

**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 Beekman **SPDES Permit Number:** NYR20A 3 6 5

See information packet for information to help complete this form.

MCC Form for year ending: March 9, <input checked="" type="checkbox"/> 2006 (Year 3) <input type="checkbox"/> 2007 (Year 4) <input type="checkbox"/> 2008 (Year 5)			
<b>Section A. MS4 Owner/Operator and Contact Person Information</b> (contact persons explained in instructions)			
<b>Owner/Operator</b> Is information below new or changed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Name: John Adams		Title: Supervisor	Department: N/A
Mailing Address:	Street or P.O. Box: 4 Main Street	City: Poughquag	
	County: Dutchess	State: New York	Zip Code: 12570-9601
Phone: ( 845 ) 724-5300 x239		E-mail Address: jadams@townofbeekman.com	
<b>Local Stormwater Public Contact</b> (Required by Minimum Measure 2)			
Is information below: 1) new or changed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 2) same as: <input checked="" type="checkbox"/> Owner/Operator			
Name:		Title:	Department:
Mailing Address:	Street or P.O. Box:	City:	
	County:	State:	Zip Code:
Phone: ( )		E-mail Address:	
<b>Stormwater Management Program (SWMP) Coordinator</b> (Responsible for implementation/coordination of SWMP)			
Is information below: 1) new or changed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 2) same as: <input checked="" type="checkbox"/> Owner/Operator <input type="checkbox"/> Local Stormwater Public Contact			
Name:		Title:	Department:
Mailing Address:	Street or P.O. Box:	City:	
	County:	State:	Zip Code:
Phone: ( )		E-mail Address:	
<b>Annual Report Preparer</b>			
Is information below: 1) new or changed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 2) same as: <input type="checkbox"/> Owner/Operator <input type="checkbox"/> Local Stormwater Public Contact <input type="checkbox"/> SWMP Coordinator			
Name: Michael W. Soyka, PE		Title: Town Engineer	Department:
Mailing Address:	Street or P.O. Box: 40 Garden Street	City: Poughkeepsie	
	County: Dutchess	State: NY	Zip Code: 12601
Phone: ( 845 ) 452-7515		E-mail Address: msoyka@rsaengrs.com	

**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
NYC East of Hudson Watershed	Phosphorus		X

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

Yes  
 No

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

Yes  
 No (explain below)

Explanation: Final regulations have not been promulgated as of this writing. Changes to the SWMP will be implemented when final regulations are known.

**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**

Dutchess County MS4 Coordination Committee: Towns of Poughkeepsie, LaGrange, Pawling, Pleasant Valley and Fishkill; Villages of Fishkill and Pawling; City of Beacon.

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

City of Poughkeepsie; Towns of East Fishkill, Hyde Park and Wappinger; Village of Wappingers Falls

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

Dutchess County Soil and Water Conservation Service; County of Dutchess

**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: Funding received from municipal budget: Vac-truck (\$78,000); Jet-truck (\$30,000); In house labor to clean catchbasins (\$10,000); Street sweeping by contract (\$27,000)

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

Explain:

**Section F. Compliance Certification**

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

Permit Part	Minimum Control Measure	ANSWER BOTH COLUMNS FOR THIS REPORT YEAR <u>ONLY</u>	
		Steady Progress	Goals Achieved
IV.C.1.	Public Education and Outreach on Stormwater Impacts Explain 'no' / 'N/A' answer:	<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
IV.C.2.	Public Involvement / Participation Explain 'no' / 'N/A' answer:	<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
IV.C.3.	Illicit Discharge Detection and Elimination Explain 'no' / 'N/A' answer: The Model Law is still only in Draft form. We are waiting for a Model Law in Final form.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
IV.C.4.	Construction Site Stormwater Runoff Control Explain 'no' / 'N/A' answer:	<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"/> N/A
IV.C.5.	Post-Construction Stormwater Management Explain 'no' / 'N/A' answer: Best Management Practices inspection and maintenance program for existing Practices was not developed as expected. It is planed for Years 4 and 5.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
IV.C.6.	Pollution Prevention / Good Housekeeping for Municipal Operations Explain 'no' / 'N/A' answer: Athletic fields were not tested prior to fertilizing.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A

