

**Year Two Annual Report  
for "Small" Municipal Separate Storm  
Sewer Systems (MS4s)**

March 10, 2004 to March 9, 2005

Town of Putnam Valley  
Putnam County, New York

May 2005

Prepared By:



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## Support Document

- Initial Stormwater Management Program for “Small” Municipal Separate Storm Sewer Systems (MS4s) Town of Putnam Valley, March 2003

## 1. Introduction

This report serves as the Year Two Annual Report for the Town of Putnam Valley, as required by the New York State Department of Environmental Conservation (NYSDEC) Phase II Stormwater Management Program for “small” municipal separate stormwater sewer systems (MS4s). Attached to this report are the following items:

- Stormwater Management Program Annual Report Six Minimum Control Measures
- SPDES General Permit for Stormwater Discharges from Small MS4’s Permit No. GP-02-02 Municipal Compliance Certification

In addition to the above listed attachments, this report is intended to work with, and supplement, the Town’s Initial Stormwater Management (SWMP) report dated March, 2003. This Initial SWMP Report includes discussions and details pertaining to the Town’s full multi-year program.

### 1.1. Overview

In March of 2003 the Town of Putnam Valley prepared an Initial Stormwater Management Program (SWMP) report and applied for authorization to discharge stormwater from their storm sewer system and obtained coverage under the above referenced **SPDES General Permit for Stormwater Discharges from Municipal Separate Stormwater Sewer Systems (MS4s)**. That permit required the Town to develop, implement and enforce a stormwater management program (SWMP) designed to reduce the discharge of pollutants from its storm sewer system to the maximum extent practicable. The SWMP must be fully implemented no later than January 8, 2008 and the Town is required to make steady progress toward full implementation.

Pursuant to the provisions of the MS4 General Permit the NYSDEC is overseeing the Town’s MS4 program. In order for the NYSDEC to monitor the Town’s progress towards achieving the identified measurable goals, the Town is required to conduct an annual evaluation of its program and submit the results in the form of an Annual Report. Among other things, this annual report must describe the activities completed during the annual reporting period ending on March 10<sup>th</sup> 2005, evaluate the program progress in achieving the measurable goals identified in the Town’s initial SWMP for each of the selected management practices, and summarize new goals planned for the next year (See Appendix A). In addition, the Town held a public meeting on

May 25, 2005 to describe the contents of the report and make the report available for public comment on the completed and proposed activities. The annual report must be submitted to the NYSDEC no later than June 1, 2005.

The Town is also required to submit a Municipal Compliance Certification (MCC) on an annual basis (See Appendix B). This form certifies that the Town is implementing and complying with all applicable conditions of the permit. This form must also be completed and submitted to the Department, no later than June 1, 2005.

## APPENDIX A

### Stormwater Management Program Annual Report Six Minimum Control Measures

**Stormwater Management Program Annual Report  
Six Minimum Measures Section**

March 10, 2004 – March 9, 2005

Municipality Name Town of Putnam Valley SPDES Number NYR20A345

Use this table to summarize your Stormwater Management Program (SWMP) Minimum Measures for Sections I through VI of the SWMPAR. We request that MS4s fill out this table electronically. The table is available in Microsoft Word and Corel WordPerfect, or you may duplicate this table manually. Send two completed **hard copies** (an original and a photocopy) of the previous MCC form, this form and the other SWMPAR reporting requirements to the DEC Central Office (MS4 Permit Coordinator, 625 Broadway, Division of Water - 4<sup>th</sup> Floor, Albany, NY 12233-3505).

**MINIMUM MEASURE 1: Public Education and Outreach in Stormwater Impacts**

**A. If Needed, Provide Additional Notes to Explain and/or Describe Changes to this Minimum Measure in Your SWMP:**

<b>B. Implementation of Best Management Practices</b>		<b>C. Activities Planned for Upcoming Year</b>
<b>List the planned management practices and any additional ones that you worked on.</b>	<b>If YES, describe the measurable goals that were achieved and other accomplishments.</b>	
	Any done in the past year?	Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
	YES NO	
<b>REQUIRED TECHNIQUES</b>		

