

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: Village of Minoa SPDES Permit Number: NYR20A 229**

See information packet for information to help complete this form.

MCC Form for year ending: March 9, ____ 2006 (Year 3) ____ 2007 (Year 4) <u> X </u> 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? ____ Yes <u> X </u> No			
Name: Richard J. Donovan		Title: Mayor	Department:
Mailing Address:	Street or P.O. Box:	City:	
	240 N. Main Street	Minoa	
	County:	State:	Zip Code:
	Onondaga	New York	13116
Phone: ( 315 ) 656-3100		E-mail Address: ssnider@villageofminoa.com	
<b>Local Stormwater Public Contact</b> (Required by Minimum Measure 2)			
Is information below: 1) new or changed? ____ Yes <u> X </u> No			
2) same as: <u> X </u> Owner/Operator			
Name: Robert Wolf		Title: Stormwater Management Officer	Department:
Mailing Address:	Street or P.O. Box:	City:	
	502 Cheryl Lane	Minoa	
	County:	State:	Zip Code:
	Onondaga	New York	13116
Phone: ( 315 ) 656-3100		E-mail Address:	
<b>Stormwater Management Program (SWMP) Coordinator</b> (Responsible for implementation/coordination of SWMP)			
Is information below: 1) new or changed? <u> X </u> Yes ____ No			
2) same as: <u> X </u> Owner/Operator <u> X </u> Local Stormwater Public Contact			
Name: Richard Greene		Title: Stormwater Control Officer	Department: Codes Enforcement
Mailing Address:	Street or P.O. Box:	City:	
	240 N. Main Street	Minoa	
	County:	State:	County:
	Onondaga	New York	Onondaga
Phone: ( 315 ) 656-2612		E-mail Address: rgreene@villageofminoa.com	
<b>Annual Report Preparer</b>			
Is information below: 1) new or changed? ____ Yes <u> X </u> No			
2) same as: ____ Owner/Operator <u> X </u> Local Stormwater Public Contact <u> X </u> SWMP Coordinator			
Name:		Title:	Department:
Mailing Address:	Street or P.O. Box:	City:	
	County:	State:	Zip Code:
Phone: ( )		E-mail Address:	

**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:

The Village of Minoa does discharge into the TMDL watershed.

**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**

The Villages of Fayetteville, Manlius and Minoa partnered with the Town of Manlius for GIS Mapping.  
<http://www.townofmanlius.org/gis/>

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

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

Village of Minoa participates in the SPDES Stormwater Phase II Education and Outreach Assistance Program sponsored by the Central New York Regional Planning & Development Board for FY 2008-2009, Year 6.

**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: The Village of Minoa does not cover the ESM School District, as they have their own MS4 policies and we do not have any control over the school system maintenance and operations.

**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:

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 SWMP is funded through the General Fund and for the FY 2007 -2008 the Village of Minoa budgeted \$4,500.00 for the implementation of Local Law #7 for 2007 and the Stormwater Management Officer. Department of Public Works, Waste Water Treatment Facility and Codes Enforcement personnel that handle daily stormwater management activities are all funded through the General and Sewer Funds.

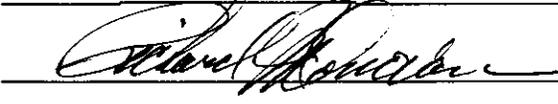
3. If the MS4 is not receiving funding, briefly explain below: plans the MS4 has for obtaining future funding?

Explain:

**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: Richard J. Donovan Title: Mayor

Signature:  Date: May 30, 2008

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: \_\_\_\_\_ SPDES Permit Number: NYR20A \_\_\_\_\_

Annual Report Table for year ending: March 9, 2006 (Year 3) \_\_\_\_\_ 2007 (Year 4) \_\_\_\_\_ X 2008 (Year 5)

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.

<p><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).</p> <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>	<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>The four (4) highway departments within the Town of Manlius (including Minoa) have an ongoing mutual aid program to interchange the use of Equipment for Stormwater related activities including cameras, sewer jet, mini cam, vacuum truck, laboratory analysis and spill kits.</p>	<p>Ongoing Task - The shared use of equipment, resources and knowledge has been successful, adds to an improved Stormwater Management Program and will continue.</p>
<p>DPW personnel participate annually in the Earth Day Cleanup, which were held on April 27, 2007 and April 25-26, 2008.</p>	<p>Ongoing Task – Continue to gauge the performance of the website and CNYRBD. Continue to participate in Earth Day Cleanups and notify residents of the event via the website and newsletters.</p>
<p>The Village of Minoa routinely updates their website <a href="http://www.villageofminoa.com">http://www.villageofminoa.com</a> to include quarterly newsletters, Codes Enforcement information, Local Laws, recycling information, stormwater maintenance, etc.</p> <p>Under the new SPDES Permit, public notice was done in the form of posting the completed Stormwater management Program Annual Report for Year 5 on the Village website: <a href="http://www.villageofminoa.com/stormwater.html">http://www.villageofminoa.com/stormwater.html</a> . The website includes links to the NYSDEC, Central New York Regional Planning and Development Board, and the Town of Manlius, as well as various other</p>	<p>Ongoing Task - On November 5, 2007 the Village of Minoa agreed to participate in the SPDES Stormwater Phase II Education and Outreach Assistance Program sponsored by the Central New York Regional Planning &amp; Development Board and budgeted \$5,000.00 for Year 6.</p> <p>Ongoing Task – Website will be adjusted as necessary.</p>

<p>links.</p> <p>The website provides contact information for Robert Wolf, Stormwater Management Officer and Richard Greene, Stormwater Control Officer.</p> <p>Stormwater Hotline is listed on the website at (315) 656-2612</p>	
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results (when applicable)</b> <b>Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</b></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 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 (when applicable)</b>  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>				
<p>The Village website provides residents the opportunity to submit comments, download pamphlets and newsletters. Pamphlets were provided at the Minoa Days Festival held on July 14, 2007 and residents were encouraged to call the Village Office with concerns or questions.</p>	<p>Ongoing Task – the Village of Minoa will continue to provide information to the public via the website and community functions such as the Minoa Days Festival scheduled for July 12, 2008..</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. Describe procedures below and state the methods used to publicize the AR public presentation.</p>					
<p>Information is presented on the Village website <a href="http://www.villageofminoa.com/stormwater.html">http://www.villageofminoa.com/stormwater.html</a></p>					
<p><b>Permit Reference IV.C.2.e:</b> Public presentation of; f: summary of comments received on; and g: intended response to comments on the SWMPAR. Summarize attendance at the public presentation of the Annual Report. Include number of attendees and who was represented:</p>					
<p>Per the new permit requirements, the public presentation of the Annual Report was displayed on the Village website at <a href="http://www.villageofminoa.com/stormwater.html">http://www.villageofminoa.com/stormwater.html</a></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. Attach summary of comments and intended responses.  Per the Central New York Regional and Planning Board, the new permit states that posting the completed report online eliminates the need to hold an informational meeting.</p>	<table border="1"> <thead> <tr> <th data-bbox="933 538 1212 984">Date of Annual Report Meeting:</th> <th data-bbox="933 134 1212 538">Approximate Date of Meeting Next Year:</th> </tr> </thead> <tbody> <tr> <td data-bbox="1037 538 1212 984">May 30, 2008 – Approval for submission</td> <td data-bbox="1037 134 1212 538">May 29, 2009 – Approval for submission w/ report available online by May 10, 2008 for review and comments.</td> </tr> </tbody> </table>	Date of Annual Report Meeting:	Approximate Date of Meeting Next Year:	May 30, 2008 – Approval for submission	May 29, 2009 – Approval for submission w/ report available online by May 10, 2008 for review and comments.
Date of Annual Report Meeting:	Approximate Date of Meeting Next Year:				
May 30, 2008 – Approval for submission	May 29, 2009 – Approval for submission w/ report available online by May 10, 2008 for review and comments.				
<p><b>Additional Techniques</b></p>					
<p>Outline of what has been accomplished and what is reviewed.</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>					

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**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 and planned for next year.</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>The Village adopted Local Law No. 7-2007 on 10/1/2007. The local law is Titled "Prohibition of Illicit Discharges, Activities and Connections to Separate Storm Sewer Systems of the Village of Minoa." It is listed as Chapter 134 of the Local Laws. (See Appendix) In conjunction with the Local Law, the Illicit Discharge Detection and Elimination Plan (IDDE) was completed and implemented in October 2007.</p> <p>Monitoring of identified outfalls is done monthly and there have not been any discharges observed at these sites.</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 and planned for next year, 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. <i>State if maps are in GIS.</i></li> </ul> <p>The Town of Manlius, as part of the \$580,000 EPF Stormwater Assistance Grant on behalf of regulated MS4 communities in the Syracuse Urban Area system. Worked with the Central New York Regional Planning and Development Board and Cornell Extension to map locations of outfalls within the Village. Student interns visited each outfall location verified it with a GPS and added it to a map in GIS format. (Enclosed are two (2) CDs - Phase II GIS Basemap and Orthoimagery and the Village of Minoa Stormwater Sewer</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>Example measurable goals: number of illicit discharges detected; number of illicit discharges eliminated.</i></li> </ul> <p>The Law meets or exceeds the recommendations of the DEC and allows for enforcement. Note: Various parts of this law have been part of other Local Laws for the past 15 to 20 years. This Law addresses all of these subjects within one Specific Law.</p> <p>Ongoing Task – continue to monitor all locations on a monthly basis, after significant rainfalls and dry periods.</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>Example measurable goals: percent of outfalls mapped</i></li> </ul> <p>Scheduled – The Village of Minoa has budgeted \$4,400.00 for FY 2008-2009 - Year 6 to update the Stormwater System GIS by utilizing New York Rural Water Association to produce a map that can be used by all Village employees that is easier to navigate and create better printable reports.</p>
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**Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE) Regulatory Mechanism**

**Permit Reference IV.C.3.c:** 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. See the instructions for information about completing this section.

Does the MS4 have the legal authority to enact ordinances, local laws or other regulatory mechanisms?

No (go to ADDENDUM 1)  
 Yes (complete questions below)

**Assessment of Regulatory Mechanism (Local Code)**

1) When was this assessment completed or planned to be completed?

Date completed: Upon receipt and review of Year 4's DEC response letter, the DPW, WWTF and CEO worked together in the Fall of 2007 to analyze, place proper departmental procedures, and implemented the IDDE and Good Housekeeping schedule. Assessments are completed on a quarterly basis by Steve Giarruso (Wastewater Treatment Facility Supervisor) and by Thomas Petterelli (DPW Supervisor)

Not yet completed (proceed to Permit Reference IV.C.3.e)  
Plan to complete for reporting in year: 4; 5.

2) Is there an existing ordinance, local law or other regulatory mechanism?

No (go to question 5)  
 Yes

3) Does the existing regulatory mechanism prohibit illicit discharges as required by the MS4 Permit?

No (amendments needed)  
 Yes

4) Does the existing regulatory mechanism include enforcement authorities and procedures as required by the MS4 Permit?

No (amendments needed)  
 Yes

**Development of Regulatory Mechanism (Local Codes)**

5) When was this work completed or planned to be completed?

Date completed: On 10/1/2007 Local Law #7 for 2007 was adopted.  
 Not yet completed (proceed to Permit Reference IV.C.3.e)  
Plan to complete work below for reporting in year: 4; 5.

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?

NYS IDDE Model Law in its entirety  
 Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law  
 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?

No  
 Yes, list the local code(s) that will be changed:

<p>8) If the existing regulatory mechanism does not require amendments, what language is in the mechanism?</p>	<p><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 checked="" type="checkbox"/> Language equivalent to NYS IDDE Model Law</p>
<p>9) What was the date or is the planned date of local law adoption?</p>	<p>Date: October 1, 2007</p>
<p>10) Provide a web address if adopted local law can be found on a web site.</p>	<p>Web Address: <a href="http://www.villageofminoa.com/forms.html">http://www.villageofminoa.com/forms.html</a></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.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 and 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 (when applicable)</b> <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
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Information is available on the Village website and a newsletter that is mailed to all residents and business owners including stormwater care and prevention. <http://www.villageofminoa.com/newsletter.html>. All information is available to the employees through the Right to Know Stations located at the DPW, WWTF and the Village Office.

Ongoing Task – the Village of Minoa is dedicated to maintaining a current website and providing the residents with the information needed to follow the SPDES permit guidelines and providing information via newsletters and pamphlets provided by the CNYRBP per agreement. Continue distribution by the same means in future years and to include commercial properties.

<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>
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**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:**

**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?

No (go to ADDENDUM 2)  
 Yes (complete questions below)

1. When was the preliminary assessment of existing local codes completed or when will it be completed?

**Preliminary Assessment of Regulatory Mechanism (Local Code)**  
Date completed: 10/1/2007 Not yet completed (proceed to Permit Reference IV.C.4.b.v) Plan to complete for reporting in year: 4; 5.  
 Did not do preliminary assessment; proceeded directly to Gap Analysis Worksheets 1-4 or adopted *Sample Local Law for Stormwater Management and Erosion & Sediment Control* (Sample Local Law).

2. If preliminary assessment was completed, indicate the results.

If none of Sample Local Law provisions appear in local code; consider adopting Sample Local Law or equivalent  
 If few Sample Local Law provisions appear in local code; major revisions needed or consider adopting Sample Local Law or equivalent  
 If most of the Sample Local Law provisions appear in local code; minor revisions needed. See Appendix.

3. When was the Gap Analysis or equivalent process completed or when will it be completed?

**Assessment and Development of Regulatory Mechanism (Local Code)** (continued on next page)  
Date completed: 10/1/2007 Not yet completed (proceed to Permit Reference IV.C.4.b. v)  
Plan to complete work below for reporting in year: 4; 5.

4. How was the local code adopted or how will it be adopted\*?

a.  The entire Sample Local Law adopted as amendments to existing code or as stand alone law.  
 • If no portions of the Sample Local Law were moved or deleted, all provisions would be exactly the same as the Sample Local Law.  
 • If ANY provisions of the Sample Local Law were moved or deleted, the moved or changed provisions must be reviewed (use the *Gap Analysis* or equivalent process) to ensure the intent of the law has not been changed.  
 b.  Parts of NYS Sample Local Law adopted as amendments to existing code.  
 c.  Language developed by municipality was demonstrated to be equivalent.

\*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.

**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.

Clases 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 exactly the same as the Sample Local Law language	Existing clauses equivalent to the Sample Local Law language (see Gap Analysis Workbook Equivalence Sheets for information to help determine equivalence)
1		
2		
3, 4, 5		
6		
TOTAL		

6. 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)?  
 No  
 Yes, list the local codes that will be changed: Chapter 134 of the Code of the Village of Minoa was established entitled Storm Sewers. The established law was based on the NYS Model. See Appendix.

7. What was the date or is planned date of local code adoption?  
Date: 10/1/2007

8. Provide a web address if the adopted local law can be found on a web site.  
Web Address: <http://www.villageofminoa.com/forms.html>

**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>• <u>Describe the procedures below. 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>• <i>Example measurable goals: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</i></li> </ul>
<p>Site plans are currently reviewed by the CEO and Village engineer as received to ensure they comply with NYS requirements.</p>	<p>Ongoing Task - The law meets or exceeds the recommendations of the DEC and allows for local enforcement. Note: Various parts of this law have been part of other local laws for the past 15 to 20 years. This law addresses all of these subjects within one specific law. The developed procedures will be continued by CEO, Village engineer, DPW and WWTF. There are expected to be up to 20 plans in 2007-2008/Year 6 for review.</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>• <u>Explain the procedures below. Revise as procedures are updated.</u></li> <li>• <u>Identify the responsible personnel or outside organizations.</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>
<p>The public meetings are open to the public to comment on construction plans during the planning stages by attending Planning Board open meetings and Board of Trustees meetings. In some cases, extra meetings have been held for the purpose of hearing public comments. The plans are available by contacting the CEO or the Village Clerk.</p>	<p>Phone numbers, contact information, and e-mail addresses are available on the Village website for residents to review.</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><i>Describe each procedure 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 are number of: inspections; fines assessed; stop work orders; other sanctions.</i></li> </ul>
<p>The Village Local Law No. 7-2007 meets or exceeds GP-02-02. The Codes Enforcement Officer performs site inspections on a daily basis and the Village engineer inspects on a weekly basis. Weekly reports are sent from LJR Engineering to the CEO for review and are filed in the CEO Office. Engineer reports are available for review.</p>	<p>Ongoing Task - The Minoa Farms subdivision is currently the only construction site within the Village of Minoa. The subdivision was approved and under way before MS4 registration. With the new regulations in place, the developer and the homebuilders are operating under the new codes. The Codes Enforcement Officer, along with the Village Engineers, routinely reviews and manages storm water control.</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><i>Explain the activities and materials used to meet this requirement.</i></li> <li><i>Identify the personnel or outside organization conducting this activity.</i></li> <li><i>Indicate activities planned for next year.</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>Employees attended the following classes:</p> <ul style="list-style-type: none"> <li>Richard Greene - Municipal Stormwater Oversight &amp; Construction Site Inspection - 2/28/07</li> <li>Richard Greene - New York State Residential Code &amp; DOH Water Supply &amp; Wastewater Program - 2/28/2007</li> <li>Richard Greene - Introductory Flood Insurance Program Workshop - 7/31/2007</li> <li>Steve Giarrusso, Richard Greene, Thomas Patterelli and Robert Wolf - Fall 2007 Municipal Training Program offered by the Onondaga County Planning Federation - 9/25/2007</li> <li>Richard Greene and Robert Wolf - Certified Professional in Erosion and Sediment Control Review Course - 9/27/2007</li> <li>Richard Greene - Risk Transfer Methods for Municipalities Seminar - 10/25/2007</li> <li>Steve Giarrusso, Richard Greene, Thomas Patterelli and Robert Wolf -</li> </ul>	<p>Ongoing Task -- The Village Board members have committed themselves to approving all classes presented before the Board pertaining to storm water management and have budgeted funds to attend these classes for all interested employees and appointed officials.</p>

<p>Stormwater Permit Information and Training Workshop – 3/6/2008</p>	
<p>In the ongoing “Minoa Farms” Subdivision (with the potential for 240 + Homes), work is proceeding nicely on the first eighty (80) home section. All homes within the subdivision must be built with their lowest floor a minimum of two (2) feet above the “100 year flood plain” and all Stormwater is collected in a system of six (6) interconnected lakes. These Lakes drain into each other with the lowest releasing it’s water, slowly, into Limestone Creek. The homes with lake frontage own property to the Center of the lake</p>	<p>Since the first houses and lakes were built approximately four years ago, we have been monitoring the effectiveness of this system of Stormwater retention and control. The results have been excellent. The retention and gradual controlled release of water, pond to pond and to Limestone Creek has been well controlled.</p>
<p>Resource allocations of budget, staff and equipment have been considered as part of the developer’s responsibilities and according professional review fees charged against a developer’s project shall include sufficient monies to cover inspections and enforcement of the developer’s construction site runoff control. Funds are kept in an escrow account in Trust and Agency Fund.</p>	<p>The Village Engineer works with the CEO and Planning Board on the appropriate professional review fees to be paid by the developer and is approved on an annual basis. The money is provided upfront by the developer by way of an escrow account and/or hold invoice for payment by the developer.</p>
<p>CEO completes daily field inspections and the Village engineer completes the inspections on a weekly basis and reports to the CEO of their findings.</p>	<p>As development continues through 2008 and 2009, increased inspections by the Village engineer are expected.</p>
<p><b>Additional Techniques</b></p>	
	<p><b>Describe Measurable Goals and Results (when applicable)</b>  <b>Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</b></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.

