# Town of Victor MS4 Stormwater Management Program Plan



March 2023

*This document was modeled after a document prepared for the Ontario-Wayne Stormwater Coalition by the Genesee/Finger Lakes Regional Planning Council.*

## ACKNOWLEDGEMENTS

**Sections of this document have been adapted from the document "Model Stormwater Management Plan," drafted for the Western New York Stormwater Coalition in October 2008 by Wendel Duchscherer, TVGA Consultants, and Bergmann Associates for the Western New York Stormwater Coalition.**

# TABLE OF CONTENTS

## Appendices

# Introduction

This Stormwater Management Program (SWMP) Plan has been developed to comply with Part IV.A. of the New York State Department of Environmental Conservation General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems. The purpose of this plan is to maintain or improve water quality (see Appendix A for definition).

The Town of Victor MS4 is a member of the Ontario-Wayne Stormwater Coalition (OWSC). The OWSC exists by way of an inter-municipal agreement enacted through municipal resolution by each participating member, the term of which is from February 1, 2023 through January 31, 2028. A copy of the IMA is in the Appendix of this plan. The coalition also includes the Towns of Farmington, Macedon, Ontario, and Walworth; the Village of Victor; and the Ontario County and Wayne County Highway Departments.

Part IV.A ("Stormwater Management Program Requirements, SWMP Background") of the General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems states:

> Covered entities must develop and enforce a SWMP designed to reduce the discharge of pollutants from small MS4s to the maximum extent practicable ("MEP") in order to protect water quality and to satisfy the appropriate water quality requirements of the ECL [Environmental Conservation Law] and the CWA [Clean Water Act]. The objective of the permit is for MS4s to assure achievement of the applicable water quality standards.

The SWMP Plan is based on the Federal Stormwater Phase II rule, issued in 1999, which requires municipal separate storm sewer system (MS4) owners and operators, in U.S. Census-defined urbanized areas as well as in additionally designated areas, to develop a Stormwater Management Program. There are six program elements designed to reduce the discharge of pollutants to the maximum extent practicable (MEP). The program elements, titled Minimum Control Measures (MCMs), include:

1. Public Education and Outreach
2. Public Involvement / Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Runoff Control
5. Post-Construction Stormwater Management
6. Pollution Prevention / Good Housekeeping for Municipal Operations.

This document describes each MCM and the Best Management Practices (BMPs) that have been implemented to maintain compliance with the NYSDEC General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems. Responsibilities to achieve and sustain compliance are clearly defined for each BMP. Some responsibilities are covered through the collective efforts of the Ontario-Wayne Stormwater Coalition members. The remaining work is coordinated by the Stormwater Management Officer, with assistance available from Coalition staff upon request. An organizational chart showing the various departments within the Town of Victor with responsibility to implement this SWMP is included in Appendix C of this plan.

Certain components of this program have been codified into Town of Victor local law. Refer to the Local Law for Stormwater Management and Erosion and Sediment Control (adopted by the Town Board of the Town of Victor 9-12-2005 by L.L. No. 5-2005) and the Local Law to Prohibit Illicit Discharges, Activities and Connections to Separate Storm Sewer Systems (adopted by the Town Board of the Town of Victor 11-13-2006 by L.L. No. 8-2006) for more information.

This SWMP Plan should be reviewed on an annual basis and updated as necessary in order to take into consideration the latest technologies and information to maintain compliance with the NYSDEC General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems, as well as to account for progress made.

**Note: It is the responsibility of the designated local Stormwater Management Officer to ensure that all pertinent departments and department heads within the MS4 are made aware of any required information, activities or functions associated with permit compliance. Other program designees may include (but are not limited to):**

- Elected Officials
- Director of Parks & Recreation
- Highway Superintendent
- Other relevant departments
- Sanitary Sewer Representative
- Code Enforcement Officer

# Minimum Measure 1: Public Education and Outreach on Stormwater Impacts

An informed and knowledgeable community is crucial to the success of a stormwater management program since it helps to ensure the following:

- *Greater support* for the program as the public gains a greater understanding of the reasons why it is necessary and important. Public support is particularly beneficial when operators of small MS4s attempt to institute new funding initiatives for the program or seek volunteers to help implement the program; and
- *Greater compliance* with the program as the public becomes aware of the personal responsibilities expected of them and others in the community, including the individual actions they can take to protect or improve the quality of area waters. [1]

## 1.1 Description of Minimum Control Measure

The Public Education and Outreach MCM consists of BMPs that focus on the development of educational materials designed to inform the public about the impacts that stormwater discharges have on local water bodies. The educational materials contain specific actions as to how the public, as individuals or collectively as a group, can participate in reducing pollutants and their impact on the environment. The Public Education and Outreach program and BMPs, in combination, are expected to reach all of the constituents within the MS4's permitted boundary. The target pollutant sources are construction site runoff, impacts from new and re-development projects, illicit discharges and local/regional POCs.

## 1.2 General Permit Requirements[2]

**To satisfy this MCM, the operator of a regulated small MS4 needs to:**

- Implement a public education program to distribute educational materials to the community, or conduct equivalent outreach activities about the impacts of stormwater discharges on local waterbodies and the steps that can be taken to reduce stormwater pollution; and
- Determine the appropriate BMPs and measurable goals for this minimum control measure.

**An MS4 must, at a minimum:**

**a. Identify POCs, waterbodies of concern, geographic areas of concern, target audiences;**

[1] Adapted from US EPA Fact Sheet 833-F00-005, "Public Education and Outreach Minimum Control Measure." January 2000 (revised December 2005). See EPA's Publications search page online at https://www3.epa.gov/npdes/pubs/fact2-3.pdf https://www.epa.gov/sites/default/files/2018-12/documents/epa_stormwater_phase_ii_final_rule_factsheet_2.3_public_education_12-04-18.pdf

[2] Information within text box derived from US EPA Fact Sheet 833-F-00-005. Other information derived from GP-0-08-002.

There is one water body within the Town of Victor that appears on the NYSDEC Priority Waterbodies list (Final Draft Report in February 2018): Ont 66-12-52-23-43 Great Brook and minor tribs (0704-0034). According to the list, Great Brook has the following impairments:

- Aquatic Life SUSPECTED of being IMPAIRED
- Causes: D.O./Oxygen Demand, Phosphorus, Silt/Sediment

- Recreation SUSPECTED of being IMPAIRED
- Sources: Urban/Storm Runoff, Municipal

- Aesthetics KNOWN to be STRESSED

This information was found within a publication from the Bureau of Watershed Assessment and Management, Division of Water, NYS Department of Environmental Conservation, "*The 2018 Section 303(d) List of Impaired Water Requiring a TMDL/Other Strategy".*

Therefore, pollutants of concern include dissolved oxygen/oxygen demand, phosphorous, and silt/sediment.

Geographic areas of concern are all areas discharging to Great Brook.

Target audiences include Contractors (to minimize silt and sediment from active construction sites). Other target audiences include the general public, public employees, students, developers, residents and businesses in the Town.

**b. Develop and implement an ongoing public education and outreach program designed to describe to the general public and target audiences:**

i. the impacts of stormwater discharges on waterbodies;
ii. POCs and their sources;
iii. steps contributors of these pollutants can take to reduce pollutants in stormwater runoff; and
iv. steps contributors of non-stormwater discharges can take to reduce pollutants (non-stormwater discharges are listed below);

The Town of Victor works with the Ontario Wayne Stormwater Coalition to meet the public education and outreach goals of MCM1. The Coalition has a staff member who provides educational training upon request, for a variety of audiences.

The Town regularly participates in the following public education and outreach events: MS4/Sustainability Booth at Climb Aboard Victor (kiosk experiences many visitors) and VCS Science Fair event at the schools (40 participants). In addition, printed brochures regarding the MS4 and stormwater management are available at the Town Hall, the Highway Department, and the Ontario Wayne Stormwater Coalition Website.

**c. Develop, record, periodically assess, and modify as needed, measurable goals; and**

Measurable goals are included in this SWMP. The goals are assessed annually in conjunction with permit reporting requirements.

**d. Select appropriate education and outreach activities and measurable goals to ensure the reduction of all POCs in stormwater discharges to the MEP.**

### Non-stormwater discharges are defined in the MS4 General Permit Part I.A.2 and include:

- Waterline flushing
- Landscape irrigation
- Diverted stream flows
- Rising ground waters
- Uncontaminated ground water infiltration
- Uncontaminated ground water
- Discharges from potable water sources
- Foundation drains
- Air conditioning condensate
- Irrigation water
- Springs
- Water from crawl space and basement sump pumps
- Footer Drains
- Lawn and landscape watering runoff provided that all pesticides and fertilizers have been applied in accordance with the manufacturer's product label
- Water from individual residential car washing
- Flows from riparian habitats and wetlands
- De-chlorinated swimming pool discharges
- Residual street wash water
- Discharges or flows from fire fighting activities
- De-chlorinated water reservoir discharges
- Any SPDES permitted discharge

## 1.3 Methodology for Compliance with Permit Requirements

The OWSC has developed many of the BMPs necessary for this MCM. These have included brochures, a webpage, and a display for community events. These BMPs will be evaluated by the OWSC on an annual basis and updated or enhanced as necessary. All information is made available to each MS4 that is a member of the OWSC and is posted online on the OWSC website at http://www.owsc.org/

## 1.4 Best Management Practices Implemented or Underway

### 1.4.1 Stormwater Pollution Prevention Brochures

Description/Methodology of BMP

Develop public education brochures addressing stormwater pollution prevention for distribution to the general public, target businesses/activities and schools. Educational brochures have been developed and are titled as follows:

- Healthy Lawn, Healthy Lake
- Our Home, Our Stormwater
- Plant a Rain Garden
- Wash Your Car Safely
- Pick-Up Pet Waste
- Lawn Fertilizer, Look for the 0
- Manage Household Waste
- How to Empty Pool/Spa
- Pesticide Safety
- Composting
- Food Service Facts
- Living Near a Stormwater Pond
- Moving Dirt?
- Illicit Discharge and Detection & Elimination
- Stormwater Pollution Prevention

The brochures are available around the Town, and also on the OWSC webpage http://www.owsc.org/ along with other information for businesses, municipalities, schools, and the general public, all of whom can request brochures or download the brochures directly.

Additional brochures will be developed in the future to address other SWPPP-related activities.

Annual Compliance Requirements

***OWSC***

- Distribute relevant brochures to targeted stakeholders, the general public and others;
- Identify entities and/or events for targeted distribution of materials;
- Provide additional brochures to local MS4s upon request; and
- Update and enhance educational materials and distribute to MS4s.

***Stormwater Management Officer (or Designee)***

- Display public education materials in town hall and Highway Department office;
- Inventory existing stock of brochures and replenish as needed;
- Identify entities and/or events for targeted distribution of materials; and
- How to Empty Pool/Spa brochure handed out with every pool or spa certificate of occupancy
- Restaurant brochure and posted handed out with every restaurant fire inspection

- Send out OWSC flyer with every New Resident Packet and all Transfer Station Permits
- Maintain records of number of educational materials distributed.

Additional Information/Resources can be found on the OWSC webpage.

### 1.4.2 Webpage

Description/Methodology of BMP

Develop and maintain a coalition webpage designed to educate businesses, municipalities, schools, and the general public regarding the impacts that stormwater runoff has on local water bodies. The webpage URL is: **http://www.owsc.org/** The Town of Victor maintains a website with general information about the MS4 program: http://www.victorny.org/169/stormwater-ms4-program

A variety of subjects are posted regularly on the Coalition webpage, including (but not limited to) the following:

- Coalition meeting minutes and agendas
- Upcoming training opportunities for Coalition members
- Important forms and resources for citizens and MS4s, including
  - *Water quality impacts of stormwater runoff to local water bodies*
  - *Steps the public can take to reduce stormwater pollution*
  - *Public involvement programs*
  - *Progress and achievements made*
  - *Future Goals*
  - *Educational brochures*

Annual Compliance Requirements

***OWSC***

- Update and maintain the webpage as necessary.

***Stormwater Management Officer (or Designee)***

- Update and maintain Victor MS4 webpage as necessary.

### 1.4.3 Public Education Display and Community Events

Description/Methodology of BMP

A public education display addressing general stormwater pollution prevention has been developed for use by MS4s at their community events. The display is maintained by the OWSC. The display is available upon request for outreach and community events and has been used in venues such as open houses, county fairs and other similar venues. A comprehensive education and outreach package is created when combined with other materials such as EPA, NYSDEC and OWSC brochures and a knowledgeable OWSC representative.

The request system will function on a first come first serve basis and every effort will be taken to avoid potential conflicts between municipalities or agencies requesting the display for the same time period. It will be each municipality's responsibility to obtain the display from OWSC and return it promptly.

Annual Compliance Requirements

***OWSC***

- Maintain the display, prepare for each MS4 and manage the reservation system;
- Conduct outreach and education at community events on behalf of OWSC membership as needed.
- The OCSW District Educator conducts educational opportunities for students at Victor Summer Camp and as needed at the Victor Central School District

***Stormwater Management Officer (or Designee)***

- Incorporate stormwater public education into community events and programs;
- In the absence of such programs, the MS4 can identify secure public locations – such as libraries or other community facilities – where the display can be mounted and left for a period of time.

### 1.4.4 Annual Victor Voice Article

Description/Methodology of BMP

A Town of Victor Stormwater update article will be written and published in the Victor Voice once per year. The update article can include, but is not limited to the following items:

- Updates on active construction sites in the Town of Victor
- Information on Illicit Discharge Detection and Elimination
- Updates on Post Construction Maintenance in the Town of Victor
- Updates on public involvement opportunities
- Invitations for the public to review the SWMP;
- Invitations for the public to review draft Annual Reports; and

Information in the update article will be different each year but consistent in the topics that are updated on.

Implementation Steps

***OWSC/ Stormwater Management Officer (or Designee)***

- Produce at least one Victor Voice Article per year to report on the stormwater activities in the Town of Victor that year and public reviews of draft Annual Reports;
- Document the distribution, content and use of press materials.

Additional Information / Resources can be found in the OWSC and Town of Victor Websites.

## 1.5 Best Management Practices for Future Consideration

At the request of Coalition members and as time and resources allow, the following BMPs will be considered for future exploration and implementation by the OWSC.

### 1.5.1 Identifying Focus areas, pollutants of concern in the focus Areas, and target audiences in the fucus areas

Description/Methodology of BMP
Through mapping, clearly identify focus areas in the Town of Victor based on land use. Clearly identify target pollutants of concern based on land use. Clearly identify target audiences based on pollutants of concern and land use. Then send targeted educational material to the target audiences, in the focus areas.

Implementation Steps
***OWSC***

- Coalition Brochure Committee continually updates and creates new educational material
- Coalition continually updates the "Target Audience, Focus Areas, and Target Pollutants, Education & Outreach Topic" spreadsheet

***Stormwater Management Officer (or Designee)***

- Identify focus areas
- Identify pollutants of concern in the focus areas
- Identify target audiences within the focus areas
- Send targeted educational materials to target audiences in the different focus groups once per permit term.
- Use "Target Audience, Focus Areas, and Target Pollutants, Education & Outreach Topic" spreadsheet as a guide to identify appropriate targeted educational material

"Target Audience, Focus Areas, and Target Pollutants, Education & Outreach Topic" spreadsheet can be found in the Appendix of this plan.

### 1.5.2 Public Education Posters

Description/Methodology of BMP
Prepare public education posters that can be placed within municipal buildings, libraries, and schools.

Implementation Steps
***OWSC/ Stormwater Management Officer (or Designee)***

- Identify need, demand, subject(s) to be addressed and potential locations for posting;
- Update posters as needed and deliver to each specified location (which may include public buildings, schools and all public libraries); and
- Check posters for damage and outdated information. Replace outdated or damaged posters with new posters as they become available from the OWSC.

Additional Information / Resources can be found on the OWSC website.

## 1.6 Minimum Reporting Requirements

**At a minimum, the permittee shall report on the items below:**

**a. List education / outreach activities performed for the general public and target audiences and provide any results (for example, number of people attended, amount of materials distributed, etc.);**

- Climb Aboard Victor (event at Eastview Mall)
- VCS Science Fair (at school)
- Summer Camp/VCS Classroom Education

**b. Permittees performing the education and outreach activities required by other MCMs (listed below), may report on those activities in MCM 1 and provide the following information applicable to their program. This may include the following:**

- IDDE education activities planned or completed for public employees, businesses, and the general public, as required by Part VII.A.3 of the General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems;
- Construction site stormwater control training planned or completed, as required by Part VII.A.4 of the General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems;
- Employee pollution prevention / good housekeeping training planned or completed, as required by Part VII.A.6 of the General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems.

To facilitate shared annual reporting, if the education and outreach activities above are implemented by a third party, and the third party is completing the associated portions of the annual report, that third party may report on the education and outreach activities within MCM 1 of the annual report and not within the MCMs that the education and outreach activities are required by.

**c. Report on effectiveness of program, BMP and measurable goal assessment.**

See annual reports for assessments.

# Minimum Measure 2: Public Involvement and Participation

The EPA believes that the public can provide valuable input and assistance to a regulated small MS4's municipal stormwater management program and, therefore, suggests that the public be given opportunities to play an active role in both the development and implementation of the program. An active and involved community is crucial to the success of a stormwater management program because it allows for:

- ***Broader public support*** since citizens who participate in the development and decision making process are partially responsible for the program and, therefore, may be less likely to raise legal challenges to the program and more likely to take an active role in its implementation;
- ***Shorter implementation schedules*** due to fewer obstacles in the form of public and legal challenges and increased sources in the form of citizen volunteers;
- ***A broader base of expertise and economic benefits*** since the community can be a valuable, and free, intellectual resource; and
- ***A conduit to other programs*** as citizens involved in the stormwater program development process provide important cross-connections and relationships with other community and government programs. This benefit is particularly valuable when trying to implement a stormwater program on a watershed basis, as encouraged by EPA.[3]

## 2.1 Description of Minimum Control Measure

The Public Involvement and Participation MCM consists of a set of BMPs that are focused on getting members of the local community involved in the MS4's municipal stormwater management program. Compliance with State and local public notice requirements will be maintained whenever public participation is sought or required. The BMPs include a number of practices designed to seek public input on the SWMP and Annual Report accomplishments in addition to describing specific activities that encourage public participation. The target audiences for the public involvement program are key individuals and groups that may have an interest in the particular BMPs as well as the general public located within the permitted boundary.

## 2.2 General Permit Requirements[4]

**To satisfy this minimum control measure, the operator of a regulated small MS4 must:**

- Comply with applicable State, Tribal, and local public notice requirements; and
- Determine the appropriate best management practices (BMPs) and measurable goals for this minimum control measure. Possible implementation approaches, BMPs (i.e., the program actions and activities), and measurable goals are described below.

[3] Adapted from US EPA Fact Sheet 833-F-00-006, "Public Participation/Involvement Minimum Control Measure." January 2000 (revised December 2005). See EPA's Publications search page online at https://www3.epa.gov/npdes/pubs/fact2-4.pdf

[4] Information within text box derived from US EPA Fact Sheet 833-F-00-006. Other information derived from GP-0-08-002.

**An MS4 must, at a minimum:**

**a. Comply with the State Open Meetings Law and local public notice requirements, such as Open Meetings Law, when implementing a public involvement / participation program;**

**b. Develop and implement a public involvement/participation program that:**

- Identifies key individuals and groups, public and private, who are interested in or affected by the SWMP;
- Identifies types of input the permittee will seek from the key individuals and groups, public and private, to support development and implementation of the SWMP and how the input will be used; and
- Describes the public involvement / participation activities the permittee will undertake to provide program access to those who want it and to gather the needed input. The activities included, but are not limited to a water quality hotline (report spills, dumping, construction sites of concern, etc.), stewardship activities like stream cleanups, storm drain marking, and volunteer water quality monitoring.

**c. Local stormwater public contact.** Identify a local point of contact for public concerns regarding stormwater management and compliance with this general SPDES permit. The name or title of this contact and the telephone number must be published in public outreach and public participation materials and kept updated with the Department on the MCC form;

**d. Annual report presentation.** Below are the requirements for the annual report presentation:

i. Prior to submitting the final annual report to the Department, by June 1 of each reporting year (see Part V.C.), present the draft annual report in a format that is open to the public, where the public can ask questions about and make comments on the report. This can be done:

- At a meeting that is open to the public, where the public attendees are able to ask questions about and make comments on the report. This may be a regular meeting of an existing board, such as planning, zoning or the town board. It may also be a separate meeting, specifically for stormwater. If multiple permittees are working together, they may have a group meeting (refer to Part V.C.2), or on the internet by:
    - Making the annual report available to the public on a webpage;
    - Providing the public the opportunity to provide comments on the internet or otherwise; and
    - Making available the opportunity for the public to request an open meeting to ask questions about and make comments on the report. If a public meeting is requested by 2 or more persons, the permittee must hold such a meeting. However, the permittee need only hold a public meeting once to satisfy this requirement.

ii. Provide public notice about the presentation, making public the following information when noticing the presentation in accordance with the State Open Meetings Law or other local public notice requirements:

- The placement of the annual report on the agenda of this meeting or location on the internet;
- The opportunity for public comment. This general SPDES permit does not require a specified time frame for public comments, although it is recommended that permittees do provide the public an opportunity to comment for a period after the meeting. Comments received after the final annual report is submitted shall be reported with the following year's annual report. Permittees must take into account those comments in the following year;
- The date and time of the meeting or the date the annual report becomes available on the internet; and
- the availability of the draft report for prior review prior to the public meeting or duration of availability of annual report on the internet.

iii. The Department recommends that announcements be sent directly to individuals (public and private) known to have a specific interest in the permittee's SWMP;

iv. Include a summary of comments and (intended) responses with the final annual report. Changes made to the SWMP in response to comments should be described in the annual report; and

v. Ensure that a copy of the final report and, beginning in 2009, the SWMP plan are available for public inspection.

**e. Develop, record, periodically assess and modify as needed measurable goals; and**

**f. Select appropriate public involvement/participation activities and measurable goals to ensure the reduction of POCs in stormwater discharges to the MEP.**

## 2.3 Methodology for Compliance with Permit Requirements

In order to comply with this MCM, each MS4 must involve the local public in their SWMP. By participating in the OWSC, each MS4 can comply with certain aspects of the SWMP such as public participation at the OWSC meetings, incorporating a feedback mechanism into their local websites and accounting for stormwater business that is covered during public meetings that are held in targeted Ontario and Wayne County communities. MS4s will be responsible for allowing public review of their individual SWMPs and Annual Reports, which are both posted on the Town website. MS4s can also request that the OWSC develop or support programs such as volunteer monitoring of outfalls, adopt-a-stream program, community cleanup events and storm sewer stenciling. These BMPs are not General Permit requirements but they do foster public involvement and may be of interest to the local MS4s for incorporating into their SWMP. Some of these BMPs mentioned have already been implemented in individual MS4s or are being considered for future implementation. BMPs can be coordinated and implemented jointly as a Coalition or on an individual basis.

## 2.4 Best Management Practices Implemented or Underway

### 2.4.1 Public Review of Annual Reports

Description/Methodology of BMP

All regulated MS4s must submit an annual report by June 1 of each year that updates the NYSDEC on the status of their stormwater management program. Before submittal of the annual report to NYSDEC, a draft report must be prepared and presented to the public for their review and comment.

Annual Compliance Requirements

***OWSC***

- Post the draft Annual Reports on the OWSC webpage for public review and comment.

***Stormwater Management Officer (or Designee)***

- Present the draft Annual Report at a meeting that is open to the public and/or on the internet to solicit public review and comment; and
- Provide public notice about the presentation in accordance with State Open Meetings Law or other local public notice requirements (see Section 2.2 for specific information).
- Annually, the SMO sends an email to the Town Supervisor and Town Board Members
- Annually, the draft Annual Report is posted on the Town webpage for public comment
- Annually, a hard copy of the draft Annual Report is available for public comment at the Library, the Town Hall, and the Highway Department.
- A standard operating procedure for offering public review and comment of the draft Annual Report is in the Appendix of this report

### 2.4.2 General Education and Outreach Efforts

Description/Methodology of BMP

The stormwater display, webpage, brochures, scheduling and appearance at public events, and other similar activities are all designed to reach out to and engage members of the public regarding the importance of stormwater issues and the purpose of the Phase II program.

Annual Compliance Requirements

***OWSC***

- Continue to develop and/or update innovative stormwater education and outreach materials; and
- Continue to identify opportunities for citizen engagement with regard to the stormwater program.
- Annually offering at least one Rain Barrel Workshop with a stormwater presentation

***Stormwater Management Officer (or Designee)***

- Continue to develop and/or update innovative stormwater education and outreach materials; and
- Continue to identify opportunities for citizen engagement with regard to the stormwater program.

### 2.4.3 Storm Drain Stenciling

Description/Methodology of BMP

The OWSC will engage in the stenciling of stormwater inlet structures with messages related to stormwater quality issues. While stenciling has occurred within some MS4s, the OWSC could encourage more coordinated activity and utilize the OWSC logo in the stencil design. The premise behind this is to inform and educate the public on where and why not to dump pollutants down storm drains by indicating where the drain deposits the runoff it collects.

Implementation Steps

***OWSC***

- Identify local groups that may be willing to participate in the storm drain stenciling program such as Boy and Girl Scout organizations, schools or other civic minded organizations; and
- Develop a slogan using the OWSC logo for stenciling stormwater inlet structures.

***Stormwater Management Officer (or Designee)***

- Provide necessary support for volunteer storm drain stenciling groups, (i.e. stencils, paint, rollers, traffic control, safety equipment, trash bags, and landfill access or bulk litter collection);
- Maintain records of storm drain stenciling and volunteer participation; and
- Annually report on number of storm drains stenciled by volunteers.

