

BWCP - 8 (6/2005) Version 1.0



NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
**Phase II SPDES General Permit for  
Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s), GP-02-02  
MUNICIPAL COMPLIANCE CERTIFICATION (MCC) FORM**

**Regulated MS4: Town of Owego SPDES Permit Number: NYR20A 0 7 9**

See information packet for information to help complete this form.

MCC Form for year ending: 2006 (Year 3) <input checked="" type="checkbox"/> March 10, 2007 (Year 4) <input type="checkbox"/> 2008 (Year 5)			
<b>Section A. MS4 Owner/Operator and Contact Person Information</b> (contact persons explained in instructions)			
<b>Owner/Operator</b> Is information below new or changed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Name: <i>David Ferris</i>		Title: <i>Superintendent</i>	
Department: <i>Highway</i>			
Mailing Address:	Street or P.O. Box: <i>2354 State Route 434</i>		City: <i>Apalachin</i>
	County: <i>Tioga</i>	State: <i>NY</i>	Zip Code: <i>13732</i>
Phone: <i>(607) 687-2641</i>		E-mail Address: <i>dferris@townofowego.com</i>	
<b>Local Stormwater Public Contact</b> (Required by Minimum Measure 2)			
Is information below: 1) new or changed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 2) same as: <input type="checkbox"/> Owner/Operator			
Name: <i>Debra Standinger</i>		Title: <i>Planning &amp; Zoning Administrator</i>	
Department: <i>Planning</i>			
Mailing Address:	Street or P.O. Box: <i>2354 State Route 434</i>		City: <i>Apalachin</i>
	County: <i>Tioga</i>	State: <i>NY</i>	Zip Code: <i>13732</i>
Phone: <i>(607) 687-5142 Ext. 6</i>		E-mail Address: <i>dstandinger@townofowego.com</i>	
<b>Stormwater Management Program (SWMP) Coordinator</b> (Responsible for implementation/coordination of SWMP)			
Is information below: 1) new or changed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 2) same as: <input type="checkbox"/> Owner/Operator <input checked="" type="checkbox"/> Local Stormwater Public Contact			
Name:		Title:	
Department:			
Mailing Address:	Street or P.O. Box:		City:
	County:	State:	Zip Code:
Phone: ( 607 )687-5142 Ext. 315		E-mail Address: dstandinger@townofowego.com	
<b>Annual Report Preparer</b>			
Is information below: 1) new or changed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 2) same as: <input type="checkbox"/> Owner/Operator <input checked="" type="checkbox"/> Local Stormwater Public Contact <input checked="" type="checkbox"/> SWMP Coordinator			
Name:		Title:	
Department:			

**IMPORTANT NOTE:** Rows can be added to the tables in the following sections by going to the rightmost cell in the bottom row of the table and hitting tab. Hitting return in a given row will make the row wider, creating more room to type or write.

**Section B. Local Water Quality Information**

Information to help complete this section can be found in the instructions.

1. Does the MS4 discharge to 303(d) listed waters or is it in a TMDL watershed?

Yes (complete the table below)     No     Not Yet Determined

(Put an X in the 'Classification' cell to indicate if the MS4 discharges to a waterbody on the 303(d) list and / or if it is in a TMDL watershed.)

Impaired Waters Name (from 303 (d) list and/or TMDL)	Pollutant(s) of Concern (from 303 (d) list and/or TMDL)	Classification	
		303 (d)	TMDL

2. Have you received notification from the Department that you are subject to the special conditions in Part III.B. of the permit?

Yes  
 No

3. Have all necessary changes been made to the Stormwater Management Program (SWMP) to ensure compliance with Part III.B. of the MS4 permit for discharges to 303(d) or TMDL waters?

Yes  
 No (explain below)

Explanation:

**Section C. Partnership Information**

Information to help complete this section can be found in the instructions.

1. Does your MS4 work with partners?  Yes (complete table below)  No (Proceed to Section D)

**List MS4 Partners with Legally Binding Agreements or Contracts in Place**

Broome-Tioga Stormwater Coalition, Tioga County Public Works Department

**List MS4 Partners with Planned Legally Binding Agreements or Contracts**

**List MS4 Partners with Other Agreements in Place**

Tioga County Soil & Water Conservation District, Southern Tier East Regional Planning Development Board

**Section D. Geographic Areas Addressed by Stormwater Management Program (SWMP)**

Information to help complete this section can be found in the instructions.

1. Does your SWMP cover all jurisdictional (automatic and additionally designated) areas within the MS4, as required by 40 CFR 122.32(a)?  Yes  No (Explain below)

Explain:

**Section E. Funding and Resource Allocation**

Information to help complete this section can be found in the instructions.

1. Are adequate resources (funding mechanism, equipment, staff, etc.) planned or in place to fully implement your SWMP no later than January 8, 2008?  Yes  No (explain below)

Explain: We are working with the Owego Town Board through the normal budget process to include funding to fully implement the Town of Owego Storm Water Management Permit by January 8, 2008.

2. If the MS4 is receiving funding through the municipal budget, a grant, or other source, briefly explain below: what are the sources, estimated amounts, and frequency of funding for the MS4?

Explain: The MS4 is receiving annual funding through the Town of Owego Highway Budget, although a specific line item is not established. The SWMP Coordinator's stormwater activities are included in her regular work time/salary. The Town recently received funds in the amount of \$79,760 from NYSDEC Stormwater Phase II Implementation Grant which is 50% of the cost of the Vac-All unit purchased during reporting year 4. The Town is also investigating creation of a town-wide drainage district to aid in funding for ongoing maintenance of Town owned structures.

