

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 New Hartford SPDES Permit Number: NYR20A328

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)			
Section A. MS4 Owner/Operator and Contact Person Information (contact persons explained in instructions)			
Owner/Operator Is information below new or changed? <u> </u> Yes <u> X </u> No			
Name: Roger A. Cleveland		Title: Superintendent of Highways	Department: Highway
Mailing Address:	Street or P.O. Box: 48 Genesee Street		Town: New Hartford
	County: Oneida	State: New York	Zip Code: 13413
Phone: (315) 733-7500		E-mail Address: RogerC@town.new-hartford.ny.us	
Local Stormwater Public Contact (Required by Minimum Measure 2)			
Is information below: 1) new or changed? <u> </u> Yes <u> </u> No			
2) same as: <u> X </u> Owner/Operator			
Name:		Title:	Department:
Mailing Address:	Street or P.O. Box:		Town:
	County:	State:	Zip Code:
Phone: ()		E-mail Address:	
Stormwater Management Program (SWMP) Coordinator (Responsible for implementation/coordination of SWMP)			
Is information below: 1) new or changed? <u> </u> Yes <u> </u> No			
2) same as: <u> X </u> Owner/Operator <u> </u> Local Stormwater Public Contact			
Name:		Title:	Department:
Mailing Address:	Street or P.O. Box:		Town:
	County:	State:	Zip Code:
Phone: ()		E-mail Address:	
Annual Report Preparer			
Is information below: 1) new or changed? <u> </u> Yes <u> X </u> No			
2) same as: <u> </u> Owner/Operator <u> </u> Local Stormwater Public Contact <u> </u> SWMP Coordinator			
Name: Kurt L. Schwenzfeier, AICP		Title: Town Planner	Department: Planning
Mailing Address:	Street or P.O. Box: 111 New Hartford Street		Town: New Hartford
	County: Oneida	State: New York	Zip Code: 13413
Phone: (315) 724-4300 ext. 5		E-mail Address: KurtS@town.new-hartford.ny.us	

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

Section B. Local Water Quality Information

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

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

☒ Yes (complete the table below) ☐ No ☐ Not Yet Determined

(Put an X in the 'Classification' cell to indicate if the MS4 discharges to a waterbody on the 303(d) list and / or if it is in a TMDL watershed.)

Impaired Waters Name (from 303 (d) list and/or TMDL)	Pollutant(s) of Concern (from 303 (d) list and/or TMDL)	Classification	
		303 (d)	TMDL
Sauquoit Creek	Contam. Sediment	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:

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

Oneida County Soil and Water
Sauquoit Creek Basin Intermunicipal Commission
Village of New York Mills

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

Herkimer-Oneida Counties Comprehensive Planning Program
Inter-municipal Stormwater Management Working Group

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? X Yes No (explain below)

Explain: Although this question has been answered in the affirmative, the fiscal impact and added work load associated with implementation of such a long range series of complex mandates has placed a significant additional burden on the existing Town of New Hartford staff and its resources. The Town of New Hartford is compliant in meeting the January 2008 deadline, but there still remain numerous policies and procedures that need to be developed as the program matures under the Town of New Hartford renewed SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems which has been re-titled GP-0-08-002 effective from May 1, 2008 to April 30, 2010. Additional training of employees is needed concerning pollution prevention and good housekeeping practices to comply with the requirement of Minimum Control Measure 6. It is anticipated that a regular program of continuously updated materials will be required to meet this need, as well as new sources of funding given the wide variety of Best Management Practices involved for successful implementation of this Minimum Control Measure.

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:

- Stormwater funding included in the Town Budget and \$2,000,000 Stormwater Bond
- Funds from the Special Drainage Districts will be used to maintain stormwater infrastructure within the individual districts.
- Our present MS4 work load is being absorbed with existing staff and funding resources. A specific budget line for the MS4 Program was not included in the annual 2008 Town of New Hartford budget. As resources are needed, staff will seek approval for funding from the Town Board. It is critical to the successful future implementation of the MS4 program that significant added outside financial resources are secured to truly make this program a success.

