



**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 Manlius **SPDES Permit Number:** NYR20A120 ___ ___

See information packet for information to help complete this form.

MCC Form for year ending: March 9, ___ 2006 (Year 3) ___ 2007 (Year 4) <u>X</u> 2008 (Year 5)			
Section A. MS4 Owner/Operator and Contact Person Information (contact persons explained in instructions)			
Owner/Operator Is information below new or changed? ___ Yes <u>X</u> No			
Name: Mark Tetley		Title: Supervisor	Department:
Mailing Address:	Street or P.O. Box: Town of Manlius 301 Brooklea Drive		City: Fayetteville
	County: Onondaga	State: New York	Zip Code: 13066
Phone: (315) 637-8619		E-mail Address:	
Local Stormwater Public Contact (Required by Minimum Measure 2)			
Is information below: 1) new or changed? <u>X</u> Yes ___ No 2) same as: ___ Owner/Operator			
Name: David Tessier		Title: Director of Planning and Development	Department: Planning and Development
Mailing Address:	Street or P.O. Box: Town of Manlius 301 Brooklea Drive		City: Fayetteville
	County: Onondaga	State: New York	Zip Code: 13066
Phone: (315) 637-8619		E-mail Address: dtessier@townofmanlius.org	
Stormwater Management Program (SWMP) Coordinator (Responsible for implementation/coordination of SWMP)			
Is information below: 1) new or changed? <u>X</u> Yes ___ No 2) same as: ___ Owner/Operator <u>X</u> Local Stormwater Public Contact ___ SWMP Coordinator			
Name: Douglas Miller, PE		Title: Town Engineer	Department: Planning and Development
Mailing Address:	Street or P.O. Box: Town of Manlius 301 Brooklea Drive		City: Fayetteville
	County: Onondaga	State: New York	Zip Code: 13066
Phone: (315) 637-8619		E-mail Address: dmiller@townofmanlius.org	
Annual Report Preparer			
Is information below: 1) new or changed? <u>X</u> Yes ___ No 2) same as: ___ Owner/Operator <u>X</u> Local Stormwater Public Contact ___ SWMP Coordinator			
Name: Douglas Miller, PE		Title: Town Engineer	Department: Planning and Development
Mailing Address:	Street or P.O. Box: Town of Manlius 301 Brooklea Drive		City: Fayetteville
	County: Onondaga	State: New York	Zip Code: 13066
Phone: (315) 637-8619		E-mail Address: dmiller@townofmanlius.org	

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
	Ammonia & phosphorous		
Onondaga Lake Watershed			

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

Central New York Regional Planning and Development Board
Village of Manlius

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?

Explain: The Town of Manlius has been awarded a \$580,000 EPF stormwater assistance grant on behalf of regulated MS4 communities in the Syracuse Urban Area. The grant is administered by the Central New York Regional Planning and Development Board on behalf of the Town of Manlius. The Town also funds activities and staff through its annual budgeting process.

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

Signature: _____ Date: _____

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

Send two completed **hard copies** (an original and a photocopy) of this form, the Annual Report Table and any attachments to the DEC Central Office (MS4 Permit Coordinator, 625 Broadway, Division of Water - 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: _____ **SPDES Permit Number:** NYR20A __ __ __

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>Town of Manlius website www.townofmanlius.org is continuously upgraded to include extended information on stormwater activities.</p>	<p>Anticipated upgrades to include links to NYSDEC, CNYRPDB and other pertinent stormwater sites.</p>
<p>The four highway departments within the Town of Manlius have ongoing mutual aid programs to interchange the use of equipment on stormwater activities.</p>	<p>Shared use of equipment, resources and knowledge add to the improved stormwater program.</p>
<p>The Town continues to distribute pamphlets pertaining to stormwater discusses at the Town Hall.</p>	<p>A second edition of the flier has been budgeted for use at other Town events.</p>
<p>Winter Highway Maintenance: Environmentally improved applications of Brine Solutions have been used on Village of Fayetteville Streets in lieu of salt or sand.</p>	<p>Positive press releases and coverage in and Local Media Outlets.</p>
<p>Additional Techniques: The Town of Manlius Environmental Conservation Commission</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Coordination between Town Board and the Manlius Greenspace Coalition.</p>	<p>Development of draft local resolution to identify critical environmental areas.</p>
<p>Cluster development is allowed to assist in proactive approach to stormwater runoff.</p>	<p>Adoption of local law granting Planning Board the authority to encourage cluster development to increase open space and provide more areas for water retention.</p>
<p>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and</p>	