B. Implementation of Best Management Practices		C. Activities Planned for Upcoming Year	
List the planned management practices and any additional ones that you worked on.	Any done in the past year?	If YES, describe the measurable goals that were achieved and other accomplishments.	Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
Plan and conduct an ongoing public education and outreach program	YES X	<p>The Town maintains a website (<a href="http://www.putnamvalley.com">www.putnamvalley.com</a>). On this website is a page on the Environmental Committee. This page is in the process of being updated to include a list of stormwater information and links.</p> <p>The Town has printed 890 pamphlets on targeted stormwater management practices and provided them to the Lake Oscawana lake committee. The town is currently in the process of distributing pamphlets to the Lake Peekskill and Roaring Brook Lake Committees.</p> <p>The Town has developed a collection of educational stormwater management materials, which are available at Town Hall on Oscawana Lake Rd.</p> <p>The Lake Oscawana Advisory Committee presented a video, which included stormwater management to concerned residents in the September 2004.</p>	<p>Expand Stormwater webpage to include two stormwater management publications targeting selected management practices each year.</p> <p>Print two brochures on a specific stormwater management practice and make available at Town Hall, Highway Department, Building Department, Recreation Department, Fire Department, and Library.</p> <p>Update, weed and maintain the library of materials.</p> <p>Schedule and conduct yearly public educational meetings, concentrating on different management practice targeted to pollutants of concern.</p>
<b>ADDITIONAL TECHNIQUES</b> Seek formal agreements with adjacent MS4s where coordinated or delegated efforts provide a more effective SWMP.	X	The Town participated in several meetings relative to the establishment of a MS4 coordination committee with adjacent MS4's	It is anticipated that the Town will sign an agreement to join the Putnam County MS4 coordination committee.

**MINIMUM MEASURE 2: Public Involvement/Participation**

**A. If Needed, Provide Additional Notes to Explain and/or Describe Changes to this Minimum Measure in Your SWMP:**

<b>B. Implementation of Best Management Practices</b>		<b>C. Activities Planned for Upcoming Year</b>	
List the planned management practices and any additional ones that you worked on.	Any done in the past year?	If YES, describe the measurable goals that were achieved and other accomplishments.	Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
<b>REQUIRED TECHNIQUES</b>	YES NO		
Public notice and access to documents and information	X	<p>The Town provided public notice for key events and upcoming stormwater meetings at televised Town Board meetings.</p> <p>The Town provided public notice for all Town SWMP related public hearings by posting notice in official Town newspaper and posting notices at Town Hall.</p> <p>All information regarding the Town's MS4 permit and Stormwater Management Program are available for review in the Town Clerks office.</p>	<p>Provide public notice by way of announcements at televised Town Board meetings, for key events and upcoming stormwater meetings.</p> <p>Provide public notice for all Town SWMP related public hearings by posting notice in official Town newspaper and post notice at Town Hall.</p> <p>Provide full access to the public to review and request copies of all information collected and developed as part of the Town SWMP.</p>
Public presentation and comments received on SWMP and annual report	X	A public hearing was held on May 24, 2004 on the 1 <sup>st</sup> Annual Report.	Hold public hearing on 2 <sup>nd</sup> Annual Report on May 25, 2005.



**MINIMUM MEASURE 3: Illicit Discharge Detection and Elimination**

**A. If Needed, Provide Additional Notes to Explain and/or Describe Changes to this Minimum Measure in Your SWMP:**

<b>B. Implementation of Best Management Practices</b>		<b>C. Activities Planned for Upcoming Year</b>	
<b>List the planned management practices and any additional ones that you worked on.</b>	<b>Any done in the past year?</b>	<b>If YES, describe the measurable goals that were achieved and other accomplishments.</b>	<b>Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.</b>
	YES NO		
<b>REQUIRED ACTIVITIES</b>			
Outfall mapping	X	The Town Highway Department has assembled the necessary data relative to the discharge locations within the town. The Town is in the process of transferring the data to the appropriate mapping.	Continue to prepare mapping
Illicit discharges prohibited	X	The Town is currently seeking a Model Ordinance from the New York State Department of Environmental Conservation for review and consideration for adoption.	Continue to monitor NYSDEC's progress with the model ordinance.
Public, employees, businesses informed of hazards from illicit discharges	X	General fact sheets and pamphlets regarding stormwater quality are available at Town Hall.	Conduct training for Town employees following the adoption of an ordinance addressing illicit discharges.  Prepare and distribute illicit discharge information pamphlet to 50 targeted local business and industries.
Illicit discharges identified	X	The Town Highway Department personnel have identified illicit discharges which are reported to the Town Code Enforcement Officer for enforcement / coordination with the County Health Department.	Identify source and eliminate all illicit discharges identified.  Continue to assess and monitor the Town MS4 for illicit discharges.
<b>ADDITIONAL ACTIVITIES</b>			

