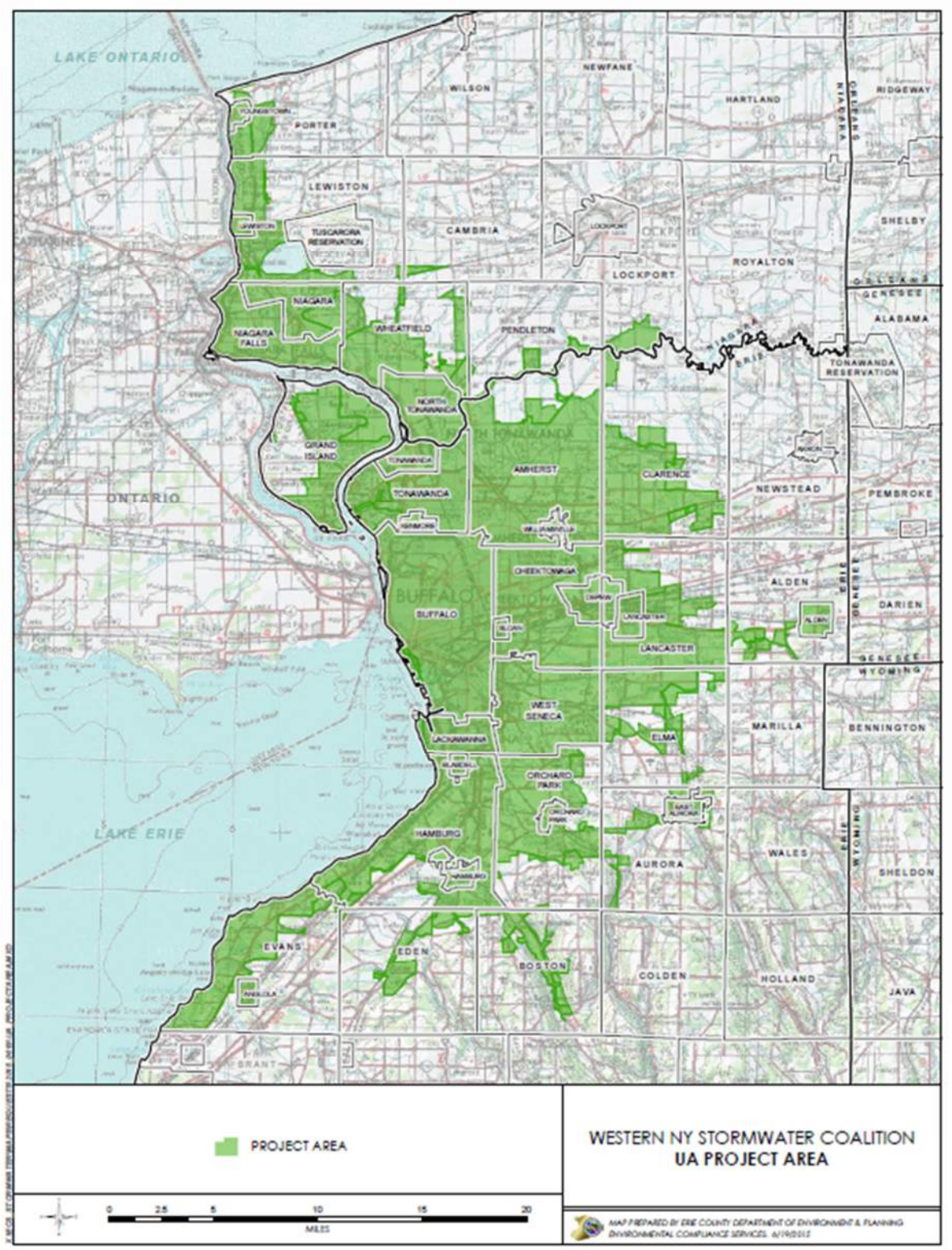
Map of Erie and Niagara County MS4 Regulated Area Appendix A



SWMP Plan Compliance Documentation Appendix B

A. MCM1 – Public Education and Outreach Program

Compliance Documentation

Once every 5 years, the **Village of Alden** directs an educational message to target audience(s) for each focus area(s) based on the defined education and outreach topic(s) listed in this Stormwater Management Program Plan. Listed below are the date(s) of completion and method of distribution for each message.

i. Residents:

Landscaping and lawn care:

Date of completion: _____

Method used: _____

Dog waste:

Date of completion: _____

Method used: _____

Household hazardous waste disposal:

Date of completion: _____

Method used: _____

Vehicle washing:

Date of completion: _____

Method used: _____

Illicit Discharge:

Date of completion: _____

Method used: _____

Ii. Commercial: Business Owners and Staff:

Landscaping and lawn care:

Date of completion: _____

Method used: _____

Vehicle fueling:

Date of completion: _____

Method used: _____

Vehicle maintenance:

Date of completion: _____

Method used: _____

Uncovered materials exposure/storage:

Date of completion: _____

Method used: _____

Illicit Discharge:

Date of completion: _____

Method used: _____

Iii. Institutions: Managers, Staff, and Students (Institutions Not Subject to SPDES MS4/MSGP Stormwater Permitting)

Uncovered materials exposure/storage:

Date of completion: _____

Method used: _____

Iv. Construction: Developers, Contractors, And Design Professionals:

Soil disturbance:

Date of completion: _____

Method used: _____

Uncontained construction waste:

Date of completion: _____

Method used: _____

V. Industrial: Owners and Staff: (Industry Not Subject to SPDES MSGP Stormwater Permit)

Uncovered materials exposure/storage:

Date of completion: _____

Method used: _____

Vi. MS4 Operator's Municipal Staff:

Uncovered materials exposure/storage

Date of completion: _____

Method used: _____

Preventative maintenance:

Date of completion: _____

Method used: _____

Spill prevention and response:

Date of completion: _____

Method used: _____

Erosion and Sediment Controls:

Date of completion: _____

Method used: _____

Vegetated areas and open space:

Date of completion: _____

Method used: _____

Salt storage:

Date of completion: _____

Method used: _____

Waste, garbage and floatable debris:

Date of completion: _____

Method used: _____

Illicit Discharge:

Date of completion: _____

Method used: _____

Updates to the Public Education and Outreach Program

Annually, by April 1: The **Village of Alden** reviews and updates, if necessary, the focus areas, target audiences, and/or education and outreach topics. Listed below are the date(s) of review and description of update.

Date of Review	Description of Update (including "No Update")
2/28/25	No Update

SWMP Plan Compliance Documentation Appendix B (continued)

B. MCM 2 - Public Involvement/Participation

Public involvement/participation in the development and implementation of the **Village of Alden** SWMP includes opportunities to: review the SWMP Plan; submit comments; ask questions; and, become involved in the SWMP.

To document (annually), enter date(s) of completion:

Coordination with other pre-existing public involvement/participation opportunities

Description: At a Village Board Meeting

Method used: SWMP was presented and public was informed it was available for review and comment at Village Hall and on the Village website

Dates of completion: 3/10/2025

Available at Village Hall and on Village Website

Description: Located with Village Clerk and on Village website

Method used: Available for public review and comment

Dates of completion: at all times

Public Notice and Input Requirements for Draft Annual Report

Annually, the **Village of Alden** provides an opportunity for the public to review and comment on the draft Annual Report. Listed below are the date(s) of review and description of the opportunity provided.

Date of Review	Description of Opportunity
3/10/2025	At a Village Board meeting

Consideration of Public Input

Annually, the **Village of Alden** documents a summary of comments received on the SWMP Plan and draft Annual Report. Listed below are the comments and date received (if no comments were received, date and note in description).

Date Received	Description of SWMP Plan Comments

Date Received	Description of Draft Annual Report Comments

Within thirty (30) days of when public input is received, the MS4 Operator must update the SWMP Plan, where appropriate, based on the public input received. Listed below are the updates and effective date (if no updates are made, note in description).

Date of Update	Description of SWMP Plan Update or "No Update" if applicable

SWMP Plan Compliance Documentation **Appendix B (continued)**

C. MCM 3 - Illicit Discharge Detection and Elimination

1. Illicit Discharge Detection

Public Reporting of Illicit Discharges

Within thirty (30) days of an illicit discharge, each report of an illicit discharge is documented below.

Date of the report: _____

Location of the illicit discharge: _____

Nature of the illicit discharge: _____

Follow up actions taken or needed (including response times): _____

_____

Inspection outcomes and any enforcement taken: _____

_____

Date of the report: _____

Location of the illicit discharge: _____

Nature of the illicit discharge: _____

Follow up actions taken or needed (including response times): _____

_____

Inspection outcomes and any enforcement taken: _____

_____

Date of the report: _____

Location of the illicit discharge: _____

Nature of the illicit discharge: _____

Follow up actions taken or needed (including response times): _____

_____

Inspection outcomes and any enforcement taken: _____

_____

Annually, the **Village of Alden** updates the inventory for new monitoring locations that are constructed or discovered; or if information for existing monitoring locations change. Prioritization determinations and updates are also addressed below.

Date of Update	Description Inventory Update(s); or "No Update" if applicable
2/28/2025	No update

Annually, the **Village of Alden** reviews and updates the names, titles, and contact information for the individuals who have received illicit discharge training on the following:

- Monitoring locations inspection;
- Sampling procedures;
- Results interpretation;
- Source track down; and,
- Source elimination.

The Illicit Discharge Detection and Elimination training provided by the Western New York Stormwater Coalition is comprehensive and addresses all training requirements applicable to the IDDE Program.

Date of Update	Name, title & email of individual trained	Training Date

Annually, by April 1, the **Village of Alden** reviews and updates its monitoring location inspection and sampling procedures based on results (e.g., trends, patterns, areas with illicit discharges, and common problems).

Date of Update	Description Inspection and Sampling Procedures Update(s); or "No Update" if applicable
2/28/2025	No Update

SWMP Plan Compliance Documentation Appendix B (continued)

D. MCM 3 – Construction Site Stormwater Runoff Control

Annually, the **Village of Alden** reviews and updates the names, titles, and contact information for the individuals who have received **Construction Oversight Training**.

Date of Update	Name, Title & Email of Individual Trained	Training Date

Annually, by April 1, the **Village of Alden** reviews and updates its construction oversight procedures.

Date of Update	Description Construction Oversight Procedures Update(s); or "No Update" if applicable
2/28/25	Construction Oversite procedures were updated in compliance with the year 1 permit requirements

Annually, the **Village of Alden** updates it CGP-regulated construction sites inventory.

Date of Update	Description Inventory Update(s); or "No Update" if applicable
2/28/25	No update

Individuals **involved in construction activity, SWPPP review, construction site inspections** in the **Village of Alden** have received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity. Individuals who meet the definition of a qualified professional or qualified inspector are exempt from this requirement.

Date of Training	Name, Title & Email of Individual Trained	Task : Oversight; SWPPP Review; Inspection

SWMP Plan Compliance Documentation Appendix B (continued)

E. MCM 5 – Post-Construction Stormwater Management

Annually, the **Village of Alden** reviews and updates the names, titles, and contact information for the individuals who have received **Post-Construction SMP Inspection And Maintenance Training.**

Date of Update	Name, Title & Email of Individual Trained	Training Date

Annually, the **Village of Alden** updates its inventory of post-construction SMPs.

Date of Update	Description Inventory Update(s); or "No Update" if applicable
2/28/25	No update

Annually, by April 1, the **Village of Alden** reviews and updates its post-construction SMP inspection and maintenance procedures.

Date of Update	Description Post-construction SMP Inspection and Maintenance Procedures Update(s); or "No Update" if applicable
2/28/25	Post-construction SMP Inspection and Maintenance procedures formalized and implemented as a year 1 requirement of the permit

SWMP PLAN COMPLIANCE **Appendix B (continued)**

F. MCM 6 – Pollution Prevention and Good Housekeeping

Annually, the **Village of Alden** reviews and updates the names, titles, and contact information for the individuals who have received **Municipal Facility Procedures Training and Municipal Operations Procedures Training**.

Date of Update	Name, Title & Email of Individual Trained	Training Date

Annually, by April 1, the **Village of Alden** reviews and updates its municipal facility procedures and its municipal operations procedures.

Date of Update	Description Municipal Facility Procedures Update(s)

Date of Update	Description Municipal Operations Procedures Update(s)

Annually, the **Village of Alden** updates its inventory of all municipal facilities.

Date of Update	Description Inventory Update(s); or "No Update" if applicable
2/28/25	No update

Monitoring Locations Inspection and Sampling Field Sheet Appendix C

Monitoring Locations Inspection and Sampling Field Sheet

Section 1: Background Data

Subwatershed:		Monitoring Location ID:	
Today's date:		Time (Military):	
Investigators:		Form completed by:	
Temperature (°F):	Rainfall (in.): Last 24 hours: Last 48 hours:		
Latitude:	Longitude:	GPS Unit:	GPS LMK #:
Camera:		Photo #s:	
Land Use in Drainage Area (Check all that apply):			
☐ Industrial		☐ Open Space	
☐ Ultra-Urban Residential		☐ Institutional	
☐ Suburban Residential		Other: _____	
☐ Commercial		Known Industries: _____	
Notes (e.g., origin, if known):			

Section 2: Monitoring Location Description

LOCATION	MATERIAL	SHAPE	DIMENSIONS (IN.)	SUBMERGED
☐ Closed Pipe	☐ RCP ☐ CMP ☐ PVC ☐ HDPE ☐ Steel ☐ Other: _____	☐ Circular ☐ Single ☐ Elliptical ☐ Double ☐ Box ☐ Triple ☐ Other: _____ ☐ Other: _____	Diameter/Dimensions: _____	In Water: ☐ No ☐ Partially ☐ Fully With Sediment: ☐ No ☐ Partially ☐ Fully
☐ Open drainage	☐ Concrete ☐ Earthen ☐ Rip-Rap ☐ Other: ____	☐ Trapezoid ☐ Parabolic ☐ Other: ____	Depth: ____ Top Width: ____ Bottom Width: ____	
☐ In-Stream	(applicable when collecting samples)			
Flow Present?	☐ Yes ☐ No	*If No, Skip to Section 5*		
Flow Description (If present)	☐ Trickle ☐ Moderate ☐ Substantial			

Section 3: Quantitative Characterization

FIELD DATA FOR FLOWING MONITORING LOCATIONS				
PARAMETER		RESULT	UNIT	EQUIPMENT
☐ Flow #1	Volume		Liter	Bottle
	Time to fill		Sec	
☐ Flow #2	Flow depth		In	Tape measure
	Flow width	____' ____"	Ft, In	Tape measure
	Measured length	____' ____"	Ft, In	Tape measure
	Time of travel		S	Stopwatch
Temperature			°F	Thermometer
pH			pH Units	Test strip/Probe
Ammonia			mg/L	Test strip

Monitoring Locations Inspection and Sampling Field Sheet Appendix C (continued)