3. If the MS4 is not receiving funding, briefly explain below: plans the MS4 has for obtaining future funding?

Explain:

**Section F. Compliance Certification**

**Compliance Assessment** - For each of the minimum control measures, indicate below if your program has made steady progress toward full implementation *and* has achieved all measurable goals scheduled to be completed **during this reporting year**. Refer to the NOI and prior Annual Reports for information about measurable goals scheduled for this reporting year.

Permit Part	Minimum Control Measure	ANSWER BOTH COLUMNS FOR THIS REPORT YEAR <u>ONLY</u>	
		Steady Progress	Goals Achieved
IV.C.1.	Public Education and Outreach on Stormwater Impacts Explain 'no' / 'N/A' answer:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IV.C.2.	Public Involvement / Participation Explain 'no' / 'N/A' answer:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IV.C.3.	Illicit Discharge Detection and Elimination Explain 'no' / 'N/A' answer: The Town of Owego has again applied for a grant towards the purchase of equipment (street flusher) that will aid in the inspection and cleaning of storm water systems and help check for illicit discharges and allow Town to eliminate those discharges (Round 9 Water Quality Improvement Projects grant). The Town will adopt an Illicit Discharge Detection and Elimination (IDDE) local law in Summer 2007.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
IV.C.4.	Construction Site Stormwater Runoff Control Explain 'no' / 'N/A' answer:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IV.C.5.	Post-Construction Stormwater Management Explain 'no' / 'N/A' answer:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IV.C.6.	Pollution Prevention / Good Housekeeping for Municipal Operations Explain 'no' / 'N/A' answer:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

**Certification Statement**

*"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."*

Print Name: Carol B. Sweeney Title: Town of Owego Supervisor

Signature: \_\_\_\_\_ Date: May 1, 2007

This form must be signed by either a principal executive officer or ranking elected official, or duly authorized representative of that person as described in Part VI.I.2. of the permit. See instructions for more information about who can sign this form.

Send two completed **hard copies** (an original and a photocopy) of this form, the Annual Report Table and any attachments to the DEC Central Office (MS4 Permit Coordinator, 625 Broadway, Division of Water - 4<sup>th</sup> Floor, Albany, NY 12233-3505). **DO NOT SUBMIT REPORTS IN THREE-RING BINDERS.**



**Phase II SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s), GP-02-02  
STORMWATER MANAGEMENT PROGRAM ANNUAL REPORT (SWMPAR) TABLE**

**Regulated MS4:** Town of Owego **SPDES Permit Number:** NYR20A\_079

Annual Report Table for year ending: <u>    </u> 2006 (Year 3) <input checked="" type="checkbox"/> <u>March 10, 2007</u> (Year 4) <u>    </u> 2008 (Year 5)
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Information about how to complete the follow tables is in the instruction section. Please complete the tables electronically, if possible. Send two completed **hard copies** (an original and a photocopy) of this Annual Report Table, the MCC form and any attachments to the DEC Central Office (MS4 Permit Coordinator, 625 Broadway, Division of Water - 4<sup>th</sup> Floor, Albany, NY 12233-3505). **DO NOT SUBMIT REPORTS IN THREE-RING BINDERS.**

**Minimum Control Measure 1. Public Education and Outreach**

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<b>Permit Reference IV.C.1.a, b:</b> Plan and conduct an ongoing public education and outreach program to ensure the reduction of all pollutants of concern in stormwater discharges to the maximum extent practicable (MEP). <ul style="list-style-type: none"> <li>• <i>Explain the program, including activities and materials used</i></li> <li>• <i>Identify the personnel or outside organization conducting the activity.</i></li> <li>• <i>Indicate activities planned for next year.</i></li> </ul>	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Low Impact Development demonstration project for stormwater retention by the Tioga County Water Quality Coordinating Committee (TCWQCC), of which the Town of Owego is a participating member.	October 2006 – 231 Main Estates rain garden \$5,000 award press event and news article (see appendix).
TCWQCC developed and distributed a <u>Municipal Guide to DEC Phase II Construction Permit Regulations</u> resource notebook to all municipalities in Tioga County as well as to the municipalities participating in the Broome-Tioga Stormwater Coalition for use by developers and contractors	Completed 20 resource books and distributed first quarter 2007.
The Town of Owego Planning Department provides copies of STORMWATER PHASE II CONSTRUCTION PERMIT REGULATIONS to public	Ongoing task
<b>Additional Techniques</b>	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
In conjunction with the Broome-Tioga Stormwater Coalition, a coalition logo and coalition website are being developed	Year 5 - anticipated completion by end of September 2007 (see appendix)
Through TCWQCC rain gauges stamped with logo to be distributed to local contractors and developers	Year 5 – anticipated completion by July 2007
Through participation with the Broome-Tioga Stormwater Coalition, public service announcements as well as news articles for print media are being developed.	Year 5 – see task list in appendix

