two stormwater management local laws and funds for these tasks. A public information session for Program Year 2006-2007 will be held on May 8, 2007. Town Board meetings will continue to include discussion of these items as they progress in 2007-2008 for which agendas will be posted. Stormwater management files will continue to be on file at the Town Clerk's office. Some stormwater documents are also on file at the local library and on the Town's website.	
Public presentation of SWMPAR and other stormwater management projects and comments received.	See above. The projects for which fund applications were made were refined in response to comments by the Town Board and the public. As part of review of the drainage district, there will be further discussion at Town Board meetings.	
<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>		
The draft SWMPAR will be discussed at a Town Board meeting prior to final revision and submittal to the NYSDEC. All Town Board meetings are public meetings and are aired on a local television channel. As noted above, Town Board meetings will continue to include discussion of stormwater issues as projects progress in 2007-2008 for which agendas will be posted. Stormwater management files will continue to be on file at the Town Clerk's office.		
<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		
<b>Summarize attendance at the public presentation of the Annual Report. Include number of attendees and who was represented:</b> No local residents attended the SWMPAR Public Information Session held on May 8, 2007.		
<b>Comments on Annual Report Meeting</b> ____ No public comments received on Annual Report. ____ Comments received. <b>Attach summary of comments and intended responses.</b>	<b>Date of Annual Report Meeting:</b>	<b>Approximate Date of Meeting next Year:</b>
<b>Additional Techniques</b>	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)	

Contact with Applicants and Residents	Applicants and Residents visit various Town departments, including the Planning and Building Departments to make inquiries about characteristics of their properties and pertinent regulations. These visits provide additional opportunities to discuss the Town's natural resources, such as watercourses, waterbodies and wetlands, key aspects of application reviews and its environmentally protective regulations. These conversations almost always involve mention of stormwater management requirements, the NYC watershed and related development concerns.	
Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and/or Scheduled Dates above and provide a reason(s) for the change:		

**Minimum Control Measure 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.

<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. <ul style="list-style-type: none"> <li><i>Explain the activities and procedures used to meet this requirement this year <u>and planned for next year.</u></i></li> <li><i>Revise as procedures are updated.</i></li> <li><i>Identify personnel or outside organization conducting the activities</i></li> </ul>	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities) <ul style="list-style-type: none"> <li><i>Example measurable goals: number of illicit discharges detected; number of illicit discharges eliminated.</i></li> </ul>
As noted above and below, the Town has reviewed and adopted a local law to address illicit discharge detection and elimination based on the NYS Model IDDE law.	The Town will implement the adopted law in program year 2006-2007. However, most of the practices addressed in the law are already in place.

As a matter of practice, the Town of North Salem detects and prevents illicit discharges as a result of the normal operation of the Highway Department (annual inspections, cleaning and repairs), the enforcement aspect of the Building Department and the role of the Town's Consulting Engineer in reviewing development applications submitted to the Planning Board and the Building Department.	The Town will implement the adopted illicit discharge law and will continue the practices of the Highway, Building and Planning Departments and the Town's Consulting Engineer to detect and prevent illicit discharges.
The position of Environmental Inspector was not created in program year 2006-2007 because of budget considerations. Additionally, illicit discharges are prevented as a result of the practices of the Town Highway Department, the Building Department, the Planning Department and the Town's Consulting Engineer.	The funding aspect of the creation of the position of Environmental Inspector will be considered in program year 2007-2008. The Environmental Inspector position may be created in program year 2007-2008, depending on funding or budgeting allowances, unless an alternative can be found to address detection and elimination of illicit discharges with the existing staff assisted by an environmental or engineering consultant. Changes were made to the Town's fee schedule related to the enforcement aspect of the IDDE local law.
<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 and planned for next year, including work on the following IDDE guidance prerequisites:</i></p> <ul style="list-style-type: none"> <li>• <i>field verification of outfall locations;</i></li> <li>• <i>mapping all inter-municipal subsurface conveyances;</i></li> <li>• <i>delineating storm sewershed; and</i></li> <li>• <i>developing and retaining MS4 mapping as needed to find the source and identify illicit discharges. State if maps are in GIS.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)</p> <p><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>
The Town's Highway Department collected GPS information about stormwater systems prior to the year 2003, yet the information is not plotted on a map. The Highway Superintendent, Director of Planning and the Town's Consulting Engineer worked with a mapping company to update a proposal for an interactive computer mapping system of public and private stormwater systems in the Town including capturing GPS data on additional stormwater improvements. The proposal was updated to address the NYSDEC's Proposed Heightened Permit Requirements for MS4s in the EOH Watershed. The Consulting Engineer has submitted applications for funds on behalf of the Town to complete this task. In the next year, the Town will wait for results of the funding application and if the funding is approved will begin to obtain additional GPS data and create this mapping system.	<p>The Town intends to obtain funds for this task this year and if so, will begin obtaining additional GPS data and possibly begin to create the proposed interactive stormwater mapping system.</p> <p>In addition to mapping public and private stormwater improvements, any identified illicit connections and discharges will be included in the mapping system. It is anticipated that the stormwater data layers will be added to the Town's existing GIS mapping system as described in last year's SWMPAR.</p>