Monitoring Locations Inspection and Sampling Field Sheet

Section 4: Physical Indicators for Flowing Monitoring Locations Only

Are Any Physical Indicators Present in the flow? ☐ Yes ☐ No *(If No, Skip to Section 5)*

INDICATOR	CHECK If Present	DESCRIPTION	RELATIVE SEVERITY INDEX (1-3)		
Odor	☐	☐ Sewage ☐ Rancid/sour ☐ Petroleum/gas ☐ Sulfide ☐ Other:	☐ 1 - Faint	☐ 2 – Easily detected	☐ 3 – Noticeable from a distance
Color	☐	☐ Clear ☐ Brown ☐ Gray ☐ Yellow ☐ Green ☐ Orange ☐ Red ☐ Other:	☐ 1 – Faint colors in sample bottle	☐ 2 – Clearly visible in sample bottle	☐ 3 – Clearly visible in flow
Turbidity	☐	See severity	☐ 1 – Slight cloudiness	☐ 2 - Cloudy	☐ 3 – Opaque
Floatables -Does Not Include Trash!!	☐	☐ Sewage (Toilet Paper, etc.) ☐ Suds ☐ Petroleum (oil sheen) ☐ Other:	☐ 1 – Faint/slight; origin not obvious	☐ 2 - Some; indications of origin (e.g., possible suds or oil sheen)	☐ 3 - Some; origin clear (e.g., obvious oil sheen, suds, or floating sanitary materials)

Section 5: Physical Indicators for Both Flowing and Non-Flowing Monitoring Locations

Are physical indicators that are not related to flow present? ☐ Yes ☐ No *(If No, Skip to Section 6)*

INDICATOR	CHECK If Present	DESCRIPTION	COMMENTS
Monitoring Location Damage	☐	☐ Spalling, Cracking or Chipping ☐ Peeling Paint ☐ Corrosion	
Deposits/Stains	☐	☐ Oily ☐ Flow Line ☐ Paint ☐ Other:	
Abnormal Vegetation	☐	☐ Excessive ☐ Inhibited	
Poor pool quality	☐	☐ Odors ☐ Colors ☐ Floatables ☐ Oil Sheen ☐ Suds ☐ Excessive Algae ☐ Other:	
Pipe benthic growth	☐	☐ Brown ☐ Orange ☐ Green ☐ Other:	

Section 6: Overall Monitoring Location Characterization

☐ Unlikely ☐ Potential (presence of two or more indicators) ☐ Suspect (one or more indicators with a severity of 3) ☐ Obvious

Section 7: Data Collection

1. Sample for the lab?	☐ Yes	☐ No			
2. If yes, collected from:	☐ Flow	☐ Pool			
3. Intermittent flow trap set?	☐ Yes	☐ No	If Yes, type:	☐ OBM	☐ Caulk dam

Section 8: Any Non-Illicit Discharge Concerns (e.g., trash or needed infrastructure repairs)?

Illicit Discharge Detection and Elimination Track Down Program Appendix D

IDDE Dry Weather Inspection and Outfall Testing Guide

Procedures for Dry Weather Inspection and IDDE

I. Plan dry weather inspections
   a. No precipitation/snow melt for preceding 72 hours

II. Choose Monitoring Locations (aka outfalls)
   a. Review previous outfall inspections; identify monitoring locations (outfalls) requiring inspection or any that may require re-inspection.
   b. Prepare for dry weather inspection: Monitoring Locations Inspection and Sampling Field Sheet, outfall report/current data for all to be inspected, maps/route, clip board, pen.

III. Inspect Monitoring Locations/Outfalls
   a. Inspect each monitoring location scheduled for the year.
   b. If you cannot find the end of the pipe or ditch, or it is inaccessible or unsafe to reach, locate the first upstream catch basin to determine whether or not there is flow. Note the inspection point on the form if it deviates from the mapped outfall. Make a note in your files as well for future inspectors. Complete Monitoring Locations Inspection and Sampling Field Sheet for each outfall
   c. Hardcopy inspection form or inspection APP available from Western NY Stormwater Coalition.
   d. Retain forms/APP reports as documentation of inspection for 5 years
   e. Schedule sampling for high priority monitoring locations (aka outfalls) discharging flow during dry weather

IV. Document Inspections
   a. Record monitoring locations inspected on spreadsheet or whatever you choose to use to track inspections. It doesn't have to be elaborate, just a tool to identify outfalls inspected and those in need of inspection.
      e.g. Outfall ID and date inspected are adequate. You can add information as to whether it was flowing and a "Notes" column as well.

   b. The Monitoring Locations Inspection and Sampling Field Sheet completed in the field are to be filed and retained as compliance documentation. You may also scan the completed forms. If you opt to scan, create a new folder for each year.

Illicit Discharge Detection and Elimination Track Down Program Appendix D (continued)

Procedures for Sampling and IDDE

I. Outfalls discharging during dry weather will need to be investigated further to ensure there are no pollutants in the flow.

II. Prepare for IDDE Testing
   a. Prepare sampling equipment, field meters and testing supplies
   b. Take system maps depicting outfall and conveyance system contributing area and Monitoring Locations Inspection and Sampling Field Sheet to record data

III. Collect sample/field data according to Outfall Testing Guide (follows)

IV. Lab Analysis/Track Down/Elimination
   a. Conduct lab analysis on sample(s) according to Monitoring Location (Outfall) Testing Guide. Record results on Monitoring Locations Inspection and Sampling Field Sheet
   b. Interpret results to characterize flow
   c. If pollutants are detected, initiate track down investigation to identify the source of contamination
   d. Eliminate source of contamination or if nature of the source prohibits elimination, utilize targeted education to inform/minimize the source (e.g. pet waste disposed in storm sewers: distribute information on proper disposal throughout neighborhood)
   e. **Document all efforts taken to identify and eliminate the source of contamination. Retain forms as documentation of inspection for 5 years**

Monitoring Location (Outfall) Testing Guide

This document was prepared to serve as quick reference for field analyses of flowing outfalls using test strips for Ammonia, pH, Total Chlorine, Nitrite/Nitrate and Phosphate. Depending on the results and visual observations at the outfall, source identification and elimination of that source may be necessary as well as additional sampling.

pH, Temperature, Total Dissolved Solids (TDS) and Conductivity (Hanna Meter

1. Turn on the Hanna Instruments pH /Temperature/Conductivity meter.
2. Remove cap on probe and rinse the probe end with distilled water.
3. In the field, place the probe in the sample collected for on-site analyses.
4. Record the results on the Track Down Field Report.
5. Rinse the probe with distilled water and replace the cap. **For extended time of storage, probe cap must be filled with pH Electrode Storage Solution or pH 4 Buffer solution.** Detailed instructions provided see **insert entitled: *Care and Storage of pH Electrode***.

Note:

- This meter must be calibrated periodically as per instruction manual.
- If you cannot find your meter, there is a test strip for pH (below) and a basic thermometer will work.

Test Strips

When using test strips, keep wet fingers out of the container. Close cap tightly after use.
Store in a cool, dry place.

Ammonia (HACH # 4315-70)

Ammonia levels are tested to indicate presence of sanitary sewage in stormwater. Should high levels be detected, further investigation and source track down are required.

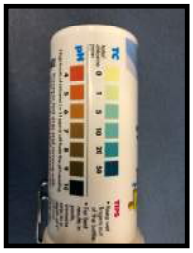
1. Dip strip into water sample.
2. Vigorously move it up and down in water sample for 30 seconds, making sure both pads are always submerged.
3. Remove test strip and shake off excess water.
4. Hold the strip level, with pad side up, for 30 seconds.
5. To read the result, turn the test strip over so that both pads face away from you.
6. Compare the color of the small pad to the color chart on the container.
7. Read the result through the clear plastic of the test strip.
8. Record the result on the Outfall Sampling Results form.

pH and Total Chlorine (LaMotte # 5049-36)

pH is measured to indicate potential industrial discharges.

Total chlorine is measured to indicate a tap water leak into the storm sewer system or possibly discharge of chlorinated pool/spa water.

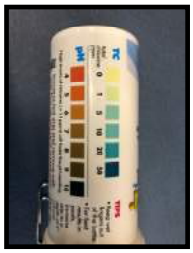
1. Immerse test strip and remove with pads face up.
2. Do not shake off excess water.
3. Wait 15 seconds and immediately hold up vertically against the color chart on container.
4. Record the pH result on the Outfall Sampling Results form.
5. Using the same strip, record the results for Total Chlorine



Nitrite and Nitrate (LaMotte # 5049-39)

Sources of nitrite (NO_2) and nitrate (NO_3) in urban stormwater runoff include lawn and garden fertilizers, pet waste and failing septic tanks.

1. Using at least a cup-size sample, immerse test strip for 2 seconds and remove with pads face up.
2. Do not shake off excess water.
3. Wait 60 seconds and immediately hold up vertically against the color chart on container.
4. Record the Nitrite result on the Outfall Sampling Results form.
5. Using the same strip, record the results for Nitrate.



Phosphate (HACH # 4315-75)

Sources of phosphate/phosphorus in urban runoff include plant and leaf litter, soil particles, pet waste, road salt and lawn fertilizer. Lawns and roads account for the greatest loading.

1. Dip a strip into water for 5 seconds and remove.

2. Hold the strip level, with pad side up, for 45 seconds.
3. Do not shake excess water from the strip.
4. Compare the color of the small pad to the color chart on the container.
5. Record the result on the Outfall Sampling Results form.

ADDITIONAL TESTING

Detergents – Black Light/Cotton Pad

Indicates presence of optical brighteners, used in detergents to whiten fabrics, which fluoresce under ultraviolet light. Sources of detergents include failing septic systems, improperly connected laundry discharges and industrial sources.

---

1. Soak cotton pad with sample.
2. Place under black light. If it fluoresces, detergents are present.
3. Under bright light conditions, you may have to move to a dark area or devise a box to block light.
4. Record the detection or absence of detergents on the Outfall Sampling Results Form.

Note: If an intermittent discharge is suspected, the cotton pad can be secured at the outfall or an upstream point (such as suspended in a storm DI) for a given length of time during dry weather before black light exposure.

Construction Activities that Require SWPPP **Appendix E**

(from NYS Construction General Permit (GP-0-20-001)
Appendix B-Table 1 and Table 2

Table 1
Construction Activities that Require the Preparation of a SWPPP That Only Includes Erosion and Sediment Controls

The following construction activities that involve soil disturbances of one (1) or more acres of land, but less than five (5) acres:

- Single family home not located in one of the watersheds listed in Appendix C or not *directly discharging* to one of the 303(d) segments listed in Appendix E
- Single family residential subdivisions with 25% or less impervious cover at total site build-out and not located in one of the watersheds listed in Appendix C and not directly discharging to one of the 303(d) segments listed in Appendix E
- Construction of a barn or other *agricultural building*, silo, stock yard or pen.

The following construction activities that involve soil disturbances between five thousand (5000) square feet and one (1) acre of land:

All construction activities located in the watersheds identified in Appendix D that involve soil disturbances between five thousand (5,000) square feet and one (1) acre of land.

The following construction activities that involve soil disturbances of one (1) or more acres of land:

- Installation of underground, linear utilities; such as gas lines, fiber-optic cable, cable TV, electric, telephone, sewer mains, and water mains
- Environmental enhancement projects, such as wetland mitigation projects, stormwater retrofits and stream restoration projects
- Pond construction
- Linear bike paths running through areas with vegetative cover, including bike paths surfaced with an impervious cover
- Cross-country ski trails and walking/hiking trails
- Sidewalk, bike path or walking path projects, surfaced with an impervious cover, that are not part of residential, commercial or institutional development;
- Sidewalk, bike path or walking path projects, surfaced with an impervious cover, that include incidental shoulder or curb work along an existing highway to support construction of the sidewalk, bike path or walking path.
- Slope stabilization projects
- Slope flattening that changes the grade of the site, but does not significantly change the runoff characteristics

Table 1 (Continued) CONSTRUCTION ACTIVITIES THAT REQUIRE THE PREPARATION OF A SWPPP THAT ONLY INCLUDES EROSION AND SEDIMENT CONTROLS

The following construction activities that involve soil disturbances of one (1) or more acres of land:

- Spoil areas that will be covered with vegetation
- Vegetated open space projects (i.e. recreational parks, lawns, meadows, fields, downhill ski trails) excluding projects that *alter hydrology from pre to post development* conditions,
- Athletic fields (natural grass) that do not include the construction or reconstruction of *impervious area* and do not *alter hydrology from pre to post development* conditions
- Demolition project where vegetation will be established, and no redevelopment is planned
- Overhead electric transmission line project that does not include the construction of permanent access roads or parking areas surfaced with *impervious cover*
- Structural practices as identified in Table II in the "Agricultural Management Practices Catalog for Nonpoint Source Pollution in New York State", excluding projects that involve soil disturbances of greater than five acres and construction activities that include the construction or reconstruction of impervious area
- Temporary access roads, median crossovers, detour roads, lanes, or other temporary impervious areas that will be restored to pre-construction conditions once the construction activity is complete

Construction Activities that Require SWPPP Appendix E (continued)

Table 2

CONSTRUCTION ACTIVITIES THAT REQUIRE THE PREPARATION OF A SWPPP THAT INCLUDES POST-CONSTRUCTION STORMWATER MANAGEMENT PRACTICES

The following construction activities that involve soil disturbances of one (1) or more acres of land:

- Single family home located in one of the watersheds listed in Appendix C or *directly discharging* to one of the 303(d) segments listed in Appendix E
- Single family home that disturbs five (5) or more acres of land
- Single family residential subdivisions located in one of the watersheds listed in Appendix C or *directly discharging* to one of the 303(d) segments listed in Appendix E
- Single family residential subdivisions that involve soil disturbances of between one (1) and five (5) acres of land with greater than 25% impervious cover at total site build-out
- Single family residential subdivisions that involve soil disturbances of five (5) or more acres of land, and single family residential subdivisions that involve soil disturbances of less than five (5) acres that are part of a larger common plan of development or sale that will ultimately disturb five or more acres of land
- Multi-family residential developments; includes duplexes, townhomes, condominiums, senior housing complexes, apartment complexes, and mobile home parks
- Airports
- Amusement parks
- Breweries, cideries, and wineries, including establishments constructed on agricultural land
- Campgrounds
- Cemeteries that include the construction or reconstruction of impervious area (>5% of disturbed area) or *alter the hydrology from pre to post development* conditions
- Commercial developments
- Churches and other places of worship
- Construction of a barn or other *agricultural building* (e.g. silo) and structural practices as identified in Table II in the "Agricultural Management Practices Catalog for Nonpoint Source Pollution in New York State" that include the construction or reconstruction of *impervious area*, excluding projects that involve soil disturbances of less than five acres.
- Golf courses
- Institutional development; includes hospitals, prisons, schools and colleges
- Industrial facilities; includes industrial parks
- Landfills
- Municipal facilities; includes highway garages, transfer stations, office buildings, POTW's, water treatment plants, and water storage tanks
- Office complexes
- Playgrounds that include the construction or reconstruction of impervious area
- Sports complexes
- Racetracks; includes racetracks with earthen (dirt) surface
- Road construction or reconstruction, including roads constructed as part of the construction activities listed in Table 1