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 <u>ONLY</u>		
		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: Public education to be an ongoing process			Yes <u>X</u> No N/A
IV.C.2.	Public Involvement / Participation	<u>X</u> Yes	No	N/A
	Explain 'no' / 'N/A' answer: Need to establish scheduled periodic communication with advisory committees & local service organization.			Yes <u>X</u> No N/A
IV.C.3.	Illicit Discharge Detection and Elimination	<u>X</u> Yes	No	N/A
	Explain 'no' / 'N/A' answer:			<u>X</u> Yes No N/A
IV.C.4.	Construction Site Stormwater Runoff Control	<u>X</u> Yes	No	N/A
	Explain 'no' / 'N/A' answer:			<u>X</u> Yes No N/A
IV.C.5.	Post-Construction Stormwater Management	<u>X</u> Yes	No	N/A
	Explain 'no' / 'N/A' answer: SWPPP requirements relative to post-construction inspections lack specificity, and the town is working to find a mechanism to bring clarity to this process. Additional outside resources will be required to implement ongoing long-term measures such as added equipment (for testing, maintenance, inspection, record keeping, etc.) and stormwater retrofit of existing areas of non-compliance (outfall repair, remediation, stream corridor retrofits, etc.).			Yes <u>X</u> No N/A
IV.C.6.	Pollution Prevention / Good Housekeeping for Municipal Operations	<u>X</u> Yes	No	N/A
	Explain 'no' / 'N/A' answer: Although steady progress is being made in this area, the age of certain facilities makes compliance difficult without additional outside resources and/or cooperation with neighboring municipalities. Examples include training in best management practices, possible bulk purchase of materials (erosion control blankets, mulch, hydro seeding, etc.), shared use of facilities (vehicle wash area, salt storage, etc.) and training. A budget line will also be requested within the annual Town of New Hartford budget to ensure proper resources are available for implementation of the program.			Yes <u>X</u> 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: Roger A. Cleveland Title: Superintendent of Highways

Signature: _____ Date: _____

This form must be signed by either a principal executive officer or ranking elected official, or duly authorized representative of that person as described in Part VI.I.2. of the permit. See instructions for more information about who can sign this form.

Send two completed **hard copies** (an original and a photocopy) of this form, the Annual Report Table and any attachments to the DEC Central Office (MS4 Permit Coordinator, 625 Broadway, Division of Water - 4th Floor, Albany, NY 12233-3505). **DO NOT SUBMIT REPORTS IN THREE-RING BINDERS.**



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

Regulated MS4: TOWN OF NEW HARTFORD **SPDES Permit Number:** NYR20A328

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

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

Minimum Control Measure 1. Public Education and Outreach

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

Permit Reference IV.C.1.a, b: Plan and conduct an ongoing public education and outreach program to ensure the reduction of all pollutants of concern in stormwater discharges to the maximum extent practicable (MEP). • <i>Explain the program, including activities and materials used</i> • <i>Identify the personnel or outside organization conducting the activity.</i> • <i>Indicate activities planned for next year.</i>	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Plan and conduct an ongoing public education and outreach program (required)	Ongoing Task
Classroom Education	Ongoing Task
OCSWCD held training session dealing with planning board review of projects. This training was open to the public.	Sessions held County-wide in January of 2007.
Establish a Stormwater Library	Ongoing Task: Updated as information becomes available
Speakers at Municipal Meetings	Ongoing Task
Southern Area GEIS	Ongoing Task: A third Generic Environmental Impact Statement covering nearly half of the Town's land area to ascertain and identify mitigation for issues of environmental significance; a just recently completed Comprehensive Plan for land use, improved stormwater management following the DEC's MS4's and best management practices program; stormwater management improvements via a recently approved 2M dollar bond initiative; the Town participating in the Oneida County Sewer District's response to the recent NYSDEC Consent Order, a response that will include both better management of both sanitary and storm systems; working in concert with the Mohawk Valley Water Authority to implement future plans for the expansion of potable water, and other initiatives including, but not limited to, vehicle and pedestrian transportation improvements, collaboration and sharing of services with other service providers, and greening our approach to the way the Town does business

Commercial Drive GEIS	Ongoing Task
Burrstone Road GEIS	Ongoing Task
Additional Techniques	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Outreach to Commercial Entities	Ongoing Task
WEBPAGE - An informational web page was created on the Town website devoted to stormwater issues relevant to the community. At a minimum, this web page will include a general description of the stormwater Phase II regulations; pollutants of concern and their sources; the purpose of stormwater management and how the public can become involved; scheduled community events; links to stormwater internet sites and brochures; Town stormwater contact information; and the electronic versions of the Town's draft and final SWMPARs. The web page is intended to augment other media for disseminating stormwater-related information and materials to the public.	Year 6- The Town will continue to update and expand the information available on the stormwater web page. The Town has made progress on the website in 2007/2008 and continues to improve both its content and public access. Items to be added to the town's website include; local information contacts and respective department, pdf. files including public information and Annual Repots, external links to the Environmental Protection Agency (EPA), the Center for Watershed Protection, NYS Department of Environmental Conservation (DEC), to name a few. Improvements to begin June 2008.
Town will post link to Oneida Herkimer Solid Waste Authority website for information on household hazardous waste collection information.	Link will be posted Summer of 2008.
Town Board, Planning Board and Zoning Board of Appeals members attended training that covered site plan review and stormwater issues.	Year 6- Planning Board and Zoning Board of Appeals members will attend training to better educate them on issues pertaining to sensible development and stormwater pollution prevention. An emphasis will be placed on training specifically geared towards stormwater related topics.
Town of New Hartford Planning, Engineering and Building Departments present information on the MS4 program in general and Local Laws for Minimum Control Measures 4 and 5 in specific to 100% of contractors and developers who come to the town of New Hartford for information and/or services such as permits, approvals, etc.	Evaluation: MS4 is now a part of the culture of doing business with and in the Town of New Hartford. Information is disseminated and all contractors and developers are made aware of the program requirements.

