

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 Greenfield **SPDES Permit Number:** NYR20A 123

See information packet for information to help complete this form.

MCC Form for year ending: March 9, ___ 2006 (Year 3) ___ 2007 (Year 4) <u>X</u> 2008 (Year 5)			
Section A. MS4 Owner/Operator and Contact Person Information (contact persons explained in instructions)			
Owner/Operator Is information below new or changed? <u>X</u> Yes ___ No			
Name: Richard Rowland		Title: Supervisor	
Department: Town Hall			
Mailing Address:	Street or P.O. Box: P.O. Box 10		City: Greenfield Center
	County: Saratoga		State: New York Zip Code: 12833
Phone: (518) 893-7604		E-mail Address:	
Local Stormwater Public Contact (Required by Minimum Measure 2)			
Is information below: 1) new or changed? ___ Yes <u>X</u> No			
2) same as: ___ Owner/Operator			
Name: Walter Barss		Title: Highway Superintendent	
Department: Highway			
Mailing Address:	Street or P.O. Box: P.O. Box 10		City: Greenfield
	County: Saratoga		State: New York Zip Code: 12833
Phone: (518) 893-7604		E-mail Address:	
Stormwater Management Program (SWMP) Coordinator (Responsible for implementation/coordination of SWMP)			
Is information below: 1) new or changed? ___ Yes <u>X</u> No			
2) same as: ___ Owner/Operator ___ Local Stormwater Public Contact			
Name: Pamela L. Young		Title: EC Chairman	
Department: Environmental Commission			
Mailing Address:	Street or P.O. Box: P.O. Box 10		City: Greenfield
	County: Saratoga		State: New York Zip Code: 12833
Phone: (518) 893-7604		E-mail Address:	
Annual Report Preparer			
Is information below: 1) new or changed? ___ Yes <u>X</u> No			
2) same as: ___ Owner/Operator ___ Local Stormwater Public Contact ___ SWMP Coordinator			
Name: Charles D. Baker		Title: Professional Engineer	
Department: Consultant			
Mailing Address:	Street or P.O. Box: Environmental Design Partnership 900 Route 146		City: Clifton Park
	County: Saratoga		State: New York Zip Code: 12065

Phone: (518) 371-7621	E-mail Address: cbaker@edpllp.com
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IMPORTANT NOTE: Rows can be added to the tables in the following sections by going to the rightmost cell in the bottom row of the table and hitting tab. Hitting return in a given row will make the row wider, creating more room to type or write.

Section B. Local Water Quality Information

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

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

Yes (complete the table below) No Not Yet Determined

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

Impaired Waters Name (from 303 (d) list and/or TMDL)	Pollutant(s) of Concern (from 303 (d) list and/or TMDL)	Classification	
		303 (d)	TMDL

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

Yes
 No

3. Have all necessary changes been made to the Stormwater Management Program (SWMP) to ensure compliance with Part III.B. of the MS4 permit for discharges to 303(d) or TMDL waters?

Yes
 No (explain below)

Explanation: **Not applicable. Does not discharge to 303 waters.**

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

Office of Saratoga County Stormwater Management Coordinator (cooperating letter of intent attached. This letter constitutes the formal arrangement between the town and county)

List MS4 Partners with Planned Legally Binding Agreements or Contracts

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 instructions.

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

Explain:

Section E. Funding and Resource Allocation

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

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

Explain:

2. If the MS4 is receiving funding through the municipal budget, a grant, or other source, briefly explain below: what are the sources, estimated amounts, and frequency of funding for the MS4? **Greenfield receives no direct outside funding.**

Explain: **Greenfield expenses are submitted to Saratoga County Office of Stormwater Coordinator. County office retains any matching grant funds toward those expenses and applies toward county activities.**

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

Explain: **Greenfield pays MS4 expenses from general funds budget.**

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	<input checked="" type="checkbox"/> Yes ___No ___ N/A	<input checked="" type="checkbox"/> Yes ___No ___ ___N/A
	Explain 'no' / 'N/A' answer:		
IV.C.2.	Public Involvement / Participation	<input checked="" type="checkbox"/> Yes ___No ___ N/A	<input checked="" type="checkbox"/> Yes ___No ___ ___N/A
	Explain 'no' / 'N/A' answer:		
IV.C.3.	Illicit Discharge Detection and Elimination	<input checked="" type="checkbox"/> Yes ___No ___ N/A	<input checked="" type="checkbox"/> Yes ___No ___ ___N/A
	Explain 'no' / 'N/A' answer:		
IV.C.4.	Construction Site Stormwater Runoff Control	<input checked="" type="checkbox"/> Yes ___No ___ N/A	<input checked="" type="checkbox"/> Yes ___No ___ ___N/A
	Explain 'no' / 'N/A' answer:		
IV.C.5.	Post-Construction Stormwater Management	<input checked="" type="checkbox"/> Yes ___No ___ N/A	<input checked="" type="checkbox"/> Yes ___No ___ ___N/A
	Explain 'no' / 'N/A' answer:		
IV.C.6.	Pollution Prevention / Good Housekeeping for Municipal Operations	<input checked="" type="checkbox"/> Yes ___No ___ N/A	<input checked="" type="checkbox"/> 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: **Richard Rowland**

Title: **Town 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 - 4th Floor, Albany, NY 12233-3505). **DO NOT SUBMIT REPORTS IN THREE-RING BINDERS.**

BWCP - 8 (6/2005) Version 1.0

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
 STORMWATER MANAGEMENT PROGRAM ANNUAL REPORT (SWMPAR) TABLE**

Regulated MS4: Town of Greenfield **SPDES Permit Number:** NYR20A 1 2 3

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.