As noted in the 2004-2005 SWMPAR, the Town obtained the Westchester County GIS Jumpstart system, which provides the Highway, Planning and Building Department with computer mapping data for examining conditions on properties throughout the Town. The WCGIS system provides the basis for the proposed interactive computer stormwater mapping system including mapping layers for tax mapping, planimetric, natural resources, aerial photography and other information. This system has already been used many times to examine the conditions on sites for proposed land use and development and drainage patterns contributing to stormwater improvements.	The Town's Highway, Planning and Building Department will continue to use the WCGIS system to examine the conditions on sites for proposed land use and development and drainage patterns contributing to stormwater improvements.

**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: <u>May 2, 2006</u> <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete for reporting in year: <input type="checkbox"/> 4 <input type="checkbox"/> 5
2) Is there an existing ordinance, local law or other regulatory mechanism?	<input type="checkbox"/> No (go to question 5) <input checked="" type="checkbox"/> Yes - Adopted March 27, 2007
3) Does the existing regulatory mechanism prohibit illicit discharges as required by the MS4 Permit?	<input type="checkbox"/> No (amendments needed) <input checked="" type="checkbox"/> Yes
4) Does the existing regulatory mechanism include enforcement authorities and procedures as required by the MS4 Permit?	<input type="checkbox"/> No (amendments needed) <input checked="" type="checkbox"/> Yes
<b>Development of Regulatory Mechanism (Local Codes)</b>	
5) When was this work completed or planned to be completed?	Date completed: <u>Adopted March 27, 2007</u> <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete for reporting in year: <input type="checkbox"/> 4 <input type="checkbox"/> 5

6) If you answered 'No' to question 1, 2, or 3, what regulatory mechanism or amendments will be adopted to meet the MS4 permit requirements?	<input type="checkbox"/> NYS IDDE Model Law in its entirety <input type="checkbox"/> Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law <input 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 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 checked="" type="checkbox"/> Language equivalent to NYS IDDE Model Law
9) What was the date or is the planned date of local law adoption?	Date: March 27, 2007
10) Provide a web address if adopted local law can be found on a web site.	Web Address: <a href="http://www.northsalemny.org">www.northsalemny.org</a>

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

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

<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. <ul style="list-style-type: none"> <li><i>Explain activities and materials used to meet this requirement this year <u>and</u> planned for next year</i></li> <li><i>Identify personnel or outside organization conducting activities</i></li> </ul>	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>The Town prepared a stormwater pamphlet to educate applicants and developers about stormwater concerns and illicit discharges in March, 2005. It provides stormwater guidelines for construction sites, advises against directing stormwater or dumping anything into drainageways or storm drains and addresses proper disposal of pesticides, fertilizers and cleaning fluids. The pamphlet was handed out at Planning Board meetings, at the Building and Planning Departments and with all application packets for land use and development, including Building Permits. The pamphlet was also emailed and mailed to any applicant representatives known to the Building and Planning Departments.</p> <p>A pamphlet about stormwater for residents was mailed out in the previous program year (2004-2005). Copies of both of the pamphlets were made available to Town employees in the same program year in which they were distributed to the public and applicants/developers.</p>	<p>The pamphlet for applicants and developers is and will continue to be available at the Town's Building and Planning Departments and will continue to be handed out with application packets from these departments. An additional pamphlet or a revised pamphlet will be created in program year 2007-2008 to address phosphorus concerns in accordance with the Proposed Heightened Permit Requirements for MS4s in the EOH Watershed upon adoption of these requirements.</p>
<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>North Salem is seeking funding for its computer mapping system and requested its mapping company to upgrade the proposed scope of work to address the Proposed Heightened Permit Requirements for MS4s in the EOH Watershed. The revised proposal has been submitted with applications for funds.</p>	<p>The Town intends to obtain funds for this task this year and if so, will begin obtaining additional GPS data and possibly begin to create the proposed interactive stormwater mapping system in the next program year.</p> <p>As described in last year's SWMPAR the mapping system will show the entire stormwater conveyance system, including all inflows, intakes, connections to the system, roads, parking lots, swales and post-construction stormwater practices. The information will be provided in digital format suitable for use in GIS software.</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>	

