

**MINUTES OF THE ONTARIO-WAYNE STORMWATER COALITION  
WALWORTH TOWN HALL  
AUGUST 21, 2018**

**PRESENT:** Norm Druschel-Town of Walworth, Linda Kleeman-Town of Walworth, Susie Jacobs-Town of Walworth, Elaine Borgeest-OCSWCD, Alaina Robarge-OCSWCD, Katie Cappiello-OCSWCD, Brian Frey-Wayne County Highway, Jim Morse-Town of Farmington, Keith Maynard II-Town of Victor, Kim Boyd-BME, Al Benedict-Town of Victor, Alysa Benjamin-MRB, John Berry-Ontario County Highway, Luke Scannell-DEC, Paul Crandall-Town of Farmington, Adam Cummings-Town of Ontario

**Chairman Frey called the meeting to order at 9:30 am.**

**Al Benedict introduced Keith Maynard II to everyone. He is the new Stormwater Manager for the Town of Victor, replacing Ken Wilson.**

**MINUTES- Chairman Frey asked for any corrections or comments for the July 17<sup>th</sup> meeting minutes; since there were none, the following motion was offered:**

**Motion: Paul Crandall seconded by Al Benedict**

**Resolved: The minutes of July 17, 2018 are accepted as read.**

**All yes, carried.**

**OLD BUSINESS**

**Chairman Frey stated that Joe Maioli's last day was August 17<sup>th</sup>; everyone was very pleased with his work. He was very knowledgeable; Adam Cummings said he did 400 IDDE inspections and did very well. Chairman Frey felt the coalition should reach out to Joe in the future; everyone agreed.**

**Kim Boyd prepared the following Causewave update:**

**Participants: John Berry, Ontario Highway Department; Lindsey Gerstenslager, Wayne County Soil & Water Conservation District; Megan Webster and Alaina Robarge, Ontario County Soil & Water Conservation District; Kim Boyd, BME Associates; Elizabeth Murray and Todd Butler, Causewave Community Partners**

**We discussed the outline of Communications Plan:**

- 1. Goals**
- 2. Target Audiences**
- 3. Key Messages**
- 4. Strategies**
- 5. Tactics**
- 6. Measuring Success**
- 7. Timeline**
- 8. Budget**

**The discussion moved into a broader topic of an Education and Outreach Plan that would include a communications plan as one component of the overall plan.**

**We discussed motivations for each community. People care more about what happens in their backyard versus what happens in Lake Ontario (for example).**

**What behaviors do we want to change?**

**The message should be related to the behaviors.**

Have to determine what motivates people.

Homework for everyone:

1. What is the environmental impact that we want to have?
2. Identify waterbodies of concern in your community
3. Identify pollutants of concern for those waterbodies
4. Identify target audiences

Email Kim with the above by September 1<sup>st</sup>.

Next Steps:

Causewave to research survey data for Ontario and Wayne County that may have been collected for the Monroe County Stormwater Coalition.

Kim emailed Elizabeth the 8 OWSC member names, a copy of the DEC Annual Report, and a copy of the Statement of Activities.

Next Meeting:

Presently scheduled for September 7<sup>th</sup> at the Victor Town Hall from 1:00pm 2:30pm in the Veterans Memorial room, verified with Al Benedict. John Berry, Alaina Robarge and Norm Druschel will attend the meeting. Alaina has provided them with our current brochures. They want to know a timeline, budget and goals. The process can take six months to one year. John Berry stated Causewave will want to know what message to convey and the target audience. Chairman Frey felt that a good target audience would be fruit farmers regarding pesticides. Katie Cappiello stated that there are state programs that fund chemical cleanups. John Berry said Causewave has worked with Ontario County with their recycling program and they do have promotional material.

Causewave may attend the September OWSC meeting to provide summary of efforts thus far.

11/1/03

STORMWATER MANAGEMENT PLAN UPDATE-Kim presented the following management plan from NYSDEC (Ben Groth). The DEC will be performing audits on a rotating, annual basis. These audits will cover topics including, but not limited to, activities from all six minimum control measures reported in the annual reports. Audits will be comprised of a combination of records review and field observations. Field observations may include any combination of Stormwater outfall inspections, inspections of active construction sites, post-construction Stormwater management facility inspections, and municipal operations facility inspections. These field observation activities may be decided prior to the day of the audit or during the course of the audit. Notice will be given to the appropriate staff prior to scheduling an audit to better facilitate a meeting where all necessary staff and records are available. Audits will focus on the activities contained in the most recently submitted MS4 Annual Report, but, as required by the MS4 General Permit, MS4's must keep records required by the MS4 General Permit for at least five years after they are generated. An audit report will be prepared which will include an overall rating of the municipality MS4 program, pictures taken during the audit that are relevant to the report, any item requiring attention and/or action and any deadlines for implementation of these actions. The main goals of these audits are to give Department staff a better understanding of how MS4's within the Coalition are operating, to identify any specific areas of improvement, to help correct any issues related to compliance with the MS4 General Permit and to foster a better partnership among the MS4's in the Coalition and DEC Division of Water staff.