<p><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:</p> <ul style="list-style-type: none"> <li>• A combination of structural and/or non-structural management practices.</li> <li>• <u>Identify and describe below procedures to ensure installation of post-construction management practices. Revise as procedures are updated.</u></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>The Village law meets or exceeds GP-02-02. The Codes Enforcement Officer performs site inspections on a regular basis. Post-construction inspections are included. Inspections are also made by the Village Engineers, LJR Engineering, and forwarded to the Codes Enforcement Officer, Richard Greene, for review and adjustments.</p>	<p style="text-align: center;"><b>DO NOT ENTER INFORMATION IN THIS CELL</b></p> <p>Ongoing Task - The Minoa Farms subdivision is currently the only development site within the Village. It was approved and under way before MS4 registration, but consistently follows the rules and regulations, which are reviewed weekly. Post-construction sites are review is in accordance to Chapter 135 of the Code of the Village of Minoa.</p>
<p>Chapter 135 of the Code of the Village of Minoa entitled Stormwater Management and Erosions and Sediment Control developed post-construction procedures for inspection and maintenance. Penalties for offenses were developed to ensure compliance and performance bonds are in place as well.</p>	<p>CEO and Village engineer shall continue conducting inspections during construction and post-construction to insure code compliance.</p>
<ul style="list-style-type: none"> <li>• Procedures for site plan and SWPPP review to ensure SWMPs meet state standards.</li> <li>• <u>Describe procedures below. Revise as procedures are updated.</u></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>
<p>Enforcement may include: stop work orders, no issuance of certificate of occupancy, penalties/fines as prescribed by Chapter 135 of the Code of the Village of Minoa..</p> <p>Chapter 135-8 of the Code of the Village of Minoa covers the "Contents of stormwater pollution prevention plans" in accordance with NYS DEC requirements.</p>	<p>Ongoing Task - The Minoa Farms subdivision is currently in a state of growth and construction site plans are submitted quite frequently, which are reviewed by our Codes Enforcement Officer upon receipt.</p>
<p>Chapter 127 of the Code of the Village of Municipal Code entitled "Site Plan</p>	

Review” provides for the procedures of submitting a Site Plan, application requirements, conferences, fees, review standards, hearing and decisions, appeals and enforcement.

**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. (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:</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>• Procedures for inspection and maintenance of post-construction management practices.</li> <li>• <u>Explain procedures below. Revise as procedures are updated.</u></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Example measurable goals are number of: inspections maintenance activities performed.</i></li> </ul>
<p>Chapter 135-11 of the Code of the Village of Minoa entitled "Construction Inspection" requires inspection at the start of construction, installation of sediment and erosion control measures, completion of site clearing, rough grading, final grading and final landscaping. The Code requires that the developer conduct weekly and/or monthly inspections, submission of reports, and provide for right of entry. The CEO is responsible for reviewing inspections and maintaining contact with the developer.</p>	<p>Goal is to inspect each site and all facilities on a daily basis by the CEO and weekly by the Village engineer during construction and regularly during post-construction. The development is a work in progress and will continue for the upcoming years.</p>
<ul style="list-style-type: none"> <li>• Procedures for enforcement and penalization of violators.</li> <li>• <u>Explain procedures below. Revise as procedures are updated.</u></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Example measurable goals: number enforcement activities performed.</i></li> </ul>
<p>Chapter 135-13 of the Code of the Village of Minoa entitled "Enforcement: penalties for offenses" provides the CEO the ability to place stop work orders, restrained by injunctions, fined, withhold certificate of occupancy, and restore the land to it's final condition.</p>	<p>CEO will continue to review and enforce as necessary and on a regular basis. Goal - The Minoa Farms development currently has 12 construction sites in progress, with potentially 20 lots total for 2008-2009. Each site will be reviewed daily/weekly.</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. (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:</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>CEO is currently funded by the General Fund.</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 style="text-align: center;"><b>DO NOT ENTER INFORMATION IN THIS CELL</b></p> <p>Ongoing Task – funding will be reviewed annually and will request an increased performance bond from the developer.</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. 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> <ul style="list-style-type: none"> <li>• <i>List pollutants that will be addressed by the municipal pollution prevention program.</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>The four (4) highway departments within the Town of Manlius, including Minoa, have an ongoing mutual aid program to interchange the use of equipment for stormwater related activities. Equipment for Stormwater related activities include: cameras, sewer jet, mini cam, vacuum truck, laboratory analysis and spill kits.</p>	<p>The shared use of equipment, resources and knowledge add to an improved storm water program, which is an ongoing task and goal to work together to provide a clean stormwater system.</p>
<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> <p>The Village has adopted a Good Housekeeping program which requires annual, or as needed, sweeping of all streets. Annual cleaning of catch basins is also required. The Department of Public Works keeps records of all good housing keeping work performed attached is the good housekeeping policy for your records. See appendix.</p>	<p style="text-align: center;"><b>DO NOT ENTER INFORMATION IN THIS CELL</b></p> <p>Ongoing task - the same level of good housekeeping has existed in the Village for years, but now offers a formal written program and information provided to the public. The Village will continue this program in their daily efforts. The measurable goal is the number of employees trained annually and number of spills, if any, responded to.</p>
<p>Newsletters are routinely sent to residents and business owners stating that grass clipping are prohibited in yard waste streams and should be contained in bags, boxes, or garbage containers for pickup by the DPW.</p>	<p>Ongoing task – newsletters will continue to have articles pertaining to stormwater management and DPW (curbside pick-up, trash removal, and brush pick-up).</p>
<p><b>Permit Reference IV.C.6.a:</b> Include a municipal pollution prevention training component for staff (where all staff are trained).</p> <ul style="list-style-type: none"> <li>• <i>Explain activities and materials used to meet this requirement.</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>

<ul style="list-style-type: none"> <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>Ongoing task - Improved housekeeping and record keeping, keeps all of these fluids under tight control.</p>
<p>Following the DEC recommendations for bulk storage of fluids, the Department of Public Works has purchased and installed new storage containers for oils, kerosene, gasoline and diesel fuels, waste oils and contaminated anti-freeze. The containers are stored indoors; clearly marked and as necessary, removed and disposed of by Norco, Inc. All DPW and WWTF employees have been trained for proper maintenance and disposal of bulk storage fluids.</p>	
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results (when applicable)</b>  <b>Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</b></p>
<p>Key Public Works personnel and the Stormwater Representative have attended two (2) stormwater related training sessions presented by the CNY Regional Planning and Development Board within the past year.</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 MSA. 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 the <b>municipal operation(s) indicated above</b> to the MEP.</p> <ul style="list-style-type: none"> <li>• Describe how the bulleted items below focus on pollutants addressed by the municipal pollution prevention program and the pollution prevention priorities.</li> <li>• Briefly describe or reference any existing policies and procedures</li> <li>• Briefly describe or reference any policies and procedures being developed</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><b>DO NOT ENTER INFORMATION IN THIS CELL</b></p>	
<p>Existing Procedure - Illicit Discharge Detection and Elimination Plan (IDDE). This plan includes an outfall screening procedure, a source identification procedure, a list of active commercial facilities that discharge into the Village of Minoa's MS4, and an outfall inspection check list.</p>	<p>Ongoing task - Village employees will continue to follow the Illicit Discharge Detection and Elimination Plan as part of their duties and will take classes as necessary to update any pertinent information.</p>
<p><b>DO NOT ENTER INFORMATION IN THIS CELL</b></p>	
<ul style="list-style-type: none"> <li>• Briefly describe or reference any existing best management practices</li> <li>• Briefly describe or reference any planned best management practices</li> </ul>	<p>Goal is to repair as necessary.</p>
<p>Repaired 7 catch basins</p>	<p>Goal is to clean at least 30 annually.</p>
<p>Cleaned 44 catch basins</p>	<p>Goal is to sweep at least 100 hour annually.</p>
<p>Swept street 100 hours</p>	<p>Goal is to have a new salt storage facility constructed at the DPW site in the 2008-2009 fiscal year.</p>
<p>Clean and maintain salt storage</p>	
<p>Municipal Good Housekeeping MS4 Manual provides and inspection checklists formulated as guidance material for implementation of the Stormwater Phase II MS4 compliance.</p>	
<p><b>DO NOT ENTER INFORMATION IN THIS CELL</b></p>	
<ul style="list-style-type: none"> <li>• Identify and describe the equipment and staff that are in place</li> </ul>	<p>Goal is train employees annually, maintain equipment and continue</p>
<p>The Department of Public Works has nine full-time employees, the Wastewater</p>	

<p>Treatment Facility has two full-time employees and there is one Codes Enforcement Officer.</p> <p>Equipment for Stormwater related activities include: cameras, sewer jet, mini cam, vacuum truck, laboratory analysis and spill kits.</p>	<p>with shared services between local municipalities of stormwater equipment.</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>	
<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 style="text-align: center;"><b>DO NOT ENTER INFORMATION IN THIS CELL</b></p>
<p>All municipal staff members employed by the DPW and WWTF will receive an individual copy of this document. A copy of the Municipal Good Housekeeping MS4 and IDDE are posted in the DPW, WWTF and Village Office at the Right to Know Stations. New employees shall receive a copy of this document for review and training during the new employee training process. Annual training will be conducted by the superintendent of the Minoa DPW or by an appropriate outside agency. See Appendix.</p>	<p>Goal is to review and analyze training and adjust accordingly as pertinent training and education opportunities arise.</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>Thomas Patterelli, DPW Supervisor, and Richard Giarrusso, WWTF Supervisor, both hold employee meetings throughout the year after each class attended to forward the new information to departmental employees.</p> <p>Employees attended the following classes:</p> <ul style="list-style-type: none"> <li>• Richard Greene - Municipal Stormwater Oversight &amp; Construction Site Inspection - 2/28/07</li> <li>• Richard Greene - New York State Residential Code &amp; DOH Water</li> </ul>	<p>Goal is to observe any pertinent training and education opportunities arise.</p>

<ul style="list-style-type: none"> <li>• Supply &amp; Wastewater Program – 2/28/2007</li> <li>• Richard Greene - Introductory Flood Insurance Program Workshop – 7/31/2007</li> <li>• Steve Giarrusso, Richard Greene, Thomas Patterelli and Robert Wolf - Fall 2007 Municipal Training Program offered by the Onondaga County Planning Federation – 9/25/2007</li> <li>• Richard Greene and Robert Wolf - Certified Professional in Erosion and Sediment Control Review Course – 9/27/2007</li> <li>• Richard Greene - Risk Transfer Methods for Municipalities Seminar – 10/25/2007</li> <li>• Steve Giarrusso, Richard Greene, Thomas Patterelli and Robert Wolf - Stormwater Permit Information and Training Workshop – 3/6/2008</li> </ul>	
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results (when applicable)</b>  <b>Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</b></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>	

**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.
- X Other IDDE Plan, website information regarding local laws and newsletters, newsletter examples, Erosion and Sediment Control Plan, Local Law #7 for 2007 Prohibition of Illicit Discharges, Activities and Connections to Separate Storm Sewer Systems of the Village of Minoa, CDs (Phase II GIS Basemap and Orthoimagery)

# **APPENDIX**

<b>Appendix 1</b>	<b>Catch Basin Repair Log</b>
<b>Appendix 2</b>	<b>Street Sweeping &amp; Catch Basin Cleaning Log</b>
<b>Appendix 3</b>	<b>Training Rosters</b>
<b>Appendix 4</b>	<b>Newsletter Articles</b>
<b>Appendix 5</b>	<b>Website Pages</b>
<b>Appendix 6</b>	<b>NY Rural Water Association GIS Mapping Quote</b>
<b>Appendix 7</b>	<b>Village of Minoa – Illicit Discharge and Elimination Plan (IDDE)</b>
<b>Appendix 8</b>	<b>Village of Minoa – Municipal Good Housekeeping MS4 Manual</b>
<b>Appendix 9</b>	<b>Erosion and Sediment Control Plan for Small Homesite Construction</b>
<b>Appendix 10</b>	<b>Local Law #7 for 2007 – Storm Sewers – Prohibition of Illicit Discharges, Activities and Connections to Separate Storm Sewer Systems of the Village of Minoa</b>

## **Enclosures:**

**CD – Phase II GIS Basemap and Orthoimagery**  
**CD – Village of Minoa Stormwater Sewer System**

# **CATCH BASIN REPAIR LOG**

3-22-07 - catch Basin Repair (Top course,  
Hulbert - S. Main DP

3-23-07 - catch Basin Repair,  
Top course, 313 S. Main DP

3-19-07 - catch Basin Repair  
Replaced old Gate with larger one.  
221 William St. DP

3-26-07 - N. Main Central  
Replaced Top course, DP, JDS

4-12-07 - 109 Edgewood - Catch  
Basin Repair, Top course DP.

2008

3-19-08 - Cherry Fay Rebuild  
catch Basin, Top Two courses. DP

3-27-08 - 108 Lyford Rebuild  
catch Basin. DP

4-25-08 - Ripplebrook, Helffer Rebuild  
Top course, DP

3-17-06 - Catch Basin Repair  
Ripole, Fay. DP, JDL

3-17-06 - Ripole - Catch Basin  
Repair D.P.

3-3-06 - Edgerton St - Drain  
Catch Basin Repair - DP JDL, MM

3-24-06 - East Ave Nursing Home  
Lowered Basin - DP, JDL, FE, MM, JA

3-30-06 - 312 Windbrook - Repair Top Catch  
Basin DP, JDL

3-30-06 113<sup>1/2</sup> Windbrook - Repair Top Catch  
Basin - DP JDL

4-10-06 - ST. MARY'S CHURCH - TOTAL BASIN REPAIR  
JDL, DP

107-109 Edgerton - Total Basin Repair  
DP, GLW.

**STREET SWEEPING & CATCH BASIN  
CLEANING LOG**

Date Jan HHS Initial  
CB 119 RPE

Helper & winds. NE. area top covers

310 winds  
308 winds Needs work

110-113 Flaxwood  
NW helper & mail  
- helper @ Elm.

- 136 Helper
- 140 Helper
- 144 "
- 146 "
- 204 "
- 206 "
- 208 "
- 210 "
- 220 "
- 224 "
- 226 "
- 228 "
- 230 "
- 403 Ferndale
- 404 "
- 402 "

Behind Post Office  
Intersection Elm/Willard

6-21-07	CB	South side	28 hrs	RPE Lmk
6-22-07	CB	South side	32 hrs	RPE mc
7-30-07	CB	side	45	RE mc
8-2-07	CB	so side	49	RPE mc
8-16-07	CB	so side	52	RPE mc
10-2-07	Swp	vil	64	RPE
10-15-07	Swp	vil	66	RPE
11-1-07	Swp	vill	72	RPE
11-2-07	Swp	vill	79	RPE
3-30	Swp	vil	93	RPE
4-3	Swp	vil	101	RPE
"	Swp	vil	104	RPE
4-18	"	Down WWTF	109	RPE
"	Swp	vil	111	RPE
4-28	Sweep	vill	112	RPE
5-2	Sweep	vill	115	RPE
5-9	"	"	116	RPE
5-15	Sweep	"	122	RPE
5-22	"	"	126	RPE
5-23	"	"	129	RPE
5-30	"	"	132	RPE

# **TRAINING ROSTER**

Topic of Training: LADDERS, SLIPS TRIPS FALL, WORKPLACE VIOLENCE

Date: 9-24-07

Trainer/Sub-contractor: Gene Prescott

Time: 7am - 1:30pm  
(start) (end)

Contractor: VILLAGE OF MINOA

Location: MINOA, NY

**Training Roster**

Attendee ID #	Registered Name	Attendee Signature	Employer/Affiliation
1	TIM LANDRY	<i>[Signature]</i>	
2	Dan Palani	<i>[Signature]</i>	
3	Mark Nicholson	<i>[Signature]</i>	
4	Joe Abbott	<i>[Signature]</i>	
5	Ray Edwards	<i>[Signature]</i>	
6	Mike Murnane	<i>[Signature]</i>	
7	George L. Wood	<i>[Signature]</i>	
8	THOMAS P. PETERELLI	<i>[Signature]</i>	
9	WIT Fleckman	<i>[Signature]</i>	
10	Steve Giarrusso	<i>[Signature]</i>	
11	Lance Stolp	<i>[Signature]</i>	
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## Village of Minoa Safety Training Outline

Location: Village of Minoa  
Date of Training: September 24, 2007  
Length of Class: Six Hours  
Instructor: Empire Safety Training & Consulting  
Equipment Needed: Laptop & PowerPoint Projector  
Objective:

### I) Introduction

- a) Filling out class roster
- b) Review of Objective

### II) Hearing Conservation

- A) The effects on noise on hearing
- B) The purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types, and instructions on selection, fitting, use and care
- C) The purpose of audiometric testing, and an explanation of the test procedures
- D) Elements of a Hearing Conservation Program

### III) Ladder Safety/ Slips, Trips, & Falls

- A) Employees will view pictures of improper ladder use employee and be asked the hazards with each picture
- B) OSHA Regulations 1910.24 & 1910.25
  - 1) General requirements of ladders
  - 2) Care & Maintenance
- C) Pre-use inspections
  - 1) This will involve hands on segment where employees will get to view various types of fall protection equipment and try the equipment such as harnesses on
- D) Review of different ladder types
  - 1) Wooden ladders
  - 2) Aluminum Ladders
  - 3) Fiberglass Ladders

***SAFETY FOR THE REAL WORLD***

***WWW.EMPIRESAFETY.ORG***

- E) General discussion on the various types of ladders and portable stairs in use in the Village of Minoa
- F) Storage & Handling
- G) Review of slips, trips and falls from the same level
- H) Review of slips, trips and falls from a different level
- I) Review of preventive measures to take

#### **IV) Workplace Violence**

- A) Workplace Violence Definitions
  - 1) Defining workplace violence
  - 2) Examples and Types of workplace violence
  - 3) Extent of problem
- B) Workplace Violence Statistics/Case Study Review
- C) Economic Impact of Workplace Violence
- D) Risk Factors and Prevention Practices
- E) Signs and Observations
- F) Administrative and Work Practice Controls
- G) Reporting Procedures
- H) Means to gain assistance

#### **V) Hazmat First Responder**

- A) Hands-on experience with the U.S. Department of Transportation's Emergency Response Guidebook (ERG)
- B) Review of the principles and practices for analyzing an incident to determine both the hazardous substances present and the basic hazard and response information for each hazardous substance present
- C) Review of procedures for implementing actions consistent with the local emergency response plan, the organization's standard operating procedures, and the current edition of DOT's ERG including emergency notification procedures and follow-up communications

- D) Review of the expected hazards including fire and explosions hazards, confined space hazards, electrical hazards, powered equipment hazards, motor vehicle hazards, and walking-working surface hazard.

