



**CITY OF BINGHAMTON  
STORMWATER MANAGEMENT  
PROGRAM  
PLAN  
REVISED 2/27/15**

**THE CITY OF BINGHAMTON IS A MEMBER OF THE  
BROOME-TIOGA STORMWATER COALITION**



[www.broometiogastormwater.com](http://www.broometiogastormwater.com)

# TABLE OF CONTENTS

<b>Introduction .....</b>	<b>3</b>
<b>Minimum Control Measure 1: Public Education and Outreach on Stormwater Impacts.....</b>	<b>4</b>
1. Description of Minimum Measure.....	4
2. General Permit Requirements .....	4
3. Methodology for Compliance with Permit Requirements .....	5
4. Goals .....	5
5. Minimum Required Reporting.....	5
<b>Minimum Control Measure 2: Public Involvement / Participation .....</b>	<b>6</b>
1. Description of Minimum Measure.....	6
2. General Permit Requirements .....	6
3. Methodology for Compliance with Permit Requirements .....	6
4. Goals .....	7
5. Minimum Required Reporting.....	7
<b>Minimum Control Measure 3: Illicit Discharge Detection and Elimination .....</b>	<b>8</b>
1. Description of Minimum Measure.....	8
2. General Permit Requirements .....	8
3. Methodology for Compliance with Permit Requirements .....	8
4. Goals .....	9
5. Minimum Required Reporting.....	10
<b>Minimum Control Measure 4: Construction Stormwater Management .....</b>	<b>11</b>
1. Description of Minimum Control Measure .....	11
2. General Permit Requirements .....	11
3. Methodology for Compliance with Permit Requirements:.....	13
4. Goals .....	14
5. Minimum Required Reporting.....	15
<b>Minimum Control Measure 5: Post-Construction Stormwater Management .....</b>	<b>16</b>
1. Description of Minimum Control Measure .....	16
2. General Permit Requirements .....	16
3. Methodology for Compliance with Permit Requirements .....	17
4. Goals.....	17
5. Minimum Required Reporting.....	18
<b>Minimum Control Measure 6: Pollution Prevention and Good Housekeeping ....</b>	<b>19</b>
1. Description of Minimum Control Measure .....	19
2. General Permit Requirements.....	19
3. Methodology for Compliance with Permit Requirements .....	19
4. Goals.....	20
5. Minimum Required Reporting.....	<b>Error! Bookmark not defined.</b>
<b>STORMWATER MANAGEMENT PROGRAM PLAN: Implementation Schedule ....</b>	<b>26</b>
<b>Appendix A: Intermunicipal Agreements .....</b>	<b>32</b>

## **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 (GP-0-08-002) for a Traditional Non-Land Use Control. The purpose of this plan is to maintain or improve water quality. The City of Binghamton MS4 is a member of the Broome-Tioga Stormwater Coalition (BTSC). The BTSC exists by way of an inter-municipal agreement enacted through municipal resolution by each of the 15 participating members.

Part IV.A (“Stormwater Management Program Requirements, SWMP Background”) of GP-0-08-002 states:

“Permittees must develop, implement, 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 [Environmental Conservation Law] and the [Clean Water Act]. Permittees must, by March 9, 2009 (or at the time of a Department audit of the SWMP), prepare a SWMP plan documenting their SWMP.”

This SWMP 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 GP-0-08-002. Responsibilities to achieve and sustain compliance are clearly defined for each BMP. Some responsibilities are covered through the collective efforts of the Broome-Tioga Stormwater Coalition (BTSC) members. The remaining work is conducted by the City of Binghamton’s Stormwater Official Contact.

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 GP-0-10-002, as well as to account for progress made.

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

## **1. Description of Minimum Measure**

The Public Education and Outreach MCM consists of BMPs that focus on the development of educational materials, demonstration activities and training sessions designed to inform the public about the impacts that stormwater discharges have on local water bodies. The Public Education and Outreach program and BMPs, in combination, are expected to reach all of the constituents within the MS4's permitted boundary.

## **2. General Permit Requirements**

At a minimum, *all* covered entities must:

- Identify POC's, waterbodies of concern, geographic areas of concern, target audiences

**Pollutants of Concern:** According to the NYSDEC 2009 Susquehanna River Basin Waterbody Inventory and Priority Waterbodies List, "water quality in the Susquehanna River Basin generally ranges from satisfactory to very good." However for the purposes of the Stormwater Management Program pollutants of concern will include sediment and nutrients. Sources of these pollutants include agricultural activities, stream bank erosion and construction site runoff. The focus of this stormwater management plan will be construction site and earth disturbing activities as it pertains to stormwater runoff from these sites.

**Geographic Area of Concern:** Polluted stormwater runoff from construction sites located throughout the City of Binghamton often flows to MS4s and ultimately is discharged into local water bodies of concern. Pollutants from surrounding municipalities are also part of our geographic area of concern. In order to address pollutants in our geographic area of concern the City of Binghamton has signed an inter-municipal agreement that allows for coordinated stormwater activities.

**Water bodies of Concern:** Within the City of Binghamton water bodies of concern include the Chenango River, the Susquehanna River, Park Creek Channel, Chamberlin Creek, Pierce Creek, Trout Brook, Stone Creek, Bayless Creek, Seewald Creek, Felters Creek, Hiner Creek, and the Chesapeake Bay.

**Target Audiences:** The City of Binghamton will target contractors, school students, residents, municipal officials and workers, as well as various community groups.

- Implement an ongoing public education and outreach program
- Educational materials may be made available at various accessible locations
- Modify as needed measurable goals
- Select and implement appropriate education and outreach activities and measurable goals to ensure the reduction of all POC's in stormwater discharges to MEP.