Construction Activities that Require SWPPP Appendix E (continued)

Table 2 (Continued)

CONSTRUCTION ACTIVITIES THAT REQUIRE THE PREPARATION OF A SWPPP THAT INCLUDES POST-CONSTRUCTION STORMWATER MANAGEMENT PRACTICES

The following construction activities that involve soil disturbances of one (1) or more acres of land:

- Parking lot construction or reconstruction, including parking lots constructed as part of the construction activities listed in Table 1
- Athletic fields (natural grass) that include the construction or reconstruction of impervious area (>5% of disturbed area) or *alter the hydrology from pre to post development* conditions
- Athletic fields with artificial turf
- Permanent access roads, parking areas, substations, compressor stations and well drilling pads, surfaced with *impervious cover,* and constructed as part of an over-head electric transmission line project, wind-power project, cell tower project, oil or gas well drilling project, sewer or water main project or other linear utility project
- Sidewalk, bike path or walking path projects, surfaced with an impervious cover, that are part of a residential, commercial or institutional development
- Sidewalk, bike path or walking path projects, surfaced with an impervious cover, that are part of a highway construction or reconstruction project
- All other construction activities that include the construction or reconstruction of *impervious area* or *alter the hydrology from pre to post development* conditions, and are not listed in Table 1

SWPPP Review Checklist — Appendix F

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION
DIVISION OF WATER
SPDES General Permit for Stormwater Discharges from Construction Activity (GP-0-15-002)
Stormwater Pollution Prevention Plan Review Checklist

Project Name: Site Address: Municipality: County:	☐ Basic SWPPP (E&SC Plan)	☐ Full SWPPP
	Watershed:	Date:
	Appendix E 303(d) segment:	SPDES General Permit ID Number: NYR1__ _____
Owner/Operator: Address:	Phone: Fax:	Reviewer:

General Requirements

Yes	No	N/A or N/R		Citation
☐	☐	☐	SWPPP contains completed final NOI	III.A.1.
☐	☐	☐	SWPPP identifies potential sources of pollutants in runoff	III.A.2.
☐	☐	☐	SWPPP identifies Trained Contractor.	III.A.6.
☐	☐	☐	Contractor/Subcontractor certification statements have been signed.	III.A.6.
☐	☐	☐	SWPPP is signed by responsible corporate officer, general partner, proprietor, principal executive officer, ranking elected official, or duly authorized representative.	VII.H.2.
☐	☐	☐	MS4 requirements…?	
☐	☐	☐	OPRHP documentation…?	

Erosion & Sediment Control Requirements

Yes	No	N/A or N/R		Citation
☐	☐	☐	Location, type and size of project are described.	III.B.1.a.
☐	☐	☐	Phasing plan and sequence of operations are described.	III.B.1.d.
☐	☐	☐	HSG is identified.	III.B.1.c.
☐	☐	☐	SWPPP identifies contractor/subcontractor responsible for installing, constructing, repairing, replacing, inspecting and maintaining the E&SCs.	III.A.6.
☐	☐	☐	SWPPP documents selection, design, dimensions, material specifications, installation details, implementation & maintenance of E&SCs, including soil stabilization plans	III.A.1. III.B.1.f. III.B.1.h.
☐	☐	☐	E&SCs are designed in conformance with the NYS Standards and Specifications for Erosion and Sediment Control; or equivalence to this standard is demonstrated and reason for the alternative is provided.	III.B.1. III.B.1.i.
☐	☐	☐	**Maps** of general location and site are present showing:	III.B.1.b.
			Legend, scale, north arrow total area, all improvements, areas disturbed and not disturbed, existing vegetation, onsite and adjacent offsite surface waters, floodplain/floodway boundaries, wetlands and drainage patters that could be affected the project.	III.B.1.

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION
DIVISION OF WATER
SPDES General Permit for Stormwater Discharges from Construction Activity (GP-0-15-002)
Stormwater Pollution Prevention Plan Review Checklist

			existing and final contours, locations of soil types & boundaries, material/waste/borrow/equipment storage areas, locations of stormwater discharges, and location/size/length of each E&SC	III.B.1.g.
☐	☐	☐	Location and sizing of any temporary sediment basins or structural practices planned to divert flows from exposed soils are included	III.B.1.h.
☐	☐	☐	Maintenance inspection schedule, in accordance with the NYS Standards & Specs for E&SCs is included	III.B.1.i.
☐	☐	☐	Pollution Prevention measures to control litter, chemicals, debris are described.	III.B.1.j.
☐	☐	☐	Description & location of any industrial stormwater discharges (i.e., concrete, asphault, etc.) is included	III.B.1.k.

Post-construction Stormwater Management Practices

Yes	No	N/A or N/R		Citation
☐	☐	☐	SWPPP is prepared by a Qualified Professional.	III.A.3.
☐	☐	☐	SWPPP identifies contractor/subcontractor responsible for constructing the SMPs.	III.A.6.
☐	☐	☐	Design Manual planning process for reducing runoff is employed: Site planning to preserve natural features and reduce impervious cover, Calculation of the WQ_v for the site, Incorporation of runoff reduction techniques and standard SMPs with Runoff Reduction Volume (RR_v) capacity, Determine minimum RR_v required, Use of standard SMPs, where applicable, to treat the remaining WQ_v not addressed by runoff reduction techniques and standard SMPs with RR_v capacity, design of volume and peak rate control practices where required	III.B.2.
☐	☐	☐	SWPPP documents selection, design, installation, implementation and maintenance of SMPs	III.A.1.
☐	☐	☐	SMPs are designed in conformance with the applicable sizing and performance criteria in the NYS Stormwater Management Design Manual (Jan. 2015); or equivalence to this standard is demonstrated and reason for the alternative is provided.	III.B.2. III.B.2.c.vi.
☐	☐	☐	All SMPs are identified, including dimensions, material specs & installation details.	III.B.2.a.
☐	☐	☐	Location & size of SMPs are shown on a site map or construction drawing.	III.B.2.b.
☐	☐	☐	SWPPP includes a Stormwater Modeling and Analysis Report that contains: Predevelopment map w/ watershed/subcatchment boundaries, flow paths &design points, *(list further detail per App. G Design Manual?)* post-development map showing same plus SMPs, hydrology & hydraulic results for required storm events including supporting calculations, methodology and a summary table comparing pre & post-development runoff rates & volumes for the different storm events, summary table w/ calculations showing that ea. SMP conforms w/ the Design Manual sizing criteria	III.B.2.c.

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION
DIVISION OF WATER
SPDES General Permit for Stormwater Discharges from Construction Activity (GP-0-15-002)
Stormwater Pollution Prevention Plan Review Checklist

			identification of any Design Manual sizing criteria that are not required under the General Permit	
☐	☐	☐	Soil testing results and locations of test pits and borings are included	III.B.2.d.
☐	☐	☐	Infiltration test results are included if needed	III.B.2.e.
☐	☐	☐	O&M plan, including inspection & maintenance schedules, is included and identifies the responsible entity	III.B.2.f.
☐	☐	☐	Enhanced Phosphorus Removal Standards sizing criteria are included if required.	III.B.3.

Construction Site Inspection Report Form Appendix G

NEW YORK STATE
DEPARTMENT OF ENVIRONMENTAL CONSERVATION
DIVISION OF WATER

Department of Environmental Conservation

New York State Department of Environmental Conservation

Construction Site Inspection Report for SPDES MS4 General Permit GP-0-24-001

Project Name:		Date:	
Project Location:		Weather:	
Permit # (if any): NYR	Contacted: ☐Yes ☐No	Entry Time:	Exit Time:
Name of SPDES Permittee:		Inspection Type:	☐NOT ☐ Complaint
Phone Number(s):			☐ Compliance ☐ Referral
On-site Representative(s) and Company(s):		MS4 Operator Name:	
		MS4 Permit ID: NYR20A	

SPDES Authority

	Yes	No	N/A		Citation
1.	☐	☐	☐	Does the project have permit coverage?	GP-0-20-001: I.A & II. B
2.	☐	☐	☐	Is a copy of the NOI and Acknowledgment Letter available on site and accessible for viewing?	GP-0-20-001: II.D.2
3.	☐	☐	☐	Is a copy of the MS4 SWPPP Acceptance Form available on site and accessible for viewing?	GP-0-20-001: II.D.2
4.	☐	☐	☐	Is an up-to-date copy of the signed SWPPP retained at the construction site?	GP-0-20-001: II.D.2. & III.A.4
5.	☐	☐	☐	Is a copy of the SPDES General Permit retained at the construction site?	GP-0-20-001: II.D.2
6.	☐	☐	☐	Does the NOI accurately report the number of acres to be disturbed?	GP-0-20-001: II.B.4

SWPPP Content

	Yes	No	N/A		Citation
7.	☐	☐	☐	Does the SWPPP describe and identify the erosion and sediment control measures to be employed?	GP-0-20-001: III.B.1.e
8.	☐	☐	☐	Does the SWPPP provide an inspection schedule and maintenance requirements for the E&SC measures?	GP-0-20-001: III.B.1.i
9.	☐	☐	☐	Does the SWPPP describe and identify the stormwater management practices to be employed?	GP-0-20-001: III.B.2
10.	☐	☐	☐	Does the SWPPP identify the contractor(s) and subcontractor(s) responsible for each measure?	GP-0-20-001: III.A.6
11.	☐	☐	☐	Does the SWPPP identify at least one trained individual from each contractor(s) and subcontractor(s) companies?	GP-0-20-001: III.A.6
12.	☐	☐	☐	Does the SWPPP include all the necessary Contractor Certification Statements and signatures?	GP-0-20-001: III.A.6
13.	☐	☐	☐	Is the SWPPP signed by the permittee?	GP-0-20-001: VII.H.2
14.	☐	☐	☐	Is the SWPPP prepared by a qualified professional (if post-construction stormwater management required)?	GP-0-20-001: III.A.3
15.	☐	☐	☐	Do the SMPs conform to the Enhanced Phosphorus Removal Standards (projects in TMDL watersheds)?	GP-0-20-001: III.B.3

Recordkeeping

	Yes	No	N/A		Citation
16.	☐	☐	☐	Are self-inspections performed as required by the permit (weekly, or twice weekly for >5 acres disturbed)?	GP-0-20-001:IV.C.2.a. & b
17.	☐	☐	☐	Are the self-inspections performed and signed by a qualified inspector and retained on site?	GP-0-20-001:II.C.2.,IV.C.6 & VII.H.3
18.	☐	☐	☐	Do the qualified inspector's reports include the minimum reporting requirements?	GP-0-20-001: IV.C.4
19.	☐	☐	☐	Do inspection reports identify corrective measures that have not been implemented or are recurring?	GP-0-20-001: IV.C.5

Construction Site Inspection Report Form Appendix G (continued)

NEW YORK STATE
DEPARTMENT OF ENVIRONMENTAL CONSERVATION
DIVISION OF WATER

Visual Observations

	Yes	No	N/A		Citation
20.	☐	☐	☐	Are all erosion and sediment control measures installed properly?	GP-0-20-001: VII.L
21.	☐	☐	☐	Are all erosion and sediment control measures being maintained properly?	GP-0-20-001: IV.A.1
22.	☐	☐	☐	Was written authorization issued for any disturbance greater than 5 acres?	GP-0-20-001: II.D.3
23.	☐	☐	☐	Have stabilization measures been implemented in inactive areas per Permit (>5acres) or ESC Standard?	GP-0-20-001: II.D.3.b & III.B.1.f
24.	☐	☐	☐	Are post-construction stormwater management practices constructed/installed correctly?	GP-0-20-001: III.B.2
25.	☐	☐	☐	Has final site stabilization been achieved and temporary E&SC measures removed prior to NOT submittal?	GP-0-20-001: V.A.2
26.	☐	☐	☐	Was there a discharge from the site on the day of inspection?	
27.	☐	☐	☐	Is there evidence that a discharge caused or contributed to a violation of water quality standards?	ECL 17-0501, 6 NYCRR 703.2 & GP-0-20-001: I.D

Water Quality Observations

Describe the discharge(s): location, source(s), impact on receiving water(s), etc.

Describe the quality of the receiving water(s) both upstream and downstream of the discharge:

Describe any other water quality standards or permit violations:

Construction Site Inspection Report Form Appendix G (continued)

NEW YORK STATE
DEPARTMENT OF ENVIRONMENTAL CONSERVATION
DIVISION OF WATER

Additional Comments:

☐ Photographs attached

Overall Inspection Rating: ☐ Satisfactory ☐ Marginal ☐ Unsatisfactory	
Name/Agency of Lead Inspector:	Signature of Lead Inspector:
Names/Agencies of Other Inspectors:	

No Exposure Certification Appendix H

NEW YORK STATE | Department of Environmental Conservation

NO EXPOSURE CERTIFICATION

For High Priority Municipal Facilities

in SPDES MS4 General Permit, GP-0-24-001

The completed No Exposure Certification must be documented in the SWMP Plan.
Please do not submit this form to the Department unless requested.

I. Owner/Facility Information

Owner/Operator Name:		
Mailing Address:	City/State/Zip:	
Contact Name:	Phone No.:	
Facility Name:		
Street Address:	City/State/Zip:	
County:	Latitude:	Longitude:

II. Exposure Checklist

	Are any of the following materials or activities exposed to precipitation, now or in the foreseeable future? (Please check either "Yes" or "No" in the appropriate box.) If you answer "Yes" to any of these questions (1) through (11), you are not eligible for no exposure.	YES	NO
1	Using, storing or cleaning machinery or equipment, and areas where residuals from using, storing or cleaning machinery or equipment remain and are exposed to stormwater		
2	Materials or residuals on the ground or in stormwater inlets from spills/leaks		
4	Material handling equipment (except adequately maintained vehicles)		
5	Materials or products during loading/unloading or transporting activities		
6	Materials or products stored outdoors (except final products intended for outside use [e.g., new cars] where exposure to stormwater does not result in the discharge of pollutants)		
7	Materials contained in open, deteriorated or leaking storage drums, barrels, tanks, and similar containers		
8	Materials or products handled/stored on roads or railways owned or maintained by the discharger		
9	Waste material (except waste in covered, non-leaking containers [e.g., dumpster])		

III. Certification

I certify under penalty of law that I have read and understand the eligibility requirements for claiming a condition of "no exposure" and obtaining an exclusion from SPDES stormwater permitting. I certify under penalty of law that there are no discharges of storm water contaminated by exposure to industrial activities or materials from the industrial facility or site identified in this document (except as allowed under 40 CFR 122.26(g)(2)). I understand that I am obligated to submit a no exposure certification form upon request to the NPDES permitting authority or to the operator of the local municipal separate storm sewer system (MS4) into which the facility discharges (where applicable). I understand that I must allow the SPDES permitting authority, or MS4 Operator where the discharge is into the local MS4, to perform inspections to confirm the condition of no exposure and to make such inspection reports publicly available upon request.