**Certification Statement**

*“I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”*

Print Name: John D. Adams Title: Supervisor

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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



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

**Regulated MS4:** Town of Beekman **SPDES Permit Number:** NYR20A\_3\_6\_5

Annual Report Table for year ending: March 9, X 2006 (Year 3)      2007 (Year 4)      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 - 4<sup>th</sup> Floor, Albany, NY 12233-3505). **DO NOT SUBMIT REPORTS IN THREE-RING BINDERS.**

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

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

<p><b>Permit Reference IV.C.1.a, b:</b> Plan and conduct an ongoing public education and outreach program to ensure the reduction of all pollutants of concern in stormwater discharges to the maximum extent practicable (MEP).</p> <ul style="list-style-type: none"> <li>• <i>Explain the program, including activities and materials used</i></li> <li>• <i>Identify the personnel or outside organization conducting the activity.</i></li> <li>• <i>Indicate activities planned for next year.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
Develop Town website with links to Soil & Water Conservation Office	Completed on 02/21/06
Provide printed material from Soil and Water Conservation Office in Town Hall	Ongoing. 80 copies of Dutchess County Soil and Water’s annual newsletter “Conservation News” were distributed.
Store educational references in the new town library	Ongoing. Educational references from the Soil and Conservation District are stored in the new town Library
Invite representatives of Soil and Water Conservation to the annual Community Day celebration	Ongoing. Representatives are invited annually.
Low impact development: encourage cul-de-sacs with landscaped centers	Subdivision regulations are being revised to codify this requirement. The revisions are expected to be adopted in Year 4. In the mean time, one (1) subdivision has voluntary agreed to a landscaped cul-de-sac.
In Class A soils discourage curbs and encourage evenly sloped sides for natural drainage	There were no subdivisions with Class A soils developed during this reporting period.
Water conservation: Encourage sunken islands in parking lots for aquifer recharge	There were no parking lots developed that required islands during this reporting period.
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
Prepare an article concerning stormwater pollution control for the Town	Ongoing. The Town Newsletter is prepared twice a year containing

Municipality: Town of Beekman

Permit Number: NYR20A\_365\_

Newsletter.	an article concerning stormwater pollution control for homeowners. It is mailed to 5,934 homes and businesses in the Town of Beekman.
<b>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</b> No changes were made.	

**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><b>Permit Reference IV.C.2.c.iii.:</b> Design and conduct a public involvement / participation program.</p> <ul style="list-style-type: none"> <li>• Describe activities that the MS4 has/will undertake to provide program access to interested individuals and to gather needed input.</li> <li>• Indicate activities planned for next year.</li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>	
<p>Provide printed material from Soil and Water Conservation Office in Town Hall</p>	<p>Ongoing. 80 copies of Dutchess County Soil and Water’s annual newsletter “Conservation News” were distributed. Copies of Preventing Stormwater Pollution: Tips for Homeowners were available in Town Hall.</p>	
<p>Store educational reference materials in the new town library</p>	<p>Ongoing. Educational references from the Soil and Conservation District are stored in the new town Library</p>	
<p>Identify contact person</p>	<p>Completed.</p>	
<p>Public Hearing on SWMP and annual reports</p>	<p>Scheduled for May 15, 2006</p>	
<p>Advisory partner with Soil and Water Conservation Office</p>	<p>Completed and ongoing.</p>	
<p>Become active in the Fishkill Creek Watershed Planning Committee</p>	<p>Ongoing. The chair of the Beekman Conservation Advisory Committee represents the Town of Beekman at the meetings of the Fishkill Creek Watershed Committee. Meetings are held on the first Monday of each month.</p>	
<p>Become active in the Fishkill Creek Watershed Intermunicipal Council</p>	<p>N/A. This council is not active or does not exist.</p>	
<p>Establish adopt a stream program</p>	<p>Will pursue via the Fishkill Creek Watershed Committee in years 4 and 5.</p>	
<p>Sweep all Town roads once annually</p>	<p>Ongoing. 100% of the Town roads are swept annually. Task is completed in the spring of each year.</p>	
<p><b>Permit Reference IV.C.2.a, f:</b> Develop procedures to provide public notice about and access to documents and information in a manner that complies with state and local public notice requirements. Describe procedures below and state the methods used to publicize the AR public presentation.</p>		
<p>Public is notified on the Town’s website via the posting of the Town Board Meeting agenda and via the Town Newsletter.</p>		
<p><b>Permit Reference IV.C.2.e:</b> Public presentation of; <b>f:</b> summary of comments received on; and <b>g:</b> intended response to comments on the SWMPAR.</p>		
<p><b>Summarize attendance at the public presentation of the Annual Report. Include number of attendees and who was represented:</b></p>		
<p><b>Comments on Annual Report Meeting</b>  ___ No public comments received on Annual Report.  ___ Comments received. <b>Attach summary of comments and intended responses.</b></p>	<p><b>Date of Annual Report Meeting:</b>  July 10, 2006</p>	<p><b>Approximate Date of Meeting Next Year:</b>  May 21, 2007</p>