### 3. Methodology for Compliance with Permit Requirements

Previous permit accomplishments

- The Broome-Tioga Stormwater Coalition has formed a special committee to address MCM's 1 and 2 called the BTSC Public Education and Participation Committee. This group has produced educational materials containing 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 program has included printed materials, Enviroscope stormwater model demonstrations at MS4 area schools and various public events, press releases and posting on websites.
- BTSC created a logo and uses it on all educational material. BTSC has also created a stamp with our logo to use on pre-printed educational material.
- Creation of a website dedicated to stormwater issues in the Broome-Tioga MS4 area at [www.broometiogastormwater.com](http://www.broometiogastormwater.com).
- Brochures and other educational material that the BTSC has produced or collectively purchased are made available at restaurants throughout the MS4 area, municipal offices, municipal websites and at contractor / officials trainings, as well as at events or venues where the Enviroscope Stormwater model is demonstrated.
- Creation of a separate stormwater webpage on the City's website and creation of a link from that page to the Broome-Tioga Stormwater Coalition website.

### 4. Goals

- Produce a brochure targeted to homeowners on ways to reduce pollution to the stormwater system by season. The brochures will be included in the water bills to residents. These brochures will be distributed to 100% of residents who receive a water bill on an annual basis
- The City of Binghamton will produce a series of educational brochures on green infrastructure practices to manage stormwater runoff and post them on the City's website by November 2014.
- The City of Binghamton will install drain markers and install catch basins embossed with "No Dumping Drains to River" within the MS4 area on 10% of remaining drains and newly installed drains annually.
- The City of Binghamton will ensure that the training program is being adhered to and that the program meets permit requirements.

### 5. Minimum required reporting

At a minimum, the covered entity shall report on items below:

- list education / outreach *activities* performed and provide any results (number of people attended, amount of materials distributed, etc.);
- report on effectiveness of program, *BMP* and *measurable goal* assessment; and
- maintain records of all training activities

These elements are covered in the BTSC/City of Binghamton MS4 Annual Stormwater reports. Records on training sessions are on file in the City of Binghamton Engineering Department.

# **Minimum Control Measure 2: Public Involvement / Participation**

## **1. Description of Minimum 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. General Permit Requirements**

At a minimum, *all* covered entities must:

- Comply with State and local public notice requirements when implementing a public involvement / participation program:
- Provide the opportunity for the public to participate in the development, implementation, review and revision of the SWMP
- Local Stormwater public contact
- Annual Report Presentation
- Record, periodically assess and modify as needed measurable goals
- Select and implement appropriate public involvement / participation activities to ensure the reduction of all the POC's in stormwater discharges to the MEP.

## **3. Methodology for Compliance with Permit Requirements**

Past accomplishments

- City of Binghamton and the Broome-Tioga Stormwater Coalition comply with the State Open Meetings Law when planning annual report presentation public meetings. The meeting notice is distributed as a press release within the required timeframe and is also posted along with the annual report on both the City's and Broome-Tioga Stormwater Coalition's website.
- E-mail contact is always listed on meeting and annual report notices to provide comment. Comments can also be made via e-mail on the BTSC website.
- The BTSC will set their meeting schedule at the beginning of every year and release to the media as well as post on the BTSC website.
- The BTSC Public Education and Participation Committee will set their meeting schedule at the beginning of every year and release to the media as well as post on the BTSC website.
- The Broome-Tioga Stormwater Coalition gives proper notice for the annual report presentation public meetings. The annual report meeting is always open to the public. The meeting notice is distributed as a press release providing the required timeframe and is also posted along with the annual report on both the City's and Broome-Tioga Stormwater Coalition's website.
- The City's SWMP will also be permanently posted on the City of Binghamton website, Stormwater webpage. It will be replaced as it is modified.

#### **4. Goals**

- The BTSC Final Annual report remains on the specified websites for the entire reporting year for public inspection. When a new one is finalized for the next reporting year, previous annual reports are archived on the BTSC website and the annual report gets replaced on the City of Binghamton website within one week of the report being released.
- The BTSC will continue to hold a public meeting to solicit comment on the annual report and provide sufficient notice. The City will report annually to City Council
- 100% of MCM 1 educational material will be posted on the City's website.
- The City of Binghamton will continue to post Public Stormwater Contact and Stormwater Program Manager Contact information on the City's website and update this information within one week of staff turnover.
- The City of Binghamton will annually hold a coordination meeting involving co-permittees, members of BTSC, regulatory agencies, and interested stakeholders to discuss the progress of the Stormwater Management Program and the next year's activities.

#### **5. Minimum Required Reporting**

- annual report presentation information (date, time, attendees) or information
- about how the annual report was made available for comment;
- comments received and intended responses (as an attachment); and
- report on effectiveness of program, *BMP* and *measurable goal* assessment

These elements are all covered in the BTSC/City of Binghamton MS4 Stormwater Annual Reports.

# ***Minimum Control Measure 3: Illicit Discharge Detection and Elimination***

## **1. Description of Minimum Measure**

The Illicit Discharge Detection and Elimination minimum control measure consists of Best Management Practices (BMPs) that focus on the detection and elimination of illicit discharges into the MS4. The BMPs describe outfall mapping and updating 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 and procedures for tracing and locating the source of an illicit discharge; procedures for locating priority areas; and procedures for removing the source of the illicit discharge.

## **2. General Permit Requirements**

An MS4 *must*, at a minimum:

- Develop, implement and enforce a program to detect and eliminate illicit discharges into the MS4.
- Develop and maintain a map, showing the location of all outfalls and the names and locations of all waters of the United States that receive discharges from those outfalls.
- Field verify all outfall locations.
- Conduct an outfall reconnaissance inventory, addressing each outfall at least once every five years, with reasonable progress each year.
- Map new outfalls as they are constructed or newly discovered.
- Prohibit, through ordinance or other regulatory mechanism, illicit discharges into the storm sewer system and implement appropriate enforcement procedures and actions.
- Develop and implement a program to detect and address non-stormwater discharges, including illegal dumping, to the system.
- Inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste.
- Address the categories of non-stormwater discharges or flows as necessary.
- Develop, record, periodically assess, and modify as needed, measureable goals.
- Select and implement appropriate IDDE BMPs and measureable goals to ensure the reduction of all POCs in stormwater discharges to the MS4.