Printed Name:	Title/Position:
Signature:	Date:

Storm Event Data Form — Appendix I

Visual Monitoring Form

NEW YORK STATE — Department of Environmental Conservation	Storm Event Data Form for SPDES MS4 General Permit, GP-0-24-001

Do not submit this form to the Department; keep this form with the municipal facility's SWPPP and in the MS4 Operator's SWMP Plan.

Permit Number:

N	Y	R	2	0	A			

Facility Name:

Contact First Name:

Contact Last Name:

Contact Phone:

Contact Email:

Storm Event Date:

Storm Duration (in hours):

Rainfall Measurement from Storm Event (in inches):

Date of Last Measurable Storm Event:

Duration Between Storm Event Sampled and End of Previous Measurable Storm (in hours):

Certification

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 gather and evaluate 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.

Facility Operator First Name (please print or type)

Facility Operator Last Name (please print or type)

/ /

Date

Signature

m

Storm Event Data Form **Appendix I (continued)**

Visual Monitoring Form

NEW YORK STATE OF OPPORTUNITY | Department of Environmental Conservation

Visual Monitoring Form MS4 GP-0-24-001

All high priority municipal facilities covered under the MS4 GP-0-24-001 must perform Visual Monitoring twice a permit term, separated by a minimum of one (1) year. Please see the permit Part VLF/VILF for additional requirements. This form is part of the facilities records and should be retained onsite with the facility's Stormwater Pollution Prevention Plan. ***Please do not submit this form to the Department.***

MS4 Operator Permit ID | Facility Name

Outfall Number | Examiner's Name | Examiner's Title

Reporting Year | Rainfall Amount | Qualifying Storm? ◯Yes ◯No | Runoff Source? ◯Rainfall ◯Snowmelt

Date/Time Collected __/__/__ __:__ AM / PM | Date/Time Examined __/__/__ __:__ AM / PM

1. Does the stormwater appear to be colored? ..... ◯Yes ◯No

If yes, describe

2. Is the stormwater clear or transparent? ..... ◯Yes ◯No

If yes, which of the following best describes the clarity of the stormwater: ..... ◯Clear ◯Milky ◯Opaque

3. Can you see a rainbow sheen effect on the water surface? ..... ◯Yes ◯No

If yes, which best describes the sheen? ..... ◯Rainbow Sheen ◯Floating Oil Globules

4. Does the sample have an odor? ..... ◯Yes ◯No

Storm Event Data Form **Appendix I (continued)**
Visual Monitoring Form

If yes, describe

5. Is there something floating on the surface of the sample? ..... ◯Yes ◯No

If yes, describe

6. Is there something suspended in the water column of the sample? ..... ◯Yes ◯No

If yes, describe

7. Is there something settled on the bottom of the sample?..... ..... ◯Yes ◯No

If yes, describe

8. Is there foam or material forming on the top of the sample surface?..... ◯Yes ◯No

If yes, describe

Detail any concerns, corrective actions taken and any other indicators of pollution present in the sample:

Municipal Facility Assessment Form Appendix J

NEW YORK STATE Department of Environmental Conservation	Municipal Facility Assessment Form For SPDES MS4 General Permit, GP-0-24-001

Assessments must be conducted by a person with the knowledge and skills to assess conditions and activities that could impact stormwater quality at the facility and evaluate the effectiveness of best management practices required by the SPDES MS4 General Permit (GP-0-24-001).

MS4 Permit ID:	MS4 Operator Name:	
Facility Name:	Facility Type:	Date:
Weather Conditions:		
Is stormwater runoff present during this assessment? ☐ Yes ☐ No		
Comments:		

General		Yes	No
1	Is this a high priority municipal facility?	☐	☐
2	If this is a high priority municipal facility, does the facility qualify for a No Exposure Certification?	☐	☐
3	If this is a high priority municipal facility, is there a completed SWPPP available?	☐	☐
4	Does the facility have any MS4 outfalls?	☐	☐
5	Does the facility have any interconnections?	☐	☐
6	Does the facility have any municipal facility intraconnections?	☐	☐
Comments:			

Good Housekeeping		Yes	No
7	Are paved surfaces free of trash, sediment, and/or debris?	☐	☐
8	Date the paved area was last swept or vacuumed.	☐	☐
9	Do outdoor waste receptacles have covers?	☐	☐
10	Are the waste receptacles emptied on a regular basis?	☐	☐
11	Are there signs of leaks, contaminants or overfilling at the waste receptacle area?	☐	☐
12	Are the following facility areas free of accumulated trash, sediment, debris, contaminants, and spills:	☐	☐
	- Salt storage areas	☐	☐
	- Container storage areas	☐	☐
	- Maintenance areas	☐	☐

Municipal Facility Assessment Form Appendix J (continued)

	- Staging areas	☐	☐
	- Material stockpile areas	☐	☐
Comments:			
Vehicle and Equipment Areas	☐ N/A	Yes	No
13	Are vehicle/equipment parked indoors or under a roof?	☐	☐
14	Are vehicles/equipment washed in only designated areas?	☐	☐
15	Are vehicles washed regularly to remove contamination and prevent them from polluting stormwater?	☐	☐
16	Is all wash water treated in an oil water separator prior to discharge?	☐	☐
17	Is all wash water managed so it does not enter the MS4?	☐	☐
Comments			
Vehicle/Equipment Maintenance	☐ N/A	Yes	No
18	Is equipment stored under shelter or elevated and covered?	☐	☐
19	Are fluids drained over a drip pan or pad?	☐	☐
20	Are funnels or pumps used when transferring fluids?	☐	☐
21	Are waste rags and used absorbent pads disposed of properly?	☐	☐
22	Are any vehicles and/or equipment leaking fluids?	☐	☐
23	Are drip pans immediately placed under leaks?	☐	☐
24	Are materials, equipment, and activities located so that leaks are contained in existing containment and diversion systems (confine the storage of leaky or leak-prone vehicles and equipment awaiting maintenance to protected areas)?	☐	☐
25	Are vehicles inspected daily for leaks?		
Comments:			
Fueling areas	☐ N/A	Yes	No
26	Is fueling performed under a canopy or roof?	☐	☐
27	Are spill cleanup materials available at the fueling area?	☐	☐
28	Are breakaway valves used on fueling hoses?	☐	☐
29	Is the fueling handle lock disconnected so the operator must attend the fueling?	☐	☐
30	Is stormwater runoff from fueling area treated in an oil/water separator?	☐	☐
31	Is the fueling automatic stop inspected regularly to ensure it is working properly?	☐	☐
32	Are all fuel deliveries monitored?	☐	☐
Comments:			

Municipal Facility Assessment Form Appendix J (continued)

Salt Storage Piles or Pile Containing Salt		☐ N/A	Yes	No
33	Is salt stored in a salt storage building or under a roof?		☐	☐
34	Are controls in place to minimize spills while adding or removing material from the pile?		☐	☐
35	Are salt spills cleaned up promptly?		☐	☐
36	Is overflow and tracked salt removed promptly from loading areas?		☐	☐
37	Is stormwater draining away from the salt pile directed to a vegetated filter area		☐	☐
Comments:				

Fluids Management		☐ N/A	Yes	No
38	Are all drums and containers of fluids stored with proper cover and containment?		☐	☐
39	Are fluids stored in appropriate containers and/or storage cabinets?		☐	☐
40	Are all fluids kept in original containers or labeled in a manner that describes the contents adequately?		☐	☐
41	Are Material Safety Data Sheets (MSDS/SDS) readily available?		☐	☐
42	Are all containers that are stored free of leaks or deposits?		☐	☐
43	Are containers of product inspected regularly?		☐	☐
44	Is used oil and antifreeze stored indoors and/or on spill containment pallets?		☐	☐
45	Is used oil and antifreeze properly disposed of or recycled?		☐	☐
Comments:				

Lead Acid Batteries		☐ N/A	Yes	No
46	Are lead-acid batteries stored indoors on spill containment pallets or in bins?		☐	☐
47	Are intact batteries stored on an acid-resistant rack or tub?		☐	☐
48	Are cracked or leaking batteries stored in labeled, closed, leak-proof containers?		☐	☐
49	Is the date each battery was placed in storage recorded?		☐	☐
50	Are batteries stacked more than 5 high?		☐	☐
51	Are batteries inspected regularly for leaks?		☐	☐
Comments:				

Spill Prevention and Response Procedures		☐ N/A	Yes	No
52	Are vehicles inspected daily for leaks?		☐	☐

Municipal Facility Assessment Form Appendix J (continued)

53	Is spill control equipment and absorbents readily available?	☐	☐
54	Are emergency phone numbers posted in conspicuous areas?	☐	☐
55	Are spills contained and cleaned up immediately?	☐	☐
Comments:			
General Material Storage Areas	☐ N/A	**Yes**	**No**
56	Are leaking or damaged materials stored inside a building or another type of storm resistance shelter?	☐	☐
57	Are all material stockpiles within containment structures (e.g., concrete barriers, earthen berms) or stored in a manner that does not allow discharge of impacted stormwater?	☐	☐
58	Are used fuel tanks and other scrap metal and parts drained of fluids and stored under cover?	☐	☐
59	Are outdoor containers covered?	☐	☐
60	Are piles of spoils, asphalt, debris, etc. stored under a roof or cover?	☐	☐
61	Are spills of material or debris cleaned up promptly?	☐	☐
62	Are used tire storage piles placed away from storm drains or conveyances?	☐	☐
63	Are tires recycled frequently to keep the number of stored tires manageable?	☐	☐
Comments:			
Stormwater Management		**Yes**	**No**
64	Are employees trained on the municipal facility procedures?	☐	☐
66	Are BMPs and treatment structures working as designed?	☐	☐
67	Are BMPs and treatment structures free from debris buildup or overgrown vegetation that may impair function?	☐	☐
68	Catch basins should be cleaned in accordance with the timeframes listed in Part VI.F.3.c.iii. / Part VII.F.3.c.iii, depending on the MS4 Operator type. Based on this, do any catch basins need to be cleaned?	☐	☐
69	Are berms, curbing or other methods used to divert and direct discharges adequate and in good condition?	☐	☐
70	Are rooftop drains directed to areas away from pavement?	☐	☐
Comments:			
Erosion and Sediment Controls		**Yes**	**No**
71	Are soil stabilization measures (e.g., seed and mulch, rolled erosion control products) considered in areas that have the potential for significant soil erosion?	☐	☐
72	Are natural buffers maintained around surface waters?	☐	☐
73	Are flow velocity dissipation devices in place at monitoring locations and channel outlets (rock riprap, stone check dams, concrete baffles)?	☐	☐
74	Do controls conform to the NYS Standards and Specifications for Erosion and Sediment Control (2016), or equivalent?	☐	☐

Municipal Facility Assessment Form Appendix J (continued)

Comments:			
Corrective Actions and Comment			
Describe inspection findings and if necessary, the corrective actions taken			
Inspector Signature		Date:	

MS4 Notice of Intent

version 1.1

(Submission #: HQ1-F44H-5NB7Q, version 2)

Details

Submitted	3/4/2024 (106 days ago) by Amanda McNamara
Alternate Identifier	NYR20A139
Submission ID	HQ1-F44H-5NB7Q
Status	Deemed Complete

Form Input

MS4 Operator Information

Is this NOI for an MS4 Operator continuing coverage?
Yes

Permit ID #:
NYR20A139

MS4 Operator Type
Traditional land use control

Traditional Land Use Control

Traditional land use control MS4 Operator requirements are found in Part VI of the MS4 General Permit.

Municipality Name or Legal Entity Name
Village of Alden

Legal Municipal/Entity Mailing address

13336 Broadway
Alden, NY 14004
Erie

Ranking Official

Official Title	First and Last Name	Phone	Email
Mayor	Loren Prucnal	(716)937-9216	aldenmayor@rochester.rr.com

NOI Preparer

NOI Preparer Title	First and Last Name	Phone	Email
Contract Engineer	Amanda McNamara	(716)827-8000	amcnamara@nussclarke.com

NAICS Codes

Federal, State or Local Government - 924110
Military Bases - 928110
Highway, road or other thoroughfare system - 237310
Large Hospitals - 622110
Public Colleges and Universities - 611310
Correctional Institutions - 922140
NAICS Code Lookup

NAICS Code
924110

Is the MS4 Operator working with other MS4 Operators to implement the Stormwater Management Program?
No

Does the MS4 Operator have any facilities that need to obtain MSGP coverage under MSGP permit?
No

MS4 Location Information

MS4 Facility Name
Village of Alden MS4

On the map below, place the pin at the center of the MS4 Operator. This can be either the geographic center or the population center.

Central point of the MS4 Operator
42.9003076,-78.4913871

Waterbody Information (1 of 1)

If the MS4 Operator discharges to multiple waterbodies, all waterbodies must be listed. Use the 'Duplicate Waterbody Information' or 'Add New Waterbody Information' buttons to add as many waterbodies as necessary.