**MINIMUM MEASURE 4: Construction Site Stormwater Runoff Control**

**A. If Needed, Provide Additional Notes to Explain and/or Describe Changes to this Minimum Measure in Your SWMP:**

<b>B. Implementation of Best Management Practices</b>		<b>C. Activities Planned for Upcoming Year</b>	
List the planned management practices and any additional ones that you worked on.	Any done in the past year?	If YES, describe the measurable goals that were achieved and other accomplishments.	Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
<b>REQUIREMENTS</b>	YES NO		
Require erosion and sedimentation controls through an ordinance or other regulatory mechanism	X	Chapter 155 of the Town Code, Soil Erosion and Sediment Control requires erosion and sedimentation controls.	Draft amendments to existing Soil Erosion and Sediment Control Ordinance, Chapter 155 to be consistent with GP-02-01.
Provide opportunity for public comment on construction plans	X	The Town Planning Board conducts public hearings on all projects seeking site plan approval. These meetings are open meetings with the ability for the public to comment on such projects including the stormwater management plans.	Adopt amendments to existing Soil Erosion and Sediment Control Ordinance. Amended Soil Erosion and Sediment Control Ordinance shall include a requirement for the opportunity for public comment on construction plans.
Require construction site plan review	X	Site plan review is required for all subdivisions, commercial projects, individual residential houses, and building additions greater than 800sf per Town Code.	N/A
Require overall construction site waste management	X	The draft erosion control ordinance amendments include references to the NYSDEC GP-02-01, which requires that overall construction site waste management is addressed.	Amended Soil Erosion and Sediment Control Ordinance shall include requirements for projects to establish an overall construction site waste management plan.
Site inspection and enforcement	X	Chap 155 (Soil Erosion and Sediment Control) of the Town's code defines inspection and enforcement authority.	Continue to establish and implement procedures for site inspections relative to project stormwater management. Achieve 50% "on the ground" compliance with approved Erosion Control Plan.

<b>B. Implementation of Best Management Practices</b>		<b>C. Activities Planned for Upcoming Year</b>	
List the planned management practices and any additional ones that you worked on.	Any done in the past year?	If YES, describe the measurable goals that were achieved and other accomplishments.	Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
Education and training of construction site operators	YES NO X	The Town obtained pamphlets relative to stormwater discharges and soil erosion prevention and sediment control associated with new construction and provided the Building and Highway Departments for distribution with permits.	Distribute information pamphlet addressing construction site stormwater runoff control for construction sites with all building permits, driveway opening permits, and other permits involving land disturbance.
<b>ADDITIONAL PRACTICES</b>			

**MINIMUM MEASURE 5: Post-Construction Stormwater Management**

**A. If Needed, Provide Additional Notes to Explain and/or Describe Changes to this Minimum Measure in Your SWMP:**

B. Implementation of Best Management Practices		C. Activities Planned for Upcoming Year	
List the planned management practices and any additional ones that you worked on.	Any done in the past year?	If YES, describe the measurable goals that were achieved and other accomplishments.	Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
	YES NO		
<b>REQUIREMENTS</b>			
Assess existing conditions throughout the MS4 and identify appropriate management practices to reduce pollutant discharge to the maximum extent practicable	X	The Lake Peekskill and Lake Oscawana watershed areas have been identified as water quality problem areas. The pollutants of concern have been identified as sediment, suspended solids, nutrients, and oxygen demanding substances. The Town Highway Department has made an initial list of discharges contributing to water quality problem areas.	Implement Town MS4's first priority management practices to reduce pollutant discharge to maximum extend practicable.  Complete list of stormwater discharges contributing to water quality problems areas within the Town's regulated MS4.
Regulate post-construction runoff from development through an ordinance or other regulatory mechanism	X	Draft amendments to the Town Site Plan and Subdivision regulations relative to stormwater management are currently being prepared to be consistent with GP-02-01. Chapter 1.55 of the Town Code currently regulates post construction runoff.	Adopt amendments to Site Plan and Subdivision regulations.

B. Implementation of Best Management Practices		C. Activities Planned for Upcoming Year	
List the planned management practices and any additional ones that you worked on.	Any done in the past year?	If YES, describe the measurable goals that were achieved and other accomplishments.	Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
Develop management practice inspection and maintenance program	YES X	NO	Continue to establish and implement procedures for site inspections relative to project stormwater management.
<b>ADDITIONAL PRACTICES</b>		Chap 155 (Soil Erosion and Sediment Control) of the Town's code defines inspection and enforcement authority.	

**MINIMUM MEASURE 6: Pollution Prevention/Good Housekeeping**

**A. If Needed, Provide Additional Notes to Explain and/or Describe Changes to this Minimum Measure in Your SWMP:**

<b>B. Implementation of Best Management Practices</b>		<b>C. Activities Planned for Upcoming Year</b>	
List the planned management practices and any additional ones that you worked on.	Any done in the past year?	If YES, describe the measurable goals that were achieved and other accomplishments.	Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
<b>REQUIREMENTS</b>			
Prevent discharge of pollutants from municipal operations	X	The Town continues to review their ongoing maintenance programs relative to best management practices. The practices include street cleaning (twice a year), catch basin cleaning (twice a year), road salt storage, roadway maintenance, and vehicular washing.  The Town has gained approval for an enclosed self-contained truck washing building at the highway facility. The Town is currently researching hydrodynamic separator manufacturers to treat the stormwater runoff from the highway facility yard area and Town Hall for installation in the coming year.	Continue to evaluate Town operations contributing to water quality problems and pollutants of concern. Install truck washing building and hydrodynamic separator.
Follow DEC NPS management Practices catalog, or equivalent	X	The Town follows recommended standards for non-point source stormwater management.	N/A
Conduct employee pollution prevention training	X	As part of the establishment of a Putnam County MS4 coordination committee there is currently a Mini-Grant Level 3 being proposed by Putnam County to train highway employees throughout the County, including the Town of Putnam Valley.	Highway employees to be trained once the grant is obtained.
<b>ADDITIONAL PRACTICES</b>			

