

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

March 10, 2003 – March 9, 2004

Municipality Name Village of Port Chester SPDES Number NYR20A309

Use this table to summarize your Stormwater Management Program Minimum Measures for Sections I through VI. We request that MS4s fill out this table electronically. The table is available in Microsoft Word, Microsoft Excel and Corel WordPerfect, or you may duplicate this table manually. To request the electronic versions, send an e-mail to stormh2o@gw.dec.state.ny.us with the subject line: SWMPAR/MMC REQUEST. You will receive all three software versions. Once you have completed the table, send a **hard copy only** with your report to the addresses in the instructions.

MINIMUM MEASURE 1: Public Education and Outreach in Stormwater Impacts

A. Narrative Overview: The Village has met it's first year Measurable Goals in this category by disseminating educational materials, setting up display areas, and communicating about Stormwater pollution directly with the public. In the coming year it will enhance the educational material available on it's website and review the Annual Report with the public as required. It will also make available to community groups and organizations speakers on Stormwater pollution control measures.

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
Type in the management practices selected in your NOI and any additional ones that you worked on.	Any done in the past year?		Describe SWMP activities that are planned for the next year and changes to selected management practices/measurable goals .
	YES	NO	
TECHNIQUES			

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
Type in the management practices selected in your NOI and any additional ones that you worked on.	Any done in the past year?		Describe SWMP activities that are planned for the next year and changes to selected management practices/measurable goals .
	YES	NO	
Plan and conduct an ongoing public education and outreach program (required)	X		<p>Stormwater Educational Materials will be replenished and kept up-to-date in all Village Hall and Public Library display areas. The Village website will be kept up-to-date. Reference materials provided by DRE will be kept current.</p> <p>Village to update the Public Works and Recycling Information Brochure, The Water Quality Report, and the Leaf Collection Schedule with Stormwater Educational information for the public including proper lawn and garden care, proper disposal of household hazardous waste, and catchbasin to stream information.</p> <p>Village to arrange public forums for discussion of Stormwater awareness at community groups or organizations.</p>

MINIMUM MEASURE 2: Public Involvement/Participation

A. Narrative Overview: As required Mr. James Cole, Superintendent of Public Works, has been designated as the responsible party for maintaining public access to Stormwater Plan implementation records and information. The Stormwater Plan has been presented at a public meeting of the Village Board of Trustees and the public has been invited to comment.

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
Type in the management practices selected in your NOI and any additional ones that you worked on.	Any done in the past year?		Describe SWMP activities that are planned for the next year and changes to selected management practices/measurable goals .
	YES	NO	
TECHNIQUES			
Public notice and access to documents and information (required)	X		The Village Clerk has been designated as the official responsible for providing access to documents and information about the SWMP.
Public presentation and comments received on SWMP and annual report (required)	X		The Public Hearing on the SWMP Annual Report was held by the Village Board May 17, 2004.

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year	
Type in the management practices selected in your NOI and any additional ones that you worked on.	Any done in the past year?		If YES, describe what measurable goals that were achieved and other accomplishments. If NO, and the item was checked off on your NOI, describe why the task was not accomplished and, if still a measurable goal, list in column C.	Describe SWMP activities that are planned for the next year and changes to selected management practices/measurable goals .
	YES	NO		
Public involvement/ participation program(required)	X		The Stormwater Management Plan has been reviewed at a public meeting by the Mayor and members of the Village Board of Trustees. The public has been invited to comment on the Plan. The Village has indicated it's support for the Long Island Sound Watershed Committee that has been formed to investigate the feasibility of a Stormwater Pollution Prevention District. The Acting Village Manager and Superintendent of Public Works represent the Village on this committee.LISWIC is planning a harbor festival to bring public attention to the problems of pollution.	The Annual Report will be presented and discussed at a public meeting of the Village of Port Chester Board of Trustees.
Contact person identified (required)	X		James Cole, Superintendent of Public Works	Continuing

MINIMUM MEASURE 3: Illicit Discharge Detection and Elimination

A. Narrative Overview: : As required Mr. James Cole, Superintendent of Public Works, has been designated as the responsible party for maintaining public access to Stormwater Plan implementation records and information. The Stormwater Plan has been presented at a public meeting of the Village Board of Trustees and the public has been invited to comment.