VI) Class Review, Question & Answer Session

- A) Written Class Review
- B) Written Evaluation

*Training funded by a NYS Department of Labor (HAB) Grant*

# OSH T+E

Funded through a grant from the NYS Department of Labor

Topic of Training: 8 Hour PESH Safety Training Date: 4/21/08

Trainer: EMPIRE Safety Training Time (from - to): 7:00-3:30pm

Subcontractor: + Consulting Contract Number: \_\_\_\_\_

Contractor \_\_\_\_\_ Location: Village of Minerva

## Sign-in Sheet

	Print Name	Signature	Department
1	George L. Wood	<i>George L. Wood</i>	Village of Minerva
2	Jim LANEY	<i>Jim LANEY</i>	VILLAGE OF MINERVA
3	D. Palm	<i>D. Palm</i>	Village of Minerva
4	L. STOP	<i>L. STOP</i>	Village of Minerva
5	Joe Abbott	<i>Joe Abbott</i>	Village of Minerva
6	Ray Edwards	<i>Ray Edwards</i>	" "
7	Mark Nicholson	<i>Mark Nicholson</i>	" "
8	PAT Meenan	<i>PAT Meenan</i>	Village of Minerva
9	Mike Murnane	<i>Mike Murnane</i>	" "
10	Tom PETERELLI	<i>Tom PETERELLI</i>	Village of Minerva D.P.U.
11	Steve Grossesso	<i>Steve Grossesso</i>	11333 WWTF
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# OSH T+E

Funded through a grant from the NYS Department of Labor

Topic of Training: 8 HOUR PESH/OSHA SAFETY TRAINING Date: 4/28/06

Trainer: EMPIRE SAFETY TRAINING Time (from - to): 7:00-3:30 PM

Subcontractor: +CONSULTING, INC Contract Number: \_\_\_\_\_

Contractor \_\_\_\_\_ Location: Village of MINOA

## Sign-in Sheet

	Print Name	Signature	DEPARTMENT
1	TOM PETERELLI	<i>[Signature]</i>	P.P.W
2	George L. Wood	<i>[Signature]</i>	P.P.W.
3	Michael Murnane	<i>[Signature]</i>	P.P.W.
4	Ray Edwards	<i>[Signature]</i>	P.P.W
5	Pat Meehan	<i>[Signature]</i>	W.W.T.F
6	Joseph Abbott	<i>[Signature]</i>	P.P.W
7	Don Palm	<i>[Signature]</i>	P.P.W
8	Tim LADEY	<i>[Signature]</i>	P.P.W.
9	STEVE GIARUSSO	<i>[Signature]</i>	M.W.W.T.F
10	Lance Stolp	<i>[Signature]</i>	P.P.W
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# **NEWSLETTER ARTICLES**



## VILLAGE OF MINOA RESIDENTS CURBSIDE COLLECTION POLICY

The Village will pick up trash/garbage/recyclables/brush/wood/grass/leaves and hard fill generated in the Village only that is placed in neatly separated piles within 6 feet of the curb (not on road) noon on the day before the collection day. Any of the above listings put out any other time is prohibited.

### PICK UP GUIDELINES:

**TRASH/GARBAGE:** Shall be placed in no more than 10 regulation containers or plastic bags, not weighing more than 75 pounds or what the bag will handle. Exceptions for furniture, dried paint cans with tops off, mattresses, neatly rolled rugs and miscellaneous odd size debris etc.

**RECYCLABLES:** Shall be in Onondaga County issued blue bins. Recyclables must be clean, sorted and separate from trash/garbage/brush etc. The last few pages of the phone book's yellow pages have all the current recycling information.

**BRUSH/WOOD:** Shall be piled, stacked or bundled neatly, not exceeding 5 feet wide and 10 feet long. Piles must be parallel with road and clear of any obstacles that would get in the way of pickup. Small hand piles must be in a paper yard bag or cardboard box. Any trash, metal, concrete etc. will not be picked up until separated.

**GRASS/LEAVES/YARD WASTE:** Shall be placed at the curb, separate from any other materials in a paper yard bag or cardboard box. No plastic bags, loose piles or mixed garbage will be accepted.

**METAL DEBRIS:** Shall be placed neatly at the curb separate of any other materials. Examples: Washers, dryers, hot water tanks, lawn mowers, posts, and rods clean of concrete etc. No refrigerators, air conditioners or dehumidifiers will be accepted.

**HARD FILL:** (Stone, concrete, rock, dirt etc.) shall be placed neatly at the curb separate from materials. No large or messy piles will be picked up.

**FALL LEAF COLLECTION:** Is the only time that leaves and grass can be put at the curb loose for pickup. Leaves/grass shall be placed at the curb clean of brush/branches and free of posts, poles or any objects in the way of pickup. No leaves on the road.

**UNACCEPTABLE ITEMS:** The Village will not accept tires, motor oil, liquid paint, large amounts of sheet rock, roofing shingles or any appliances containing refrigerant. (Refrigerators, air conditioners, dehumidifiers etc.) Contact Operation Separation Hot Line at 453-2870 for disposal information.

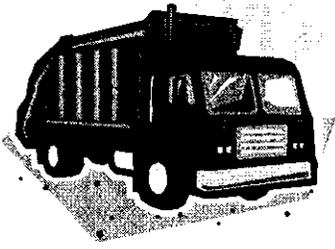
Special requests for pickup at residences need to be approved by the Department of Public Works Superintendent before anything is put to the curb.

If you need assistance, please call Tom Petterelli, Superintendent of D.P.W., @ 656-7574.  
Email - [minoapw@twcny.rr.com](mailto:minoapw@twcny.rr.com)



# MINOA VILLAGE

## ***A Word from the Department of Public Works***



**Spring Cleanup!!!!!!!** Yard waste and miscellaneous debris should be in compliance with the curbside collection policy. Just a reminder.... Leaves are better left in piles near the road instead of rows, as this is easier for the machine to pickup. **Do not put leaves in plastic or garbage bags** and do not place in the roadway. If you need assistance, please call Tom Petterelli Superintendent of D.P.W. @ 656-7574. E-mail - minoadpw@twcny.rr.com

### **DPW & Waste Water Treatment Facility Schedule:**

*May 31 – September 2, 2005*

*Monday thru Thursday 7:00 a.m. – 4:30p.m. Friday 7:00a.m. – 11:00 a.m.*

## ***Memo from the Water Department***



Are you experiencing any of the following situations in your home?

Your sump pump runs continually

You've had to replace your sump pump due to over use

Your electric bill appears to be higher than it should be

If so, please contact Tom Petterelli, DPW Superintendent, at 656-7574 to discuss a possible resolution to your problem.

## ***Minoa Welcomes our New Businesses***



Mayor Donovan, the Board of Trustees and Village residents were on hand for the ribbon cutting ceremony last month. The Mayor declared "Sunshine Minoa Food Mart is officially open for business."

Stop in and welcome owner Avtar Singh Grewal to Minoa.

Monday – Friday 6:00 am – 10:00 pm

Saturday and Sunday – 7:00 am – 9:00 pm Phone: 656-3500

**Opening soon Sunshine Liquor & Spirits**

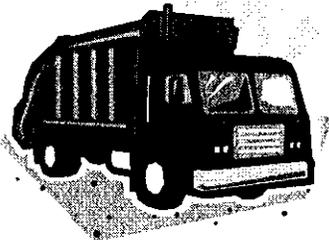
Our new video store is now open and busy as ever. The Movie Gallery is the fastest growing video chain in North America. Stop in and say hello to Store Manager Tristan Schaub.

Monday – Thursday 10:00 am – 10:00 pm,

Friday and Saturday 10:00 am – 11:00 pm,

Sunday - 10:00 am – 10:00 pm.

Phone: 656-9440



## ***A Word from the Department of Public Works***

**Spring Cleanup!!!!!!!** Yard waste and miscellaneous debris should be in compliance with the curbside collection policy. Just a reminder.... Leaves are better left in piles near the road instead of rows, as this is easier for the machine to pickup. **Do not put leaves in plastic or garbage bags** and do not place in the roadway. If you need assistance, please call Tom Petterelli Superintendent of D.P.W. @ 656-7574. E-mail - minoadpw@twcny.rr.com

### **DPW & Waste Water Treatment Facility Schedule:**

**May 30 – September 1, 2006**

**Monday thru Thursday 7:00 a.m. – 4:30p.m. Friday 7:00a.m. – 11:00 a.m.**

## ***News from the Minoa Fire Department***

**MINOA FIRE DEPARTMENT ANNUAL FIELD DAYS  
OCVFA 2006 COUNTY CONVENTION  
June 1,2 and 3, 2006  
Lewis Park**

### **Thursday, June 1**

**Kiddie Parade - 5:30**

**Men's 2 ½" Pushball – 6:00**

**Family Night Special – Hotdog, fries and soda \$3.00**

**Hawkins Ride Special \$12.00 wristband per person**

**Band – LARADO – 8:00 -11:00**

### **Friday, June 2**

**Men's 1 ½" Pushball – 6:00p.m.**

**Junior's Races – 6:00 p.m.**

**Band – RHYTHM METHOD – 7:00 – 11:30**

**FIREWORKS SPECTACULAR – 9:30 p.m.**

### **Saturday, June 3**

**Firematic Races – 8:00 a.m. Junior's 1 ½" Pushball 10:00 a.m. Women's to follow**

**Hawkins Ride Special \$12.00 wristband per person – 1:00 – 5:00 P.M.**

**GRAND PARADE 6:00 P.M.**

**Band – RHYTHM METHOD – 7:00 – 11:30**

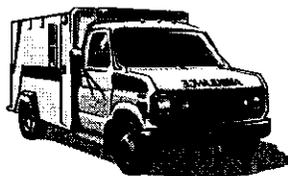


***We are always looking for volunteers either in the fire service or in our support group.***

***If you have any questions or concerns, please contact us at 656-9204.***

## ***A Message from the Minoa Ambulance***

May 14 - 20 is **National EMS Appreciation Week**. This week is dedicated to the thousands of EMS providers throughout the country. Stop in and say hi to your local EMS providers and remember, **"We are here for you when you need us"**





## STORMWATER II REPORT

When the Clean Water Act was passed back in 1969, it mandated that the Environmental Protection Agency would write and enforce National Pollution Elimination Regulations specific to various groups and organizations. Starting with Industry and progressing to Sewage Treatment Plants, Construction Sites, Large Municipalities and School Districts, these Permits and associated regulations were promised to include smaller Municipalities and Agriculture. Three (3) years ago, smaller Municipalities, in specified "Urbanized Areas", were required to obtain Permits and given five (5) years to establish a program that is in compliance with the new regulations. The Municipalities chosen were designated "Municipal Separate Storm Sewer Systems" or MS4's. The Village of Minoa was one of thirty Towns and Villages in Onondaga County chosen to participate.

### PUBLIC INVOLVEMENT AND PARTICIPATION

To adequately protect our streams and lakes from the effects of pollution carried by storm water, we must eliminate pollution at its source. In the Village of Minoa, this means that the storm water entering Oneida Lake via Limestone and Butternut Creeks be kept clean by not dumping contaminants such as:

ENGINE OIL	GASOLINE	ANTIFREEZE	ERODED SOIL
PESTICIDES	SOLVENTS	FERTILIZERS	COOKING OILS
SEWAGE	PAINT		

**A PUBLIC PRESENTATION OF THE YEAR THREE REPORT WILL BE HELD AT THE MUNICIPAL BUILDING BOARD ROOM ON:**

**MAY 18, 2006 AT 7:00 PM**

## ***News from the Minoa Free Library***

The Minoa Free Library will hold its Summer Reading Program each Monday at 1:30 pm, beginning July 10 and ending August 7 in the Community Room of the Municipal Building at 240 N. Main St. This summer's theme is "Books: A Treasure". Each week the library will hold different book readings, activities and crafts for children and teens to enjoy. It will culminate on August 7 with a puppet show, The Pied Piper of Hamelin.

**Please call 656-7401 to register or register in person at the library. No charge.**



### LIBRARY HOURS

Monday - 10:00 a.m. – 6:00 p.m.

Tuesday – Thursday – 10:00 a.m. – 8:30 p.m.

Friday – 10:00 a.m. – 5:00 p.m.

\*Saturday – 10:00 a.m. – 3:00 p.m.

Sunday - CLOSED

**\*Closed Saturdays - July through Labor Day**



## **CLEAN VILLAGE / CLEAN STREAMS KEEPING MINOA CLEAN**

**By Robert Wolf, Stormwater Consultant**

One of the things that people notice about Minoa is the cleanliness of its streets and homes. The vast majority of the residents and the Department of Public Works make an effort to keep it that way. We should be very proud of the appearance of our Village.



A hidden benefit of maintaining a clean Village is that the "Stormwater" runoff into Butternut and Limestone Creeks is, for the most part, clean. The Village operates a Sewage Treatment Plant that is doing an exceptional job of cleaning its effluent that is discharged to Limestone Creek. There are no "combined sewers," as in Syracuse, and the Village has worked hard to maintain all of the sanitary entry lines and manholes to be clean, sealed, and intact.

The obligation of the citizens is to "Keep up the Good Work." Under the "Clean Water Act," the latest phase known as "Stormwater II" has been in effect for three (3) years. Minoa and 29 other Towns and Villages in the "Syracuse Suburban Area" were required to obtain Permits as "Municipal Separate Stormwater Systems" or MS4's. One primary requirement of the permit is that all Village residents be informed of the proper disposal of common household chemical materials that can contaminate the local creeks and lakes. This section of the Quarterly Newsletter will be used for that purpose.

### ***Message from the Village Clerk/Treasurer***



**Karen A. Curulla  
Clerk / Treasurer**

***After twenty-two years as the Village's Clerk/Treasurer, I will be retiring at the end of the year. The Village Board is accepting resumes for the position of Village Clerk /Deputy Treasurer and if interested, please send your resume to 240 N. Main Street, Minoa, NY 13116.***

Just a reminder! Village Tax bills are due by July 5, 2006 without penalty. From July 6, 2006 through October 31, 2006 penalties will be assessed on all unpaid tax bills. On November 1, 2006 those tax bills still remaining unpaid will be turned over to Onondaga County for collection.

#### **Summer Office Hours**

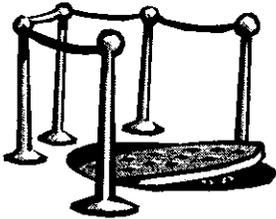
**July 5 – September 2, 2006  
Monday thru Thursday 8:00 am – 4:30 pm  
Friday 8:30 am – 11:30 am**

As always, if you have any questions, please feel free to call me at the Village Office.



## CLEAN VILLAGE / CLEAN STREAMS KEEPING MINOA CLEAN

The Village of Minoa's rainwater drains into two (2) creeks. Limestone Creek approaches the Village from the southeast and runs along the south and west borders. Eventually it is joined by Butternut and Chittenango Creeks and enters Oneida Lake. All of the stormwater from the southern and eastern parts of the Village, including the Sewage Treatment Plant's effluent, flow into this creek. The stormwater from Cheryl Lane west through Canterbury Woods flows into Butternut Creek at the northeast corner of ESM. While the citizens of Minoa have no control of the cleanliness of these creeks before they touch the Village, they have an obligation to assure that these creeks are not more contaminated by Village runoff.



Creeks have the capability to be self-cleaning through bacterial action; however, this is a limited capacity that can be easily overwhelmed. Slightly contaminated water from a swimming pool, even during complete seasonal draining, will probably be accommodated. However, swimming pool water containing a high level of residual chlorine has the capability of rendering the receiving water septic by killing the "friendly bacteria" that keep the water clean. (When in doubt, check with the operators at the Sewage Treatment Plant before emptying your pools.)

Some materials must **never** be dumped into the storm drain system. This includes motor oil, anti-freeze, gasoline, solvents, paints, cooking oils, pesticides, fertilizers, sewage and eroded soils. Stores that sell motor oil and anti-freeze are obligated to accept the used materials for proper disposal. Pick up a copy of OCRRA's quarterly newsletter at the Village Office for information on proper disposal of these items.