**Minimum Control Measure 2. Public Involvement/Participation**

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<p><b>Permit Reference IV.C.2.c.iii.:</b> Design and conduct a public involvement / participation program.</p> <ul style="list-style-type: none"> <li>Describe activities that the MS4 has/will undertake to provide program access to interested individuals and to gather needed input.</li> <li>Indicate activities planned for next year.</li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>	
<p>Held advertised public hearing on 5/02/06 regarding Year 3 Stormwater Management Plan and Annual Report</p>	<p>Completed 5/02/06. Will hold public hearing review annually on SWMP and annual report as required (see appendix for legal notice).</p>	
<p>TCWQCC 6<sup>th</sup> Annual Stream Clean Up – volunteer participants included Boy Scout Troops 21 &amp; 36, Brownie Troop, Owego Kiwanis &amp; Key Club, Waterman Conservation Education Center, Fresh Air Frolickers, Newark Valley Historical Society and fishermen.</p>	<p>May 2006: 150 participants collected 1.5 tons of trash. Event had 22 sponsors. 2007 event will occur during June.</p>	
<p><b>Permit Reference IV.C.2.a, f:</b> Develop procedures to provide public notice about and access to documents and information in a manner that complies with state and local public notice requirements. <i>Describe procedures below and state the methods used to publicize the AR public presentation.</i></p>		
<p>The MS4 annual report is on file in the Owego Town Clerk’s Office and available for review during regular business hours.</p>		
<p>Legal notice published/public hearing held/notice posted on the Town of Owego bulletin board and website.</p>		
<p><b>Permit Reference IV.C.2.e:</b> Public presentation of; <b>f:</b> summary of comments received on; and <b>g:</b> intended response to comments on the SWMPAR.</p>		
<p><b>Summarize attendance at the public presentation of the Annual Report. Include number of attendees and who was represented:</b>  Town of Owego Supervisor, Town Board, Town Clerk, Town Attorney</p>		
<p><b>Comments on Annual Report Meeting</b>  <input checked="" type="checkbox"/> No public comments received on Annual Report.  <input type="checkbox"/> Comments received. <b>Attach summary of comments and intended responses.</b></p>	<p><b>Date of Annual Report Meeting:</b>  May 1, 2007</p>	<p><b>Approximate Date of Meeting Next Year:</b>  May 1, 2008</p>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>	
<p><b>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</b></p>		

**Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE)**

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<p><b>Permit Reference IV.C.3.a:</b> Develop, implement and enforce a program to detect, identify and eliminate illicit discharges, including illegal dumping, into the MS4.</p> <ul style="list-style-type: none"> <li>• <i>Explain the activities and procedures used to meet this requirement this year <u>and planned for next year.</u></i></li> <li>• <i>Revise as procedures are updated.</i></li> <li>• <i>Identify personnel or outside organization conducting the activities</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <li>• <i>Example measurable goals: number of illicit discharges detected; number of illicit discharges eliminated.</i></li> </ul>
<p>Town Attorney is in the process of reviewing IDDE local law.</p>	<p>Expected adoption dated July 2007</p>
<p>Town of Owego Highway Personnel conduct periodic visual inspections of ditches, culverts, catch basins and outfalls as part of daily operation &amp; maintenance.</p>	<p>On-going task – no illicit discharges detected this reporting year</p>
<p><b>Permit Reference IV.C.3.b:</b> Develop and maintain a map showing the location of all outfalls and the names and location of all waters of the US that receive discharges from outfalls. <i>Explain activities performed this year <u>and planned for next year</u>, including work on the following IDDE guidance prerequisites:</i></p> <ul style="list-style-type: none"> <li>• field verification of outfall locations;</li> <li>• mapping all inter-municipal subsurface conveyances;</li> <li>• delineating storm sewershed; and</li> <li>• developing and retaining MS4 mapping as needed to find the source and identify illicit discharges. <b><i>State if maps are in GIS.</i></b></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <li>• <i>Example measurable goals: percent of outfalls mapped</i></li> </ul>
<p>Outfalls and storm sewer area in Town of Owego MS4 has been mapped (GIS)</p>	<p>Completed January 2007. Twenty-two outfalls were GPS located and mapped in the Tioga County GIS system (see appendix). Data was provided to the Town of Owego for inclusion in its GIS system. Outfalls are 100% mapped.</p>

**Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE) Regulatory Mechanism**

<b>Permit Reference IV.C.3.c:</b> Prohibit, through an ordinance, local law or other regulatory mechanism, illicit discharges into the MS4. The MS4s have until year 5 to complete the local law work. <b>See the instructions for information about completing this section.</b>	
Does the MS4 have the legal authority to enact ordinances, local laws or other regulatory mechanisms?	<input type="checkbox"/> No (go to ADDENDUM 1) <input checked="" type="checkbox"/> Yes (complete questions below)
<b>Assessment of Regulatory Mechanism (Local Code)</b>	
1) When was this assessment completed or planned to be completed?	Date completed: <u>April 2006</u> <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete for reporting in year: <u>4</u> ; <u>5</u> .
2) Is there an existing ordinance, local law or other regulatory mechanism?	<input checked="" type="checkbox"/> No (go to question 5) <input type="checkbox"/> Yes
3) Does the existing regulatory mechanism prohibit illicit discharges as required by the MS4 Permit?	<input type="checkbox"/> No (amendments needed) <input type="checkbox"/> Yes
4) Does the existing regulatory mechanism include enforcement authorities and procedures as required by the MS4 Permit?	<input type="checkbox"/> No (amendments needed) <input type="checkbox"/> Yes
<b>Development of Regulatory Mechanism (Local Codes)</b>	
5) When was this work completed or planned to be completed?	Date completed: _____ <input checked="" type="checkbox"/> Not yet completed (proceed to next table) Plan to complete work below for reporting in year: <u>4</u> ; <input checked="" type="checkbox"/> <u>5</u> .
6) If you answered 'No' to question 1, 2 or 3, what regulatory mechanism or amendments will be adopted to meet the MS4 permit requirements?	<input checked="" type="checkbox"/> NYS IDDE Model Law in its entirety <input type="checkbox"/> Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law <input type="checkbox"/> MS4 will write language equivalent to NYS IDDE Model Law
7) If you answered 'No' to question 1, 2 or 3, has a list of needed changes to local codes been developed for adoption of the regulatory mechanism?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, list the <b>local code(s)</b> that will be changed: Town of Owego Code
8) If the existing regulatory mechanism does not require amendments, what language is in the mechanism?	<input type="checkbox"/> NYS IDDE Model Law in its entirety <input type="checkbox"/> Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law <input type="checkbox"/> Language equivalent to NYS IDDE Model Law
9) What was the date or is the planned date of local law adoption?	Date: July 2007
10) Provide a web address if adopted local law can be found on a web site.	Not yet available on the Town of Owego website

**Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE)**

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<p><b>Permit Reference IV.C.3.e:</b> Inform public employees, businesses and the general public of hazards associated with illegal discharges and improper disposal of waste.</p> <ul style="list-style-type: none"> <li>• <i>Explain activities and materials used to meet this requirement this year <u>and</u> planned for next year</i></li> <li>• <i>Identify personnel or outside organization conducting activities</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>The Town of Owego plans to create a brochure regarding stormwater awareness and illicit discharge information.</p>	<p>Year 5 – anticipated completion January 2008</p>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</b></p>	

**Minimum Control Measure 4 and 5. Construction Site and Post-Construction Stormwater Runoff Control Regulatory Mechanism**

**Permit Reference IV.C.4.b.i, 5.a.i:** Require development and implementation of erosion and sedimentation controls through a local law or other regulatory mechanism. Report on assessment process used (*Stormwater Management Gap Analysis Workbook for Local Officials* or equivalent process). The MS4s have until year 5 to complete the local law work. **See the instructions for information about completing this section.**

Does the MS4 have the legal authority to enact land use ordinances, local laws or other regulatory mechanisms?	<input type="checkbox"/> No (go to ADDENDUM 2) <input checked="" type="checkbox"/> Yes (complete questions below)
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**Preliminary Assessment of Regulatory Mechanism (Local Code)**

1. When was the preliminary assessment of existing local codes completed or when will it be completed?	Date completed: _____ Not yet completed (proceed to next table) Plan to complete for reporting in year: ___4; ___5. <input checked="" type="checkbox"/> Did not do preliminary assessment; proceeded directly to Gap Analysis Worksheets 1-4 or adopted <i>Sample Local Law for Stormwater Management and Erosion &amp; Sediment Control</i> (Sample Local Law).
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2. If preliminary assessment was completed, indicate the results.	<input type="checkbox"/> If none of Sample Local Law provisions appear in local code; consider adopting Sample Local Law or equivalent <input type="checkbox"/> If few Sample Local Law provisions appear in local code; major revisions needed or consider adopting Sample Local Law or equivalent <input type="checkbox"/> If most of the Sample Local Law provisions appear in local code; minor revisions needed
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**Assessment and Development of Regulatory Mechanism (Local Code) (continued on next page)**

3. When was the Gap Analysis or equivalent process completed or when will it be completed?	Date completed: <u>3/1/06</u> Not yet completed (proceed to next table) Plan to complete work below for reporting in year: ___4; ___5.
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4. How was the local code adopted or how will it be adopted*?  <i>*If MS4 has some existing local code equivalent to the Sample Local Law and adopted parts of the Sample Local Law as amendments to make a complete local code, check b and c.</i>	a. <input checked="" type="checkbox"/> The entire Sample Local Law adopted as amendments to existing code or as stand alone law. <ul style="list-style-type: none"> <li>• If no portions of the Sample Local Law were moved or deleted, all provisions would be exactly the same as the Sample Local Law.</li> <li>• If ANY provisions of the Sample Local Law were moved or deleted, the moved or changed provisions must be reviewed (use the <i>Gap Analysis</i> or equivalent process) to ensure the intent of the law has not been changed.</li> </ul> b. <input type="checkbox"/> Parts of NYS Sample Local Law adopted as amendments to existing code. c. <input type="checkbox"/> Language developed by municipality was demonstrated to be equivalent.
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**Minimum Control Measure 4 and 5. Construction Site and Post-Construction Stormwater Runoff Control Regulatory Mechanism**

**Permit Reference IV.C.4.b.i, 5.a.i** (continued)

**Assessment and Development of Regulatory Mechanism (Local Code)** (continued)

**5.** Answer the following questions about the Gap Analysis or equivalent processes.

Clauses are defined as: All the Sample Local Law sections or subsections in the Gap Analysis Worksheets 1-4 that have a box in the “Equivalence” column, meaning that there is an associated “Equivalence” sheet (with the exception of Article 6, Section 4 which does not have an Equivalence sheet).

Total number of clauses in each worksheet: Sample Local Law Article 1 (Gap Analysis Worksheet 1) - 8 clauses; Sample Local Law Article 2 (Gap Analysis Worksheet 2) - 51 clauses; Sample Local Law Article 3, 4, 5 (Gap Analysis Worksheet 3) - 3 clauses; Sample Local Law Article 6 (Gap Analysis Worksheet 4) - 9 clauses.