<p>Permit Reference IV.C.1.a, b: Plan and conduct an ongoing public education and outreach program to ensure the reduction of all pollutants of concern in stormwater discharges to the maximum extent practicable (MEP).</p> <ul style="list-style-type: none"> <i>Explain the program, including activities and materials used</i> <i>Identify the personnel or outside organization conducting the activity.</i> <i>Indicate activities planned for next year.</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>An informational article has been posted on the website regarding measures that can be taken by residents to help improve water quality of runoff.</p>	<p>The Town of Greenfield believes it has met its permit obligation under Public Education and Outreach. The town plans to continue all of the same activities and will continue its participation in the Municipal Agreement with the County.</p>
<p>Links have been added to the town website directing residents to the NYSDEC, EPA and Enviro-Products websites for additional information.</p>	<p>(ongoing task)</p>
<p>Informational pamphlets have been made available in the Town Hall.</p>	<p>Information is disseminated at the Town Hall and at public events. (ongoing task)</p>
<p>The Town’s Environmental Conservation Commission (ECC) has been harnessed to aid in public education and outreach. The ECC meets monthly and regularly considers the SWMP. The ECC holds regularly scheduled clean up days and distributes SWMP information at those events.</p>	<p>Approximately 12 ECC meetings per year. (ongoing task)</p>
<p>Informational pamphlets have been made available in the Town Hall. The pamphlets include “Protecting your water resources”, prepared by the Town of Greenfield, EPA publication “Make Your Home the Solution to Stormwater Pollution”, and “Stormwater Runoff: From my Yard to Your Streams”, by Libby Smith-Holmes.</p>	<p>Information is disseminated at the Town Hall and at public events. On going task. The Town Clerk (Mary Ann Johnson) is responsible for stocking the information on racks located in the Town Hall.</p>

<p>Greenfield’s target audience includes its municipal boards. In particular the Planning Board is targeted due to its specific oversight and approval responsibilities for all new construction within the town. The Zoning Code Administrator and assistant have also been identified as a target audience. Applicants for construction permits within the town are a target audience for disseminating MS4 information. All residents of the MS4 area of the town are also a target audience.</p>	<p>The Town Engineer routinely discusses stormwater management, MS4, NOI and SWPPP requirements with the Planning Board during agenda meetings. A project review form was developed for the Zoning Administrator and Building Inspectors. The form explains the basics of the MS4 program and illustrates the steps necessary for the Building Department to ensure compliance with smaller projects on existing lots that did not receive Planning Board and Town Engineer review. Sample materials have been provided for dissemination to building permit applicants. The Town Engineer regularly converses with the Zoning Administrator and assistant to advise and support their role in project review.</p>
<p>The effectiveness of Greenfield’s Public Education and outreach program is apparent with regard to its municipal boards and building department. Prior to 2006, these groups were only vaguely aware of the town’s participation in the MS4 program. Additionally, project applicants will be provided specific information related to Erosion and Sediment Control requirements.</p>	<p>Municipal Boards and the Building Department have been successfully included in the MS4 program. An on-going process for educating applicants and contractors will be continued. The effectiveness of the education and outreach to the general public is evident in the lack of enforcement actions and reported incidents.</p>
<p>Additional Techniques</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>The Town of Greenfield is a partner in the Saratoga County Intermunicipal Stormwater Management Program (SCI-SWMP, SCIP).</p>	<p>Attached as an appendix to this report is a copy of the 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, prepared by the Saratoga County Stormwater Management Coordinator. Minimum Control Measure 1. Public Education and Outreach measures (pages 5-9) completed by the SCI-SWMP, SCIP, of which the Town of Greenfield is a partner, are described in detail.</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.

<p>Permit Reference IV.C.2.c.iii.: Design and conduct a public involvement / participation program.</p> <ul style="list-style-type: none"> Describe activities that the MS4 has/will undertake to provide program access to interested individuals and to gather needed input. Indicate activities planned for next year. 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>The Town Highway Department works with 12-14 volunteer groups under the adopt a highway program. The groups typically provide roadside clean-ups approximately 20 times a year. The Highway department provides the trash bags, safety clothing and pick up of discarded material.</p> <p>The Highway Department also offers two periods during the year for residents to dispose of used tires, scrap metal, old furniture and miscellaneous household trash. The material is collected for two, two week periods and either taken to recycle centers or approved landfills.</p>	<p>The Town of Greenfield believes it has met its permit obligation under Public Involvement and Participation. The town plans to continue all of the same activities and will continue its participation in the Municipal Agreement with the County. The road cleanups and annual trash disposal days are ongoing programs that Greenfield has conducted for numerous years.</p>
<p>The effectiveness of the public involvement program is evaluated by the number of participants in the road cleanup events. The task has been very successful in both number of residents and results and will be continued. The Town wide clean up program has also proven to be successful by the amount waste collected each time the programs are offered. The amount of roadside dumping has been greatly reduced throughout the Town since the project inception.</p>	<p>On-going task</p>
<p>Permit Reference IV.C.2.a, f: Develop procedures to provide public notice about and access to documents and information in a manner that complies with public notice requirements. <i>Describe procedures below and state the methods used to publicize the AR public presentation.</i></p>	
<p>In accordance with the adoption of the new General Permit adopted May, 1, 2008, a copy of the 2007 Annual Report (Year 5), dated March 10, 2007- April 30, 2008, was posted on the Town of Greenfield official website (www.townofgreenfield.com). The document is available for viewing by general public on the web site. Printed copies are also available for public review in the Town clerks office for any person who may not have access to the internet. The Town published a legal issue notice in the Town “official” newspaper in May 2008 notifying residents that 2007 Annual Report is posted on the Town website for viewing.</p>	
<p> </p>	