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

<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. Report on assessment process used ( <i>Stormwater Management Gap Analysis Workbook for Local Officials or equivalent process</i> ). 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 land use ordinances, local laws or other regulatory mechanisms?	<input type="checkbox"/> No (go to ADDENDUM 2) <input checked="" type="checkbox"/> Yes (complete questions below)
<b>Preliminary Assessment of Regulatory Mechanism (Local Code)</b>	
1. When was the preliminary assessment of existing local codes completed or when will it be completed?	Date completed: <u>May 2, 2006</u> <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete for reporting in year: <u>4</u> <u>5</u> <input type="checkbox"/> Did not do preliminary assessment; proceeded directly to Gap Analysis Worksheets 1-4 or adopted <i>Sample Local Law for Stormwater Management and Erosion &amp; Sediment Control (Sample Local Law)</i> .
2. If preliminary assessment was completed, indicate the results.	<input type="checkbox"/> If none of Sample Local Law provisions appear in local code; consider adopting Sample Local Law or equivalent. <input type="checkbox"/> If few Sample Local Law provisions appear in local code; major revisions needed or consider adopting Sample Local Law or equivalent. <input checked="" type="checkbox"/> If most of the Sample Local Law provisions appear in local code; minor revisions needed. <b><i>North Salem's Code already addressed grading, drainage, erosion and sedimentation control, landscaping, inspection, enforcement, etc. The Town adopted a draft local law based on the NYSDEC Model Stormwater and IDDE local laws.</i></b>
<b>Assessment and Development of Regulatory Mechanism (Local Code)</b> (continued on next page)	
3. When was the Gap Analysis or equivalent process completed or when will it be completed?	Date completed: <u>N/A*</u> <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete for reporting in year: <u>4</u> <u>5</u> <b><i>*North Salem adopted a local law equivalent to the NYS model/sample law.</i></b>
4. How was the local code adopted or how will it be adopted*?  <i>* If MS4 has some existing local code equivalent to the Sample Local Law and adopted parts of the Sample Local Law as amendments to make a complete local code, check b and c.</i>	a. <input type="checkbox"/> The entire Sample Local Law adopted as amendments to existing code or as stand alone law. • <i>If no portions of the Sample Local Law were moved or deleted, all provisions would be exactly the same as the Sample Local Law.</i> • <i>If ANY provisions of the Sample Local Law were moved or deleted, the moved or changed provisions must be reviewed (use the Gap Analysis or equivalent process) to ensure the intent of the law has not been changed.</i> b. <input type="checkbox"/> Parts of NYS Sample Local Law adopted as amendments to existing code. c. <input checked="" type="checkbox"/> Language developed by municipality was demonstrated to be equivalent. <b><i>*North Salem adopted a local law equivalent to the NYS model/sample law.</i></b>

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

<b>Permit Reference IV.C.4.b.i, 5.a.i</b> (continued)			
<b>Assessment and Development of Regulatory Mechanism (Local Code)</b> (continued)			
<b>5.</b> Answer the following questions about the Gap Analysis or equivalent processes.			
<p><u>Clauses</u> 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).</p> <p><u>Total number of clauses in each worksheet:</u> 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.</p> <p>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.</p>			
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			
TOTAL			
<b>6.</b> Has a list of needed changes (legislative agenda) been developed for adoption of amendments to local code (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>Laws adopted on March 27, 2007</b>	
<b>8.</b> Provide a web address if the adopted local law can be found on a web site.		Web Address: : <a href="http://www.northsalemny.org">www.northsalemny.org</a>	



**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. <u>Revise as procedures are updated.</u></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)</p> <p><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: number of plans received; number of plans reviewed; percent of plans received that are reviewed</li> </ul>
<p>Erosion and sedimentation control plans, in addition to grading, drainage, stormwater and landscaping plans are already required by the Town by the existing Code and in practice, in reviews of subdivisions, site development plans, tree removal/excavation and wetland permits and building permits. The Town's Code also regulates blasting, filling and grading and development in floodplains with permits required for many activities. The Town's Consulting Engineer is involved in applications for proposed land development, including review of construction plans that are being reviewed by the Planning Board and the Building Department.</p>	<p>Detailed reviews of applications for land development and disturbance will continue under the Town's existing regulations and zoning ordinance. The Town's Consulting Engineer will continue to be involved in applications for proposed land development, including review of construction plans that are being reviewed by the Planning Board and the Building Department. The adopted laws will be implemented largely formalizing existing practices.</p>
<p>The Town's Consulting Engineer prepared a rough draft of a stormwater and erosion/sedimentation control law based on the NYSDEC model law available at the time. The Town's Director of Planning revised a few drafts of the law in consultation with the Engineer. The law was reviewed by the Town Board, the Town's Engineer, the Building Inspector and the Director of Planning in program year 2006-2007. It was adopted on March 27, 2007.</p>	<p>The Town's Consulting Engineer and Director of Planning collaborated on the preparation of a revised drafts of the stormwater and erosion/sedimentation control law based on the NYSDEC most current model law (revised March 2006) prior to adoption. The review and adoption of the law was coordinated with consideration of a town wide drainage district. Grant funds were obtained to cover the cost of continued preparation of the draft law and documents needed for the establishment of the drainage district by the Town's Consulting Engineer during program year 2006-2007. The law was adopted on March 27, 2007.</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>Explain the procedures below. <u>Revise as procedures are updated.</u></li> <li>Identify the responsible personnel or outside organizations.</li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)</p> <p><b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>