<b>Additional Techniques</b>	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
1,300 seedlings were distributed by DCSWCD to residents in the Town of Beekman, enough to cover 2.89 acres at the standard spacing for plantings.	Ongoing. Will continue each year.
<b>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</b> Remove membership in the Fishkill Creek Watershed Intermunicipal Council as a goal. This organization is inactive or does not exist. Its functions would be covered by the Fishkill Creek Watershed Council.	

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

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

<p><b>Permit Reference IV.C.3.a:</b> 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"> <li>• <i>Explain the activities and procedures used to meet this requirement this year <u>and planned for next year.</u></i></li> <li>• <i><u>Revise as procedures are updated.</u></i></li> <li>• <i>Identify personnel or outside organization conducting the activities</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <li>• <i>Example measurable goals: number of illicit discharges detected; number of illicit discharges eliminated.</i></li> </ul>
Revise existing erosion and sediment control ordinance	Completed. The NYS Model Ordinance was adopted on September 12, 2005.
Illicit discharges prohibited	Planned for year 4 or 5. Awaiting final version of the Model Law. The latest version on the DEC website is Draft 10 4/19/05
Develop public notification of hazards from illicit discharges	Planned for time of adoption of the Illicit Discharge Ordinance
Identify illicit discharges	Ongoing. All outfalls were examined at the time of mapping and no illicit discharges were detected. The Highway Department cleaned 460 out of 1600 catchbasins in the Town. No illicit discharges were detected.
Perform annual system inspections	Ongoing. See above.
Identify failing septic systems	Ongoing. None were identified in Year 3.
<p><b>Permit Reference IV.C.3.b:</b> Develop and maintain a map showing the location of all outfalls and the names and location of all waters of the US that receive discharges from outfalls. <i>Explain activities performed this year <u>and planned for next year, including work on the following IDDE guidance prerequisites:</u></i></p> <ul style="list-style-type: none"> <li>• field verification of outfall locations;</li> <li>• mapping all inter-municipal subsurface conveyances;</li> <li>• delineating storm sewershed; and</li> <li>• developing and retaining MS4 mapping as needed to find the source and identify illicit discharges. <i>State if maps are in GIS.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <li>• <i>Example measurable goals: percent of outfalls mapped</i></li> </ul>
Map existing outfalls.	Completed in 2005. 100% of the Town’s outfalls were mapped in 2005 following the NYSDEC protocol.
Map new outfalls as they are created	Ongoing. No new outfalls have been created since the completion of the initial mapping.