To find the names of waterbodies, including any impaired waterbodies, use the DEC's Stormwater Interactive Map. Under the Permit Related Layers check the box for the Impaired Waterbodies for MS4GP and the box for Waterbody Inventory/Priority Waterbodies List.
Stormwater Interactive Map

Waterbody name and segment receiving MS4 Operator discharges
Ellicott Creek, Upper, and tribs - 0102-0024

Is this waterbody segment listed in Appendix C (List of Impaired Waters) of the MS4 General Permit?
No

Is this waterbody segment listed in Table 3 (Approved TMDL Watersheds with MS4 Contribution) of the MS4 General Permit?
No

CERTIFICATION

The MS4 Operator has read and understands the SPDES MS4 General Permit, GP-0-24-001, as it pertains to permit requirements as well as the timeframes for compliance set forth in the permit.
Yes

I am the ranking elected official or Principal Executive Officer for the MS4 Operator and will be signing the form electronically.
No

Attach completed certification form.
Signature Page.pdf - 03/04/2024 08:15 AM
Comment
NONE PROVIDED

CORRECTION REQUEST *(APPROVED)*
Cert form

The MS4 operator Name is Village of Alden. Please correct.
Created on 3/1/2024 3:58 PM by **Audra Rossignol**

Attachments

Date	Attachment Name	Context	User
3/4/2024 4:10 PM	MS4 eNOI Acknowledgement.pdf	Generated Document	Christina Chiappetta
3/4/2024 8:15 AM	Signature Page.pdf	Attachment	Amanda McNamara

Status History

	User	Processing Status
3/4/2024 8:12:27 AM	Amanda McNamara	Draft
3/4/2024 8:16:16 AM	Amanda McNamara	Submitting
3/4/2024 8:16:31 AM	Amanda McNamara	Submitted
3/4/2024 4:10:55 PM	Christina Chiappetta	Deemed Complete

Audit

Event	Event Description	Event By	Event Date
MS4 eNOI Acknowledgement	The MS4 eNOI Acknowledgement document has been generated and is available for download.	Christina Chiappetta	3/4/2024 4:10 PM

Processing Steps

Step Name	Assigned To/Completed By	Date Completed
Form Submitted	Amanda McNamara	3/4/2024 8:16:31 AM

Staffing Plan/Organizational Chart — Appendix L

VILLAGE OF ALDEN

Departments at the Town Responsible for Implementation of the Six Minimum Control Measures (MCM)

MCM 1	MCM 2	MCM 3	MCM 4	MCM 5	MCM 6
PUBLIC EDUCATION	PUBLIC INVOLVEMENT	ILLICIT DISCHARGE DETECTION AND ELIMINATION	CONSTRUCTION SITES	POST CONSTRUCTION MANAGEMENT	GOOD HOUSEKEEPING
WNYSC - The Coalition creates graphics and designs presentations. Prepares postcards and mailers. Creates K-12 Education	**WNYSC** WNYSC schedules 2 public meetings a year to educate key individuals and groups	GIS mapping cordinated with the WNYSC and Retained Engineers.	**DPW** Once the SWPPP is approved, Developer is required to cordinate with Code Enforcement for SWPPP inspections. No building permits are issued until DPW is contacted.	DPW - All long term post construction measures are inspected before construction is completed	**A**ll Departments - Implements best management practices for operational and capital improvements. Staff is trained needed.
Organizes a stormwater conference once in 2 years, invites Guest speakers, Engineering Consultants, Landscape Architects and MS4 communities.	**Refer residents to Erie County** along with WNYSC organises a household hazardous waste collection day. This event is published in the newspaper and residents from all communities are encouraged to attend.	**DPW** - Inspects outfalls, and field reconnaissance associated with regular inspections and potential illicit discharge voilations. Works on staff training, performs inspections and issues notice of voilations	Before any clearing activities can take place a kick-off meeting is held on site to be attended by the Project Manager, Site Superintendent and Owner's SWPPP Inspector. Construction sites are monitored by DPW. Code Enforcment to ensure necessary parties are informed and meet required local laws.	The owner signs a maintenance agreement and files it at Village Clerks Office to ensure that the post-construction measures will not be altered without notification and will be maintained in the future.	**DPW** maintains DPW Garage facilities including buildings, salt storage, fueling station, Village roadways, drainage infrastructures.
Makes presentations to educate MS4 Communities and Town Boards when needed. Maintains a website related to stormwater management	**DPW** - recieves calls from Residents, Code Enforcement Officers, DPW Staff, and Emergency Services regarding illicit discharges into storm sewers. The complaints are investigated and necessary voilations issued.		Inspections are cordinated though DPW, to closely monitor the construction sites by reviewing the weekly inspection reports and issuing notice of voilations (NOV) if necessary. Fourth NOV maybe accompained with an admintrative fine. A stop work order may also be issued with the help of the DPW. After the NOV is issued the site is inspected again in 14 days as a follow up on the violations	**DPW** - Maintains Highway maintenance facilities including buildings, salt storage, fueling station, Village roadways, drainage infrastructures.	**DPW** maintains all recreation infrastructure and community centers. DPW maintains all public Village Parks.

Guide to Utilizing the Online Stormwater Mapper

WNY Stormwater Coalition

PURPOSE:
This web application was created using ArcGIS enterprise to provide the WNY Stormwater Coalition members with a method for viewing all of their stormwater conveyance data in an online interactive map.

Online mapper Link:
https://erieny maps arcgis com/apps/webappviewer/index html?id=717984bd03e74f23b0296461e3ea9957

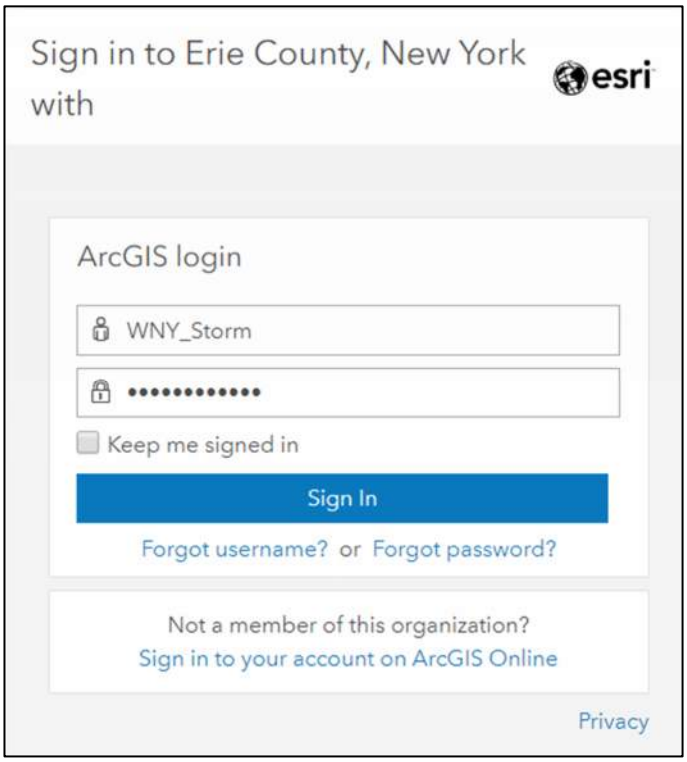
After clicking the above link, you are prompt for an ArcGIS Login to sign into Erie County.

Login Credentials:

Username: WNY_Storm
Password: $tormW@ter20

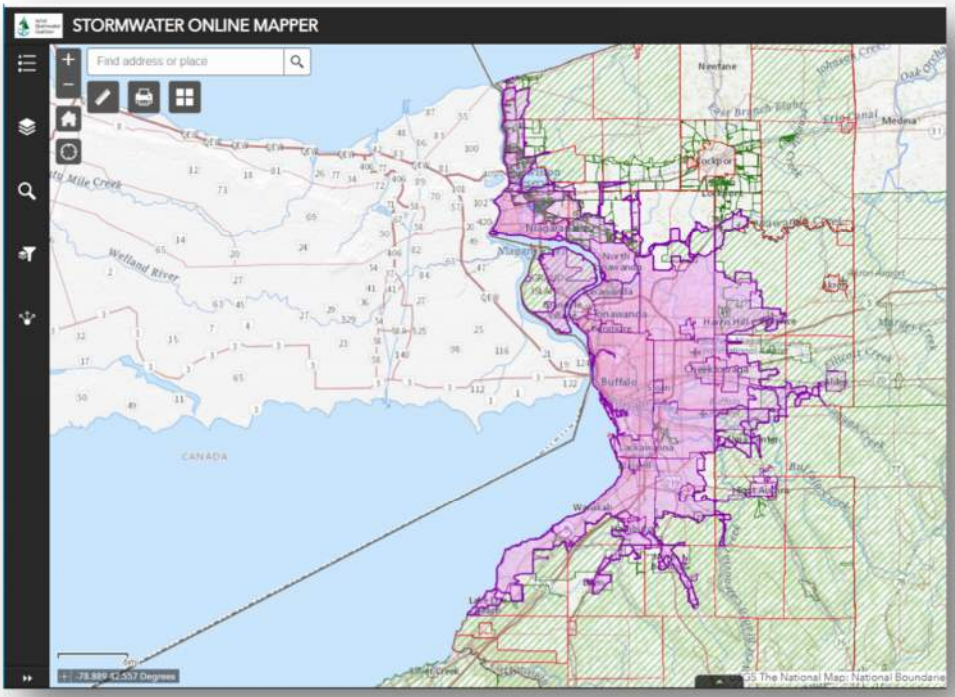
Recommended Web Browsers:

- Google Chrome
- Internet Explorer
- iOS Safari



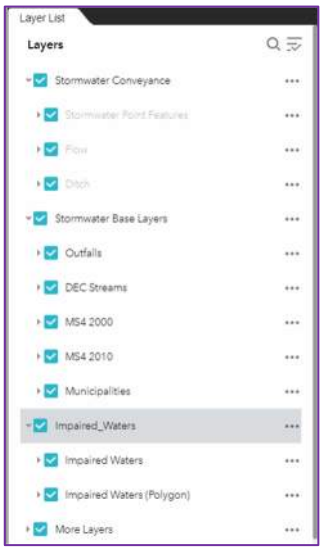
LEGEND: 

Upon opening the mapper, layers automatically turn on As you zoom in more layers become visible To view the legend click the icon above, located in the upper left corner of the mapper



The Legend is dynamic and will change to show you which layers are active as you zoom in and out of the map At the default scale you see MS4 boundaries (2000,2010), Municipalities and Areas Without Municipal Sewer are the active layers

LAYER LIST:



The layer list is located to the right of the legend in the upper left portion of the mapper. The layer list is also dynamic, similar to the legend. Data layers that are not visible at certain scales appear greyed out. The image on the left shows that *Stormwater Point Features, Flow and Ditch* layers appearing grey. These layers will only turn on at a larger scale as they are not clearly visible at smaller scales. You can also turn on/off any layers you choose by simply checking the blue box. Notice the three little dots next to each layer.

When you click the three little dots a menu appears:

Zoom to: Zooms to the scale of the entire layer

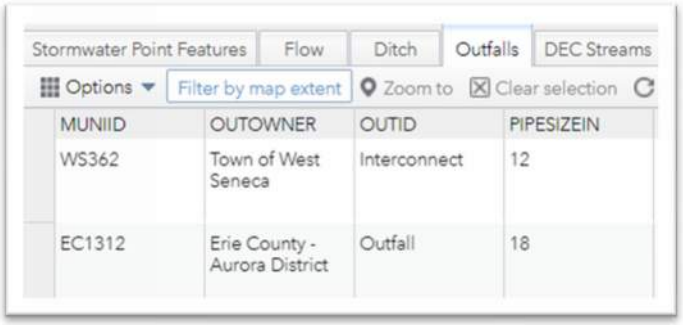
Transparency: Allows you to adjust the transparency of the layer

Visibility Range: Lets you turn on/off layers at range of scales

Enable Pop-up: Lets you turn on/off pop capability on a layer

Move Up/Down: Will move a layer up or down in ranking in the TOC

View in Attribute Table: Pulls up attribute table for the feature



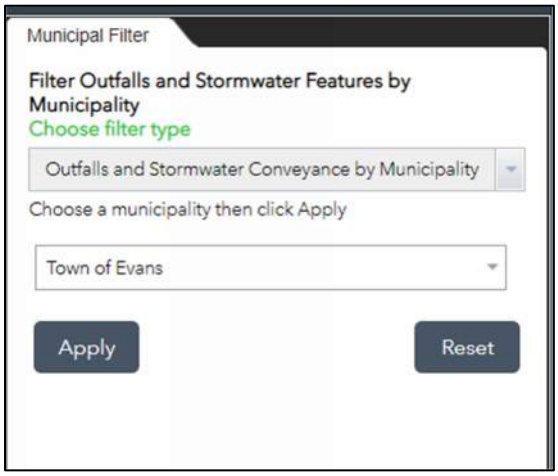
Show Item Details: Takes you to the item detail page on ArcGIS online

SEARCH BY OUTFALL ID:

The search widget is in the upper-left hand portion of the mapper next to the layer list icon. Once clicked the widget panel drop downs on the left side and a small search box appears next to the search symbol.

The search box gives you results as you begin to type the outfall ID.

MUNICIPAL FILTER:



- This widget allows you to apply a filter to all of the stormwater conveyance and outfall data based on municipality.
- Once you select a municipality, click *Apply*. It will zoom to that municipality and the only data showing on the map will be for that particular municipality.
- Depending on the size of the municipality, you may need to zoom in further to see the stormwater data.
- Notice in the attribute table pull up, the only data available is the selected municipality

Stormwater Point Features | Flow | Ditch | Outfalls | DEC Streams | MS4 2000 | MS4 2010 | Municipalities | Impaired Waters | Impaired Waters (Polygon) | Areas Without Municipal Sewer

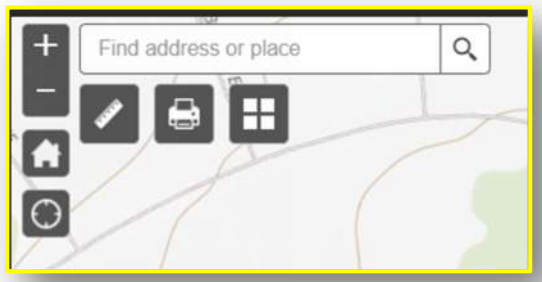
Options | Filter by map extent | Zoom to | Clear selection | Refresh

TYPE	MUNIPALITY	CONDITION	BMP	CONSTRUC	EP_POSIT	EP_INVERT	EP_DIAM	EP_COMP	EP_BMP	IP1_POSIT	IP1_INVERT	IP1_DI
CB	Town of Evans	Fair	None	Precast	NW	27.00	8	HDPE		SE	26.00	8
CB	Town of Evans	Fair	None	Precast	NW	42.00	12	Concrete		SE	40.00	12
CB	Town of Evans	Clean me	None	Precast		0.00					0.00	
CB	Town of Evans	Good	None	Precast	N	30.50	18	HDPE		W	30.50	18
CB	Town of Evans	Good	None	Precast	W	18.00	10	CMP		E	19.00	6
CB	Town of Evans	Good	None	Precast	N	42.50	12	HDPE		E	42.50	10
CB	Town of Evans	Good	None	Precast	NE	23.75	8	HDPE		SW	22.50	8
CB	Town of Evans	Clean me	None	Precast	W	26.00	8	HDPE		E	25.00	8

110 features 0 selected

OTHER WIDGETS:

Notice a few other remaining widgets on the inside portion of the mapper



Basic Zoom Function: You can use these buttons to zoom You can also use your mouse capability to scroll in/out to zoom throughout the mapper Double-clicking any area on the map will also do a partial zoom-in

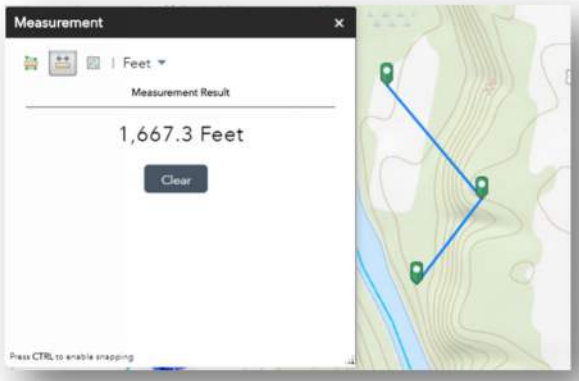
Home Button:
The home button takes you to the default extent of the map 

My Location: 
The button uses your device's location when you have it enabled This is particularly helpful if using the mapper in the field

