



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

Section A. Small MS4 Owner/Operator Information		Annual Report for the year ending: March 9, 2005	
SPDES No.: NYR20A132		MS4 Name: Village of New Hartford	
Contact Name: Donald Bathke		Contact Title: Superintendent Dept. Public Works	Phone No.: (315) 724-0379
Mailing Address:	Street or P.O. Box: 48 Genesee Street	City: New Hartford	
	County: Oneida	State: NY	Zip Code: 13413
Is any of this information new or changed since your last certification? (Please circle one answer)			No

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

1. a) Have you received notification from the Department that you are subject to the special conditions in Part III.B. of the permit ? **No**

b) If you answered yes to 1a), have all necessary changes been made to the Stormwater Management Program (SWMP) to ensure compliance with Part III.B. Of the permit? **N/A**

2. a) Have any new MS4 partnerships developed, where another municipality will be responsible for carrying out a portion of your municipality's SWMP? If yes, please specify the municipality and the activity. **No**

b) Municipality: _____

c) Activity: _____

d) Has a legally binding intermunicipal agreement been executed? If yes, please include a copy of the agreement as an appendix to the Stormwater Management Program Annual Report (SWMPAR). Yes No N/A

Section C. Evaluation of Compliance

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

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

2. Does your SWMP cover all areas, automatically and additionally designated, pursuant to 40 CFR 122.32(a), under your jurisdiction? Yes

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



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SPDES No.: NYR20A132	MS4 Name: Village of New Hartford
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Section D. Explanation of Compliance Evaluation

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

Question # D	Explanation
	Because DEC Guidance was not released until after the end of the 2004 reporting period the Village has postponed the development of potential ordinances for erosion and sediment control until the following reporting year .

Question # E	Explanation
	Because DEC Guidance was not finalized until after end of 2004 reporting period the Village has postponed the development of a post construction runoff ordinance until the following reporting year .

Question #	Explanation

Section E. Certification

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

Print Name: _____ Donald J Ryan _____ Title: _____ Mayor _____

Signature: _____ Date: _____

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

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

March 10, 2004 – March 9, 2005

Municipality Name **Village of New Hartford** SPDES Number **NYR20A132**

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

MINIMUM MEASURE 1: Public Education and Outreach in Stormwater Impacts

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

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
List the planned management practices and any additional ones that you worked on.	Any done in the past year?		Describe activities that are planned for this minimum measure for next year’s SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
	YES	NO	
REQUIRED TECHNIQUES			
Plan and conduct an ongoing public education and outreach program	X		A representative from Oneida County Soil and Water Conservation District attended a public Village board meeting to give a overview and a PowerPoint presentation of the Phase II MS4 program to Village Officials including the Village Board, Planning Board, DPW, Village Clerk , Village Treasurer and Zoning Officer
ADDITIONAL TECHNIQUES			

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
List the planned management practices and any additional ones that you worked on.	Any done in the past year?		Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
	YES	NO	
Printed Public Education Material	X		Publicized a stormwater fact article in Town newspaper detailing what a Phase II MS4 was, why our Village is an MS4, what the priority water body is, what are the pollutants of concern, what is the Village contact phone number also including other partnering local municipalities and the SWCD.
Identify waste disposal sites	X		Published in Town newspaper proper waste disposal methods, options and sites for MSW, C&D, green waste and household hazardous waste.
Library	X		Created and maintained a library at Village office.
Web Page Development	X		The Village of New Hartford included information on its web-page regarding stormwater management practices and the Village stormwater program. The Village NOI and annual reports have also been included on the web site. Links directed interested parties to the EPA and DEC web-pages.
Outreach to Commercial Entities	X		Created a list of Village commercial businesses that may impact stormwater. Drafted a Village letter requesting a meeting with a representative of each business to discuss the Village storm water management plan.
			Send this letter to targeted commercial and industrial businesses and provide educational material to those interested regarding stormwater issues.

MINIMUM MEASURE 2: Public Involvement/Participation

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

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
List the planned management practices and any additional ones that you worked on.	Any done in the past year?		Describe activities that are planned for this minimum measure for next year’s SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
	YES	NO	
REQUIRED TECHNIQUES			
Public notice and access to documents and information	X		The 2004 MS4 year 2 annual report will be submitted for public review and comment at the 9 May 2005 Village Board meeting. Public comments will be recorded and included in the 2005 MS4 year 2 annual report.
Public presentation and comments received on SWMP and annual report (required)	X		The 2004 MS4 year 2 annual report will be submitted for public review and comment at the May 9 th 2005 Village Board meeting. A written response will be prepared to public input
Public involvement/ participation program	X		Continue participation in intermuniciple groups.
Contact person identified	X		No change
ADDITIONAL TECHNIQUES			

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
List the planned management practices and any additional ones that you worked on.	Any done in the past year?		If YES, describe the measurable goals that were achieved and other accomplishments.
	YES	NO	Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
Advisory Committees	X		The Village continued to participate in the Herkimer-Oneida Counties Intermunicipal Stormwater Management Working Group. This Group is open to the public.
Watershed Org's	X		Many of the MS4's in the region are also members of the Sauquoit Creek Intermunicipal Commission which is a watershed based organization focused on intermunicipal cooperation, flooding, and stormwater management.
Community Hotlines	X		The Village DPW has been identified as the contact number to report watershed violations. The DPW answering machine directs emergency calls to the New Hartford Central dispatch center which can reach DPW personnel via pager.
Storm Drain Stenciling	X		Stenciled all storm drains within the Village located in the pavement on Village and State roads in June 2004.
Stream/Rd Cleanup	X		Debris and excess sand/salt are removed annually as part of routine highway maintenance from all areas within the right of ways, Green waste is collected and all storm drain sumps. This work is completed by the Village DPW.

MINIMUM MEASURE 3: Illicit Discharge Detection and Elimination

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

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
List the planned management practices and any additional ones that you worked on.	Any done in the past year?		Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
	YES	NO	
REQUIRED ACTIVITIES			
Outfall mapping	X		Continue development.
Illicit discharges prohibited	X		Continue to work toward the development and adoption of an illicit discharge ordinance by the end of the 2005 reporting year.
Public, employees, businesses informed of hazards from illicit discharges	X		Continue program.
Illicit discharges identified	X		Should any illicit discharges be identified a complete list including corrective actions regarding this discharge will be recorded in the Village library, on an illicit discharge list for public review.
ADDITIONAL ACTIVITIES			

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
List the planned management practices and any additional ones that you worked on.	Any done in the past year?		Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
	YES	NO	
System Mapping	X		The Village DPW took a representative from SWCD to each Village outfall location during July 2004. SWCD took a GPS reading of each location and will plot on county base map. SWCD representative also took GPS locations of catch basins in the CBD. The Village has contracted with Oneida County Planning Department for the 2005 reporting year to GPS all sanitary sewer manholes and lines and plot these as a layer on the county base map which will also include opening all manholes and taking a digital photo of the interior showing sewer mains and flow directions

MINIMUM MEASURE 4: Construction Site Stormwater Runoff Control

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

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
List the planned management practices and any additional ones that you worked on.	Any done in the past year?		Describe activities that are planned for this minimum measure for next year’s SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
	YES	NO	
REQUIREMENTS			
Require erosion and sedimentation controls through an ordinance or other regulatory mechanism		X	Because DEC Guidance was not released until after the end of the 2004 reporting period the Village has postponed the development of potential ordinances for erosion and sediment control until the following reporting year .
Provide opportunity for public comment on construction plans	X		Refer to Village of New Hartford Code Section 126-24 Article X Planned Development District. All site plan applications made to the Planning Board are subject to public review and comment.
Require construction site plan review	X		Refer to Village of New Hartford code Section 126-27Article X Planned Development District. No projects within the Village required a stormwater pollution prevention plan or stormwater management site inspections during 2004
Require overall construction site waste management	X		Refer to Village of New Hartford code Section 126-27Article X Part B#2d Prohibiting sewage disposal in and adjacent to an area.

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
List the planned management practices and any additional ones that you worked on.	Any done in the past year?		If YES, describe the measurable goals that were achieved and other accomplishments.
	YES	NO	Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
Site inspection and enforcement		X	No projects within the Village required a stormwater pollution prevention plan or stormwater management site inspections during 2004 as relating to the NYS Standards and Specs for Erosion and Sediment control, or NYS Stormwater Management Design Manual.
Education and training of construction site operators	X		Contractors had the opportunity to participate in a series of Stormwater Management Workshops co-sponsored by the Oneida County Environmental Management and Water Quality Council and the Herkimer County Water Quality Coordinating Committee. The event was held in January, 2005 and focused on the Phase II Construction requirements.

MINIMUM MEASURE 5: Post-Construction Stormwater Management

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

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
List the planned management practices and any additional ones that you worked on.	Any done in the past year?		Describe activities that are planned for this minimum measure for next year’s SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
	YES	NO	
REQUIREMENTS			
Assess existing conditions throughout the MS4 and identify appropriate management practices to reduce pollutant discharge to the maximum extent practicable	X		The Village has assessed existing conditions in the MS4 and determined there are no non- Village created stormwater detention/treatment facilities for which the Village is responsible. Most of the storm system is closed with very few open ditches. The Village MS4 area is effectively "built out", if re-development occurs in commercial areas, the MS4 will utilize the standards set forth by the NYS Stormwater Design Manual and the NYS Standards and Specs for Erosion and Sediment control
Regulate post-construction runoff from development through an ordinance or other regulatory mechanism		X	Because DEC Guidance was not finalized until after end of 2004 reporting period Village has postponed the development of a post construction runoff ordinance until the following reporting year .
Develop management practice inspection and maintenance program		X	Because DEC Guidance was not finalized until after end of 2004 reporting period Village has postponed the development of a post construction runoff ordinance until the following reporting year .

MINIMUM MEASURE 6: Pollution Prevention/Good Housekeeping

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

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
List the planned management practices and any additional ones that you worked on.	Any done in the past year?		Describe activities that are planned for this minimum measure for next year’s SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
	YES	NO	
REQUIREMENTS			
Prevent discharge of pollutants from municipal operations	X		Reduced the use of aggregate as an ice control agent and increased the use of salt (using sensible salting guidelines) thereby reducing sediment runoff. Keep a record of these quantities and reductions 2000-2001 aggregate usage =600 cubic yards 2004-2005 aggregate usage= 50 cubic yards
Follow DEC NPS management Practices catalog, or equivalent	X		Employees have been trained in proper procedures to protect drains and water quality.
Conduct employee pollution prevention training	X		Provided sensible salting course and info to DPW employees to reduce the amount of salt used. Installed camera system at rear of sander so operator can see volume and spread pattern thereby reducing volumes used during sanding operations .
ADDITIONAL PRACTICES			
Street Cleaning	X		Debris and excess sand/salt are removed regularly as part of routine highway maintenance of ditches, culverts and outfalls as specified in the NOI.
Catch Basin/Drain Cleaning	X		Debris and excess sand/salt and leaves are removed annually as part of routine highway maintenance of ditches, culverts and outfalls.

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
List the planned management practices and any additional ones that you worked on.	Any done in the past year?		If YES, describe the measurable goals that were achieved and other accomplishments.
	YES	NO	Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
Vehicle Maintenance /Washing	X		Educated DPW employees to conduct washing/degreasing operation inside the garage so that waste water is collected in oil separator and discharged into a sanitary sewer.
Hazardous Waste Materials Handling	X		Continuation of existing policy as specified in the NOI.
Road Salt Storage	X		Continuation of existing policy as specified in the NOI.
Road and Bridge Maintenance	X		Continuation of existing policy as specified in the NOI.
Spill Response/Prevention	X		Continuation of existing policy as specified in the NOI.

SECTION VII. Monitoring and Modeling Results

The Village has not conducted stormwater water quality monitoring or modeling during the 2004 reporting year.

The 2004 annual report will be submitted for Village Board, DEC and the public for review. This review serves as an annual evaluation of the MS4 program compliance and identifies the Village management practices towards achieving the identified goals specified in the NOI to reduce the discharge of pollutant of concern to the maximum extent practicalable.

SECTION VIII. Summary of Funding and Use of Grant Money

The Oneida County Soil and Water Conservation District on behalf of the Village and 15 local MS4 communities has submitted a grant application to the State of New York for funding to assist in the administration of several components of the Phase II regulation requirements. The Village has paid to the SWCD \$1000 and pledged \$4,100 for in-kind services toward this work. The work completed by the Village and SWCD during the 2004 reporting period is specified in the annual report. To Date the SWCD has not received any State Grant Funds.

Intermuniciple Agreement Index

Agreement for the Town of New Hartford to provide Building Code Services to the Village of New Hartford from January 1, 2005 thru December 31, 2005

Resolution to participate with local MS4 communities and the Oneida County Soil and Water Conservation District and pending NY State Grant approval.

Resolution to be a voting member of the Sauquoit Creek Basin Intermunicipal Commission.