## **3. Methodology for Compliance with Permit Requirements**

Past accomplishments

- In May 2007 the City of Binghamton enacted a Local Law to prohibit illicit discharges, activities and connections to separate storms sewer systems.
- All storm sewer outfalls have been mapped by the City and can be found on the Broome County GIS.
- A dry weather inspection schedule is followed for inspection of all stormwater outfalls.

## 4. Goals

- Using the existing outfall mapping, the City of Binghamton will conduct an outfall reconnaissance inventory during routine maintenance visits, addressing each outfall at least once every five years, with reasonable progress each year. When each year's survey is complete, areas with suspicious discharge will be inspected with video cameras to detect suspected direct connections to the wastewater system and identify areas where wastewater might be leaking into adjacent storm drain pipes.
- The City's Sewer Superintendent will ensure that 100% outfalls are being inspected within 5 years; the inspections are documented, and will alert the City's Stormwater Management Officer of any changes.
- The City will provide updated information to the base outfall map whenever existing undocumented outfalls are uncovered, new outfalls are constructed, or new information is obtained relating to changing conditions at existing outfalls. Since outfall mapping is managed by the Broome County GIS Department, information collected on outfalls will periodically be transmitted to the Broome County GIS Manager.
- The City's Stormwater Management Officer will review the ordinance annually and adjust as necessary to maintain compliance with NYS standards and requirements.
- The City's Stormwater Management Officer will investigate and confirm the source of pollutants of 100% of water quality issues that arise due to public complaints or by scheduled inspection of outfalls and implement enforcement actions per the Local Law to prohibit illicit discharges, activities and connections to the separate storm sewer system. This goal will be aided through utilization of a GIS application.
- The City's Stormwater Management Officer will annually update the non-stormwater discharge list as necessary, such that no exempt stormwater discharge is a substantial contributor of pollutants.
  - Waterline flushing
  - Landscape irrigation
  - Diverted stream flows
  - Rising ground waters
  - Uncontaminated ground water infiltration
  - Uncontaminated pumped ground water
  - Discharges from potable water sources
  - Foundation and footing drains
  - Air conditioning condensate
  - Irrigation water
  - Springs
  - Water from crawl space and basement sump pumps
  - Lawn watering runoff
  - Water from individual residential car washing
  - Flows from riparian habitats and wetlands
  - Dechlorinated swimming pool and water reservoir discharges
  - Residual street wash water
  - Discharges or flows from fire fighting activities
  - Any SPDES permitted discharge
- The City will inspect and clean 20% catch basins each year. Repairs will be made as necessary.

- Through the minimum reporting requirements the City will document its progress in implementation of BMPs and measureable goals annually.
- The City's Stormwater Management Officer will ensure that training at city facilities meets permit requirements.
- The City of Binghamton will continue to update and refine catch basin mapping, outfall mapping, and sewer shed mapping each year.
- A hotline for citizens to report illegal dumping and suspicious discharges will be established by July 31, 2015. The hotline will be advertised by placement of one ad in the local newspaper every 6 months, listed on the City of Binghamton's website, and noted on each homeowner and business water utility bill every year.

## **5. Minimum Required Reporting**

- Number and percent of outfalls mapped;
- Number of illicit discharges detected and eliminated;
- Percent of outfalls for which an outfall reconnaissance inventory has been performed;
- Status of system mapping;
- Activities in and results from informing public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste;
- 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
- Report on effectiveness of program, BMP and measureable goal assessment.

These required elements are all covered in the BTSC MS4 Stormwater Annual Report

## **Minimum Control 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. 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 waters.

### **Pollutants Commonly Discharged From Construction Sites**

- Sediment
- Solid and Sanitary Wastes
- Phosphorous (fertilizer)
- Nitrogen (fertilizers)
- Pesticides
- Oil and Grease
- Concrete truck washout
- Construction Chemicals
- Construction Debris

### **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 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 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 privately-owned and managed projects, and MS4-owned and managed projects. Therefore, the goals described in this section have application to both types of projects.

### **2. General Permit Requirements**

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. The MS4 operator is required at a minimum to:

- Have an ordinance or other regulatory mechanism equivalent to the NYS SPEDES General Permit for Stormwater Discharges from Construction Sites, requiring the implementation of a SWPPP for land disturbance activities of one acre or more that addresses proper erosion and sediment controls, post-construction stormwater management facilities, and controls for other wastes, on applicable construction sites.

- Address stormwater runoff from construction activities that result in a land disturbance of greater than or equal to one acre, and those construction activities that are part of a larger common plan of development or sale that would disturb one acre or more.
- Include a law/ordinance to require a SWPPP for each applicable land disturbing activity that includes erosion and sediment controls that meet the State's most current technical standards.
- Have procedures for site plan review of SWPPPs that consider potential water quality impacts and consistency with State and local sediment and erosion control requirements. The MS4 must also have trained individuals performing the reviews, (all sites of one acre or greater must be reviewed) and an MS4 Acceptance Form must be completed.
- Have procedures for site inspection and enforcement of control measures.
- Have sanctions to ensure compliance (established in ordinance or other regulatory mechanism).
- Establish procedures for the receipt and consideration of information submitted by the public (i.e. Complaints).
- Describe 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 construction activity, topography, and the characteristics of the receiving waters.
- Educate construction site owner/operators, design engineers, municipal staff and other individuals to whom these regulations apply about the municipality's stormwater construction requirements.
- Ensure that construction site operators have received erosion and sediment control training before they do work within the MS4 and maintain records of that training.
- Establish and maintain an inventory of active construction sites, including the location of the site, owner/operator contact information.
- Develop, record, periodically assess and modify as needed measurable goals.
- Determine the appropriate BMPs and measurable goals for this minimum control measure to ensure the reduction of all Pollutants of Concern (POCs) in stormwater discharges to the Maximum Extent Practicable. Suggested BMPs (i.e. the program actions/activities) and measurable goals are presented below.