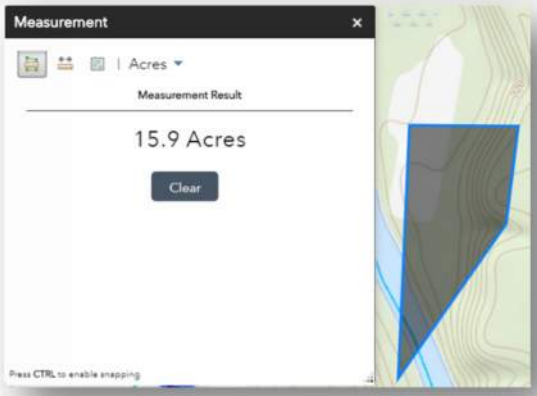
Measurement: 

Allows you to measure Area, Distance and can give you a precise location

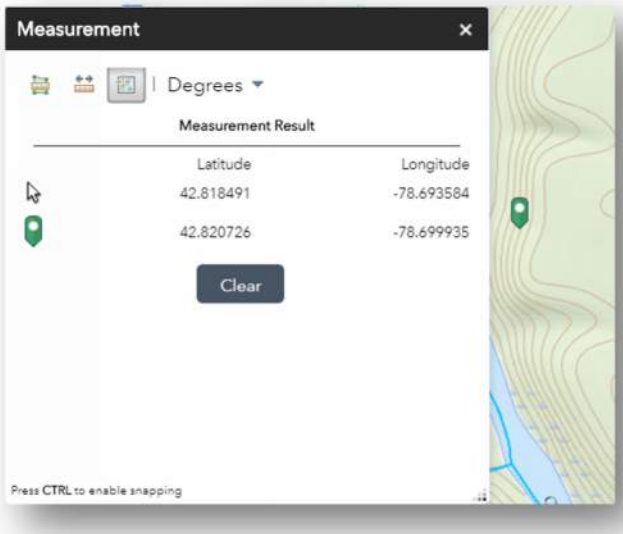
To measure distance, select the middle icon and then single click you starting point and as many points in between your last point To end your segment, double-click on the last point in your measurement You can change your measure type from feet to miles etc in the drop down list



To measure area use the icon on the far left Single click to begin drawing your polygon, and double-click to finish it Use the measurement type drop-down to change your area measurement unit



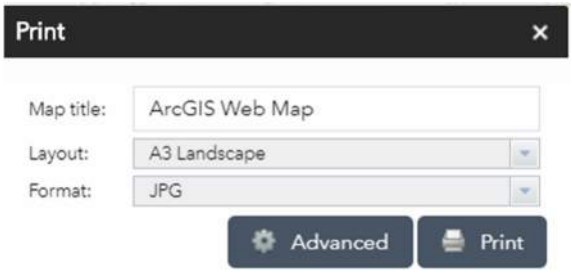
To capture the precise location of a point select the third icon to the right It will take the location of you mouse at all times, and then also allow you to click a point on the map to give you precise location in longitude/latitude base on either Decimal Degrees, or Degree, Minutes, Seconds (use drop-down)



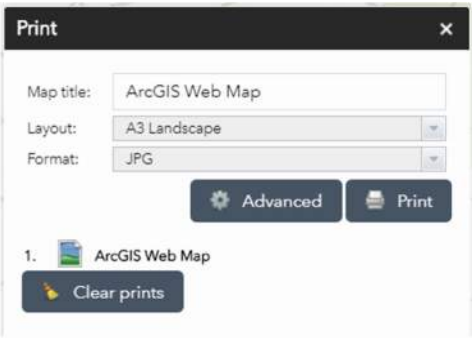
***For all three measurements, you can use <u>CTRL</u>** (on your keyboard) **to enable snapping to features in the map such as manholes, pipes, ditches, outfalls etc. This makes tracing polygons very easy.**

Printing Widget:

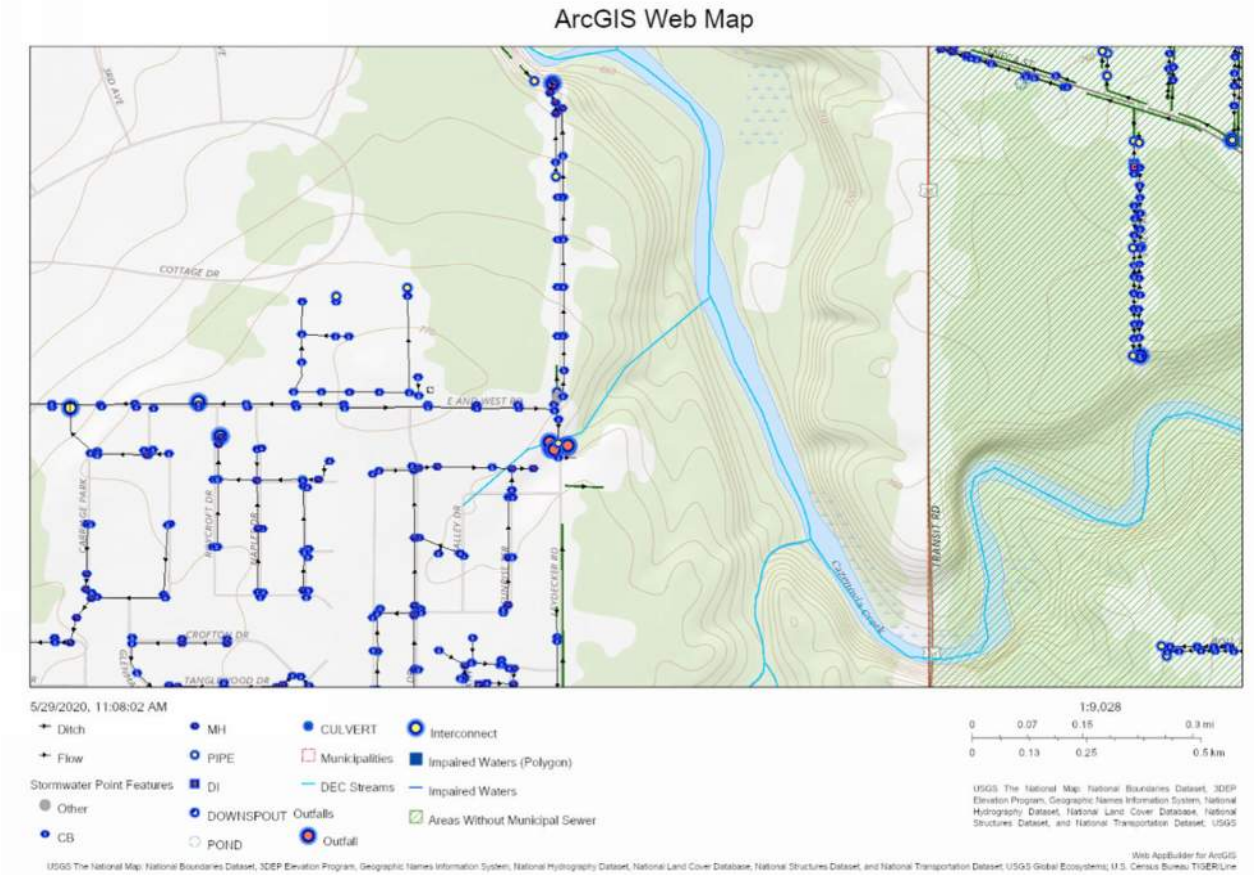
The print widget lets you export the map to various file types to be saved or printed. The current view of the map generates when you click print. The default layout is “A3 Landscape” and default format is JPG. You have the option to select different types in the drop down. You can title your map.



A file is generated after clicking print. To view the file click on the file name. It will open the map in another tab in your browser.

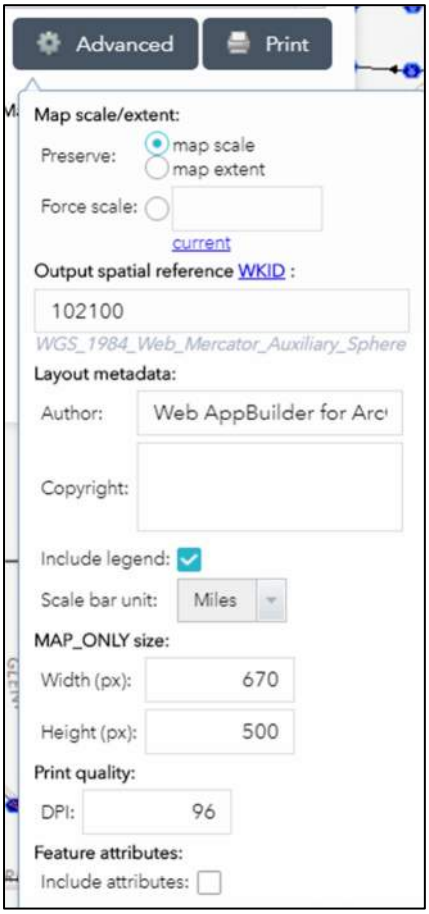


Below is an example of a JPG map generated from the widget



Notice that all of the active layers in your current map view are included in the legend at the bottom of the map. Also included are map data references, a scale, and the title of the map.

To start over the print process, select *Clear Prints* button.



The *Advanced* print button lets the user:

-Adjust the map scale/extent

-Edit the spatial reference

-Add an author and copyright to the map

-Option to include the legend

-Change the unit used for the scale bar

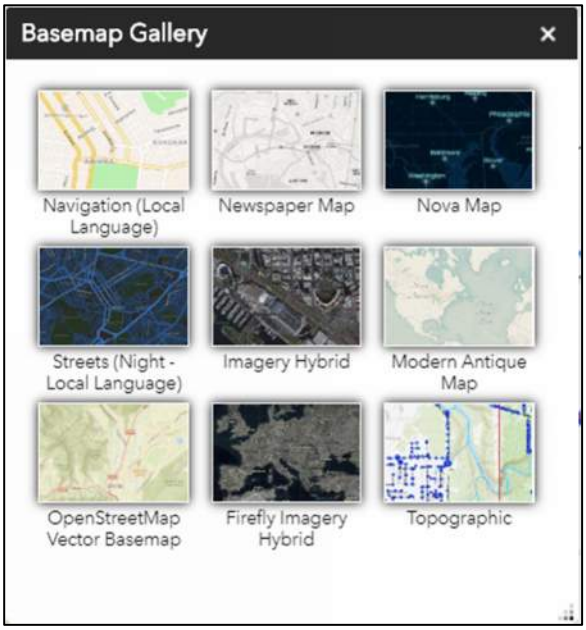
-Edit the size of the map portion of the print

-Change the DPI of the file output

-Option to include attributes in the map

Basemap  *Gallery*:

This lets the user change active basemap used in the mapper. The default basemap is called 'Topographic'
Depending on how you're using the mapper, other basemaps might be more useful than others.



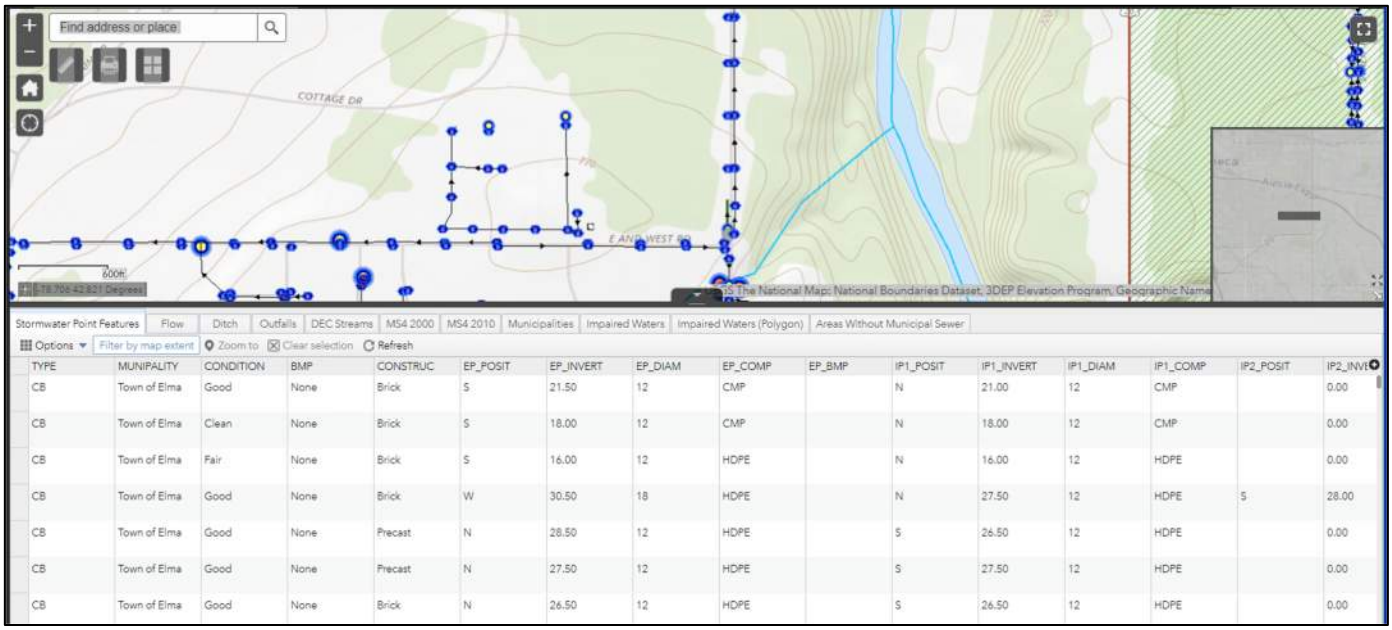
Full Screen: 

This button will set the mapper to fill your entire screen rather than just within your browser.

The Attribute Table:

The attribute table can be pulled up from the bottom of the map screen at any time. All layers that contain attributes can be found in the is table. Each layer has its own tab. By default 'Filter by map extent' is checked. This means that you can only see attributes for features that are currently displayed in the map. Feel free to uncheck this setting, but it may slow down you mapper due to the large amounts data stored in each layer.

[1]



TYPE	MUNIPALITY	CONDITION	BMP	CONSTRUC	EP_POSIT	EP_INVERT	EP_DIAM	EP_COMP	EP_BMP	IP1_POSIT	IP1_INVERT	IP1_DIAM	IP1_COMP	IP2_POSIT	IP2_INVE
CB	Town of Elma	Good	None	Brick	S	21.50	12	CMP		N	21.00	12	CMP		0.00
CB	Town of Elma	Clean	None	Brick	S	18.00	12	CMP		N	18.00	12	CMP		0.00
CB	Town of Elma	Fair	None	Brick	S	16.00	12	HDPE		N	16.00	12	HDPE		0.00
CB	Town of Elma	Good	None	Brick	W	30.50	18	HDPE		N	27.50	12	HDPE	S	28.00
CB	Town of Elma	Good	None	Precast	N	28.50	12	HDPE		S	26.50	12	HDPE		0.00
CB	Town of Elma	Good	None	Precast	N	27.50	12	HDPE		S	27.50	12	HDPE		0.00
CB	Town of Elma	Good	None	Brick	N	26.50	12	HDPE		S	26.50	12	HDPE		0.00

[1]

APPROVED BOARD MINUTES DECEMBER 6, 2007

The Village Board meeting was called to order at 7:30 PM by Mayor Kubik who led the pledge to the flag.