<p>The Town of New Hartford publishes an annual Trash Pickup within the Town of New Hartford. Approximately 9,100 households received this publication in March 2008. It contains relevant information about the Town's annual bulk trash pick-up, leaf collection and New Hartford Waste collection drop-off. The Newsletter is also published on the Town's website.</p>	<p>This is an ongoing task. Approximately 9,100 households received the Town of New Hartford Newsletter in March 2008.</p> <p>Information concerning Illicit Discharge Detection Elimination and Good Housekeeping practices will be included. New anticipated publication date: Spring 2009.</p>
<p>Sauquoit Creek cleanup day</p>	<p>The Sauquoit Creek Basin Intermunicipal Commission, along with the Federated Sportsmen Clubs of Oneida County, is conducting a stream cleanup on Saturday April 19 at 8:00 AM (rain date is April 26).</p> <p>Article published in the Utica OD. Following groups who had shown an interest in participating: Troop 50 Cub Scouts (Sauquoit), Troop 51 Boys Scouts (Cassville), SUNY Morrisville, Herkimer "ECO" Club, and New Hartford Cub Scouts</p>
<p>Stormwater Steering Committee</p>	<p>A Steering Committee made up of private citizens, Board officials, and Town staff has been meeting on a continuous basis since last summer. Outside the actual meeting, discussions have been held with the Mohawk Valley Water Authority, the City of Utica, the NYSDEC, and the Sauquoit Creek Basin Intermunicipal Commission on various matters relating to progressing improvements. And besides the Town's own engineering consultant, we have also be working in concert with Oneida County Soil and Water Conservation District personnel. The Committee is progressing two projects at the current time, however, even before those are completed the issues of citizen input, downstream impact, land acquisition, future maintenance, and a review of how these projects fit with the mitigation required by the NYSDEC Consent Order must be accomplished.</p>
<p>Oneida/Herkimer County Stormwater Management Working Group-A town representative continues to attend the meeting of this user's group on a frequent basis. Stormwater related ideas are shared among the attendees.</p>	<p>Continue to attend these informational meetings.</p>
<p>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change: Creating a stormwater information page on the Town website was not fully accomplished in Year 3 and is moved to a Year 5 goal. The effort required to organize information and create the website was more than anticipated, and the web page was not finalized</p>	

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.

Permit Reference IV.C.2.c.iii.: Design and conduct a public involvement / participation program. <ul style="list-style-type: none"> • <i>Describe activities that the MS4 has/will undertake to provide program access to interested individuals and to gather needed input.</i> • <i>Indicate activities planned for next year.</i> 	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)	
Public notice and access to documents and information (required)	Ongoing Task	
Public involvement/participation	Ongoing Task	
Stream/Road Cleanup	Ongoing Task The annual leaf and brush program reduces potential for nutrient loading in receiving streams and water bodies by eliminating the illegal dumping of these materials into stream corridors, wetlands or other low lying areas susceptible to inundation. This clean-up prohibits clogging of municipal storm drains minimizing the impact of erosion during storm events.	
Permit Reference IV.C.2.a, f: Develop procedures to provide public notice about and access to documents and information in a manner that complies with state and local public notice requirements. <i>Describe procedures below and state the methods used to publicize the AR public presentation.</i>		
Public Notices regarding public hearings published in official newspaper as legal notice(s) in accordance with municipal requirements		
Post the Annual Report on the Towns' web site		
Permit Reference IV.C.2.e: Public presentation of; f: summary of comments received on; and g: intended response to comments on the SWMPAR.		
Summarize attendance at the public presentation of the Annual Report. Include number of attendees and who was represented:		
Comments on Annual Report Meeting ___ No public comments received on Annual Report. ___ Comments received. Attach summary of comments and intended responses.	Date of Annual Report Meeting: May 2008	Approximate Date of Meeting Next Year: May 2009
Additional Techniques	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)	
Advisory Committees: Oneida/Herkimer County Stormwater Management Working Group-A town representative continues to attend the meeting of this user's group on a frequent basis. Stormwater related ideas are shared among the attendees.	Ongoing Task: Continued to participate in periodic meetings of the The Herkimer and Oneida Counties Intermunicipal Stormwater Management Working Group chaired by the Oneida County Planning Dept and the Soil Water& Conservation District (SWCD). Local DEC office representatives also in attendance.	