### *National Incident Management System*

Almost daily, it seems, there are incidents that happen in this country where **disaster preparedness** comes into play. I'm proud to announce that the Village of Minoa has met the requirements for **NIMS** (National Incident Management System). This system has been initiated by President Bush through Homeland Security to provide a national standard for all agencies to follow in the event of a major disaster. Having this certification is mandatory when applying for disaster aid from FEMA or SEMO. Certification has been achieved by all the members of my Board as well as key department heads, Minoa Fire Department and EMS staff. A Critical Response Committee has been formed and is comprised of the four fire departments in the Town of Manlius, CSX, East Syracuse Minoa and Fayetteville Manlius School Districts and is under the guidance of Captain Bill Bleyle of the Town of Manlius Police Department. Also, a local disaster plan is in place. The committee meets on a monthly basis and they have periodic drills with a larger scale drill with other outside agencies including County, State, and Federal departments held annually. The Minoa Municipal Building technology also gives us the ability to house a command center at that location for all of these agencies. All of this is for assurance that we will be ready in the event of a major incident. We are currently working on a link for our web site for the CRC as well as publishing disaster plan information you would need to know in case of a disaster.



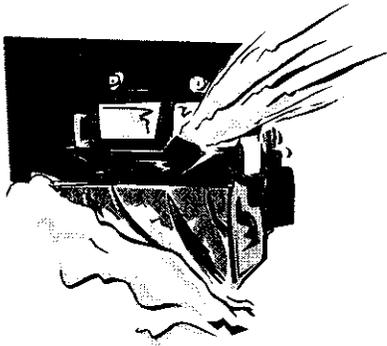
### *Codes Enforcement Office*

The Village is pleased to announce that we have hired Richard J. Greene as the Village's part time Codes Enforcement Officer. Mr. Greene has many years of experience and education in the area of codes enforcement. In a spirit of consolidation, we previously contracted with the Town of Manlius to handle our codes issues, the results of which over time did not meet our expectations. Applications for Building Permits and any other codes related issues can be obtained at the Village Clerk's Office, 240 N. Main Street or by calling Mr. Greene at 656-2612.



Richard J. Greene  
Codes Enforcement  
Officer

## ***A Word from The Department of Public Works***

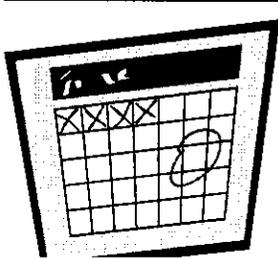


There is no overnight parking on Village streets from November 1 – April 15 to allow for snow removal. Please do not park or block sidewalks...the village sidewalk plow can not get through. When plowing out driveways and sidewalks make sure the snow is not placed in the road or on sidewalks. Failure to comply with this request will be subject to violation notices or tickets. Your cooperation is greatly appreciated.

Remember nothing should be placed at the curb before noon the day preceding your designated garbage pickup. Several items tend to soak up a lot unnecessary water weight if put out to soon and end up costing us more money to get rid of (the more garbage weighs, the more we pay).

Every day the D.P.W. is faced with a variety of situations that change at a moments notice. Please be patient with us during bad weather or emergency conditions. If you need assistance, please call Tom Petterelli Superintendent of D.P.W. @ 656-7574.

## ***Calendar of Events***



- |         |  |
|---------|--|
| 2/1/04  | ESM Youth Sports Board Meeting - 6:30pm - Community Center – 213 Osborne St.   |
| 2/2/04  | Village Board Meeting – 7:30pm – Community Center – 213 Osborne St.  |
| 2/12/04 | Planning Board Meeting – 7:00 pm – Community Center – 213 Osborne St.  |
| 2/17/04 | Village Board Meeting – 7:30 pm – Community Center   |
| 2/17/04 | Food Pantry – 10:00-11:00 am, 6:00-7:00 pm – Community Center<br>*Golden Age meets every Thursday @ 11:00 am – Community Center* |
| 3/1/04  | Village Board Meeting – 7:30pm – Community Center  |
| 3/7/04  | ESM Youth Sports Board Meeting – 6:30 pm – Community Center  |
| 3/11/04 | Planning Board Meeting – 7:00 pm – Community Center  |
| 3/15/04 | Village Board Meeting – 7:30pm – Community Center  |
| 3/16/04 | <b>Village Elections – 12:00 noon – 9:00 pm – Community Center</b>   |
| 3/16/04 | Food Pantry – 10:00-11:00 am, 6:00-7:00 pm – Community Center<br>*Golden Age meets every Thursday @ 11:00 am – Community Center* |
| 4/4/04  | ESM Youth Sports Board Meeting – 6:30 pm – Community Center  |
| 4/5/04  | Village Board Meeting – 7:30pm – Community Center  |
| 4/8/04  | Planning Board Meeting – 7:00 pm – Community Center  |
| 4/19/04 | Village Board Meeting – 7:30pm – Community Center  |
| 4/20/04 | Food Pantry – 10:00-11:00 am, 6:00-7:00 pm – Community Center<br>*Golden Age meets every Thursday @ 11:00 am – Community Center* |

## ***What's New in Minoa***

2004 will be a very exciting year in the Village of Minoa.

On Dec. 9 by a vote of 308 to 185, Village residents approved the referendum that paves the way for the Village to start building the new community center. The new center, slated for the southeast corner of North Main Street and East Avenue, will include new Village offices, a library and new fire department.

This spring we will be ready to start the Minoa Farms housing project, which could add 247 single family homes to the Village's south side.

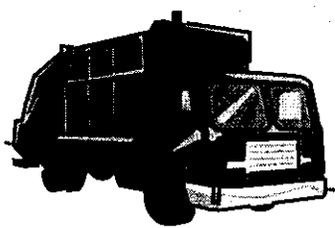
A developer is currently seeking final approval to convert the old Smith's Supermarket into a Dollar store and convenience store.

Remember Village Elections are March 16, 2004 12:00 noon – 9:00 pm @ Community Center, 213 Osborne St.

**We also have the *Minoa News* making its debut, keeping residents informed on events in our Village. Coming soon our Village Web site!**





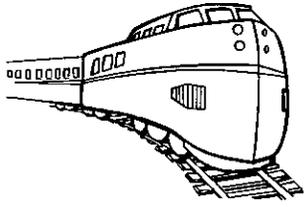


### ***A Word from the Department of Public Works***

**Spring Cleanup!!!!!!!** Yard waste and miscellaneous debris should be in compliance with the curbside collection policy. Just a reminder.... Leaves are better left in piles near the road instead of rows, as this is easier for the machine to pickup. **Do not put leaves in plastic or garbage bags** and do not place in the roadway. If you need assistance, please call Tom Petterelli Superintendent of D.P.W. @ 656-7574. E-mail - minoadpw@twcny.rr.com

### ***A Word from Codes Enforcement***

Outdoor storage of abandoned vehicles is prohibited within the Village limits. **A vehicle without state plates and a valid registration or insurance is considered abandoned.** Remember the Village follows the New York State Building and Fire Safety code. Building permits are required for all structural changes on residential and commercial structures. Please feel free to call the office @ 637-8619 for any information.



### ***A Word from CSX Railroad***

CSX Railroad would like to remind all residents that trespassing on CSX property (Pedestrian or Vehicle) is strictly prohibited. It is a dangerous environment and CSX will prosecute all violators of this law.

### ***News from the Minoa Ambulance***



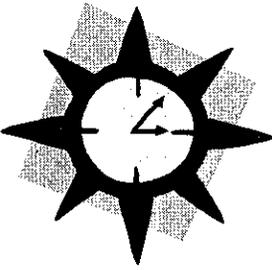
Minoa Ambulance provides Advanced Life Support service to the Village of Minoa and Town of Manlius 24 hours a day seven days a week. We currently have 9 Paramedics and 3 EMT/Drivers.

**Full Time Employees:** Dale Bechtel – Paramedic / Supervisor  
Sharon Romer – Paramedic, Jason Broedel – Paramedic, Jim Meyers – Paramedic  
Sam Kosmas – Paramedic, Jackie Nolan – Paramedic, Lenny Modelewski – EMT /Driver,  
Patricia Carr – EMT / Driver.

**Part time Employees:** Lyle Mason – Paramedic, Darrin Ball – Paramedic,  
Tim Visser – EMT / Driver, Patrick Herrick - Paramedic

**As a service to the community we provide training in CPR. Anyone interested in being trained in CPR please contact Sharon Romer or Jackie Nolan at 656-6899**

### ***Village Summer Hours***



**Office Hours:**

July 6 – September 3, 2004

Monday thru Thursday 8:00 a.m. – 4:30 p.m. Friday 8:30 a.m. – 11:30 a.m.

**DPW & Waste Water Treatment Facility Schedule:**

June 1 – September 3, 2004

Monday thru Thursday 7:00 a.m. – 4:30p.m. Friday 7:00a.m. – 11:00 a.m.



## ***News from the Minoa Fire Department***

### **MINOA FIRE DEPARTMENT ANNUAL FIELD DAYS**

**May 31, June 1 and 2, 2007**

**Lewis Park**

#### **Thursday, May 31**

**Kiddie Parade - 6:00**

**Men's 2 ½" Pushball – 6:00**

**Family Night Special – Hotdog, fries and soda \$3.00**

**Hawkins Ride Special \$13.00 wristband per person**

**Digital DJ Kev – 9:00 -10:00**

#### **Friday, June 1**

**Men's 1 ½" Pushball – 6:00p.m.**

**Band – WITS END – 7:00 – 11:30**

**FIREWORKS SPECTACULAR – 9:30 p.m.**

#### **Saturday, June 2**

**Junior's 1 ½" Pushball 11:00 a.m.**

**Hawkins Ride Special \$13.00 wristband per person – 1:00 – 5:00 P.M.**

**GRAND PARADE 6:00 P.M.**

**Band – RHYTHM METHOD – 7:00 – 11:30**

***If you have any questions or concerns, please contact us at  
(315) 656-9204.***

\*\*\*\*\*

**Another year is here and Spring has finally arrived! Every Spring and Fall, batteries need to be replaced in your smoke and carbon monoxide detectors. Make sure you have fresh batteries, and check your smoke detectors monthly.**

**The Minoa FD has memorial flags for fire department members who have passed away. If you know someone, and have not received a memorial flag, please contact:**

**-Dave Matthes, Sr. (315) 656-8484**

**-David Van Marter (315) 427-0021**

**-Nick Erard, Jr. (315) 663-8058**

**The Minoa FD is always looking for volunteers!! Volunteers can assist in Emergency Medical Services, Fire Services, Incident Scene Support, or in a Support Group. Please call (315) 656-9204 for more information.**

**Public Education Officer  
Scot Garland**



**AN OPEN LETTER TO ALL PROPERTY OWNERS,  
RESIDENTS OR OTHER PERSONS LIVING  
AND/OR WORKING IN THE VILLAGE OF MINOA**

On behalf of the Village of Minoa (Village), I am writing this letter to all property owners, residents or other persons living and/or working in our Village. On January 17, 2007, the Village enacted Local Law No. One (1) that provides for the administration and enforcement of the New York State Uniform Fire Prevention and Building Code (the Uniform Code), the Energy Conservation Construction Code of New York State (the Energy Code), and the Code of the Village of Minoa (Code of Minoa).

Within the Uniform Code is the Property Maintenance Code (Property Code) that applies, but no limited, to the owner or the owner's designated agent and/or the occupants of all existing premises and all existing residential and nonresidential structures regardless of whether they were constructed before or after the Uniform Code was enacted (January 1, 1984).

Although the Property Code and the Code of Minoa covers many elements of property maintenance, I want to focus this letter on the minimum requirements and standards for maintaining a premise clean, safe, secure and sanitary.

Below I have listed examples of the Property Code and/or the Code of Minoa that will give you an idea of the extent of their authority,

1. No machinery, equipment or motor vehicle commonly used in a business and no unregistered vehicles shall be stored out of doors in any Residential District (**Code of Minoa ¶160-8, 9, & 10**),
2. No unregistered motor vehicles shall be stored or parked out of doors except upon real property upon which new or used motor vehicles are being sold by licensed motor vehicle dealers (**Code of Minoa ¶160-19**).
3. At **NO** time may any vehicle be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Vehicles may only be painted inside an approved spray booth (**Property Code ¶302.8**).
4. All exterior property and premises, and the interior of every structure must be kept free of any accumulation of rubbish or garbage (**Property Code ¶305.1**).
5. Occupants must dispose of rubbish in a clean and sanitary manner by placing it in approved containers (**Property Code ¶305.2 & ¶305.3**).
6. Combustible waste, refuse, and large quantities of dry vegetation, which by reason of their proximity to buildings or structures constitute a fire hazard or contribute to the spread of fire, must be removed (**Property Code ¶305.1.1**).
7. All premises and structures must be kept free of insect and rodent harborage. When insects or rodents are found, they must be promptly exterminated by approved processes not injurious to human health. After extermination, property precautions must be taken to prevent re-infestation (**Property Code ¶306.1**).
8. It shall be unlawful for any owner or occupant or person having control of any lot or land in the village to permit or maintain . . . any growth of weeds or grass to a greater height than six inches on the average, or any accumulation of dead weeds, grass or brush (**Code of Minoa ¶136-16**).
9. All noxious weeds are prohibited regardless of height (**Property Code ¶302.4**).
10. Occupants of a dwelling (**Property Code ¶202**) are responsible for keeping in a clean, sanitary and safe condition that part of the dwelling unit or premises which they occupy and control (**Property Code ¶301.2 & ¶302.1**).
11. The exterior of structures, including but not limited to doors, door and window frames, cornices, porches, trim, balconies, decks and fences – must be structurally sound and maintained in good repair and a sanitary condition so as not to pose a threat to the public health, safety or welfare (**Property Code ¶303.1**).
12. All sidewalks, walkways, stairs, driveways and parking spaces must be kept in a property state of repair, and maintained free of hazardous conditions (**Property Code ¶302.3**).
13. The interior of structure must be maintained in good repair, structurally sound and sanitary condition.
14. Accessory structures, including detached garages, fences and/or walls on your Property are not being maintained in a structurally sound condition and/or in good repair (**Property Code ¶302.7**)

**The Village of Minoa Board wants to make Minoa a proud and beautiful Village. Please don't hesitate to call the Village Office Code Enforcement Office and talk to Mr. Richard Greene at 656- 2612 if you have any questions or concerns.**



## ***Message from the Village Treasurer***



**Karen A. Curulla**  
Treasurer

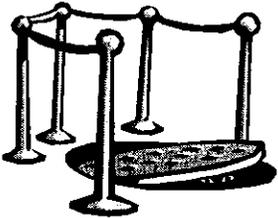
The Village Board adopted the budget for Fiscal Year 2007-2008 and it is available for preview in my office during regularly scheduled office hours. The Tax Rate remains the same at \$8.40/m.

Just a reminder! Village Tax bills will be mailed on May 31, 2007. Payment without penalty is due by July 2, 2007. A drop box to receive payments when the office is closed is located in the hallway outside of the Village Office for your convenience.

**Summer Office Hours**  
**July 2 – August 31, 2007**  
**Monday thru Thursday**  
**8:00 am – 4:30 pm**  
**Friday**  
**8:30 am – 11:30 am**

As always, if you have any questions, please feel free to call me or the Village Clerk, Suzanne Snider, at the Village Office @ 656-3100.

### **CLEAN VILLAGE / CLEAN STREAMS KEEPING MINOA CLEAN**



"SPRING" is upon us! Now that we are able to see our lawns again, most of us will be anxious to make our grass look better than ever. We have already seen the ads for lawn care products and services. Besides improving the appearance of our homes, a healthy lawn stabilizes the ground, converts carbon dioxide to oxygen and improves air quality. It also guards against soil erosion and the resulting sedimentation in our waterways.

To maintain a healthy lawn, the soil phosphorus levels must never drop below 20 parts per million (ppm) which, usually, requires the addition of a lawn fertilizer. It may be necessary to periodically apply insecticides and weed killers. All of these additives, if improperly used, the potential to pollute our streams.

Lawn fertilizer packages have three (3) numbers on their packages (ie, 10-10-10 or 16-4-8). These numbers represent the percentage of nitrogen, phosphorus (as P2O5) and potassium (as K2O) present by weight. While these three (3) nutrients are necessary for proper growth of all plants, the "wash-off" to our streams will harm both the streams and the lake.

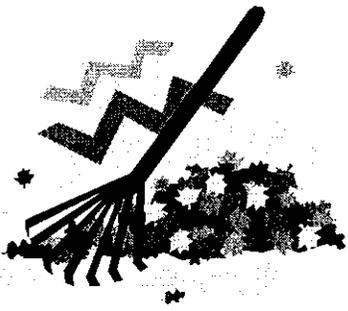
To protect our streams while maintaining healthy lawns, I recommend the following:

- Apply fertilizers with the necessary nutrient levels but no higher.
- Dry sweep any fertilizers on walks, driveways or roads back onto the lawn.
- Repair and replant torn-up areas along drives and roadways.
- Apply insecticides and weed killers with great care to prevent run-off.

Robert Wolf Storm Water Representative



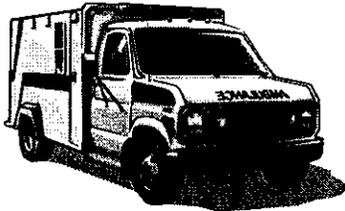
## ***A Word from the Department of Public Works***



**FALL LEAF COLLECTION** Leaves will be picked up at curbside until the snow falls. **No Leaves on the Road.** Unlike your regularly scheduled garbage pickup, leaves may be placed at the curb any day of the week. Please make sure the piles are free of debris (branches, sticks, garbage) as this will damage our equipment. If you need assistance, please call

Tom Petterelli Superintendent of D.P.W. @ 656-7574.

E-mail - minoadpw@twcny.rr.com



## ***News from the Minoa Ambulance***

Minoa Ambulance recently purchased a new LifePak 12 Defibrillator/Monitor with Capnography, Pulse Oximetry and 12 lead capabilities.