<p>Permit Reference IV.C.2.e: Public presentation of; f: summary of comments received on; and g: intended response to comments on the SWMPAR.</p>		
<p>Summarize attendance at the public presentation of the Annual Report. Include number of attendees and who was represented: Based on previous public hearings held for years 1-4 and the fact that their were no public comments received in any of the previous years, the Town elected to post the 2007 Annual Report on the website in lieu of holding a public hearing. The 2007 Annual Report was provided to the Town Supervisor, Council Members and Town Clerk for review and official adoption at the May 8, 2008 agenda meeting.</p>		
<p>Comments on Annual Report Meeting <input checked="" type="checkbox"/> No public comments received on Annual Report. <input type="checkbox"/> Comments received. Attach summary of comments and intended responses.</p>	<p>Date of Annual Report Meeting: Website Posted May 2008</p>	<p>Approximate Date of Meeting Next Year: Website Posted May 2009</p>
<p>Additional Techniques</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>	
<p>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</p>		
<p> </p>		
<p> </p>		

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

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

<p>Permit Reference IV.C.3.a: Develop, implement and enforce a program to detect, identify and eliminate illicit discharges, including illegal dumping, into the MS4.</p> <ul style="list-style-type: none"> • <i>Explain the activities and procedures used to meet this requirement this year and planned for next year.</i> • <i>Revise as procedures are updated.</i> • <i>Identify personnel or outside organization conducting the activities</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> • <i>Example measurable goals: number of illicit discharges detected; number of illicit discharges eliminated.</i>
<p>The Town Engineer and the Highway Department have completed an inventory and map of the existing storm sewer outfalls and components located in the MS4 area of the town. An inventory list of all the existing storm sewer catch basins and stormwater management basins located within the MS4 area of the town has been completed. The Highway Department continues to evaluate, clean, and repair of the existing structures and will continue to evaluate these items on an annual basis. The Town Engineer has completed a base map of the MS4 area within the town. The Town of Greenfield MS4 map is not in GIS format. The County MS4 Coordinator will work with the town to add the Greenfield mapping to their database.</p>	<p>As the Town Highway Department completes its annual review of existing storm sewers and management areas, Highway Department employees are encouraged to report any unusual sources of contamination noted during their inspections of the system components. In the event that illegal discharges are noted, the Highway Superintendent has been advised to contact the Town Engineer for addition evaluation and investigation. The Town Engineer working with the Town Highway Superintendent will attempt to identify the source of the illicit discharge and notify the responsible party to correct the problem. If the responsible party will not co-operate then the matter will be referred to the Town Board and the Zoning Enforcement Officer to pursue additional measures described in the illicit discharge Local Law.</p>
<p>The Town Engineer has prepared a plan for water quality testing of both the Bell Brook and the Putnam Brook and discussed stream testing procedures with the Town Board in 2007.</p>	<p>Water samples were taken from both the Bell Brook and Putnam Brook on October 30, 2007, to establish background levels for future comparison. The Town will collect additional samples in 2008 and subsequent years and compare with previous samples and analyze changes in the data. The two sample points represent the bulk of the drainage leaving the Town from the MS4 areas identified on the Town map.</p>

<p>The Town continues to review town-wide areas of concern. One such area of the Town that is outside the MS4 area is Lake Desolation. During the recent rewrite of the Town Master Plan an overlay district was defined for the Lake Desolation area. The Town’s concern is the size of the lots and the use of septic systems around the lake. Many of the lots are small with existing seasonal camps. Owners are beginning to convert the seasonal camps to yearly residencies and in many cases the lots are too small to provide adequate area for septic systems and the increased building size.</p>	<p>Under the regulations of the overlay district, any applicant applying for a building permit is subject to site plan review. Under site plan review the lots are evaluated for sanitary sewer and drainage compliance and the applicant’s must demonstrate that the existing septic system is adequately sized for the proposed application and properly functioning. Any new construction must comply with the New York State Department of Health Appendix 75-A requirements for household systems.</p>
<p>The town has been reviewing the MS4 mapped area for suspected problem areas and will continue to evaluate in the upcoming year. The Town Engineer prepared an Environmental Condition Reporting Form. The intent of the form is to provide individuals a mechanism to report conditions within the town that may be of concern so that the town can investigate.</p>	<p>The Environmental Condition Reporting Form was provided to the Town in 2007. Copies of the form will be made available in the Town hall and posted on the Town website along with the Annual Report.</p>
<p>Permit Reference IV.C.3.b: Develop and maintain a map showing the location of all outfalls and the names and location of all waters of the US that receive discharges from outfalls. <i>Explain activities performed this year and planned for next year, including work on the following IDDE guidance prerequisites:</i></p> <ul style="list-style-type: none"> • field verification of outfall locations; • mapping all inter-municipal subsurface conveyances; • delineating storm sewershed; and • developing and retaining MS4 mapping as needed to find the source and identify illicit discharges. <i>State if maps are in GIS.</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> • <i>Example measurable goals: percent of outfalls mapped</i>
<p>The Town of Greenfield has completed a base map of its MS4 area. The Town will be reviewing the MS4 area and the remaining portions of the Town upstream from the MS4 waterways to identify known adjacent industrial or commercial uses. The Greenfield MS4 map is not in GIS format.</p>	<p>The Greenfield MS4 base map was completed as part of the 2005 (Year 3) annual report. Water quality testing locations have were added to the MS4 base map in 2007. Additional inventory information will be added to the base map and updates will be added as needed.</p>
<p>To date there have not been any illicit discharges identified. The Town has reviewed the MS4 sections for the existence of any “stormwater hotspot” uses as defined in the New York State Stormwater Design Manual under Section 4.8. No such facilities exist within the designated MS4 area.</p>	<p>Identification of illicit discharges is an ongoing task.</p>

<p>In 2007 Greenfield developed a program to begin observation of outfalls located within the MS4 section of Town, during low flow periods and to begin documenting any discharges. The intent of the dry flow observations is to trace any non-storm related inflows to their source and identify any potential threats. The Town Engineer has identified a number of dry flow observation locations on the MS4 map. A “Procedures for Dry Weather Storm Outfall Observations” document was prepared by the Town Engineer to be used for record keeping.</p>	<p>The Town has developed a standardized plan to begin observation of a select number of outfalls located within the MS4 section of Town. The program will be review annually and additional outfalls will be evaluated as deemed appropriate.</p>