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
Type in the management practices selected in your NOI and any additional ones that you worked on.	Any done in the past year?		Describe SWMP activities that are planned for the next year and changes to selected management practices/measurable goals .
	YES	NO	
ACTIVITIES			
Outfall mapping (required)	X		An Outfall Map has been prepared. Further system information will be collected and added to the Outfall Map.
Illicit discharges prohibited (required)	X		Chapter 269 of the Village Code prohibits discharge of polluted waters to the public storm drain system.
Public, employees, businesses informed of hazards from illicit discharges (required)	X		Educational materials have been disseminated explaining the hazards from illicit discharges. A Speakers' Bureau is being considered as well as an enhanced website and additional educational materials.
Illicit discharges identified (required)		X	A protocol and volunteers for sampling are being formulated in order to identify illicit discharges.

MINIMUM MEASURE 4: Construction Site Stormwater Runoff Control

A. Narrative Overview: A Committee made up of elected and appointed staff members has been designated by the Village Board to begin a thorough review of the Village Code for amendments to implement Stormwater BMP's. The Committee will make recommendations for legislative actions to the Village Board during Year 2.

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
Type in the management practices selected in your NOI and any additional ones that you worked on.	Any done in the past year?		Describe SWMP activities that are planned for the next year and changes to selected management practices/measurable goals .
	YES	NO	
REQUIREMENTS			
Require erosion and sedimentation controls through an ordinance or other regulatory mechanism (required)	X		Model legislation from NYSDEC requiring erosion and sedimentation controls will be reviewed by the Committee established by the Village Manager and proposed for consideration by the Board of Trustees during Year 2.
Provide opportunity for public comment on construction plans (required)	X		Yes, required currently.
Require construction site plan review (required)	X		Yes, required currently.
Require overall construction site waste management (required)	X		Yes, required currently.
Site inspection and enforcement (required)	X		Yes, required currently.

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
Type in the management practices selected in your NOI and any additional ones that you worked on.	Any done in the past year?		Describe SWMP activities that are planned for the next year and changes to selected management practices/measurable goals .
	YES	NO	
Education and training of construction site operators (required)		X	Planned for Year 2. The Village is included in the Sleepy Hollow grant application for funding for training of construction site operators.

MINIMUM MEASURE 5: Post-Construction Stormwater Management

A. Narrative Overview: A Committee of key appointed officials has been designated by the Village Board to review the Village Code and other land use regulations for implementation of the Stormwater BMP's.

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
Type in the management practices selected in your NOI and any additional ones that you worked on.	Any done in the past year?		Describe SWMP activities that are planned for the next year and changes to selected management practices/measurable goals .
	YES	NO	
REQUIREMENTS			
Assess existing conditions throughout the MS4 and identify appropriate management practices to reduce pollutant discharge to the maximum extent practicable (required)	X		Appoint committee to review Village Code, Subdivision regulations and site plan requirements for amendments to implement BMP's.
Regulate post-construction runoff from development through an ordinance or other regulatory mechanism (required)		X	Consideration of model legislation adopting the NYS Design Manual planned for Year 2.
Develop management practice inspection and maintenance program (required)		X	Training program to be initiated in Year 2.

MINIMUM MEASURE 6: Pollution Prevention/Good Housekeeping

A. Narrative Overview: A housekeeping manual is being drafted for use by Village employees to minimize polluted runoff from Village operations including vehicle washing and repair, lawn care and fertilization, hazardous waste storage and disposal, etc.

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
Type in the management practices selected in your NOI and any additional ones that you worked on.	Any done in the past year?		Describe SWMP activities that are planned for the next year and changes to selected management practices/measurable goals .
	YES	NO	
REQUIREMENTS			
Prevent discharge of pollutants from municipal operations (required)		X	Draft Housekeeping Manual to be prepared covering municipal operations.
Follow DEC NPS management Practices catalog, or equivalent (required)		X	Legislation being drafted for consideration by the Board of Trustees..
Conduct employee pollution prevention training (required)		X	Planned for Year 2 upon completion of Employee Manual.