We have 2 new additions to our staff, Derek Merriam - Paramedic F/T and Jill Short - Driver/Messenger P/T

## ***A Word from our Justice Court***

Judge Janet Stanley would like to welcome our new Court Clerk, Brigid Lindsley.

Court Phone: 656-2203

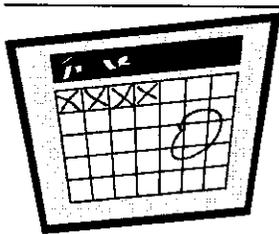
Court Fax: 656-3642



## ***Calendar of Events***

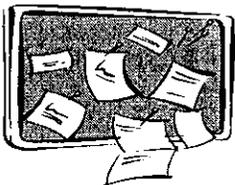
- 9/7/04 Village Board Meeting – 7:30pm – Community Center – 213 Osborne St.
- 9/12/04 ESM Youth Sports Board Meeting - 6:30pm - Community Center – 213 Osborne St.
- 9/15/04 Justice Court - 6:30 pm
- 9/20/04 Village Board Meeting – 7:30 pm – Community Center
- 9/21/04 Food Pantry – 10:00-11:00 am, 6:00-7:00 pm – Community Center  
\*Golden Age meets every Thursday @ 11:00 am – Community Center\*
- 10/3/04 ESM Youth Sports Board Meeting – 6:30 pm – Community Center
- 10/4/04 Village Board Meeting – 7:30pm – Community Center
- 10/6/04 Justice Court – 6:30 pm
- 10/14/04 Planning Board Meeting – 7:00 pm – Community Center
- 10/18/04 Village Board Meeting – 7:30pm – Community Center
- 10/19/04 Food Pantry – 10:00-11:00 am, 6:00-7:00 pm – Community Center
- 10/20/04 Justice Court – 6:30 pm
- 10/31/04 Halloween Party @ Masonic Temple corner of Main St. and East Ave.  
\*Golden Age meets every Thursday @ 11:00 am – Community Center\*

***Watch for the Village Web Site up and running by the Holidays!***



### **New Village Parking Fines in effect as of September 7, 2004**

Parking in front of Fire Hydrant	\$20.00 Fine	Blocking Driveway	\$20.00 Fine
Obstructing Traffic	\$20.00 Fine	Handicapped	\$50.00 Fine
Parking on Sidewalk	\$20.00 Fine	No All Night Parking	\$20.00 Fine
Prohibited Parking	\$20.00 Fine	Parking in Fire Lane	\$50.00 Fine



**Continued Mayor's Message.**

As you can see, the day-to-day involvement in our village requires an active and versatile Village Board. They have the ability and the training to react to situations that might arise over and above their assigned areas. They execute numerous functions that are traditionally performed by paid department heads in other municipalities. All Board members and department heads are U.S. Homeland Security - National Incident Management System (NIMS) qualified. In the event of a disaster if a municipality is not certified, Federal Aid could be limited and/or denied. Most local municipalities only have a few qualified people and the Village of Minoa is fortunate to have a Board that is trained to manage a disaster without having to pay for additional personnel to perform these duties.

**TAX RATE DECREASE**

We work hard to control expenses and a majority of the expenses we have no control over i.e., retirement, insurance, New York State Uniform Fire and Building Code requirements, Stormwater Management Program (MS4) administration, etc. In spite of these increases, we have been able to manage and control expenses. I am pleased to have recommended a decrease in the tax rate by .10 per thousand for the upcoming budget year. The Board adopted the approved tax rate of \$8.30 per thousand and the 2008-2009 Budgets on April 21, 2008. This modest decrease follows three years of no tax rate increases. I am proud of the effort the Board and the Village Staff have put forth to deliver a consistent high level of services, while keeping the tax rate as low as fiscally possible.

On behalf of the Board and the Staff of the Village of Minoa, we hope you have a safe and enjoyable spring and summer.

**Richard J. Donovan  
Mayor**



**The Minoa Elementary School Library** placed signs around the village in honor of National Library Week (4/13/08 – 4/19/08) encouraging all of us to read. The signs were the result of a wonderful collaboration between the ESM School District, the Village of Minoa and our local businesses. The grant enabled Librarians, Sue Kowalski and Karen Spicola, to utilize a successful grant to promote reading by creating individualized signs.



**CLEAN VILLAGE / CLEAN STREAMS  
KEEPING MINOA CLEAN**

After a weird winter, we are all looking forward to spring, that wonderful time of the year when nature renews our lawns, flowers and trees. As we set about clearing our lawns, please remember to continue practicing "environmentally healthy" household habits to prevent common pollutants like pesticides, pet waste, grass clippings and automotive fluids from contaminating the streets and the flow of stormwater, which can enter the storm sewer system and /or flow directly into a stream, river, wetland or lake. This untreated water is discharged into the water we use for swimming, fishing and even drinking water. Polluted runoff is the nation's greatest threat to clean water.

In the process of draining swimming pools, wait until a test kit cannot detect chlorine levels and when possible, drain the pool into the sanitary sewer system.

If spills of oil, grease or anti-freeze do occur, use an absorbent material such as kitty litter, sand or newspapers to absorb the spill and then dispose of it in the trash. I strongly recommend the kitty litter. It works as well as the industrial oil absorbents and is readily available.

The New York Department of Environmental Conservation (DEC) introduced the "Municipal Separate Storm Sewer System" program five (5) years ago and required that 29 Municipalities in the Syracuse Suburban Area register and develop a set of rules and regulations to maintain clean Stormwater discharges. Now, all of the designated MS4's are scheduled to receive Permits. The specific details of the new Permits appear to be incomplete.

**Robert Wolf  
Stormwater Representative**

## ***A Word from our ANIMAL CONTROL OFFICER***

With summer here and Minoa residents out walking their dogs, we have had several complaints on pets being allowed to deposit on private and public property in the Village of Minoa. This has become a major issue to many village residents.



All dogs must be on a leash when walking in the village.  
All owners must clean up after their pets.

**CARRY THAT PLASTIC BAG AND USE IT!**

**FALIURE TO COMPLY WILL RESULT IN A COURT TICKET BEING ISSUED**

Do not extend that leash onto private property.  
Our Village Code on regulations and restrictions of keeping animals within the village has to be enforced for all residents.  
All pet owners are responsible for damages caused by their pets.

## ***A Word from the Department of Public Works***

**Spring Cleanup!!!!!!!** Yard waste and miscellaneous debris should be in compliance with the curbside collection policy. Just a reminder, leaves are better left in piles near the road instead of rows, as this is easier for the machine to pickup. **Do not put leaves in plastic or garbage bags** and do not place in the roadway.

Please do not bring outside construction and or side job debris into the Village for pick up.

**\* Neighbors should call into codes 656-3100 or the DPW on any violators.\***

**Remember, do not place trash or debris outside for pick-up until after noon the day before your scheduled pick-up day.**

If you need assistance, please call Tom Petterelli Superintendent of D.P.W. @ 656-7574.  
E-mail: minoadpw@twcnny.rr.com

**DPW & Waste Water Treatment Facility Schedule:**

**May 30 – September 1, 2008**

**Monday thru Thursday 7:00 a.m. – 4:30p.m. Friday 7:00a.m. – 11:00 a.m.**

Mothers of Preschoolers will be meeting, May 16<sup>th</sup> & 30<sup>th</sup> from 9:30 a.m. to 11:30 a.m. at St. Mary's Rectory at 401 N. Main St., Minoa. Please join us for food, fun and friendship. Childcare is provided. Everyone with a child under the age of six (6) is welcome to join us. Also, we will be having a Family Fun Picnic on June 13<sup>th</sup>. Look for more information to follow. For more information please feel free to call 656-8712 or e-mail Keyeschap@verizon.net.

### **USED CLOTHING DROP OFF**

FIRST UNITED METHODIST CHURCH PARKING LOT 246-248 East Ave. Minoa NY 13116

The Church now has a Used Clothing Drop Off Shed in their parking lot. Used clothing, shoes, sneakers, belts, purses, linens, blankets and curtains may be dropped off. Please put your donations in plastic bags and tie them so they will not scatter throughout the shed. No rags, fabric scraps or small appliances are accepted. Donations are picked up weekly and distributed locally, throughout the United States, and in Third World Countries by St. Pauly Textile. Thank you for your help.



## VILLAGE OF MINOA RESIDENTS CURBSIDE COLLECTION POLICY

The Village will pick up trash/garbage/recyclables/brush/wood/grass/leaves and hard fill generated in the Village only that is placed in neatly separated piles within 6 feet of the curb (not on road) noon on the day before the collection day. Any of the above listings put out any other time is prohibited.

### PICK UP GUIDELINES:

**TRASH/GARBAGE:** Shall be placed in no more than 10 regulation containers or plastic bags, not weighing more than 75 pounds or what the bag will handle. Exceptions for furniture, dried paint cans with tops off, mattresses, neatly rolled rugs and miscellaneous odd size debris etc.

**RECYCLABLES:** Shall be in Onondaga County issued blue bins. Recyclables must be clean, sorted and separate from trash/garbage/brush etc. The last few pages of the phone book's yellow pages have all the current recycling information.

**BRUSH/WOOD:** Shall be piled, stacked or bundled neatly, not exceeding 5 feet wide and 10 feet long. Piles must be parallel with road and clear of any obstacles that would get in the way of pickup. Small hand piles must be in a paper yard bag or cardboard box. Any trash, metal, concrete etc. will not be picked up until separated.

**GRASS/LEAVES/YARD WASTE:** Shall be placed at the curb, separate from any other materials in a paper yard bag or cardboard box. No plastic bags, loose piles or mixed garbage will be accepted.

**METAL DEBRIS:** Shall be placed neatly at the curb separate of any other materials. Examples: Washers, dryers, hot water tanks, lawn mowers, posts, and rods clean of concrete etc. No refrigerators, air conditioners or dehumidifiers will be accepted.

**HARD FILL:** (Stone, concrete, rock, dirt etc.) shall be placed neatly at the curb separate from materials. No large or messy piles will be picked up.

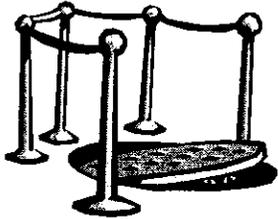
**FALL LEAF COLLECTION:** Is the only time that leaves and grass can be put at the curb loose for pickup. Leaves/grass shall be placed at the curb clean of brush/branches and free of posts, poles or any objects in the way of pickup. No leaves on the road.

**UNACCEPTABLE ITEMS:** The Village will not accept tires, motor oil, liquid paint, large amounts of sheet rock, roofing shingles or any appliances containing refrigerant. (Refrigerators, air conditioners, dehumidifiers etc.) Contact Operation Separation Hot Line at 453-2870 for disposal information.

Special requests for pickup at residences need to be approved by the Department of Public Works Superintendent before anything is put to the curb.

If you need assistance, please call Tom Petterelli, Superintendent of D.P.W., @ 656-7574.  
Email - [minoadpw@twcny.rr.com](mailto:minoadpw@twcny.rr.com)





### Village of Minoa's Responsibility for Residential Sewer Blockages

The DPW and Wastewater Treatment facility personnel respond to many calls for blocked or plugged sewers each year. Sewer problems that occur between the house and the lateral vent are the property owner's responsibility. If the blockage is between the lateral vent and sewer main or the main itself, this is the responsibility of the Village. If there is no lateral vent present between the house and sewer main, it is the property owner's responsibility to remove the blockage or fix the problem. The Village of Minoa's procedure is to call the DPW to check the sewer main and jet clean the sewer main if circumstances warrant it. If the blockage is between the vent lateral and the sewer main the Village procedure is to plunge the main and in some cases power auger to relieve the blockage. We urge all property owners who experience blockages in their laterals to try to investigate the blockage location and to call the DPW if it is determined to be after the sewer vent. The DPW phone number is (315) 656-7574 and with this number you can get an emergency number if needed.

Ronald L. Cronk  
Trustee



### Memorial Day Parade

This years Memorial Day Parade is May 26 at 9:00am. Our Military guest speaker this year is Trustee Edmond Theobald's daughter, Colleen B. Theobald.

Colleen is a Boatswain's Mate Third Class Petty Officer (E-4) in the United States Coast Guard, stationed at Kings Point, Long Island, New York. Her responsibilities are to provide law enforcement, as well as search and rescue in the New York waterways.

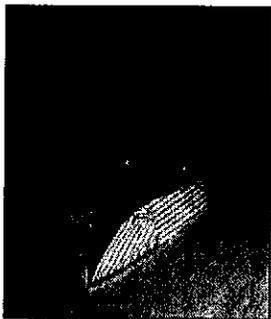
### Message from the Village Clerk/Treasurer

The Village Board adopted the budget for Fiscal Year 2008-2009 and it is available for preview in my office during regularly scheduled office hours or online at <http://www.villageofminoa.com/villageclerk.html> The Tax Rate was decreased from \$8.40/m to \$8.30/m.

Village Tax bills will be mailed on May 30, 2008 and payment without penalty is due by July 2, 2008. A drop box to receive payments when the office is closed is located in the hallway outside of the Village Office for your convenience.

**Summer Office Hours**  
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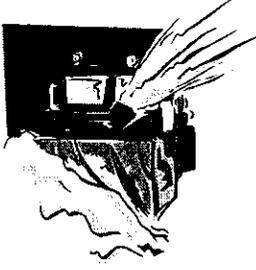
I encourage everyone to take the opportunity visit our website at <http://www.villageofminoa.com> to review Board Meeting minutes, Calendar of Events, and utilize the forms available online. If you should have any questions, please feel free to call me at (315) 656-3100 or by email at [ssnider@villageofminoa.com](mailto:ssnider@villageofminoa.com)



Suzanne M. Snider  
Clerk / Treasurer



## ***A Word from the Department of Public Works***



**Winter Time!!!! Please do not park on or block sidewalks in the Village.** The Village plow cannot get through. When plowing out driveways and sidewalks, **make sure the snow is not placed in the roadway or on the sidewalks.** Failure to comply with this request will be subject to violation notices and/or tickets.

If you need assistance, please call Tom Petterelli, Superintendent of D.P.W., @ 656-7574. E-mail - minoadpw@twcny.rr.com

### ***Annual Tree Lighting***

The Village of Minoa's Annual Tree Lighting Ceremony will take place Dec. 2, 2007. The children's party starts at 5:00 pm followed by the tree lighting at 6:00 pm. Please join us at the Minoa Municipal Building to start the holiday season.

### ***Community Choir Concert***

Performing "The Winter Rose" Dec. 2, 2007 at 7:30 pm, First United Methodist Church of Minoa, 246-248 East Ave., Minoa, NY 13116.

Please join us for this joyous holiday event. Handicap accessible.

### ***Annual Santa Detail***

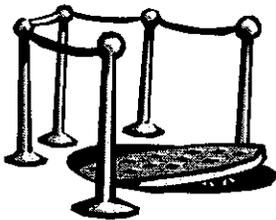
The Fire Trucks will be going out on Sunday, December 23, 2007 carrying Santa's helpers throughout the Village and the Fire District. They will leave the Fire Station at approximately 10:00 am. Santa and his helpers will be giving out candy canes to children of all ages.

### ***Minoa Chronicle***

The 33<sup>rd</sup> edition of The Minoa Chronicle is now available. Also for sale at the Village Office is a CD containing 75 postcards of Minoa from the early 1900's from the personal collection of Norma Jenner. The CD's can be purchased at a cost of \$10.00 by contacting the Village Office at (315) 656-3100.



## **CLEAN VILLAGE / CLEAN STREAMS KEEPING MINOA CLEAN**



Fall and winter are upon us again! With a hotter than normal summer this year, it is a relief to work outside and to do some of the things that we know we should have done but left for cooler weather. As we set about these tasks, please remember to continue practicing "environmentally healthy" household habits to keep common pollutants like pesticides, pet waste, grass clippings and automotive fluids off the ground and out of stormwater, which can flow into the storm sewer system or directly into a stream, river, wetland or lake. This untreated water is discharged into the water we use for swimming, fishing and even drinking water. Polluted runoff is the nation's greatest threat to clean water.

In the process of draining swimming pools, wait until a test kit does not detect chlorine levels and, when possible, drain the pool into the sanitary sewer system.

If spills of oil, grease or anti-freeze do occur, use an absorbent material such as kitty litter, sand or newspapers to absorb the spill and then dispose of it in the trash. I strongly recommend the kitty litter, as it works as well as the industrial oil absorbents and is readily available.

**Robert Wolf**

**Stormwater Representative**





## VILLAGE OF MINOA RESIDENTS CURBSIDE COLLECTION POLICY

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**RECYCLABLES:** Shall be in Onondaga County issued blue bins. Recyclables must be clean, sorted and separate from trash/garbage/brush etc. The last few pages of the phone book's yellow pages have all the current recycling information.

**BRUSH/WOOD:** Shall be piled, stacked or bundled neatly, not exceeding 5 feet wide and 10 feet long. Piles must be parallel with road and clear of any obstacles that would get in the way of pickup. Small hand piles must be in a paper yard bag or cardboard box. Any trash, metal, concrete etc. will not be picked up until separated.

**GRASS/LEAVES/YARD WASTE:** Shall be placed at the curb, separate from any other materials in a paper yard bag or cardboard box. No plastic bags, loose piles or mixed garbage will be accepted.

**METAL DEBRIS:** Shall be placed neatly at the curb separate of any other materials. Examples: Washers, dryers, hot water tanks, lawn mowers, posts, and rods clean of concrete etc. No refrigerators, air conditioners or dehumidifiers will be accepted.

**HARD FILL:** (Stone, concrete, rock, dirt etc.) shall be placed neatly at the curb separate from materials. No large or messy piles will be picked up.