Municipality:

Permit Number: NYR20A _ _ _

provide a reason(s) for the change:

Municipality:

Permit Number: NYR20A _ _ _

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>Multiple public forums and hearings pertaining to MS4 stormwater issues during site plan, subdivision public meetings and hearings.</p>	<p>Public involvement to development of several laws being drafted including I Cluster development for open space II Critical Environmental Area Awareness III Building Lot Law</p>	
<p>Town promotion of Arbor Day</p>	<p>Town declared “Tree City USA”</p>	
<p>Coordination between Town Board and the Town of Manlius Environmental Council (TMEC) and the Manlius Greenspace Coalition</p>	<p>Development of draft local resolution for critical environmental areas.</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 state and local public notice requirements. <i>Describe procedures below and state the methods used to publicize the AR public presentation.</i></p>		
<p>Town of Manlius website is used for updates to stormwater items, including public hearings.</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:</p>		
<p>Comments on Annual Report Meeting _X_ No public comments received on Annual Report. ___ Comments received. Attach summary of comments and intended responses.</p>	<p>Date of Annual Report Meeting: 04/09, 04/23</p>	<p>Approximate Date of Meeting Next Year: May 2009</p>
<p>Additional Techniques : Catch basin labeling/stenciling</p>		
<p>Town Stakeholders consistently interact to discuss and improve upon MS4 techniques:</p> <ol style="list-style-type: none"> Town Board Planning Board Highway Department Developers TMEC 	<p>Check and balances and communication are in place between all parties with regard to implementation of MS4 requirements</p>	
<p>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and</p>		

Municipality:

Permit Number: NYR20A _ _ _

provide a reason(s) for the change:

Municipality:

Permit Number: NYR20A _ _ _

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>
<p>The Town recently hired a staff engineer</p>	<p>Job duties include coordination of MS4 activities</p>
<p>The Town has completed several engineering studies to address stormwater issues</p>	<p>Studies commissioned include:</p> <ul style="list-style-type: none"> ii. Meadowbrook Limestone SSES (OCDWEP) iii. Bluff View Drainage Study iv. Whetstone Drainage Study v. Westfield Drainage Study
<p>The Town has conducted mapping of potential discharges within the Town</p>	<p>The Town plans to investigate the potential discharge areas and confirm there status and any necessary corrective action</p>
<p>Status of Local IDDE Law</p>	<p>The Town implemented the IDDE Law during 2007</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 <u>and planned for next year, including work on the following IDDE guidance prerequisites:</u></i></p> <ul style="list-style-type: none"> • field verification of outfall locations; • mapping all inter-municipal subsurface conveyances; • delineating storm sewer shed; 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 Percent of outfalls invested</i>
<p>As part of the EPF stormwater assistance awarded to the Town of Manlius on behalf of regulated MS4 communities in the Syracuse Urban Area the Central New York Regional Planning and Development Board provided student interns that mapped the locations of outfalls in the regulated portions of the Town of Manlius. Outfall locations were field verified by means of GPS and map was made in GIS format.</p>	<p>Coordination of activities with CNYRPDB a County ongoing. Representatives of Town attended training meetings with CNYRPDB Onondaga County.</p>

Municipality:

Permit Number: NYR20A _ _ _

Municipality:

Permit Number: NYR20A _ _ _

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?

No (go to ADDENDUM 1)
 Yes (complete questions below)

Assessment of Regulatory Mechanism (Local Code)

1) When was this assessment completed or planned to be completed?
 Yes

Date completed: September 26, 2007
 Not yet completed (proceed to Permit Reference IV.C.3.e)
 Plan to complete for reporting in year: 4; 5.

2) Is there an existing ordinance, local law or other regulatory mechanism?

No (go to question 5)
 Yes

3) Does the existing regulatory mechanism prohibit illicit discharges as required by the MS4 Permit?

No (amendments needed)
 Yes

4) Does the existing regulatory mechanism include enforcement authorities and procedures as required by the MS4 Permit?