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

<b>Permit Reference IV.C.3.c:</b> Prohibit, through an ordinance, local law or other regulatory mechanism, illicit discharges into the MS4. The MS4s have until year 5 to complete the local law work. <b>See the instructions for information about completing this section.</b>	
Does the MS4 have the legal authority to enact ordinances, local laws or other regulatory mechanisms?	<input type="checkbox"/> No (go to ADDENDUM 1) <input checked="" type="checkbox"/> Yes (complete questions below)
<b>Assessment of Regulatory Mechanism (Local Code)</b>	
1) When was this assessment completed or planned to be completed?	Date completed: _____ <input checked="" type="checkbox"/> Not yet completed (proceed to next table) Plan to complete for reporting in year: ___4; <input checked="" type="checkbox"/> 5.
2) Is there an existing ordinance, local law or other regulatory mechanism?	<input type="checkbox"/> No (go to question 5) <input type="checkbox"/> Yes
3) Does the existing regulatory mechanism prohibit illicit discharges as required by the MS4 Permit?	<input type="checkbox"/> No (amendments needed) <input type="checkbox"/> Yes
4) Does the existing regulatory mechanism include enforcement authorities and procedures as required by the MS4 Permit?	<input type="checkbox"/> No (amendments needed) <input type="checkbox"/> Yes
<b>Development of Regulatory Mechanism (Local Codes)</b>	
5) When was this work completed or planned to be completed?	Date completed: _____ <input checked="" type="checkbox"/> Not yet completed (proceed to next table) Plan to complete work below for reporting in year: ___4; <input checked="" type="checkbox"/> 5.
6) If you answered 'No' to question 1, 2 or 3, what regulatory mechanism or amendments will be adopted to meet the MS4 permit requirements?	<input type="checkbox"/> NYS IDDE Model Law in its entirety <input type="checkbox"/> Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law <input type="checkbox"/> MS4 will write language equivalent to NYS IDDE Model Law
7) If you answered 'No' to question 1, 2 or 3, has a list of needed changes to local codes been developed for adoption of the regulatory mechanism?	<input type="checkbox"/> No <input type="checkbox"/> Yes, list the <b>local code(s)</b> that will be changed:
8) If the existing regulatory mechanism does not require amendments, what language is in the mechanism?	<input type="checkbox"/> NYS IDDE Model Law in its entirety <input type="checkbox"/> Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law <input 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 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.

<p><b>Permit Reference IV.C.3.e:</b> Inform public employees, businesses and the general public of hazards associated with illegal discharges and improper disposal of waste.</p> <ul style="list-style-type: none"> <li>• <i>Explain activities and materials used to meet this requirement this year <u>and planned for next year</u></i></li> <li>• <i>Identify personnel or outside organization conducting activities</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Town website posts the Town Newsletter which addresses proper hazardous waste disposal. The newsletter is also mailed to every property in the Town (5,934)</p>	<p>Ongoing. Continue to address hazardous waste disposal in the Town Newsletter.</p>
<p>Public employees receive training from the Dutchess County Soil and Water Conservation District (DCSWCD)</p>	<p>Ongoing. Training was provided to the Highway on 09/20/05 and will be given annually.</p>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</b></p>	

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

**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)**

<b>1.</b> When was the preliminary assessment of existing local codes completed or when will it be completed?	Date completed: _____ <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete for reporting in year: ___4; ___5. <input checked="" type="checkbox"/> Did not do preliminary assessment; proceeded directly to Gap Analysis Worksheets 1-4 or adopted <i>Sample Local Law for Stormwater Management and Erosion &amp; Sediment Control</i> (Sample Local Law).
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<b>2.</b> 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 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)

<b>3.</b> When was the Gap Analysis or equivalent process completed or when will it be completed?	Date completed: _____ N/A _____ <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete work below for reporting in year: ___4; ___5.
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<b>4.</b> How was / will the local code 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"> <li>• If no portions of the Sample Local Law were moved or deleted, all provisions would be exactly the same as the Sample Local Law.</li> <li>• If ANY provisions of the Sample Local Law were moved or deleted, the moved or changed provisions must be reviewed (use the <i>Gap Analysis</i> or equivalent process) to ensure the intent of the law has not been changed.</li> </ul> b. <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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**Minimum Control Measure 4 and 5. Construction Site and Post-Construction Stormwater Runoff Control Regulatory Mechanism**

**Permit Reference IV.C.4.b.i, 5.a.i** (continued)

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

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

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

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

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

Sample Local Law Articles	NUMBER OF REQUIRED PROVISIONS IN LOCAL LAW		
	Existing provisions <b>exactly the same</b> as the Sample Local Law language	Existing provisions <b>equivalent</b> to the Sample Local Law language (see Gap Analysis Workbook Equivalence Sheets for information to help determine equivalence)	Sample Local Law or equivalent language to be <b>adopted</b> , listed as <b>legislative agenda</b> items.
1			5
2			51
3, 4, 5			3
6			9
<b>TOTAL</b>			<b>71</b>

**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:

Chapter 71, Erosion and Sediment Control; Law was repealed in its entirety and replaced with the model law.