### 2.4.4 Stormwater Complaints

Description/Methodology of BMP

The public call either the Planning and Building Department or the Highway Department. Contact information for both Departments is on the Town of Victor web page. No matter the origin, stormwater complaints should be routed to the Stormwater Management Officer. A standard operating procedure for stormwater complaints is in the Appendix of this plan.

The Town has several ways that a comment can be made, including the Form Center on the website. http://www.victorny.org/FormCenter/Contact-Us-3/Contact-Us-34

The stormwater management officer's email and phone number are available from the website or upon call-in to the Town.

Once received, the Stormwater Management Officer will contact the person who lodged the complaint, to discuss the concern. Occasionally the concern is addressed over the telephone. In other instances, the SMO will meet the concerned citizen at the site of the concern. The SMO works with the concerned citizen until a resolution is attained. Notes from the meetings are kept in the SMO's files.

### 2.4.5 Incorporate a Feedback Mechanism into Municipal or Coalition Website

Description/Methodology of BMP

Through either the OWSC, and/or the municipality's website, provide a means for public input/comment regarding the stormwater management program.

Implementation Steps

***OWSC***

- Maintain OWSC stormwater website feedback mechanism for residents to document their input/comments on the stormwater management program; and
- Document input/comments received, and actions taken.

***Stormwater Management Officer (or Designee)***

- Maintain MS4 link to Stormwater Program Manager's email address on the Town of Victor web page for residents to document their input/comments on the MS4 stormwater management program, and
- Document input and comments received, and actions taken.

### 2.4.6 Community Cleanup Events

Description/Methodology of BMP

The OWSC will develop and hold or sponsor a number of community cleanup events throughout each reporting period with the idea of developing and retaining the public's interest in stormwater pollution prevention. These could include existing programs such as the Household Hazardous Waste Collection program facilitated by the NYSDEC; nationally-sponsored events such as the "Great American Cleanup" and the "International Coastal Cleanup," which can be organized locally; and the State sponsored Adopt A Highway program.

Implementation Steps

***OWSC***

- Publish a notice in local papers, on social media, and on the OWSC website that notifies residents of their opportunity to participate in Community Cleanup Events; and
- Assist MS4s with event organization.

***Stormwater Management Officer (or Designee)***

- Facilitate event by availing public resources, such as gloves, trash bags, equipment, and trucks and dumpsters for waste hauling and disposal;
- Advertise these events on municipal website;
- Ontario County holds multiple collection events each year such as a Household Hazardous Waste Event, Tire Recycling Event, Electronic Recycling Event, and Pumpkin Collection Event. These events are available to Victor residents and the Town advertises the events. An example schedule of events is in the appendix of this plan.

## 2.5 Best Management Practices for Future Consideration

### 2.5.1 Public Meetings to Reach Key Groups and Individuals to Promote Public Involvement Opportunities

Description/Methodology of BMP

The OWSC may wish to consider the scheduling of a public meeting to educate key individuals, groups and members of the general public who are interested in or affected by the implementation of the SWMP in the MS4s of Ontario and Wayne Counties. In addition, the meetings can be used to solicit input on the SWMP and to publicize opportunities for the public to participate and get involved in stormwater related programs. The meetings could be hosted by one or more of the MS4s and take place in locations that would result in highest attendance possible.

Implementation Steps

***OWSC***

- Biannually publish a notice in local papers for each public meeting held by the OWSC notifying the public of their invitation to participate.

***Stormwater Management Officer (or Designee)***

- Biannually assist the OWSC with the planning of the public meeting, promote the meeting to key individuals and groups within the MS4 and participate in the meeting.

### 2.5.2 Public Review of Stormwater Management Program Plan

Description/Methodology of BMP

Provide the public with an ongoing opportunity to inspect the Stormwater Management Program plan by supplying copies of it to local Town hall, library and posting it on the OWSC and municipal websites.

Implementation Steps

***OWSC/ Stormwater Management Officer (or Designee)***

- Supply local copies to local municipal buildings and the library in addition to keeping an updated copy posted on the and municipal websites.

## 2.6 Minimum Reporting Requirements

**At a minimum, the permittee shall report on the items below:**

**a. Annual report presentation information (date, time, attendees) or information about how the annual report was made available for comment;**

**b. Comments received and intended responses (as an attachment);**

**c. Public involvement participation activities (for example stream cleanups including the number of people participating, the number of calls to a water quality hotline, the number and extent of storm drain stenciling); and**

**d. Report on effectiveness of program, BMP and measurable goal assessment.**

# Minimum Measure 3: Illicit Discharge Detection & Elimination

Federal regulations define an illicit discharge as "...any discharge to an MS4 that is not composed entirely of stormwater..." with some exceptions. These exceptions include discharges from NPDES-permitted industrial sources and discharges from fire-fighting activities. Illicit discharges are considered "illicit" because MS4s are not designed to accept, process, or discharge such non-stormwater wastes.

Discharges from MS4s often include wastes and wastewater from non-stormwater sources. A study conducted in 1987 in Sacramento, California, found that almost one-half of the water discharged from a local MS4 was not directly attributable to precipitation runoff. A significant portion of these dry weather flows were from illicit and/or inappropriate discharges and connections to the MS4.

**Sources of Illicit Discharges**

- Sanitary wastewater
- Effluent from septic tanks
- Car wash wastewaters
- Improper oil disposal
- Radiator flushing disposal
- Laundry wastewaters
- Spills from roadway accidents
- Improper disposal of auto and household toxics

Illicit discharges enter the system through either direct connections (e.g., wastewater piping either mistakenly or deliberately connected to the storm drains) or indirect connections (e.g., infiltration into the MS4 from cracked sanitary systems, spills collected by drain outlets, or paint or used oil dumped directly into a drain). The result is untreated discharges that contribute high levels of pollutants, including heavy metals, toxics, oil and grease, solvents, nutrients, viruses, and bacteria to receiving waterbodies. Pollutant levels from these illicit discharges have been shown in EPA studies to be high enough to significantly degrade receiving water quality and threaten aquatic, wildlife, and human health.[5]

## 3.1 Description of Minimum Control Measure

The Illicit Discharge Detection and Elimination (IDDE) MCM consists of BMPs that focus on the detection and elimination of illicit discharges located within the MS4s. The BMPs describe outfall mapping and update procedures, the legal authority mechanism that will be used to effectively prohibit illicit discharges, enforcement procedures and actions to ensure that the regulatory mechanism is implemented, the dry weather screening program, procedures for tracking down and locating the source of any illicit discharges, procedures for locating priority areas, and procedures for removing the sources of the illicit discharges.

[5] Duplicated from US EPA Fact Sheet 833-F-00-007, "Illicit Discharge Detection and Elimination Minimum Control Measure." January 2000 (revised December 2005). See EPA's Publications search page online at https://www3.epa.gov/npdes/pubs/fact2-5.pdf

## 3.2 General Permit Requirements[6]

**Recognizing the adverse effects illicit discharges can have on receiving waters, the Phase II Final Rule requires an operator of a regulated small MS4 to develop, implement and enforce an illicit discharge detection and elimination program. This program must include the following:**

- A storm sewer system map, showing the location of all outfalls and the names and location of all waters of the United States that receive discharges from those outfalls;
- Through an ordinance, or other regulatory mechanism, a prohibition (to the extent allowable under State, Tribal, or local law) on non-stormwater discharges into the MS4, and appropriate enforcement procedures and actions;
- A plan to detect and address non-stormwater discharges, including illegal dumping, into the MS4;
- The education of public employees, businesses, and the general public about the hazards associated with illegal discharges and improper disposal of waste; and
- The determination of appropriate best management practices (BMPs) and measurable goals for this minimum control measure. Some program implementation approaches, BMPs (i.e., the program actions/activities), and measurable goals are suggested below.

**An MS4 must, at a minimum:**

**a. Develop, implement and enforce a program to detect and eliminate illicit discharges (as defined at Section 122.26(b)(2) of General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems) into the small MS4;**

**b. Develop and maintain a map, at a minimum within the permittee's jurisdiction in the urbanized area and additionally designated area, showing:**

- The location of all outfalls and the names and location of all surface waters of the State that receive discharges from those outfalls;
- The preliminary boundaries of the permittee's storm sewersheds determined using GIS or other tools, even if they extend outside of the urbanized area (to facilitate trackdown), and additionally designated area within the permittee's jurisdiction; and
- When grant funds are made available or for sewer lines surveyed during an illicit discharge trackdown, the permittee's storm sewer system in accordance with available State and EPA guidance.

**c. Field verify outfall locations;**

[6] Information within text box derived from US EPA Fact Sheet 833-F-00-007. Other information derived from GP-0-08-002.

**d. Conduct an outfall reconnaissance inventory, as described in the EPA publication entitled Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessment, addressing every outfall within the urbanized area and additionally designated area within the permittee's jurisdiction at least once every five years, with reasonable progress each year;**

**e. Map new outfalls as they are constructed or newly discovered within the urbanized area and additionally designated area;**

**f. Prohibit, through a law, ordinance, or other regulatory mechanism, illicit discharges into the small MS4 and implement appropriate enforcement procedures and actions.**

**g. Develop and implement a program to detect and address non-stormwater discharges, including illegal dumping, to the small MS4. The program must include: procedures for identifying priority areas of concern (geographic, audiences, or otherwise) for IDDE program; description of priority areas of concern, available equipment, staff, funding, etc.; procedures for identifying and locating illicit discharges (trackdown); procedures for eliminating illicit discharges; and procedures for documenting actions;**

**h. Inform public employees, businesses, and the general public of the hazards associated with illegal discharges and improper disposal of waste;**

**i. Address the categories of non-stormwater discharges or flows (listed in Section 1.2 of this document) as necessary;**

**j. Develop, record, periodically assess, and modify as needed, measurable goals; and**

**k. Select appropriate IDDE BMPs and measurable goals to ensure the reduction of all POCs in stormwater discharges to the MEP.**

## 3.3 Methodology for Compliance with Permit Requirements

To regulate the activities of, connections, and to prohibit illicit discharges to the MS4s within the member communities of the OWSC as well as establish enforcement procedures, such as the NYS Model Local Law to Prohibit Illicit Discharges the OWSC secured the cooperation of the Monroe County Department of Environmental Services (MC DES). Andy Sansone, an employee of the MC DES, presented information on IDDE methodologies including several field training opportunities which focused on inspection procedures, pollution prevention and good housekeeping practices. The OWSC has offered to provide resources to assist field staff of individual MS4s with the outfall identification and mapping process; to date the individual MS4s have assumed the responsibility of mapping their own outfalls.

The Town of Victor assessed all outfalls through March 2008 under previous Town Engineer Sniedze Associates. Coalition interns have inspected stream and ditch outfalls (2011), and Town Engineer LaBella Associates has inspected pond outfalls (2013 and 2018). Each outfall is slated for inspection once within a five-year cycle. Sine 2018 Town Staff has been conducting outfall inspections at a rate of 20% per year.

Inspection reports and photos are maintained at the SMO's office. A standard operating procedure for how the Town conducts outfall inspections is in the Appendix of this plan.

New outfalls are added to the MS4 Outfall map as part of the Annual Map Update completed by LaBella Associates.

This mechanism must be equivalent to the State's model IDDE local law "NYSDEC Model Local Law to Prohibit Illicit Discharges, Activities and Connections to Separate Storm Sewer Systems". The mechanism must be certified by the attorney representing the small MS4 as being equivalent to the State's model illicit discharge local law. Laws adopted during the GP-02-02 permit cycle must also be attorney certified as effectively assuring implementation of the State's model IDDE law. The Town of Victor Attorney Certification is in the Appendix of this plan.

## 3.4 Best Management Practices Implemented or Underway

### 3.4.1 Outfall Mapping

Description/Methodology of BMP

Develop and maintain a map, at a minimum within the permittee's jurisdiction in the urbanized area and additionally designated area, showing:

- The location of all outfalls and the names and location of all surface waters of the State that receive discharges from those outfalls;
- By March 9th, 2010, the preliminary boundaries of the permittee's storm sewersheds determined using GIS or other tools, even if they extend outside of the urbanized area (to facilitate trackdown), and additionally designated area within the permittee's jurisdiction; and
- When grant funds are made available or when sewer lines are surveyed during an illicit discharge trackdown, the permittee's storm sewer system in accordance with available State and EPA guidance. The Town of Victor continues to create a GIS storm sewer system map with grant funding from 2018 and 2022.

The map should identify each outfall with a unique identifier, and link the outfall to a table of outfall properties that records pertinent properties of each outfall.

Annual Compliance Requirements

***OWSC/ Stormwater Management Officer***

- It was the individual responsibility of each MS4 to review their outfall data for accuracy and provide a request to the Coalition for any additional resources or assistance; and
- As these resources become available through grants or enforcement actions, the MS4 continues to expand the existing outfall map to include the sewershed boundaries, storm sewerlines and other storm facilities with the goal of mapping their entire storm sewer systems.
- The Town of Victor contracted a consultant to map outfalls Town-wide. Outfalls are shown on the "MS4 Outfall Inventory Map" prepared by Sniedze Associates, last revised in March 2008. The map shows all pond, ditch, and stream outfalls inventoried at the time of the mapping. An outfall inventory was also prepared, dated January 2006 with revisions in March 2008. In 2021 a

new outfall map was created that shows the new GIS mapped outfalls and still uses the CAD data from 2008 only for the outfalls that have not been GIS mapped yet. This helps Town Staff and LaBella Associates understand which outfalls still need to be GIS mapped.

- Town of Victor outfall maps are available at the Town Hall.

### 3.4.2 Adoption of the IDDE Stormwater Management Ordinance

Description/Methodology of BMP

Each member MS4 of the OWSC has adopted a stormwater management ordinance to prohibit illicit discharges, and implement enforcement procedures and actions as needed. All of the members of the OWSC chose to implement their local law based on the Model IDDE Ordinance that was developed by the NYSDEC. The Town Board of the Town of Victor adopted Local Law No. 8-2006 on 11-13-2006 and codified the IDDE Ordinance as Illicit Discharge and Connection to Stormwater Facilities (§175-1 - §175-21).

Annual Compliance Requirements

***OWSC***

- Provide guidance on any necessary changes or revisions to the IDDE Stormwater Ordinance.

***Stormwater Management Officer/Designee & Municipal Board***

- Amend stormwater ordinance as necessary to maintain compliance with NYS standards and requirements; and
- Revise enforcement action procedures as needed.
- Town of Victor Attorney Certification is in the Appendix of this plan.

### 3.4.3 Addressing Categories of Non-Stormwater Discharges

Description/Methodology of BMP

All Non-Stormwater Discharges listed in Section 1.2 of this document, as well as the following, are exempt from SPDES permit coverage as established by local law, unless the NYSDEC or the municipality has determined them to be substantial contributors of pollutants, they are as follows:

- Water line flushing or other potable water sources;
- Landscape irrigation or lawn watering;
- Existing diverted stream flows;
- Rising ground water;
- Uncontaminated ground water infiltration to storm drains;
- Uncontaminated pumped ground water;
- Foundation or footing drains;
- Crawl space or basement sump pumps;
- Air conditioning condensate;
- Irrigating water;
- Springs;
- Water from individual residential car washing;
- Natural riparian habitat or wetland flows;

- Dechlorinated swimming pool discharges;
- Residential street wash water;
- Water from fire-fighting activities; and
- Any other water source not containing pollutants.

Annual Compliance Requirements

***Stormwater Management Officer (or Designee)***

- Update Non-Stormwater Discharge list as necessary such that no exempt stormwater discharge is a substantial contribution of pollutants.

#### 3.4.4 Receiving & Investigating Public/Staff Complaints

Illicit discharge complaints are routed to the SMO.

SMO shall work with other Town agencies (such as CEO) to investigate and resolve complaints. If necessary, a Notice of Violation will be issued. Results of investigation and resolution shall be filed in SMO folders and reported in Annual Report. A standard operating procedure for Illicit Discharge complaints is in the Appendix of this plan.

#### 3.4.5 Annual Illicit Discharge Detection and Elimination Training for Municipal Staff

Description/Methodology of BMP

Annually all Highway, Parks Maintenance, Code Enforcement, Stormwater, and Fire Marshall staff receive Illicit Discharge Detection and Elimination Training.

Annual Compliance Requirements

***OWSC***

- Pays for the Ontario County Soil and Water District Educator to conduct training for all municipal staff.

***Stormwater Management Officer/Designee & Municipal Board***

- Schedule training with the OCSW Educator for all applicable Town of Victor staff.
- Records of annual IDDE training are kept in the SMO Office.
- Members of Town of Victor Boards receive training through required municipal training.

## 3.5 Best Management Practices for Future Consideration

#### 3.5.1 Updating Outfall Mapping/Outfall Information Management

Description/Methodology of BMP

Outfall mapping is managed by the individual MS4s of the OWSC and not all maps are in compatible formats. In the future, when funding becomes available a single OWSC map will be developed.

Implementation Steps

***OWSC***

- Requests for updates or revisions to the OWSC's Outfall Map can be directed to OWSC staff by any MS4; and
- Specific arrangements for mapping and field verification can be made between OWSC staff and the MS4.

***Stormwater Management Officer (or Designee)***

- Since each municipality is undertaking their own mapping efforts it will be the responsibility of the SMO to report on the status of updates and to convey update requests to the OWSC staff.
- The outfalls constructed at sites where Town of Victor Site Plan approval was granted, shall be updated annually during the Town's map update process. The outfall locations are initially based on electronic mapping provided by the developer. These updates will be verified by inspection personnel.

### 3.5.2 Outfall Surveillance

Description/Methodology of BMP

The OWSC may develop and implement a plan which will detect illicit discharges by conducting routine visual inspections of every mapped outfall. Also, the plan will set criteria for the inspection process. The following plan describes procedures to meet the two minimum requirements associated with outfall surveillance: Prioritizing outfalls for inspections and visual inspection procedures.

***Dry Weather Outfall Inspections***

The MS4s within the OWSC will conduct initial visual inspections of the outfalls mapped. These visual inspection reports will be part of the database of information compiled and included as part of the outfall map. This data will be used to prioritize outfalls for both trackdown and corrective measures as well as for the next round of required inspections. A schedule and percentage of outfalls that will be inspected will be developed annually and assessed annually.

Baseline water quality data was established during two dry weather stream sampling events (May 18, 2007 and June 14, 2007). The sampling represents a total of 34 stream outfall sites across the Town of Victor. It should be noted that these sites are located beyond the boundaries of the MS4 area. Results including pH, temperature, dissolved oxygen, conductivity, and total dissolved solids are included in the Stormwater Toolbox, MCM3 folder, for the 34 sites.

A program for wet weather testing will be developed, testing will be conducted, and results will be compared to the baseline dry weather stream sampling results obtained previously.

***Prioritizing Outfalls***

Each municipality will be required to review the outfall mapping data and initial inspection information to rank their outfalls using the guidance information listed below and on a five tier scale in the following range:

5. Very High
4. High
3. Medium
2. Low
1. Very Low

***Guidance for Prioritizing Stormwater Outfalls***

The following criterion is one that may be used by, but should not limit the way in which MS4s prioritize their storm sewer outfalls for visual inspections:

Since the MS4s are required to trackdown and eliminate any and all identified illicit discharges from their system, any outfalls where an illicit discharge was identified during the initial inspection will be given the highest priority. To search for these outfalls where the initial inspection identified a potential problem, the MS4 will be able to query the outfall database for areas that have identified odors, structural damage, odd colors, suspended solids, or turbidity. The comment section for the identified outfalls will provide a more detailed description of the problem.

Identifying the existing land use in the area or sewershed that the outfall drains will also help to prioritize inspections and follow-up actions. Types of land uses that will receive priority are as follows:

- *Any industrial uses – The potential for illicit connections as well as possible contamination from materials stored outside and any industrial processes and practices that take place on the premises is very high on these properties;*
- *Areas where there are businesses which have industrial stormwater permits, or any type of permitted wastewater discharge as well as any areas where there may be known business sectors with a record of enforcement actions;*
- *Heavy commercial use with large impervious parking lots and limited green space;*
- *Areas which are under development and have a significant amount of construction activity; and*
- *Older developments may predate more stringent construction codes regarding illegal connections.*
- *Older areas may also have deteriorating sewer and/or storm sewer infrastructure.*

Identify any environmentally sensitive areas downstream of the outfall by looking at the following:

- *Does the outfall discharge to a protected stream, Impaired Waters (303(d) and TMDL) or protected wetland?*
- *Is the outfall located in an area associated with public use, access or recreational facilities?*

- *Is the outfall in an area where there has been ambient water quality sampling done that identifies high levels of particular contaminants i.e.) bacteria, metals, etc.*

Outfalls located in areas where there have been repeated complaints of illegal dumping, illicit discharges from pipes and/or apparent contamination in receiving waters should receive priority.

## 3.6 Minimum Required Reporting

**At a minimum, the permittee shall report on the items below:**

**a. Number and percent of outfalls mapped;**

**b. Number of illicit discharges detected and eliminated;**

**c. Percent of outfalls for which an outfall reconnaissance inventory has been performed;**

**d. Status of system mapping;**

**e. Activities in and results from informing public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste;**

**f. Regulatory mechanism status - certification that law is equivalent to the State's model IDDE law (if not already completed and submitted with an earlier annual report); and**

**g. Report on effectiveness of program, BMP and measurable goal assessment.**

# Minimum Measure 4: Construction Stormwater Management

Polluted stormwater runoff from construction sites often flows to MS4s and ultimately is discharged into local rivers and streams. Of the pollutants listed in the box to the right, sediment is usually the main pollutant of concern. According to the 2000 National Water Quality Inventory, States and Tribes report that sedimentation is one of the most widespread pollutants affecting assessed rivers and streams, second only to pathogens (bacteria). Sedimentation impairs 84,503 river and stream miles (12% of the assessed river and stream miles and 31% of the impaired river and stream miles). Sources of sedimentation include agriculture, urban runoff, construction, and forestry. Sediment runoff rates from construction sites, however, are typically 10 to 20 times greater than those of agricultural lands, and 1,000 to 2,000 times greater than those of forest lands. During a short period of time, construction sites can contribute more sediment to streams than can be deposited naturally during several decades. The resulting siltation, and the contribution of other pollutants from construction sites, can cause physical, chemical, and biological harm to our nation's waters. For example, excess sediment can quickly fill rivers and lakes, requiring dredging and destroying aquatic habitats.[7]

**Pollutants Commonly Discharged From Construction Sites**

- Sediment
- Solid and sanitary wastes
- Phosphorous (fertilizer)
- Nitrogen (fertilizer)
- Pesticides
- Oil and grease
- Concrete truck washout
- Construction chemicals
- Construction debris

## 4.1 Description of Minimum Control Measure

The Construction Site Runoff MCM consists of BMPs that focus on the reduction of pollutants to the MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. Reduction of stormwater discharges from construction activities disturbing less than one acre will be considered if it is part of a larger common plan of development or sale that would disturb one acre or more. The BMPs describe the legal authority mechanism that will be used to require erosion and sediment controls, enforcement procedures and actions to ensure compliance, requirements for construction site operators to implement appropriate erosion and sediment control BMPs, requirements for construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter and sanitary waste at the construction site, procedures for site plan review which incorporate the consideration of potential water quality impacts, procedures for receipt and consideration of information submitted by the public, and procedures for site inspection and enforcement of control measures.

The stormwater regulations for Construction Site Runoff Control apply to both privately-owned and managed projects, and MS4-owned and managed projects. Therefore, the BMPs described in this section have application to both types of projects.

[7] Adapted from US EPA Fact Sheet 833-F-00-008, "Construction Site Runoff Control Minimum Control Measure." January 2000 (revised December 2005). See EPA's Publications search page online at https://www3.epa.gov/npdes/pubs/fact2-6.pdf

## 4.2 General Permit Requirements[8]

**The Phase II Final Rule requires an operator of a regulated small MS4 to develop, implement, and enforce a program to reduce pollutants in stormwater runoff to their MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. The small MS4 operator is required to:**

- Have an ordinance or other regulatory mechanism requiring the implementation of proper erosion and sediment controls, and controls for other wastes, on applicable construction sites;
- Have procedures for site plan review of construction plans that consider potential water quality impacts;
- Have procedures for site inspection and enforcement of control measures;
- Have sanctions to ensure compliance (established in the ordinance or other regulatory mechanism);
- Establish procedures for the receipt and consideration of information submitted by the public; and
- Determine the appropriate BMPs and measurable goals for this minimum control measure. Suggested BMPs (i.e., the program actions/activities) and measurable goals are presented below.

**An MS4 must, at a minimum:**

**a. Develop, implement, and enforce a program that:**

i. Provides equivalent protection to the NYS SPDES General Permit for Stormwater Discharges from Construction Activities, unless more stringent requirements are contained within this general SPDES permit;

ii. Addresses stormwater runoff to the small MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. Control of stormwater discharges from construction activity disturbing less than one acre must be included in the program if:

- That construction activity is part of a larger common plan of development or sale that would disturb one acre or more; or
- If controlling such activities in a particular watershed is required by the Department.

iii. Includes a law, ordinance or other regulatory mechanism to require a SWPPP for each applicable land disturbing activity that includes erosion and sediment controls that meet the State's most up-to-date technical standards:

- This mechanism must be equivalent to one of the versions of the "NYSDEC Sample Local Laws for Stormwater Management and Erosion and Sediment Control"; and

[8] Information within text box derived from US EPA Fact Sheet 833-F-00-008. Other information derived from GP-0-08-002.