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

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

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

1) When was this assessment completed or planned to be completed? The Town Board and Town Attorney completed assessment in the fall of 2007. Local Law #4-2007-MS4 Illicit Discharges, Activities and Connections to Separate Storm Sewer System, and Local Law #5-2007-MS4 Stormwater Management and Erosion and Sediment Control were adopted December 13, 2007.	Date completed: December 13, 2007 <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete for reporting in year: <u> </u> 4; <u> </u> 5.
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2) Is there an existing ordinance, local law or other regulatory mechanism?	<input type="checkbox"/> No (go to question 5) <input checked="" type="checkbox"/> Yes
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3) Does the existing regulatory mechanism prohibit illicit discharges as required by the MS4 Permit?	<input type="checkbox"/> No (amendments needed) <input checked="" type="checkbox"/> Yes
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4) Does the existing regulatory mechanism include enforcement authorities and procedures as required by the MS4 Permit?	<input type="checkbox"/> No (amendments needed) <input checked="" type="checkbox"/> Yes
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Development of Regulatory Mechanism (Local Codes)

5) When was this work completed or planned to be completed? Adopted December 2007.	Date completed: December 13, 2007 <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete work below for reporting in year: <u> </u> 4; <u> </u> 5.
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6) If you answered ‘No’ to question 1, 2 or 3, what regulatory mechanism or amendments will be adopted to meet the MS4 permit requirements?	<input type="checkbox"/> NYS IDDE Model Law in its entirety
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	<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 checked="" type="checkbox"/> NYS IDDE Model Law in its entirety <input type="checkbox"/> Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law <input type="checkbox"/> Language equivalent to NYS IDDE Model Law
9) What was the date or is the planned date of local law adoption?	Date: December 13, 2007
10) Provide a web address if adopted local law can be found on a web site.	Web Address:

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

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

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)
The Town has posted an informational article on their official website that explains the MS4 program and identifies some of the basic steps to improve water quality. Town employees have been attending seminars related to the MS4 program.	The town will continue to investigate and develop informational articles that will explain illicit discharges. Training of Highway Department employees will continue as time and budget allows. (ongoing task)
The Town Engineer has been working with the Highway Superintendent to develop a program to detect and identify illicit discharges. The Town will continue to improve and expand upon its role in identifying and elimination illicit discharges.	The Highway Department has been provided copies of the Environmental Condition Reporting Form to be used as part of their normal inspection and observation procedures. In 2008 the Town Engineer will meet with the Highway Superintendent and Department Employees to discuss the procedure for using the Environmental Condition Reporting Form. Town Highway Department employees will be encouraged to attend the 2 day IDDE Identification and track-down workshop in cooperation with DEC Region 5 DOW, CWICNY, Skidmore College, and Suny ESF Outreach planned for June 12 & 13, 2008.

Additional Techniques	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
The Town of Greenfield is a partner in the Saratoga County Intermunicipal Stormwater Management Program (SCI-SWMP, SCIP).	Attached as an appendix to this report is a copy of the 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, prepared by the Saratoga County Stormwater Management Coordinator. Minimum Control Measure 3. Illicit Discharge and Elimination (IDDE) completed by the SCI-SWMP, SCIP, of which the Town of Greenfield is a partner, are described in detail.
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 4 and 5. Construction Site and Post-Construction Stormwater Runoff Control Regulatory Mechanism

Permit Reference IV.C.4.b.i, 5.a.i: Require development and implementation of erosion and sedimentation controls through a local law or other regulatory mechanism. Report on assessment process used (<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.	
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)
Preliminary Assessment of Regulatory Mechanism (Local Code)	
1. When was the preliminary assessment of existing local codes completed or when will it be completed?	Date completed: Fall 2007 _Not yet completed (proceed to next table) Plan to complete for reporting in year: ___4; ___5. ___Did not do preliminary assessment; proceeded directly to Gap Analysis Worksheets 1-4 or adopted <i>Sample Local Law for Stormwater Management and Erosion & Sediment Control</i> (Sample Local Law).
2. If preliminary assessment was completed, indicate the results. Greenfield adopted the sample legislation in total.	<input type="checkbox"/> ___ If none of Sample Local Law provisions appear in local code; consider adopting Sample Local Law or equivalent <input type="checkbox"/> ___ If few Sample Local Law provisions appear in local code; major revisions needed or consider adopting Sample Local Law or equivalent <input type="checkbox"/> ___ If most of the Sample Local Law provisions appear in local code; minor revisions needed

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>	<p>Date completed: _____ Not yet completed (proceed to next table) Plan to complete work below for reporting in year: __4; __5.</p>
<p>4. How was the local code adopted or how will it be adopted*? <i>*If MS4 has some existing local code equivalent to the Sample Local Law and adopted parts of the Sample Local Law as amendments to make a complete local code, check b and c.</i></p>	<p>a. <input checked="" 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"> • If no portions of the Sample Local Law were moved or deleted, all provisions would be exactly the same as the Sample Local Law. • If ANY provisions of the Sample Local Law were moved or deleted, the moved or changed provisions must be reviewed (use the <i>Gap Analysis</i> or equivalent process) to ensure the intent of the law has not been changed. <p>b. <input 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.