<p>The Town's review procedures already involve opportunity for public access to and comment on land development, disturbance and construction plans. Building and Planning Department application files are available for inspection by members of the public and other interested parties. Public hearings are held for most applications before the Planning Board, including those for subdivisions, site development plans, tree removal and wetland permits. Planning Board meetings are open to the public.</p> <p>Some minor wetland permit applications are not reviewed by the Planning Board, yet they are reviewed by the Town's Consulting Wetlands Inspector.</p>	<p>The Town's review procedures, involving opportunities for public access to and comment on land development, disturbance and construction plans, will be continued. Building and Planning Department application files will continue to be available for inspection by members of the public and interested parties. Public hearings will continue to be held as required and Planning Board meetings will remain open to the public.</p>
<p>Some types of special permit applications are reviewed by the Town Board and the Zoning Board of appeals who also hold public meetings including public hearings as required. Site development plans related to Town Board special permits involve concurrent Planning Board review, discussion at public meetings, public hearings, etc. Zoning Board of Appeals special permit reviews of horse farms involve public hearings as well. However, horse farms are exempt from site plan review. Many work with the Westchester County branch of the Watershed Agricultural Council regarding stormwater and erosion/sedimentation control. The public has access to project files for all of the Town's Boards.</p>	<p>The Town's review procedures, involving opportunities for public access to and comment on land development, disturbance and construction plans, will be continued. Town Board and Zoning Board of Appeals application files will continue to be available for inspection by members of the public and interested parties. Public hearings will continue to be held as required and Town Board and Zoning Board of Appeals meetings will remain open to the public.</p>
<p>Public comments on development projects before any board are heard at public hearings or may be submitted in writing. The comments are addressed by the board or its consultants and the applicants representatives and when necessary in the form of modifications to the proposed project or conditions of approval.</p>	<p>Public comments on development projects before any board will continue to be heard at public hearings or submitted in writing. And comments will be addressed by the board or its consultants and the applicants representatives and when necessary in the form of modifications to the proposed project or conditions of approval.</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)</p> <p><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>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Construction sites are inspected by the Building Department and the Town's Consulting Engineer or the Town's Consulting Wetlands Inspector depending on the approvals or permits required for development and construction. Existing provisions in the various Town Code Chapters prohibit the deposition of waste or fill on a site or materials placed on a site that do not comply with approved plans. Fill permits are also required by Town Code for importation of material exceeding the regulated quantities.	Construction sites will continue to be inspected by the Building Department and the Town's Consulting Engineer or the Town's Consulting Wetlands Inspector. The deposition of waste or fill will continue to be regulated.  Inspections will be conducted in accordance with the adopted stormwater: erosion and sediment control law.
Enforcement is addressed as needed by the Building Department as a result of problems found during site inspections or based on reports or complaints by the public.	Enforcement is addressed as needed by the Building Department as a result of problems found during site inspections or based on reports or complaints by the public. Enforcement will be conducted in accordance with the adopted stormwater: erosion and sediment control law.
<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> <ul style="list-style-type: none"> <li>• <i>Explain the activities and materials used to meet this requirement.</i></li> <li>• <i>Identify the personnel or outside organization conducting this activity.</i></li> <li>• <i>Indicate activities planned for next year.</i></li> </ul>	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
As described above, the Town prepared a stormwater pamphlet to educate applicants and developers about stormwater concerns and illicit discharges in March, 2005, which was handed out at meetings and at the Building and Planning Departments. The pamphlet was also emailed and mailed to applicant representatives.	The stormwater pamphlet for applicants and developers will continue to be available at the Building and Planning Departments.
The Town has participated in discussions with a group of towns in Northern Westchester and the Westchester County Planning Department about coordinated stormwater management training for contractors, developers and highway departments.	The Town will continue to participated in discussions with the Northern Westchester towns and the Westchester County Planning Department about coordinated stormwater management training.
<b>Additional Techniques</b>	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)

	<p>As part of review of the draft local stormwater and erosion/sedimentation law, the Town had to consider certain aspects of the Proposed Heightened Permit Requirements for MS4s in the EOH Watershed. These include regulating land disturbance of 5,000 square feet (SF), erosion and sedimentation control, site inspection and training and certification of contractors among other requirements. The NYS model law, on which North Salem will base its draft law, addresses many of these requirements.</p> <p>Regarding the stringent thresholds for actions requiring approvals (on disturbance of 5,000 SF) and inspections in the Proposed Heightened Permit Requirements, the town will have to consider the costs of these requirements and possible fees and funding sources to cover the related significant staff or consulting costs.</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>	