MS4s that adopt the entire Sample Local Law as amendments to existing code or as stand alone law need to indicate the number of clauses being adopted that are exactly the same as the Sample Local Law, or equivalent, in the right-hand column below.

Sample Local Law Articles	NUMBER OF REQUIRED CLAUSES IN LOCAL LAW		
	Existing clauses <b>exactly the same</b> as the Sample Local Law language	Existing clauses <b>equivalent</b> to the Sample Local Law language (see Gap Analysis Workbook Equivalence Sheets for information to help determine equivalence)	Sample Local Law or equivalent language to be <b>adopted</b> , listed as <b>legislative agenda</b> items.
1			5
2			5
3, 4, 5			3
6			4
TOTAL			17
<b>6.</b> Has a list of needed changes (legislative agenda) been developed for adoption of amendments to local codes (or for deletion of existing codes that are addressed by adoption of a stand alone law)?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, list the <b>local codes</b> that will be changed: The Town of Owego Code will be amended to incorporate the new legislation		
<b>7.</b> What was the date or is planned date of local code adoption?	Date: Chapter 123 of the Town of Owego Code – Erosion & Sediment Control was adopted December 19, 2006 (see appendix)		
<b>8.</b> Provide a web address if the adopted local law can be found on a web site.	Web Address: Http://www.townofowego.com		

**Minimum Control Measure 4. Construction Site Stormwater Runoff Control**

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<p><b>Permit Reference IV.C.4.b. v:</b> Develop and implement procedures for site plan review by the MS4 that incorporate consideration of potential water quality impacts and review individual pre-construction site plans to ensure consistency with local sediment and erosion control requirements.</p> <ul style="list-style-type: none"> <li>• <i>Describe the procedures below. <u>Revise as procedures are updated.</u></i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <li>• <i>Example measurable goals: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</i></li> </ul>
<p>Site plan review requirements now include preparation of a SWPPP (see attached) when applicable</p>	<p>Adopted December 19, 2006 (see appendix)</p>
<p><b>Permit Reference IV.C.4.b. vi:</b> Develop and implement procedures for the receipt and consideration of information submitted by the public.</p> <ul style="list-style-type: none"> <li>• <i>Explain the procedures below. <u>Revise as procedures are updated.</u></i></li> <li>• <i>Identify the responsible personnel or outside organizations.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Normal notification as part of the applicable approval process – meetings are open to the public during which plans are discussed. All plans are available to be reviewed by the public anytime by contacting the SWMP coordinator during regular work hours.</p>	<p>Ongoing task – as approval requests are received by the Town of Owego</p>
<p>Town Board/Zoning Board of Appeals/Planning Board are responsible for review of site plans, Special Use Permits, Area &amp; Use Variances, Subdivision approval and various other permits – meetings are open to the public. All plans are available to be reviewed by the public anytime by contacting the SWMP coordinator during regular work hours.</p>	<p>Ongoing task – review and approval as applicable</p>

**Minimum Control Measure 4. Construction Site Stormwater Runoff Control**

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<p><b>Permit Reference IV.C.4.b. iii, vii:</b> Develop and implement procedures for site inspections, enforcement of control measures and sanctions to ensure compliance with GP-02-02.</p> <ul style="list-style-type: none"> <li>Describe each procedure below. <u>Revise as procedures are updated.</u></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <li>Example measurable goals are number of: inspections; fines assessed; stop work orders; other sanctions.</li> </ul>
<p>The Town of Owego currently contracts with the Tioga County Soil &amp; Water Conservation District to review SWPPPs, and to provide site inspections.</p>	<p>2006 – 2007 2 projects inspected</p>
<p>When necessary the Town of Owego has SWPPPs reviewed by Consulting Engineer</p>	<p>2006 – 2007 no projects inspected</p>
<p>Funding for ongoing maintenance of Town owned structures expected to be completed by formation of a benefit district or special assessment district to ensure availability of resources</p>	<p>Funding process being considered currently and procedures are expected to be in place in Year 5</p>
<p><b>Permit Reference IV.C.4.b. viii:</b> Educate and train construction site operators about requirements to develop and implement a SWPPP and any other requirements they must meet <b>within the MS4s jurisdiction.</b></p> <ul style="list-style-type: none"> <li>Explain the activities and materials used to meet this requirement.</li> <li>Identify the personnel or outside organization conducting this activity.</li> <li>Indicate activities planned for next year.</li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>TCWQCC developed and distributed a <u>Municipal Guide to DEC Phase II Construction Permit Regulations</u> resource notebook to all municipalities in Tioga County as well as to the municipalities participating in the Broome-Tioga Stormwater Coalition for use by developers and contractors</p>	<p>Completed 20 resource books and distributed first quarter 2007.</p>
<p>Southern Tier East Regional Planning Development Board (STERPDB) and Broome Tioga Stormwater Coalition have scheduled a one day workshop for Code Enforcement Officers and Municipal Engineers.</p>	<p>Will be held May 17, 2007 (see appendix)</p>
<p>Town of Owego Planning &amp; Zoning Administrator reviews regulations with building permit applicants as well as developers of larger projects</p>	<p>Ongoing task – occurs as projects are submitted to the Town of Owego</p>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>As part of the building permit process, a one-acre determination worksheet is distributed to property owners.</p>	<p>Approximately 45 worksheets distributed 2006-2007</p>
<p><b>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</b></p>	