(The complete letter and attachments are appended to the minutes). Kim reminded everyone the coalition has a contract with BME for permit assistance and municipal meetings. Kim Boyd asked Luke for any updates to the General Permit; he stated the Town of Macedon failed to submit the annual report, Kim stated it was the Village of Macedon as it has been dissolved. He will follow up with Albany to verify if paperwork was needed to terminate coverage of the Village under the MS4 program.

#### **NEW BUSINESS**

Chairman Frey mentioned the WQIP Grant letters of support; since Lindsey has not commented on not receiving the letters, he is assuming she has the information that she needs; Chairman Frey will follow-up with Lindsey. The Bonadio Group will present the audit results at the September 18<sup>th</sup> meeting. Chairman Frey reminded everyone about the upcoming Lumberjack Festival; Alaina will prepare a booth representing the coalition with handouts.

#### **BILLS**-Motion: Paul Crandall seconded by Norm Druschel

Resolved: The Board approves the following bills: Ontario County Highway in the amount of \$300.00; Town of Ontario-\$300.00; Town of Farmington-\$300.00; MST-\$105.00; BME-\$2,088.10; OCSWCD-\$28.48 and Walworth Lions Club-\$25.00.

All yes, carried.

#### **TREASURER REPORT**- Motion: Norm Druschel seconded by Paul Crandall

Resolved: The treasurer report for July in the amount of \$94,161.03 is approved.

All yes, carried.

#### **ADJOURNMENT**-Motion: Paul Crandall seconded by Adam Cummings

Resolved: The meeting was adjourned at 10:04 am.

All yes, carried.

The next meeting will be held at the Walworth Town Hall on September 18, 2018.

Elaine Borgeest, Recording Secretary



# New York State Department of Environmental Conservation

## Division of Water, Region 8

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Phone: (585)226-2466

Website: [www.dec.ny.gov](http://www.dec.ny.gov)



Joe Martens  
Commissioner

June 20, 2014

The Monroe County Stormwater Coalition  
145 Paul Rd – Building 1  
Rochester, NY 14624

To the Members of the Coalition:

Re: MS4 Program Audits

As discussed in previous monthly meetings of the Stormwater Coalition, the Department will be performing audits on a rotating, annual basis of several MS4s in the Monroe County Stormwater Coalition. These audits will cover topics including, but not limited to, activities from all six Minimum Control Measures (MCMs) reported in the MS4 Annual Reports that are annually submitted to the Department.

Audits will be comprised of a combination of a records review and field observations. Field observations may include any combination of stormwater outfall inspections, inspections of active construction sites, post-construction stormwater management facility inspections, and municipal operations facility inspections. These field observation activities may be decided prior to the day of the audit or during the course of the audit.

Notice will be given to the appropriate staff prior to scheduling an audit to better facilitate a meeting where all necessary staff and records are available. The attached document is a list of items to have available during an audit. This document is not intended to be a comprehensive list as other documents may become relevant throughout the course of an audit. Audits will focus on the activities contained in the most recently submitted MS4 Annual Report, but, as required by the MS4 General Permit, MS4s must keep records required by the MS4 General Permit for at least five years after they are generated. In certain cases, these records may be called upon during the course of an audit.

Each audit performed by the Department will result in the preparation of an audit report that includes an overall rating of the municipality's MS4 program, pictures taken during the audit that are relevant to the report, any items requiring attention and/or action and any deadlines for implementation of these actions.