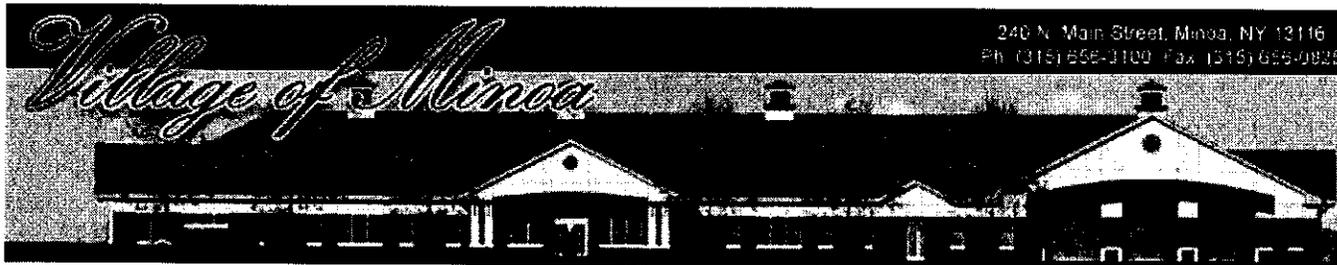
**FALL LEAF COLLECTION:** Is the only time that leaves and grass can be put at the curb loose for pickup. Leaves/grass shall be placed at the curb clean of brush/branches and free of posts, poles or any objects in the way of pickup. No leaves on the road.

**UNACCEPTABLE ITEMS:** The Village will not accept tires, motor oil, liquid paint, large amounts of sheet rock, roofing shingles or any appliances containing refrigerant. (Refrigerators, air conditioners, dehumidifiers etc.) Contact Operation Separation Hot Line at 453-2870 for disposal information.

Special requests for pickup at residences need to be approved by the Department of Public Works Superintendent before anything is put to the curb.

If you need assistance, please call Tom Petterelli, Superintendent of D.P.W., @ 656-7574.  
Email - [minoapw@twcny.rr.com](mailto:minoapw@twcny.rr.com)

# **WEBSITE PAGES**



## STORMWATER MANAGEMENT

### CONTACT INFORMATION:

**Robert Wolf, Stormwater Management Officer**

240 N. Main Street

Minoa, NY 13116

(315) 656-3100

Email: [ober\\_3@bluefrog.com](mailto:ober_3@bluefrog.com)

**Richard Greene, Stormwater Control Officer**

240 N. Main Street

Minoa, NY 13116

(315) 656-2612

Email: [rgreene@villageofminoa.com](mailto:rgreene@villageofminoa.com)

**Stormwater Hotline (315) 656-2612**

### ANNUAL MS4 STORMWATER REPORTS:

[Year 4 - 2006 - 2007 MS4 Annual Stormwater Report](#)

[Year 5 - 2007 - 2008 MS4 Annual Stormwater Report](#)

### LINKS:

**Village of Minoa Code - [E-Code for Village of Minoa, NY](#)**

**Town of Manlius - GIS Site**

<http://www.townofmanlius.org/gis/>

**New York State Department of Environmental Conservation**

<http://www.dec.ny.gov/>

**Central New York Regional Planning and Development Board**

<http://www.cnyrpd.org/>

**New York Rural Water Association**

<http://www.nyruralwater.org/>

**Onondaga County Resource Recovery Association OCRRA**

<http://www.ocrra.org/>

## **STORMWATER INFORMATION:**

[OCRRA Recycling Guidelines](#)

[Village of Minoa Newsletter Articles - Stormwater & DPW](#)

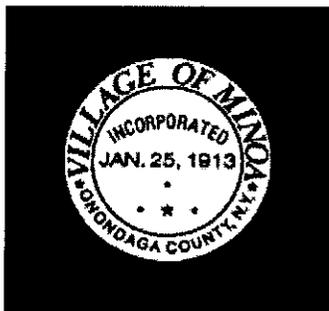
[Local Law #7 for 2007 - Storm Sewers](#)

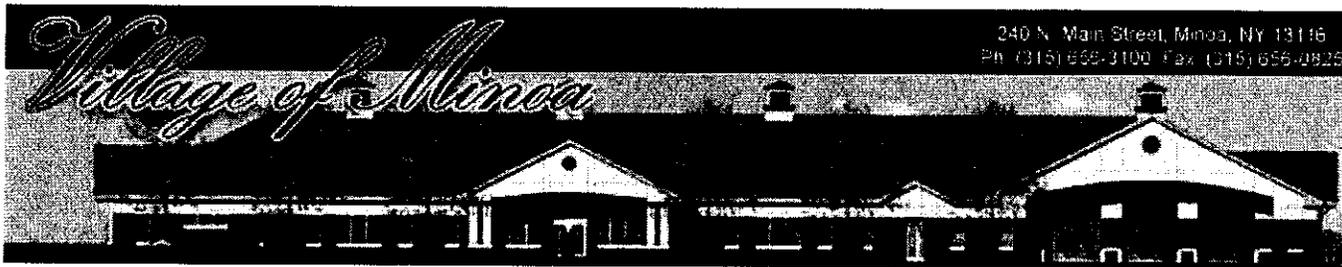


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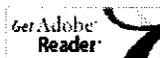


### Forms

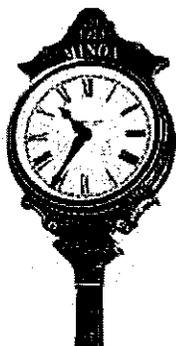
Application for Public Access to Records	PDF
Building Permit Application	PDF
Codes Enforcement Complaint Form	PDF
Application for Cat License	PDF
Application to Operate a Kennel	PDF

### LOCAL LAWS

Local Law #1 for 2007 - Chapter 51- Building Construction and Fire Prevention	PDF
Local Law #2 for 2007 - Chapter 143 - Taxation	PDF
Local Law #3 for 2007 - Chapter 151 - Water	PDF
Local Law #4 for 2007 - Chapter 143 - Taxation	PDF
Local Law #5 for 2007 - Chapter 113 - Penalties	PDF
Local Law #6 for 2007 - Chapter 136 - Streets and Public Places; Property Maint.	PDF
Local Law #7 for 2007 - Chapter 134 - Storm Sewers	PDF
Local Law #8 for 2007 - Chapter 66 - Fences	PDF
Local Law #9 for 2007 - Chapter 120 - Rental Properties	PDF
Local Law #10 for 2007 - Fire Department - Annual Election	PDF
Local Law #1 for 2008 - Chapter 160 - Zoning	PDF
Local Law #2 for 2008 - Chapter 143 - Condominiums	PDF
Local Law #3 for 2008 - Chapter 68 - Fire Safety	PDF



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## Newsletter

### 2008 \_\_\_\_\_

January / February / March - Vol. 5 Issue 1  
May/June/July/August - Vol 5 Issue 2

### 2007 \_\_\_\_\_

November / December - Vol.4 Issue 4  
July / August / September - Vol.4 Issue 3  
May / June - Vol.4 Issue 2  
February / March - Vol.4 Issue 1

### 2006 \_\_\_\_\_

November / December - Vol.3 Issue 4  
July / August / September - Vol.3 Issue 3  
May / June - Vol.3 Issue 2  
Jan - Vol.3 Issue 1

### 2005 \_\_\_\_\_

November / December - Vol.2 Issue 5  
October - Vol.2 Issue 4  
July / Aug / Sept - Vol.2 Issue 3  
April / May / June - Vol.2 Issue 2  
January / February / March - Vol.2 Issue 1

### 2004 \_\_\_\_\_

November / December - Vol.1 Issue 4  
September - Vol.1 Issue 3  
May - Vol.1 Issue 2  
February - Vol.1 Issue 1



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## Code Enforcement

Hours	8:30 am to 4:30 pm
Phone	315-656-2612
Fax	315-656-0825
Address	240 N. Main St., Minoa, NY 13116

### Village Code - E-Code for Village of Minoa, NY

#### Stormwater MS4 Page



Codes Enforcement Officer  
Richard J. Greene

The Codes Enforcement Officer for the Village of Minoa is Richard J. Greene. The Office of Code Enforcement is located at the Village of Minoa Municipal Building, 240 N. Main Street, Minoa, NY 13116. Applications for Building Permits and any other codes related issues can be obtained at the Village Clerk’s Office. The Codes Enforcement Officer responsibility is to enforce the New York State Uniform Building and Fire Protection Code, the Code of the Village of Minoa including building codes, zoning ordinances, and multiple residency law. Duties are performed under the general direction of the Village Board.

Typical work activities of the Codes Enforcement Officer include:

- Reviews, checks, and passes on plans and specifications submitted with building permit applications for compliance with building and fire protection codes, zoning ordinance and applicable laws prior to issuing permits.
- Inspects buildings and structures in the process of construction or repair for compliance with approved plans and specifications and all requirements of applicable ordinances or laws.
- Issues building permits and furnishes the prescribed certificates of occupancy upon application.
- Explains the requirements of the New York State Uniform Building and Fire Protection Code, the Code of the Village of Minoa including building codes, zoning ordinances, and multiple residency law and other applicable laws to property owners, building contractors and the general public.
- Order unsafe conditions in existing structures to be removed and arranges for condemnation notices to owners and builders of improper or hazardous structures.
- Inspects existing buildings and structures to ensure their conformity with safety standards.
- Investigates complaints and assists in prosecuting violations of the building code and zoning ordinance.
- Maintains records of acts and decisions.
- Attends basic and continuing in-service training courses



## Department of Public Works

Hours	7:00 am - 4:30 pm Monday thru Thursday 7:00 am - 11:00 am Friday
Phone	315-656-7574
Fax	315-656-0287
E-Mail	<a href="mailto:minoadpw@twcny.rr.com">minoadpw@twcny.rr.com</a>
Address	100 Kalin Drive, Minoa, NY 13116

**SUMMER HOURS**  
**May 26, 2008 - August 31, 2008**  
**Monday - Thursday - 7:00 AM to 4:30 PM**  
**Friday - 7:00 AM to 11:00 AM**



Superintendent  
 Thomas P. Petterelli

Message from the Superintendent:

The Department of Public Works has approximately ten (10) miles of village roads it is responsible for. That includes snow plowing, paving, drainage, and maintenance. Onondaga County contracts with the Village of Minoa to plow North Central Avenue, a county road of one and on-half miles. Daily and seasonal work duties consist of curbside pick-up, cleaning and repairing the sanitary/storm collection systems, village owned buildings upkeep, tree work assessments, sidewalks maintenance, as well as seasonal leaf pick up and snow plowing. Our full-time mechanic is responsible for the maintenance of all the vehicles and equipment in the DPW, Minoa Fire Department, Minoa Ambulance and Wastewater Treatment Department.

Our curbside pick-up is accomplished on Tuesday and Wednesday of each week unless a holiday falls on one of those days and if so, the schedule moves up a day.

Routes

- Tuesday: All of Minoa south of Helfer Lane and east of Cheryl Lane including Minoa Farms
- Wednesday: Canterbury Woods and Royalton from Cheryl Lane west including all of Helfer Lane

The DPW is staffed by Superintendent Tom Petterelli, life long Village resident, Larry Wood, Foreman, and a multi-talented full time crew consisting of Ray

**LINKS**

**[OCRRA ANNUAL EVENTS SCHEDULE](#)**

**[OCRRA RECYCLING GUIDELINES](#)**

**[STORMWATER MS4 PAGE](#)**

Edwards, Joe Abbott, Dan Palma, Mike Murnane, Jim Landry, Mark Nicholson, Lance Stolp, our mechanic, and two part-time employees who work our trash and curbside collection. In addition, the Village employs two high school or college students for approximately ten weeks in the summer and winter school breaks to assist the DPW staff.

If you need assistance, please call Tom Petterelli, DPW Superintendent at (315) 656-7574.

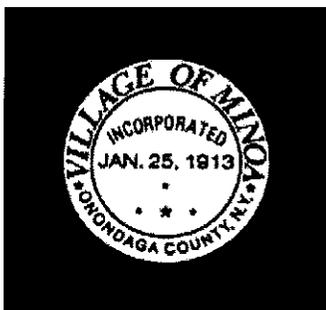
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D.P.W. Staff

George Wood  
Joseph Abbott  
Raymond Edwards  
James Landry  
Michael Murnane  
Daniel Palma  
Lance Stolp  
Mark Nicholson



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## Wastewater Treatment

Hours	7:00am - 3:30pm Mon. thru Fri. Summer Hours (memorial day-labor day): 7:00am - 4:30pm Mon. thru Thurs. 7:00am - 11:00pm Fridays
Phone	315-656-7539
Fax	315-656-0180
E-Mail	
Address	100 Kalin Drive, Minoa, NY 13116

### Stormwater MS4 Page



WWTF Supervisor  
Steve Giarrusso

Message from the Supervisor:

The Village of Minoa in its uniqueness of its self-sufficiency has its own wastewater treatment facility servicing a population of approximately 3,345 residents. It also receives flows from the ESM High School, Pine Grove Middle School, Woodland Elementary School, and the ESM Bus Garage that are outside the Village limits.

At first glance, the Minoa facility could simply be considered a small plant; however, it is in reality a very unique facility composed of three totally different kinds of biological reactors. The collection system consists of 28.5 miles of sewer and one main pump station. Several improvements have been made and we continually are improving the infrastructure of the Village. In 1997 the Village completed its construction upgrade of the plant. The project, spread out over several years, included installation of plastic media in the original trickling filters, construction of sequencing batch reactors (SBRs), and installation of three constructed wetlands. Since a large section of the collection system is built below groundwater levels, the wetlands were originally built to handle wet weather flows.

Since the upgrade was completed, the operators have found that the wetlands are tremendously efficient at removing pollutants. Each of these reactors has its own personality and temperament. For this reason, the operators have to be skilled in all aspects of the Minoa facility and its diversities.

Research is currently being conducted to better understand the workings of these reactors, enabling researchers to maximize their performance. Logistically, the plants permitted flow is 0.73 million gallons per day (mgd) for dry weather flow and 0.99 mgd for wet weather flow.

# **NY RURAL WATER ASSOCIATION GIS MAPPING QUOTE**

**APPENDIX 6**

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February 5, 2008  
New York Rural Water Association  
Village of Minoa Storm Sewer System GIS Mapping Quotation

Prepared By: Steven Winkley

Village of Minoa Storm Sewer System  
~ 515 catch basins, storm sewer lines, outlets

	Item		\$/Unit	Item Total
Labor:				
2	hours research	@	\$45.00 =	\$90.00
8	hours georeferencing map images	@	\$45.00 =	\$360.00
10	hours setting up GIS project (orthos, parcel data, etc.)	@	\$45.00 =	\$450.00
4	hours digitizing roads & streets	@	\$45.00 =	\$180.00
20	hours digitizing catch basins & elevations	@	\$45.00 =	\$900.00
20	hours digitizing sewers & elevations	@	\$45.00 =	\$900.00
4	hours digitizing outlets, swales, etc.	@	\$45.00 =	\$180.00
8	hours making ArcExplorer project	@	\$45.00 =	\$360.00
4	hours printing maps	@	\$45.00 =	\$180.00
6	hours traveling to Minoa and back	@	\$45.00 =	\$270.00
4	hours on-site with training of Village personnel	@	\$45.00 =	\$180.00
Travel:				
300	SJW miles	@	\$0.505 =	\$151.50
2	SJW Tolls	@	\$4.50 =	\$9.00
7	SJW quarters of per diem	@	\$9.50 =	\$66.50
1	SJW nights in hotel	@	\$100.00 =	\$100.00
Equipment:				
0	days of GPS rental	@	\$240.00 =	\$0.00
Deliverables:				
1	set of 7 maps & CDs	@	\$15.00 =	\$15.00
<b>TOTAL</b>				<b>\$4,392.00</b>

If this quotation is acceptable, please contact Pat Scalera, CEO at 1-888-NYRURAL to execute a written agreement.

Note: NYRWA is pleased to be able to offer these reduced rate mapping services to our members. The unit rates in this quotation are for the exclusive use of NYRWA and your system, and should not be shared with any other entity.

# **ILLICIT DISCHARGE DETECTION AND ELIMINATION PLAN**

**APPENDIX 7**

**APPENDIX 7**

# **Village of Minoa IDDE Plan**

## **Illicit Discharge Detection and Elimination Plan (IDDE)**

This appendix contains the Village of Minoa's strategy to detect and eliminate illicit discharge to the MS4 conveyance system in accordance with their Stormwater Management Program and their Illicit Discharge and Elimination (IDDE) Ordinances as required by the Village of Minoa Ordinance law. This plan includes an outfall screening procedure, a source identification procedure, a list of active commercial facilities that discharge into the Village of Minoa's MS4, and an outfall inspection check list.

### **ILLICIT DISCHARGE**

The term "illicit discharge" is defined by New York State in the 2003 revised edition: overview of the MS4 Phase II Stormwater Permit Program. In summary the MS4 permit requirements as "any discharge to an MS4 that is not composed entirely of stormwater, except naturally occurring floatables, such as leaves or tree limbs. The definition provides examples of illicit discharges as sanitary wastewater, septic tank effluent, oil disposal, radiator flushing disposal, laundry wastewater, roadway accident spillage, and household hazardous waste.

Illicit discharge can be categorized as either direct or indirect. Examples of direct illicit discharge include: sanitary wastewater including piping that is directly connected from a home to the storm sewer, materials (e.g., used motor oil) that have been dumped illegally into a storm drain, a shop floor drain that is connected to the storm sewer, or a cross-connection between the sanitary sewer and storm sewer systems. Examples of indirect illicit discharges include a damage sanitary sewer line that is leaking into a storm sewer line or a failing septic system that is leaking into a storm sewer line or causing surface discharge into the storm sewer.

The Village of Minoa MS4 discharges into Limestone Creek. Due to the relatively small number of outfalls within the Village of Minoa's MS4 system it is the intent to use Village staff to do inspections, outfall discharge locations and if needed testing or sampling. The Village of Minoa also has a contract engineering consultant and has hired Central New York Regional Planning and Development Board as MS4 consultants.

The Village of Minoa's StormWater Management Plan (SWMP) need not address the flowing categories of non-storm water discharges or flows unless the MS4 operator identifies them as significant contributors of pollutants to the MS4 conveyance system. Therefore, in the interim, the Village of Minoa will not consider those items listed as

illicit discharges. However, if in the future the Village determines any of these activities to be illicit discharges, the Village will update its IDDE Plan accordingly.