Watershed Organization: The Town of New Hartford is a participant in the Sauquoit Creek Basin Commission, an organization composed of communities within the Sauquoit Creek watershed. The commission focuses on flooding and stormwater management issues within the watershed.	Ongoing Task: Continue to be a member in this organization during the 2009 reporting period.
Sauquoit Creek cleanup day	<p>The Sauquoit Creek Basin Intermunicipal Commission, along with the Federated Sportsmen Clubs of Oneida County, is conducting a stream cleanup on Saturday April 19 at 8:00 AM (rain date is April 26).</p> <p>Article published in the Utica OD. Following groups who had shown an interest in participating: Troop 50 Cub Scouts (Sauquoit), Troop 51 Boys Scouts (Cassville), SUNY Morrisville, Herkimer "ECO" Club, and New Hartford Cub Scouts</p>
Stormwater Steering Committee	A Steering Committee made up of private citizens, Board officials, and Town staff has been meeting on a continuous basis since last summer. Outside the actual meeting, discussions have been held with the Mohawk Valley Water Authority, the City of Utica, the NYSDEC, and the Sauquoit Creek Basin Intermunicipal Commission on various matters relating to progressing improvements. And besides the Town's own engineering consultant, we have also be working in concert with Oneida County Soil and Water Conservation District personnel. The Committee is progressing two projects at the current time, however, even before those are completed the issues of citizen input, downstream impact, land acquisition, future maintenance, and a review of how these projects fit with the mitigation required by the NYSDEC Consent Order must be accomplished.
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: None	

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

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

<p>Permit Reference IV.C.3.a: Develop, implement and enforce a program to detect, identify and eliminate illicit discharges, including illegal dumping, into the MS4.</p> <ul style="list-style-type: none"> • <i>Explain the activities and procedures used to meet this requirement this year <u>and planned for next year</u>.</i> • <i>Revise as procedures are updated.</i> • <i>Identify personnel or outside organization conducting the activities</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> • <i>Example measurable goals: number of illicit discharges detected; number of illicit discharges eliminated.</i>
Outfall identification/mapping: OCSWCD Staff and interns have mapped all of Sauquoit Creek outfalls. This mapping is in GIS format.	Goal to complete system outfall mapping during 2007 reporting period. OCSWCD reports task is 100% complete.
Identify illicit discharges; inspect of drainage system for illicit discharges	Ongoing Task
Public, employees, businesses informed of hazards from illicit discharges	Ongoing Task
Periodic visual inspection of ditches, culverts, catchment basins and outfalls by Town Staff	Ongoing Task
Draft IDDE Law has been prepared and will be evaluated by Town Board.	Ongoing Task:
<p>Permit Reference IV.C.3.b: Develop and maintain a map showing the location of all outfalls and the names and location of all waters of the US that receive discharges from outfalls. <i>Explain activities performed this year <u>and planned for next year</u>, including work on the following IDDE guidance prerequisites:</i></p> <ul style="list-style-type: none"> • field verification of outfall locations; • mapping all inter-municipal subsurface conveyances; • delineating storm sewershed; and • developing and retaining MS4 mapping as needed to find the source and identify illicit discharges. <i>State if maps are in GIS.</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> • <i>Example measurable goals: percent of outfalls mapped</i>
Obtain base mapping of municipality	Completed
Identify outfalls: OCSWCD Staff and interns have mapped all of Sauquoit Creek outfalls. This mapping is in GIS format.	<p>Goal to complete system outfall mapping during 2007 reporting period. OCSWCD reports task is 100% complete.</p> <p>Year 6- The Town will continue to update mapping to include any new or previously unknown outfalls.</p>
Mapping inter-municipal subsurface conveyances	Ongoing Task
Ditches and culverts and outfall to Mud and Sauquoit Creek to be mapped	Ongoing Task

In 1991 a drainage study was performed by Engineering for the entire town. The analysis broke New Hartford into multiple district drainage areas. This information has been very useful in understanding the drainage patterns within the town.	The study will be used to assist in the location of future illicit discharge sources.
Delineating storm sewer shed.	Mapping of the storm sewer sheds within the Town is planned for year 6.

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

Permit Reference IV.C.3.c: Prohibit, through an ordinance, local law or other regulatory mechanism, illicit discharges into the MS4. The MS4s have until year 5 to complete the local law work. See the instructions for information about completing this section.	
Does the MS4 have the legal authority to enact ordinances, local laws or other regulatory mechanisms?	<input type="checkbox"/> No (go to ADDENDUM 1) <input checked="" type="checkbox"/> Yes (complete questions below)
Assessment of Regulatory Mechanism (Local Code)	
1) When was this assessment completed or planned to be completed?	Date completed: <u>Jan 1, 2008</u> <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete for reporting in year: <u>4</u> ; <u>5</u> .
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
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
Development of Regulatory Mechanism (Local Codes)	
5) When was this work completed or planned to be completed?	Date completed: <u>Existing</u> <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete work below for reporting in year: <u>4</u> ; <u>5</u> .
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 local code(s) 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: N/A Codes Existing
10) Provide a web address if adopted local law can be found on a web site.	Web Address: www.town.new-hartford.ny.us

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.