No (amendments needed)
 Yes

Development of Regulatory Mechanism (Local Codes)

5) When was this work completed or planned to be completed?

Date completed: September 26, 2007
 Not yet completed (proceed to Permit Reference IV.C.3.e)
 Plan to complete work below for reporting in year: 4; 5.

6) If you answered 'No' to question 1, 2 or 3, what regulatory mechanism or amendments will be adopted to meet the MS4 permit requirements?

NYS IDDE Model Law in its entirety
 Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law
 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?

No
 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?

NYS IDDE Model Law in its entirety
 Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law
 Language equivalent to NYS IDDE Model Law

9) What was the date or is the planned date of local law adoption?

Date: September 26, 2007

10) Provide a web address if adopted local law can be found on a web site.

Web Address: www.townofmanlius.org

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

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

<p>Permit Reference IV.C.3.e: Inform public employees, businesses and the general public of hazards associated with illegal discharges and improper disposal of waste.</p> <ul style="list-style-type: none"> • <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> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Town of Manlius includes definition of stormwater and places for people to go to get more information.</p>	<p>Ongoing activities</p>
<p>Fayetteville Manlius School District conducts curriculums on stormwater education</p>	<p>Ongoing activities</p>
<p>Additional Techniques: Info. On website www.townofmanlius.org</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 Manlius has stormwater information pamphlets available on display for the public at Town Hall</p>	<p>Pamphlets will remain on public display</p>
<p>Pamphlets on stormwater have been placed in recycle bins at Town Hall</p>	<p>Pamphlets will continue to be placed in recycle bins</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>	

Municipality:

Permit Number: NYR20A _ _ _

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

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

Does the MS4 have the legal authority to enact land use ordinances, local laws or other regulatory mechanisms?	<input type="checkbox"/> No (go to ADDENDUM 2) <input checked="" type="checkbox"/> Yes (complete questions below)
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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: September 26, 2007 _____ Not yet completed (proceed to Permit Reference IV.C.4.b.v) Plan to complete for reporting in year: <input type="checkbox"/> 4; <input type="checkbox"/> 5. <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).
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2. If preliminary assessment was completed, indicate the results.	<input type="checkbox"/> If none of Sample Local Law provisions appear in local code; consider adopting Sample Local Law or equivalent <input type="checkbox"/> If few Sample Local Law provisions appear in local code; major revisions needed or consider adopting Sample Local Law or equivalent <input checked="" type="checkbox"/> If most of the Sample Local Law provisions appear in local code; minor revisions needed
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Assessment and Development of Regulatory Mechanism (Local Code) (continued on next page)

3. When was the Gap Analysis or equivalent process completed or when will it be completed?	Date completed: September 26, 2007 _____ Not yet completed (proceed to Permit Reference IV.C.4.b. v) Plan to complete work below for reporting in year: <input type="checkbox"/> 4; <input checked="" type="checkbox"/> 5.
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4. How was the local code adopted or how will it be adopted*? <i>*If MS4 has some existing local code equivalent to the Sample Local Law and adopted parts of the Sample Local Law as amendments to make a complete local code, check b and c.</i>	a. <input checked="" type="checkbox"/> The entire Sample Local Law adopted as amendments to existing code or as stand alone law. <ul style="list-style-type: none"> • If no portions of the Sample Local Law were moved or deleted, all provisions would be exactly the same as the Sample Local Law. • If ANY provisions of the Sample Local Law were moved or deleted, the moved or changed provisions must be reviewed (use the <i>Gap Analysis</i> or equivalent process) to ensure the intent of the law has not been changed. b. <input type="checkbox"/> Parts of NYS Sample Local Law adopted as amendments to existing code. c. <input type="checkbox"/> Language developed by municipality was demonstrated to be equivalent.
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Municipality:

Permit Number: NYR20A _ _ _

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: September 26, 2007

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

Municipality:

Permit Number: NYR20A _ _ _

Minimum Control Measure 4. Construction Site Stormwater Runoff Control

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

<p>Permit Reference IV.C.4.b. v: Develop and implement procedures for site plan review by the MS4 that incorporate consideration of potential water quality impacts and review individual pre-construction site plans to ensure consistency with local sediment and erosion control requirements.</p> <ul style="list-style-type: none"> • Describe the procedures below. <u>Revise as procedures are updated.</u> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> • Example measurable goals: number of plans received; number of plans reviewed; percent of plans received that are reviewed.
<p>The Town retains a staff engineer</p>	<p>Job duties include coordination of MS4 activities</p>
<p>Construction Site Inspections: 3rd party oversight</p>	<p>The Town routinely visits construction sites and files inspection reports of site activities. Review all site & subdivision plans over one acre.</p>
<p>The Town Planning Board as part of subdivision review process strictly adheres to MS4 requirements.</p>	<p>Engineering review for compliance of MS4 issues are reviewed for all subdivisions within the Town.</p>
<p>The Town continues to invest in training of public employees</p>	<p>Events attended for training include, Syracuse/Onondaga County planning Agency Annual Conference; New York Water Environment Annual Meeting; New York Planning Federation Annual Conference and several American Public Works seminars throughout the year. R.P.D.B. training</p>
<p>Permit Reference IV.C.4.b. vi: Develop and implement procedures for the receipt and consideration of information submitted by the public.</p> <ul style="list-style-type: none"> • Explain the procedures below. <u>Revise as procedures are updated.</u> • Identify the responsible personnel or outside organizations. 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>The public comment has always been available on construction plans through the planning stage and plan review stage of construction projects as part of the Town of Manlius Planning Board process.</p>	<p>Ongoing practice</p>
<p>The Town of Manlius retains a staff engineer</p>	<p>Engineer will work with the public on MS4 issues</p>
<p>Town of Manlius website</p>	<p>Town issues including stormwater are available on Town website.</p>

Municipality:

Permit Number: NYR20A _ _ _

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>Town retains a staff Engineer</p>	<p>Duties to include MS4 activities</p>
<p>Town Planning and Development Department has Codes Officer on Staff</p>	<p>Duties to include MS4 activities</p>
<p>Site development activities</p>	<p>The Town retains 3rd party oversight</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. <u>Indicate activities planned for next year.</u> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities) training or certification to be required of all developers</p>
<p>Planning Board Review</p>	<p>Requirements of subdivision activities include MS4 requirements</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 four highway departments within the Town of Manlius have ongoing mutual aid programs to interchange the use of equipment on stormwater activities</p>	<p>Shared use of equipment, resources and knowledge add to the improved stormwater program</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>	

Municipality:

Permit Number: NYR20A _ _ _

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>Our local law for stormwater management addresses inspection and maintenance of stormwater management practices and quality and quantity of post construction runoff as well as an assessment of existing conditions throughout the Town of Manlius 3rd party oversight inspections</p>	<p>Ongoing Task</p>
<p>The Town routinely maintains all drainage facilities including but not limited to detention facilities, catch basins, drainage easements, drainage ditches, and storm water conveyance systems</p>	<p>Measures to document these activities remain ongoing</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>Our local law for stormwater management which addresses inspection and maintenance of stormwater management practices and quality and quantity of post construction runoff as well as an assessment of existing conditions throughout the Town of Manlius 3rd party oversight</p>	<p>Ongoing Task</p>

Municipality:

Permit Number: NYR20A _ _ _

Minimum Control Measure 5. Post-Construction Stormwater Management

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

<p>Permit Reference IV.C.5.a, c. (continued): Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • Procedures for inspection and maintenance of post-construction management practices. • <i>Explain procedures below. <u>Revise as procedures are updated.</u></i> 	<ul style="list-style-type: none"> • <i>Example measurable goals are number of: inspections maintenance activities performed.</i>
<p>Our local law for stormwater management addresses inspection and maintenance of stormwater management practices and quality and quantity of post construction runoff as well as an assessment of existing conditions throughout the Town of Manlius</p>	<p>Ongoing Task</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>Our local law for stormwater management addresses inspection and maintenance of stormwater management practices and quality and quantity of post construction runoff as well as an assessment of existing conditions throughout the Town of Manlius</p>	<p>Ongoing Task</p>

Municipality:

Permit Number: NYR20A _ _ _

Minimum Control Measure 5. Post-Construction Stormwater Management

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

<p>Permit Reference IV.C.5.a, c. (continued): Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • Adequate resources for a program to inspect new and re-development sites and for enforcement and penalization of violators. • <i>Describe resources below. Update annually.</i> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>The Town of Manlius Code Enforcement Office presently performs construction site inspections and requires compliance with GP-02-01</p>	<p>Ongoing Practice: Review all preliminary site & subdivision plans over one acre.</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>	