- Equivalence must be documented using the NYSDEC Gap Analysis Workbook or be certified by the attorney representing the small MS4 as being equivalent to one of the versions of the sample laws if one of the sample laws is not adopted or if a modified version of the sample law is adopted.

iv. Contains requirements for construction site operators to implement erosion and sediment control management practices;

v. Allows for sanctions to ensure compliance to the extent allowable by State or local law;

vi. Contains requirements for construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality;

vii. Describes procedures for SWPPP review that incorporate consideration of potential water quality impacts and review of individual pre-construction SWPPPs to ensure consistency with State and local sediment and erosion control requirements;

- Ensure that the individuals performing the reviews are adequately trained and understand the State and local sediment and erosion control requirements;
- All SWPPPs must be reviewed for sites where the disturbance is one acre or greater; and
- After review of SWPPPs, the permittee must utilize the "SWPPP Acceptance Form" created by the Department and required by the SPDES General Permit for Stormwater Discharges from Construction Activity when notifying construction site owner / operators that their plans have been accepted and approved by the permittee.

viii. Describes procedures for receipt and follow up on complaints or other information submitted by the public regarding construction site storm water runoff;

ix. Describes procedures for site inspections and enforcement of erosion and sediment control measures including steps to identify priority sites for inspection and enforcement based on the nature of the construction activity, topography, and the characteristics of soils and receiving water;

- The permittee must ensure that the individual(s) performing the inspections are adequately trained and understand the State and Local sediment and erosion control requirements. An adequately trained inspector is a P.E., a CPESC, a LA or others who have received inspector training by a NYS DEC sponsored or approved training; and
- All sites where the disturbance is one acre or greater must be inspected by staff from the operator of the MS4.

x. Educates construction site owner / operators, design engineers, municipal staff and other individuals to whom these regulations apply about the municipality's construction stormwater requirements, when construction stormwater requirements apply, to whom they apply, the

procedures for submission of SWPPPs, construction site inspections, and other procedures associated with control of construction stormwater;

xi. By May 1st, 2010, ensures that construction site operators have received erosion and sediment control training before they do work within the permittee's jurisdiction. Small home site construction (construction where the Erosion and Sediment Control Plan is developed in accordance with Appendix E of the "New York Standards and Specifications for Erosion and Sediment Control") is exempt from the requirements below:

- Training may be provided by the Department or other qualified entities (such as Soil and Water Conservation Districts);
- The permittee is not expected to perform such training, but they may cosponsor training for construction site operators in their area;
- The permittee may ask for a certificate of completion or other such proof of training; and
- The permittee may provide notice of upcoming sediment and erosion control training by posting in the building department or distribute with building permit application.

xii. Establishes and maintains an inventory of active construction sites, including the location of the site, owner / operator contact information;

xiii. Develop, record, periodically assess and modify as needed measurable goals; and

xiv. Select appropriate construction stormwater BMPs and measurable goals to ensure the reduction of all POCs in stormwater discharges to the MEP.

## 4.3 Methodology for Compliance with Permit Requirements

The Town of Victor has adopted the NYS Sample Local Law for Stormwater Management and Erosion & Sediment Control. This ordinance authorizes the MS4 to enforce a program that reduces pollutant runoff from construction sites. Each MS4 will be responsible for reviewing SWPPPs, inspecting construction sites and enforcing the permit requirements on developers / owner / operators that do not comply with the regulations. Training will also be provided by the OWSC to each participating MS4 personnel that will be responsible for inspecting the construction sites and enforcing the permit requirements.

## 4.4 Best Management Practices Implemented or Underway

### 4.4.1 Stormwater Ordinance

Description/Methodology of BMP

The Town of Victor has adopted a construction site stormwater runoff control ordinance. These ordinances establish minimum stormwater management requirements and controls to protect the general health, safety, and welfare of the public. The ordinance addresses issues relating to the following:

- Erosion and Sediment Control;
- Stormwater Management Design Requirements;
- Construction Requirements; and
- Fee structure for municipal services relating to SWPPP reviews, inspections, and maintenance.

Annual Compliance Requirements

***Stormwater Management Officer/Designee & Municipal Board***

- Revise fee schedule as needed.
- Amend stormwater ordinance, as necessary, to maintain compliance with NYS stormwater standards and requirements as defined the current or any future permits pertaining to stormwater management activities.

### 4.4.2 Design Requirements

Description/Methodology of BMP

Evaluate current in-house design criteria and practices related to the review of project plans. Make required changes to and (when necessary) develop new policies with a focus on remaining compliant with local, state and/or federal construction stormwater regulations. Upon completion of this process communicate these new procedures to the local design and construction communities.

Many MS4-owned and managed as well as some privately-owned and managed projects have special conditions which make it impractical to implement standard pollution prevention practices as defined in the NYS Stormwater Management Design Manual. Such projects include highway reconstruction, demolition/redevelopment, waterline construction, and some types of linear-type construction. Acceptable design criteria for these special condition projects must be approved by the MS4 on a project-by-project basis, and the owner's preparation of the Stormwater Pollution Prevention Plan (SWPPP) is the mechanism by which accepted practices are evaluated by MS4.

Annual Compliance Requirements

***OWSC***

- Prepare construction design and permitting guidelines, if they differ from those outlined in current State regulations, for the local design and construction communities and involved MS4 personnel; and
- If needed, distribute construction design and permitting guidelines to the local design and construction communities, and involved MS4 personnel.

***Stormwater Management Officer (or Designee)***

- Review construction project, planning, and design criteria to determine changes needed to comply with local, state and/or federal construction stormwater regulations.

Additional Information/Resources

- The General Permit for Stormwater Discharges from Construction Activity
- The NYS Stormwater Management Design Manual
- New York State Standards and Specifications for Erosion and Sediment Control

### 4.4.3 Construction Plan Review, both Public and Internal

Description/Methodology of BMP

Develop a set of criteria that the MS4 can use to verify construction plan compliance with local, state, and/or federal construction stormwater regulations.

Provide the public with an opportunity to review and comment on proposed design plans and construction sites.

Develop procedures for the public to request information, and to relay concerns to the representative of the municipality.

Prepare a checklist of items, each of which comes out of the criteria previously developed, that must be verified by the reviewer for each construction plan review. This checklist will be available to developers, contractors, engineers, and architects to assist them in preparing satisfactory plans. The checklist is in the Appendix of this plan.

Develop internal tracking and plan review procedures to cover the following issues:

- Conformance to local stormwater regulations;
- Appropriate use of temporary erosion controls; and
- Inclusion of any required local, state, and/or federal stormwater permit documents.

Conduct SWPPP review for all sites within the Town of Victor where the disturbance is one acre or greater to ensure consistency with State and local sediment and erosion control requirements:

- The MS4 Acceptance Form issued by NYSDEC, and required by the General Permit for Stormwater Discharges from Construction Activity, must be signed prior to obtaining permit coverage to indicate plans have been accepted and approved by the MS4. The construction site owner / operators should include the signed MS4 Acceptance Form with the NOI submitted to NYSDEC for Permit coverage.

As part of the review process for project sites that will disturb more than one acre of soil, the Town Engineer reviews the SWPPP using the "NYSDEC Division of Water SPDES GP-0-10-001 Stormwater Pollution Prevention Plan Review Checklist" (Rev 3/11). Comments are then returned to the Planning Board or Town Staff. The Town Engineer may also work directly with the Developer's Engineer/Applicant to resolve comments. When all comments are addressed, the Town Engineers signs off as the "Reviewer" on the MS4 Acceptance form and advises the SMO that the MS4 Acceptance Form can be signed and returned to the Applicant for submission with the Notice of Intent.

For sites requiring a waiver to disturb greater than five acres at one time during construction, a comment is typically first introduced in the review letter to the Planning Board, such as: "Five-Acre Waiver. Prior to disturbing more than five acres at one time, the applicant is requested to submit a waiver request to the Town's Stormwater Management Officer." The request must be submitted and approved prior to the

Developer disturbing greater than five acres, but is not required to be submitted prior to the MS4 Acceptance Form signature or the mylar signature by the Town Engineer.

The Developer's Engineer is requested to begin the waiver process by submitting the completed "SPDES General Permit Construction Site > 5 acre Approval Request,". The waiver request is reviewed by the SMO and LaBella Associates. A copy of the Town of Victor 5 Acre Waiver request is included in the Appendix.

The reviewer and SMO may consider the following items prior to signing the waiver:

- Total area disturbed in each phase of construction,
- Topography of the site and offsite conditions
- Existing areas of concern
- Time of year of the disturbance

During the review of the SWPPP, the Town Engineer also comments on the need for a Stormwater Facility Easement and a Stormwater Facilities Maintenance Agreement per Town Code, using the following:

**Stormwater Facility Easement.** We ask the applicant to provide a maintenance / access easement for the stormwater facilities in accordance with Section 211-54 B of the Victor Town Code, which states the following:

> *Prior to the issuance of any approval that has a stormwater management facility as one of the requirements, the applicant or developer must execute a maintenance easement agreement that shall be binding on all subsequent landowners served by the stormwater management facility. The easement shall provide for access to the facility at reasonable times for periodic inspection by the Town of Victor to ensure that the facility is maintained in proper working condition to meet design standards and any other provisions established by this article. The easement shall be recorded by the grantor in the office of the County Clerk after approval by the Victor Town Attorney.*

**Stormwater Facilities Maintenance Agreement.** Provide a Stormwater Facilities Maintenance Agreement in accordance with Section 211-54 D of the Town of Victor Code

> *Maintenance agreements. The Town of Victor shall approve a formal maintenance agreement for stormwater management facilities binding on all subsequent landowners and recorded in the office of the County Clerk as a deed restriction on the property prior to final plan approval. The maintenance agreement shall be consistent with the terms and conditions of Schedule B Editor's Note: Schedule B is on file in the Town offices. entitled "Sample Stormwater Control Facility Maintenance Agreement," of this article. The Town of Victor, in lieu of a maintenance agreement, at its sole discretion may accept dedication of any existing or future stormwater management facility, provided that such facility meets all the requirements of this article and includes adequate and perpetual access and sufficient area, by easement or otherwise, for inspection and regular maintenance.*

The Town Attorney prepares the Stormwater Maintenance Facilities Agreement, to be executed by the Developer, and reviews the Stormwater Facility Easement(s). The agreement must be executed by the Developer prior to the pre-construction meeting. Once the agreement is received from the Developer, the

Town Supervisor executes the agreement, and the agreement is forwarded to the Town Attorney for filing in the Ontario County Clerk's office. The agreement and easements are recorded with the Ontario County Clerk.

Agreements are not required prior to signature of mylars, however, they are required prior to holding a Pre-Construction meeting.

Annual Compliance Requirements

***Stormwater Management Officer (or Designee)***

- Implement the construction plan review procedures for local construction sites. A flowchart describing the procedure is included in the Appendix of this plan.
- Provide notice to the public that a project will be open for review and comment. The Planning Board or Town Board agendas for proposed projects list the projects to be discussed, and are posted the Friday prior to the meeting.
- Provide a method, either on the municipal webpage or at the municipal administration building, or both, to allow residents to comment on construction plans.
- Notify owners / operators of local construction sites who are in violation of the standards defined in the SPDES General Permit for Stormwater Discharges from Construction Activity.
- Train additional municipal staff as necessary and update per customized local code.
- Ensure SWPPP reviews are conducted by qualified professionals or supervised by qualified professionals; and
- Maintain records of plans reviewed and approved for construction under this program.

Additional Information

- NYS Standards and Specifications for Erosion and Sediment Control (Blue Book)
- NYS Stormwater Management Design Manual (White Book)
- SWPPP Review Check List
- SWPPP Acceptance Form
- Notice of Intent for Stormwater Discharges Associated with Construction Activity
- Notice of Termination for Stormwater Discharges Associated with Construction Activity
- List of approved structural and non-structural BMPs

### 4.4.4 Construction Inspection Procedures and Certification Program

Description/Methodology of BMP

Develop inspection forms and procedures based on the adopted local laws regulating construction sites within an MS4's urbanized area that disturb one acre of land or more. The inspection forms and procedures must keep track of, but are not limited to the following stormwater management procedures:

- Use of temporary erosion controls;
- Control of other construction related wastes;
- Operational and general prohibitions;
- Site closure and stabilization requirements;
- On-site documentation and records; and
- Enforcement actions and on-site communication issues.

Conduct and report on inspection procedures and educational efforts to familiarize municipal staff and the local construction community with local stormwater regulations relating to construction activities.

By May 1, 2010 all construction site operators must verify at least one employee on site has received the required four hours of erosion and sediment control training within the last three years before they do work within the MS4's jurisdiction.

Develop internal procedures for tracking new and on-going construction activities.

Take action against owners and / or operators of local construction sites that are in violation of local construction stormwater regulations using the enforcement regulation outlined in the adopted local laws.

Maintain records of construction site inspections, enforcement actions, and corrective actions performed by local construction site owners and operators.

Annual Compliance Requirements

***OWSC***

- Develop a list of items to be incorporated in the inspection forms based on local construction stormwater regulations.
- Educate municipal staff and the local construction community with regards to local inspection procedures; and
- Ensure that all appropriate municipal staff and members of the local construction community have been trained by May 1st 2011.

***Stormwater Management Officer (or Designee)***

- Inspect and maintain records of all construction sites where one acre of land or more is being disturbed using appropriate inspection procedures and forms to ensure compliance with local stormwater regulations. The Town of Victor SWPPP inspection form and an example site inventory are in the Appendix of this plan.
- Take action against, and maintain records of developers / owners / operators of local construction sites that are not in compliance with local construction stormwater regulations using the enforcement regulation outlined in the adopted local law.
- The SMO requires proof of DEC 4hr Erosion and Sediment Control Class and Contractor Certification at the pre-construction meeting for the project.
- Maintain an inventory of both active and previously active construction sites within the Town of Victor in accordance with the General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems.
- A standard operating procedure for the Town of Victor SWPPP inspection and enforcement process is in the Appendix of this plan.

## 4.5 Best Management Practices for Future Consideration

### 4.5.1 Develop a Construction Site Prioritization Process

Description/Methodology of BMP

The Town of Victor Construction Site Inventory needs to be prioritized based on 5 Acre Waiver, proximate to certain streams, and level of potential soil erosion. This prioritization would dictate SWPPP inspection frequency.

Implementation Steps

***Stormwater Management Officer (or Designee)***

- Prioritize Town of Victor construction site inventory based on the criteria below
  - If the site has more than 5 acres disturbed
  - If the site discharges to a 303d, Class AA-S, AA, A, or a trout stream
  - If the site has high, very high, or extremely high erosive soils

## 4.6 Minimum Required Reporting

**At a minimum, the permittee shall report on the items below:**

**a. Number of SWPPPs reviewed;**

**b. Number and type of enforcement actions;**

**c. Percent of active construction sites inspected once;**

**d. Percent of active construction sites inspected more than once;**

**e. Number of construction sites authorized for disturbances of one acre or more; and**

**f. Report on effectiveness of program, BMP and measurable goal assessment.**

# Minimum Measure 5: Post-Construction Stormwater Management

Post-construction stormwater management in areas undergoing new development or redevelopment is necessary because runoff from these areas has been shown to significantly affect receiving waterbodies. Many studies indicate that prior planning and design for the minimization of pollutants in post-construction stormwater discharges is the most cost-effective approach to stormwater quality management.

There are generally two forms of substantial impacts of post-construction runoff. The first is caused by an increase in the type and quantity of pollutants in stormwater runoff. As runoff flows over areas altered by development, it picks up harmful sediment and chemicals such as oil and grease, pesticides, heavy metals, and nutrients (e.g., nitrogen and phosphorus). These pollutants often become suspended in runoff and are carried to receiving waters, such as lakes, ponds, and streams. Once deposited, these pollutants can enter the food chain through small aquatic life, eventually entering the tissues of fish and humans. The second kind of post-construction runoff impact occurs by increasing the quantity of water delivered to the waterbody during storms. Increased impervious surfaces (e.g., parking lots, driveways, and rooftops) interrupt the natural cycle of gradual percolation of water through vegetation and soil. Instead, water is collected from surfaces such as asphalt and concrete and routed to drainage systems where large volumes of runoff quickly flow to the nearest receiving water. The effects of this process include streambank scouring and downstream flooding, which often lead to a loss of aquatic life and damage to property.[9]

## 5.1 Description of Minimum Control Measure

The Post-Construction Stormwater Management MCM consists of BMPs that focus on the prevention or minimization of water quality impacts from both new and re-development projects that disturb one acre or more. This includes projects less than one acre that are part of a larger common plan of development or sale that discharge into the MS4. The BMPs describe structural and/or non-structural practices, the legal authority mechanism that will be used to address post-construction runoff from new development and redevelopment projects, and procedures to ensure long term operation and maintenance of BMPs.

[9] Adapted from US EPA Fact Sheet 833-F-00-009, "Post-Construction Runoff Control Minimum Control Measure." January 2000 (revised December 2005). See EPA's Publications search page online at https://www3.epa.gov/npdes/pubs/fact2-7.pdf

## 5.2 General Permit Requirements[10]

**The Phase II Final Rule requires an operator of a regulated small MS4 to develop, implement, and enforce a program to reduce pollutants in post-construction runoff to their MS4 from new development and redevelopment projects that result in the land disturbance of greater than or equal to 1 acre. The small MS4 operator is required to:**

- Develop and implement strategies which include a combination of structural and/or non-structural best management practices (BMPs);
- Have an ordinance or other regulatory mechanism requiring the implementation of post-construction runoff controls to the extent allowable under State, Tribal or local law;
- Ensure adequate long-term operation and maintenance of controls; and
- Determine the appropriate best management practices and measurable goals for this minimum control measure.

**An MS4 must, at a minimum:**

**a. Develop, implement, and enforce a program that:**

i. Provides equivalent protection to the NYS SPDES General Permit for Stormwater Discharges from Construction Activities, unless more stringent requirements are contained within this general SPDES permit;

ii. Addresses stormwater runoff from new development and redevelopment projects to the small MS4 from projects that result in a land disturbance of greater than or equal to one acre. Control of stormwater discharges from projects of less than one acre must be included in the program if:

- That project is part of a larger common plan of development or sale; or
- If controlling such activities in a particular watershed is required by the NYS DEC.

iii. Includes a law, ordinance or other regulatory mechanism to require post-construction runoff controls from new development and re-development projects to the extent allowable under State or Local law that meet the State's most up-to-date technical standards:

- The mechanism must be equivalent to one of the versions of the "NYSDEC Sample Local Laws for Stormwater Management and Erosion and Sediment Control"; and
- Equivalence must be documented using the NYSDEC Gap Analysis Workbook or certified by the attorney representing the small MS4 as being equivalent to one of the sample laws if one of those sample laws is not adopted or if a modified version of one of the sample laws is adopted.

[10] Information within text box derived from US EPA Fact Sheet 833-F-00-009. Other information derived from GP-0-08-002.

iv. Includes a combination of structural management practices (including, but not limited to practices from the NYS Stormwater Management Design Manual or equivalent) and / or non-structural management practices (including, but not limited to comprehensive plans, open space preservation programs, Low Impact Development (LID), Better Site Design (BSD) and other Green Infrastructure practices, land use regulations) appropriate for the permittee that will reduce the discharge of pollutants to the MEP. Permittees are encouraged to implement Green Infrastructure practices at a site level and to review, and revise where appropriate, local codes and laws that include provisions that preclude construction that minimizes or reduces pollutant loadings;

- If a stormwater management practice is designed and installed in accordance with the New York State Stormwater Management Design Manual or has been demonstrated to be equivalent and is properly operated and maintained, then MEP will be assumed to be met for post-construction stormwater discharged by the practice.

v. Describes procedures for SWPPP review that incorporate consideration of potential water quality impacts and review of individual pre-construction SWPPPs to ensure consistency with local post-construction stormwater requirements;

- Ensure that the individuals performing SWPPP reviews are adequately trained, or under the supervision of a qualified professional who understand the State and Local post construction stormwater requirements;
- All SWPPPs must be reviewed for sites where the disturbance is one acre or greater; and
- After review of SWPPPs, the permittee must utilize the "SWPPP Acceptance Form" created by the Department and required by the SPDES General Permit for Stormwater Discharges from Construction Activity when notifying construction site owner / operators that their plans have been accepted and approved by the permittee.

vi. Establish and maintain an inventory of post-construction stormwater management practices within the permittees jurisdiction. At a minimum, include practices discharging to the small MS4 that have been installed since March 10, 2003, all practices owned by the small MS4, and those practices found to cause or contribute to water quality standard violations;

- The inventory shall include at a minimum: location of practice (street address or coordinates); type of practice; maintenance needed per the NYS Stormwater Management Design Manual, SWPPP, or other provided documentation; and dates and type of maintenance performed; and

vii. Ensures adequate long-term operation and maintenance of management practices identified in Part VII.5.a.vi by trained staff, including inspection to ensure that practices are performing properly.

- The inspection shall include inspection items identified in the maintenance requirements (NYS Stormwater Management Design Manual, SWPPP, or other maintenance information) for the practice. Permittees are not required to collect stormwater samples and perform specific chemical analysis.

**b. Develop, implement, and provide adequate resources for a program to inspect development and re-development sites by trained staff and to enforce and penalize violators;**

**c. Develop, record, periodically assess and modify as needed measurable goals; and**

**d. Select appropriate post-construction stormwater BMPs and measurable goals to ensure the reduction of all POCs in stormwater discharges to the MEP.**

## 5.3 Methodology for Compliance with Permit Requirements

All participating MS4s in the OWSC have adopted the NYS Sample Local Law for Stormwater Management and Erosion & Sediment Control which includes provisions to enforce a program that reduces pollutant runoff from both newly and re-developed sites. Each MS4 will be responsible for inspecting the sites for proper operation and maintenance and enforcing the permit requirements and for properties that are not in compliance. In this manner, the MS4 can ensure adequate long-term management practices for both public and private facilities.

## 5.4 Best Management Practices Implemented or Underway

### 5.4.1 Post-Construction Stormwater Management Ordinance

Description/Methodology of BMP

Each member MS4 of the OWSC has adopted a post-construction stormwater management ordinance. This ordinance establishes minimum stormwater management requirements and controls to protect the general health, safety, and welfare of the public. The ordinance addresses issues relating to the following:

- Permanent Erosion and Sediment Controls;
- Stormwater Management Design Requirements; and
- Fee structure for municipal services relating to SWPPP reviews, inspections, and maintenance.

Annual Compliance Requirements

***Stormwater Management Officer/Designee & Municipal Board***

- Revise fee schedule as needed.
- Amend stormwater ordinance, as necessary, to maintain compliance with NYS stormwater standards and requirements as defined by the current or any future permits pertaining to stormwater management activities.

### 5.4.2 Inspection Program for Newly and Re-Developed Sites

Description/Methodology of BMP

Develop an inspection program for newly developed and redeveloped sites for compliance with the post-construction regulations. This program must include a form and procedures that includes a list of items

that municipal personnel and/or members of the local building community can use to guide their operations. This list can include, but is not limited to the following items:

- Construction of controls according to approved development plans and specifications;
- Adherence to any legal commitment to operate or maintain permanent stormwater quality structures;
- Conformance to open space and landscaping requirements; and
- Conformance to local development standards.

Train inspection personnel and/or members of the local construction community on local post-construction runoff regulations and final inspection procedures.

Perform inspections on qualifying project sites using adopted inspection forms and procedures to ensure conformance with local post-construction runoff regulations.

Issue enforcement measures to owners and / or operators of local development projects that are in violation of local post-construction runoff regulations.

Develop internal tracking procedures to keep tabs on development projects that are under construction, those that have been completed and any corrective / enforcement measure that were taken.

Annual Compliance Requirements

***Stormwater Management Officer (or Designee)***

- Maintain an inventory of projects under local post-construction runoff regulations in accordance with General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems;
- Inspect project sites using inspection forms and procedures to ensure conformance with local post-construction runoff regulations in accordance with General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems;
- Issue enforcement measures to owners or operators of local development projects that are not in compliance with local post-construction runoff regulations; and
- Record and report on current and past qualified construction sites as well as any corrective and enforcement actions taken.

### 5.4.3 Outfall Management Program for Existing Storm Drainage Facilities

Description/Methodology of BMP

Develop and implement an asset management program for all existing public and private storm drainage systems identifying the location of each storm drainage facility including:

- Open or closed;
- Tributary drainage area; and
- Current Condition
- Address of stormwater facility

Develop a list of existing facilities and a form that includes performance indicators that will enable a measurable evaluation of the system. Create a weighted value system with thresholds for each indicator that would prioritize sites for maintenance, rehabilitation, or replacement.

The Town of Victor has an existing inventory with inspections dating from 2005. The current updates are dated May 2022. The inventory consists of Operation & Maintenance inspection reports for stormwater management ponds. The inventory is included in the files maintained by the SMO.

The Town of Victor is responsible for stormwater facility maintenance on properties in the Town of Victor Drainage Improvement Area (DIA). Property Owners outside of the DIA are responsible for the maintenance of their own stormwater facilities. The Town of Victor has developed the following categories for properties outside of the DIA:

- Industrial/Commercial
- Golf Course
- Homeowners' Association (HOA)
- Places of Worship
- Education
- Included Easement
- Private Infrastructure

Both the Town of Victor Drainage Improvement Area Map and the Drainage Improvement Area (Additional Info) With Outfall Map are available at the Town Hall and in the Appendix of this plan.

Implementation Steps

***Stormwater Management Officer (or Designee)***

- Identify the existing storm facilities;
- Develop the performance indicators, inspection forms, and procedures; and
- Record and report on inspection and maintenance efforts
- Maintain inspection and maintenance records for all stormwater facilities in the Town of Victor Inventory
    - Coordinate Town staff for inspection of facilities within the DIA
    - Every three years, send a letter to owners outside of DIA as a reminder that inspection records are due.

## 5.5 Best Management Practices for Future Consideration

### 5.5.1 Flood Hazard Mitigation Plan

Description/Methodology of BMP

The MS4 can (optionally) develop a Flood Hazard Mitigation Plan that addresses flooding issues throughout their municipality. The plan should articulate a comprehensive strategy for implementing technically feasible flood mitigation activities. At a minimum, the plan should include the following elements:

- A description of the planning process and public involvement that went into developing the plan including any workshops, public meetings, or public hearings that took place throughout the process;
- A description of any existing flood hazards and identification of the flood risks, this includes estimates of the number and type of structures at risk, repetitive loss of property, etc;
- An identification and evaluation of cost-effective and technically feasible mitigation actions that are being or have been considered; and
- Documentation describing the formal adoption of the plan by the MS4 submitting the plan.