Permit Reference IV.C.3.e: Inform public employees, businesses and the general public of hazards associated with illegal discharges and improper disposal of waste. <ul style="list-style-type: none"> <i>Explain activities and materials used to meet this requirement this year <u>and</u> planned for next year</i> <i>Identify personnel or outside organization conducting activities</i> 	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Articles in Town newsletter	Ongoing Task: Will continue to post articles when available.
Annual Sauquoit Creek cleanup day	<p>The Sauquoit Creek Basin Intermunicipal Commission, along with the Federated Sportsmen Clubs of Oneida County, is conducting a stream cleanup on Saturday April 19 at 8:00 AM (rain date is April 26).</p> <p>Article published in the Utica OD. Following groups who had shown an interest in participating: Troop 50 Cub Scouts (Sauquoit), Troop 51 Boys Scouts (Cassville), SUNY Morrisville, Herkimer “ECO” Club, and New Hartford Cub Scouts</p>
Additional Techniques	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Oneida/Herkimer County Stormwater Management Working Group-A town representative continues to attend the meeting of this user’s group on a frequent basis. Stormwater related ideas are shared among the attendees.	Continue to attend these informational meetings.
Watershed Organization: The Town of New Hartford is a participant in the Sauquoit Creek Basin Commission, an organization composed of communities within the Sauquoit Creek watershed. The commission focuses on flooding and stormwater management issues within the watershed.	<p>Ongoing Task: Continue to be a member in this organization during the 2009 reporting period.</p> <p>During this reporting year the following projects were accomplished: A severe embankment erosion situation was identified at Pietryka Park, in the Village of New York Mills. This exposed embankment allowed for the continued erosion of gravel into the stream, which, as it moved downstream, reduced the flow area of the stream channel and set the land areas abutting the stream up for increased flooding. In addition, the eroded stream bank was approaching a high pressure gas main. While doing site investigation it was discovered that there was an exposed sewer line in the same, exact area that the Commissions project was located.</p>

	<p>Along Oneida Street in the vicinity of Hand Place. During the summer, the Sauquoit Creek stream bank was discovered to have eroded to within several feet of Oneida St. And it so happened that the Town also discovered a manhole at this same location, that from either the ice or debris in the stream had dislodged the frame and cover, allowing for millions of gallons of water to enter the sewer during high stream flow conditions. This was immediately corrected, but the manhole and attached sewer line remains precariously located in the direct path of the stream flow and needs to be protected. (Completed 2007)</p>
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<p>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change: None</p>

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

<p>Permit Reference IV.C.4.b.i, 5.a.i: Require development and implementation of erosion and sedimentation controls through a local law or other regulatory mechanism. Report on assessment process used (<i>Stormwater Management Gap Analysis Workbook for Local Officials</i> or equivalent process). The MS4s have until year 5 to complete the local law work. See the instructions for information about completing this section.</p>	
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)
<p align="center">Preliminary Assessment of Regulatory Mechanism (Local Code)</p>	
1. When was the preliminary assessment of existing local codes completed or when will it be completed?	<p>Date completed: <u>Jan 1, 2008</u> <input type="checkbox"/> Not yet completed (proceed to next table)</p> <p>Plan to complete for reporting in year: <u>4</u>; <u>5</u>.</p> <p><input type="checkbox"/> Did not do preliminary assessment; proceeded directly to Gap Analysis Worksheets 1-4 or adopted <i>Sample Local Law for Stormwater Management and Erosion & Sediment Control</i> (Sample Local Law).</p>
2. If preliminary assessment was completed, indicate the results.	<p><input type="checkbox"/> If none of Sample Local Law provisions appear in local code; consider adopting Sample Local Law or equivalent</p> <p><input type="checkbox"/> If few Sample Local Law provisions appear in local code; major revisions needed or consider adopting Sample Local Law or equivalent</p> <p><input type="checkbox"/> If most of the Sample Local Law provisions appear in local code; minor revisions needed</p>
<p align="center">Assessment and Development of Regulatory Mechanism (Local Code) (continued on next page)</p>	
3. When was the Gap Analysis or equivalent process completed or when will it be completed?	<p>Date completed: _____ <input type="checkbox"/> Not yet completed (proceed to next table)</p> <p>Plan to complete work below for reporting in year: <u>4</u>; <u>5</u>.</p>
<p>4. How was / will the local code adopted*?</p> <p><i>*If MS4 has some existing local code equivalent to the Sample Local Law and adopted parts of the Sample Local Law as amendments to make a complete local code, check b and c.</i></p>	<p>a. <input type="checkbox"/> The entire Sample Local Law adopted as amendments to existing code or as stand alone law.</p> <ul style="list-style-type: none"> <input type="checkbox"/> If no portions of the Sample Local Law were moved or deleted, all provisions would be exactly the same as the Sample Local Law. <input type="checkbox"/> If ANY provisions of the Sample Local Law were moved or deleted, the moved or changed provisions must be reviewed (use the <i>Gap Analysis</i> or equivalent process) to ensure the intent of the law has not been changed. <p>b. <input type="checkbox"/> Parts of NYS Sample Local Law adopted as amendments to existing code.</p> <p>c. <input type="checkbox"/> Language developed by municipality was demonstrated to be equivalent.</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 (continued)