**7.** What was the date or is planned date of local code adoption?

Date: September 12, 2005

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

Web Address: [www.townofbeekman.com](http://www.townofbeekman.com)

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

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

<p><b>Permit Reference IV.C.4.b. v:</b> Develop and implement procedures for site plan review by the MS4 that incorporate consideration of potential water quality impacts and review individual pre-construction site plans to ensure consistency with local sediment and erosion control requirements.</p> <ul style="list-style-type: none"> <li>• <i>Describe the procedures below. <u>Revise as procedures are updated.</u></i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <li>• <i>Example measurable goals: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</i></li> </ul>
<p>Plans are received monthly for presentation to the Planning Board. The Town Engineer, a licensed Professional Engineer, reviews these plans, for compliance with the subdivision regulations, site plan ordinance and the stormwater management and erosion control local law.</p>	<p>Ongoing. 100% of the subdivision and site plans received (50 separate projects) were reviewed.</p>
<p><b>Permit Reference IV.C.4.b. vi:</b> Develop and implement procedures for the receipt and consideration of information submitted by the public.</p> <ul style="list-style-type: none"> <li>• <i>Explain the procedures below. <u>Revise as procedures are updated.</u></i></li> <li>• <i>Identify the responsible personnel or outside organizations.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>All projects requiring review for compliance with the stormwater local law appear before the Planning Board. Prior to making a SEQR determination and granting preliminary approval, a public hearing as announced by a legal notice in the official town newspaper, is scheduled. The agenda for the Planning Board meeting is also posted on the Town’s website. The public may present either written or oral comments at the public hearing. Written comments may also be presented directly to the Town Clerk or the Planning Board.</p>	<p>Ongoing. A public hearing was held for 100% of the projects (16) subject to review under the local stormwater law.</p>

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

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

<p><b>Permit Reference IV.C.4.b. iii, vii:</b> Develop and implement procedures for site inspections, enforcement of control measures and sanctions to ensure compliance with GP-02-02.</p> <ul style="list-style-type: none"> <li>Describe each procedure below. <i>Revise as procedures are updated.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <li>Example measurable goals are number of: inspections; fines assessed; stop work orders; other sanctions.</li> </ul>
<p>Inspection of sites are conducted at least monthly, and generally weekly or after storms of ½ -inch or more.</p>	<p>Ongoing. 146 inspections were conducted during this reporting period. There were no fines assessed or citations issued.</p>
<p><b>Permit Reference IV.C.4.b. viii:</b> Educate and train construction site operators about requirements to develop and implement a SWPPP and any other requirements they must meet <b>within the MS4s jurisdiction.</b></p> <ul style="list-style-type: none"> <li>Explain the activities and materials used to meet this requirement.</li> <li>Identify the personnel or outside organization conducting this activity.</li> <li>Indicate activities planned for next year.</li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Training is provided by DCSWCD</p>	<p>Ongoing. One session was conducted on October 19, 2005</p>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</b></p>	

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

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

<b>Permit Reference IV.C.5.a, c.</b> Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<ul style="list-style-type: none"> <li>A combination of structural and/or non-structural management practices.</li> <li><i>Identify and describe below procedures to ensure installation of post-construction management practices. <u>Revise as procedures are updated.</u></i></li> </ul>	DO NOT ENTER INFORMATION IN THIS CELL
Town Engineer inspects practices during and after construction and prior to operation. Provides written reports to the Building Inspector per the stormwater management local law.	Ongoing. 146 reports were prepared and distributed to the Building Inspector.
<ul style="list-style-type: none"> <li>Procedures for site plan and SWPPP review to ensure SWMPs meet state standards.</li> <li><i>Describe procedures below. <u>Revise as procedures are updated.</u></i></li> </ul>	<ul style="list-style-type: none"> <li><i>Example measurable goals include: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</i></li> </ul>
The procedure for SWPPP Plan review is enumerated in the stormwater management local law.	Ongoing. 100% of the plans that were received (50) were reviewed.