Use of the Planning Guidelines required by the Community Rating System (CRS) of the National Flood Insurance Program (NFIP) is recommended for use in the completion of community flood mitigation plans.

Implementation Steps

***OWSC***

- Assist in the identification of local needs; and
- Assist in the identification of existing reports and studies applicable to the issue

***Stormwater Management Officer (or Designee)***

- Apply for grants for preparing a Flood Hazard Mitigation Plan;
- Build a Flood Hazard Mitigation Plan using municipal staff or consultants; and
- Review the Flood Hazard Mitigation Plan and develop funding sources through grants, or municipal budgets for project implementation.

***Municipal Board***

- Formally adopt the plan by resolution with the governing municipal board.

## 5.6 Minimum Required Reporting

**At a minimum, the permittee shall report on the items below:**

**a. Number of SWPPPs reviewed;**

**b. Number and type of enforcement actions;**

**c. Number and type of post-construction stormwater management practices inventoried;**

**d. Number and type of post-construction stormwater management practices inspected;**

**e. Number and type of post-construction stormwater management practices maintained;**

**f. Regulatory mechanism status - certification that regulatory mechanism is equivalent to one of the "NYSDEC Sample Local Laws for Stormwater Management and Erosion and Sediment Control" (if not already done); and**

**g. Report on effectiveness of program, BMP and measurable goal assessment.**

# Minimum Measure 6: Pollution Prevention and Good Housekeeping for Municipal Operations

The Pollution Prevention/Good Housekeeping for municipal operations minimum control measure is a key element of the small MS4 stormwater management program. This measure requires the small MS4 operator to examine and subsequently alter their own actions to help ensure a reduction in the amount and type of pollution that: (1) collects on streets, parking lots, open spaces, and storage and vehicle maintenance areas and is discharged into local waterways; and (2) results from actions such as environmentally damaging land development and flood management practices or poor maintenance of storm sewer systems.

While this measure is meant primarily to improve or protect receiving water quality by altering municipal or facility operations, it also can result in a cost savings for the small MS4 operator, since proper and timely maintenance of storm sewer systems can help avoid repair costs from damage caused by age and neglect.[11]

## 6.1 Description of Minimum Control Measure

The Pollution Prevention and Good Housekeeping MCM consists of BMPs that focus on training and on the prevention or reduction of pollutant runoff from municipal operations. The BMPs describe the following:

- Training programs;
- Specific municipal operations that are impacted by the proposed operation and maintenance programs;
- Maintenance activities;
- Schedules and long term inspection procedures for controls to reduce suspended solids and other pollutants;
- Procedures for the proper disposal of waste removed from the MS4 and municipal operations including:
    - Dredge spoil;
    - Accumulated sediments; and
    - Suspended solids and other debris.
- Controls for reducing or eliminating the discharge of contaminants from the following:
    - Streets;
    - Roads;
    - Highways;
    - Municipal parking lots;
    - Maintenance and storage yards;
    - Waste transfer stations;

[11] Adapted from US EPA Fact Sheet 833-F-00-010, "Pollution Prevention/Good Housekeeping Minimum Control Measure." January 2000 (revised December 2005). See EPA's Publications search page online at https://www3.epa.gov/npdes/pubs/fact2-8.pdf

- Outdoor storage areas; and
- Salt and / or sand storage locations. ,

## 6.2 General Permit Requirements[12]

**Recognizing the benefits of pollution prevention practices, the rule requires an operator of a regulated small MS4 to:**

- Develop and implement an operation and maintenance program with the ultimate goal of preventing or reducing pollutant runoff from municipal operations into the storm sewer system;
- Include employee training on how to incorporate pollution prevention/good housekeeping techniques into municipal operations such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and stormwater system maintenance. To minimize duplication of effort and conserve resources, the MS4 operator can use training materials that are available from EPA, their State or Tribe, or relevant organizations;
- Determine the appropriate BMPs and measurable goals for this minimum control measure. Some program implementation approaches, BMPs (i.e., the program actions/activities), and measurable goals are suggested below.

**An MS4 must, at a minimum:**

**a. Develop and implement a pollution prevention / good housekeeping program for municipal operations and facilities that:**

i. Addresses municipal operations and facilities that contribute or potentially contribute POCs to the small MS4s. The operations and facilities may include, but are not limited to: street and bridge maintenance; winter road maintenance; stormwater system maintenance; vehicle and fleet maintenance; park and open space maintenance; municipal building maintenance; solid waste management; new construction and land disturbances; right-of-way maintenance; marine operations; hydrologic habitat modification; or other;

ii. At a minimum frequency of once every three years, perform a self-assessment of all municipal operations addressed by the SWMP to:

- Determine the sources of pollutants potentially generated by the permittee's operations and facilities; and
- Identify the municipal operations and facilities that will be addressed by the pollution prevention and good housekeeping program, if it is not done already.

[12] Information within text box derived from US EPA Fact Sheet 833-F-00-010. Other information derived from GP-0-08-002.

iii. Determines management practices, policies, procedures, etc. that will be developed and implemented to reduce or prevent the discharge of (potential) pollutants. Refer to management practices identified in the "NYS Pollution Prevention and Good Housekeeping Assistance Document" and other guidance materials available from the EPA, State, or other organizations;

iv. Prioritizes pollution prevention and good housekeeping efforts based on geographic area, potential to improve water quality, facilities or operations most in need of modification or improvement, and permittee's capabilities;

v. Addresses pollution prevention and good housekeeping priorities;

vi. Includes an employee pollution prevention and good housekeeping training program and ensures that staff receive and utilize training;

vii. Requires third party entities performing contracted services, including but not limited to street sweeping, snow removal, lawn / grounds care, etc., to meet permit requirements as the requirements apply to the activity performed ; and

viii. Requires municipal operations and facilities that would otherwise be subject to the NYS Multisector General Permit for industrial stormwater discharges to prepare and implement provisions in the SWMP that comply with Parts III. A, C, D, J, K and L of the MSGP. The permittee must also perform monitoring and record keeping in accordance with Part IV. of the MSGP. Discharge monitoring reports must be attached to an MS4s annual report. For those operations or facilities that are not required to gain coverage under the MSGP, implementation of the above noted provisions of the SWMP will ensure that MEP is met for discharges.

**b. Develop, record, periodically assess and modify as needed any and all measurable goals; and**

**c. Select appropriate pollution prevention and good housekeeping BMPs and measurable goals to ensure the reduction of all POCs in stormwater discharges to the MEP.**

## 6.3 Methodology for Compliance with Permit Requirements

The OWSC will provide training to the municipal personnel of participating MS4s. These personnel will be responsible for implementing the BMPs in their everyday activities. To date, the OWSC has held good housekeeping/pollution prevention workshops for Coalition members annualy. The Coalition will develop a guidance documents for Coalition members that can be posted conspicuously in maintenance departments and other logical locations in order to publicize the importance of reducing and preventing the discharge of pollutants to the MEP from municipal activities. In 2021 the Town of Victor completed an update of the SWPPP document for the only high priority property the Town owns at 60 Rawson Rd. The Highway Department, Parks Maintenance, and Transfer Station Facilities are on this property. The SWPPP document acts as a Standard Operating Procedure for 60 Rawson Rd.

## 6.4 Best Management Practices Implemented or Underway

### 6.4.1 Municipal Training Program

Description/Methodology of BMP

Institute a program that provides training to each member of the municipality whose work may potentially impact stormwater. This includes highway, buildings, parks, and recreation departments. The training program will be held annually for all designated staff in the municipality by the OWSC.

Annual Compliance Requirements

***OWSC***

- Conduct training sessions for all designated municipal employee(s) annually
- Continue to identify new training opportunities and bring these opportunities to the attention of OWSC members.

***Stormwater Management Officer (or Designee)***

- Train municipal employees whose job duties impact stormwater management;
- Identify new BMPs;
- Develop and / or modify inspection checklists; and
- Develop and / or implement SOP's.
- Update SWPPP Document for 60 Rawson Rd.
- Report all outfall sampling results from 60 Rawson Rd on the Town of Victor MS4 Annual Report.
- Members of Town of Victor Boards receive training through required municipal training.

### 6.4.2 Vehicle, Equipment Maintenance and Maintenance Facilities Procedures

Description/Methodology of BMP

Develop and maintain an inventory of municipal owned vehicles and maintenance records. Maintain all MS4 owned vehicles and maintenance facilities using an identified maintenance plan that includes, but not limited to the following procedures:

- Maintain and / or wash all municipal owned vehicles indoors whenever possible and according to manufacturer's specifications. If maintenance must be performed outside, guard against spillage of materials that could discharge to storm receivers;
- Identify and eliminate vehicle fluid leaks. If leak occurs clean it up immediately using a "dry" method;
- Perform cleaning with pressurized cold water, without the use of soaps, if wastewaters will flow to a storm sewer system;
- Use minimal amounts of biodegradable soaps only if wastewaters will discharge to a sanitary sewer system;
- Seal floor drains that discharge directly to the environment or install pretreatment systems, i.e.) oil/water separators where necessary in sewer lines to capture contaminants such as oil and / or grit and obtain a wastewater discharge permit from a regulatory agency, maintain as system as needed;

- Initiate single purpose use of vehicle bays – dedicate one (or more) bays that have no (or sealed) floor drains for repairs/maintenance;
- Never leave vehicles unattended while refueling;
- Identify appropriate recycling/disposal options for wastes; and
- Review vehicle inspection and maintenance records on an annual basis to evaluate conformance to vehicle manufacturer service specifications.

Annual Compliance Requirements

***Stormwater Management Officer (or Designee)***

- Maintain vehicles and maintenance facilities in accordance with maintenance plan;
- Conduct routine inspection on all municipal vehicles according to manufacturers' specifications, also inspecting vehicle for the presence of fluid leaks;
- Identify the need for cleaning of catch basins, oil/water separators;
- Schedule repairs for vehicles determined to have fluid leaks; and
- Maintain/update as necessary any inventories and plans that effect municipally owned vehicles, equipment and maintenance facilities.

### 6.4.3 Building Maintenance

Description/Methodology of BMP

Conduct building maintenance activities such that they do not impact the stormwater systems and local water bodies whenever possible.

Develop a list of the maintenance activities required inside and outside of each municipal building.

Identify which activities have an impact on stormwater.

Develop mitigation measures for each activity that impacts stormwater.

Review the maintenance activity lists on an annual basis to determine if any improvements are necessary.

A list of Town of Victor owned property with property use and last inspection date is in the Appendix of this plan. The two facility inspection forms that the Town of Victor uses are available in the Appendix of this plan. One form is for the Highway/Parks Facility and the other is for all other properties.

Annual Compliance Requirements

***Stormwater Management Officer (or Designee)***

- Implement the mitigation measures for each activity;
- Review the maintenance activity list and update as necessary;
- Review the mitigation measures for each activity and revise as necessary; and
- Maintain/update as necessary an inventory of all municipally owned facilities and material storage areas.
- Integrated Pest Management in the Town of Victor is managed by the third-part contractor that completes athletic field fertilizer applications. This contractor completes a Third-Party Contractor Agreement. An example of this agreement is in the appendix of this plan.

### 6.4.4 Hazardous Waste and Materials Management

Prevent the discharge of hazardous waste and materials from impacting municipal stormwater systems and local waterbodies by doing the following:

- Post "no dumping" signs, illuminate and / or prevent access to stormdrain areas if possible.
- Identify the byproducts and / or wastes that should be recycled such as paper and / or cardboard and where they can be legally disposed of on municipal lands by referencing NYSDEC regulations (6NYCRR PART 360); and
- Ensuring that all municipal hazardous waste and materials are stored in closed, labeled containers – if stored outside, drums should be placed on pallets, away from storm receivers – inside storage areas should be located away from floor drains.
- Eliminate floor drain systems that discharge to storm drains; or
- Use a pretreatment system to remove contaminants prior to discharge.
- Reduce stock of materials "on hand" – use "first in/first out" management technique.
- Use the least toxic material (i.e. non hazardous) to perform the work.
- Install and / or use secondary containment devices where appropriate.
- Eliminate waste by reincorporating coating and / or solvent mixtures into the original coating material for reuse.

If spills occur the MS4 will comply with federal and state spill prevention control and counter measures plan regulations, and review spill response procedures to ensure stormwater quality protection measures are considered during spill response. There is a Spill Response and Cleanup Procedures SOP in the Appendix of this plan. This will be done by, but not limited to the follow procedures:

- Evaluate each municipally owned facility and determine if Spill Prevention Control and Countermeasures plans (SPCC) are required;
- Develop and/or maintain SPCC plans for permittee owned facilities that require plans; and
- Comply with SPCC plan requirements at qualifying municipally owned facilities, including consideration of the following:
  - Conduct employee training.
  - Maintain spill prevention equipment.
  - Keep all materials properly stored in closed, labeled containment systems.
  - Use secondary containment systems where appropriate.
  - Obtain spill recovery materials for immediate response to a spill.
  - Maintain SPCC records.
  - Update and re-certify the SPCC plan according to SPCC regulations
  - Annually report on the number of facilities with SPCC plans and the current status of each SPCC plan.

Annual Compliance Requirements

***Stormwater Management Officer (or Designee)***

- Implement plan for proper storage of all hazardous and waste materials.
- Inspect secondary containment systems and oil/water separators; and

- Inspect containers for leaks, areas near storm receiver inlets and outlets, floor drains for indication of spills.
- Pump out oil water separators as needed.
- Protect drains with oil absorbent materials; and
- Clean out receivers on regular schedule.
- Remove spilled salt from salt loading area.

### 6.4.5 Roadway and Bridge Maintenance

Description/Methodology of BMP

Develop, assess, and implement roadway maintenance activities and modify procedures to reduce stormwater quality impacts using, but not limited to the following activities:

- Be on the lookout for new and / or alternative practices that would reduce the discharge of salt, construction and other debris during construction or maintenance activities;
- Calibrate salt spreaders to provide the proper application of road salt to reduce the impact of salt on plants, aquatic life, and the local waterbodies;
- Store salt indoors and at as high an elevation as possible, to mitigate negative stormwater impacts;
- Pave in dry weather only;
- Consider alternative deicing materials (i.e. calcium chloride, magnesium chloride);
- Incorporate preventive maintenance and planning such covering catch basins during regular operations & maintenance activities including but limited to resurfacing, when patching and filling potholes;
- Clean up fluid leaks or spills that occur during regular maintenance activity from paving equipment/materials immediately;
- Use porous asphalt for pothole repair and shoulder work whenever possible;
  Sweep and vacuum paved roads shoulders and bridges twice per year (three times per year for roads in areas that discharge to Great Brook) to remove debris and particulate matter. Debris and particulate matter that is swept from roads is currently disposed of at the at the Town of Victor gravel pit. If hazardous pollutants are suspected, the cleanings are taken to the landfill for proper disposal;
- Maintain roadside vegetation; select vegetation with a high tolerance to road salt;
- Control particulate wastes from bridge sandblasting operations;
- Clean out bridge scuppers and catch basins regularly;
- Direct water from bridge scuppers to vegetated areas;
- Identify the type of roadways that can be swept to remove sediment and other pollutants;
- Schedule and implement street sweeping of identified roadways; and
- Prior to road reconstruction, consider/evaluate the use of “shouldered roads” instead of “curbed roads”.

Maintain records of all road maintenance activities and the use of alternative maintenance practices.

Annual Compliance Requirements

***Stormwater Management Officer (or Designee)***

- Evaluate roadway maintenance program and revise roadway maintenance specifications according to identified alternative practices.
- Implement street sweeping in accordance with the identified schedule.
- Inspect salt piles and storage shed for leaks, clumping or other problems and repair as needed.
- Inspect equipment to verify proper operation. Service trucks and calibrate spreaders regularly to ensure accurate, efficient distribution of salt. A list of Town of Victor Roads in the "Sensible Salting" program is in the appendix of this plan.
- Maintain and / or update as necessary an inventory of all municipally owned infrastructure – it is essential to include underground infrastructure i.e.) ditches, underground storm piping, septic systems, UST's, oil/water separators, catch basins/sewers, etc. A list of subdivision roads that are in the area that discharges to Great Brook is in the appendix of this plan.
- Maintain records of all road maintenance activities and the use of alternative maintenance practices.

### 6.4.6 Catch Basin and Storm Drain Cleaning

Description/Methodology of BMP

The purpose of this BMP is to reduce sediment and suspended solid discharges by routinely cleaning municipal catch basins and stormwater inlet structures. The MS4 will do this by:

- Identifying areas where catch basins, surface inlets, and / or storm sewer manholes that should be periodically cleaned to reduce discharge of suspended solids, sediment, and other materials;
- Developing a schedule for cleaning inlet structures, catch basins, and manholes based on the previous assessment – a schedule is included in the Catch Basin Inspection and Cleaning SOP in the appendix of this plan;
- Implement the catch basin cleaning program according to the developed schedule; and
- Evaluate the catch basin cleaning schedule on an annual basis.

Catch basins and floor drain systems inside of buildings should be either:

- Sealed to prevent discharge;
- Permitted by NYSDEC; or
- All catch basins and floor drains inside of the buildings at 60 Rawson Rd discharged to sanitary sewers.

Repair/replace storm drain receiver and catch basin receiver grates as necessary.

A standard operating procedure for Town of Victor catch basin cleaning and inspection can be found in the Appendix of this plan.

Annual Compliance Requirements

***Stormwater Management Officer (or Designee)***

- Implement the catch basin cleaning program according to the developed schedule;
- Evaluate the catch basin cleaning program to identify improvements and/or modifications.

- Maintain and / or update, as necessary an inventory of all municipally owned infrastructure – it is essential to include underground infrastructure (i.e. septic systems, UST's, oil/water separators, catch basins/sewers, etc.)

### 6.4.7 Pet Waste Collection

Description/Methodology of BMP

Post signage and possibly develop an ordinance that dissuades the public from leaving excrement from their pets on public property. Pet waste stations and signage have been installed in Parks and many Trail Heads in the Town of Victor.

Implementation Steps

***Stormwater Management Officer (or Designee)***

- Maintain pet waste stations and signage in Town Parks

### 6.4.8 Hydrologic Habitat Modification

Description/Methodology of BMP

Develop requirements for the municipal work crews to abide by during hydrologic habitat modification such as stream and ditch cleaning, and wetland disturbance. Provide training to the local municipal work crews regarding the previously mentioned requirements associated with any habitat modification. Identify any potential habitat modification to the NYSDEC and USACE through their Joint Application for Permit Program. Comply with all requirements of the NYSDEC and USACE permits for work within freshwater wetlands and streams permits. Comply with the construction and post-construction requirements within the stormwater regulations.

Annual Compliance Requirements

***OWSC***

- Annually provide additional training as necessary to the municipal work crews.

***Stormwater Management Officer (or Designee)***

- Provide the NYSDEC and USACE with the required information in the Joint Application for Permit to obtain their approval prior to proceeding; and
- Comply with all requirements of the NYSDEC and USACE permits.
- The Town of Victor has an Intermunicipal Agreement with Ontario County Soil and Water District to provide assistance with NYSDEC and USACE permitting.

## 6.5 Best Management Practices for Future Consideration

### 6.5.1 Pest Control

Description/Methodology of BMP

Reduce the discharge of pesticides from municipally owned facilities as they may harm aquatic life and may contaminate local water bodies and sediment. This may be accomplished by the following:

- Developing an inventory of areas designated for herbicide and pesticide application including the following:
    - Area of application;
    - Type of pesticide or herbicide applied;
    - Purpose of application; and
    - Prepare a pesticide and herbicide application schedule.
- Comply with local, state, and federal regulations associated with pesticide and herbicide application i.e.) licensing regulations;
- Purchase only enough pesticides necessary for one year – store properly to avoid waste generation (spills, leaks, product deterioration);
- Minimize/eliminate pesticide application, use lowest toxicity pesticides;
- Do not apply pesticides immediately prior to or during rain events;
- Ensure that employees are properly trained and certified in pesticide application techniques and safety.
- Eliminate food, water, and shelter for pests;
- Adopt integrated pest management (IPM) techniques; and
- Adopt alternatives to pesticides options (use physical, mechanical, or biological controls)

Annual Compliance Requirements

***Stormwater Management Officer (or Designee)***

- Inspect pest traps regularly to remove and properly dispose of dead pests;
- Block and / or eliminate access to buildings and / or structures for pests;
- Remove pests; and
- Review pesticide application at all facilities and / or lands and incorporate new methodologies for application, or determine if pesticide application can be discontinued at sites.

### 6.5.2 Landscaping and Lawn Care

Description/Methodology of BMP

Reduce the discharge of landscaping and lawn care waste from MS4 owned facilities through the use of the following methods:

- Developing an inventory of landscaping and lawn care areas that are owned by the MS4;
- Evaluate current landscaping and lawn care activities in order to identify opportunities to reduce the discharge of the following:
    - Fertilizers
    - Leaf litter and tree trimmings
    - Litter and floatable materials
    - Equipment fluids
- Ensure that proper litter collection is scheduled prior to any mowing activities;
- Use slow release or naturally derived and / or organic all herbicides, pesticides, and fertilizers and in accordance with manufacturers' instructions for application rates and quantities;
- Purchase only enough lawn care products necessary for one year – store properly to avoid waste generation (spills, leaks);
- Train employees in the proper application of lawn care products;

- Consider alternative landscape techniques i.e.) naturescaping, xeriscaping, and rain gardens;
- Plant trees away from sewer lines or other underground utilities;
- Use drip irrigation techniques for landscaping; and
- Report annually on the activities conducted under this program.

Annual Compliance Requirements

***Stormwater Management Officer (or Designee)***

- Review monitoring and maintenance program and revise as necessary; and
- Maintain and / or update as necessary an inventory of all municipally owned lands that are and / or will be subject to landscaping and lawn care activities.

## 6.6 Minimum Reporting Requirements

**At a minimum, the permittee shall report on the items below:**

**a. Indicate the municipal operations and facilities that the pollution prevention and good housekeeping program assessed;**

**b. Describe, if not done so already, the management practices, polices and procedures that have been developed, modified, and / or implemented and report, at a minimum, on the items below that the permittee's pollution prevention and good housekeeping program addressed during the reporting year:**

- Acres of parking lot swept;
- Miles of street swept;
- Number of catch basins inspected and, where necessary, cleaned;
- Post-Construction control stormwater management practices inspected and, where necessary, cleaned;
- Pounds of phosphorus applied in chemical fertilizer;
- Pounds of nitrogen applied in chemical fertilizer; and
- Pounds of pesticides / herbicides applied as pure product.

**c. Staff training events and number of staff trained; and**

**d. Report on effectiveness of program, BMP and measurable goal assessment. If the pollution prevention and good housekeeping program addresses other operations than what is listed above in Part VII.A.6.a(ii), the permittee shall report on items that will demonstrate program effectiveness.**

# Appendices

# Appendix A: General Definitions and Requirements

**Best Management Practices (BMPs)** – Activities or structural improvements that help reduce the quantity and improve the quality of stormwater runoff. BMPs include public education and outreach, treatment requirements, operating procedures, and practices to control runoff, spillage, leakage, sludge and waste disposal, and drainage from raw material storage.

**Clean Water Act** – Amendments made to the Federal Water Pollution Control Act in 1972 to establish water quality standards and to create the National Pollutant Discharge Elimination System to protect the waters and waterways of the U. S. by regulating the discharge of pollutants from point source discharges and municipal separate storm sewer systems.

**Combined Sewer System** – A sewer system designed to convey both sanitary wastewater and stormwater.

**Detention Pond** – Pond that stores a volume of water for a given period of time and then discharges the water downstream.

**Discharge** – An outflow of water from a stream, pipe, ground water system or watershed.

**Ecosystem** – All of the plants and animals in an area that interact to make up the local environment.

**Erosion** – The overall process of the transport of material on the earth's surface including the movement of soil and rock by agents such as water, wind, or gravity.

**Groundwater** –All of the water contained in void space beneath the earth's surface.

**Heavy Metals** – Metals such as zinc, copper, lead, mercury, chromium, cadmium, iron, manganese, nickel, molybdenum and silver that, even in low concentrations can be toxic or lethal to humans, animals and aquatic life.

**Illicit Discharge** – The term refers to any discharge to an MS4 that is not composed entirely of stormwater unless authorized via an NPDES permit or otherwise excluded from regulation. Thus, not all illicit discharges are illegal or prohibited.

**Industrial Waste** – Unwanted materials from an industrial operation, this may include liquids, sludge, solids, or hazardous waste.

**Large Municipal Separate Storm Sewer System (Large MS4)** – All municipal separate storm sewers that are located in an incorporated place with a population of 250,000 or more according to the latest Census.

**Maintain or Improve Water Quality** – This statement is to mean that no MS4 shall allow for an increase in turbidity to local waters that will cause a substantial visible contrast to natural conditions; the MS4s shall not allow suspended, colloidal and settleable solids from sewage, industrial wastes or other

wastes that will cause deposition or impair local waters for their best usages; and no MS4 shall allow residue from oil and floating substances attributable to sewage, industrial wastes or other wastes, nor visible oil film nor globules or grease.

**Maximum Extent Practicable (MEP)** – A water quality standard that applies to all MS4 operators under NPDES permits. The standard has no exact definition, as it was intended to be flexible to allow operators to tailor their stormwater programs to their particular site.

**Medium Municipal Separate Storm Sewer System (Medium MS4)** – This includes all municipal separate storm sewers that are located in an incorporated place with a population of more than 100,000 but less than 250,000.