The main goals of these audits are to give Department staff a better understanding of how MS4s within the Coalition are operating, to identify any specific areas of improvement, to help correct any issues related to compliance with the MS4 General Permit and to foster a better partnership among the MS4s in the Coalition and DEC Division of Water staff. The Department is aware of

Cc (cont.):

Scott Harter (Pro. Eng. Group) - Village of Pittsford	(by email)
Tom West - Village of Spencerport	(by email)
Henry Taggart - Village of Scottsville	(by email)
Will Barham - Village of Webster	(by email)
Mark Gregor - City of Rochester	(by email)
Anne Spaulding - City of Rochester	(by email)
Michelle Virts - Monroe County	(by email)
Dave Turkow - SUNY Brockport	(by email)
Karen Paris Tuori - Monroe County Stormwater Coalition	(by email)
Kelly Emerick - Monroe County SWCD	(by email)
Todd Stevenson - Monroe County Stormwater Coalition	(by email)
Paul Sawyko - Monroe County Stormwater Coalition	(by email)
Andy Sansone - Monroe County	(by email)
Laurey Ritchie - Costich Engineering	(by email)

## MS4 Audit Materials

<b>General Documents</b>	Current Stormwater Management Program Plan
	Breakdown of agencies/offices responsible for implementation of the SWMP Plan, organizational charts, description of Departments/Personnel involved in SWMP Plan implementation
	Protocols/Procedures/Agreements in place for coordination of these agencies/offices
	Map of permitted area, receiving waters, SWMP coverage area, etc.
	Measurable Goals for each Minimum Control Measure (MCM)
<b>MCM1</b>	Description of Public Education and Outreach Program
	List of education and outreach activities performed and results (attendees, materials distributed, etc.)
	Records of any training activities
<b>MCM 2</b>	Description of Public Involvement/Participation Program
	List of Public Involvement/Participation activities
	Procedures for handling stormwater complaints, identification of stormwater public contact, examples of where this information is published, etc.
	Annual Report presentation information, announcements, comments received, responses given

<b>MCM 3</b>	Description of Illicit Discharge Detection and Elimination (IDDE) Program
	Map with outfall locations, surface waters receiving discharges, storm sewershed boundaries, additionally designated areas, storm sewer system
	Records of Outfall Reconnaissance Inventory (i.e. outfall inspection reports)
	Law or ordinance prohibiting illicit discharges into the MS4 and enforcement procedures and actions for illicit discharges
	Attorney certification of illicit discharge law/ordinance
	Records of illicit discharges/connections/spills and outcomes including any enforcement actions taken
	Records of information distributed on IDDE
	Procedures for receiving and investigating public/staff complaints
	Written procedures for field screening outfalls and procedures for IDDE
	Personnel training records relating to IDDE
<b>MCM 4</b>	Description of Construction Site Stormwater Runoff Control Program
	Law, ordinance or other regulatory mechanism that requires a SWPPP for each applicable land disturbing activity that includes erosion and sediment control (E&SC)
	Attorney certification of the regulatory mechanism
	Requirements of construction site operators regarding E&SC and waste control
	Sanctions to ensure compliance with regulatory mechanism
	Procedures for SWPPP reviews addressing E&SC
	Procedures on handling complaints
	Procedures for site inspections and enforcement of E&SC measures
	Description and records of education program for construction site owner/operators, design engineers, municipal staff, etc.
	Inventory/Map of active construction sites
	Construction inspection records
	Records of any enforcement actions taken

<b>MCM 5</b>	Description of Post-Construction Stormwater Management Program
	Law, ordinance or other regulatory mechanism that requires post-construction runoff controls
	Attorney certification of the regulatory mechanism
	Any considerations of Low Impact Development (LID), Better Site Design (BSD) and other Green Infrastructure (GI) practices in the development of watershed plans, municipal comprehensive plans, open space preservation programs, local law, ordinances, land use regulations, etc.
	Procedures for SWPPP reviews regarding post-construction runoff controls
	Procedures for inspection/maintenance/enforcement of post-construction stormwater management practices
	Inventory/Map of post-construction stormwater management practices
	Plan to ensure long-term operation and maintenance of post-construction stormwater management practices
	Resources allocated to inspection and enforcement violators
	Records of any enforcement actions taken
	Records of any post-construction stormwater management practice inspection/maintenance/enforcement actions taken
	Documentation of trainings for Town staff that conduct post-construction stormwater management practice inspections
	<b>MCM 6</b>
Inventory/Map of Municipal Operations addressed by SWMP	
Records of self-assessments of facilities address by SWMP	
Management, practices, policies, procedures	
Employee pollution prevention and good housekeeping training program description and records of trainings	
Records of 3 <sup>rd</sup> party contracted services	
Description of fertilizer, pesticide, herbicide application records and reduction techniques	
Data on acres parking lot swept, miles of street swept, catch basins inspected/cleaned, post-construction controls inspected/cleaned, etc.	