**Exempted Non-Stormwater Discharges:**

Waterline flushing  
Landscape Irrigation  
Diverting Stream Flows  
Rising Ground Waters  
Uncontaminated Ground Water Infiltrations  
Uncontaminated Pumped Ground Water  
Discharges from Potable Water sources  
Foundation Drains  
Air Conditioning Condensation  
Discharges from Firefighting Activities  
Irrigation Water  
Springs  
Water from Crawl Spaces  
Footing Drains  
Lawn Watering  
Individual Residential Car Washing  
Flows from Riparian Habitats and Wetlands  
Dechlorinated Swimming Pool Discharges  
Street Wash Water

**Outfall Screening**

As required, the Village of Minoa will perform dry weather screening on 100% of their stormwater outfalls and open ditches within the first five-year permit term. The Village defines dry weather as a period in which there has been no rainfall or no more than one-tenth (.1) of an inch of rain within a seventy-two (72) hour period.

Initial screening of the storm sewer system will be conducted during stormwater outfall mapping activities. The goal of the screening will be to locate pipes or ditches that have dry weather discharges and to test discharges to identify pollutants. Results of this initial screening will be utilized to identify priority outfalls for illicit discharges elimination or additional illicit discharge screening.

Field inspectors will conduct and document physical observations at each stormwater outfall. For those outfalls preceded by a retention pond, the inspector will conduct and document physical observations of the conveyance that leads to the pond. In the event an outfall or pond conveyance system is discharging during dry weather and physical observations warrant, the inspector will conduct and document a series of in-field water quality tests utilizing a HACH DR 2000 spectrophotometer located at the Village of Minoa's Wastewater Treatment Facility.

At a minimum, all in-field water quality testing will screen dry weather discharges for pH, temperature, COD, and if needed Focal Coliform testing. If visual observations and in-field tests suggest water quality problems, the inspector may choose to collect additional samples for further laboratory analysis. The outfall inspector will utilize the outfall inspection checklist in order to accurately record all outfall observations.

### **Source Identification**

The Village of Minoa will attempt to identify the source of all dry weather discharges. Recognizing that most dry weather discharges will not be constant, the Village understands that identifying the source of 100% of all illicit discharges is unlikely.

For each dry weather discharge, the inspector, after conducting the visual observations and outfall testing, will utilize the Village of Minoa's storm sewer map and follow the drainage ditch or identify the most up-pipe manhole with a junction in an attempt to identify the general location from which the discharge originates. If, from following the drainage ditch or inspecting the manhole, the inspector can determine the direction from which the discharge is originates, will then continue upstream or to the next up-pipe manhole until the source or the general vicinity from where the discharge is originating. If the inspector cannot identify the specific source through visual observation or if the trail of the discharge dissipates, a dye test or video inspection maybe necessary to determine the source of the discharge.

### **Dye Testing**

If an inspector is able to narrow down the likely source of a discharge to a few homes or businesses, the Village will perform a dye test one building at a time. Non-toxic dye will be flushed into the sanitary sewer system and then the inspector will check the storm sewer manhole or outfall for presents of the dye. Prior to testing, the Village will contact building owners and occupants to obtain access to the building.

### **Video Inspection**

The Village of Minoa Wastewater Treatment Facility has its own video inspection equipment which will be used to inspect the storm sewer system to try to detect the discharge to its source. This equipment is readily available and increases the chance of finding the source of the discharge. This service will be done by the Village of Minoa Wastewater Treatment Facility staff in the presents of the inspector.

### **Eliminating Illicit Discharges**

The goal of the Village IDDE Plan is to address 100% of all illicit discharges identified. The Village understands, however, that the immediate elimination of 100% of identified illicit discharges is not likely due to the political and socioeconomic circumstances that

can play a role in such issues. The Village will, however, enforce and eliminate identified illicit discharges in accordance with their IDDE Ordinances.

### **Identification of Active industrial and commercial Facilities in the MS4 Area**

All active industrial and commercial facilities located within the Village of Minoa's MS4 area are listed below. This information will be updated annually by the Village to ensure the list is accurate and current.

DeCarolis Truck Rental	402 N Central Ave
Scotty's Automotive	520 N Central Ave
Greens Hardware	208 N Main Street
Parkway Pizza	Costello Parkway
Colonial Laundromat	Costello Parkway
Bottle Return	Costello Parkway
Brads Ice Cream Shop	91 Hulbert Street
Sunshine Mart	91 Hulbert Street
Sunshine Liquor and Spirits	91 Hulbert Street
Charles Tavern	115 S Main Street
D&S carpet and Upholstery Cleaning	359 S Main Street
Taddeo's Auto Sales	359 S Main Street
Johnny O's	132 N Main Street
Sigtastic	116 N Main Street
Main Street Station	107 N Main Street
Suburban Propane	320 N Central Ave
The Crossings	217 East Ave
CSX Railroad	N Central Ave

### **Illicit Discharge detection and Elimination Reporting**

The inspectors responsible for the outfall screening and identifying illicit discharges will maintain a database that document all activities associated with the Village of Minoa's IDDE Plan ranging from mapping, outfall screening, source identification and enforcement. All activities associated with this plan will be documented and submitted to the NYSDEC with the Village annual SWMP report.

**Village of Minoa  
IDDE Plan  
Outfall Screening Checklist**

Outfall No.: \_\_\_\_\_ Receiving Water: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Air Temp: \_\_\_\_\_ Weather: \_\_\_\_\_

Inspector: \_\_\_\_\_

Last Rainfall > or = 0.10": \_\_\_\_\_

**Physical Observation:**

Pipe Diameter: \_\_\_\_\_ Ditch width: \_\_\_\_\_  
Flow: Trickle 1/4 flow 1/2 flow 3/4 flow Full Flow

Discharge Color: none yellow brown black grey other \_\_\_\_\_

Turbidity: \_\_\_\_\_ None \_\_\_\_\_ Cloudy

Floatables: None Petroleum sheen sewage Other: \_\_\_\_\_

Deposits/Stain: None Sediment oily Other: \_\_\_\_\_

Vegetation Conditions: Normal Excessive Growth Inhibited Growth

Damage to Outfall: None Cracking Metal Corrosion

Other Damage: \_\_\_\_\_

**Comments and Analyses Results:**

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**VILLAGE OF MINOA  
MUNICIPAL GOOD HOUSEKEEPING  
MS4 MANUAL**

**APPENDIX 8**

**Village of Minoa**  
**Municipal Good Housekeeping**  
**MS4 Manual**

The Pollution Prevention/Good Housekeeping Practices inspection checklist have been formulated as guidance material for implementation of the Stormwater PhaseII MS4 compliance.

All municipal staff members employed by the DPW and WWTF will receive an individual copy of this document. A copy of this document will be posted in the DPW and WWTF buildings at the right to know stations. New employees shall receive a copy of this document for review and training during the new employee training process. Annual training will be conducted by the Superintendent of the Minoa DPW or by an appropriate outside agency.

**Village of Minoa**  
**Municipal Good Housekeeping**  
**MS4 Manual**

1. IDENTIFY MATERIALS THAT IMPACT STORMWATER/RECEIVING WATERS

- Liquids associated with vehicle/equipment maintenance products (oils, fuels, antifreeze, etc.)
- Rock salt
- Chemicals (fertilizers, pesticides)

2. IMPACT ON RECEIVING WATERS

- Toxicity
- Biochemical oxygen demand

3. APPROPRIATE Best Management Practices (BMPs)

- Keep all materials properly stored in closed, labeled containment systems
- Use secondary containment systems where appropriate
- Obtain spill recovery materials for immediate response to a spill
- Review information on past spills and the reported causes of those spills
- Identify potential spill areas and drainage routes
- Identify procedures and equipment for cleaning up spills
- Insure that spills are reported and proper notifications are made

4. INSPECTION PROCEDURES

- Inspect secondary containment systems, oil/water separators annually
- Inspect containers for leaks, areas near storm receiver inlets and outlets, floor drains for indications of spills annually

5. MAINTENANCE PROCEDURES

- Protect drains with oil absorbent materials
- Clean out receivers on regular schedule
- Remove spilled salt from salt loading area

**Village of Minoa**  
**Municipal Good Housekeeping**  
**MS4 Manual**

**PEST CONTROL**

1. **IMPACTS TO/ON STORMWATER/RECEIVING WATERS**

- Runoff of pesticides may harm aquatic life, may contaminate water/sediment

2. **IMPACT ON RECEIVING WATERS**

- Toxicity to aquatic plants and animals

3. **APPROPRIATE BMP's**

- Purchase only enough pesticides necessary for one year - store properly to avoid waste generation (spills, leaks, product deterioration)
- Minimize/eliminate pesticide application, use lowest toxicity pesticides
- Do not apply pesticides immediately prior to or during rain events
- Ensure that employees are properly trained and certified in pesticide application techniques and safety
- Adopt alternatives to pesticides options (use physical, mechanical, or biological controls)
- Inspect pesticide inventory - properly dispose of out-of-date pesticide materials annually, if applicable

4. **MAINTENANCE PROCEDURES**

- Annual Training of pesticide applicators by DEC approved trainers

**Village of Minoa**  
**Municipal Good Housekeeping**  
**MS4 Manual**

**VEHICLE/EQUIPMENT MAINTENANCE**

1. **IMPACTS TO/ON STORMWATER/RECEIVING WATERS**

- Trace amounts of metals/hydrocarbons are found in materials (i.e. fuels, antifreeze, batteries, motor oils, grease, parts cleaning solvents) that are typically used in maintenance operations

2. **IMPACT ON RECEIVING WATERS**

- Toxicity
- Biochemical oxygen demand

3. **APPROPRIATE BMPs**

- Conduct maintenance work indoors - if work must be performed outside, guard against spillage of materials that could discharge to storm receivers
- Seal floor drains that discharge directly to the environment, if possible
- Initiate single purpose use of vehicle bays - dedicate one (or more) bays that have no (or sealed) floor drains for repairs/maintenance
- Clean up spilled materials immediately, using "dry" methods
- Install pretreatment systems (grit separators) where necessary in sewer lines to capture contaminants (oil, grit), and maintain as needed
- Never leave vehicles unattended while refueling
- Identify appropriate recycling/disposal options for wastes
- Check for leaking oil and fuels on all applicable equipment
- Completely drain oil from filters before disposal and recycling
- Segregate and label waste materials
- Recycle used oils, antifreeze, batteries, crushed oil filters, solvents, refrigerants, scrap metal, spent vehicle fluids
- Never dump automotive fluids or solvent in floor drains or sewer
- Treat the following as hazardous waste: "speedi-dri", fuel filters, fuel tanks, disposable rags, contaminated fuel
- Utilize drip pans or containers in areas prone to leaks
- Properly transfer used/spent fluids to avoid spills

4. **INSPECTION PROCEDURES**

- Inspect (for maintenance purposes) floor drain systems, oil/water separators annually
- Monitor "parked" vehicles/equipment for leaks on an ongoing basis

5. **MAINTENANCE PROCEDURES**

- Maintain a clean work area - remove contaminants from floors, drains, catch basins, using "dry" methods
- Use non-hazardous cleaners. Use non chlorinated solvents instead of chlorinated solvents
- Repair or replace any leaking containers
- Use steam cleaning /pressure washing instead of solvent for parts cleaning
- Store waste fluids in properly capped, labeled storage containers
- Store batteries in leak-proof, compatible (i.e. non reactive) containers
- Rinse grass from lawn care equipment on permeable (grassed) areas
- Protect against pollution if outside maintenance is necessary (cover storm receivers, secondary containment vessels, etc)

**Village of Minoa**  
**Municipal Good Housekeeping**  
**MS4 Manual**

**VEHICLE/EQUIPMENT WASHING**

1. IMPACTS TO/ON STORMWATER/RECEIVING WATERS

- Nutrients (biodegradable soaps)
- Metals
- Hydrocarbons

2. IMPACT ON RECEIVING WATERS

- Biochemical oxygen demand from nutrient sources
- Toxicity
- Hydraulic loading

3. APPROPRIATE BMPs

- Initiate single purpose use of vehicle bays - dedicate only one bay for washing (with floor drain system)
- Perform cleaning with pressurized cold water
- Use minimal amounts of biodegradable soaps
- Rinse with hoses that are equipped with automatic shutoff devices and spray nozzles
- Inspect floor drain systems regularly - identify the need for cleaning of catch basins on a quarterly basis
- Map storm drain locations accurately to avoid illegal discharges
- Perform steam cleaning or pressure washing where wastes can be captured for proper disposal
- Take precautions against excess use of/spillage of detergents

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**ROADWAY MAINTENANCE**

1. **IMPACTS TO/ON STORMWATER/RECEIVING WATERS**

- Road salt components - sodium, calcium, and chlorides
- Hydrocarbons
- Particulates - such as dry paint or abrasive compounds
- Debris

2. **IMPACT ON RECEIVING WATERS**

- Particulate matter
- Toxicity

3. **APPROPRIATE BMPs**

- Incorporate preventive maintenance and planning for regular operations & maintenance activities
- Pave in dry weather only.
- Stage road operations and maintenance activity (patching, potholes) to reduce spillage. Cover catch basins and manholes during this activity.
- Clean up fluid leaks or spills from paving equipment/materials immediately
- Sweep paved roads and shoulders to remove debris and particulate matter
- Inspect paving, sweeping, and all other maintenance vehicles/equipment as appropriate
- Inspect roads for implementation of applicable BMP's on an ongoing basis

4. **MAINTENANCE PROCEDURES**

- Repair leaking/defective containers or equipment on paving equipment

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**HAZARDOUS AND WASTE MATERIALS MANAGEMENT**

1. **IMPACTS TO/ON STORMWATER/RECEIVING WATERS**

- Lube oils
- Coatings and their compatible solvents (paints, thinners, etc.)
- Anti freeze
- Cleaning agents
- Fuels (gas, diesel, kerosene)

2. **IMPACT ON RECEIVING WATERS**

- Biochemical oxygen demand
- Toxicity to aquatic plants and wildlife
- Particulate loading

3. **APPROPRIATE BMP's**

- Ensure that all materials are stored in closed, labeled containers - if stored outside, drums should be placed on pallets, away from storm receivers - inside storage areas should be located away from floor drains
- Eliminate floor drain systems that discharge to storm drains, if possible
- Use a pretreatment system to remove contaminants prior to discharge
- Reduce stock of materials "on hand" - use "first in/first out" management technique
- Use the least toxic material (i.e. non hazardous) to perform the work
- Install/use secondary containment devices where appropriate
- Recycle materials if possible, or ensure proper disposal of wastes
- Physical on-site verification of sealed floor drains (or redirected to sanitary sewer)
- Regular inspection of material storage areas (inside and outside) on a quarterly basis
- Inspect stormwater discharge locations regularly (for contaminants, soil staining, plugged discharge lines) on at least a quarterly basis
- Recycle yard waste materials
- Participate with OCRRA in Household Hazardous Waste Collection and Universal Waste Collection days for: paint, batteries, pesticides, fluorescent lamps, etc. annually
- Cover and/or provide containment for any materials that can spill or be carried to storm drains by precipitation
- Construct berms to contain spills of materials that could be discharged to storm drains
- Cover storm drains when there is a risk of something being discharged to them

4. **MAINTENANCE PROCEDURES**

- Repair or replace any leaking/defective containers, and replace labels as necessary
- Maintain caps and/or covers on containers
- Maintain aisle space for inspection of products/wastes

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**ROAD SALT STORAGE AND APPLICATION**

1. **IMPACTS TO/ON STORMWATER/RECEIVING WATERS**

- Salt is very soluble in water, and, in high concentrations, can have a deleterious effect on plants and aquatic life.

2. **IMPACT ON RECEIVING WATERS**

- Toxicity

3. **APPROPRIATE BMP's**

- Require covered facility for salt storage (prevents lumping and run-off loss), and size properly for seasonal needs
- Store salt on highest ground elevation to mitigate contact with stormwater
- Calibrate salt spreaders as necessary
- Consider alternative deicing materials (i.e. calcium chloride, magnesium chloride)
- Use a wetting agent with salt to minimize "bouncing" during application
- Cover salt loading area, or build into storage shed
- Unload salt deliveries directly into storage facility, or if not possible, move inside immediately

4. **INSPECTION PROCEDURES**

- Look for physical evidence of problems (on an ongoing basis):
  - inspect salt storage shed for leaks, other problems
  - inspect salt piles for proper coverage, tarps for leaks or tears
  - inspect salt application equipment
  - inspect salt regularly for lumping or water contamination
  - inspect surface areas for evidence of runoff- salt stains on ground near and around the salt shelter, loading area, or downslope
  - inspect for excessive amounts of salt on roads

5. **MAINTENANCE PROCEDURES**

- Service trucks and calibrate spreaders regularly to ensure accurate, efficient distribution of salt
- Educate and train operators on hazards of over-salting to roads and environment
- Repair salt storage shed (leaks)
- Repair/replace tarps

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**STREET CLEANING AND MAINTENANCE**

1. **IMPACTS TO/ON STORMWATER/RECEIVING WATER**

- Poorly maintained streets allow for a "build up" of trash, grit, and debris, from which sediment and toxic/biological pollutants can be "washed out" during rain and/or snow melt events.
- Street repair/paving processes use materials that can contaminate receiving waters if they interact with storm water.

2. **IMPACT ON RECEIVING WATERS**

- Particulate matter - can cause sediment loading
- Biochemical oxygen demand
- Toxicity to aquatic plants and wildlife

3. **APPROPRIATE BMP's**

- Street sweeping - at regular intervals, and "as needed"
- Perform operations such as paving in dry weather only.