**Municipal Separate Storm Sewer Systems (MS4)** – Areas with a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, and storm drains) that are not a combined sewer or part of a publicly owned treatment system and are owned or operated and regulated by a municipality or authorized agency. MS4s may be small, medium or large with the medium or large MS4s being principally determined by population size.

**Non-Point Source Pollutants (NPS)** – Pollution coming from many diffuse sources whose origin is often difficult to identify. This pollution occurs as rain or snowmelt travels over the land surface and picks up pollutants such as fertilizer, pesticides, and chemicals from cars. This pollution is difficult to regulate due to its origin from many different sources. These pollutants enter waterways untreated and are a major threat to aquatic organisms and people who fish, use waters and waterways for recreational purposes or as an untreated drinking water source.

**National Pollutant Discharge Elimination System (NPDES)** – This is the EPA's regulatory program to control the discharge of pollutants to waters and waterways of the United States.

**Notice of Intent (NOI)** – An application to notify the permitting authority of a facility's intention to be covered by a general permit. This exempts a facility from having to submit an individual or group application.

**Nutrients** – The term typically refers to nitrogen and phosphorus or compounds containing free amounts of the two elements. These elements are essential for the growth of plant life, but can create problems in the form of algal blooms, depletion of dissolved oxygen and pH changes in streams and other water bodies when higher concentrations are allowed to enter drainage systems and lakes.

**Ordinance** – A law based on state statutory authority developed and approved by a governmental agency to allow them to regulate the enforcement of criteria contained within the specific law and to invoke sanctions and other enforcement measures to ensure facilities comply with the criteria.

**Outfall** – the point where a sewer or drainage discharges into a receiving waterway.

**Point Source Pollution** – This is pollution coming from a single, definable source, such as a factory.

**Retention Pond** – Pond that stores a volume of water without allowing it to discharge downstream.

**Runoff** – Any drainage that leaves an area as surface flow.

**Sanitary Sewer** – Is an underground pipe system that carries sanitary waste and other wastewater to a treatment plant.

**Sediment** – Material derived from the weathering of rock such as sand and soil. This material can be detrimental to aquatic life and habitats if too much is allowed to wash into rivers and ponds.

**Site Plan** – Is a geographic representation of the layout of buildings and other important features on a tract of land.

**Small Municipal Separate Storm Sewer Systems (SMS4s)** – Are MS4s that are not merely determined by population, but are much broader in scope, they are land areas with conveyances that are designated because of one or more of the following criteria: 1) they discharge to sensitive waters; 2) they are experiencing high growth or have a high growth potential; 3) they are contiguous to urbanized areas and other MS4s; 4) they are a significant contributor of pollutants to the waters of the U. S.; or 5) they have ineffective protection of water quality through other programs.

**State Pollutant Discharge Elimination System (SPDES)** – The state's regulatory program to control the discharge of pollutants to waters of the Unites States.

**Storm Drain** – Any drain which drains directly into the storm sewer system, usually found along roadways or in parking lots.

**Storm Sewer** – Is an underground pipe system that carries runoff from streets and other surfaces.

**Stormwater** – Stormwater or snow melt runoff, and surface runoff and drainage.

**Stormwater Management** – Any measure associated with the planning, maintenance, and regulation of facilities which collect, store, or convey stormwater.

**Stormwater Pollution Prevention Plan (SWPPP)** – A plan developed by a facility or entity that thoroughly evaluates potential pollutant sources at a site and selects and implements appropriate best management practice measures designed to prevent or control the discharge of pollutants in stormwater runoff.

**Surface Runoff** – Is the flow of water across the land surface that occurs when the rainfall rate exceeds the ability of the soil to absorb the water. This is of primary concern when dealing with impervious surfaces, such as parking lots, roofs, roads, or driveways where water cannot infiltrate at all.

**Surface Water** – Is any water that remains on the earth's surface, such as ponds, rivers, streams, impoundments, wetlands, oceans, etc.

**Total Maximum Daily Load (TMDL)** – Is a regulatory limit of the maximum amount of a pollutant type that can be released into a body of water in a twenty-four hour period without adversely affecting water quality.

**Tributary** – A stream which drains into another larger stream or body of water.

**Urbanized Area (UA)** – Is a land area consisting of one or more central places and the adjacent densely settled surrounding area (urban fringe) that together have a residential population of at least 50,000 and a minimum average population density of at least 1,000 people per square mile.

**Watershed** – A geographic area in which water flowing across the surface will drain into a certain stream or river and flow out of the area via that stream or river, or all of the land that drains to a particular body of water, also known as a catchment or drainage basin.

**Waters of the US** – These are surface waters defined as wetlands, lakes (including dry lakes), rivers, streams (including intermittent streams, ephemeral washes and arroyos), mudflats, sandflats, sloughs, wet meadows, playa lakes, natural ponds, and man-made impoundments.

**Wetlands** – Is an area of land where part of the surface is covered with water or the soil is completely saturated with water for a large majority of the year. Wetlands provide an important habitat for many different types of plant and animal species. Wetlands are also natural stormwater control areas, since they filter out pollutants and are able to retain large amounts of water during storm events.

# Appendix B: List of Commonly Used Abbreviations

**BMPs** – Best Management Practices

**CWA** – Clean Water Act

**EPA –** U.S. Environmental Protection Agency

**MCC –** Municipal Compliance Certification form

**MCM** – Minimum Control Measure

**MEP** – Maximum Extent Practicable

**MS4 -** Municipal Separate Storm Sewer System

**NOI** – Notice of Intent

**NPS** – Non-Point Source Pollutants

**NPDES** – National Pollution Discharge Elimination System

**NYSDEC** – New York State Department of Environmental Conservation

**POC –** Pollutants of Concern

**SMO** – Stormwater Management Officer

**SOP –** Standard Operating Procedures

**SPCC –** Spill Prevention and Control Countermeasures

**SPDES** – State Pollution Discharge Elimination System

**SWMP –** Stormwater Management Program

**SWPP –** Stormwater Pollution Prevention

**SWPPP** – Stormwater Pollution Prevention Plan

**TMDL** – Total Maximum Daily Load

**USEPA** – United States Environmental Protection Agency

## Appendix C: List of Documents

- **Offices Responsible for SWMP Plan Implementation**
- **Target Audiences, Focus Areas, and Target Pollutants, Education & Outreach Topic Spreadsheet**
- **Example Ontario County Collection Event Schedule**
- **Town of Victor Attorney Certification**
- **Sewer Shed Map**
- **Drainage Improvement Area (Additional Info) With Outfalls Map**
- **Drainage Improvement Area Map**
- **Stormwater Application/Review/Implementation Process**
- **NYS DEC SWPPP Review Checklist**
- **Town of Victor 5 Acre Waiver**
- **Town of Victor SWPPP Inspection Form**
- **Example List of Active Construction Sites with SWPPP Coverage and Inspection Frequency**
- **Town of Victor Stormwater Facilities Maintenance Agreement**
- **Town Owned Land and Facility Inspection**
- **Highway Department Facility Inspection Form**
- **General Town of Victor Owned Facility Inspection Form**
- **Ontario Wayne Stormwater Coalition Intermunicipal Agreement**
- **Agreement for Services with Ontario County Soil and Water District**
- **List of Subdivision Roads that are in the Area that Discharges to Great Brook**
- **Town of Victor Sensible Salting Road List**
- **Town of Victor Third-Party Contractor Form**

# Offices Responsible for SWMP Plan Implementation

**Stormwater Management Officer**

- Point of Contact for Town
- Public education
- Conducts dry-weather and illicit discharge testing
- Signs MS4 Acceptance Form
- Attends Pre-Con Meetings
- Conducts Inspections at active sites

**Town Engineer**

- Review SWPPPs
- Update mapping
- Assist with IDDE program
- Assist with Post-Construction Practice Inspection Program

**Ontario Wayne Stormwater Coalition**

- Public Education
- Public Participation

**Highway**

Highway / Recycling Office Manager
- Inspections
- Correspondence

Highway
- Catch basin inspection and repair
- Street sweeping
- Town facilities / good housekeeping
- Salt Storage
- Recycling

**Parks and Recreation**

- Fertilizer, pesticides, herbicides at Town facilities
- Integrated Pest Management

**Codes & Development**

- Enforcement of IDDE Code
- Enforcement of Erosion/ Sediment Control Codes
- Septic System Contact

**Planning Board**

- Land Development Review

**Town Board**

- Adopts revision to the Town's Design and Construction Standards
- Budgets for MS4 Activity

## Target Audiences, Focus Areas, and Target Pollutants, Education & Outreach Topic

| Distribution Method | | Frequency | Target Audience | Focus Area | Sources of Pollution | Target Pollutant | Educational Outreach Topic | Brochure | Compliance Year |
|---|---|---|---|---|---|---|---|---|---|
| Permits Obtained by Applicant | Additions | As Applied | Residents | Residential | Urban Stormwater Runoff | Nutrients (Phosphorus & Nitrogen), D.O./Oxygen Demand, Silt/Sediment, Bacteria, Heavy Metals, Oils, | Pet and animal wastes, lawn maintenance, proper erosion and sediment control, fertilizer and pesticide usage, proper disposal of swimming pool water, Vehicle fluid changing and maintenance | Our Home, Our Stormwater – 2017 | Dependent upon need |
| | Deck | | Residents | Residential | Urban Stormwater Runoff | Nutrients (Phosphorus & Nitrogen), D.O./Oxygen Demand | Proper pesticide usage, reduction of pesticides, and proper disposal | Pesticide Protection – 2017 | Dependent upon need |
| | Driveway | | Residents | Residential | Urban Stormwater Runoff | Heavy Metals, Grease, Oils | Water conservation, filtration of polluted waters, use of detergents | Clean Car, Clean Water – 2017 | Dependent upon need |
| | Fence | | Residents | Residential | Urban Stormwater Runoff | Nutrients (Phosphorus and Nitrogen), D.O./Oxygen Demand | Reminders of the Zero-Fertilizer Law, proper disposal of lawn clippings | Lawn Fertilizer, Look for the Zero – 2017 | Dependent upon need |
| | Generators | | Residents, Commercial | Residential, Commercial | Urban Stormwater Runoff | Chlorine, Nutrients (Phosphorus & Nitrogen) , D.O./Oxygen Demand, Oils, Food Waste, Plastics | Residents - Proper waste collection and disposal, Commercial - Proper management of waste materials and dumpster areas, Property Management of parking lot surfaces | Residents - Managing and Minimizing Household Hazardous Waste – 2017 Commercial - Reducing Stormwater Pollution at Your Business | Dependent upon need |
| | Pool or Spa | | Residents | Residential | Urban Stormwater Runoff | Chlorine | Proper disposal of swimming pool water, general stormwater management | How to Empty Your Pool or Spa Wisely – Revised 2107 | Dependent upon need |
| | Shed | | Residents | Residential | Urban Stormwater Runoff | Nutrients (Phosphorus), D.O./Oxygen Demand | Lawn/yard waste collection, proper disposal of grass clippings/leaf litter, benefits of using mulching mowers | Healthy Lawn, Healthy Water – Revised 2017 | Dependent upon need |
| | Septic | | Residents | In Septic System Areas | Septic Systems | Bacteria | Proper maintenance of septic systems/on-site wastewater systems | Septic Tips for Your Septic Tank – Revised 2017 | Dependent upon need |
| | Pet License | | Pet Owners | Residential | Urban Stormwater Runoff | Bacteria | Proper management of pet waste | The Scoop about Pet Poop – Revised 2020 | Dependent upon need |
| | Construction | | Construction | Areas Under Construction | Construction | Silt/Sediment | Erosion and Sediment Controls, Stormwater Management Facilities | Moving Dirt? Building Something? – 2008 | Dependent upon need |

| Target Methods | Frequency | Target Audience | Focus Area | Sources of Pollution | Target Pollutant | Educational Outreach Topic | Brochure | Compliance Year |
|---|---|---|---|---|---|---|---|---|
| Direct Mailings | Once a Permit Term | Commercial: Restaurants | Commercial | Urban Stormwater Runoff | Heavy Metals, Oil, Grease, BOD, Suspended Solids, Salt | Grease storage at food service establishments, spill clean up procedures, proper disposal of was waters | Food Service Establishments Keeping Stormwater Clean – Revised 2017 | 2021-2022 |
| | Once a Permit Term | Commercial with Large Parking Lots | Commercial, Stormwater Hotspots | Commercial Areas | Heavy Metals, Oil, Grease, Suspended Solids, Salt, Bacteria, Nutrients (Phosphorus & Nitrogen) | Dumpster maintenance, Proper disposal of wash waters, Reduce, Reuse, Recycle | Reducing Stormwater Pollution at Your Business – 2019 | |
| | Once a Permit Term | Commercial: Automotive Businesses | Commercial | Urban Stormwater Runoff | Heavy Metals, Oil, Grease, Suspended Solids, Salt, Bacteria, Nutrients (Phosphorus & Nitrogen) | Illicit Discharges, Material Storage, Building maintenance and the use of detergents, Stormwater management practices, Proper application of salt or other anti-icing materials and how to minimize their use, Proper management of parking lot surfaces, Proper management of waste materials and dumpster areas, Vehicle fluid changing and maintenance, Litter generation | To be developed | |
| | Once a Permit Term | Commercial Plant Nurseries/Golf Courses | Commercial | Urban Stormwater Runoff | Heavy Metals, Oil, Grease, Suspended Solids, Salt, Bacteria, Nutrients (Phosphorus & Nitrogen) | Illicit Discharges, Proper management practices for landscape irrigation water, Building maintenance and the use of detergents, Stormwater management practices, Proper application of salt or other anti-icing materials and how to minimize their use, Proper management of parking lot surfaces, Proper management of waste materials and dumpster areas, Vehicle fluid changing and maintenance, Litter generation | To be developed | |

| Target Methods | Frequency | Target Audience | Geographic Area | Sources of Pollution | Target Pollutant | Educational Outreach Topic | Brochure | Compliance Year |
|---|---|---|---|---|---|---|---|---|
| Direct Mailings | Once a Permit Term | Industrial Facilities | Office-Research Manufacturing, Stormwater Hotspots | Urban Stormwater Runoff | Heavy Metals, Oil, Grease, Suspended Solids, Salt, Bacteria, Nutrients (Phosphorus & Nitrogen) | Illicit Discharges, Proper management practices for landscape irrigation water, Building maintenance and the use of detergents, Stormwater management practices, Proper application of salt or other anti-icing materials and how to minimize their use, Proper management of parking lot surfaces, Proper management of waste materials and dumpster areas, Litter generation, Requirements for coverage under PDES Multi-Sector General Permit | To be developed | |
| | Once a Permit Term | Septic System Owners | Septic System Owners | Septic Systems | Bacteria, Pathogens, Weed Growth | Proper maintenance of septic systems/on-site wastewater systems | Septic Tips for Your Septic Tank – Revised 2017 | |
| | Once a Permit Term | Residents & Business Adjacent to Streams with Erodible Soils | Areas With High Potential of Erosion | Urban Stormwater Runoff, Habitat Modification, Hydro Modification | Nutrients (Phosphorus, Nitrogen) | Proper erosion and sediment control | To be developed | |
| | Once a Permit Term | Institutions | Universities & Colleges | Urban Stormwater Runoff | Heavy Metals, Oil, Grease, Suspended Solids, Salt, Bacteria, Nutrients (Phosphorus & Nitrogen), Chlorine | General stormwater information, Pet and other animal wastes, Lawn maintenance, Illicit discharges, Disposal of household hazardous wastes, Proper maintenance of septic systems, Property disposal of swimming pool water, Proper application of salt or other anti-icing materials and how to minimize their use, Material storage, Proper management of waste materials and dumpster areas, Proper management of parking lot surfaces, Vehicle fluid changing and maintenance | To be developed | |
| | As Discovered | All | Areas With Illicit Discharges | Urban Stormwater Runoff, Agricultural Activities | As identified | Illicit Discharges | Illicit Discharge Door Hanger | Dependent upon need |

| Target Methods | Frequency | Target Audience | Geographic Area | Sources of Pollution | Target Pollutant | Educational Outreach Topic | Brochure | Compliance Year |
|---|---|---|---|---|---|---|---|---|
| Onsite Facility Assessment | Once a Permit Term | Waste Water Treatment Plant | Onsite Waste Water Systems | Urban Stormwater Runoff | Chlorine, Nutrients (Nitrogen), Organic Sulphide, Fatty Acids | Requirements for coverage under the SPDES Multi Sector General Permit | Facility Assessment | 2021-2022 |
| Agricultural Easement Inspections | Annually | Agriculture | Agricultural, Residential | Agricultural Activities, Habitat Modification, Hydro Modification | Algal/Weed Growth, Nutrient (Phosphorus), Silt/Sediment, D.O./Oxygen Demand/Water Level/Flow | Erosion and Sediment Controls, Stormwater Management Facilities, Disposal of Wastes | Agricultural Easement Inspection | 2022-2023 |
| In House Training | Annually | Municipal | Municipal Facilities & Town Wide Activities | Municipal Facilities and Activities | Nutrients (Phosphorus), D.O./Oxygen Demand, Silt/Sediment, Bacteria, Heavy Metals, Oils, Grease | General stormwater information, Pet and other animal wastes, Lawn maintenance, Illicit discharges, Disposal of household hazardous wastes, Proper application of salt or other anti-icing materials and how to minimize their use, Material storage, Proper management of waste materials and dumpster areas, Proper management of parking lot surfaces, Vehicle fluid changing and maintenance, Proper erosion and sediment control | OWSC Training Materials | 2021-2022 |
| Town Wide Mailers | Once a Permit Term | Residents | Town Wide | Urban Stormwater Runoff | Silt/Sediment | Lawn Maintenance, Proper Erosion & Sediment Control, Building Maintenance | N/A | |
| | Once a Permit Term | Residents | Town Wide | Urban Stormwater Runoff | Algal Weed Growth, Nutrients (Phosphorus & Nitrogen) | Lawn Maintenance, Propper Disposal of grass clippings, Zero-fertlizer law, Benfits of using mulching mowers, lawn waste collection schedule (Village only), | N/A | |
| | Once a Permit Term | Residents | Agricultural, Residential | Hydro Modification | D.O./Oxygen Demand (Fertilizers & Hot Water), Water Level/Flow | Maintaining vegetative buffers along stream banks, Proper disposal of grass clippings/leaf litter | N/A | |
| | Once a Permit Term | Residents | Town Wide | All | Illicit Discharges | General awareness of illicit discharges and stormwater management. Stormwater is not treated. | N/A | |
| Targeted Mailers | Twice Per Year | Great Brook Residents | Great Brook Sewer Shed | Stormwater Runoff | Phosphorus | BMPs to reduce phosphorus in waterbodies | To be developed | March to Aug<br>Sept to Feb |
| Targeted Mailers | Once Per Year | Construction Sites | Great Brook Sewer Shed | Urban Stormwater Runoff | Silt/Sediment | Educate contractors on the used of post-construction SMPS that are intended to collect and separate silt and sediment debris from stormwater | To be developed | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Targeted Mailers | Once Per Permit Term | Residents, Commercial, Agricultural | Lake Ontario Shoreline Sewersher | Urban Stormwater Runoff | Fecal Coliform | Pet and animal wastes, Proper maintenance of septic systems | The Scoop about Pet Poop – Revised 2020, Septic Tips for Your Septic Tank – Revised 2017, Agricultral Brochure - To be developed | |

# 2023 SPECIAL COLLECTION EVENTS SCHEDULE

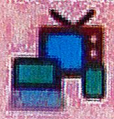
Ontario County
Department of Sustainability and Solid Waste Management

*For Details on Preregistration, Visit the Events Page at: OntarioCountyRecycles.org

## Household Hazardous Waste

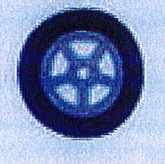
| Event Date | Location | Time | Registration Accepted |
|---|---|---|---|
| 4/22 | Landfill | 7am to 3pm | 3/27 - 4/20 |
| 9/16 | T. Farmington Highway Facility | 7am to 3pm | 8/14 - 9/7 |

## Electronic Waste



| Event Date | Location | Time | Registration Accepted |
|---|---|---|---|
| 5/20 | T. Bristol Highway Facility | 8am to 2pm | 4/24 - 5/18 |
| 10/14 | Landfill | 8am to 2pm | 9/18 - 10/12 |

## Tires



| Event Date | Location | Time | Registration Accepted |
|---|---|---|---|
| 5/6 | T. Canandaigua Highway Facility | 8am to 11am | 4/17 - 5/3 |
| 7/22 | T. South Bristol Highway Facility | 8am to 11am | 7/3 - 7/19 |
| 9/9 | T. Gorham Highway Facility | 8am to 11am | 8/21 - 9/6 |

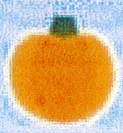
## Paper Shredding

| Event Date | Location | Time | Registration Accepted |
|---|---|---|---|
| 4/14 | County Transportation Center | 10:30am to 1:30pm | N/A |
| 6/17 | T. Bristol Highway Facility | 8am to 11am | 5/29 - 6/15 |
| 10/6 | County Transportation Center | 10:30am to 1:30pm | N/A |

## Mattress

| Event Date | Location | Time | Registration Accepted |
|---|---|---|---|
| 6/3 | T. Farmington Highway Facility | 8am to 12pm | 5/8 - 6/1 |
| 8/26 | T. Geneva Highway Facility | 8am to 12pm | 7/31 - 8/24 |

## Pumpkin



| Event Date | Location | Time | Registration Accepted |
|---|---|---|---|
| 11/4 | Canandaigua & Geneva | 8am to 11am | N/A |
| 11/11 | Canandaigua & Geneva | 8am to 11am | N/A |

b BoylanBrown
Growth.Protection.Succession.
BUSINESS AND CORPORATE LAW

October 27, 2008

Mr. Kenneth Wilson
Stormwater Management Officer
60 Rawson Road
Victor, New York 14564

**Re: Stormwater Management**

Dear Mr. Wilson:

As I am sure you recall, back in 2005 our Town Board passed a Local Law adding Chapter 177 to the Town's Code entitled "Stormwater Management and Erosion and Sediment Control," as well as amended other sections of the Town of Victor's Code (Chapter 211 and 184) to enable the Town to consistently address stormwater management issues.

New York State, through its Department of Environmental Conservation, provided "Model Local Laws" as guidance for the Town, and these model laws were evidently used by the Town in crafting the applicable Code provisions.

This letter will certify that the Local Laws relating to Stormwater Management, as passed by our Town Board, are functionally equivalent to the State's Model Laws, in that these laws implement the substantive requirements contained in the Model Laws.

Naturally, if you have any questions, concerning this letter, please feel free to contact me.

Very truly yours,

BOYLAN, BROWN,
CODE VIGDOR & WILSON, LLP

Sheila M. Chalifoux

SMC/dsp

cc: Jeff Cody, Deputy Supervisor
Colleen Donovan, DEC Region 8

**Legend**

- Missing Outfall
- Outfall
- Town Boundary
- Village Boundary
- Streams
- Stormwater Sewershed

TOWN OF VICTOR NEW YORK

# STORMWATER SEWERSHED MAP

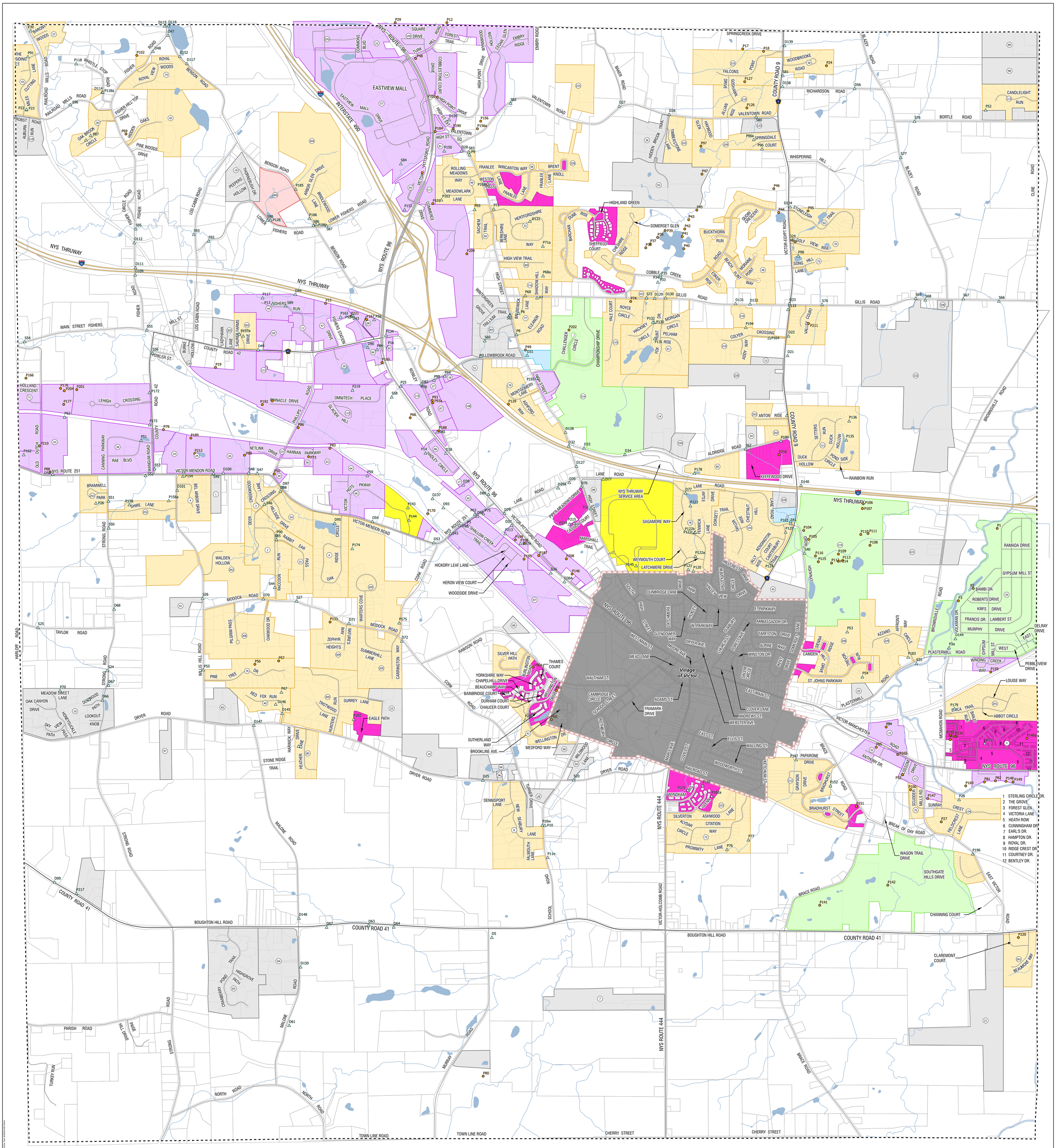
*December 2022*

0 0.25 0.5 1 Miles

N W E S

LaBella Powered by partnership.