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

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

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

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

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

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

7. What was the date or is planned date of local code adoption? Date: **December 13, 2007**

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

Minimum Control Measure 4. Construction Site Stormwater Runoff Control

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

<p>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. <i>Revise as procedures are updated.</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <i>Example measurable goals: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</i>
<p>The Town of Greenfield requires site plan review for all construction and subdivisions by its Planning Board. Projects are referred to the Town Engineer for review and comment. The Town Engineer reviews all construction projects reviewed by the Planning Board for compliance with the Stormwater General Permit.</p>	<p>The Town enacted Local Law #5-2007 MS4-Stormwater Management and Erosion and Sediment Control on December 13, 2007. The Town of Greenfield believes it is meeting its permit obligation under Construction Site Stormwater Runoff Control. The town plans to continue all of the same activities and will continue its participation in the Municipal Agreement with the County</p>
<p>The Town Engineer attends all Planning Board meetings (approximately 24/year). The Planning Board under direction from the Town Engineer requires all new construction to comply with the New York State Department of Environmental Conservation SPDES General Permit for Stormwater Discharges and requires all applicants to obtain necessary SPDES permit, mandate inspection procedures and require stormwater management facilities to comply with the New York State Stormwater Management Design Manual.</p>	<p>The Town will continue to following this policy.</p>
<p>For individual sites that may not be reviewed by the Planning Board (less than five acre disturbance, greater than one acre, typical application for single family home building permit), the Town Engineer has developed an informational check list for use by the Zoning Administrative Officer in issuing building permits. The material includes sample methods for determining disturbance amounts and provides the Zoning Officer with typical requirements for Erosion and Sediment Control. The check list provides the Zoning Officer the option to involve the Town Engineer in cases where there are unique circumstances.</p>	<p>The Town Engineer has discussed the small site requirements with the Zoning Enforcement officer and the Town Board and the Town has determined that the Zoning Enforcement officer will include a review step for erosion and sediment control. Beginning in 2008, the Building Department will start completing the checklist for each individual permit issued to verify that the projects are compliant with the local sediment and erosion control requirements. Copies of the checklists will be maintained as part of the Building Departments records keeping. The Town Engineer will continue to assist the Building Department with reviews and field observations for Erosion and Sediment Control (as required).</p>

The MS4 areas of the Town have been reviewed by the Town Engineer to identify potential sources of water quality impacts. Since the MS4 sections of the Town are limited in size the concentration was on the larger parcels located within the MS4 and their relationship to the two existing drainage corridors located in the MS4 area (Bell Brook and the Putnam Brook). Large properties were evaluated by the Planning Board and the Town Engineer for proposed/existing development. During the review process three properties were identified as key parcels located within the MS4 portion of the Town. Each parcel had potential to impact existing water bodies in the MS4 area. The Planning Board and Town Engineer took the necessary steps during the project review to make sure that the proposed/existing projects would fully comply with stormwater management and sanitary sewer requirements and protect and preserve the existing tributary watersheds. As an on-going process in the Town, the Town Engineer will continue to work with the Planning Board to evaluate properties located within the MS4 areas of Town as high priority areas.

Greenfield will continue to emphasize MS4 program requirements with the Planning Board and the Zoning Administrative Officer to insure both small and large construction activities are monitored. Three large impact projects within the MS4 area have recently made positive improvements. The Stewart's Corporation has maintained the largest commercial site within the Town of Greenfield since 1929. The site contains approximately 60+/- acres of production facilities, warehouse, distribution, office and freezer space, all of which is located within the Bell Brook watershed. Within the past three years, Stewarts has reconstructed its on-site stormwater drainage system to become fully compliant with the current stormwater management regulations. As part of the reconstruction efforts, two new stormwater management wet ponds were constructed to fully manage the runoff from their 60+/- acre site. All new work was performed under NOI permit and an SWPPP. The second large impact project located within the Putnam Brook watershed is a proposed PUD for the Saratoga Polo property. The project is presently under review by the Planning Board with anticipated constructed planned for 2008/09. The project involves approximately 50+/- acres of land that will include a number of new residential units, a central lodge building and preservation of the historic Witney polo field, on-site stormwater management designed in full compliance with both NOI and SWPPP requirements and the extension of Saratoga County Sewer approximately 3,500 feet to serve the property that presently has on-site septic. The third large impact project recently reviewed by the Town Engineer and Planning Board is the Brookview Mobil Home Park expansion. The Brookview project is within the Bell Brook watershed. The project was reviewed extensively for water, sewer and stormwater drainage. The project will include a number of on-site stormwater management basins designed in full compliance with both NOI and SWPPP requirements. Additionally, copies of the parks package treatment wastewater discharge permit reports were obtained and reviewed for compliance.

<p>Permit Reference IV.C.4.b. vi: Develop and implement procedures for the receipt and consideration of information submitted by the public.</p> <ul style="list-style-type: none"> • <i>Explain the procedures below. <u>Revise as procedures are updated.</u></i> • <i>Identify the responsible personnel or outside organizations.</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>As required by Town Law, public hearings must be held by the Planning Board as part of the approval process for new construction. Prior to holding any public hearing, the applicant must submit a complete application for review. The complete application typically includes an application form with detailed project information, a completed State Environmental Quality Review Act Form and a set of detailed design plans. These materials are available at the Town hall two weeks prior to any public hearing so that the public can review and comment.</p>	<p>The public hearing process is on-going in the Town. The Town has taken additional measures to inform the public of proposed projects before the various Town Boards. Effective at the end of 2007, the Town now posts site signs on properties presently under review by the Town. The signs inform the public that the property is presently under review by the Town and encourage the public to voice any concerns, or comments they may have. The Town has received both positive and negative feedback from public residents regarding how project notification is made. The Town will continue to work to keep residents informed of development issues within the Town. In addition to the posting of site signs, the Town now post information for public meetings on the Town Hall sign located in the center of the Town.</p>
<p>The Town Engineer has developed an Environmental Condition Reporting Form for the general public to use to express concerns related to construction or material transportation to construction sites. The form is available in the town hall and will be made available on the website.</p>	<p>The form was provided to the Town during 2007.</p>
<p> </p>	<p> </p>