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

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

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

MS4s that adopt the entire Sample Local Law as amendments to existing code or as stand alone law need to indicate the number of provisions 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 PROVISIONS IN LOCAL LAW		
	Existing provisions exactly the same as the Sample Local Law language	Existing provisions equivalent to the Sample Local Law language (see Gap Analysis Workbook Equivalence Sheets for information to help determine equivalence)	Sample Local Law or equivalent language to be adopted , listed as legislative agenda items.
1			
2			
3, 4, 5			
6			
TOTAL			
6. Has a list of needed changes (legislative agenda) been developed for adoption of amendments to local codes (or for deletion of existing codes that are addressed by adoption of a stand alone law)?		<input type="checkbox"/> No <input type="checkbox"/> Yes, list the local codes that will be changed:	
7. What was the date or is planned date of local code adoption?		Date: N/A Codes Existing	
8. Provide a web address if the adopted local law can be found on a web site.		Web Address: www.town.new-hartford.ny.us	

Minimum Control Measure 4. Construction Site Stormwater Runoff Control

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

<p>Permit Reference IV.C.4.b. v: Develop and implement procedures for site plan review by the MS4 that incorporate consideration of potential water quality impacts and review individual pre-construction site plans to ensure consistency with local sediment and erosion control requirements.</p> <ul style="list-style-type: none"> Describe the procedures below. <u>Revise as procedures are updated.</u> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> Example measurable goals: number of plans received; number of plans reviewed; percent of plans received that are reviewed.
Require erosion and sedimentation controls through an ordinance or other regulatory mechanism	Ongoing Task
Provide opportunity for public comment on construction plans	Ongoing Task
Planning Board's site plan review criteria currently includes stormwater quality and soil erosion and sediment control considerations	Ongoing Task
<p>Permit Reference IV.C.4.b. vi: Develop and implement procedures for the receipt and consideration of information submitted by the public.</p> <ul style="list-style-type: none"> Explain the procedures below. <u>Revise as procedures are updated.</u> Identify the responsible personnel or outside organizations. 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
Planning Boards's site plan approval procedures typically involve public hearing to receive public input	Ongoing Task

Minimum Control Measure 4. Construction Site Stormwater Runoff Control

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

<p>Permit Reference IV.C.4.b. iii, vii: Develop and implement procedures for site inspections, enforcement of control measures and sanctions to ensure compliance with GP-02-02.</p> <ul style="list-style-type: none"> Describe each procedure below. <u>Revise as procedures are updated.</u> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> Example measurable goals are number of: inspections; fines assessed; stop work orders; other sanctions.
<p>Site inspections by the Town Engineer, Town Planner, as well as engineering consultants as required, to ensure compliance with approved site plans</p>	<p>Ongoing Task</p>
<p>Continue to evaluate and update ordinances and procedures aligned with DEC recommendations</p>	<p>Ongoing Task</p>
<p>Permit Reference IV.C.4.b. viii: Educate and train construction site operators about requirements to develop and implement a SWPPP and any other requirements they must meet within the MS4s jurisdiction.</p> <ul style="list-style-type: none"> Explain the activities and materials used to meet this requirement. Identify the personnel or outside organization conducting this activity. Indicate activities planned for next year. 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Develop brochure for contractors to be included with the Building Permit process</p>	<p>Ongoing Task</p>
<p>Continue to work with OCSWCD and others to encourage training opportunities for contractors.</p>	<p>Ongoing Task: As training becomes available.</p>
<p>Additional Techniques</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Investigate possibility of posting training opportunities on Town's website</p>	<p>Ongoing Task: As training becomes available.</p>
<p>Oneida/Herkimer County Stormwater Management Working Group-A town representative continues to attend the meeting of this user's group on a frequent basis. Stormwater related ideas are shared among the attendees.</p>	<p>Continue to attend these informational meetings.</p>
<p>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change: None</p>	