**Minimum Control Measure 5. Post-Construction Stormwater Management**

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<b>Permit Reference IV.C.5.a, c.</b> Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<ul style="list-style-type: none"> <li>A combination of structural and/or non-structural management practices.</li> <li><i>Identify and describe below procedures to ensure installation of post-construction management practices. <u>Revise as procedures are updated.</u></i></li> </ul>	DO NOT ENTER INFORMATION IN THIS CELL
Annual inspection of Town owned structures conducted by Highway Superintendent and staff.	Part of ongoing operation and maintenance
The Town of Owego currently contracts with the Tioga County Soil & Water Conservation District to review SWPPPs, and to provide site inspections.	2006 – 2007 2 projects inspected
<ul style="list-style-type: none"> <li>Procedures for site plan and SWPPP review to ensure SWMPs meet state standards.</li> <li><i>Describe procedures below. <u>Revise as procedures are updated.</u></i></li> </ul>	<ul style="list-style-type: none"> <li><i>Example measurable goals include: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</i></li> </ul>
The Town of Owego currently contracts with the Tioga County Soil & Water Conservation District to review SWPPPs, and to provide site inspections as part of the Town approval process.	2006 – 2007 3 projects inspected

**Minimum Control Measure 5. Post-Construction Stormwater Management**

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<b>Permit Reference IV.C.5.a, c. (continued):</b> Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<ul style="list-style-type: none"> <li>• Procedures for inspection and maintenance of post-construction management practices.</li> <li>• <i>Explain procedures below. <u>Revise as procedures are updated.</u></i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Example measurable goals are number of: inspections maintenance activities performed.</i></li> </ul>
<p>The Town of Owego will incorporate NYSDEC recommended guidelines for inspection and maintenance of post-construction management practices.</p>	<p>Number of inspections will be measurable goal</p>
<ul style="list-style-type: none"> <li>• Procedures for enforcement and penalization of violators.</li> <li>• <i>Explain procedures below. <u>Revise as procedures are updated.</u></i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Example measurable goals: number enforcement activities performed.</i></li> </ul>
<p>Enforcement and penalization of violator procedures contained in new Stormwater legislation which was adopted December 19, 2006.</p>	<p>0 enforcement actions performed 2006-2007</p>

**Minimum Control Measure 5. Post-Construction Stormwater Management**

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<p><b>Permit Reference IV.C.5.a, c.</b> (continued): Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• Adequate resources for a program to inspect new and re-development sites and for enforcement and penalization of violators.</li> <li>• <i>Describe resources below. Update annually.</i></li> </ul>	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>The Town of Owego will incorporate NYSDEC recommended guidelines for inspection and maintenance of post-construction management practices.</p>	
<p>Southern Tier East Regional Planning Development Board (STERPDB) and Broome Tioga Stormwater Coalition have scheduled a one day workshop for Code Enforcement Officers and Municipal Engineers.</p>	<p>Will be held May 17, 2007 (see appendix)</p>
<p>Funding for maintenance and operation of Town owned structures expected to be completed by formation of a benefit district or special assessment district to ensure availability of resources</p>	
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</b></p>	

**Minimum Control Measure 6. Pollution Prevention/Good Housekeeping for Municipal Operations**

OVERALL MUNICIPAL POLLUTION PREVENTION / GOOD HOUSEKEEPING PROGRAM INFORMATION

<ul style="list-style-type: none"> <li>• This table is for MS4s to report on their OVERALL Municipal Pollution Prevention / Good Housekeeping Program.</li> <li>• A separate table follows that is for MS4s to report on management practices performed in identified municipal operations.</li> <li>• Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.</li> <li>• Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.</li> </ul>	
<p><b>Permit Reference IV.C.6.a:</b> Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• <i>List pollutants that will be addressed by the municipal pollution prevention program.</i></li> </ul>	
Silt and sediment	
<ul style="list-style-type: none"> <li>• <i>Set and describe pollution prevention priorities by geographic areas, municipal operation type, and facilities.</i></li> </ul>	DO NOT ENTER INFORMATION IN THIS CELL
Town of Owego and Tioga County have entered into an intermunicipal agreement to purchase and operate a sweeper-vac truck in that portion of the Town within the MS4. This was funded by NYSDEC Water Quality Improvement Projects Program	Equipment purchased 2006 – NYSDEC funding received March 2007 See appendix for activity report.
The Town of Owego and Tioga County submitted a third grant application to NYSDEC to purchase and operate a flusher truck, also subject to intermunicipal agreement upon grant reward, and will provide cleaning of storm sewer infrastructure, in combination with the sweeper-vac in the MS4 area	Equipment will be purchased in 2007 if grant is awarded
Catch basin cleaning and storm system cleaning are part of daily highway department operations	Ongoing task performed by Town of Owego Highway Department employees
<p><b>Permit Reference IV.C.6.a:</b> Include a municipal pollution prevention training component for staff (where all staff is trained).</p> <ul style="list-style-type: none"> <li>• <i>Explain activities and materials used to meet this requirement.</i></li> <li>• <i>Identify training needs and design training components</i></li> <li>• <i>Determine the adequacy and appropriate frequency of staff training.</i></li> <li>• <i>Identify personnel or outside organization conducting activities.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
Four (4) staff members of the Town of Owego Highway Department received training for operation and maintenance of the sweeper-vac truck	Was conducted March 17, 2006
Training for use of the flusher equipment will occur in 2007	Contingent upon award of grant in 2007
Highway Superintendent and SWMP Coordinator attended Central and Western New York Stormwater Conference and Tradeshow in Buffalo, NY	March 2007
SWMP Coordinator regularly attends meetings of the Broome-Tioga Stormwater Coalition	Coalition meets approximately 4 times per year