## **APPENDIX B**

### **MS4 GP-02-02 Municipal Compliance Certification**



NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

**SPDES General Permit for Stormwater Discharges from  
Small Municipal Separate Storm Sewers (MS4s), Permit No. GP- 02-02  
Municipal Compliance Certification (Submitted with the SWMPAR)**

**Section A. Small MS4 Owner/Operator Information** Annual Report for the year ending: March 9, 2005

SPDES No.: NYR20A345		MS4 Name: Town of Putnam Valley	
Contact Name: Carmelo Santos		Contact Title: Supervisor	Phone No.: ( 845 ) 526-2121
Mailing Address:	Street or P.O. Box: 265 Oscawana Lake Road	City: Putnam Valley	
	County: Putnam	State: New York	Zip Code: 10579

Is any of this information new or changed since your last certification? (Please circle one answer) Yes  No

**Section B. Watershed and MS4 Partnership Information** (Please circle one answer for each question)

1. a) Have you received notification from the Department that you are subject to the special conditions in Part III.B. of the permit ? Yes  No
- b) If you answered yes to 1a), have all necessary changes been made to the Stormwater Management Program (SWMP) to ensure compliance with Part III.B. of the permit? Yes  No  N/A
2. a) Have any new MS4 partnerships developed, where another municipality will be responsible for carrying out a portion of your municipality's SWMP? If yes, please specify the municipality and the activity. Yes  No
- b) Municipality: \_\_\_\_\_
- c) Activity: \_\_\_\_\_
- d) Has a legally binding intermunicipal agreement been executed? If yes, please include a copy of the agreement as an appendix to the Stormwater Management Program Annual Report (SWMPAR). Yes  No  N/A

**Section C. Evaluation of Compliance**

1. For each of the six minimum measures listed below, indicate if your program has made steady progress toward full implementation *and* has achieved all measurable goals scheduled to be completed during this reporting period. (Please circle one answer for each question)

	Steady Progress		Goals Achieved	
a) Public education	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b) Public participation/involvement	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c) Illicit discharge detection and elimination	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d) Construction site stormwater runoff control	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e) Post-construction stormwater management	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f) Pollution prevention/good housekeeping for municipal operation	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

2. Does your SWMP cover all areas, automatically and additionally designated, pursuant to 40 CFR 122.32(a), under your jurisdiction?  Yes  No

3. Have adequate resources been allocated to fully implement your SWMP no later than January 8, 2008? Yes  No





**SPDES General Permit for Stormwater Discharges from  
Small Municipal Separate Storm Sewers (MS4s), Permit No. GP- 02-02**

~~Municipal Compliance Certification (Submitted with the SWMPAR), Page 2~~

SPDES No.: NYR20A345	MS4 Name: Town of Putnam Valley
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**Section D. Explanation of Compliance Evaluation**

If you answered No to question 1b in Section B or to any question in Section C, indicate the question number in the small box in the upper left hand corner, and provide a brief explanation, including action being taken to address the problem, in the space provided. With respect to any of the six minimum measures, your attached Stormwater Management Program Annual Report (SWMPAR) must include a detailed explanation of why implementation or compliance is not being achieved and what actions have been taken to ensure compliance with each minimum measure. Indicate where this explanation can be found in the SWMPAR. If necessary, attach extra sheets following the same format.

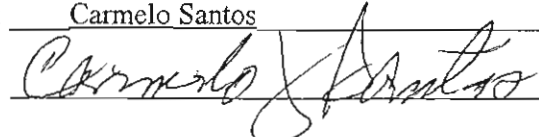
Question #	Explanation

Question #	Explanation

Question #	Explanation

**Section E. 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 gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."*

Print Name: Carmelo Santos Title: Supervisor, Town of Putnam Valley  
 Signature:  Date: 5/31/05

The MCC form must be signed by either a principal executive officer or ranking elected official, or duly authorized representative of that person as described in Part VI.I.2. of the permit. Send two completed **hard copies** (an original and a photocopy) of this form, the following SWMPAR Minimum Measures and the other reporting requirements to the DEC Central Office (MS4 Permit Coordinator, 625 Broadway, Division of Water - 4<sup>th</sup> Floor, Albany, NY 12233-3505).