Minimum Control Measure 5. Post-Construction Stormwater Management

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

Permit Reference IV.C.5.a, c. Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<ul style="list-style-type: none"> A combination of structural and/or non-structural management practices. <i>Identify and describe below procedures to ensure installation of post-construction management practices. <u>Revise as procedures are updated.</u></i> 	DO NOT ENTER INFORMATION IN THIS CELL
Continue to evaluate and update ordinances and procedures aligned with DEC recommendations	Ongoing Task
The Town of New Hartford requires developers to post an escrow account to fund inspections by the Town of new construction and redevelopment projects during the construction phase. The post-construction inspections are funded by the Town budget.	Ongoing Task
All applicants are required to provide “As-built” plans for stormwater management practices to the Town Engineers office at the completion of construction activities	Ongoing Task
The Town of New Hartford will begin a program of assessing the effectiveness of existing post-construction stormwater management controls.	During the next reporting period, the town will inspect and assess their existing post construction stormwater management facilities (stormwater management basins).
<ul style="list-style-type: none"> Procedures for site plan and SWPPP review to ensure SWMPs meet state standards. <i>Describe procedures below. <u>Revise as procedures are updated.</u></i> 	<ul style="list-style-type: none"> <i>Example measurable goals include: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</i>
Continue to evaluate and update ordinances and procedures aligned with DEC recommendations	Ongoing Task
The Planning Board considers post construction control plans contained in Stormwater Pollution Prevention Plans (SWPPP’s) when required as part of the review of site and subdivision plan applications. Review comments on the compliance of a project’s SWPPP with local and State requirements are provided to the board by a licensed engineer.	Ongoing Task

Minimum Control Measure 5. Post-Construction Stormwater Management

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

Permit Reference IV.C.5.a, c. (continued): Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<ul style="list-style-type: none"> Procedures for inspection and maintenance of post-construction management practices. <i>Explain procedures below. <u>Revise as procedures are updated.</u></i> 	<ul style="list-style-type: none"> <i>Example measurable goals are number of: inspections maintenance activities performed.</i>
Continue to evaluate and update ordinances and procedures aligned with DEC recommendations	Ongoing Task:
<ul style="list-style-type: none"> Procedures for enforcement and penalization of violators. <i>Explain procedures below. <u>Revise as procedures are updated.</u></i> 	<ul style="list-style-type: none"> <i>Example measurable goals: number enforcement activities performed.</i>
Continue to evaluate and update ordinances and procedures aligned with DEC recommendations	Ongoing Task:

Minimum Control Measure 5. Post-Construction Stormwater Management

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

Permit Reference IV.C.5.a, c. (continued): Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<ul style="list-style-type: none"> Adequate resources for a program to inspect new and re-development sites and for enforcement and penalization of violators. <i>Describe resources below. <u>Update annually.</u></i> 	DO NOT ENTER INFORMATION IN THIS CELL
Continue to evaluate and update ordinances and procedures aligned with DEC recommendations	Ongoing Task:
Additional Techniques	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Stormwater Steering Committee	<p>A Steering Committee made up of private citizens, Board officials, and Town staff has been meeting on a continuous basis since last summer. Outside the actual meeting, discussions have been held with the Mohawk Valley Water Authority, the City of Utica, the NYSDEC, and the Sauquoit Creek Basin Intermunicipal Commission on various matters relating to progressing improvements. And besides the Town's own engineering consultant, we have also be working in concert with Oneida County Soil and Water Conservation District personnel. The Committee is progressing two projects at the current time, however, even before those are completed the issues of citizen input, downstream impact, land acquisition, future maintenance, and a review of how these projects fit with the mitigation required by the NYSDEC Consent Order must be accomplished.</p> <p>Two projects had already been investigated to varying degrees prior to the formation of the Stormwater Group. The Oxford/ Kellogg Rd. project had already had a drainage analysis done on the watershed when we first started meeting. The findings were presented to the Group and it was voted to recommend advancing this project to final design. This improvement will result in the construction of a detention facility on the corner of Oxford and Kellogg Rd., along with some piping modifications downstream. There is the possibility of starting construction before the end of the year and working into the winter, weather permitting. The other project to be advanced was the Woodberry/ Beechwood collection area. This was recommended for a hydrologic analysis as proposals for doing so were</p>

	already in the works as we started to meet. Both this location and the Oxford/ Kellogg Rd. location has the capability of disrupting emergency services during severe storm events, and were believed to be high on any prioritization list.
Oneida/Herkimer County Stormwater Management Working Group-A town representative continues to attend the meeting of this user's group on a frequent basis. Stormwater related ideas are shared among the attendees.	Continue to attend these informational meetings.
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: None	

Minimum Control Measure 6. Pollution Prevention/Good Housekeeping for Municipal Operations