#### 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.

<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:	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<ul style="list-style-type: none"> <li><i>A combination of structural and/or non-structural management practices.</i></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>	<b>DO NOT ENTER INFORMATION IN THIS CELL</b>
As described above, land development, disturbance and construction in North Salem must be completed in accordance with approved construction plans (including grading, drainage, erosion/sedimentation control and landscaping plans, etc.) for all types of development and building permit applications. The Building Department inspects all construction sites and the Town's Consulting Engineer inspects many construction sites.	Land development, disturbance and construction will continue to be completed in accordance with approved detailed construction plans for all types of development and building permit applications. The Building Department and the Town's Consulting Engineer will continue to inspect construction sites. These practices will be continued in accordance with the adopted stormwater: erosion/sediment control law.

As part of review, the Town's Consulting Engineer uses and refers to the "New York State Stormwater Design Manual" and the "New York State Standards and Specifications for Erosion and Sediment Control".	The Town's Consulting Engineer will continue to use and refer to these New York State manuals regarding stormwater and erosion and sediment control. This practice will be continued in accordance with the adopted stormwater: erosion/sediment control law.
As noted above, the Town adopted a stormwater: erosion/sediment control law on March 27, 2007.	As noted above, the Town adopted a stormwater: erosion/sediment control law on March 27, 2007, which addresses post construction stormwater management practices. As part of review of the draft local stormwater and erosion/sedimentation law, the Town had to consider certain aspects of the Proposed Heightened Permit Requirements for MS4s in the EOH Watershed.
<ul style="list-style-type: none"> <li>Procedures for site plan and SWPPP review to ensure SWMPs meet state standards.</li> <li>Describe procedures below. <u>Revise as procedures are updated.</u></li> </ul>	<ul style="list-style-type: none"> <li>Example measurable goals include: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</li> </ul>
As described above, land development, disturbance and construction in North Salem must be completed in accordance with approved detailed construction plans, which contain most of the elements of a Stormwater Pollution Prevention Plan (an SWPPP or SW3P), for all types of development and building permit applications.	As described above, land development, disturbance and construction in North Salem will continue to be completed in accordance with approved detailed construction plans, which contain most of the elements of an SWPPP, for all types of development and building permit applications.
Also as described above, the Town's Consulting Engineer uses and refers to the New York State manuals regarding stormwater and erosion and sediment control.	Also as described above, the Town's Consulting Engineer will continue to use and refer to these New York State manuals regarding stormwater and erosion and sediment control. The NYS model law, on which North Salem will base its adopted law, addressed many of these requirements.
As noted above, the Town adopted a stormwater: erosion/sediment control law on March 27, 2007.	As noted above, the Town adopted a stormwater: erosion/sediment control law on March 27, 2007, which was based on the NYSDEC current model law, which addresses the requirement for SW3P's. The draft law addressed many of the Proposed Heightened Permit Requirements for MS4s in the EOH Watershed, but may have to be amended at a later date when the Heightened Requirements are finalized.

#### 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.

<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:	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<ul style="list-style-type: none"> <li>Procedures for inspection and maintenance of post-construction management practices.</li> <li>Explain procedures below. <u>Revise as procedures are updated.</u></li> </ul>	<ul style="list-style-type: none"> <li>Example measurable goals are number of: inspections, maintenance activities performed</li> </ul>