PRESENT: Mayor Kubik, Trustees Farrell, Kelchlin, Manicki, Mezydlo, Attorney Trapp, Village Clerk Kegler, Administrator/Treasurer Wachowiak, CEO Czechowski, Supt. Keith Sitzman, Dave Metz-Planning Board Chairman, Fire Chief Pruitt, Shawn Eastland-Union Steward, Eugene Nuwer, Bruce Sitzman, Marilyn Bensley, Dick Kegler, Sue DeWitt-Alden Advertiser, Melanie Larsen-Buffalo News, students Government Class, Mary Rossi-Erie County Department of Environment & Planning.

ABSENT: Engineer Puccio

MOTION by Trustee Mezydlo, seconded by Trustee Farrell, to approve the minutes of the November 15, 2007 regular board meeting. Carried

MOTION by Trustee Farrell, seconded by Trustee Kelchlin, to approve for payment bills on abstract dated December 6, 2007. Carried

Payroll 11/29/07-	$34,940.59
Prepaid -	164.00
General Abstract-	$104,294.48

MOTION by Trustee Kelchlin, seconded by Trustee Farrell, to approve the following monthly reports for November: Building Department Report, Treasurer's Report for October. Carried

RESOLUTIONS/APPOINTMENTS/REQUESTS/MOTIONS:

MOTION by Trustee Mezydlo, seconded by Trustee Manicki, to approve the delinquent ambulance charges in the amount of $2,475.96 as deemed uncollectible per our ambulance billing policy, as reviewed by Attorney Trapp. Carried

MOTION by Trustee Kelchlin, seconded by Trustee Farrell, to appoint Cynthia Schilling as Independent Contractor for training of Village Administrator/Treasurer on a temporary basis. Carried

Mayor Kubik stated that due to Beth Downing's work schedule, she and Terry are unable to meet on a regular basis for training. Ms. Schilling who is presently Village Treasurer for the Village of Gowanda, has agreed to help out on an as needed basis. Beth, Terry and Cindy will be meeting on Friday to review what has been covered. We appreciate Beth's help in the transition.

MOTION by Trustee Mezydlo, seconded by Trustee Farrell, to authorize Mayor Kubik's signature to the contract with the County of Erie for Phase II Stormwater Management Services Agreement. Carried

MOTION by Trustee Manicki, seconded by Trustee Mezydlo, to approve Alden Community Church's request to erect a sign in Firemen's Memorial Park, March 5-15, 2008 advertising FasCar Race, and July 12-21, 2008 advertising their annual Vacation Bible School. Carried

MOTION by Trustee Mezydlo, seconded by Trustee Manicki, to waive the building permit renewal fees ($35.00) related to the extension of the building permit for an accessory structure at 1551 Meadow Drive for Ronald Zawistowski. Mr. Zawistowski has been ordered to active duty with the U.S. Army and will be unable to complete the construction under the permit, within the required time frame. An extension to the permit will be issued for an additional year. Carried

TOPS MARKETS SEQR RESOLUTION

The following resolution was moved by Trustee Manicki, seconded by Trustee Mezydlo:

WHEREAS, TOPS Markets previously proposed a fueling facility at 12775 Broadway; and

WHEREAS, the fueling facility was classified as an Unlisted Action and was subject to review within the requirements of the New York State Environmental Quality Review Act (SEQR); and

WHEREAS, pursuant to Article 8 of the Environmental Conservation Law, Carmina & Wood on behalf of TOPS Markets had prepared a short environmental assessment form, which is now on file with the Village of Alden, and may be reviewed at the Village offices, 13336 Broadway, Alden, New York 14004; and

WHEREAS, pursuant to the Law, the Village of Alden assumed lead agency status; and

WHEREAS, pursuant to SEQR regulation a coordinated review was performed and all involved agencies agreed with the Village of Alden acting as Lead Agency;

NOW THERE BE IT RESOLVED, that the Village of Alden hereby reaffirms its role of lead agency for the purpose of determining what significance this project has on the environment, and be it further

RESOLVED, that the Village of Alden, as Lead Agency, hereby reaffirms its determination that the proposed Unlisted action, as described in the attached SEQR Negative Declaration, Notice of Determination of Non-Significance, which attached

notice has been previously filed, will not have a significant effect on the environment and that an environmental impact statement is not required to be prepared with respect to said proposed action.

ROLL CALL VOTE:	Trustee Farrell	Aye	
	Trustee Kelchlin	Aye	
	Trustee Manicki	Aye	
	Trustee Mezydlo	Aye	
	Mayor Kubik	Aye	Carried

SITE PLAN RESOLUTION TOPS MARKET

The following resolution was moved by Trustee Mike Manicki, seconded by Trustee Kelchlin,

WHEREAS, Tops Markets has proposed a gasoline service station to be located in the northeast corner of the property commonly known as the Tops Plaza, 12775 Broadway, and

WHEREAS, the Village of Alden previously approved an identical site plan for the same proposed development on October 5, 2006, and no aspects of the currently proposed site plan have changed from the previous site plan, and

WHEREAS, the gasoline service station as proposed requires a special permit, site plan approval, and wellhead protection ordinance waiver from the Board of Trustees upon the recommendation of the Planning Board, and

WHEREAS, the location of such service station is located on the aquifer for the water system serving the residents of the Village of Alden, and

WHEREAS, a wellhead protection ordinance currently exists within the Village of Alden which seeks to protect and preserve the water supply for the residents of the Village, and

WHEREAS, detailed plans have been presented to the Board of Trustees of the Village of Alden demonstrating that the proposed gasoline service station is compliant with special permit criteria and site plan review requirements which also outline the safety measures to be taken by Tops in order to protect the water supply for the Village, and

WHEREAS, the Village Board has reasonably relied upon the assertions of the representatives from Tops and the drawings supplied as to their accuracy and detail, and

WHEREAS, the Village Board has determined that the proposed gasoline service station, as presented, can meet the requirements of the Code of the Village of Alden

provided that certain conditions are met and maintained,

NOW, BE IT THEREFORE RESOLVED, that the Village of Alden Board of Trustees hereby recommends the following:

A) A waiver, as provided for in section 204-4E of the Village Code, from the requirements of Village Code section 204-6A(22), prohibiting the underground storage of petroleum products in a II-G Zone; and

B) Final site plan approval as provided for in 210-54A(1) of the Village Code; and

C) The issuance of a special permit as provided for in 210-27 of the Village Code, subject to the following conditions:

1. All reportable spills or discharges of petroleum pursuant to Title 10 of Article 17 of the New York State Environmental Conservation Law must be reported to the Superintendent of Public Works immediately following notification to the New York State Department of Environmental Conservation without regard to any other time requirements for reporting to any County, State or Federal agency.

2. All reportable leaks of petroleum pursuant to Title 10 of Article 17 of the New York State Environmental Conservation Law must be reported to the Superintendent of Public Works immediately following notification to the New York State Department of Environmental Conservation without regard to any other time requirements for reporting to any County, State or Federal agency.

3. Reports of any and all leaks and/or spills shall be by either on site staff or any third party monitoring company designated by Tops.

4. Tops shall provide the Village of Alden with a copy, whether from the third party monitoring company or not, with each monthly inspection report within thirty (30) days of same. In addition, Tops will make available for review all inspection records from daily, weekly, and/or monthly inspections as determined by the Village upon request of the Village of Alden. Such records shall be provided within a reasonable time of the request from the Village.

5. The Village of Alden maintains the right to otherwise inspect the premises and any records at any reasonable time to ensure compliance with the conditions contained herein.

6. Prior to the commencement of operation of the gasoline service facility, a copy of the current Tops' fuel facility training manual shall be supplied to the Superintendent of Public Works, Code Enforcement Officer, and Fire Department with respect to the operation of the gasoline service facility. Any and all updates to that training manual shall be supplied on an annual basis to the Superintendent.

7. Two catch basins shall be placed near the fuel pumps with Flo-Gard fuel filters or other comparable equipment as shown on the submitted Fueling Area Utility Plan.

8. All approvals, variances and waivers must be obtained from the Village of Alden Board of Trustees and Zoning Board of Appeals, as applicable.

9. In the event all four (4) pumps are not constructed immediately, it is hereby recognized that the failure to complete construction of the fourth pump within sixteen (16) months of the issuance of a certificate of occupancy shall require Tops and/or any other developer to re-apply for site plan approval for the construction of the fourth pump.

10. With the exception of one safety light illuminating the kiosk, all other lighting at the facility shall be turned off when the facility is closed. This includes the free-standing pylon sign for gas pricing.

11. All sight lines for traffic on both Slade Drive and Broadway shall remain unobstructed at all times and no signage, whether temporary or otherwise, shall be placed in any area which may obstruct the sight lines of traffic.

12. The approval to operate the gasoline service facility is contingent upon the construction of Slade Drive up to station 4 plus 00 pursuant to design drawings as approved by the Village of Alden such that such service station shall not be made operable until such time as Slade Drive has been constructed and a certificate of occupancy has been issued by the Code Enforcement Officer.

13. Upon construction of the required portion of Slade Drive, the easternmost entrance into the Tops Plaza shall be closed and a new entrance onto Slade Drive shall be constructed as shown on the Concept Site Plan.

14. Tops shall not be required to present a detailed traffic study as would otherwise have been necessary, but Tops shall otherwise assist the Village by providing the Village with any traffic studies or other documentation it may have in its possession regarding Tops' Plaza traffic levels in the Village's attempt to have an appropriate traffic control device placed at the intersection of Broadway and Slade Drive.

15. If the fueling facility ceases to operate for a period of more than 6 months, all aspects of the facility, including, but not limited to, the kiosk, signage, underground storage tanks, pumps, lighting, and any related appurtenances of any nature whatsoever shall be removed by the applicant and/or property owner.

16. It is hereby expressly understood that the gasoline service station shall be used only for the purposes of gasoline, diesel, and related petroleum fuels, and no authorization is hereby granted with respect to the sale of propane, natural gas, kerosene, and/or electricity or any other product not directly related to the sale of gasoline.

17. The Board of Trustees shall be immediately notified of any changes in Tops' lease with the property owner as it pertains to the operation and/or maintenance of the gasoline service station. In the event of any such change, it is specifically recognized that modifications may be made to the special permit.

18. Tops shall place four monitoring wells around the perimeter of the underground storage tanks in locations determined by the Village of Alden to be appropriate for said monitoring. All monitoring wells shall have appropriate sensors to detect leakage of fuel, and said sensors shall be connected to the third party monitoring system approved for the facility.

19. All necessary building permits and other applicable permits must be obtained and construction of the fueling facilities must begin on or before December 17, 2007. Construction of the facilities shall be diligently pursued through to completion of the project. Failure to do so shall render this approval null and void.

20. Appropriate measures shall be taken to ensure pedestrian and traffic safety during construction, including, but not limited to, barriers and signage to direct individuals safely around the construction area.

21. The requirements of this approval shall be applicable regardless of the status of Slade Drive, and any anticipated opening of said street for vehicular traffic.

ROLL CALL VOTE:	Trustee Farrell	Aye	
	Trustee Kelchlin	Aye	
	Trustee Manicki	Aye	
	Trustee Mezydlo	Aye	
	Mayor Kubik	Aye	Carried

SIGNAGE TOPS MARKETS

MOTION by Trustee Kelchlin, seconded by Trustee Manicki, to approve the signs for TOPS Markets fueling facility, 12775 Broadway, as previously proposed and approved. Carried

MOTION by Trustee Mezydlo, seconded by Trustee Kelchlin, to approve adding 2 -400 watt HPS fixtures and 1-18 foot bracket at an annual cost of $310.54; remove 1-175 watt mercury vapor fixture at an annual decrease of $68.16, net increase of $242.38. Fixture located on Broadway east and west of Slade Drive. Carried

MOTION by Trustee Farrell, seconded by Trustee Kelchlin, to adjourn from the regular board meeting to public hearing for Local Laws #2-15, 2007. Carried

At this time Supt. Sitzman introduced Mary Rossi, Project Manager of Erie County Dept. of Environment & Planning, who will present to the board a review of the

Stormwater regulations. She explained the requirement to have in place by January 8, 2008, Phase II Stormwater Regulations. The Western New York Stormwater Coalition, which the Village of Alden is a member of, has worked on a Stormwater Management Plan that complies with federal regulations, and has to be implemented by the compliance date of January 8, 2008. A resolution by the Erie County Legislature established through the grant budget, will reimburse up to $14,000 to each municipality who is a member of the coalition, for completion of necessary paperwork. Ms. Rossi reviewed the MS4-(Municipal Separate Storm) standards which affects municipalities with a population of 1,000 per square mile. Those municipalities fall under the January 8, 2008 implementation date. Supt. Sitzman stated that because of these requirements, the need to adopt Local Laws for Erosion & Sediment Control, and Illicit Discharge.

Mayor Kubik thanked Ms. Rossi for her presentation.

CEO Joe Czechowski went through the changes and amendments made to Local Laws #2-15-2007 as follows.

Local Law #2-2007, the creation of Chapter 175, Stormwater Management-Erosion & Sediment Control, as amended-no additional comments

Local Law #3-2007, the creation of chapter 176, Stormwater Management-Illicit Discharge, as amended.

Bruce Sitzman stated that the proposed chapters to the village code should have been made available for review before the public hearing. He asked if he could review the chapters that are proposed for adoption this evening.

Local Law #4-2007, amendments to Chapter 78-22-no comments

Local Law #5-2007-amendments to Chapter131-11 received written comment from Mr. Kenneth C. Burnham of Alden Village Estates Associates, LLC, owner of Alden Village Estates Modular Home Park, objecting to this amendment to village code. He listed 7 reasons why he feels that there is no need to enact this amendment. He commented that "There is adequate regulation at the State and Federal level which cover the areas which this law targets. Attorney Trapp stated that State or Federal law over rules any local law. His letter will be on file in clerk's office.

Local Law #6-2007-amendments to Chapter 177-16-no comments

Local Law #7-2007-amendments to Chapter 177-17-no comments

Local Law #8-2007-amendments to Chapter 177-18-no comments

Local Law #9-2007-amendments to Chapter 181-19-no comments

Local Law #10-2007-amendments to Chapter 205-10-no comments

Local Law #11-2007-amendments to Chapter 205-12-no comments

Local Law #12-2007-amendments to Chapter 210-26-no comments

Local Law #13-2007-amendments to Chapter 210-48-no comments

Local Law #14-2007-amendments to Chapter 210-61-no comments

Local Law #15-2007-amendments to Chapter 210-69-Sue DeWitt has an objection to Local Law #14 & 15 as it pertaining to training requirements for Zoning & Planning Board members. She feels that if the village is going to require training, then they should provide it so that members aren't obligated to travel elsewhere. Attorney Trapp and CEO Czechowski are looking into providing in house training for all members.