Minimum Control Measure 4. Construction Site Stormwater Runoff Control

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

<p>Permit Reference IV.C.4.b. iii, vii: Develop and implement procedures for site inspections, enforcement of control measures and sanctions to ensure compliance with GP-02-02.</p> <ul style="list-style-type: none"> Describe each procedure below. <i>Revise as procedures are updated.</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"> Example measurable goals are number of: inspections; fines assessed; stop work orders; other sanctions.
<p>The town requires all new projects (greater than 1 acre disturbance) to develop a Stormwater Pollution Prevention Plan and under the requirements of the SWPPP weekly inspections are required.</p>	<p>The Town Zoning Enforcement Officer will begin observations of sites for SWPPP conformance in 2008. The Zoning Enforcement Officer has the ability to issue Stop Work orders if any violations are noted during his project inspections. Additional enforcement sanctions are described the Town's Local Law #5.</p>
<p>For smaller sites (less than five acre disturbance, greater than one acre), the Town Engineer has developed an informational check list for use by the Zoning Administrative Officer in issuing building permits. The material includes sample methods for determining disturbance amounts and provides the Zoning Officer with typical requirements for Erosion and Sediment Control. The check list provides the Zoning Officer the option to involve the Town Engineer in cases where there are unique circumstances.</p>	<p>The Town Building Department will begin using the checklists as part of the building permit process in 2008. The Building Department will begin completing site observations for erosion and sediment controls as part of their typical building inspections. All new town roads are inspected by the Town Engineer. No fines or sanctions were imposed in 2007 for GP-02-02 permit related activities.</p>
<p>The Town of Greenfield employs a Zoning Administrative Officer and an assistant, and contracts with a private consultant for Town Engineer. The former two are responsible for issuance of building permits and inspections of structures to insure compliance with the New York State Building Code. Beginning in 2008, inspection of site provisions for Erosion and Sediment Control for small construction projects will be the responsibility of the Zoning Administrative Officer and his assistant. Larger projects will be inspected by the applicant's professional (in accordance with the SWPPP) and the Town Engineer.</p>	<p>Greenfield will finance inspections through a fee schedule for subdivision applications and building permit fees.</p>
<p>Greenfield's geographic area of concern within the MS4 area of the town includes sections of Bell Brook and the Putnam Brook. The priority pollutants are sediment and runoff debris from single lot residential construction and larger residential and commercial properties. An additional pollutant of concern is effluent from failed septic systems since only a small portion of the Town of Greenfield is presently served by municipal sewer.</p>	<p>Greenfield will continue to emphasize MS4 program elements with the Planning Board and the Zoning Administrative Officer to insure small construction activities are monitored. Three large impact projects within the MS4 area have recently made positive improvements. The Stewart's Corporation has maintained the largest commercial application with the Town of Greenfield since 1929. The site contains approximately 60+/- of production facilities, warehouse, distribution, office and freezer</p>

space, all of which is located within the Bell Brook watershed. Within the past two years, Stewarts has reconstructed its site drainage system to become fully compliant with the current stormwater management regulations. As part of the reconstruction efforts, two new stormwater management wet ponds were constructed to full manage the runoff from their 60+/- acre site. All new work was performed under NOI permit and a SWPPP. The second large impact project located within the Putnam Brook watershed is a proposed PUD for the Saratoga Polo property. The project is presently under review by the Planning Board with anticipated constructed planned for 2008. The project involves approximately 50+/- acres of land that will include a number of new fractured residential units (similar to timeshares), a central lodge building and preservation of the historic Witney polo field. The project was reviewed extensively for water, sewer and stormwater drainage. The project will include a number of on-site stormwater management basins designed in full compliance with both NOI and SWPPP requirements. Additionally, the project will extend the Saratoga County Sewer approximately 3,500 feet to serve the property that presently has on-site septic. The third large impact project also presently under review by the Planning Board is the Brookview Mobil Home Park expansion also within the Bell Brook watershed. The project was reviewed extensively for water, sewer and stormwater drainage. The project will include a number of on-site stormwater management basins designed in full compliance with both NOI and SWPPP requirements. Additionally, copies of the parks package treatment wastewater discharge permit reports were obtained and reviewed for compliance.

<p>Permit Reference IV.C.4.b. viii: Educate and train construction site operators about requirements to develop and implement a SWPPP and any other requirements they must meet within the MS4s jurisdiction.</p> <ul style="list-style-type: none"> • <i>Explain the activities and materials used to meet this requirement.</i> • <i>Identify the personnel or outside organization conducting this activity.</i> • <i>Indicate activities planned for next year.</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Training for the Zoning Administrative Officer and assistant, and the Town Engineer will be obtained related to field inspection of construction sites for compliance with Erosion & Sediment Control and SWPPP provisions.</p>	<p>The office of the County MS4 Coordinator held a construction site training program on June 13, 2007 and it was attended by the Town Engineer and the Town Zoning Enforcement Officer..</p>
<p>Additional Techniques</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>The Town of Greenfield is a partner in the Saratoga County Intermunicipal Stormwater Management Program (SCI-SWMP, SCIP).</p>	<p>Attached as an appendix to this report is a copy of the 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, prepared by the Saratoga County Stormwater Management Coordinator. Minimum Control Measure 4. Construction Site Stormwater Runoff Control measures completed by the SCI-SWMP, SCIP, of which the Town of Greenfield is a partner, are described in detail.</p>
<p>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</p>	