OVERALL MUNICIPAL POLLUTION PREVENTION / GOOD HOUSEKEEPING PROGRAM INFORMATION

<ul style="list-style-type: none"> • This table is for MS4s to report on their OVERALL Municipal Pollution Prevention / Good Housekeeping Program. • A separate table follows that is for MS4s to report on management practices performed in identified municipal operations. • Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures. • Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed. 	
Permit Reference IV.C.6.a: Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<ul style="list-style-type: none"> • <i>List pollutants that will be addressed by the municipal pollution prevention program.</i> 	
Sediments, Salt	
<ul style="list-style-type: none"> • <i>Set and describe pollution prevention priorities by geographic areas, municipal operation type, and facilities.</i> 	DO NOT ENTER INFORMATION IN THIS CELL
Removal of sediments from storm system, catch basins, and roadways	Ongoing Task: The Town's annual spring street and shoulder cleaning program includes the mechanical sweeping and removal of winter road abrasives. Approximately 80 to 100 tons of material removed and stockpiled yearly.
Town of New Hartford curbside pickup and trash drop off	Ongoing Task: The Town's Curbside pickup and trash drop off program includes the collection for household waste. Approximately 472 tons of material was collected and transferred to the Herkimer-Oneida Counties Solid Waste Authority.
Storage of road salt in covered areas	Ongoing Task: The Town's annual supply of road salt is stored undercover.
Prevent discharge of pollutants from municipal operations	Ongoing Task
Permit Reference IV.C.6.a: Include a municipal pollution prevention training component for staff (where all staff are trained).	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<ul style="list-style-type: none"> • <i>Explain activities and materials used to meet this requirement.</i> • <i>Identify training needs and design training components</i> • <i>Determine the adequacy and appropriate frequency of staff training.</i> • <i>Identify personnel or outside organization conducting activities.</i> 	
Conduct employee pollution prevention training	Ongoing Task
The Town will create a funding mechanism where fees and fines levied will contribute necessary resources to stormwater management inspections, enforcement, and maintenance of facilities. Resource needs will be discussed	Ongoing Task

and explored as the Town begins development of a local law to address stormwater management.	
Additional Techniques	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Vehicle Maintenance/Washing	Ongoing Task
Hazardous Waste Materials Handling	Ongoing Task
Yard waste collection	Ongoing Task: This reporting year the Town of New Hartford Highway department collected 416 cubic yards of leaves and 13,109 cubic yards of wood waste
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: None	

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: _____

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

Permit Reference IV.C.6.a, c: Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from the municipal operation(s) indicated above to the MEP. <ul style="list-style-type: none"> • <i>Describe how the bulleted items below focus on pollutants addressed by the municipal pollution prevention program and the pollution prevention priorities.</i> 	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<ul style="list-style-type: none"> • <i>Briefly describe or reference any existing policies and procedures</i> • <i>Briefly describe or reference any policies and procedures being developed</i> 	DO NOT ENTER INFORMATION IN THIS CELL
Street sweeping	Ongoing Task
Storm system and catch basin cleaning to remove sediments	Ongoing Task
<ul style="list-style-type: none"> • <i>Briefly describe or reference any existing best management practices</i> • <i>Briefly describe or reference any planned best management practices</i> 	DO NOT ENTER INFORMATION IN THIS CELL
Street sweeping	Ongoing Task
Catch basin cleaning	Ongoing Task
<ul style="list-style-type: none"> • <i>Identify and describe the equipment and staff that are in place</i> 	DO NOT ENTER INFORMATION IN THIS CELL
Street sweeper and DPW staff	Ongoing Task
Sewer truck and DPW staff	Ongoing Task

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"> • Copy this page and give it to each municipal office or department responsible for reporting. • Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department. • Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures. • Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed. 	
Permit Reference IV.C.6.a, c (continued): Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<ul style="list-style-type: none"> • <i>Assess if existing programs adequately reduce and/or prevent pollutant discharges</i> • <i>Determine and list any operation type, location or facility that is in need of modification or updates.</i> 	DO NOT ENTER INFORMATION IN THIS CELL
Street sweeping program: adequately reduces sediment pollution discharges	Ongoing Task
Storm system and catch basin cleaning program: adequately reduces sediment pollution discharges	Ongoing Task
Yard waste collection	Ongoing Task: This reporting year the Town of New Hartford Highway department collected 416 cubic yards of leaves and 13,109 cubic yards of wood waste
Permit Reference IV.C.6.a: If there is a training component for staff specific to these municipal operations: <ul style="list-style-type: none"> • <i>explain the activities and materials;</i> • <i>identify the personnel or outside organization conducting the activities.</i> 	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Ongoing on as needed basis	Ongoing Task
Periodic visual inspections conducted by Town Staff	Ongoing Task
Additional Techniques	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
None	
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: None	

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

- ☐ Summary of public comments received on the annual report at the public presentation (**Required**)
- ☐ Intended response to comments on the annual report (**Required**)
- ☐ Results of information collected and analyzed, including monitoring data; evaluation of assessment (modeling) of pollutant discharges, including modeling results and pollutant transport trends.
- ☐ Other _____