Richard Kegler had a question regarding Local Law #6-2007 as it pertains to placing materials in streets or street right of way. Where are we supposed to set our garbage if not in the street? Where should the leaves be placed for pickup if not on the street or right of way? CEO stated that this would have to be further defined in code as it relates to weekly garbage pickup and leaf and grass clippings.

MOTION by Trustee Farrell, seconded by Trustee Manicki, to adjourn from Public Hearing to regular session. Carried

MOTION by Trustee Manicki, seconded by Trustee Mezydlo, to approve Local Law #2-2007 the creation of Chapter 175, Stormwater Management-Erosion & Sediment Control as amended. Roll call vote:

Trustee Farrell	Aye	
Trustee Kelchlin	Aye	
Trustee Manicki	Aye	
Trustee Mezydlo	Aye	
Mayor Kubik	Aye	Adopted

MOTION by Trustee Mezydlo, seconded by Trustee Farrell, to approve Local Law #3-2007 the creation of Chapter 176, Stormwater Management-Illicit Discharge as amended. Roll call vote:

Trustee Farrell	Aye	
Trustee Kelchlin	Aye	
Trustee Manicki	Aye	
Trustee Mezydlo	Aye	
Mayor Kubik	Aye	Adopted

MOTION by Trustee Manicki, seconded by Trustee Mezydlo, to appoint Keith Sitzman, Superintendent of Public Works, as the Stormwater Management Officer for the Village of Alden, pursuant to Chapters 175 and 176 of the Code of the Village of Alden. Carried

It was decided at this time to vote on the remaining local laws at the December 20, 2007 regular meeting.

MOTION by Trustee Farrell, seconded by Trustee Manicki, to set a public hearing for Local Law #16-2007, amendment to Chapter 181-9 regarding compliance with Stormwater regulation for preliminary subdivision plat approval. Public hearing to be held on Thursday December 20, 2007 at 7:45 PM. Carried

MOTION by Trustee Mezydlo, seconded by Trustee Kelchlin, to set a public hearing for Local Law #17-2007 amendment to Chapter 181-10 regarding compliance with Stormwater regulation for final subdivision plat approval. Public hearing to be held on Thursday December 20, 2007 at 7:45 PM. Carried

MOTION by Trustee Kelchlin, seconded by Trustee Farrell, to set a public hearing for Local Law #18-2007 amendment to Chapter 210-50 regarding compliance with Stormwater regulation for site plan approval. Public hearing to be held on Thursday December 20, 2007 at 7:45 PM. Carried

BUSINESS FROM FLOOR:

Nothing

REPORTS FROM COMMITTEES:

Chief Pruitt-wrapping up warranty issues with Engine #1. Have moved the jaws equipment to Engine #4. Moved ambulance 865 from station #2 to main hall and Engine #7 to station #2. Eight members of fire company have completed 14 training courses. Chief proud of their progress. Also thanked Trustee Manicki for attending the Line Officers meeting when they discussed the need for updating their fire radios to the 400 MHz system and the cost involved.

CEO Czechowski-will be out of the office from December 6-12, 2007. Has contacted the Town Building Inspector to cover for his inspections. Doesn't have anything pending that needs immediate attention.

Clerk Kegler-reported that the Access 97 system for indexing her minutes has locked up and she is unable to retrieve any information. She has called Integrated and they suggested that we purchase an updated Access program, load it and see if it can be opened. Also, all computers are running very slowly. It was suggested that Integrated be contacted to clean out some of the older files in all computers, as this should be done on a regular basis. This might help to speed things up.

Attorney Trapp-hasn't heard anything from Time Warner regarding the village's connection to Time Warner of Buffalo instead of Rochester. He has all paperwork from the developer of Slade Drive for village to accept the road.

SLADE DRIVE

The following was moved by Trustee Kelchlin, seconded by Trustee Farrell,

WHEREAS, the Village of Alden has long sought to open up available commercial property within the village, and

WHEREAS, Slade Drive has been constructed and will alleviate traffic issues within what is commonly known as the TOPS Plaza, and

WHEREAS, the owner of the property upon which Slade Drive is situated deserves to deed the property and public improvements over to the Village of Alden, and

WHEREAS, the developer has already placed into escrow sufficient funds with regard to the completion of any remaining items,

NOW, BE IT THEREFORE RESOLVED, that the Village of Alden accepts Slade Drive as a public road, together with all accompanying public improvements, and authorizes the Village Attorney to execute and file all necessary closing documents to effectuate such transfer subject to the filing of all necessary bonds by the developer with the village.

ROLL CALL VOTE:	Trustee Farrell	Aye	
	Trustee Kelchlin	Aye	
	Trustee Manicki	Aye	
	Trustee Mezydlo	Aye	
	Mayor Kubik	Aye	Carried

Supt. Sitzman asked about the need for a sidewalk agreement for Slade Drive between Walter Schmidt and the Village. Chris agreed that something should be in writing.

Trustee Farrell-commented on how nice the village Christmas decorations look.

Trustee Manicki-meet with the Line Officers of Fire Company regarding radios. Will meet with Jim Gerber regarding updating disaster plan.

Trustee Mezydlo- asked Clerk how reporting street light outages are done at office.

Supt. Sitzman-received the Village of Alden Water System Evaluation report from CRA Infrastructure & Engineering, Inc. Board members have a copy, and a copy is on file in clerk's office.

Mayor Kubik-requested an executive session to discuss personnel.

AMENDMENT TO SLADE DRIVE RESOLUTION

MOTION by Trustee Farrell, seconded by Trustee Manicki, to amend the resolution pertaining to the acceptance of Slade Drive to provide the additional condition on such approval that the developer execute an agreement with the Village of Alden, with regard to the construction of sidewalks on Slade Drive.

ROLL CALL VOTE:	Trustee Farrell	Aye	
	Trustee Kelchlin	Aye	
	Trustee Manicki	Aye	
	Trustee Mezydlo	Aye	
	Mayor Kubik	Aye	Carried

COMMUNICATIONS:

Town Board Minutes of November 19, 2007; U.S. Census Bureau LUCA Program. CEO Czechowski stated that he elected not to participate in this program as it is much more involved for a village our size. He elected to continue with the village's previous choice of reporting. Notice from TVGA for two member's attendance for planning and zoning board training. Copy of a letter to owner of Alden Village Estates from one of their residents, with regard to snowplowing and safety hazards within the park. Applications for the Safe Routes to School Program sponsored by Governor Eliot Spitzer. We have a variety of projects to which we can apply for, continued sidewalk improvement and designated pedestrian/ school crossing area on Broadway. NYCOM Publication; Erie County Water Authority Extract from Minutes of November 30, 2007; notice from Selective Insurance, village's insurance carrier, to American Alternative Insurance Corp, CATCO's insurance carrier, regarding a sewer back up in a resident's home on Mechanic St. This was a result of Mechanic St. reconstruction. Letter from Alden Bar & Grill, Inc., regarding renewal of liquor license. Notice from Time Warner regarding expiration of programmers. Letter from County regarding a possible increase in sales tax revenue to all municipalities due to the increase of Canadian shoppers.

MOTION by Trustee Farrell, seconded by Trustee Manicki, to file as received all communications. Carried.

UNFINISHED AND TABLED BUSINESS:

- Mechanic St. reconstruction-nothing new
- Sign for village property North Woods-work session December 20
- Disaster Update-Trustee Manicki working on it
- Street lights-on going
- Sign in park-work session December 20
- Code Revisions-adoption December 20

MOTION by Trustee Mezydlo, seconded by Trustee Manicki, to adjourn from regular meeting at 8:15 PM to executive session to discuss personnel. Carried.

Personnel was discussed.

MOTION by Trustee Manicki, seconded by Trustee Kelchlin, to adjourn from executive session at 9:35 PM to regular session. Carried

MOTION by Trustee Farrell, seconded by Trustee Mezydlo, to adjourn the regular meeting at 9:35 PM. Carried

I respectfully submit,

Elizabeth A. Kegler

Elizabeth A. Kegler
Village Clerk

Enforcement Response Plan Appendix O

The Enforcement Response Plan (ERP) describes the action(s) to be taken for violations pertaining to MCM 3: Illicit Discharge Detection and Elimination, MCM 4: Construction Site Stormwater Runoff Control, and MCM 5: Post-Construction Stormwater. The ERP provides a protocol to address repeat and continuing violations through progressively stricter responses (i.e., escalation of enforcement) as needed to achieve compliance with the terms and conditions of the MS4 General Permit (GP-0-24-001) and/or Construction General Permit (GP-0-20-001). Enforcement responses are based on the type, magnitude, and duration of the violation, effect of the violation on the receiving water, compliance history of the violator(s), and good faith of the violator(s) in compliance efforts. See subsequent pages for specific illicit discharge, construction, and post-construction stormwater management practice enforcement responses.

Efforts to obtain a voluntary correction of deficiencies through informal enforcement, such as verbal warnings or written notices, must not exceed sixty (60) days in duration from the time of initial determination of the violation(s) until a return to compliance.

The **Village of Alden** will use the following types of enforcement responses or combination of responses for illicit discharge, construction, and post-construction stormwater management practice violations:

i. Verbal warnings;
ii. Written notices;
iii. Citations (and associated fines);
iv. Stop work orders;
v. Withholding of plan approvals or other authorizations affecting the ability to *discharge* to the *MS4*; and
vi. Additional measures, supported in local legal authorities, such as collecting against the project's bond or directly billing the responsible party to pay for work and materials to correct violations.

The Stormwater Management officer, and as needed Code Enforcement, will be responsible for implementing the enforcement responses.

Enforcement Tracking

The **Village of Alden** documents instances of non-compliance in this SWMP Plan. The enforcement case documentation includes, at a minimum, the following:

a. Name of the owner/operator of the facility or site of the violation (can be redacted from the publicly available SWMP Plan);
b. Location of the *stormwater* source (e.g., construction project);
c. Description of the violation;

d. Schedule for returning to compliance;
e. Description of enforcement response used, including escalated responses if repeat violations occur or violations are not resolved in a timely manner;
f. Accompanying documentation of enforcement response (e.g., notices of noncompliance, notices of violations);
g. Any referrals to different departments or agencies; and
h. Date violation was resolved.

All documentation pertaining to Enforcement Response is considered part of tis SWMP Plan and is available upon request: contact Stormwater Management Officer or Stormwater Program Coordinator listed on page 2 of this document.

Enforcement Response Plan: Illicit Discharge Detection and Elimination		
Violation	**Issue**	**Minimum Response**
Unauthorized discharge to MS4	i) Any direct or indirect non-stormwater discharge to the MS4 ii) Failure to eliminate discharge/cease practice or implement BMPs in accordance with schedule: violation continued for 30 or more days after notice iii) Failure to eliminate discharge/cease practoice or implement BMPs in accordance with schedule: violation continued for 60 or more days after notice	i) Warning letter with schedule for correction/imlementation of BMPs (NOV Optional) ii) NOV iii) Formal Enforcement/Fines
Unauthorized/Illicit Connection to MS4	i) Any drain or conveyance, whether on the surface or subsurface, which allows an illegal discharge to enter the MS4 ii) Failure to eliminate illicit connection to the MS4 in accordance with schedule: violation continued for 30 or more days after notice iii) Failure to eliminate illicit connection to the MS4 in accordance with schedule: violation continued for 60 or more days after notice	i) Warning letter with schedule for correction/imlementation of BMPs (NOV Optional) ii) NOV iii) Formal Enforcement/Fines

Enforcement Response Plan: Construction General Permit — Appendix O (continued)

Enforcement Response Plan: Construction General Permit		
Violation	**Issue**	**Minimum Response**
Failure to obtain coverage under the Construction General Permit WITH appropriate erosion & sediment control practices	i) One or more acres of disturbed area ii) One or more acres of disturbed area - violation continued for 30 or more days after discovery iii) One or more acres of disturbed area - violation continued for 60 or more days after discovery	i) Notice of Violation ii) Cease and Desist iii) Formal Enforcement/Fines
Failure to obtain coverage under the Construction General Permit and WITHOUT or MINIMAL erosion & sediment control practices	i) One up to five acres of disturbed area ii) One up to five acres of disturbed area - violation continued for 15 or more days, after discovery iii) One up to five acres of disturbed area - violation continued for 30 or more days after discovery iv) Five or more acres v) Five or more acres - violation continued for 30 or more days after discovery	i) Notice of Violation ii) Cease and Desist iii) Formal Enforcement/Fines iv) Cease and Desist v) Formal Enforcement/Fines
Has coverage under the Construction General Permit and has significant violations of permit	i) One up to five acres of disturbed area ii) Failure to correct deficiencies in accordance with schedule: One up to five acres of disturbed area iii) Five or more acres	i) Warning letter with schedule for correctve action(s) (NOV Optional) ii) NOV and/or Stop Work Order iii) NOV and/or Stop Work Order
Failure to meet significant permit requirements. Including, but not limited to: **- lack of or a substantially inadequate SWPPP;** **- failure to implement or maintain BMPs;** **- failure to perform required inspections**	i) Unsatisfactory compliance inspection ii) Failure to correct deficiencies in accordance with schedule iii) Duration of noncompliance is longer than 60 days.	i) Warning letter with Inspection report listing deficiencies and schedule for correctve action(s) ii) NOV and/or Stop Work Order iii) Formal Enforcement/Fines

Enforcement Response Plan: Post-Construction Stormwater Management Practice Inspection & Maintenance		
Violation	**Issue**	**Minimum Response**
Failure to perform required inspections and/or submit inspection report. **NYS DEC Stormwater Management Practices Inspection Checklists 2017: https://www.dec.ny.gov/docs/water_pdf/smpinspchklist.pdf**	i) No SMP inspection report submitted ii) No inspection report submitted - violation continued for 30 or more days after notice iii) No inspection report submitted - violation continued for 60 or more days after notice	i) Warning letter with schedule for correction (NOV Optional) ii) NOV iii) Formal Enforcement/Fines
Failure to perform required maintenance as called for in the Maintenance Agreement associated with the post-construction stormwater management practice(s); or, in the absence of a formal Maintenance Agreement, NYS DEC Maintenance Guidance for Stormwater Management Practices 2017: https://extapps.dec.ny.gov/docs/water_pdf/smpmaintguidance.pdf	i) SMP maintenance not performed ii) Maintenance not performed - violation continued for 30 or more days after notice iii) Maintenance not performed - violation continued for 60 or more days after notice	i) Warning letter with schedule for correction (NOV Optional) ii) NOV iii) Formal Enforcement/Fines
Failure to address deficiencies, corrective actions, or further investigation (if recommended in inspection report)	i) Failure to correct SMP deficiencies ii) Failure to correct deficiencies in accordance with schedule: violation continued for 30 or more days after notice iii) Failure to correct deficiencies in accordance with schedule: violation continued for 60 or more days after notice	i) Warning letter with schedule for correction (NOV Optional) ii) NOV iii) Formal Enforcement/Fines