Minimum Control Measure 5. Post-Construction Stormwater Management

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

<p>Permit Reference IV.C.5.a, c. Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • A combination of structural and/or non-structural management practices. • <i>Identify and describe below procedures to ensure installation of post-construction management practices. <u>Revise as procedures are updated.</u></i> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>All construction activities subject to SPDES/SWPPP requirements are reviewed by representative of Town Engineer. Inspections on site are also performed. A final approval of the Town Engineer is required prior to dedication of any storm facilities to the town.</p>	<p>(ongoing task)</p>
<p>Greenfield adopted model stormwater legislation that requires permanent stormwater management facilities for all applicable projects.</p>	<p>Model legislation was adopted December 13, 2007. Projects requiring site plan or subdivision approval in the Town of Greenfield are reviewed by the Planning Board and the Town Engineer. The Town of Greenfield also retains an attorney to consult with the Planning Board as required. The attorney is familiar with the MS4 program and is aware of the Town’s obligations. All projects proposed within the town are and will continue to be examined for compliance with state standards.</p>
<p>The Town Engineer has been working with the Highway Department to complete a list of all stormwater management facilities (not just in the MS4 area of the Town) presently owned and maintained by the Town. The Town Engineer will provide a stormwater best management maintenance guide to the Highway Department in 2008. The guide will describe the different types of stormwater management systems and provide a suggested maintenance checklist of items to be observed and maintained. The guide will provide a suggested inspection frequency for each of the facilities identified in the inventory list.</p>	<p>The inventory list has been started and should be completed by the end of May 2008. A schedule of inspections and maintenance will be established for all facilities located within the MS4 areas of the Town by the end of May 2008. The schedule will be updated to include stormwater facilities located outside the MS4 area by the end of 2008.</p>
<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>
<p>All site plans and SWPPs are reviewed by the Town Engineer as part of the project approval.</p>	<p>The Town Engineer reviews SWPPP for all new projects presented to the Town. In 2007 a total of six SWPPP’s were received and reviewed by the Town Engineer.(ongoing task)</p>

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Minimum Control Measure 5. Post-Construction Stormwater Management

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

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. Revise as procedures are updated.</i> 	<ul style="list-style-type: none"> • <i>Example measurable goals are number of: inspections maintenance activities performed.</i>
<p>The Town Highway Department regularly maintains all storm facilities owned by the town. The Highway Department has completed an inventory of all catch basins and drainage structures in the town. The Highway Department cleans and inspects all catch basins and structures as part of the annual street cleaning completed in the spring.</p>	<p>In 2007 the Highway Department replaced a total of 40 drainage pipes, 840 linear feet, on six different sections of Town roads. In most cases the existing pipes were in failure state and had been rendered ineffective due to silt accumulation and age. The pipe replacement included re-grading, re-establishment of vegetation of roadside ditches and road re-construction. Each year the Highway Department spends a large part of their budget replacing aging drainage pipes, catch basins and roadside ditches. The department will be re-constructing approximately 8 miles of road in 2008.</p>
<p>All new stormwater facilities proposed in the Town are reviewed and inspected by the Town Engineer. During project construction the developers are required to have a professional inspect and report site conditions in accordance with the SWPPP. Prior to the Town accepting dedication of any facility the Town Engineer and Highway Superintendent inspect the system, note deficiencies and require repair prior to acceptance by the Town.</p>	<p>Once facilities are accepted by the Town they are added to the list of facilities and put a on a regular schedule for inspection and maintenance (minimum once a year). As the Highway Department gains more experience with maintenance requirements, a more detailed maintenance plan for each individual area will developed and the inspection/maintenance schedule will be adjusted as required.</p>

<ul style="list-style-type: none">• Procedures for enforcement and penalization of violators.• <i>Explain procedures below. <u>Revise as procedures are updated.</u></i>	<ul style="list-style-type: none">• <i>Example measurable goals: number enforcement activities performed.</i>
<p>During the course of construction inspections if it is noted that violations are occurring be either the Town Engineer, the Highway Superintendent or the Zoning Enforcement Officer, then the developer will be giving the opportunity to correct the problem within a specific time period. If the problem is not addressed in the proper amount of time the Town Board will be notified and the Zoning Enforcement Officer will take enforcement action as described in Local Law #5.</p>	<p>No enforcement actions were required in 2007. The Town now has adopted Local Law #5 to provide the Zoning Enforcement Officer a legal mechanism for enforcement.</p>

Minimum Control Measure 5. Post-Construction Stormwater Management

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

<p>Permit Reference IV.C.5.a, c. (continued): Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • Adequate resources for a program to inspect new and re-development sites and for enforcement and penalization of violators. • <i>Describe resources below. Update annually.</i> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>The Town Board adopted legislation on May 11, 2006 regarding maintenance requirements for new developments and the financial burdens to the Town. The Storm Water Retention Basin Maintenance Cost Policy (copy enclosed), requires the developers of new projects to establish funding for the Highway Department to maintain any new proposed stormwater management facilities associated with the project.</p>	<p>The Planning Board has implemented the new policy on all projects that have been presented subsequent to approval of the policy and will continue to do so. The Planning Board, the Highway Superintendent, the applicant’s engineer and the Town Engineer all work together to establish the required amount (Maintenance Cost)to be provided by the developer.</p>
<p>The inspection and maintenance requirements for all existing stormwater management facilities in the Town are the responsibility of the Town Highway Department. The Department has added the inspection and maintenance requirements of stormwater facilities to their list of normal required duties.</p>	<p>The Town of Greenfield believes it has met its permit obligation under the Post Construction Stormwater Management with the exception of passing of the model ordinance for stormwater management and erosion and sediment control.</p>
<p>Additional Techniques</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>The Town of Greenfield is a partner in the Saratoga County Intermunicipal Stormwater Management Program (SCI-SWMP, SCIP).</p>	<p>Attached as an appendix to this report is a copy of the 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, prepared by the Saratoga County Stormwater Management Coordinator. Minimum Control Measure 5. Construction Site Stormwater Runoff Control measures completed by the SCI-SWMP, SCIP, of which the Town of Greenfield is a partner, are described in detail.</p>