As described above, land development, disturbance and construction in North Salem must be completed in accordance with approved detailed construction plans, which involves inspection before, during and after construction by the Building Department, for all types of development and building permit applications. Depending on the site's characteristics and the level of disturbance, the Building Department may be assisted by the Town's Consulting Engineer or Wetlands Inspector. Maintenance issues are noted and communicated to the site's contractors or owners, as appropriate. Further inspection is conducted to address maintenance issues.	As described above, land development, disturbance and construction in North Salem will continue to be completed in accordance with approved detailed construction plans, involving inspection before, during and after construction by the Building Department. The Building Department will continue to be assisted by the Town's Consulting Engineer or Wetlands Inspector, as deemed appropriate. Maintenance issues will continue to be addressed with the site's contractors or owners, as appropriate, and further inspections conducted. These practices will be continued in accordance with the adopted stormwater: erosion/sediment control law.
As noted above, the Town adopted a stormwater: erosion/sediment control law on March 27, 2007, which addresses the requirements for inspection and maintenance.	As noted above, the Town adopted a stormwater: erosion/sediment control law on March 27, 2007, which addresses the requirements for inspection and maintenance. The adopted law addresses many of the Proposed Heightened Permit Requirements for MS4s in the EOH Watershed, but may need to be amended when the Heightened Requirements are finalized.
The Town Highway Department conducts regular inspections of and cleans and maintains stormwater management systems and structures.	The Town Highway Department will continue to conduct regular inspections of and cleans and maintains stormwater management systems and structures.
The Town has not yet designated a consultant as Environmental Inspector or considered creating a staff position.	The creation of the position of Environmental Inspector, either as a consultant or as a staff position, may be discussed in program year 2007-2008. Consideration of this position must account for budgetary concerns and the fact that the Proposed Heightened EOH Requirements are not yet approved. It may be necessary to consider amending the Town's fee schedule to address costs associated with the work of the Environmental Inspector.
<ul style="list-style-type: none"> <li>Procedures for enforcement and penalization of violators.</li> <li><i>Explain procedures below. Revise as procedures are updated.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>Example measurable goals: number enforcement activities performed.</i></li> </ul>
As described above, land development, disturbance and construction in North Salem must be completed in accordance with approved detailed construction plans, which clearly delineates how construction is to be conducted for all types of development and building permit applications. Deviations from the plans are remedied during construction, as a result of inspections, to prevent the need for enforcement. Enforcement and penalization is implemented by the Building Department in accordance with the provisions in the Town's Code, as needed. Further inspection is conducted to address enforcement issues.	As described above, land development, disturbance and construction in North Salem will continue to be completed in accordance with approved detailed construction plans. Deviations from the plans will be remedied during construction, as a result of inspections, to prevent the need for enforcement. Enforcement and penalization will continue to be implemented by the Building Department in accordance with the provisions in the Town's Code, as needed. Further inspection will be conducted to address enforcement issues. These practices will be continued in accordance with the adopted stormwater: erosion/sediment control law.
As noted above, the Town adopted a stormwater: erosion/sediment control law on March 27, 2007, which addresses the requirements for enforcement and penalization.	As noted above, the Town adopted a stormwater: erosion/sediment control law on March 27, 2007, which addresses the requirements for enforcement and penalization. The draft law may need to be revised to address the Proposed Heightened Permit Requirements for MS4s in the EOH Watershed.

**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.

<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:	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<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. <u>Update annually.</u></i></li> </ul>	DO NOT ENTER INFORMATION IN THIS CELL
See answers above.	See answers above.
<b>Additional Techniques</b>	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
	<p>As noted above, the Town adopted a stormwater: erosion/sediment control law on March 27, 2007, which addresses the requirements for inspection and maintenance. The adopted law addresses many of the Proposed Heightened Permit Requirements for MS4s in the EOH Watershed, but may need to be amended when the Heightened Requirements are finalized. However, the Heightened Requirements include regulating land disturbance of 5,000 square feet (SF), erosion and sedimentation control, site inspection and training and certification of contractors among other requirements. The NYS model law, on which North Salem will base its adopted law, addresses many of these requirements, including inspection and enforcement.</p> <p>Regarding the stringent thresholds for actions requiring approvals (on disturbance of 5,000 SF) and inspections in the Proposed Heightened Permit Requirements, the town will have to consider the costs of these requirements and possible fees and funding sources to cover the related significant staff or consulting costs.</p>

	<p>The Town must address the Proposed Heightened Permit Requirements for MS4s in the EOH Watershed, including developing and implementing a Stormwater Retrofit Program that addresses stormwater runoff from sites with existing development identified as needing controls to correct or reduce existing erosion and/or pollutant loading problems with emphasis on the pollutant phosphorus. North Salem will have to identify sites with erosion and/or pollutant problems; establish policy and procedures for project selection, funding, design, construction, etc.; and allocate sufficient funds to implement the program.</p> <p>The Town will have to consider the costs of this requirement and possible fees or funding sources to cover the significant staff or consultant costs of addressing this retrofitting requirement.</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>	

#### 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 the 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>	
<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.	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)