*Note: The Stormwater Sewershed layer is preliminary data - it is not the final version.




## Legend

- Outfalls
- Missing Outfalls
- Streams
- Waterbodies
- Parcels (2021)
- Village Boundary
- Town Boundary

Drainage Improvement Area

- Included Properties
- Included Easement
- Not Included (Places of Worship)
- Not Included (HOA Common Grounds)
- Not Included (Education)
- Not Included (Golf Course)
- Not Included (Industrial/Commercial)
- Not Included (Private Infrastructure)

TOWN OF VICTOR NEW YORK

# DRAINAGE IMPROVEMENT AREA (ADDITIONAL INFO) WITH OUTFALLS

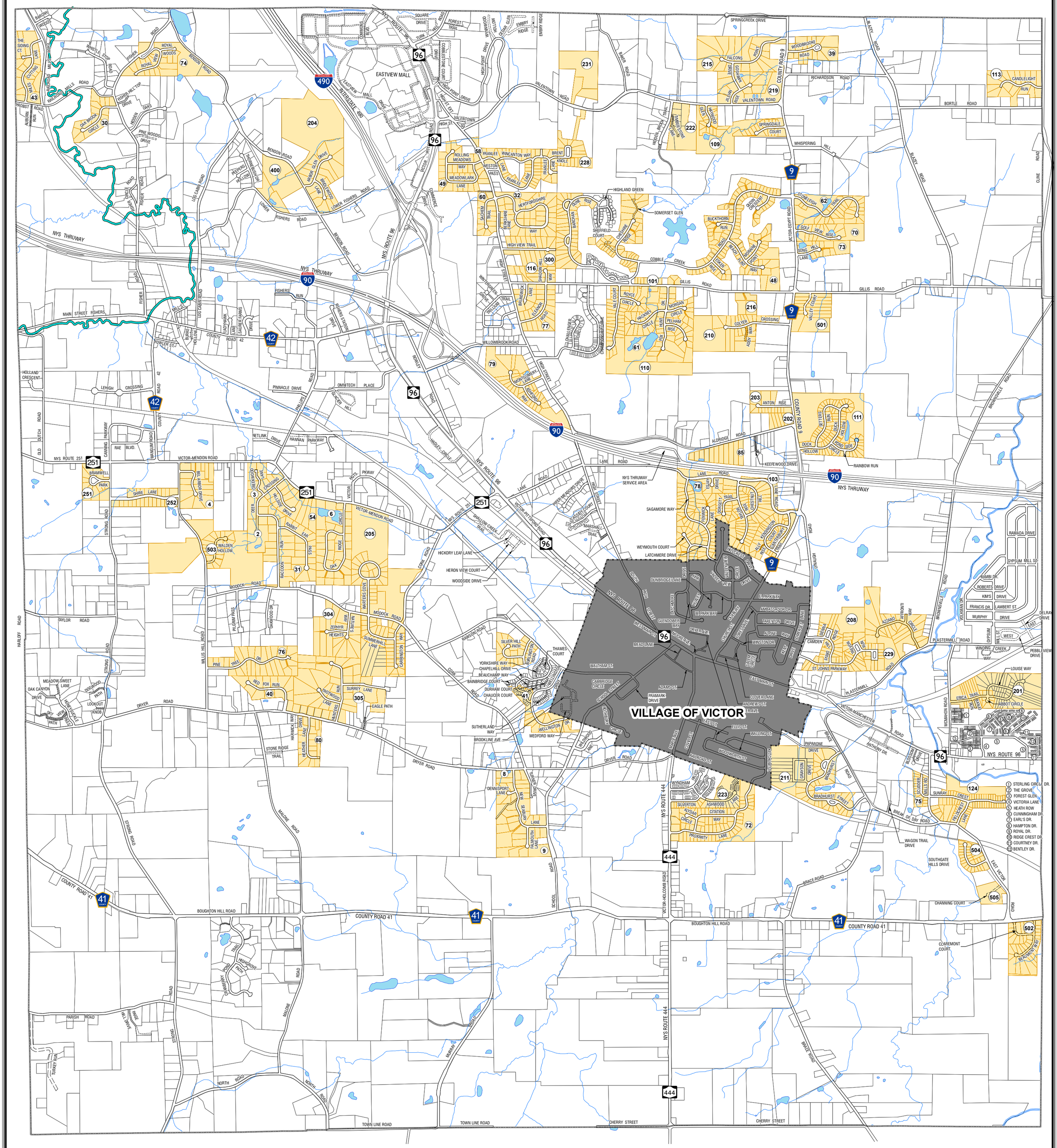
*April 2022*

0 0.25 0.5 1 Mile

N W E S

LaBella Powered by partnership.

NOTE: The Drainage Improvement Area and Map incorporate by reference all filed and approved site plans and subdivisions maps within the Drainage Improvement Area (the highlighted areas on the Map), such that the drainage improvements indicated thereon are incorporated into and made a part of the Drainage Improvement Area and Map.




## DRAINAGE IMPROVEMENT AREA

- INCLUDED PROPERTIES
- POND
- CREEK
- IRONDEQUOIT CREEK
- (37) SUBDIVISION ID NUMBER

NOTES: 1) 2022 Tax parcel data from Ontario County.
2) DIA Includes off-site storm sewer pipe for Blumont Rise conveying flows from Beaumont Way into Farmington on south side of Boughton Hill Road.

town of VICTOR NEW YORK

# DRAINAGE IMPROVEMENT AREA

## Map ST-04 Released: September 12, 2022

Initial Map Release: March 30, 2016

0 1,000 2,000 4,000 6,000 Feet

Document Path: B:\V\Victor, Town of\Town Engineer\Mapping\GIS\Ontario County\VICTOR TOWN\~2022 Maps\01-ST-04 Town of Victor Drainage Improvement Area - 18x24 - 2022.mxd

LaBella Powered by partnership.

# Town of Victor
## Stormwater Application / Review / Implementation Process - November 11, 2009 - Version 2

Applicant Submits Application for Land Development Project to PB Secretary

Stormwater Management Report and Plans reviewed by SMO / Town Engineer. Comments provided to PB.

PB discussion & meeting

Prelim App

Final App

Applicant submits Final App

Comments to applicant

PB approval w/conditions (by resolution)

Applicant meets Conditions of Approval

Town Engineer signs mylars

PB Chairman signs mylars

Applicant submits SWPPP & SCFMA to Town

SWPPP reviewed by SMO (Town Eng if necessary)

SWPPP comments generated

Applicant addresses SWPPP comments satisfactorily

*Minor Subdivision Submission*
*Final Major Subdivision Submission*
*and Site Plan Submission*

Supervisor executes SCFMA

Applicant files executed SCFMA at Ontario County Clerk's Office

Applicant provides proof of filing to Town

Within MS4 Boundary?

YES

NO

SMO signs MS4 acceptance form

SMO logs project into database

Applicant submits NOI to NYSDEC with Acceptance Form

Applicant submits NOI to NYSDEC

Applicant provides documentation to Town NOI & Transmittal Letter Acceptance Form

Pre-Construction Meeting

**CONSTRUCTION**

Within MS4 Boundary

- MS4 Inspections
- CI of stormwater management facility practices

At end of construction, Applicant prepares:
- Record Drawings
- O&M manual
- Final SWPPP Updates

NOT submitted to NYSDEC
(Applicant copies MS4 on transmittal)

**POST CONSTRUCTION**

SMO records post-construction practices in database with record dwg & schedule of O&M

SMO continues monitoring post-construction practices in accordance with SCFMA

Applicant/Owner provides reports of post-construction inspections per SCFMA

Abbreviations
PB - Town of Victor Planning Board
SMO - Stormwater Management Officer
NOI/T - Notice of Intent/Termination
SWPPP - Stormwater Pollution Prevention Plan
SCFMA - Stormwater Control Facilities Maintenance Agreement
CI - Construction Inspection

Coding
Blue Border - Applicant activities
Red Border - SMO/Town activities
Green Border - PB activities
Purple Border - Town Engineer activities

LABELLA Associates, P.C.

# NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION
# DIVISION OF WATER

SPDES General Permit for Stormwater Discharges from Construction Activity (GP-0-10-001)

## Stormwater Pollution Prevention Plan Review Checklist

| | | |
|---|---|---|
| Project Name: Pineview Circle Phase II<br>Site Address: NYS Route 318 and NYS Route 414 | ☐ Basic SWPPP (E&SC Plan) | ☐ Full SWPPP |
| | Municipality: Tyre (T)<br>County: Seneca | Reviewer:<br>Mary Steblein |
| Owner/Operator: Ithaca Neighborhood Housing Services Inc<br>Address: 115 West Clinton Street<br>Ithaca NY 14850 | Phone: 607-277-4500 X204<br>Fax: | Date: 10/15/2018<br>SPDES General Permit ID Number:<br>NYR10 |

SWPPP Deficiencies as checked below:

1) ☐ Owner/Operator name, legal address, phone number and email; site address and municipality
2) ☐ Copy of signed Notice of Intent (NOI)
3) ☐ Signature of SWPPP Preparer on NOI (must be a Professional Engineer for SWPPPs with engineered practices)
4) ☐ Contractor (and subcontractors if applicable) certification statement(s) [Part III.A.6. of GP-0-10-001]
5) ☐ MS4 SWPPP Acceptance Form (for projects located in regulated MS4s)
6) ☐ Map from Office of Parks, Recreation and Historic Preservation showing project location and sensitive area (grey zone) boundaries
7) ☐ Letter and map from NYS OPRHP describing measures to mitigate the project's effect on archeologically or historically sensitive areas

Comments:

Existing and proposed mapping and plans (recommended scale of 1" = 50') which illustrate at a minimum:

SWPPP Deficiencies as checked below:

1) ☐ Existing and proposed topography (minimum 2-foot contours recommended)
2) ☐ Vicinity map showing project boundaries and receiving water(s)
3) ☐ Mapping and description of soils from USDA Soil Survey, including hydrologic soil group, as well as location of any site-specific borehole investigations that may have been performed
4) ☐ Boundaries of existing predominant vegetation and proposed limits of clearing
5) ☐ Location and boundaries of resource protection areas such as wetlands, lakes, ponds and other setbacks (e.g. stream buffers, drinking water well setbacks, septic setbacks)
6) ☐ Boundaries and acreages of Runoff Reduction Planning Practices (conservation areas, undisturbed areas, buffers, etc.)
7) ☐ Location of existing and proposed roads, lot boundaries, buildings and other structures
8) ☐ Location and size of staging areas, equipment storage areas, borrow pits, waste areas and concrete washout areas
9) ☐ Existing and proposed utilities (e.g. water, sewer, gas, electric) and easements
10) ☐ Location of perennial and intermittent streams; boundary and acreage of upstream watershed
11) ☐ Location and flow paths of existing and proposed conveyance systems such as channels, swales, culverts and storm drains
12) ☐ Location of floodplain/floodway limits
13) ☐ Location, size, maintenance access and limits of disturbance of proposed temporary and permanent stormwater management and erosion and sediment control practices, including timing and duration of temporary practices
14) ☐ Location and dimensions of proposed channel modifications, such as bridge or culvert crossings
15) ☐ Plans stamped and signed by qualfied professional (must be a licensed professional on plans with engineered practices)

Comments:

Erosion and Sediment Control Plans and Vegetative Measures:

SWPPP Deficiencies as checked below:

1) ☐ Description of temporary and permanent structural and vegetative measures for soil stabilization, runoff control and sediment control for each stage of the project from initial land clearing and grubbing to project close-out
2) ☐ Material specifications, dimensions, installation details and operations and maintenance requirements for erosion and sediment control practices, including the location and sizing calculations for any temporary sediment basins
3) ☐ Site map/construction drawing(s) showing the specific locations, sizes, and lengths of each erosion and sediment control practice
4) ☐ Identification of any design elements not in conformance with the *New York Standards and Specifications for Erosion and Sediment Control*, reason for the deviation or alternative design, and demonstration that the alternative is equivalent to the technical standard
5) ☐ Inspection and Maintenance schedule to ensure continuous and effective operation of the erosion and sediment control practices, in accordance with the *New York Standards and Specifications for Erosion and Sediment Control*
6) ☐ Description of structural practices to divert flows from exposed soils, store flows, or otherwise limit runoff and the discharge of pollutants from exposed areas of the site to the degree attainable

7) ☐ Construction phasing plan and sequencing plan describing the intended sequence of construction activities, including clearing and grubbing; excavation and grading; implementation, timing and duration of temporary and permanent erosion and sediment control practices; installation of utilities and infrastructure; any other soil disturbing activity; and acreage to be disturbed in each phase

8) ☐ Final landscaping plans for structural stormwater management practices and any reforestation or revegetation

9) ☐ Description of pollution prevention measures to control construction litter, construction chemicals and debris

10) ☐ Description and location of any stormwater discharges associated with industrial activity other than construction at the site, including but not limited to, stormwater discharges from asphalt plants and concrete batch plants on the contruction site

Comments:

**For construction activities listed in Table 2 of Appendix B of GP-0-10-001:**
Hydrologic and hydraulic analysis for all structural components of stormwater system (e.g. storm drains, open channels, swales, stormwater management practices, manufactured treatment systems, etc.) for applicable design storms including:

SWPPP Deficiencies as checked below:

1) ☐ Existing and Proposed condition analyses for time of concentrations, runoff rates, volumes, velocities, water surface elevations and routing showing methodologies used and supporting calculations

2) ☐ Channel Protection Volume and detention time calculations

3) ☐ Comparison summary of post-development stormwater runoff conditions with pre-development conditions for 1-year, 10-year, 100-year design storms in accordance with the *New York State Stormwater Management Design Manual*

4) ☐ Stormwater management practice sizing calculations using the Enhanced Phosphorus Removal Standards (TMDL watersheds)

5) ☐ Water Quality and Runoff Reduction volume calculations; documentation of Runoff Reduction practices and their treatment volumes

6) ☐ Infiltration/percolation tests, where required; or logs of borehole investigations and supporting geotechnical report

Comments:

Representative cross-section and profile drawings and details of structural stormwater management practices and conveyances (e.g.storm drains, open channels, swales, etc.) which include:

SWPPP Deficiencies as checked below:

1) ☐ Existing and proposed structural elevations (e.g. invert of pipes, manholes, etc.)

2) ☐ Construction drawing(s) identifying the specific locations and sizes of each post-construction stormwater control practice

3) ☐ Description, dimensions, material specifications and installation details for each post-construction stormwater control practice, including outlet structures, embankments, spillways, settling basins, grade control structures, conveyance channels, etc.

4) ☐ Construction drawing(s) showing locations of Runoff Reduction practices; and design, material specifications and installation details

Comments:

SWPPP Deficiencies as checked below:

1) ☐ Post-construction maintenance schedule to ensure continuous and effective operation of each post-construction stormwater control practice, including monitoring and maintenance frequency, identification of responsible parties, description of applicable easements, vegetative requirements, access and safety issues, and testing and disposal of sediments as they are removed

2) ☐ Weekly or twice-weekly inspection checklist identifying measures to be inspected by a qualified site inspector

3) ☐ Request to disturb greater than five acres at any given time including justification for disturbance, additional erosion and sediment control measures to mitigate disturbance, phasing plan, cuts and fills plan, and total acreage to be disturbed in each phase

4) ☐ Documentation of downstream analysis or discharge to fifth-order stream to request waiving control of Channel Protection Volume, Overbank Flood Control or Extreme Flood Control

5) ☐ Identification of any stormwater management practices that deviate from the *New York State Stormwater Management Design Manual* , reason for the deviation and demonstration that the alternative practice or deviation is equivalent to the technical standard

Comments:

SPDES General Permit GP-0-20-001
Construction Site ≥ 5 acre Approval Request

**Background:** The Town of Victor review and approval process for construction soil disturbance of five (5) or more acres requires you provide written justification for a larger disturbance, and a joint on-site meeting with the hired qualified erosion control inspection professional, project engineer, permittee, municipality and hired contractor(s). Please note that engineering plans and SWPPP may have to be revised PRIOR to our meeting in order to more quickly grant approval. (See items 1 through 3 below). The meeting must be held immediately prior to construction.

Typically, on-site meetings can uncover significant discrepancies in sequencing (based on physical constraints and conditions of the site). These meetings also help to reduce confusion among permittees, inspectors and contractors on Permit compliance requirements, and will better assure compliance with the SWPPP's intended purpose.

Project Name: _____
Permit # _____

Attendees: (attach sign in sheet)

On-Site meeting Agenda:

1. All other necessary permits (municipal, stream, wetland etc.) have been received.

2. Verification that phased construction sequences are shown in the SWPPP and state that:
   i. All proposed stormwater management facilities are one of the first designated procedures
   ii. All proposed stormwater management facilities are totally stabilized prior to proceeding to next sequential step.
   iii. Confirmation that placement of excavated material from the stormwater management facilities and other early sequence activity:
      (1) will not be in a jurisdictional wetland, floodplain, or _____
      (2) will be located where all necessary earthwork and erosion and sediment controls are installed,
      (3) details are noted in an established sequence, and
      (4) will not likely require last minute sequence changes.

3. From Part II D.3 of the GP - Review additional erosion control measures required at this project to authorize the 5 or more acres of disturbance waiver:
   a. The owner or operator shall have a qualified inspector conduct **at least** two (2) site inspections in accordance with the Permit every seven (7) calendar days for so long as greater than five (5) acres of soil remain disturbed and allow 2 calendar days between inspections.
   b. In areas where soil disturbance activity has been temporarily or permanently ceased, temporary and/or permanent soil stabilization measures shall be installed and/or implemented within seven (7) days from the date the soil disturbance activity ceased. The soil stabilization measures selected shall be in conformance with the most current version of the New York Standards and Specifications for Erosion and Sediment Control.

c. The owner or operator shall prepare a phasing plan that defines maximum disturbed area per phase and shows required cuts and fills that demonstrates the disturbance is required.
d. The owner or operator shall install any additional measures needed to protect water quality.
e. The owner or operator includes the requirements above in their SWPPP.

4. Review remaining construction sequences for concurrence with site contractor's approach.

5. Establish SWPPP communication track to be followed among permittee, inspector, contractor, municipality, and this office that secure prompt (within 48 hours) corrections to site deficiencies identified by each inspection.

6. Complete the following information for the proposed project:
   i. _____acres = overall construction disturbance this project (from NOI)
   ii. _____acres = overall stormwater management facility disturbance area(s)
   iii. _____acres = other disturbances (topsoil, haul roads, off-site sewers, etc.)
   iv. _____total acres = **maximum number of disturbed acres approved in this waiver**

7. Review Permit requirements-Contractor's certifications. SWPPP on-site location, revisions, and verification that all site contractors have most recent set of SWPPP.

8. Review where potential water quality violations may occur at this site and the Town/Village response options to complaints/permit compliance issues.

9. Site completion of the following summary of additional agreements:

| Responsible Person | Action Needed | Due by |
|---|---|---|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

10. Based on our findings at this meeting and with the actions completed (as noted above), I accept the Stormwater Pollution Prevention Plan and hereby grant the disturbance of greater than five acres on the referenced project.

Stormwater Management Officer's Signature: _____
Date: _____

Please note that compliance with the Permit depends on implementation of the SWPPP, weekly inspections by a qualified professional throughout the construction phase, and perpetual maintenance of all temporary and permanent stormwater BMP's.

**VIOLATION NOTICES AND STOP WORK ORDERS WILL BE ISSUED IMMEDIATELY FOR NON-COMPLIANCE.**

TOWN OF VICTOR NEW YORK

**MS4 Inspection of Construction Activity**

Project Name:_____ Inspectors Name:_____
Owner:_____ Contractor:_____
Date of Inspection:_____ Start/End Time:_____
Weather Conditions:_____ Soil Conditions:_____

**Type of Inspection:**

☐ Start of Construction ☐ Site Clearing Complete ☐ Final Grading Complete ☐ Final landscaping complete
☐ Installation of E &SC ☐ Rough Grading Complete ☐ Construction Season End ☐ Establishment of landscaping in public area

☐ Monthly ☐ Weekly ☐ Follow up to Violation
☐ Other_____

See Attached: ☐ Photos ☐ Sketch ☐ Notice of Violation ☐ Other:_____

| Ok | Not OK | N/A | | |
|---|---|---|---|---|
| ☐ | ☐ | ☐ | Discharges at time of the inspection (free of sediment deposits=OK, If none=N/A) | _____ |
| ☐ | ☐ | ☐ | Residue from oil/floating substances/visible oil film/globules/grease at discharge | _____ |
| ☐ | ☐ | ☐ | Turbidity at discharge (if beyond natural conditions = Not OK) | _____ |
| ☐ | ☐ | ☐ | Appropriate and effective dust control | _____ |
| ☐ | ☐ | ☐ | Sediment being tracked into the street or onto site access roads | _____ |
| ☐ | ☐ | ☐ | Perimeter controls (e.g. perimeter silt fence) adequately installed and maintained | _____ |
| ☐ | ☐ | ☐ | Natural resource areas (e.g. streams, wetlands) protected with barriers or similar BMPs | _____ |
| ☐ | ☐ | ☐ | Construction sequence being followed | _____ |
| ☐ | ☐ | ☐ | Stabilization of all slopes & disturbed areas not actively worked (7-14 day rule) | _____ |
| ☐ | ☐ | ☐ | Operational storm drain inlets protected | _____ |
| ☐ | ☐ | ☐ | E&SC measures functioning (need for maintenance/repair/replacement-Not OK) | _____ |
| ☐ | ☐ | ☐ | Washout facilities (e.g. paint, concrete) available, clearly marked, and maintained | _____ |
| ☐ | ☐ | ☐ | Vehicle & equipment fueling/cleaning/maintenance areas free of spills, leaks, etc. | _____ |
| ☐ | ☐ | ☐ | Potential stormwater contaminants stored inside or under cover (some bldg materials) | _____ |
| ☐ | ☐ | ☐ | Control of non-stormwater discharges (e.g. wash water, dewatering) | _____ |
| ☐ | ☐ | ☐ | Trash/litter from work areas collected and placed in covered dumpsters | _____ |
| ☐ | ☐ | ☐ | SWPPP available on site | _____ |
| ☐ | ☐ | ☐ | Qualified inspector's reports available on site | _____ |
| ☐ | ☐ | ☐ | Previous violations addressed | _____ |

Notes:_____

_____

_____

Stormwater Management Officer

The qualified inspector shall prepare an inspection report conforming to the inspection requirements mandated in the permit GP-0-10-001, such as photo documentation. The *owner or operator* shall ensure that at least one trained contractor is on site on a daily basis when soil disturbance activities are being performed.

- Anderson Phase 1 – Monthly
- Anton Valley – Monthly
- Blumont Rise – Weekly
- Boughton Hill Rd Subdivision – Temp Shutdown
- Dorchester 2.2 - Monthly
- Drumlins 3.2 – Temp Shutdown
- Drumlins 3.3 – Monthly
- Dunbar Hill Subdivision - Monthly
- East Victor Place – Temp Shutdown
- Fairways Phase 3 - Weekly
- Lehigh Crossing - Monthly
- Lill Storage Yard – Temp Shutdown
- Lill Home Site – Inactive
- Meadow View – Temp Shutdown
- Omnitech BR3 – Temp Shutdown
- Piper Meadows - Weekly
- Scout Crossing – Temp Shutdown
- Scout Reserve – Monthly
- Scout Path – Weekly
- Southgate Hills – Monthly
- Southgate Hills Phase 2 - Weekly
- Sunset Manor – Temp Shutdown
- Torpey Subdivision – Temp Shutdown
- Valentown Acres – Monthly
- Valentown Meadows – Monthly
- Victor Terrace – Temp Shutdown
- Willis Hill Estates – Weekly
- Woods at Valentown – Temp Shutdown

Town Staff Inspect

LaBella Inspect

# STORM WATER CONTROL FACILITIES MAINTENANCE AGREEMENT

WHEREAS, the Town of Victor, having an address of 85 E. Main Street, Victor, New York 14564 (Municipality) and _____ having an address of _____, (Facility Owner) want to enter into an agreement (this "Agreement") to provide for the long term maintenance and continuation of permanent storm water control measures approved by the Municipality for the below named project, and

WHEREAS, the Municipality and the Facility Owner desire that the permanent storm water control measures, as shown on the approved project plans entitled _____, prepared by _____, (the "Plans"), be built in accordance with the Plans and thereafter be maintained, cleaned, repaired, replaced and continued in perpetuity in order to ensure optimum performance of the components. Reduced size versions of the Plans are attached hereto as Exhibit A. Therefore, the Municipality and the Facility Owner agree as follows:

1. This Agreement binds the Municipality and the Facility Owner, its successors and assigns, to maintain the permanent stormwater control measures depicted in the Plans (as same may be amended), which are attached as Schedule A of this Agreement.