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

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

<b>Permit Reference IV.C.5.a, c. (continued):</b> Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<ul style="list-style-type: none"> <li>• Procedures for inspection and maintenance of post-construction management practices.</li> <li>• <i>Explain procedures below. <u>Revise as procedures are updated.</u></i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Example measurable goals are number of: inspections maintenance activities performed.</i></li> </ul>
Inspections and maintenance are performed upon complaint of neighbors.	No inspections or maintenance was performed this reporting period. The goal is to have a procedure in place by the end of Year 5.
<ul style="list-style-type: none"> <li>• Procedures for enforcement and penalization of violators.</li> <li>• <i>Explain procedures below. <u>Revise as procedures are updated.</u></i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Example measurable goals: number enforcement activities performed.</i></li> </ul>
The local law for stormwater management contains penalty clauses for violators.	No enforcement actions were required this reporting period.

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

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

<p><b>Permit Reference IV.C.5.a, c.</b> (continued): Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• Adequate resources for a program to inspect new and re-development sites and for enforcement and penalization of violators.</li> <li>• <i>Describe resources below. Update annually.</i></li> </ul>	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>An inspection fee is charged for each new or re-development project.</p>	<p>146 inspections were conducted this reporting period.</p>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</b></p>	

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

OVERALL MUNICIPAL POLLUTION PREVENTION / GOOD HOUSEKEEPING PROGRAM INFORMATION

<ul style="list-style-type: none"> <li>• This table is for MS4s to report on their OVERALL Municipal Pollution Prevention / Good Housekeeping Program.</li> <li>• A separate table follows that is for MS4s to report on management practices performed in identified municipal operations.</li> <li>• Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.</li> <li>• Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.</li> </ul>	
<p><b>Permit Reference IV.C.6.a:</b> Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• <i>List pollutants that will be addressed by the municipal pollution prevention program.</i></li> </ul>	
Sediment Phosphorus	
<ul style="list-style-type: none"> <li>• <i>Set and describe pollution prevention priorities by geographic areas, municipal operation type, and facilities.</i></li> </ul>	DO NOT ENTER INFORMATION IN THIS CELL
Sweep the Town roads annually	Ongoing. All 64 miles of the Town’s roads were swept this reporting period.
Clean all catchbasins	460 of the Town’s 1600 catchbasins were cleaned. The goal is to clean at least 570 of catchbasins that have not been cleaned by the end of Year 4, and clean the remaining 570 by the end of Year 5. Thereafter, one half of the catchbasins will be cleaned annually.
<p><b>Permit Reference IV.C.6.a:</b> Include a municipal pollution prevention training component for staff (where all staff are trained).</p> <ul style="list-style-type: none"> <li>• <i>Explain activities and materials used to meet this requirement.</i></li> <li>• <i>Identify training needs and design training components</i></li> <li>• <i>Determine the adequacy and appropriate frequency of staff training.</i></li> <li>• <i>Identify personnel or outside organization conducting activities.</i></li> </ul>	
Pollution prevention training is provided by the DCSWCD	8 Highway Department personnel were trained on September 20, 2005. Annual training of Highway personnel is the goal.
<p><b>Additional Techniques</b></p>	
<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>	

**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 6. Municipal Operations:** \_\_\_Street and Bridge Maintenance; \_\_\_Winter Road Maintenance; \_\_\_Stormwater System Maintenance; \_\_\_Vehicle and Fleet Maintenance; \_\_\_Park and Open Space Maintenance; \_\_\_Municipal Building Maintenance; \_\_\_Solid Waste Management; \_\_\_Other: \_\_\_\_\_