Municipality:

Permit Number: NYR20A _ _ _

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> 	
Sediment	
<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
Street cleaning and catch basin cleaning as part of the street and bridge maintenance and stormwater system maintenance program.	Ongoing practice
The Town enlisted the services of a border collie to alleviate nuisance debris left by migratory fowl in several public areas.	The migratory fowl no longer heavily populate the public areas and excretions left behind have been drastically reduced
<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>Staff consistently attends CNYRPDB training events</p>
The Town recently hired a staff engineer.	Job duties include coordination of MS4 activities.
The four highway departments within the Town of Manlius have ongoing mutual aid programs to interchange the use of equipment on stormwater activities	Shared use of equipment, resources and knowledge add to the improved stormwater program
The Town routinely maintains all drainage facilities including but not limited to detention facilities, catch basin, drainage easements, drainage ditches, and storm water conveyance systems.	Measures to document these activities will be bolstered during 2007
<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>
The Town maintains sweeping activities on selected roads throughout the Town on average over 200 miles of roads are swept	Measures to document these activities will be bolstered during 2008

Municipality:

Permit Number: NYR20A _ _ _

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:	

Municipality:

Permit Number: NYR20A _ _ _

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

<ul style="list-style-type: none"> • Copy this page and give it to each municipal office or department responsible for reporting. • Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department. • Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures. • Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed. 	
<p>Permit Reference IV.C.6.a, c: Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from the municipal operation(s) indicated above to the MEP.</p> <ul style="list-style-type: none"> • Describe how the bulleted items below focus on pollutants addressed by the municipal pollution prevention program and the pollution prevention priorities. 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • Briefly describe or reference any existing policies and procedures • Briefly describe or reference any policies and procedures being developed 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>The Town recently hired a staff engineer</p>	<p>Job duties include coordination of MS4 activities.</p>
<p>The four highway departments within the Town of Manlius have ongoing mutual aid programs to interchange the use of equipment on stormwater activities</p>	<p>Shared use of equipment, resources and knowledge add to the improved stormwater program</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 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>The Town enlisted the services of a border collie to alleviate nuisance debris left by migratory fowl in several public areas.</p>	<p>The migratory fowl no longer heavily populate the public areas and excretions left behind have been drastically reduced</p>
<p>Brine Solution: Environmentally improved applications on Village of Fayetteville Streets and Minoa</p>	<p>Positive press releases and Public Comment</p>
<ul style="list-style-type: none"> • Identify and describe the equipment and staff that are in place 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>The Town has a capped landfill</p>	<p>The landfill is monitored in accordance with NYCRR Part 360 regulations and is in compliance with all regulations</p>
<p>The Town routinely maintains all drainage facilities including but not limited to detention facilities, catch basin, drainage easements, drainage ditches, and storm water conveyance systems.</p>	<p>Measures to document these activities continues Periodic Mowing, brush clearing as needed, dredging as needed</p>

Municipality:

Permit Number: NYR20A _ _ _

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

<ul style="list-style-type: none"> • Copy this page and give it to each municipal office or department responsible for reporting. • Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department. • Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures. • Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed. 	
<p>Permit Reference IV.C.6.a, c (continued): Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • <i>Assess if existing programs adequately reduce and/or prevent pollutant discharges</i> • <i>Determine and list any operation type, location or facility that is in need of modification or updates.</i> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>Will wait to do assessment until all BMP have been developed and implemented</p>	<p>Ongoing task</p>
<p>Permit Reference IV.C.6.a: If there is a training component for staff specific to these municipal operations:</p> <ul style="list-style-type: none"> • <i>explain the activities and materials;</i> • <i>identify the personnel or outside organization conducting the activities.</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Town of Manlius personnel have previously attended training sessions in the fields of pollution prevention, sediment and erosion.</p>	<p>Ongoing Practice: Staff consistently attends CNYRPDB training</p>
<p>Town of Manlius routinely attend professional development training activities</p>	<p>Ongoing practice</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>	

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 _____

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

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

Municipality:

Permit Number: NYR20A _ _ _

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

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

Municipality:

Permit Number: NYR20A _ _ _

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

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