2. The Facility Owner shall maintain, clean, repair, replace and continue the storm water control measures depicted on the Plans as necessary to ensure optimum performance of the measures to design specifications. If identified on the plans, the storm water control measures shall include, but shall not be limited to, the following: drainage ditches, swales, dry wells, infiltrators, drop inlets, pipes, culverts, soil absorption devices and retention ponds (collectively, the "Control Measures").

3. The Facility Owner shall be responsible for all expenses related to the maintenance of the Control Measures.

4. The Facility Owner shall provide for the periodic inspection of the Control Measures, not less than once in every three year period (or such other period as may be pursuant to Chapter 211 of the Zoning Code, Article V Stormwater Control), to determine the condition and integrity of the Control Measures. The Facility Owner's obligations to inspect the Control Measures under this Section 4 shall commence upon the issuance of the first certificate of occupancy for the project depicted on the plans. Each inspection shall be performed by a Professional Engineer, at the Facility Owner's choosing, so long as such Professional Engineer is licensed by the State of New York (the "Inspecting Engineer"). The Inspecting Engineer shall prepare and submit to the Municipality within 30 days of each inspection, a written report of the findings of his/her inspection including any

recommendations necessary for the continued maintenance or repair of the Control Measures.

5. Except in an emergency situation, the Facility Owner shall not authorize, undertake or permit any material alteration, abandonment, modification or discontinuation of the Control Measures except in accordance with written approval of the Municipality.

6. The Facility Owner shall undertake all necessary repairs, maintenance or replacement of the Control Measures in accordance with the recommendations of the Inspecting Engineer. Such repair, maintenance or replacement shall not require the approval of the Municipality.

7. This Agreement shall be recorded in the Office of the County Clerk, County of Ontario.

8. If ever the Municipality determines that the Facility Owner has failed to maintain, clean, repair, replace and continue the Control Measures in accordance with the Plans or has failed to undertake corrective action as set forth in Section 6 above, the Municipality shall give the Facility Owner written notice of such a default. In the event the Facility Owner fails to cure such default within thirty (30) days from its receipt of such notice, the Municipality is authorized to undertake such steps as reasonably necessary for the preservation, continuation or maintenance of the Control Measures and to affix the expenses thereof as a lien against the property (including reasonable attorney fees and other administrative costs incurred in executing such a lien); provided however that if the nature of the default is such that it cannot reasonably be cured within such thirty (30) day period, then so long as Facility Owner commences to cure such default within such thirty (30) day period, and, thereafter, diligently, in good faith and expeditiously proceeds to cure such default, Facility Owner shall have a reasonable period of time in which to cure such default before the Municipality may take action under this Section 8.

9. The parties agree and acknowledge that this Agreement shall cover not only the Control Measures set forth on the Plans, but it also shall cover any alterations or modifications to the Plans that may be approved by the Municipality after the execution of this Agreement.

10. Notwithstanding anything herein to the contrary, and in addition to any rights or remedies available at law or equity, the Facility Owner shall fully defend, indemnify and hold harmless the Municipality against and from any and all costs, expenses, liabilities, losses, damages, injunctions, suits, actions, lawsuits, fines, penalties, claims and demands of every kind or nature, including reasonable attorneys' fees, by or on behalf of any person, entity or governmental authority whatsoever arising out of or in connection with the design, approval, implementation, alteration or modification of the Plans and/or the construction, installation, operation, non-operation, inspection, repair, replacement and/or maintenance of the Control Measures. The foregoing indemnities shall apply notwithstanding any fault

or negligence on the part of the Municipality, or any of its respective members, directors, officers, agents, or employees, and irrespective of the breach of a statutory or common law obligation by the Municipality or the application of any rule of comparative or apportioned liability; except, however, that such indemnities will not be applicable with respect to willful misconduct or gross negligence on the part of the Municipality to the extent that such indemnities would be prohibited by New York State law. The indemnification obligations set forth in this Section 10 shall survive without limitation as to time.

11. This Agreement shall be binding upon, and inure to the benefit of, the respective successors and permitted assigns of the parties. This Agreement shall not be assignable by the Municipality but may be assigned or transferred by the Facility Owner.

12. All notices required or permitted hereunder shall be in writing and shall be sent to the parties at the following addresses:

If to the Municipality: Town Supervisor
Town of Victor
85 E. Main Street
Victor, New York 14564

If to the Facility Owner:

Any such notices may be sent by: (a) certified mail, return receipt requested, or (b) a nationally recognized overnight courier. The above addresses may be changed by written notice to the other party.

13. This Agreement sets forth all of the agreements, conditions, and understandings between the Municipality and the Facility Owner concerning the maintenance of the Control Measures and supersedes any and all prior agreements and understandings between the parties with respect thereto.

14. This Agreement shall be governed exclusively by the laws of the State of New York, without giving effect to choice of laws or choice of laws rules or principles.

15. Issuance of the first certificate of occupancy for the project depicted on the plans shall be deemed an acknowledgement by the Municipality that the Control Measures have been constructed in accordance with the Plans.

16. This Agreement may be executed in several counterparts, including by facsimile, each of which shall be an original and all of which shall constitute but one and the same instrument.

17. This Agreement may not be amended, changed, modified, altered or terminated, except by an instrument in writing signed by the parties hereto.

18. This Agreement is effective upon full execution by both parties.

[REMAINDER OF PAGE INTENTIONALLY BLANK]

The parties have entered into this Agreement on this____day of_____20___.

TOWN OF VICTOR, NY

_____By:
Title: Supervisor Date:

Owner/Developer

_____
By:
Title:
Date:

State of New York )
County of_____ ) ss.:

On the____ day of_____in the year before me, the undersigned, personally appeared_____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

_____
Signature and Office of individual taking
acknowledgment

State of New York )
County of_____ ) ss.:

On the____ day of_____in the year before me, the undersigned, personally appeared Jack Marren, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

_____
Signature and Office of individual taking
acknowledgment

| Map ID # | Name | Acreage | Use | Facility Inspection | Last Date Inspected / Determined |
|---|---|---|---|---|---|
| 1 | Town Hall | 1 | Office | Yes | 7/8/2022 |
| 2 | Town Highway Garage | 10 | Garage | Yes | 7/8/2022 |
| 3 | Town Gravel Pit | 28 | Mine/Storage | No | 10/16/2015 |
| 4 | Cobblestone Railroad Pumphouse | 0.01 | Historic | No | 10/2/2015 |
| 5 | Town Owned Section of Lehigh Valley Railroad | 39 | Trail | No | 10/2/2015 |
| 6 | Plastermill Road | 1 | Vacant | No | 10/2/2015 |
| 7 | Purchease from Ontario Pathways | 6 | Trail | No | 10/2/2015 |
| 8 | Vacant Land - Adjacent to Water Tank | 8.9 | Vacant | No | 10/1/2015 |
| 9 | Baker Hill Water Storage Tank | 1 | Utility | No | 10/2/2015 |
| 10 | Cobblestone Creek Water Storage Tank | 1 | Utility | No | 10/1/2015 |
| 11 | Hamptons Pump Station | 0.1 | Utility | No | 7/21/2022 |
| 12 | High Street Water Storage Tank | 0.7 | Utility | No | 10/1/2015 |
| 13 | Future Water Tower Site | 29 | Utility | No | 10/2/2015 |
| 14 | Water Pump Station Building | 0.04 | Utility | No | 7/21/2022 |
| 15 | Pump Station Anthony Drive | 0.03 | Utility | No | 10/2/2015 |
| 16 | Boughton Hill Water Storage Tank | 0.25 | Utility | No | 10/2/2015 |
| 17 | Springdale Subdivision | 23 | Subdivision | No | 10/1/2015 |
| 18 | Stoneleigh Subdivision | 7 | Subdivision | No | 10/2/2015 |
| 19 | Lehigh Crossing | 1 | Subdivision | No | 8/23/2022 |
| 20 | Hamptons | 27 | Subdivision | No | 10/1/2015 |
| 21 | Village on the Park | 40 | Subdivision | No | 10/2/2015 |
| 22 | Quail Ridge East | 4 | Subdivision | No | 10/2/2015 |
| 23 | Camden Hills | 14 | Subdivision | No | 10/2/2015 |
| 24 | Proximity Meadows Subdivision | 15 | Subdivision | No | 10/2/2015 |
| 25 | Scudder Mills | 2 | Subdivision | No | 10/2/2015 |
| 26 | Boca Park Estates | 11 | Subdivision | No | 10/2/2015 |
| 27 | Mary Francis Blue Bird Haven | 39 | Park | No | 10/2/2015 |
| 28 | Fishers Park | 94 | Park | No | 10/1/2015 |
| 29 | Lehigh Crossing Park | 57 | Park | No | 10/1/2015 |
| 30 | Village on the Park | 30 | Park | No | 10/2/2015 |
| 31 | Paparone Park | 16 | Park | No | 10/2/2022 |
| 32 | Dryer Road Park | 99 | Park | No | 10/1/2015 |
| 33 | Boughton Park | 329 | Park | No | 10/5/2015 |
| 34 | Park Cemetary | 0.3 | Cemetary | No | 10/1/2015 |
| | | | | | |
| 35 | Victor Town Courts - Rent | 1.8 | Office | Yes | 7/8/2022 |
| 36 | Victor Parks and Recreation - Rent | 3.25 | Office | Yes | 7/8/2022 |
| 37 | Victor Municiple Park - Village | 38.7 | Park | No | 10/2/2015 |

# Municipal Facility/Operation Assessment Form:

## Public Works/Highway Department & Parks Department Facilities

Inspections 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.

According to the current NYS SPDES MS4 General Permit for Stormwater Discharges (GP-0-15-003) Part VII.A.6.ii, covered entities, at a minimum frequency of once every three years, are required to perform and document a self-assessment of all municipal facilities and operations addressed by the SWMP.

| | |
|---|---|
| **Facility Name:** | |
| **Address:** | |
| **Completed by:** | |
| **Date:** | **Date of Previous Self-Assessment:** |
| **Weather Conditions:** | |

| **SWPPP** | **Yes** | **No** | **N/A** |
|---|---|---|---|
| Is there a completed SWPPP available for this facility? | | | |
| Does the facility have MS4s that discharge to any surface waters? | | | |
| **Comments:** | | | |

| **Good Housekeeping** | **Yes** | **No** | **N/A** |
|---|---|---|---|
| Are paved surfaces free of sediment and debris? | | | |
| Date the paved area was last swept or vacuumed. | | | |
| Do outdoor waste receptacles have covers? | | | |
| Are the waste receptacles emptied on a regular basis? | | | |
| Are there signs of leaks, contaminants or overfilling at the waste receptacle area? | | | |
| Are the following facility areas free of accumulated sediment, debris, contaminants and spills? | | | |
| Salt storage areas | | | |
| Container storage areas | | | |
| Maintenance areas | | | |
| Staging areas | | | |
| Material stockpile areas | | | |
| **Comments:** | | | |

| Vehicle and Equipment Areas | Yes | No | N/A |
|---|---|---|---|
| Are vehicles parked indoors or under a roof? | | | |
| Are vehicles/equipment washed in only designated areas? | | | |
| Are vehicles washed regularly to remove contamination and prevent them from polluting stormwater? | | | |
| Is all wash water treated in an oil water separator prior to discharge? | | | |
| Is all wash water captured and treated in a sanitary system? | | | |
| **Comments:** | | | |

| Vehicle/Equipment Maintenance | Yes | No | N/A |
|---|---|---|---|
| Is equipment stored under shelter or elevated and covered? | | | |
| Are fluids drained over a drip pan or pad? | | | |
| Are funnels or pumps used when transferring fluids? | | | |
| Are waste rags and used absorbent pads disposed of properly? | | | |
| Are any vehicles and/or equipment leaking fluids? | | | |
| Are drip pans immediately placed under leaks? | | | |
| 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)? | | | |
| **Comments:** | | | |

| Fueling Areas | Yes | No | N/A |
|---|---|---|---|
| Is fueling performed under a canopy or roof? | | | |
| Are spill cleanup materials available at the fueling area? | | | |
| Are breakaway valves used on fueling hoses? | | | |
| Is the fueling handle lock disconnected so the operator must attend the fueling? | | | |
| Is stormwater runoff from fueling area treated in an oil/water separator? | | | |
| Is the fueling automatic stop inspected regularly to ensure it is working properly? | | | |
| Are all fuel deliveries monitored? | | | |
| **Comments:** | | | |

| Salt Storage | Yes | No | N/A |
|---|---|---|---|
| Is salt stored in a salt storage building or under a roof? | | | |
| Are controls in place to minimize spills while adding or removing material from the pile? | | | |
| Are salt spills cleaned up promptly? | | | |

| | | | |
|---|---|---|---|
| Is overflow and tracked salt removed promptly from loading areas? | | | |
| Is stormwater draining away from the salt pile directed to a vegetated filter area? | | | |
| **Comments:** | | | |

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

| **Lead-Acid Batteries** | **Yes** | **No** | **N/A** |
|---|---|---|---|
| Are lead-acid batteries stored indoors on spill containment pallets or in bins? | | | |
| Are intact batteries stored on an acid resistant rack or tub? | | | |
| Are cracked or leaking batteries stored in labeled, closed leak-proof containers? | | | |
| Is the date each battery was placed into storage recorded? | | | |
| Are batteries stacked more than 5 high? | | | |
| Are batteries inspected regularly for leaks? | | | |
| Are acid neutralizing agents, such as baking soda, available in case of leaks? | | | |
| Are batteries stored longer than 6 months before recycling? | | | |
| Are lead cable ends left on the batteries to be recycled? | | | |
| **Comments:** | | | |

| **Spill Prevention and Control** | **Yes** | **No** | **N/A** |
|---|---|---|---|
| Are vehicles inspected daily for leaks? | | | |
| Is spill control equipment and absorbents readily available? | | | |
| Are emergency phone numbers posted in conspicuous areas? | | | |
| Are material safety data sheets (MSDS/SDS) readily available? | | | |
| Are spills contained and cleaned up immediately? | | | |

| Comments: |
|---|
| |

| General Material Storage Areas | Yes | No | N/A |
|---|---|---|---|
| Are leaking or damaged materials stored inside a building or another type of storm resistance shelter? | | | |
| 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? | | | |
| Are used fuel tanks and other scrap metal and parts drained of fluids and stored under cover? | | | |
| Are outdoor containers covered? | | | |
| Are piles of spoils, asphalt, debris, etc. stored under a roof or cover? | | | |
| Are spills of material or debris cleaned up promptly? | | | |
| Are used tire storage piles placed away from storm drains or conveyances? | | | |
| Are tires recycled frequently to keep the number of stored tires manageable? | | | |
| **Comments:** | | | |

| Stormwater Management | Yes | No | N/A |
|---|---|---|---|
| Are employees trained annually on the proper procedures, specific control measures and documentation requirements of stormwater management at the facility/operation? | | | |
| Is uncontaminated stormwater prevented from mixing with process areas? | | | |
| Are BMPs and treatment structures working as designed? | | | |
| Are BMPs and treatment structures free from debris buildup or overgrown vegetation that may impair function? | | | |
| Catch basins should be cleaned when the depth of sediment or debris reaches 50% of the sump depth. Based on this, do any catch basins need to be cleaned? | | | |
| Are berms, curbing or other methods used to divert and direct discharges adequate and in good condition? | | | |
| Are rooftop drains directed to areas away from pavement? | | | |
| **Comments:** | | | |

| Erosion and Sediment Controls | Yes | No | N/A |
|---|---|---|---|
| Are soil stabilization measures (e.g. seed and mulch, rolled erosion control products) considered in areas that have the potential for significant soil erosion? | | | |
| Are natural buffers maintained around surface waters? | | | |

| | | | |
|---|---|---|---|
| Are flow velocity dissipation devices in place at stormwater outfalls and channel outlets (rock riprap, stone check dams, concrete baffles)? | | | |
| Do controls conform to the NYS Standards and Specifications for Erosion and Sediment Control (2016), or equivalent? | | | |
| **Comments:** | | | |

| **Observation of Stormwater Discharges from the Site** | **Yes** | **No** | **N/A** |
|---|---|---|---|
| Is the discharge free of floating materials, visible oil sheen, discoloration, turbidity, odor, foam or any other signs of contamination? | | | |
| Is process water commingling with stormwater or entering storm drains? | | | |
| Were any illicit discharges observed during the inspection? Illicit discharges include wastewater, detergents, paint, de-icing materials (in excess of what is applied to control ice at the facility), oil, grease, antifreeze, garbage, chemicals, pesticides, and fertilizers. | | | |
| If illicit discharge(s) are discovered, describe below, and initiate procedures to eliminate the illicit discharge. | | | |
| **Comments:** | | | |

**Corrective Actions and Comment**

Describe Inspection findings and if necessary, the corrective actions taken.

**Inspector Signature:** **Date:**

Following completion of the Environmental Self-Assessment Checklist, a visual inspection of both indoor and outdoor operations areas should be conducted to document stormwater pollution prevention practices in place and to identify opportunities for improvement. The outdoor visual inspection should specifically address operations/activities that may contaminate stormwater runoff during rain/snowmelt events.

*May 2017*

# Municipal Facility Environmental Self Assessment: General

***Note: This form is for municipal buildings such as town/village hall, libraries, fire departments, senior/community centers. Self assessment for public works, highway department and parks/recreation facilities are to be conducted with the form developed for those facilities/operations.***

According to the NYS SPDES MS4 General Permit for Stormwater Discharges (GP-0-15-003) Part VII.A.6.ii, covered entities, at a minimum frequency of once every three years, are required to perform and document a self-assessment of all municipal operations addressed by the SWMP.

For each question check the appropriate box to determine if your facility is incorporating stormwater pollution prevention in daily operations. The completed checklist can be used to identify opportunities for improvement as well as to document stormwater pollution prevention practices in use.

| | |
|---|---|
| **Facility Name:** | |
| **Address:** | |
| **Completed by:** | |
| **Date:** | **Date of Previous Self-Assessment:** |

| **Good Housekeeping** | **Yes** | **No** | **N/A** |
|---|---|---|---|
| Outdoor work areas and storage areas are neat and tidy. | | | |
| Access roads and parking lots are inspected for excess dirt, debris, and oil drips and are cleaned as necessary. | | | |
| **Comments:** | | | |

| **General Practices** | **Yes** | **No** | **N/A** |
|---|---|---|---|
| A map of the property is available identifying the direction of stormwater flow and the location of storm drains. | | | |
| Parking areas are free of debris and stains of oil/automotive fluids. | | | |
| Storm drains are free of debris and stains of oil/automotive fluids. | | | |
| Nearby water bodies (streams, ponds, etc.) and drainage ditches are free of trash, oily sheen, foam, etc. that may be coming from the facility. | | | |
| Materials found in nearby waterbodies and drainage ditches are cleaned up. | | | |
| **Comments:** | | | |

| **Landscape Maintenance** | **Yes** | **No** | **N/A** |
|---|---|---|---|
| Landscape waste and materials (i.e., grass clippings, compost, mulch) are stored in a covered, bermed, or contained area. | | | |
| Piles of mulch, compost, or yard waste are not kept next to streams, channels, or storm drain inlets. | | | |
| Grass clippings are left on the grass after mowing. | | | |
| Clippings and debris are swept off sidewalks/pavement after mowing. | | | |
| No pesticides/herbicides are sprayed near surface waters, creeks, ditches, or storm drains. | | | |
| Spot spraying is performed for weed and insect control (broadcast spraying is avoided). | | | |

| Comments: |
|---|
| |

| Building Maintenance | Yes | No | N/A |
|---|---|---|---|
| Surface or pressure washing wastewater is directed to nearby landscaping or is allowed to evaporate if no chemicals or detergents are used and only ambient dirt is being cleaned. | | | |
| Wastewater is sent to the sanitary sewer system when chemicals or soap are being used or if materials other than ambient dirt are being cleaned from the pavement. | | | |
| Dry clean-up methods are used before pressure washing is performed (including using absorbents to clean up spills, sweeping, vacuuming, and scraping off dried debris) and debris is disposed of properly. | | | |
| **Comments:** | | | |

| Material Storage | Yes | No | N/A |
|---|---|---|---|
| Materials that are potential stormwater contaminants are stored under cover or in appropriately sized secondary containment. | | | |
| Materials are not loaded or unloaded near storm drain inlets or drainage ditches or over unpaved surfaces unless drains are protected. | | | |
| Unused materials are kept in original containers which are labeled to identify contents. | | | |
| Materials are not stored next to waterbodies (streams, drainage channels, etc.). | | | |
| Sand is stored under cover or in bermed location. | | | |
| Salt is stored under cover. | | | |
| 55-gallon drums, bulk storage tanks, or other containers stored outside are specifically designed for outdoor storage. | | | |
| **Comments:** | | | |

| Equipment Storage | Yes | No | N/A |
|---|---|---|---|
| Equipment is stored under cover when possible. | | | |
| Equipment is inspected regularly for spills and leaks due to operator error or equipment failure. | | | |
| Any spills and leaks from equipment are cleaned up promptly. | | | |
| Preventative maintenance is routinely performed on equipment to prevent leaks. | | | |
| **Comments:** | | | |

| Vehicle and Equipment Fueling | Yes | No | N/A |
|---|---|---|---|
| Signs are present at fueling stations that prohibit “topping off” and describe spill procedures. | | | |
| Drips and leaks are spot cleaned promptly and absorbent is collected and disposed of properly. | | | |
| Fueling equipment/tanks are properly maintained and labeled (i.e., overflow protection devices, automatic shut- off valves, etc.) | | | |

| Comments: |
|---|
| |

| Vehicle and Equipment Maintenance | Yes | No | N/A |
|---|---|---|---|
| Vehicle maintenance activities are conducted in specified area not exposed to stormwater. | | | |
| If vehicle/equipment maintenance is performed outside drip pans are placed under places where spills can occur (i.e., hose connections, filler nozzles, etc.) | | | |
| Leaking vehicles are reported to fleet maintenance. | | | |
| **Comments:** | | | |

| Vehicle and Equipment Washing | Yes | No | N/A |
|---|---|---|---|
| Washwater is directed to nearby landscaping or is allowed to evaporate if no chemicals or detergents are used and only ambient dirt is being cleaned. | | | |
| Washwater is sent to the sanitary sewer system when chemicals or soap are being used or if materials other than ambient dirt are being cleaned from the pavement. | | | |
| **Comments:** | | | |

| Loading Docks | Yes | No | N/A |
|---|---|---|---|
| Exposure of materials to precipitation or snowmelt is limited while doing loading or unloading. | | | |
| Spills or leaks that occur when loading or unloading are cleaned up promptly. | | | |
| **Comments:** | | | |

| Waste Management | Yes | No | N/A |
|---|---|---|---|
| Waste is properly disposed of. | | | |
| Dumpsters or outdoor trash containers are covered at all times unless in use. | | | |
| **Comments:** | | | |

| Hazardous Waste Management | Yes | No | N/A |
|---|---|---|---|
| Hazardous materials are properly labeled to identify material. | | | |
| Hazardous materials are stored to prevent exposure to stormwater runoff. | | | |

**Comments:**

| Spill Cleanup and Prevention | Yes | No | N/A |
|---|---|---|---|
| The facility has a spill response plan that is readily accessible. | | | |
| Fueling stations/islands have spill kits with absorbents immediately accessible. | | | |

| | | | |
|---|---|---|---|
| Spill kits are complete and restocked. | | | |
| Spills are cleaned up promptly. | | | |
| All employees know where spill kits are located. | | | |
| Employees are trained in proper spill containment and cleanup. | | | |
| **Comments:** | | | |

**Following completion of the Environmental Self-Assessment Checklist, a visual inspection of both indoor and outdoor operations areas should be conducted to document stormwater pollution prevention practices in place and to identify opportunities for improvement. The outdoor visual inspection should specifically address operations/activities that may contaminate stormwater runoff during rain/snowmelt events.**

**Comments/Action Items**

**Signature:** **Date:**

Following completion of the Environmental Self-Assessment Checklist, a visual inspection of both indoor and outdoor operations areas should be conducted to document stormwater pollution prevention practices in place and to identify opportunities for improvement. The outdoor visual inspection should specifically address operations/activities that may contaminate stormwater runoff during rain/snowmelt events.

*July 2021*

INTERMUNICIPAL AGREEMENT

REGARDING COOPERATION TO COMPLY WITH THE
FEDERAL PHASE II STORMWATER REGULATION IN
ONTARIO AND WAYNE COUNTIES

An INTERMUNICIPAL AGREEMENT among the Ontario-Wayne Counties Stormwater Coalition members of the Towns of FARMINGTON, 1000 County Road 8, Farmington, New York 14425, MACEDON, 32 Main Street, Macedon, New York 14502, ONTARIO, 1850 Ridge Road, Ontario, New York 14519, VICTOR, 85 East Main Street, Victor, New York 14564, WALWORTH, 3600 Lorraine Drive, Walworth, New York 14568, hereinafter referred to as "Towns", the Coalition members of the Village of VICTOR, 60 East Main Street, Victor, New York 14564, hereinafter referred to as "Village"; ONTARIO COUNTY on behalf of its Department of Public Works with offices at 2962 County Road 48, Canandaigua, New York 14424; and WAYNE COUNTY on behalf of its Highway Department with offices at 7227 Route 31, Lyons, New York 14489, as authorized by Article 5-G of the General Municipal Law.