SWMP Coordinator regular attends meeting of the Tioga County Water Quality Coordinating Committee	Attended 3 meetings this report year
<b>Additional Techniques</b>	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<b>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</b>	

Municipality: Town of Owego

Permit Number: NYR40A 079

**Minimum Control Measure 6. Municipal Operations:**  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;  Other: \_\_\_\_\_

<ul style="list-style-type: none"> <li>• Copy this page and give it to each municipal office or department responsible for reporting.</li> <li>• Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department.</li> <li>• Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.</li> <li>• Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.</li> </ul>	
<p><b>Permit Reference IV.C.6.a, c:</b> Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from <b>the municipal operation(s) indicated above</b> to the MEP.</p> <ul style="list-style-type: none"> <li>• <i>Describe how the bulleted items below focus on pollutants addressed by the municipal pollution prevention program and the pollution prevention priorities.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• <i>Briefly describe or reference any existing policies and procedures</i></li> <li>• <i>Briefly describe or reference any policies and procedures being developed</i></li> </ul>	DO NOT ENTER INFORMATION IN THIS CELL
Current street sweeping policy is that all town roads are swept once a year.	Performed annually
Catch basins are cleaned once a year	Performed annually
<ul style="list-style-type: none"> <li>• <i>Briefly describe or reference any existing best management practices</i></li> <li>• <i>Briefly describe or reference any planned best management practices</i></li> </ul>	DO NOT ENTER INFORMATION IN THIS CELL
The Town of Owego recently purchased a sweeper-vac machine to clean clogged catch basins, culvert pipes and storm drains	See appendix for activity report
The Town of Owego has applied for funding towards the purchase of a street flusher which will work in conjunction with the sweeper-vac machine to help maintain and identify clogged culvert pipes, storm drains and catchbasins	Will be purchased upon award of the grant
<ul style="list-style-type: none"> <li>• <i>Identify and describe the equipment and staff that are in place</i></li> </ul>	DO NOT ENTER INFORMATION IN THIS CELL
The Town of Owego Highway Department will use the sweeper-vac machine to clean clogged catch basins, culvert pipes and storm drains	Ongoing task part of annual program (see appendix for activity report)

Municipality: Town of Owego

Permit Number: NYR40A 079

**Minimum Control Measure 6. Municipal Operations:** \_\_\_ 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; \_\_\_ Other: \_\_\_\_\_

- Copy this page and give it to each municipal office or department responsible for reporting.
- Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department.
- Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.
- Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<p><b>Permit Reference IV.C.6.a, c</b> (continued): Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
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<ul style="list-style-type: none"> <li>• <i>Assess if existing programs adequately reduce and/or prevent pollutant discharges</i></li> <li>• <i>Determine and list any operation type, location or facility that is in need of modification or updates.</i></li> </ul>	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
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<p>During ice and snow storms, all areas within the Town of Owego that are in the MS4 receive a high concentration of salt (80 – 85%) to prevent excessive silt and sediment from entering the storm drain system.</p>	<p>Ongoing task completed by the Town of Owego Highway Department</p>
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<p>Street sweeping in the MS4 areas within the Town of Owego begins as soon as possible in the spring.</p>	<p>Ongoing task completed by the Town of Owego Highway Department</p>
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<p><b>Permit Reference IV.C.6.a:</b> If there is a training component for staff specific to these municipal operations:</p> <ul style="list-style-type: none"> <li>• <i>explain the activities and materials;</i></li> <li>• <i>identify the personnel or outside organization conducting the activities.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
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<p>Highway Superintendent Association Meeting topics included an overview of Phase II Stormwater Requirements for Highway Departments</p>	<p>Was held April 2006 (see appendix)</p>
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<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
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<p><b>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</b></p>
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**Minimum Control Measure 6. Municipal Operations:** \_\_\_\_\_ 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; \_\_\_ Other: \_\_\_\_\_

<ul style="list-style-type: none"> <li>• Copy this page and give it to each municipal office or department responsible for reporting.</li> <li>• Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department.</li> <li>• Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.</li> <li>• Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.</li> </ul>	
<b>Permit Reference IV.C.6.a, c (continued):</b> Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<ul style="list-style-type: none"> <li>• <i>Assess if existing programs adequately reduce and/or prevent pollutant discharges</i></li> <li>• <i>Determine and list any operation type, location or facility that is in need of modification or updates.</i></li> </ul>	DO NOT ENTER INFORMATION IN THIS CELL
The Town of Owego is in the process of developing an operation and maintenance program	To be completed in Year 5
Funding for ongoing maintenance of Town owned structures expected to be completed by formation of a benefit district or special assessment district to ensure availability of resources	Funding process being considered currently and procedures are expected to be in place in Year 5
<b>Permit Reference IV.C.6.a:</b> If there is a training component for staff specific to these municipal operations: <ul style="list-style-type: none"> <li>• <i>explain the activities and materials;</i></li> <li>• <i>identify the personnel or outside organization conducting the activities.</i></li> </ul>	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Highway maintenance/construction stormwater related BMP training for the Tioga County Association of Town Highway Superintendents conducted by NYSDEC and Soil & Water Conservation District	Held April 2006 (see appendix)
<b>Additional Techniques</b>	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<b>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</b>	