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

OVERALL MUNICIPAL POLLUTION PREVENTION / GOOD HOUSEKEEPING PROGRAM INFORMATION

<ul style="list-style-type: none"> • This table is for MS4s to report on their OVERALL Municipal Pollution Prevention / Good Housekeeping Program. • A separate table follows that is for MS4s to report on management practices performed in identified municipal operations. • Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures. • Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed. 	
<p>Permit Reference IV.C.6.a: Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • <i>List pollutants that will be addressed by the municipal pollution prevention program.</i> 	
<p>Road Salts, Sediment, debris, septic effluent, hydrocarbons</p>	
<ul style="list-style-type: none"> • <i>Set and describe pollution prevention priorities by geographic areas, municipal operation type, and facilities.</i> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>Top priority is continued maintenance of road ditches and storm sewers within MS4 area. Primary thoroughfares and high density residential area will take precedent over more rural roads.</p>	<p>(ongoing task)</p>
<p>Second priority is to evaluate good housekeeping needs of the Town Garage facility. The Town Garage is outside the MS4 but immediately adjacent.</p>	<p>The Town Highway Superintendent, Town Engineer and Town Board are presently in the process of designing and bidding a new Highway garage facility (Bockes Road). The new garage will include site improvements such as a new stormwater management facility (presently none) and a new sanitary disposal system.</p>
<p>Permit Reference IV.C.6.a: Include a municipal pollution prevention training component for staff (where all staff are trained).</p> <ul style="list-style-type: none"> • <i>Explain activities and materials used to meet this requirement.</i> • <i>Identify training needs and design training components</i> • <i>Determine the adequacy and appropriate frequency of staff training.</i> • <i>Identify personnel or outside organization conducting activities.</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>The town routinely sends employees to training seminars sponsored by Cornell University typically held in July. The town will continue to provide opportunities for the highway department employees to learn about pollution prevention.</p>	<p>(ongoing task)</p>

<p>The Town Highway department is presently working with staff members at the New York State Department of Environmental Conservation on a mining reclamation plan erosion and sediment controls at the Town's gravel pit</p>	<p>The Town will continue to work and co-operate with regulatory agencies to assure that the Town remains compliant with applicable State and Federal regulations.</p>
<p>The Town will attempt to find more training opportunities for the Highway Department personnel and the Building Department officials in 2008.</p>	<p>The Town would like to have more employees attend training programs during 2008 to help increase the pollution prevention awareness and knowledge of Town employees.</p>
<p>Additional Techniques</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>The Town of Greenfield is a partner in the Saratoga County Intermunicipal Stormwater Management Program (SCI-SWMP, SCIP).</p>	<p>Attached as an appendix to this report is a copy of the 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, prepared by the Saratoga County Stormwater Management Coordinator. Minimum Control Measure 6. Construction Site Stormwater Runoff Control measures completed by the SCI-SWMP, SCIP, of which the Town of Greenfield is a partner, are described in detail.</p>

Minimum Control Measure 6. Municipal Operations: X Street and Bridge Maintenance; X Winter Road Maintenance; X Stormwater System Maintenance; X Vehicle and Fleet Maintenance; X Park and Open Space Maintenance; X Municipal Building Maintenance; Solid Waste Management; X Other: Municipally owned water and septic systems

<ul style="list-style-type: none"> • Copy this page and give it to each municipal office or department responsible for reporting. • Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department. • Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures. • Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed. 	
<p>Permit Reference IV.C.6.a, c: Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from the municipal operation(s) indicated above to the MEP.</p> <ul style="list-style-type: none"> • Describe how the bulleted items below focus on pollutants addressed by the municipal pollution prevention program and the pollution prevention priorities. 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • Briefly describe or reference any existing policies and procedures • Briefly describe or reference any policies and procedures being developed 	DO NOT ENTER INFORMATION IN THIS CELL
<p>The Highway Department performs street cleaning of town roads in the MS4 area annually in April or May. The town has purchased its own street sweeper.</p>	<p>(ongoing task)</p>
<p>The Highway Department performs catch basin cleaning in the late spring following the street cleaning. Road ditches are cleaned in the fall. All ditch lines are inspected for debris and obstruction and cleaned as needed. More aggressive removal of accumulated sediment in ditch lines is done on a rotating schedule.</p>	<p>The Highway Department developed a log book during MS4 Year 1. The Department uses the log book to record work done on ditches and storm facilities and uses it as a reference to plan future maintenance. (ongoing task)</p>
<ul style="list-style-type: none"> • Briefly describe or reference any existing best management practices • Briefly describe or reference any planned best management practices 	DO NOT ENTER INFORMATION IN THIS CELL
<p>The Highway Department has installed signage at the salt storage building reminding employees to sweep spillage into the containment building. Employees are also reminded of this practice during staff meetings.</p>	<p>(ongoing task)</p>
<p>Best Management practices related to fuel storage, and Town Garage activities have been evaluated by the Town Engineer and the Highway Superintendent. The Town of Greenfield's fuel storage facilities were updated in the past to be fully compliant NYSDEC requirements for secondary containment.</p>	<p>(ongoing task)</p>

<p>Waste oil is maintained at the Bockes Road Highway Garage. Oil is stored in a 275 gallon tank. Disposal of the waste oil is contracted through Sheldon Oil, a commercial waste disposal company on approximately a six month cycle.</p>	<p>(ongoing task)</p>
<p>The Highway Department has a spill prevention plan in place and the department maintains a supply of absorbent materials such as “spedi-dry”, clean up pads and containment booms on site at all times.</p>	<p>(ongoing task)</p>
<p>The Town Engineer consults with the Parks and Recreation Department regarding the on-going maintenance of Town owned water systems and septic systems serving various parks and public buildings in the Town. Recent improvements have included the installation of disinfection systems at two locations. Additionally, when the Town Hall addition was installed, the Town Engineer was retained to design a new septic system to serve the existing and building addition.</p>	<p>(ongoing task)</p>
<p></p>	<p></p>
<p>• <i>Identify and describe the equipment and staff that are in place</i></p>	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>All municipal operations in the Town of Greenfield that require pollution prevention/good housekeeping measures are related to Highway Department operations or occur at the Town Highway Garage. There are no other municipal facilities in the town that represent potential sources of stormwater pollution.</p>	<p></p>
<p></p>	<p></p>

The Town of Greenfield is a partner in the Saratoga County Intermunicipal Stormwater Management Program (SCI-SWMP, SCIP). The following pages are copies of the 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, prepared by the Saratoga County Stormwater Management Coordinator. The SCI-SWMP, SCIP report is provided as a supplement to the Town of Greenfield's MS4 compliance efforts.