WHEREAS, the Phase II federal stormwater regulations require that regulated municipal separate storm sewer system operators comply with the SPDES General Permit for Stormwater Discharges (latest version) issued by the New York State Department of Environmental Conservation; and

WHEREAS, the Phase II federal stormwater regulations require that for each regulated municipal separate storm sewer system the municipality must prepare and implement a stormwater management program that includes six minimum control measures; and

WHEREAS, the municipalities recognize that, because watersheds and separate storm sewer systems cross municipal and county boundaries and because there are opportunities to save money and resources by working collaboratively, the municipalities should work cooperatively to comply with the requirements of the Phase II federal stormwater regulations; and

WHEREAS, the Ontario-Wayne Stormwater Coalition started holding meetings beginning in 2004 to identify and analyze options for pooling resources to meet the requirements of the Phase II Federal Stormwater Regulations, and;

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto mutually agree as follows:

1. The term of this agreement shall be from February 1, 2023 through January 31, 2028. At such time, this agreement may be renewed, amended, or terminated. Any party may withdraw from this agreement upon 60 days written notice to the other parties with or without cause.

2. The work of the Ontario-Wayne Stormwater Coalition shall be to work collaboratively to:
a. Comply with the latest Phase II Federal Stormwater Regulations and permit conditions placed on municipal separate storm sewer system operators and any future permit guidelines;

b. Protect and/or improve the water quality of local water ways in accordance with State, County, and local water quality planning documents and policies
c. Facilitate the use of existing or future resources, organizations, and programs for the provision of the services necessary to comply with the Phase II regulations
d. Research and implement an appropriate funding mechanism to meet the financial needs resulting from compliance with the Phase II Federal Stormwater Regulations
e. Report annually to the Ontario County Board of Supervisors, Ontario County Water Resources Council, Wayne County Board of Supervisors, and Wayne County Water Quality Coordinating Committee on the Coalition's progress with compliance and funding issues.

3. Each Coalition member (Municipality or Agency) will pay an annual membership fee to the Coalition to fund the implementation of compliance activities, which are part of each Coalition member's stormwater management plan. This fee will be determined annually by the Stormwater Coalition and approved by the full membership of the Stormwater Coalition. The fee schedule is included in Appendix 'A'.

4. Each Coalition member will designate an official representative to serve on the Stormwater Coalition. The designee shall be responsible to attend and participate in bimonthly meetings of the Coalition and the task groups created to facilitate compliance with different aspects of the regulations, and to transmit stormwater policy issues to his or her Coalition member. The designee shall also be responsible to obtain opinions on stormwater policy issues from the Coalition member and to share such opinions with the Stormwater Coalition membership. Every Coalition member entitled to vote or attend a meeting of the Stormwater Coalition may authorize another person to act by signed proxy.

5. The officers of the Stormwater Coalition shall be the Chair and Vice-Chair. The officers shall be elected to two-year terms by a majority of the members present at a regularly scheduled meeting. The duties and responsibilities of the Chair shall be to preside at meetings of the Coalition, and function as the official spokesperson for the Coalition. The Vice-Chair shall assist the Chair and subsequently assume the Chair position for a two-year term.

6. Membership fees, which are outlined in Appendix A, should be paid to the Ontario County Soil and Water Conservation District by the date established by the Coalition. If payment is not received within 30 days of this date (Feb 1), then membership will be revoked unless the Coalition has agreed to other payment arrangements.

7. Stormwater Coalition decisions and recommendations are generally made by consensus. Consensus is defined as all members of the Coalition being able to support the decision or recommendation.

When the Coalition cannot reach consensus, voting will be used for decision-making. Each Coalition member (municipality or agency), that has paid its Coalition membership fee in-full, shall have one vote. All decisions requiring voting shall be made by the majority of the members (or their officially designated alternates) present at a regularly scheduled meeting. In the case of a tie vote, the Chair shall cast the tie-breaking vote.

8. Staff from the local, regional, and state agencies may provide staffing services to the Ontario-Wayne Stormwater Coalition. This will include coordination of the Coalition, the task groups, management of Coalition projects, applying for grant funding, and coordination of awarded grants. The Coalition or its designated service provider may, with the approval of the Coalition, also manage the implementation of the membership fee and develop a template for the annual reports that must be submitted by each regulated Coalition member. The Ontario- Wayne Stormwater Coalition shall not be the employer of such staff.

9. This Agreement may be modified or amended only in writing duly executed by all parties, which shall be attached to and become a part of this Agreement.

10. Each party shall defend, indemnify and hold harmless the other, its officers, agents and assigns for all liability arising out of its activities under this Agreement. The obligations of this paragraph shall survive the expiration or termination of the Intermunicipal Agreement, whether occasioned by this Intermunicipal Agreement's expiration or earlier termination.

11. This Agreement constitutes the entire Agreement between the parties and supersedes any and all prior Agreements between the parties hereto for the services herein to be provided. The Agreement shall be governed by and construed in accordance with the laws of New York State without regard or reference to its conflict of laws and principles.

12. Each Coalition Member shall be solely responsible and liable for its own activities under this Agreement, for obtaining its permit coverage under the SPDES General Permit for Stormwater Discharges from MS4s (current permit) and for the preparation, implementation, operation and maintenance of its own stormwater management program including, but not limited to, the required minimum control measures.

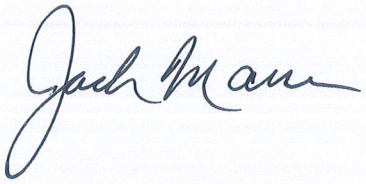
Signatories

Town of FARMINGTON Supervisor:
Date:

Town of MACEDON Supervisor:
Date:

Town of ONTARIO Supervisor:
Date:

Town of VICTOR Supervisor:
Date: 12/2/2022



Town of WALWORTH Supervisor:
Date:

Village of VICTOR Mayor:
Date:

ONTARIO COUNTY, on behalf of its Department of Public Works
Title:

Signature:

Date:

WAYNE COUNTY, on behalf of its Highway Department
Title:

Signature:

Date:

APPENDIX A

Ontario-Wayne Stormwater Coalition

2023-2028 Membership Fee
Schedule:

| Type of Coalition Member | Membership Fee | |
|---|---|---|
| • MS4 Towns<br>• Ontario County Highway Department<br>• Wayne County Highway Department | $5,000.00 | |
| MS4 Villages and Non Traditional MS4's to include School Districts | $2,500.00 | |
| | | |
| | | |

# AGREEMENT FOR SERVICES

BY AND BETWEEN
THE TOWN OF VICTOR
AND
THE ONTARIO COUNTY SOIL & WATER CONSERVATION DISTRICT

# AGREEMENT FOR SERVICES

**THIS AGREEMENT**, made this_____ day of_____, 2019, by and between the Town of Victor, hereinafter called the Town, and the Ontario County Soil and Water Conservation District, hereinafter called the District.

**WITNESSETH THAT:**

**WHEREAS**, the Town desires to contract with the District for the provision of professional services to review stormwater management plans for certain residential or commercial development, and monitor the implementation of erosion and sediment control measures in accordance with such plans as approved by the Town; and

**WHEREAS**, the District is willing to provide such professional services;

**NOW THEREFORE**, in consideration of the premises and of the several promises to be faithfully performed by the parties as hereinafter set forth, the parties to this Agreement do hereby agree as follows:

1. The Town agrees to retain the District for the provision of professional services rendered in connection with the review of, the planning for, and monitoring the implementation of, erosion and sediment control measures on an as needed basis to be determined by the Town. The provision of services will be at the rate of **fifty dollars ($50.00) per hour**, unless otherwise negotiated and agreed upon by both parties to this Agreement.

2. Both parties agree that billable time for professional services will include time spent by the District's technical staff on necessary activities. Such activities will include plan review, and site inspections, one-way travel between office and site, the keeping of records, and the writing of reports for the purpose of documenting activities. Both parties agree that from time to time it may be necessary for the Town to direct that the District monitor an area of special interest and/or add emphasis to a particular proposal or site.

3. The District agrees to provide reports detailing activities performed, and submit requests for reimbursement of those expenses incurred on a monthly basis, indicating the dates of such services, the billable time spent by the professional(s) on each date, name of the professional providing the services, and the type of service provided.

4. The District agrees to take reasonable and necessary action to fulfill its responsibilities as defined by this Agreement and that no additional compensation will be sought by the District nor paid by the Town for incidental out of pocket expenses, nor routine office expenses and administrative costs.

5. The Town will pay each bill, subject to approval, within forty-five (45) days of its receipt.

6. In the event that the District, in the course of work, observes any activity by a project developer, or any agent of the developer, which is contrary to approved plans, or observes that the same has failed to implement any portion of a plan or structure according to schedule or sequence, it shall immediately notify the Town's Stormwater Management Officer. Enforcement issues shall be the sole responsibility of the Town.

7. The Town will indemnify and hold harmless the District, its officers and employees, from any and all claims or causes of action arising from the Town's direction, management or control (or lack thereof) of erosion and sediment control activities. In addition, the Town shall indemnify and hold harmless the District, its officers and employees, from any act and all claims or causes of action arising from acts of omission or commission by the Town. Such indemnification shall include, but not be limited to, attorney's fees necessarily incurred in defending against any action for which the Town has agreed to provide indemnification.

8. The District will indemnify and hold harmless the Town, its officers and employees, from any and all claims or causes of action arising from the District's direction, management or control (or lack thereof) of erosion and sediment control activities. In addition, the District shall indemnify and hold harmless the Town, its officers and employees, from any act and all claims or causes of action arising from acts of omission or commission by the District. Such indemnification shall include, but not be limited to, attorney's fees necessarily incurred in defending against any action for which the District has agreed to provide indemnification.

9. The Town and the District agree that either party may terminate this Agreement in whole or in part if either party determines that the other party has failed to comply with any of the conditions of this Agreement, and either party is to promptly notify the other party in writing of the determination, reasons for termination, and the effective date.

10. The term of this Agreement will be considered to be from the date of its enactment as written in the very first paragraph above, and will expire on **December 31, 2022** unless it is renewed by written agreement between the parties hereto.

11. The Town and the District agree that this Agreement may be modified in writing at any time upon the mutual consent of the parties hereto.

**IN WITNESS THEREOF**, The Town and the District have executed this Agreement.

**FOR THE TOWN OF Victor:**

By: David N. Condon

Title: Deputy Supervisor

Date: 12/26/19

**FOR THE ONTARIO COUNTY SWCD:**

By: Megan Webster

Title: District Manager

Date: 1/6/2020

## List of Subdivision Roads that are in the Area that Discharges to Great Brook

- Cranberry Pond Trail

- New Seabury Lane
- Falmouth Lane
- Dennisport Lane

- Turner Drive

- Wildwood Lane

- Wellington Drive
- Chapelhill Drive

- Silverton Glenn
- Wyndham
- Ashwood Lane

- Poximity Lane
- Citation Way
- Alydar Circle

- Bradhurst Street
- Grayson Drive

- Sagamore Way
- Fenwick Lane
- Latchmere Drive
- Weymouth Court

- Esjay Drive

- Taylor Rise
- Dorsett Trail

- St Johns Parkway

**2022-2023 Town of Victor SENSIBLE SALTING AREAS**

1. Gypsum Mills
2. Kensington Court
3. Canterbury Trail
4. Song Hill Lane
5. Springdale Court
6. Wildwood Lane
7. Falcons Point
8. Hidden Brook
9. Whispering Hills
10. Rolling Meadows
11. Sachem Trail
12. Canning Parkway
13. Rae Boulevard
14. Sunray Crest
15. Fieldcrest Lane
16. Scudder Mills
17. Highland Green – **no salt in turnaround**
18. Trillium Trail
19. Mill Street
20. Bramwell Park
21. Saurer Farms Drive
22. Bradhurst Street
23. Grayson Drive
24. Esjay Drive
25. Yale Court
26. Royce Circle
27. Warters Cove
28. Wiley Estates (Fox Hunt, Morgan Circle, Pelham Rise and Hackney Circle)
29. Beaumont Way
30. Claremont Court
31. Channing Court

# Third-Party Contractor Agreement

## Regarding Cooperation to Comply with the New York State Department of Environmental Conservation SPDES General Permit For Stormwater Discharges From Municipal Separate Storm Sewer Systems (MS4s) GP-0-15-003

### Third-Party Contractor Information:

Company Name: _____

Company Representative: _____

Address: _____

Phone Number: _____

Email: _____

### Identify the activities that the entity will be responsible for including the particular Minimum Control Measure (MCM), the location and type of work:

_____

_____

_____

_____

_____

_____

_____

### Certification Statement:

"I certify under penalty of law that I understand and agree to comply with the terms and conditions of the Town of Victor's stormwater management program and agree to implement any corrective actions identified by the Town of Victor or a representative. I also understand that the Town of Victor must comply with the terms and conditions of the New York State Pollutant Discharge Elimination System ("SPDES") General Permit for Stormwater Discharges from the Municipal Separate Storm Sewer Systems ("MS4 GP") and that it is unlawful for any person to directly or indirectly cause or contribute to a violation of water quality standards. Further, I understand that any non-compliance by the Town of Victor will not diminish, eliminate, or lessen my own liability."

Your signature below will constitute acknowledgement and acceptance of this agreement.

_____ _____

Town of Victor Representative Third-Party Contractor Representative

_____ _____

Date Date

## Appendix D: Town of Victor Standard Operating Procedures

- **Public Review and Comment for Draft MS4 Annual Report**
- **Handling Resident Complaints**
- **Outfall Inspections**
- **Illicit Discharge Detection Elimination**
- **Construction Site Inspection and SWPPP Enforcement**
- **Maintenance Policy for Stormwater Facilities Bothe In the Drainage Improvement Area and Out**
- **Catch Basin Inspection and Cleaning**
- **Spill Response and Cleanup Procedures**

# Public Review and Comment for MS4 Draft Annual Report

Scope: The NYS DEC mandates that MS4 communities make the Draft MS4 Annual Report available for public comment prior to finalizing the report. It is also required that MS4 Communities review and respond to comments.

Application: This requirement applies to all MS4 Communities, including the Town of Victor.

Procedure: The Town of Victor completes the Draft MS4 Annual Report annually by April 15th. The Draft MS4 Annual Report is then put on the Town Website for review and public comment until June 1. On the Town of Victor website residents are directed to email comments to kmaynard@town-victor-ny.us. A hard copy of the Draft MS4 Annual Report is posted at the Victor Farmington Library, the Town of Victor Highway Department and the Town of Victor Planning and Building Department counter with a cover page that also directs comments to kmaynard@town-victor-ny.us also until June 1.

If comments are received, they are reviewed and answered. If a change in policy is needed the Town of Victor SWMP will be updated.

Any correspondence and potential resolution to the comment is included in the Final MS4 Annual Report.

The Final MS4 Annual Report is then compiled with reports from other members of the Ontario Wayne Stormwater Coalition and submitted to the NYS DEC.

# Handling Resident Complaints

Scope: Many concerns and complaints concerning drainage, are first initiated and subsequently followed up through contact with the resident. This contact is usually by phone, but occasionally, also by other means. To provide good customer service and follow-up on these service requests, questions, concerns and complaints, it is important that this procedure be followed.

Application: This procedure shall immediately apply to the receipt of any and all drainage requests, questions, concerns and complaints by any means of contact including phone, e-mail, in-person, or other means.

Procedure: Step 1:
Every contact for a drainage concern, question, or complaint shall have the following information entered immediately upon receipt into the Operation Log database:

1. Caller name
2. Call back #
3. Address of caller
4. Address of concern
5. Nature of concern

Step 2:
All messages taken shall be routed to the Stormwater Program Manager. In the event of the Stormwater Program Manager being absent the Project Coordinator will assign the message to Code Enforcement.

Step 3:
Contact should be made with the resident. A site visit may be necessary.

Step 4:
Once the drainage request, question, concern, or complaint has a resolution, information related to the interaction and resolution should be filed and logged into the MS4 Annual Report Tracker.

# Outfall Inspections

Scope: Outfalls from an engineered storm drain system can be in the form of pipes or ditches. It is important to inspect and document water quality from these outfalls under both dry weather and wet weather conditions.

Application: The procedure is applicable to all pond, ditch, and swale outfalls in the Town of Victor outfall inventory.

Procedure: Step 1:
All pond, ditch, and swale outfalls in the Town of Victor outfall inventory must be dry weather inspected once every five years. These inspections are completed by Town Staff. During these dry weather inspections, the stormwater facility associated with the outfall if applicable is also inspected to determine maintenance concerns if applicable.

Step 2:
If Town Staff has a water quality concern during the dry weather inspection the outfall would then have to be wet weather inspected. This wet weather sampling would be done by the Town's engineering consultant if necessary.

Step 3:
All photos and outfall inspection forms are filed in the Stormwater Program Manager's Office.

Step 4:
Any stormwater facility maintenance concerns that are identified during inspection are reported to the Stormwater Program Manager and later prioritized for repair if located in the Town of Victor DIA. If located outside of the DIA the property owner is notified.

# Illicit Discharge Detection and Elimination

Scope: Illicit discharges may enter the engineered storm drain system through direct or indirect connections, such as: cross-connections of sewer services to engineered storm drain systems; leaking septic systems; intentional discharge of pollutants to catch basins; combined sewer overflows; connected floor drains; and sump pumps connected to the system (under some circumstances).

Application: The procedure applies to any illicit discharge that is brought to the attention of the Town of Victor.

Procedure: Step 1:
Illicit discharges are identified through outfall inspection, catch basin inspection, or resident/employee report.

Step 2:
The source of the illicit discharge needs to be identified. This is accomplished by looking upstream and using storm sewer shed maps, visual inspection, camera inspection, and dye testing.

Step 3:
Once the source is identified the property owner is notified. If necessary, the DEC is notified. The property owner is notified in writing to stop the discharge immediately. The Stormwater Program Manager works closely with the property owner to ensure that the illicit discharge stops.

Step 4:
If necessary Town of Victor Code Enforcement way issue a Notice of Violation under Town Code Chapter 175 - Article I. Illicit Discharges and Connections. Also see Town Code Chapter 175 - I -13 for Enforcement: penalties for offenses. In the Town of Victor, the Code Enforcement Officer and Stormwater Program Manager are responsible for provision under this SOP.

Step 5:
All documentation regarding the illicit discharge and its elimination is sent to the Stormwater Program Manager to be logged into the MS4 Annual Report spreadsheet.

# Construction Site Inspection and SWPPP Enforcement

Scope: Construction sites that lack adequate stormwater controls can contribute a significant amount of sediment to nearby bodies of water. The New York State Department of Environmental Conservation SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s), Permit No. GP-0-15-003 requires that permittees develop, implement, and enforce a program to "reduce pollutants in any storm water runoff to the MS4" from construction activities of a certain size.

Application: This procedure applies to any construction site in the Town of Victor that has greater than one acre of soil disturbance.

Procedure: Step 1:
Construction sites with one acre or more of soil disturbance in the Town of Victor are inspected at least once every thirty days. Active sites with an open Letter of Credit are inspected by a third-party contractor either weekly or monthly depending on the level of activity on the site. All other construction sites with active disturbance are inspected by Town Staff on a monthly basis. If a site is temporarily shutdown and all soil is stabilized, it may be put in a "temporary shutdown" and inspected annually until soil is disturbed.

Step 2:
If any deficiencies on the site are identified through SWPPP inspection reports the deficiencies are logged on the Stormwater Program Manager's database. If a site has the same deficiencies three weeks in a row for sites inspected weekly or two months in a row for sites inspected monthly a "friendly email" is sent to the site owner. In the email the owner is given a deadline of seven days from the email date to address the concerns.

Step 3:
If the concerns have not been addressed by the deadline a Notice of Violation or Stop Work Order may be issued under Town of Victor's Town Code Chapter 211-54. Depending on the situation Building Permits and Certificates of Occupancy may also be held.

Step 4:
In the Notice of Violation, a deadline is given to address the concerns. If the concerns have not been addressed by the deadline an Appearance Ticket will be issued.

# Maintenance Policy for Stormwater Facilities

Scope: Regular inspection and maintenance are important to prevent premature failure of Stormwater Facilities. To ensure proper operation, stormwater facility outfalls should be inspected. Potential problems to investigate include erosion within the basin and banks, damage to the emergency spillway, tree growth on the embankment, sediment accumulation around the outlet and the emergence of invasive species. Should any of these problems be encountered, maintenance will need to be completed.

Application: These procedures apply to Stormwater Facilities within the Town of Victor. The first procedure applies to Stormwater Facilities in the Town of Victor Drainage Improvement Area. The second procedure applies to Stormwater Facilities not in the Town of Victor Drainage Improvement Area.

Maintenance procedure for Stormwater Facilities in the Town of Victor Drainage Improvement Area:

Step 1:
All Stormwater Facilities in the Town of Victor Drainage Improvement Area are inspected every five years by Town Staff. The Town of Victor Operation and Maintenance Inspection Report Form is used at each inspection. The inspection reports are kept in the Stormwater Program Manager's Office.

Step 2:
Any concerns identified in the stormwater facility inspection reports are prioritized and put on a list to be corrected as soon as possible.

Step 3:
The Stormwater Program Manager works with the Highway Superintendent to schedule the stormwater facility maintenance based on the priority list.

Step 4:
Owners of the stormwater facility are notified of maintenance activities at least one week prior to the work starting.

Step 5:
All pictures and stormwater maintenance records are kept in the Stormwater Program Manager's Office after the work has been completed.

# Maintenance Policy for Stormwater Facilities

Maintenance procedure for Stormwater Facilities **not** in the Town of Victor Drainage Improvement Area:

Step 1:
Every three years letters are sent to property owners that have a stormwater facility on their property that is not in the Town of Victor Drainage Improvement Area. These letters notify the property owners that they are required to have a Licensed Engineer complete an inspection of their stormwater facility based on Chapter 211 of the Zoning Code, Article V Stormwater Control.

Step 2:
The engineer inspection report for the stormwater facility must be sent to the Town of Victor Stormwater Program Manager. Any concerns identified in the inspection must be corrected by the property owner as soon as possible.

Step 3:
If the stormwater facility inspection is not completed or any maintenance concerns are not addressed, a Notice of Violation may be issued under Town of Victor's Town Code Chapter 211-54.

Step 4:
In the Notice of Violation, a deadline is given to address the concerns. If the concerns have not been addressed by the deadline an Appearance Ticket will be issued.

# Catch Basin Inspection and Cleaning

Scope: Catch basins help minimize flooding and protect water quality by removing trash, sediment, decaying debris, and other solids from stormwater runoff. These materials are retained in a sump below the invert of the outlet pipe. Catch basin cleaning reduces foul odors, prevents clogs in the storm drain system, and reduces the loading of suspended solids, nutrients, and bacteria to receiving waters. During regular cleaning and inspection procedures, data can be gathered related to the condition of the physical basin structure; its frame and grate, and the quality of stormwater conveyed by the structure.

Application: The procedure applies to all municipally owned catch basins in the Town of Victor. Catch basins in the Town of Victor that have been labeled "priority catch basins for inspection and cleaning" are cleaned and inspected more often. A list of these priority catch basins is included on the next page.

Procedure: Step 1:
Catch basin inspection cleaning procedures should address both the grate opening and the basin's sump. Document any and all observations about the condition of the catch basin structure, condition of the grate, condition of pipe inverts in the catch basin, and water quality on the inspection form on GIS via the Highway iPad. Procedures for using the Highway iPad are kept in the Highway Superintendents Office.

Step 2:
The Town of Victor catch basin inspection schedule is based on the following years road maintenance schedule. Catch basins on any Town of Victor roads that are scheduled for chip sealing, micro paving, or paving the following year are inspected. Based on this schedule catch basins in one section of the Town are inspected each year. In addition to that, priority catch basins are inspected more often (a list or priority catch basins is on the next page). Catch basins concerns related to resident concerns or storm events are also inspected.

Step 3:
Catch Basin repair and cleaning reports can be generated from the GIS system.

Step 4:
Highway Department staff periodically clean catch basins based on the GIS reports generated from the catch basin inspections. Catch basin cleanings are currently disposed of at the at the Town of Victor gravel pit.

If hazardous pollutants are suspected, the cleanings are taken to the landfill for proper disposal.

Step 5:
Highway Department staff also periodically completes repairs to the catch basins, grates, and pipe inverts based on GIS reports from the catch basin inspections.

Step 6:
All inspection, cleaning, and repair records for the Town of Victor are kept at the Highway Garage, in the Stormwater Program Manager's Office, and on the GIS System.

**Town of Victor Priority Catch Basins for Inspection and Cleaning**

- Catch basin at the corner of High St/Eleanor Rd
- Omnitech Pl catch basin to the east of Glacier Hill Rd
- Catch basin at the corner of NYS Rt 444/Silverton Glenn
- Surrey Ln catch basins
- Whistle Stop catch basins
- Cranberry Pond Trail catch basins
- Rabbit Ear Pass catch basins (on the hill)

# Spill Response and Cleanup Procedures

Scope: Municipalities are responsible for any contaminant spill or release that occurs on property they own or operate. Particular areas of concern include any facilities that use or store chemicals, fuel oil or hazardous waste, including schools, garages, DPW/DOT yards, and landfills. Implementation of proper spill response and cleanup procedures can help to mitigate the effects of a contaminant release.

Application: The procedure applies to any spill on Town of Victor property or caused by Town of Victor equipment or Staff.

Procedure: Step 1:
Notify the Highway Superintendent, Deputy Highway Superintendent or Stormwater Program Manager of the spill.

Step 2:
Assess the site for safety hazards. If the site is safe to enter with proper PPE, decide if the spill can be contained safely with one of the Town spill kits. They are located by the fuel pumps and in the Transfer Station Building.

Step 3:
If it is safe to do so, protect all drains and clean up the spill.

Step 4:
**Region 8 DEC Spill Response Unit must be contacted (585-226-5433) if a hazardous waste spill is detected. All petroleum spills that occur within New York State must be reported to the NYS Spill Hotline (1-800-457-7362) within 2 hours of discovery except spills which meet all of the following criteria:**

1. The quantity is known to be less than 5 gallons.
2. The spill is contained and under the control of the spiller.
3. The spill has not and will not reach the state's water or any land.
4. The spill is cleaned up within 2 hours of discovery.

Step 5:
All pictures and documentation of the spill should be sent to the Stormwater Program Manager. These documents will be kept in the Stormwater Program Manager's Office.