Municipality: Town of Owego

Permit Number: NYR40A 079

**Minimum Control Measure 6. Municipal Operations:** \_\_\_\_\_ 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; \_\_\_ Other: \_\_\_\_\_

<ul style="list-style-type: none"> <li>• Copy this page and give it to each municipal office or department responsible for reporting.</li> <li>• Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department.</li> <li>• Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.</li> <li>• Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.</li> </ul>	
<p><b>Permit Reference IV.C.6.a, c (continued):</b> Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.</p>	<p><b>Describe Measurable Goals and Results (when applicable)</b>  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• <i>Assess if existing programs adequately reduce and/or prevent pollutant discharges</i></li> <li>• <i>Determine and list any operation type, location or facility that is in need of modification or updates.</i></li> </ul>	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>The Town of Owego has installed a pet waste station at Hickories Park (see appendix for photograph)</p>	<p>Pet waste station is monitored and emptied several times weekly.</p>
<p>The Town of Owego does not utilize fertilizers as part of the green space maintenance at Town of Owego parks</p>	
<p><b>Permit Reference IV.C.6.a:</b> If there is a training component for staff specific to these municipal operations:</p> <ul style="list-style-type: none"> <li>• <i>explain the activities and materials;</i></li> <li>• <i>identify the personnel or outside organization conducting the activities.</i></li> </ul>	<p><b>Describe Measurable Goals and Results (when applicable)</b>  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results (when applicable)</b>  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</b></p>	

**Minimum Control Measure 6. Municipal Operations:** \_\_\_\_\_ 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; \_\_\_ Other: \_\_\_\_\_

<ul style="list-style-type: none"> <li>• Copy this page and give it to each municipal office or department responsible for reporting.</li> <li>• Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department.</li> <li>• Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.</li> <li>• Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.</li> </ul>	
<b>Permit Reference IV.C.6.a, c (continued):</b> Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.	<b>Describe Measurable Goals and Results (when applicable)</b> <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<ul style="list-style-type: none"> <li>• <i>Assess if existing programs adequately reduce and/or prevent pollutant discharges</i></li> <li>• <i>Determine and list any operation type, location or facility that is in need of modification or updates.</i></li> </ul>	DO NOT ENTER INFORMATION IN THIS CELL
There are no fuel tanks on site at any Town of Owego facilities	Ongoing task – all vehicles and equipment are fueled at a local private terminal located off-site
All used oils are disposed of in a waste oil burner	Ongoing – used as a heat source in winter months
All used oil filters are disposed of in a leak proof container	Ongoing – used oil filters are picked up three times a year by private service (Safety Kleen)
Parking lots at Town of Owego facilities are swept regularly	Ongoing – Lots are swept periodically using Town of Owego Highway equipment and staff.
<b>Permit Reference IV.C.6.a:</b> If there is a training component for staff specific to these municipal operations: <ul style="list-style-type: none"> <li>• <i>explain the activities and materials;</i></li> <li>• <i>identify the personnel or outside organization conducting the activities.</i></li> </ul>	<b>Describe Measurable Goals and Results (when applicable)</b> <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<b>Additional Techniques</b>	<b>Describe Measurable Goals and Results (when applicable)</b> <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<b>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</b>	

**Did you include any of the following documents as appendices? Put a mark each appended document.**

- Summary of public comments received on the annual report at the public presentation (**Required**)
- Intended response to comments on the annual report (**Required**)
- Results of information collected and analyzed, including monitoring data; evaluation of assessment (modeling) of pollutant discharges, including modeling results and pollutant transport trends.
- Other \_\_\_\_\_

### APPENDIX ITEMS

PAGE	DESCRIPTION
1	Press Release – TCWQCC LID award – Estates at 231 Main Street
2	Sayre Morning Times newspaper article regarding check presentation – Estates at 231 Main
3 – 5	Intermunicipal Agreement to form Broome-Tioga Stormwater Coalition
6	Broome-Tioga Stormwater Coalition Public Education Committee Task List
7	Legal notice – MS4 Annual Report 2005/2006
8 – 9	Affidavit of publication – legal notice MS4 Annual Report 2005/2006
10	Town Board Agenda – MS4 Annual Report 2005/2006
11	Town Board minutes – May 2, 2006 meeting
17	Sayre Morning Times newspaper article regarding stream cleanup
18	MS4 Outfall Mapping – Town of Owego
19 – 35	Local Law 8 of 2006 – Adding Chapter 123 Erosion & Sediment Control to Town of Owego Code
36 – 37	Affidavit of publication – legal notice – Local Law 8 of 2006
38 – 41	Local Law 9 of 2006 – Adding preparation of SWPPP to Subdivision requirements
42 – 43	Affidavit of publication – legal notice – Local Law 9 of 2006
44 – 46	Local Law 10 of 2006 – Adding preparation of SWPPP to Site Plan approval requirements
47 – 48	Affidavit of publication – legal notice – Local Law 10 of 2006
49	Stormwater Construction Site Inspection CEO & Municipal Engineers workshop notice
50 – 56	Town of Owego Highway Department street sweeping, catch basin cleaning, vac-all activity
57	Highway Superintendent Association Meeting notice
58	Pet Waste station at Hickories Park, Owego
59	MS4 Stormwater Annual Compliance Report – Report of Year 4 activities