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

<b>Permit Reference IV.C.6.a, c:</b> Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from <b>the municipal operation(s) indicated above</b> to the MEP. <ul style="list-style-type: none"> <li>• <i>Describe how the bulleted items below focus on pollutants addressed by the municipal pollution prevention program and the pollution prevention priorities.</i></li> </ul>	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<ul style="list-style-type: none"> <li>• <i>Briefly describe or reference any existing policies and procedures</i></li> <li>• <i>Briefly describe or reference any policies and procedures being developed</i></li> </ul>	<b>DO NOT ENTER INFORMATION IN THIS CELL</b>
There are no written policies in place concerning road sweeping or catchbasin cleaning. The goal is to sweep all roads once per year and to clean as many catchbasins as possible each year.	Develop written policy by the end of Year 5.
<ul style="list-style-type: none"> <li>• <i>Briefly describe or reference any existing best management practices</i></li> <li>• <i>Briefly describe or reference any planned best management practices</i></li> </ul>	<b>DO NOT ENTER INFORMATION IN THIS CELL</b>
There are none.	Develop BMP manual by the end of Year 5.
<ul style="list-style-type: none"> <li>• <i>Identify and describe the equipment and staff that are in place</i></li> </ul>	<b>DO NOT ENTER INFORMATION IN THIS CELL</b>
The town owns a vac-truck and jet-truck for catchbasin and plugged drain cleaning.	N/A

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

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

<b>Permit Reference IV.C.6.a, c</b> (continued): Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<ul style="list-style-type: none"> <li>• <i>Assess if existing programs adequately reduce and/or prevent pollutant discharges</i></li> <li>• <i>Determine and list any operation type, location or facility that is in need of modification or updates.</i></li> </ul>	DO NOT ENTER INFORMATION IN THIS CELL
Prevent discharge of pollutants by municipal operations	Ongoing. Pollutants are not routinely discharged.
Obtain the DEC NPS Management Practices Catalog	Completed in May 2005
Implement 25% of the required management practices by 03/05	Not completed
Implement the next 25% of the required management practices by 03/06	Not completed
Implement the next 25% of the required management practices by 03/07	Complete 75% of the required management practices by 03/07
Implement the last 25% of the required management practices by 03/08	Complete 100% of the required management practices by 03/08
Conduct employee pollution training in conjunction with DCSWCD annually	Ongoing. Highway Department personnel (8 members) were trained on September 20, 2005. Continue with annual training.
Recycle all used oil and anti-freeze	Ongoing. All used oil and anti-freeze is recycled. Continue to recycle used oil and anti-freeze
Sweep all town roads annually	Ongoing. 64 miles of town roads were swept this year.
Take soil samples of recreation fields for proper nutrient management every three years	Ongoing. Soil samples will be taken in Year 4.
Wash town owned vehicles on pervious surfaces	Ongoing. Town owned vehicles are washed on an impervious surface that drains to an infiltration basin. There is no discharge to stormwater collection system.
Pump out municipal owned septic systems every three years	Ongoing. The Highway Department septic tank was pumped out in February 2005. The Town Hall septic tank was pumped out in April 2005.
Clean 30% of all catchbasins in town by 12/05 (Year 3)	Ongoing. 460 out of 1600 (29%) were cleaned.
Clean 50% of all catchbasins in town by 12/06 (Year 4)	Goal is a minimum of 800 catchbasins
Clean 60% of all catchbasins in town by 12/07 (Year 5)	Goal is a minimum of 960 catchbasins

<p><b>Permit Reference IV.C.6.a:</b> If there is a training component for staff specific to these municipal operations:</p> <ul style="list-style-type: none"> <li>• <i>explain the activities and materials;</i></li> <li>• <i>identify the personnel or outside organization conducting the activities.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Staff receive training from the DCSWCD staff</p>	<p>8 members of the Highway Department were trained on September 20, 2005</p>
<p> </p>	<p> </p>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p> </p>	<p> </p>
<p><b>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</b></p>	

<b>Did you include any of the following documents as appendices? Put a mark each appended document.</b>
<input type="checkbox"/> Summary of public comments received on the annual report at the public presentation ( <b>Required</b> )
<input type="checkbox"/> Intended response to comments on the annual report ( <b>Required</b> )
<input type="checkbox"/> Results of information collected and analyzed, including monitoring data; evaluation of assessment (modeling) of pollutant discharges, including modeling results and pollutant transport trends.
<input type="checkbox"/> Other _____