<ul style="list-style-type: none"> <li>List pollutants that will be addressed by the municipal pollution prevention program.</li> </ul>	
Sediment, phosphorus and salt.	
<ul style="list-style-type: none"> <li>Set and describe pollution prevention priorities by geographic areas, municipal operation type, and facilities.</li> </ul>	DO NOT ENTER INFORMATION IN THIS CELL
Pollution prevention covers the entire Town as it is located in the East of Hudson (EOH) Watershed (NYC Water Supply Watershed).	Pollution prevention will continue to cover the entire Town as it is located in the East of Hudson (EOH) Watershed (NYC Water Supply Watershed).
All existing practices are priorities.	All existing practices will continue to be priorities.
<b>Permit Reference IV.C.6.a:</b> Include a municipal pollution prevention training component for staff (where all staff are trained). <ul style="list-style-type: none"> <li>Explain activities and materials used to meet this requirement.</li> <li>Identify training needs and design training components</li> <li>Determine the adequacy and appropriate frequency of staff training.</li> <li>Identify personnel or outside organization conducting activities.</li> </ul>	
<p>An annual employee pollution prevention training program, such as a presentation, was not conducted in program year 2007-2007.</p> <p>However, the Highway Department conducts ongoing employee training, which addresses handling of salt and other materials as well as vehicle and equipment maintenance.</p> <p>The Town has participated in meetings with other Northern Westchester Towns and the Westchester County Planning Department regarding coordinated stormwater management training for Highway Department staff, as well as, contractors and developers.</p>	<p>The Highway Department will continue to conduct ongoing employee training.</p> <p>The Town will continue to participate in meetings with other Northern Westchester Towns and the Westchester County Planning Department regarding coordinated stormwater management training for Highway Department staff, as well as, contractors and developers.</p>
<b>Additional Techniques</b>	
<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)	
<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>	

**Minimum Control Measure 6. Municipal Operations:**   X   Street and Bridge Maintenance;   X   Winter Road Maintenance;   X   Stormwater System Maintenance;

Municipality: Town of North Salem

Permit Number: NYR20A\_0\_5\_6

X Vehicle and Fleet Maintenance; X Park and Open Space Maintenance; X Municipal Building Maintenance; \_\_\_ Solid Waste Management;  
X Other Cemeteries and Town Buildings and Grounds Maintenance

<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>	
<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. <ul style="list-style-type: none"> <li>• <i>Describe how the bulleted items below focus on the pollutants addressed by the municipal pollution prevention program and the pollution prevention priorities.</i></li> </ul>	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<ul style="list-style-type: none"> <li>• <i>Briefly describe or reference any existing policies and procedures</i></li> <li>• <i>Briefly describe or reference any policies and procedures being developed</i></li> </ul>	DO NOT ENTER INFORMATION IN THIS CELL
<ul style="list-style-type: none"> <li>• <i>Briefly describe or reference any existing best management practices</i></li> <li>• <i>Briefly describe or reference any planned best management practices</i></li> </ul>	DO NOT ENTER INFORMATION IN THIS CELL
<p>As described in the SWMPAR for 2005-2006, the Town's Highway Department has a Salt Storage Policy in place as well as other management practices related to maintenance of the Department's fleet and storage of materials.</p> <p>Current practices related to street cleaning, catch basin and storm drain cleaning, vehicle maintenance and washing, road salt storage and roadway and bridge maintenance have been continued in program year 2006-2007. These practices had been in place prior to the submittal of the NOI and the previous year's SWMPAR's.</p>	<p>Current practices related to street cleaning, catch basin and storm drain cleaning, vehicle maintenance and washing, road salt storage and roadway and bridge maintenance will be continued in program year 2007-2008.</p>
<ul style="list-style-type: none"> <li>• <i>Identify and describe the equipment and staff that are in place.</i></li> </ul>	DO NOT ENTER INFORMATION IN THIS CELL

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

<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>	
<b>Permit Reference IV.C.6.a, c (continued):</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.	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<ul style="list-style-type: none"> <li>• <i>Assess if existing programs adequately reduce and/or prevent pollutant discharges.</i></li> <li>• <i>Determine and list any operation type, location or facility that is in need of modification or updates.</i></li> </ul>	DO NOT ENTER INFORMATION IN THIS CELL
<b>Permit Reference IV.C.6.a:</b> If there is a training component for staff specific to these municipal operations:	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<ul style="list-style-type: none"> <li>• <i>explain the activities and materials;</i></li> <li>• <i>identify the personnel or outside organization conducting the activities.</i></li> </ul>	
<b>Additional Techniques</b>	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
	<p>The Town must address the Proposed Heightened Permit Requirements for MS4s in the EOH Watershed, including developing a Stormwater Conveyance System inspection and maintenance program including mapping with a maintenance schedule. The program must address outfalls, bank stability of receiving waterbodies and should conform to the NYS Stormwater Management Design Manual and address other heightened EOH requirements. A Corrective Action Plan must be developed for Stormwater conveyance System Components needing repair and a record of repairs.</p> <p>As noted above the Highway Department conducts inspections, cleaning, maintenance and repairs. Also, funding is being sought for an interactive computer mapping system. The Town will have to consider the costs of this requirement and possible fees or funding sources to cover the significant staff or consultant costs of addressing this requirement.</p>

