

Task	MCM 1	Public Education and Outreach Program	Responsible Party	Timeline	Notes	Date of Completion/ Occurrence
1.01	MCM1	The focus areas, target audiences, and education and outreach topics were identified and documented in the SWPP.	SPC, SWCD	Within three (3) years of the EDC		
1.02	MCM1	The focus areas, target audiences, and education and outreach topics are reviewed and updated.	SPC, SWCD	Annually		
1.03	MCM1	Participate in educational events for the general public and waterbody specific audiences related to water quality and stormwater runoff issues.	SWCD	Annually		
1.04	MCM1	Work with the media to get articles in the Glens Falls Post Star and the Chronicle newspapers about stormwater projects, roadside clean-ups and other important water quality issues.	SPC, SWCD, TPB	Annually		
1.05	MCM1	Place "clean up after your pet" signs and pet waste bag distribution stations in Town parks.	P&R	Annually		
1.06	MCM1	Utilize and disperse existing brochures and other literature developed by the Lake Champlain-Lake George Regional Planning Board, the DEC and the EPA regarding stormwater runoff.	SPC, SWCD, Town Clerk	Continuously		
1.07	MCM1	Provide stormwater educational information to general public.	SPC, Town Clerk	Annually		
1.08	MCM1	Maintain updated electronic files of stormwater outreach brochures on the Town and SWCD websites.	SPC, TD	As needed		
1.09	MCM1	Make information related to the prevention of illicit discharges available	SPC	Within six (6) months of the EDC		
Task	MCM 2	Public Involvement/Participation	Responsible Party	Timeline	Notes	Date of Completion/ Occurrence
2.01	MCM2	Maintain and advertise a water quality hotline for the public to report spills, dumping, illegal pipes, etc. The HD clerk will be responsible for taking all calls, and will set up an answering machine for post-operating hours calls. Refer all substantive calls to the SMO, who will follow up with site investigations as appropriate.	SPC, HD Clerk	Continually		
2.02	MCM2	Develop a program to work with various municipal and stakeholder groups to undertake a storm drain marking program for key areas within the town.	SWCD, HD	Annually		
2.03	MCM2	Engage the public in the Adopt-A-Highway program, and work to expand the mileage of Town roads covered by this initiative. This program is a beneficial means of addressing roadside litter while helping to educate the public about environmental issues.	SWCD, HD	Annually		
2.04	MCM2	Participate in Lake/Stream Cleanup Day once per year. Outreach this effort through the media, and encourage volunteer participation, including the Lake George Association and other lake associations.	SPC, SWCD, HD, B&G	Annually		
2.05	MCM2	Develop a volunteer water quality monitoring program for designated outfalls along priority waterbodies. Train volunteers in proper water quality testing techniques and provide volunteers with necessary supplies.	SPC, SWCD, HD	Completed		
2.06	MCM2	Implement volunteer water quality monitoring program.	SWCD, HD	Annually		
2.07	MCM2	Host at least 1 community meeting per year to discuss either regional or town-wide stormwater issues.	Town Board, SPC	Annually		
2.08	MCM2	If the opportunity becomes available, the Town will participate in a Household Hazardous Waste Collection program facilitated by NYS DEC.	SPC, SWCD, HD	When possible		
2.09	MCM2	Prepare and present the Annual Report for public review. Present this report to the Town Board, and publicly notice this meeting as required by Open Meetings Law. Provide DEC with public comments.	SPC	Annually		

2.10	MCM2	Host Annual Report on the Town website in an easily findable location for public review and use. Provide opportunity for public comment.	SPC, TD	Annually		
2.11	MCM2	Name/Title and contact information of local point of contact to receive and respond to public concerns regarding stormwater management and compliance with permit requirements		Within six (6) months of the EDC		
Task	MCM 3	Illicit Discharge Detection & Elimination	Responsible Party	Timeline	Notes	Date of Completion/ Occurrence
3.01	MCM3	As the MS4 boundary has expanded, undertake a new mapping of the stormwater outfalls within the outermost boundaries of the Town. Include the names and DEC classification of any streams which receive stormwater discharge from a Town outfall.	SPC, SWCD, HD	Annually		
3.02	MCM3	Develop, approve, and implement a new town-wide law eliminating the use of phosphorus in fertilizers.	Town Board, Town Attorney	Law adopted Sept 2011		
3.03	MCM3	Develop an inventory of monitoring locations within the designated area.	SWCD, TD	Within three (3) years of the EDC		
3.04	MCM3	Update monitoring locations inventory within the designated area as new locations are constructed or newly discovered.	SWCD, TD	Annually		
		Map all outfalls within the designated area as they are constructed or newly discovered within the urbanized area.	SWCD, HD	Annually		
3.05	MCM3	Map the drainage areas which contribute to the stormwater outfalls (their sewersheds) in ArcGIS, and create hard copy maps of those areas.	SPC, SWCD, HD	Annually		
3.06	MCM3	Develop and implement an Illicit Discharge Track Down and Illicit Discharge Elimination Program.	SPC, SWCD, HD, Town Attorney	Within two (2) year of the EDC		
	MCM3	Establish an IDDE Program within the Town.	SPC, SWCD, HD, Town Attorney	By January 2014, Completed		
3.07	MCM3	Enforce all provisions of the Town IDDE law regarding illicit discharges into Town drainage infrastructure.	CEO, SPC, Town Attorney	As needed		
3.08	MCM3	Prioritize monitoring locations defined by GP-0-24-001 V.L.C.1.d.i	SWCD, SPC, TD	Within three (3) years of the EDC		
3.09	MCM3	Inventory high risk areas for possible illicit connections. Highest priority outfalls-monitoring locations for inspection will be industrial areas, heavy commercial areas, areas of new development, and older areas of development.	SPC, SWCD, HD	By May 2014, Completed		
3.10	MCM3	Develop and implement a monitoring locations inspection and sampling program.	SWCD	Within three (3) years of the EDC		
3.11	MCM3	Inspect monitoring locations with sampling field form.	SWCD	Within five (5) years of the EDC		
		Conduct routine visual inspections of 25% of Town outfalls once per year, in dry periods. Record outcomes, including surrounding generating sites, and record type of potential illicit discharges.	SWCD	Annually		
3.12	MCM3	Obtain water quality data from Town stormwater outfalls.	SWCD, volunteers	Annually		
3.13	MCM3	Inspect Town sub-surface storm sewer infrastructure (sewer cam.) for possible illicit discharges.	HD, WD, SMO	As needed		
3.14	MCM3	Replace any Combined Sewer Overflows (CSOs) that are found during routine town maintenance and construction activities.	SPC, HD, Town WD	As needed		
3.15	MCM3	Confirm illicit discharges either found in routine Town activities or reported by the public. Eliminate discharges as necessary.	SPC, SWCD, HD, WD	As needed		

3.16	MCM3	Train all Town personnel (including labor, equipment operator, and field staff) regarding the IDDE provisions, including how to identify an illegal discharge and how to undertake the recommended follow-up actions. Update training as necessary.	SPC, SWCD, P&R, PVC, B&G, WD	As needed		
3.17	MCM3	Email or phone number used for the public to report illicit discharges		Within six (6) months of the EDC		
Task	MCM 4	Construction Site Stormwater Runoff Control	Responsible Party	Timeline	Notes	Date of Completion/ Occurrence
4.01	MCM4	For any land development projects performed within the Town that anticipates exceeding one acre of land disturbance, the owner shall prepare an appropriate Stormwater Management Pollution Prevention Plan (SWPPP). This SWPPP must conform to all requirements and guidelines of the NYS SPDES General Permit Requirements. All SWPPPs will be reviewed by the contracted Town Engineer and Town Planning Board.	Town Engineer, Town Planning Board	As needed		
4.02	MCM4	Encourage developers/contractors to include the feasibility of Low Impact Development/ Better Site Design/ Green Infrastructure principles in the development of SWPPP.	Town Engineer, Town Planning Board	As needed		
4.03	MCM4	Ensure that all contractors working on such development projects are informed and knowledgeable of the SWPPP, and that each contractor sign a "Contractor's Certification Statement" acknowledging such.	CEO	As needed		
4.04	MCM4	Ensure that all individuals responsible for reviewing SWPPPs for acceptance receive four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity, prior to conducting SWPPP reviews/ and or approvals and that all individuals are in possession of ID cards or certificates noting such training has been obtained.	CEO	Once every three (3) years		
4.05	MCM4	Ensure that all individuals responsible for construction site inspections for the Town receive four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil and Water District, or other Department endorsed entity, prior to conducting construction site inspections and that all individuals are in possession of ID cards or certificates noting such training has been obtained.	CEO	Within three (3) years of the EDC		
4.06	MCM4	Ensure that all subcontractors on such development have obtained the 4-hour contractor Erosion and Sediment Control Training, and are in possession of ID cards noting such training has been obtained.	CEO	As needed		
4.07	MCM4	Keep updated records of all construction projects in the Town.	CEO	As needed		
4.08	MCM4	Perform weekly inspections of all construction sites by a Professional Engineer or a Certified Professional in Erosion and Sediment Control. Utilize the NYS DEC Region 5 inspection checklist for these inspections. Keep all inspection records on file in the Town offices.	CEO	As needed		
4.09	MCM4	Any public complaints regarding erosion and sediment control or stormwater runoff concerns from such development shall be directed to the Town CEO for review. The CEO will review the issue and ensure that all provisions of the approved SWPPP are in compliance.	CEO	As needed		
4.10	MCM4	The Town will issue Notices of Violations and Stop Work Orders to any construction site that does not follow the proper stormwater runoff management procedures.	CEO	As needed		
4.11	MCM4	Keep apprised of all new provisions of the SPDES General Stormwater Permit, and outreach this information to the appropriate parties at the Town.	SPC	As needed		

4.12	MCM4	Email or phone number used for the public to report complaints related to construction stormwater activity		Within six (6) months of the EDC		
Task	MCM 5	Post-Construction Stormwater Management	Responsible Party	Timeline	Notes	Date of Completion/ Occurrence
5.01	MCM5	Develop a Post-Construction Plan for the Town that includes protocols for the inventory, inspection, and maintenance of Post-Construction stormwater activities on private and municipal construction projects.	CEO, Town Engineer, Town Planning Board	Continuously		
5.02	MCM5	Encourage that developers include the feasibility of Low Impact Development/ Better Site Design/ Green Infrastructure principles in the development of SWPPP Operation and Maintenance manual.	Town Planning Board, Town engineer	Continuously		
5.03	MCM5	Maintain an updated inventory of all post-construction stormwater management practices.	CEO	As needed		
5.04	MCM5	Prioritize all post-construction stormwater management practices and develop an inspection schedule for each project based upon the Operation and Maintenance manual developed during the SWPPP process. Update as necessary. High priority projects, as deemed by the Town, shall have their post-construction stormwater practices inspected a minimum of 2 times per year. Medium priority projects, as deemed by the Town, shall have their post-construction stormwater practices inspected a minimum of once per year. Low priority projects, as deemed by the Town, shall have their post-construction stormwater practices inspected a minimum of every other year.	CEO	Annually		
5.05	MCM5	Inform the owner of any un-maintained post-construction stormwater practices and if necessary, issue warnings/ citations to ensure that all post-construction management practices are properly maintained.	CEO	As needed		
5.06	MCM5	Maintain or cause to maintain all post-construction management practices that the Town has contracted to manage.	HD	As needed		
5.07	MCM5	Attend trainings on Low Impact Development, Better Site Design and other Green Infrastructure principles.	CEO, Town Planning Board, Town Engineer	As available		
Task	MCM 6	Pollution Prevention and Good Housekeeping	Responsible Party	Timeline		
6.01	MCM6	Develop an inventory of municipal facilities.	SPC, TD, SWCD	Within two (2) year of the EDC		
6.02	MCM6	Incorporate best management practices (BMPs) into the municipal facility program and municipal operations program. See MCM 6: Pollution Prevention and Good Housekeeping Tasks 6.06-6.29	SPC, HD, B&G, P&R, PVC, WD	Within three (3) years of the EDC		
6.03	MCM6	Develop and implement a municipal operations program	SPC, HD, B&G, P&R, PVC, WD	Within three (3) years of the EDC		
6.04	MCM6	Develop and implement a municipal facilities program.	SPC, HD, B&G, P&R, PVC, WD	Within three (3) years of the EDC		
6.05	MCM6	Prioritize municipal facilities as defined in GP-0-24-001 V.I.F.2.c.i.	SPC, TD, SWCD	Within three (3) years of the EDC		
6.06	MCM6	Roadway and Bridge Maintenance. Roadways and bridges will continue to be maintained in compliance with the Environmental Manual prepared by the New York State Department of Transportation.	HD	Continuously		
6.07	MCM6	Parking Lot and Street Cleaning. All parking lots within the Town boundaries will be inventoried and prioritized for cleaning.	HD, WD	Annually		

6.08	MCM6	Parking Lot and Street Cleaning. Street Cleanings will be scheduled in the spring and fall of every year.	HD	Annually		
6.09	MCM6	Parking Lot and Street Cleaning. Roadside leaf collection will be scheduled and performed in the fastest manner possible to decrease leaf buildup in storm sewers.	HD	Annually		
6.10	MCM6	Parking Lot and Street Cleaning. Draft ordinance to require all leaf litter to be bagged and placed on the curb within a certain time frame.	SPC, Town Board, Town Attorney	Completed		
6.11	MCM6	Road Salt Application and Storage. Continue to follow NYSDOT Guidelines for Snow and Ice Control for use of deicing salt. Salt will continue to be stored in buildings constructed for that purpose.	HD	Continuously		
6.12	MCM6	Road Salt Application and Storage. Inspections of the Town road salt storage facilities will be completed at least once per year and any issues will be addressed within on week of discovery.	HD	Annually		
6.13	MCM6	Road Salt Application and Storage. Evaluate the possibility of using alternative deicing materials on Town roads.	HD	Annually		
6.14	MCM6	Road Salt Application and Storage. Keep annual records on the amount of salt applied to Town roads.	HD	Annually		
6.15	MCM6	Road Salt Application and Storage. Collect water samples at outfalls near recent salt application sites during a snowmelt event.	HD, WD	Annually		
6.16	MCM6	Septic System Management. Minimize septic system wastewater impacts to municipal stormwater systems and local water bodies by diverting sources of surface and ground water away from septic systems; preventing growth of woody plants on the system; preventing hydraulic overloading, minimizing water usage and repairing leaky fixtures.	B&G	As needed		
6.17	MCM6	Hydrologic Habitat Modification. Stream and Wetlands disturbances will be kept to a minimum. All procedures established by NYSDEC, USACOE, APA, USFW, and the NYSDOT Environmental Manual will be followed.	SPC, HD	As needed		
6.18	MCM6	Building Maintenance. Develop a list of the maintenance activities required inside and outside of each municipal building; Identify which activities have an impact on stormwater; and develop mitigation measures for each activity that impacts stormwater.	B&G, WD	Completed		
6.19	MCM6	Building Maintenance. Conduct building maintenance activities such that they do not impact the stormwater systems and local water bodies whenever possible.	B&G, WD	Continuously		
6.20	MCM6	Building Maintenance. Review the maintenance activity lists on an annual basis to determine if any improvements are necessary.	B&G, WD	Annually		
6.21	MCM6	Landscaping and Lawn Care. Lawn care and landscaping areas and practices will be inventoried and evaluated, looking for reductions in : Fertilizers, Leaf litter & tree trimmings, Litter, Floatables, and Equipment Fluids.	B&G, WD, P&R, PVC	Continuously		
6.22	MCM6	Landscaping and Lawn Care. If possible, use slow release, natural or organix lawn care products, and record and document all use.	B&G, P&R, PVC	As applicable		
6.23	MCM6	Catch Basin and Storm Drain Cleaning. Inventory catch basin inspection information with consideration for GP-0-24-001 V.I.F.3.c.	HD, TD	Within three (3) years of the EDC		
		Catch Basin and Storm Drain Cleaning. Clean out 25% of the Town catch basins and storm drains per year.	HD	Annually		
6.24	MCM6	Catch Basin and Storm Drain Cleaning. Identify catch basins that are in need of inspection.	HD, TD	Within three (3) years of the EDC		
6.25	MCM6	Vehicle and Equipment Maintenance and Maintenance Facilities Procedures. Evaluate maintenance procedures for opportunities to reduce discharge to storm sewer systems at the facility.	HD, WD	Continuously		

6.26	MCM6	Vehicle and Equipment Maintenance and Maintenance Facilities Procedures. All used motor oil from municipal vehicles will be properly recycled.	HD, WD, P&R, PVC	Continuously		
6.27	MCM6	Vehicle and Equipment Maintenance and Maintenance Facilities Procedures. Design specific areas for vehicle washing and collect all washwater in a system that discharges to the wastewater treatment plant.	HD, B&G, WD, P&R, PVC	Continuously		
6.28	MCM6	Incorporate Green Infrastructure concepts into new landscaping techniques and maintenance activities on town property.	SWCD, B&G, P&R, PVC	Continuously		
6.29	MCM6	Hazardous Waste and Materials Management. Develop a spill response plan and train all applicable personnel on proper response methods.	HD, B&G, WD, P&R, PVC	Annually		
6.30	MCM6	Perform self-assessments of all operations on a rotating 3 year schedule.	HD, B&G, WD, P&R, PVC	Annually		
6.31	MCM6	Town Employee Training Program. Provide or cause to provide stormwater management BMP training for applicable Town employees. The training will be prioritized first for management and supervisory staff, then to equipment operators and laborers.	SPC, SWCD, HD, B&G, WD, P&R, PVC	Annually		
Task	MCM (All)	Enhanced Requirements for Impaired Waters	Responsible Party	Timeline	Notes	Date of Completion/ Occurrence
7.01	MCM 1-6	Silt/Sediment: Make information how the impairment is being addressed by implementation of the MS4 Operator's local law or legal mechanism with content equivalent to the model local law available	SPC	Within six (6) months of the EDC		
7.02	MCM 1-6	Silt/Sediment: Educate all individuals involved in construction activity within the sewershed boundary on the use of post-construction SMPs that are intended to collect and separate silt and sediment debris from stormwater before discharging to waters of the State	SPC, SWCD	Annually		
7.03	MCM 1-6	Silt/Sediment: Sweep all streets located in sewersheds discharging to silt/sediment impaired segments	HD	Annually		
		Silt/Sediment: Section 4 of the NYS E&SC 2016 for Soil Stabilization practices has been referred to and BMP procedures have been followed	SPC			
		Silt/Sediment: Procedures for watering and maintenance of implemented BMPs appropriate to establish root and vegetative cover, utilizing products which provide critical support to vegetation and soil stabilization has been developed and implemented	SPC			
7.04	MCM 1-6	Update, in geographic information system (GIS) format, the comprehensive system mapping to include MS4 infrastructure and sewershed information for each MS4 outfall and ADA MS4 outfall discharging to a silt/sediment impaired water listed in Appendix C	SWCD, TD	Within three (3) years of the EDC		
7.05	MCM 1-6	Update, in geographic information system (GIS) format, the comprehensive system mapping to include facilities with SPDES permit coverage under the MSGP with stormwater discharges applicable under Sector C, E, L, or J with facility contact	CEO, SPC, TD	Within three (3) years of the EDC		
7.06	MCM 1-6	Update, in geographic information system (GIS) format, the comprehensive system mapping to include ADA MS4 outfall discharging to a silt/sediment impaired water listed in Appendix C	SWCD, TD	Within three (3) years of the EDC		
7.07	MCM 1-6	Make information how the impairment is being addressed by implementation of the MS4 Operator's local law or legal mechanism with content equivalent to the model local law available	SPC	Within six (6) months of the EDC		
7.08	MCM 1-6	On the MS4 outfall inventory, include the number of each item identified in Part VIII.B.1.b. for each associated MS4 outfall	SWCD, TD	Within five (5) years of the EDC		