#### Urban Runoff Reduction Plans

Projects not requiring a SWPPP and an Erosion and Sedimentation Control Plan pursuant to Section 227-9 and meeting the following thresholds shall require an Urban Runoff Reduction Plan:

- New or additions, alterations or resurfacing of any ancillary parking area or public off-street parking area of any size and containing any number of parking spaces.
- New off-street parking and/or loading areas located on the same lot as the primary use it serves, including driveways and maneuvering aisles, containing 20 or more parking spaces or covering 5,000 square feet or more of site area, whichever is less. Additions, alterations or resurfacing of existing off-street parking and/or loading areas located on the same lot as the primary use it serves, including driveways and maneuvering aisles, resulting in or involving 20 or more parking spaces or 5,000 square feet or more of site area, whichever is less.

- Commercial, Mixed Use, Multi-family Residential involving 3 or more dwelling units, and/or Industrial projects creating, replacing or adding 1,000 square feet or more of impervious surface area including associated off-street parking and loading areas.
- Single-family or Two-family Residential project creating, replacing or adding 2,500 square feet or more of impervious surface area including associated off-street parking areas.
- Any project creating, replacing or adding new impervious surface area located within the Federal Emergency Management Agency's (FEMA) Special Flood Hazard Area.
- Land subdivisions involving less than one (1) acre of land.

Standards and Specifications. Urban Runoff Reduction Plans shall be designed to retain a Ten (10) Year Storm event. Runoff Reduction shall be achieved through incorporation of green infrastructure, post-construction stormwater management measures, and best management practices (BMPs) designed to increase permeable areas, redirect stormwater run-off into permeable areas, maximize storm water storage for reuse, and to reduce pollution.

A partial waiver to not less than retention of a Five (5) Year Storm event may be granted if it can be demonstrated to the satisfaction of the Stormwater Management Officer that incorporation of design elements necessary to retain a Ten (10) Year Storm event such as those set forth in Subsection C are physically impossible due to topographic, soil or physical conditions of the site, excluding the size of the site, or irreconcilably conflicts with other City requirements.

### **3. Methodology for Compliance with Permit Requirements:**

Each participating MS4 of the BTSC had adopted the NYS Sample Local Law for Stormwater Management and Erosion and 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 and URRPs
- Inspecting Construction Sites
- Enforcing permit requirements on developers/owners/operators that do not comply with regulations.

The BTSC will also provide training to developers, contractors, and design engineers in order to inform them of the regulations. Training will also be provided by the BTSC to participating MS4 personnel that will be responsible for inspecting the construction sites and enforcing permit requirements.

Previous Permit Accomplishments:

- The City has adopted a local stormwater ordinance that establishes minimum stormwater management requirements. The ordinance addresses issues relating to the following;
  - Erosion & Sediment Control;
  - Stormwater Management Design Requirements;
  - Construction Requirements; and
  - Fee Structure for Municipality services relating to SWPPP reviews, inspections and maintenance.

- A checklist developed by NYSDEC Division of Water, Region 7 is utilized by the City to complete reviews of SWPPPs or URRPs and is available to contractors, developers, engineers and the owners of projects.

## 4. Goals

### Construction Plan Review Goals:

- Develop and implement the stormwater ordinance as necessary to maintain the NYS stormwater standards and requirements as defined by the current or any future permits pertaining to stormwater management activities.
- Develop and implement a set of criteria that the member MS4 can use to verify construction plan compliance with local, state, and/or federal stormwater regulations
- Develop and implement procedures for the public to request information, and to relay concerns to the representative of the municipality
- Develop & implement internal tracking and plan review procedures to cover the following issues:
  - Conformance to local stormwater regulations
  - Appropriate use of temporary erosion controls
  - Inclusion of any required local, state, and / or federal stormwater permit documents
  - Post-Construction stormwater practices
- Provide yearly training for any municipal representatives that will be completing the construction plan reviews for the municipality.
- Maintain a database and records of SWPPPs reviewed under this program by July 2014
- Develop a written SWPPP review protocol by December 31, 2015.
- Develop a tracking system for SWPPP review by December 31, 2015.
- Continue to use the SWPPP review checklist.
- By the end of 2015 100% of all building permits will include descriptions and plans regarding stormwater controls and site designs that comply with the criteria and guidance specified or referenced in the City of Binghamton Chapter 227 stormwater ordinance.
- The Stormwater Management Officer will continue to develop and implement the City of Binghamton's Urban Runoff Reduction Plan (URRP) ordinance.

### Construction Inspection Procedures:

- Develop and implement inspection forms and procedures based on the adopted local laws regulating construction sites within the City of Binghamton 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;
  - Site closure and stabilization requirements;
  - On-site documentation and records; and
  - Enforcement actions and on-site communication issues.
- 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 3 years, before they do work within the City of Binghamton.

- Develop and implement internal procedures for tracking new and on-going construction activities.
- Ensure that construction site inspections frequently meet permit requirements for sediment and erosion control practices.
- Take action against owners and/or operators of construction sites that are in violation of local, state, or federal stormwater regulations, using the enforcement regulations 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.
- Educate municipal staff with regards to local inspection procedures.
- Ensure that all appropriate municipal staff is trained in inspection procedures by May 1<sup>st</sup> 2015.
- The Stormwater Management Officer will conduct monthly inspections of all active construction sites requiring a SWPPP to ensure compliance during the construction season.

## **5. Minimum Required Reporting**

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

- Number of SWPPPS and URRPs reviewed
- Number and Type of Enforcement Action
- Percent of active construction sites inspected once
- Percent of active construction sites inspected more than once
- Report on effectiveness of program, BMP and measurable goal assessment.

These elements are covered in the BTSC/City of Binghamton MS4 Annual Stormwater Reports.

## ***Minimum Control 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 stormwater 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, grease, pesticides, heavy metals, and nutrients. 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 receiving waterbodies during storms. Increased impervious surfaces (i.e. 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 erosion and downstream flooding, which often lead to a loss of aquatic life and damage to property.

### **1. Description of Minimum Control Measure**

The Post Construction Stormwater Management MCM consists of goals 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 of 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.

### **2. General Permit Requirements**

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. The MS4 operator is required at a minimum to:

- Provide equivalent protection to the NYS SPDES General Permit for Stormwater Dischargers from Construction Activities.
- Address post-construction runoff to their MS4 from new development and redevelopment projects that result in the disturbance of one acre or more of land, or are part of a larger common plan of development.

- Have an ordinance or other regulatory mechanism requiring the implementation of post-construction runoff controls to the extent allowable under State, or Local law and meets the State’s most current technical standards.
- Develop and implement strategies which include a combination of structural and/or non-structural best management practices; this includes considering Low Impact Development (LID), Better Site Design (BSD) and other Green Infrastructure practices, as well as smart growth principles, natural resource protection, impervious area reduction, riparian buffers or set back distances for protection of environmentally sensitive areas such as streams, wetlands and erodible soils when developing watershed plans, municipal comprehensive plans, land use regulations.
- Have procedures for site plan review of SWPPPs that consider potential water quality impacts and consistency with State and local sediment and erosion control requirements. The MS4 must also have trained individuals performing the reviews. All sites disturbing one acre or greater must be reviewed and an MS4 Acceptance Form must be completed.
- Ensure adequate long term operation and maintenance of post-construction stormwater management practices within the covered entities jurisdiction. Inventory to include location of practice, type of practice, maintenance needs of practice, dates and type of maintenance performed.
- Provide adequate resources for a program to inspect development and re-development sites by trained staff and to enforce and penalize violators.
- Record, annually assess and modify as needed measurable goals.
- Determine the appropriate best management practices and measurable goals for this minimum control measure.

### **3. Methodology for Compliance with Permit Requirements**

All participating MS4s in the BTSC have adopted the NYS Sample Local Law for Stormwater Management and Erosion & Sediment Control, which includes provisions to enforce a program that reduces polluted runoff from both newly developed and re-developed sites. Each MS4 will be responsible for inspecting the sites for proper operation and maintenance, and enforcing the permit requirements 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.

#### Previous Permit Accomplishments:

- Each member of the BTSC has adopted a Stormwater Management and Erosion and Sediment Control ordinance. This ordinance establishes minimum stormwater management requirements and controls. The ordinance addresses issues relating to the following:
  - Permanent Erosion & Sediment Controls;
  - Stormwater Management Design Requirements; and
  - Fee Structure for municipal services relating to SWPPP reviews, inspections and maintenance.

### **4. Goals**

- Amend on an annual basis, the stormwater ordinance as necessary to maintain the NYS stormwater standards and requirements as defined by the current or any future permits pertaining to stormwater management activities.

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

- Train inspection personnel on post-construction runoff regulations and final inspection procedures on a yearly basis.
- Perform inspections on qualifying project sites using adopted inspection forms and procedures to ensure conformance with local, state and federal stormwater regulations.
- Issue enforcement measures to 100% of owners and/or operators of local development projects that are in violation of stormwater regulations.
- Develop internal tracking procedures to keep track of development projects that are under construction, those that have been completed and any corrective/enforcement measures that were taken by end of 2015.
- Develop and maintain an inventory of post-construction stormwater management practices/facilities within the MS4 jurisdiction by end of August 2014.

### Post Construction Control Practices

- Develop and implement a procedure for inspection, maintenance, and tracking activities related to post construction control practices by December 31, 2015
- Continue to develop an inventory of post construction control practices.

## **5. Minimum Required Reporting**

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

- Number of SWPPPS reviewed
- Number and Type of Enforcement Actions
- Number and Type of Post Construction Stormwater Management Practices inventoried
- Number and Type of Post Construction Stormwater Management Practices inspected
- Number and Type of Post Construction Stormwater Management Practices maintained
- Regulatory mechanism status – certification that the regulatory mechanism is equivalent to one of the “NYSDEC Sample Local Laws for Stormwater Management and Erosion and Sediment Control” and
- Report on effectiveness of program, BMP and Measurable Goal Assessment

These elements are covered under the BTSC/City of Binghamton MS4 Annual Stormwater Report.

# **Minimum Control Measure 6: Pollution Prevention and Good Housekeeping**

## **1. Description of Minimum Control Measure**

The Pollution Prevention / Good Housekeeping minimum control measure consists of Best Management Practices (BMPs) that focus on training and the prevention or reduction of pollutant runoff from municipal operations. The BMPs describe the training program; specific municipal operations that are impacted by the proposed operation and maintenance programs (Standard Operating Procedures, or SOPs); maintenance, activities, schedules, and long term inspection procedures for controls to reduce floatables and other pollutants; controls for reducing or eliminating the discharge of pollutants from streets, roads, highways, municipal parking lots, maintenance and storage yards, waste transfer stations, fleet or maintenance shops with outdoor storage areas, and salt/sand storage locations; and procedures for the proper disposal of waste removed from the MS4 and municipal operations, including dredge spoil, accumulated sediments, floatables and other debris.

## **2. General Permit Requirements**

An MS4 *must*, at a minimum:

- Develop and implement a pollution prevention/good housekeeping plan for municipal operations and facilities that:
  - Addresses municipal operations and facilities
  - Includes a self-assessment of all municipal operations
  - Determines management practices that will be developed and implemented
  - Prioritize pollution prevention and good housekeeping efforts
  - Addresses pollution prevention and good housekeeping priorities
  - Includes an employee training program and ensures staff receives training
  - Requires third party entities to make required certification
  - Requires monitoring and record keeping by municipal operations
  - Incorporates cost effective runoff reduction techniques and green infrastructure
- Develop measureable goals.
- Select and implement appropriate BMPs and measureable goals to ensure the reduction of POCs in stormwater discharges to the MS4.
- Adopt techniques to reduce use of fertilizers, pesticides, and herbicides.
- Develop and implement a schedule for inspection and maintenance, as well as a system to track inspection and maintenance activities.

## **3. Methodology for Compliance with Permit Requirements**

Past Accomplishments

- The City does not utilize fertilizers as part of the green space maintenance at City owned parks.
- Used oil from fleet maintenance operations is collected and picked up by a private service, whenever 700 gallons of used oil has accumulated.
- The current City street sweeping policy is that all City streets are swept at least once a year. Street sweeping begins as soon as possible in the spring.
- All catch basins are inspected and cleaned at least once per year and repaired as necessary.

## **4. Goals**

### ***Training***

- Provide annual training to 100% of member of the municipality whose work may potentially impact stormwater. This includes the Highway, Parks, and Water departments.
- The City of Binghamton will continue to develop and implement a training program that meets permit requirements.
- The City of Binghamton Stormwater Manager will develop a Municipal Training Program Documentation Form to document training of employees by December 31, 2015.

### ***Landscaping & Lawn Care***

- Reduce the discharge of landscaping and lawn care waste from City owned facilities through better mowing and landscaping maintenance practices. Report annually on the activities conducted under this program.
- Evaluate current landscaping and lawn care activities in order to identify opportunities to reduce the discharge of the following:
  - 1) Fertilizers
  - 2) Leaf litter and tree trimmings
  - 3) Litter and floatable materials
  - 4) Equipment fluids
- Ensure that proper litter collection is scheduled prior to any mowing activities.
- Train employees in the proper application of lawn care products.
- Use all herbicides, pesticides, and fertilizers in accordance with manufacturers' instructions for application rates and quantities.
- Use slow release or naturally derived (organic) fertilizers.
- Evaluate methods for containing and/or composting trimmings and grass clippings.
- Develop zero input/low input lawns that require minimal or no herbicide/pesticide application.
- Use alternative landscape techniques (i.e. naturescaping – landscaping with native plants to reduce water, energy, and chemical usage; xeriscaping – landscaping with native and drought resistant plants to reduce irrigation needs).
- Rinse grass from lawn care equipment on permeable (grassed) areas.
- Parks Supervisor will annually review monitoring and maintenance program and revise as necessary.
- The City of Binghamton Stormwater Manager will develop a Lawn Care Inspection Form to document lawn maintenance, to prevent erosion and contamination of stormwater by December 31, 2015.

### ***Vehicle/Equipment Maintenance***

- Conduct routine maintenance on all vehicles according to manufacturer's specifications.
  - 1) During routine maintenance of City-owned vehicles, inspect vehicles for the presence of fluid leaks.
  - 2) Schedule repairs for vehicles determined to have significant fluid leaks.
  - 3) Maintain vehicle maintenance records and document fluid leak repair activities.

- Conduct maintenance indoors whenever possible. For maintenance performed outside, guard against spillage of materials that could discharge to storm receivers.
- Clean up 100% spilled materials immediately, using “dry” methods.
- Install pretreatment systems (oil/water separators) where necessary in sewer lines to capture contaminants (oil, grit), and maintain as needed.
- Use non-hazardous cleaners. Use non-chlorinated solvents instead of chlorinated solvents. Use steam cleaning / pressure washing instead of solvents for parts cleaning.
- Store batteries in leak proof, compatible (i.e. non-reactive) containers.
- The City of Binghamton Stormwater Manager will develop a Vehicle/Equipment Maintenance and Inspection Form to document inspections for and repair of fluid leaks, and manufacturer’s specified routine maintenance by December 31, 2015.

### ***Vehicle/Equipment Washing***

- Wash vehicles/equipment in a manner to prevent discharge of pollutants to the municipal storm sewer system or local water bodies utilizing city vehicle wash bay.
- Inspect floor drain systems quarterly – use only those that discharge to a sanitary sewer or those that are permitted by the regulatory agency. Identify the need for cleaning of catch basins, oil/water separators.
- Initiate single purpose use of vehicle bays - dedicate only one bay for washing (with floor drain system).
- Perform cleaning with pressurized cold water, without the use of soaps, if wastewater will flow to a storm sewer system.
- Use minimal amounts of biodegradable soap only if wastewaters will discharge to a sanitary sewer system.
- Rinse with hoses that are equipped with automatic shutoff devices and spray nozzles.

### ***Building Maintenance***

- Create a list of all municipal buildings and properties, maintenance activities performed at each location, and how these activities could affect stormwater.
- Develop a procedure for evaluation of the drain system at the central garage.
- Establish a yearly inspection checklist and maintenance routine for all municipal properties.
- Conduct building maintenance activities such that they do not impact the stormwater systems and local water bodies.
- Maintain a list of the maintenance activities required inside and outside of each municipal building, and identify which activities have an impact on stormwater.
- Implement mitigation measures for each activity that impacts stormwater.
- Annually review the mitigation measures for each activity and revise as necessary.
- The Parks Department Central Garage floor drains cannot discharge directly to the sewer from dry vehicle storage bays without treatment. This discharge was ceased, the area was blocked off, to not be used and a solution will be developed by December 31, 2015.

### ***Hazardous and Waste Materials Management***

- Prevent the discharge of hazardous (lube oils, coatings and their components, anti-freeze, cleaning agents and fuels) and waste materials from impacting municipal stormwater systems and local waterbodies.
- Maintain an inventory of existing hazardous and waste materials and their storage locations.
- Implement plan for proper storage of all hazardous and waste materials.
- Ensure that all 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. Repair or replace any leaking/defective containers, and replace labels as necessary.
- Reduce stock of materials “on hand” – use “first in/first out” management technique.
- Use the least toxic material to perform the work.
- Install/use secondary containment devices where appropriate.
- Recycle materials if possible, or ensure proper disposal of wastes.
- Annually inspect material storage areas (inside and outside).
- The City of Binghamton Stormwater Manager will develop a Hazardous Materials Management Form to document inspections for hazardous and waste materials storage by December 31, 2015.

### ***Operational By Products/Wastes***

- Prevent the potential for leaching of toxic and biological contaminants from dump areas from reaching the municipal stormwater system or local waterbodies.
- Identify the by-products/wastes that should be recycled (i.e. paper, cardboard) or can be legally disposed of on municipal lands (i.e. deer carcasses) by referencing NYSDEC regulations (6NYCRR PART 360).
- Store mulch and leaves on high ground to mitigate contact with stormwater.
- Clean up and dispose of “illegally dumped” materials, trash/debris in accordance with environmental regulations.
- Post “no dumping” signs where needed. Illuminate area if possible. Prevent access – erect barriers where needed.
- Coordinate with police for unscheduled patrolling of dump areas.
- Develop a program to evaluate facility oil/water separators.

### ***Roadway and Bridge Maintenance***

- Assess roadway and bridge maintenance activities annually and modify procedures to reduce stormwater quality impacts.
- Pave in dry weather only.
- Protect 100% of catch basins and manholes during paving/maintenance activity.
- Clean up fluid leaks or spills from paving equipment/materials immediately.
- Maintain records of road maintenance activities and the use of alternative maintenance practices.
- Control particulate wastes from bridge sandblasting operations.
- Clean out bridge scuppers and catch basins regularly.
- Inspect roads and bridges for implementation of applicable BMPs.
- Evaluate roadway maintenance program annually and revise roadway maintenance specifications according to standard and identified alternative practices.

- The City of Binghamton Stormwater Manager will develop a Roadway Maintenance and Inspection Form to document paving and other operations.

### ***Road Salt Storage and Application***

- Provide proper storage and application of road salt to reduce the impact of salt on plants, aquatic life, and the local waterbodies.
- Train 100% of operators on environmental hazards of over-salting roads.
- Use covered facility for salt storage (prevents lumping and run-off loss), sized properly for seasonal needs.
- Unload salt deliveries directly into storage facility, or if not possible, move inside immediately.
- Inspect salt storage shed for leaks, other problems monthly. Repair as needed.
- Inspect for excessive amounts of salt on roads.
- Inspect equipment to verify proper operation. Service trucks and calibrate spreaders regularly to ensure accurate, efficient distribution of salt.
- Develop and implement a plan to keep runoff from salt storage barn at DPW facility from entering adjacent catch basins by December 31, 2015.
- The City of Binghamton Stormwater Manager will develop a Road Salt Storage and Application Inspection Form to document inspections for roads and salt storage areas, and calibration of salt spreaders by December 31, 2015.

### ***Catch Basin and Storm Drain System Cleaning***

- Reduce sediment and floatable material discharges by routinely cleaning municipal catch basins and stormwater inlet structures.
- Develop a schedule for inspection and cleaning of inlet structures, catch basins, and manholes by end of 2014.
- Inspect 20% of catch basins, below grade storm sewer systems, and open ditches for need of maintenance, cleaning and repairs each year.
  - Clean catch basins when depth of deposits is 1/3 of sump depth.
  - Post storm event inspection – identify problems (i.e. blockages).
- Evaluate the catch basin cleaning schedule on an annual basis. Increase frequency of cleaning as necessary.
- Ensure that soil removed from catch basins are disposed of properly and taken to the Broome County Landfill.
- Catch basins and floor drain systems inside of buildings should be either:
  - Sealed to prevent discharge
  - Permitted by NYSDEC
  - Discharged to sanitary sewers
- Repair/replace storm drain receiver and catch basin receiver grates as necessary.
- Establish a database of all drains and catch basin cleaning activity.
- The City of Binghamton Stormwater Manager will develop a Storm Drain System Inspection Form to document maintenance operations including inspections and cleaning of catch basins and ditches by December 31, 2015.

### ***New Construction and Land Disturbance***

- Comply with the City's construction and post-construction minimum control measures.
  - Install sediment control devices before disturbing soil.

- Limit grading to smallest area possible.
- Stabilize site with topsoil, seed and mulch, to protect against sediment runoff.
- Protect against sediment flowing into storm drains.
- Inspect erosion and sediment controls (E&SC) devices.
- The City of Binghamton Stormwater Manager will develop a Land Disturbance Inspection Form to document inspections of erosion and sediment control devices.

### ***Street Cleaning and Maintenance***

- Develop requirements for the sweeping of streets and roadways in order to reduce the amount of sediment and associated pollutants discharged to the MS4 from roadways by end of 2014.
  - Maintain records of streets that have been cleaned.
  - Adjust sweeping schedules according to program needs.
- The City of Binghamton Stormwater Manager will develop a Roadway Maintenance and Inspection Form to document roadway sweeping/cleaning operations by December 31, 2015.

### ***Pest Control***

- Reduce the discharge of pesticides from City owned facilities as they may harm aquatic life and may contaminate local waterbodies and sediment.
- Maintain an inventory of areas designated for herbicide and pesticide application including the following:
  - Area of application
  - Volume of application
  - Type of pesticide or herbicide applied
  - Purpose of application
  - Pesticide and herbicide application schedule
- Comply with local, state, and federal regulations associated with pesticide and herbicide application.
- Purchase only enough pesticides/herbicides necessary for one year – store properly to avoid waste generation (spills, leaks, product deterioration).
- Minimize/eliminate pesticide/herbicide application. Use lowest toxicity pesticides possible.
- Do not apply pesticides/herbicides immediately prior to or during rain events.
- Ensure that employees are properly trained and certified in pesticide/herbicide application techniques and safety.
- Adopt alternatives to pesticide/herbicide options where possible (physical, mechanical or biological controls).
- Develop a form to record pounds of phosphorous and nitrogen used in fertilizer application. Include: date, time, weather, fertilizer location, lbs of phosphorous/nitrogen used per application, fertilizer type, and brand.
- Develop a form to record pesticide/herbicide usage to include: date, time, weather, location of application, purpose of application, area applied to, and product used.
- The City of Binghamton Stormwater Manager will develop a Pest Control Materials Management Form to document the application of pesticides and herbicides to prevent contamination of stormwater by December 31, 2015.

## **5. Minimum Required Reporting**

### **Program Development**

Identification of municipal operations and facilities that will be considered for inclusion in the program;

- Description of Pollution Prevention/Good Housekeeping program priorities.
- Description of management practices and policies to be developed.
- Identification of staff and equipment available.
- Description of employee Pollution Prevention/good Housekeeping training program, begin training, report on number of staff trained.
- Description of development management practices.

### **Program Implementation**

- Commence implementation reporting after three year development period.
- Indicate the municipal operations and facilities that the pollution prevention and good housekeeping program assessed.
- Describe the management practices, policies, and procedures that have been developed and report on the following items:
  - Acres of parking lot swept
  - Miles of street swept
  - Number of catch basins inspected and cleaned
  - Post-construction stormwater management practices inspected and cleaned
  - Pounds of phosphorus applied in chemical fertilizer
  - Pounds of nitrogen applied in chemical fertilizer
  - Acres of pesticide/herbicide applied
- Staff training events and number of staff trained
- Report on effectiveness of program

## **STORMWATER MANAGEMENT PROGRAM PLAN: Implementation Schedule**

Description of Activity	Who is Responsible?	Expected Annual Accomplishment				
		Year 1	Year 2	Year 3	Year 4	Year 5
<b>MCM 1</b>						
Develop brochures	Broome-Tioga Stormwater Coalition	Determine subjects and design brochure formats	Develop and distribute brochure 1	Develop and distribute brochure 2	Develop and distribute brochure 3	Develop and distribute brochure 4
Develop TV PSA campaign	Broome-Tioga Stormwater Coalition	Outreach to TV stations and consultants	Develop campaigns	Rollout Campaign 1	Rollout Campaign 2	Rollout Campaign 3
Webpage / Create links to BTSC website	City of Binghamton	Add Stormwater Page to City website	Update as needed	Update as needed	Update as needed	Update as needed
Install Marked Catch Basins	Engineering Department	Include marked catch basins in all street reconstruction projects	Ongoing	Ongoing	Ongoing	Ongoing
<b>MCM 2</b>						
Post Stormwater Contact Information on City Website	Stormwater Management Officer	Post Information	Update as necessary	Update as necessary	Update as necessary	Update as necessary
Post Annual Report on City's Stormwater Website	Stormwater Management Officer	Post Year 1 Information	Post Year 2 Information	Post Year 3 Information	Post Year 4 Information	Post Year 5 Information
Post SWMP	Stormwater Management	Post Report	Update as	Update as	Update as	Update as

		<b>Expected Annual Accomplishment</b>				
<b>Description of Activity</b>	<b>Who is Responsible?</b>	Year 1	Year 2	Year 3	Year 4	Year 5
on City's Stormwater Website	Officer		Needed	Needed	Needed	Needed
Hold Public Meeting to solicit comments on the Annual Report	Broome-Tioga Stormwater Coalition	As Necessary	As Necessary	As Necessary	As Necessary	As Necessary
<b>MCM 3</b>						
Outfall reconnaissance inventory	Sewer Department	Inventory all outfalls and prioritize inventory for inspection at least once every five years	Ongoing	Ongoing	Ongoing	Ongoing
Inspect and Clean Catch Basins	Sewer Department	Perform inspections and clean as necessary	Ongoing	Ongoing	Ongoing	Ongoing
Develop public service information	BTSC/SWWG	Develop Information	Ongoing	Ongoing	Ongoing	Ongoing
<b>MCM6</b>						
Training	BTSC/SMO	Provide training to each member of the municipality whose work may	Refresher training	Refresher training	Refresher training	Refresher training

		<b>Expected Annual Accomplishment</b>				
<b>Description of Activity</b>	<b>Who is Responsible?</b>	Year 1	Year 2	Year 3	Year 4	Year 5
		impact stormwater				
Landscaping & Lawn Care	Parks	Create inventory of landscaping and lawn care areas owned by the City	Review and update inventory if necessary	Review and update inventory if necessary	Review and update inventory if necessary	Review and update inventory if necessary
Vehicle/ Equipment Maintenance	Parks DPW Fire	Create and maintain an inventory of municipal owned vehicles	Create vehicle/equipment maintenance and inspection form			
Building Maintenance	Parks DPW Fire Facilities	Create and maintain an inventory of maintenance activities required inside and outside of each municipal building	Implement mitigation measures for each activity that impacts stormwater Annually review and revise as necessary	Review and revise activities as necessary	Review and revise activities as necessary	Review and revise activities as necessary
Hazardous & Waste Materials Management	Parks DPW Fire Facilities	Maintain an inventory of existing hazardous and waste materials & storage locations	Create hazardous materials management form to document	Review and revise as necessary	Review and revise as necessary	Review and revise as necessary

		<b>Expected Annual Accomplishment</b>				
<b>Description of Activity</b>	<b>Who is Responsible?</b>	Year 1	Year 2	Year 3	Year 4	Year 5
			inspections for hazardous and waste materials storage			
Operational by products/wastes (dump areas)	DPW	Post no dumping signs/illuminate areas if possible/ Erect barriers where possible	Create inspection schedule	Inspect annually	Inspect annually	Inspect annually
Roadway & Bridge Maintenance	DPW	Create & maintain records of road maintenance activities	Create and implement roadway maintenance and inspection form to document paving	Inspect annually	Inspect annually	Inspect annually
Road Salt Storage & Application	DPW	Create road salt storage and application inspection form	Inspect annually	Inspect annually	Inspect annually	Inspect annually
Catch basin & storm drain system cleaning	Sewer	Develop a schedule for inspection and cleaning of inlet structures, catch basins, and manholes	Inspect and clean annually	Inspect and clean annually	Inspect and clean annually	Inspect and clean annually

Description of Activity	Who is Responsible?	Expected Annual Accomplishment				
		Year 1	Year 2	Year 3	Year 4	Year 5
New Construction & Land Disturbance	Engineering Planning	Provide educational material and training opportunities to municipal work crews to inform them of local, state, and/or federal regulations	Annual training	Annual training	Annual training	Annual training
Street Cleaning & Maintenance	DPW	Create inventory of roadways to be swept	Maintain records of streets that have been cleaned			

# APPENDICES

## ***Appendix A: Intermunicipal Agreements***