	The Town must address the Proposed Heightened Permit Requirements for MS4s in the EOH Watershed, including developing a comprehensive street sweeping program. The Highway Department does street cleaning on an annual basis. The need for an enhanced street cleaning program will be considered in future years of the program depending on the costs of this requirement and possible fees or funding sources to cover the significant staff or contractor costs of addressing this requirement.
	The Town must address the Proposed Heightened Permit Requirements for MS4s in the EOH Watershed, including developing a snow and ice operational plan, state roads, equipment specifications, guidelines for storage of materials and additional measures. The Highway Department has established practices for snow and ice removal, storage of materials, etc. The need for an enhanced snow and ice operational plan will be considered in future years of the program depending on the costs of this requirement and possible fees or funding sources to cover the significant staff or contractor costs of addressing this requirement.
	The Town must address the Proposed Heightened Permit Requirements for MS4s in the EOH Watershed, including developing a turf management practices and procedures policy for municipally-owned lands. The Highway Department uses natural materials (composted leaf mulch, wood chips organic deer repellent, etc.) in its care of the Town's landscaped areas. The need for an enhanced turf management plan will be considered in future years of the program depending on the costs of this requirement and possible fees or funding sources to cover the significant staff or contractor costs of addressing this requirement.
	The Town must address the Proposed Heightened Permit Requirements for MS4s in the EOH Watershed, including program monitoring and evaluation through a program to assess discharge loadings. The Town will work with the NYSDEC in consideration of such a program depending on the costs of this requirement and possible fees or funding sources to cover the significant staff or contractor costs of addressing this requirement.
<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>	

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

<input type="checkbox"/>	Summary of public comments received on the annual report at the public presentation ( <b>Required</b> ) - Verbal comments and responses addressed in table above.
<input type="checkbox"/>	Intended response to comments on the annual report ( <b>Required</b> ) - Verbal comments and responses addressed in table above.
<input type="checkbox"/>	Results of information collected and analyzed, including monitoring data; evaluation of assessment (modeling) of pollutant discharges, including modeling results and pollutant transport trends.
<input checked="" type="checkbox"/>	Other <u>Stormwater and Green Lawn care pamphlets, Town Newsletter articles and adopted stormwater laws</u>

**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 discharged into the MS4. The MS4s have until year 5 to complete this work. <i>This section is not applicable to the Town of North Salem.</i>		
<b>1)</b> When was this work completed or planned to be completed?	Date completed: _____ Not yet completed Plan to complete for reporting in year: 4; 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 type="checkbox"/> Maintenance directives / BMPs <input type="checkbox"/> Access Permits <input type="checkbox"/> Tenant Leases	<input type="checkbox"/> Consultant Agreements <input type="checkbox"/> Construction / Bid Documents <input type="checkbox"/> Other _____ _____
<b>3)</b> Indicate which of these control mechanisms or procedures contain specific language prohibiting illicit discharges:	<input type="checkbox"/> Interconnection agreements <input type="checkbox"/> Maintenance directives / BMPs <input type="checkbox"/> Access Permits <input type="checkbox"/> Tenant Leases	<input type="checkbox"/> Consultant Agreements <input type="checkbox"/> Construction / Bid Documents <input type="checkbox"/> Other _____ _____
<b>4)</b> Explain how the MS4 intends to prohibit illicit discharges if: • none of the mechanisms in number 2 contain language prohibiting illicit discharges; or • the MS4 intends to add language to prohibit illicit discharges in other control mechanisms.	Explanation:	
<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 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. <i>This section is not applicable to the Town of North Salem.</i>	
<b>1)</b> When was this work completed or planned to be completed?	Date completed: _____ Not yet completed Plan to complete for reporting in year: 4; 5

<b>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).</b>	
____ Access Permits ____ Tenant Leases ____ Requests for Proposals (RFPs) ____ Scop of Services	____ Consultant Agreements ____ Construction / Bid Documents ____ Other Policies / Procedures _____
<b>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>	
<b>Control Mechanism</b>	<b><u>Erosion, Sedimentation and Stormwater Management Requirements</u></b>
	Require all projects to have SWPPPs, as in GP-02-01
	Require all 16 components of a basic SWPPP (erosion and sediment control)
	Require all additional 7 components for a full SWPPP when post-construction control is required
	Meet the standards in the <i>Erosion and Sediment Control</i> and <i>Stormwater Management Design Manuals</i> (or otherwise meet the requirements of GP-02-01)
	Require contractor certification statements stating that the contractor will agree to comply with the terms and conditions of the SWPPP
	Require proper operation and maintenance of stormwater facilities during construction
	Require proper operation and maintenance of stormwater facilities after construction
	Require SWPPPs to be certified by a licensed / certified individual when there is a deviation from technical standards or direct discharge to a 303(d) segment or TMDL watershed subject to condition A of GP-02-01
	Have a process for review of SWPPPs
	Require site self inspections as in GP-02-01
	Have enforcement procedures during and after construction
	Require construction site operators to control waste
	Procedures for receipt and consideration of information submitted by the public
<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>	Explanation: