

**MINUTES OF THE ONTARIO-WAYNE STORMWATER COALITION
WALWORTH TOWN HALL
APRIL 18, 2017**

PRESENT: Al Benedict-Town of Victor, Norm Druschel-Town of Walworth, Linda Kleeman-Town of Walworth, Brian Frey-Wayne County Highway, Elaine Borgeest-OCSWCD, Kurt Rappazzo-MRB Group, Jim Morse-Town of Farmington, Tom Danks-BME, Ben Groth-DEC, Ken Wilson-Town of Victor, Don Giroux-Town of Farmington, Paul Crandall-Town of Farmington, Jayme B. Thomann-GFLRPC, Chris Hotto-WCSWCD.

Vice Chairman Frey called the meeting to order at 9:38 am.

MINUTES- Vice Chairman Frey asked for any comments or corrections to the March 21, 2017 meeting minutes; since there were none, the following motion was offered:

Motion: Kurt Rappazzo seconded by Paul Crandall

Resolved: The minutes of March 21, 2017 are accepted as read.

All yes, carried.

JAYME BRESCHARD-THOMANN- SERVICES UPDATE AND MAPPING PROGRAM-Jayme Thomann updated everyone regarding the services that she (GFLRPC) can offer the coalition. She offered to assist with omitting the sub-committees and try to resolve issues at the meetings when all participants are present. She can provide assistance with preparing the agenda, the general permit, documentation, operation and procedures, training for Boards with webinars and mapping with GIS. Ben Groth said there is a fact sheet on the DEC website to help with the draft permit.

Roles and Services

G/FLRPC

- Coalition meeting *facilitation* (e.g., develop the agenda, lead focus groups, review permit requirements, compile comments for DEC (for example, the new draft MS4 permit, etc.)
- Grant application support
- Training for planning boards, ZBAs, Conservation Boards, and other municipal boards (e.g., basic Stormwater planning, green infrastructure approach to Stormwater management, etc.)
- Assistance with written procedures (see Page 2)
- Local law assistance
- SWMP assistance

Ideas for Collective Work

Documentation (e.g., procedures, inventory, tracking)

Administration

- Develop staffing plan/organizational chart
- An enforcement response plan (ERP) that describes the action(s) taken for violations of the local laws for illicit discharge, construction, and post-construction
- Tracking of non-compliance occurrences

MCM3

- Form to collect information for public Hotline to report illicit discharges
- ORI Field Sheets or use different form for outfall inspection procedures
- Develop and implement written track down procedures to identify the source of illicit discharges and the responsible party
- Written procedures to eliminate illicit discharges

MCM 4

- Procedures for pre-construction inspection/meeting

- SWPPP review procedures (or use DEC Form)
- Construction inspection procedures
- Construction site inventory/prioritization form
- Document public complaints, follow up and track complaints regarding construction site Stormwater runoff and document

MCM 5

- Develop and maintain an inventory of post-construction SMPs
- Update procedures to inspect and maintain post construction SMPs

MCM 6

- Develop inventory of municipal facilities
- Develop and implement facility assessments
- Document BMPs (i.e., procedures for preventative maintenance program, procedures for spill prevention and response, procedures for repair of outfall protection and bank stability, procedures for catch basin inspection/maintenance, street/road maintenance procedure, street sweeping monthly in sewer sheds to impaired segments)
- Track and document inspections and assessments using the Municipal Facility/Operation Assessment Form
- Visual examination using the Quarterly Visual Monitoring Form
- Written procedures/protocols or Facility Specific SWPPP for High Priority Facilities
- Develop procedures for Low Priority Facilities

INTERN

Motion: Kurt Rappazzo seconded by Paul Crandall

Resolved: The hiring committee, Scott, PJ and Kim hire an intern by May 1 and bring the intern to the May 16th meeting. All members are to forward their work plans to Kim Boyd prior to the May meeting. All yes, carried.

MS4 PARTNER ROLLS AND RESPONSIBILITIES-tabled until the next meeting (May).

IMA-tabled until the next meeting (May).

MINI-GRANTS-tabled until the next meeting (May).

The members felt that it is imperative that PJ attend the May meeting to discuss the IMA, Mini-grants and the MS4 partner rolls and responsibilities.

WEBSITE UPDATE-Kurt informed everyone that photos are needed, Mary Steblein has offered to take photos. A Gmail account may be used in the future; possibly the Chairman should access it. There will be a list of events; Don Giroux thought that minutes and financials should be on the site.

BILLS

Motion: Paul Crandall seconded by Norm Druschel

Resolved: The following bills are approved for payment: MST-\$90.00 and BME-\$1,860.00. All yes, carried.

TREASURER REPORT

Motion: Brian Frey seconded by Paul Crandall

Resolved: The treasurer report for March 31, 2017 in the amount of \$104,274.01 is approved. All yes, carried.

ADJOURNMENT

Motion: Brian Frey seconded by Al Benedict

Resolved: The meeting is adjourned at 10:55 am.

All yes, carried.

The next two meetings will be held at the Victor Town Hall.

Elaine Borgeest, Recording Secretary