4. **INSPECTION PROCEDURES**

- Inspect streets, and plan (as needed) for maintenance/repairs
- Prioritize - some streets (i.e. those on flat grades or with many trees) may need more frequent cleaning

5. **MAINTENANCE PROCEDURES**

- Spring sweeping - remove salt/sand residues
- Fall sweeping, collection of leaves at appropriate time intervals
- Dry sweep or vacuum streets during dry weather
- Maintain equipment - check for/repair fluid leaks
- Stage road operations and maintenance activity (patching, potholes) to reduce spillage of materials. Cover catch basins and manholes during activity

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**CATCH BASIN AND STORM DRAIN SYSTEM CLEANING**

1. **IMPACTS TO/ON STORMWATER/RECEIVING WATERS**

- **Catch basins** capture grit and debris, which, if not removed in a timely fashion, can discharge toxic and biological pollutants during rain and/or snow melt events
- **Storm drainage systems**, while not designed for capture of solid materials, can perform in the same manner with similar results.
- **Storm ditches**, if stripped of vegetation during cleaning, can result in silt deposition in receiving waters

2. **IMPACT ON RECEIVING WATERS**

- Toxicity - heavy metals, organic compounds, etc.
- Biochemical oxygen demand
- Sediment loading

3. **APPROPRIATE BMP's**

- Address:
  - storm drain receivers and (below grade) storm sewer systems
  - parking lot receivers
  - open ditches
  - catch basins and floor drain systems inside of buildings should be either:
    - sealed to prevent discharge
    - "permitted" by NYSDEC
    - discharged to sanitary sewers
- Contaminated wastewaters should not be discharged to a catch basin/street receiver
- Increase frequency of cleaning, as necessary
- Repair/replace storm drain receiver and catch basin receiver grates as necessary

4. **INSPECTION PROCEDURES**

- Physical inspection - prioritize storm drain systems and catch basins - catch basins on steep grades may need more frequent cleaning
- Clean catch basin when depth of deposits are  $>1/3$  the depth from the bottom of the basin to the invert of the lowest pipe/opening into or out of basin - Institute temporary street parking bans to facilitate access to catch basins
- Ditch inspections - ID problems while traveling to job site
- Storm event inspection - identify pollution problems (i.e. sediments) to determine the need for additional protective measures
- Post storm event inspection - ID problems (i.e. blockages)

## 5. MAINTENANCE PROCEDURES

- Catch basins/storm sewer pipe - cleaning in spring to remove sand/grit/salt from winter road maintenance, cleaning in fall to remove leaves/silt/debris
- Established ditch:
  - Maintain proper slope
  - Maintain vegetation by cutting (to capture sediment) - Do not allow vegetation to grow to a height that would impair sight lines of drivers of motor vehicles
  - Remove obstacles/ debris - (i.e. trash, tree branches, brush, cut vegetation)
  - Excavation/ditch scraping - if necessary, use devices (i.e. hay bales, silt fence) to capture sediment prior to stormwater discharge into receiving waters, reseed ditch
- New installation - capture particulate matter - install sediment basins/other devices in ditch
- Proper disposal of debris

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**OPERATIONAL BY PRODUCTS/WASTES**

1. IMPACTS TO/ON STORMWATER/RECEIVING WATERS

- Potential for leaching of toxic and biologic contaminants to receiving waters

2. IMPACT ON RECEIVING WATERS

- Toxicity
- Biochemical oxygen demand

3. APPROPRIATE BMP's

- Post "no dumping" signs
- Illuminate area if possible
- Prevent access - erect barriers
- Identify the by products/wastes that should be recycled (i.e. paper, cardboard) or can be legally disposed of on municipal lands (i.e. deer carcasses) by referencing NYSDEC regulations (6NYCRR PART 360)

4. INSPECTION PROCEDURES

- Regularly scheduled inspections - for maintenance concerns at least quarterly
- Unscheduled patrolling of areas by police

5. MAINTENANCE PROCEDURES

- Clean area
- Clean up and dispose of "illegally dumped" materials, trash/debris in accordance with environmental regulations
- Cut and remove vegetation

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**MATERIAL MANAGEMENT/STORAGE**

1. **IMPACTS TO/ON STORMWATER/RECEIVING WATERS**

- Debris
- Residual Chemicals
- Particulates

2. **IMPACTS ON RECEIVING WATERS**

- Toxicity
- Biochemical oxygen demand

3. **APPROPRIATE BMP's**

- Neatly organizing and labeling materials in their storage areas
- Emphasize proper storage locations for items which should not be stored outside
- Identifying the significant materials stored, handled at the facility which are considered toxic and hazardous substances
- Discussing proper handling procedures for these toxic and hazardous substances
- Storing containers and drums away from direct traffic routes to prevent accidental spills
- Routinely checking outdoor equipment and/or containers for leaks
- Store empty drums on their sides to prevent standing water on top or filling the drum
- Properly secure drum lids to prevent precipitation from entering drum
- Storing equipment and containers that have a potential to leak within a bermed area or inside a building
- Storing containers on pallets
- Utilizing flammable storage cabinets or spill pallets when applicable
- Cover drums stored outside if possible

4. **INSPECTION PROCEDURES**

- Inspect how materials are stored and handled at facility quarterly
- Identify which materials and activities post the most risk to the environment
- Insure unusable material is properly disposed of in a timely manner

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**FACILITY GOOD HOUSEKEEPING**

1. **IMPACTS TO/ON STORMWATER/RECEIVING WATERS**

- Debris
- Chemical compounds
- Particulates

2. **IMPACTS ON RECEIVING WATERS**

- Toxicity
- Biochemical oxygen demand

3. **APPROPRIATE BMP's**

- Proper use of cleaning compounds
- Cleanup leaks or releases immediately
- Regularly pickup and dispose of garbage and waste material
- Maintain regular sweeping and cleanup activities
- Promptly cleaning up spilled materials to prevent pollution runoff
- Identifying the locations of brooms, booms, vacuums, sorbents, foams and other good housekeeping procedures and tips to follow for their implementation
- Proper disposal of ballasts, batteries, lighting tubes, etc.
- Securing drums and containers
- Frequently checking for leaks and spills
- Inspection of areas where items are stored outdoors at least quarterly
- Promoting cleanliness in dumpster areas
- Schedule of good housekeeping activities

4. **INSPECTION PROCEDURES**

- Inspect interior and exterior of buildings and grounds for neatness and cleanliness on an ongoing basis
- Inventory control of cleanup

**EROSION AND SEDIMENT CONTROL PLAN  
FOR SMALL HOMESITE CONSTRUCTION**

# EROSION AND SEDIMENT CONTROL PLAN FOR SMALL HOMESITE CONSTRUCTION

## Definition

Small homesite erosion and sediment control plans are a group of minimum erosion and sediment control practices and management techniques that apply to small homesite construction activity on a single residential lot, in order to prevent polluted discharge.

## Purpose

This appendix lays out a series of minimum requirements for erosion and sediment control, and management practices that may be used to meet these requirements. Use of these templates will help show compliance with the general requirements for construction activities that require basic stormwater pollution prevention plans (SWPPP). This applies to the construction of small homesites. The owner/developer must complete the relevant conditions (1-4), or small parcel erosion and sediment control plan included in this section, and submit the NOI in order to meet compliance with the SPDES General Permit for Stormwater Discharges From Construction Activities.

## Criteria

Generally, several types of practices are required on any one site for effective erosion and sediment control. There are three broad categories of construction-related practices for controlling erosion and sediment on small homesite developments:

**1. Cover practices** prevent erosion by protecting the soil surface from rainfall and runoff. Prevention of erosion is the most preferable and cost-effective approach. These practices include: protection of existing vegetation; temporary covering of exposed soil by mulching, matting, or covering; and permanent site stabilization by topsoiling, seeding, and/or sodding.

**2. Structural Practices** are structural controls that either reduce erosion, control runoff, or keep sediment on the construction site. Examples of these practices include stabilized construction entrances, filter fences, sediment traps, berms, and check dams.

**3. Management Measures** are construction management methods that prevent or reduce erosion potential and ensure the proper functioning of erosion and sediment control practices. Careful construction management can dramatically reduce the costs associated with erosion and sediment problems. Examples of these management measures include:

- Preserving existing trees and grass where possible to prevent erosion;

- Re-vegetating the site as soon as possible;
- Locating soil piles away from roads or waterways;
- Limiting tracking of mud onto streets by requiring all vehicles to use designated access drives;
- Removing sediment carried off-site by vehicles or storms;
- Installing downspout extenders to prevent erosion from roof runoff; and
- Maintaining erosion and sediment practices through sediment removal, structure replacement, etc.

## Specifications

Each construction site is different. The owner/developer of a small construction site may choose and follow one of the four variations of ESC plans included in this section to develop a SWPPP in compliance with the SPDES Construction Permit For Stormwater Discharges From Construction Activities. However, because of the general nature of the following conditions, **the plans included in this section may not cover all of the resource protection needs on a particular site, and this form does not exempt an owner from the responsibility of filing an NOI.**

### Small Homesite Minimum Requirements:

#### **1. Stabilized Construction Entrance:**

To prevent vehicles and equipment from tracking sediment and mud off-site, apply gravel or crushed rock to the driveway area and restrict traffic to this one route. This practice will help keep soil from sticking to tires and stop soil from washing off into the street. Carry out periodic inspections and maintenance including washing, top-dressing with additional stone, reworking, and compaction. Plan for periodic street cleaning to remove any sediment that may have been tracked off-site. Remove sediment by shoveling or sweeping and transport to a suitable disposal area where it can be stabilized.

#### **2. Stabilization of Denuded Areas:**

Stabilization measures must be initiated as soon as practicable, but in no case more than 14 days after the construction activity has ceased. In frozen ground conditions, stabilization measures must be initiated as soon as practicable. Where construction activity on a portion of the site is temporarily ceased, and earth-disturbing activities will be resumed within twenty-one (21) days, temporary stabilization measures need not be initiated on that portion of the site.

Stabilize denuded areas by implementing soil covering practices (e.g. mulching, matting, sodding). Exposed soils are the most prone to erosion from rainfall and runoff. Vegetation helps protect the soil from these forces and provides natural erosion control. Plan construction to limit

the amount of exposed area, and avoid grading activities during the rainy season (November through March) as much as possible. Clearing limits should be clearly marked and kept as small as possible. Once construction is completed, the site must be permanently stabilized with topsoiling, seeding and plantings, or sodding if needed.

### **3. Protection of Adjacent Properties:**

Keep sediment on-site by using structural and source control practices (e.g. vegetative buffer strips, sediment barriers, soil berms or dikes, etc). See Sections 3, 4, or 5 as appropriate. Wherever possible, preserve a buffer of existing vegetation around the site boundary. This will help to decrease runoff velocities and trap sediment suspended in the runoff. Other structural controls such as filter fence or straw bale barriers should also be used to filter runoff and trap sediment on-site.

When excavating basement soils, move the soil to a location that is, or will be, vegetated, such as in the backyard or side yard area. This will increase the distance eroded soil must travel, through vegetation, to reach the storm sewer system. Piles should be situated so that sediment does not run into the street or adjoining yards. Soil piles should be temporarily seeded and circled with silt fence until the soil is either replaced or removed. Backfill basement walls as soon as possible and rough grade the lot. This will eliminate the large soil mounds, which are highly erodible, and prepare the lot for temporary cover. After backfilling, grade or remove excess soil from the site quickly, to eliminate any sediment loss from surplus fill.

### **4. Concentrated Flow:**

For constructed drainage ways, or other areas of concentrated flow, install check dams according to the specifications on page E.12 to reduce erosion in the channel. As with other erosion controls, check dams must be inspected regularly. Remove sediment accumulated behind the dam as needed to allow channel to drain through the stone check dam and prevent large flows from carrying

sediment over the dam. Replace stones as needed to maintain the design cross section of the structures. Sediment removal is crucial to the effectiveness of the dam—if not maintained, high flows could cause erosion around the sides of the structures, adding significant sediment loads downstream.

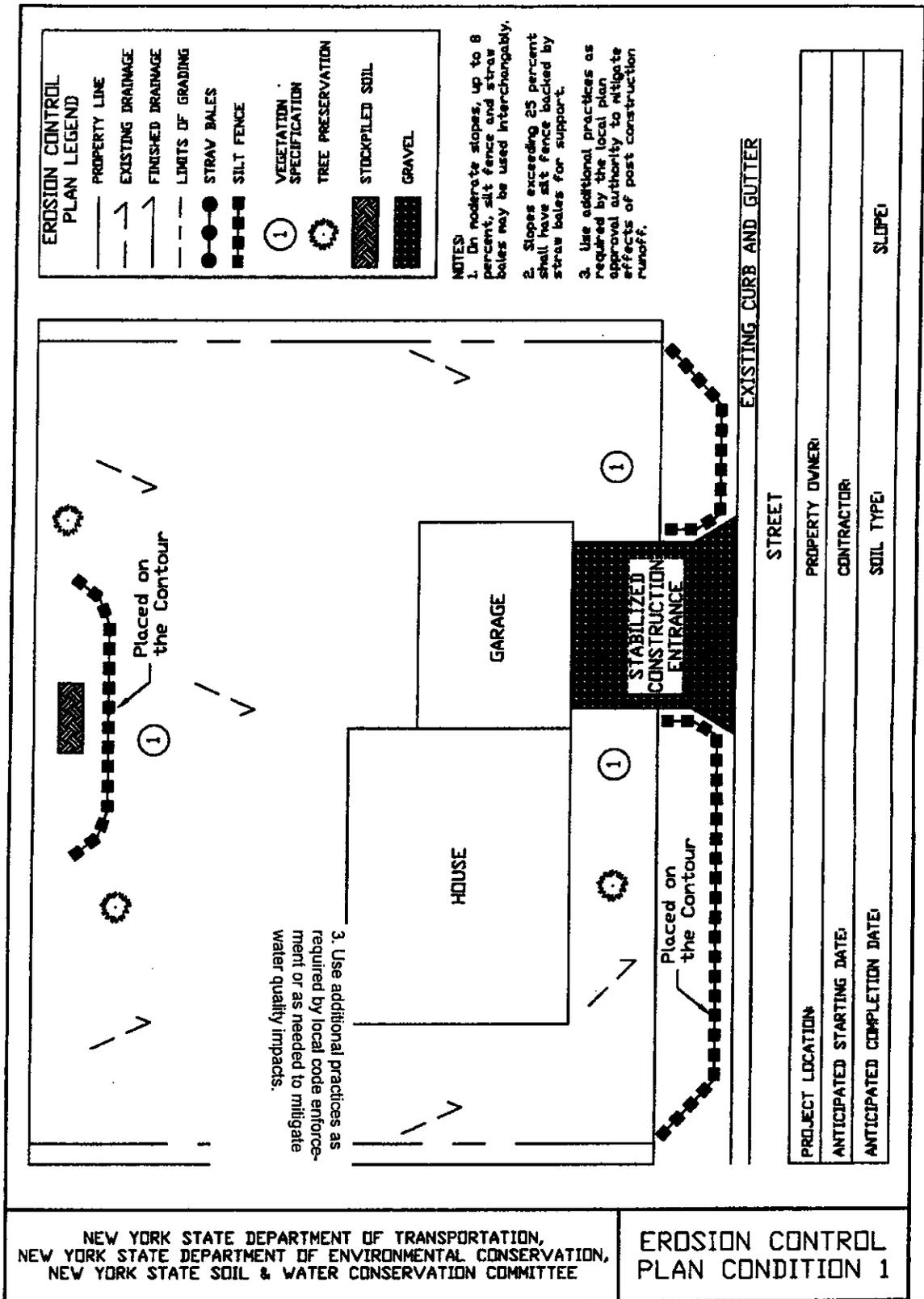
### **5. Maintenance:**

Maintain erosion and sediment control practices through regular inspection. Regular maintenance is extremely important for the proper operation of structural practices. After initial groundbreaking, the builder shall conduct site inspections at least once every 14 calendar days and within 24 hours of the end of a storm event of 0.5 inches or greater.

### **6. Other Practices:**

Use additional practices as required by the local plan approval authority to mitigate effects of increased runoff. This may include providing additional controls to a locally protected stream or resource area, protecting riparian corridors (vegetative stream buffers), etc. Individual homeowners and/or developers are responsible for researching additional requirements related to erosion and sediment runoff control established by their local jurisdictions.

# Figure E.1 Erosion Control Plan Condition 1



# Condition 1—Vegetative Requirements & Compliance Form

**Vegetation Requirements:**

1.) Site Preparation

- A. Install needed water and erosion control measures and bring area to be seeded to desired grades using a minimum of 4 in. topsoil.
- B. Prepare seedbed by loosening soil to a depth of 4-6 inches.
- C. Lime to a pH of 6.5
- E. Fertilize as per soil test or, if fertilizer must be applied before soil test results are received, apply 850 pounds of 5-10-10 or equivalent per acre (20 lbs/1,000 sq. ft.)
- F. Incorporate lime and fertilizer in top 2-4 inches of topsoil.
- G. Smooth. Remove all stones over 1 inch in diameter, sticks, and foreign matter from the surface. Firm the seedbed.

2.) Planting—Sunny Location.

Use a cultipacker type seeder if possible. Seed to a depth of 1/8 to 1/4 inch. If seed is to be broadcast, cultipack or roll after seeding. If hydroseeded, lime and fertilizer may be applied through the seeder and rolling is not practical. Seed using the following mix and rates:

<u>Species (% by weight)</u>	<u>lbs/1,000sq. ft</u>	<u>lbs./acre</u>
65% Kentucky bluegrass blend.....	2.0-2.6.....	85-114
20% perennial ryegrass.....	0.6-0.8.....	26-35
15% fine fescue.....	0.4-0.6.....	19-26
Total.....	3.0-4.0.....	130-175
or,		
100% Tall fescue, Turf-type, fine leaf.....	3.4-4.6.....	150-200

3.) When using the cultipacker or broadcast seed method, mulch using small grain straw, applied at a rate of 2 tons per acre; and anchor with a netting or tackifier. Hydroseed applications should include mulch, fertilizer and seed.

Common white clover can be added to mixtures at the rate of 1-2 lbs/acre to help maintain green color during the dry summer period, however, they will not withstand heavy traffic. Fertilizing—First year, (spring seedlings) three to four weeks after germination apply 1 pound nitrogen/1,000 square feet using a complete fertilizer with a 2-1-1 or 4-1-3 ratio or as recommended by soil test results. For summer and early fall seedings, apply as above unless air temperatures are above 85°F for extended period. Wait until heat wave is over to fertilize. For late fall/ winter seedings, fertilize in spring. Restrict use—new seedlings should be protected from use for one full year to allow development of a dense sod with good root structure.

### Certification Statement

Please complete and sign this 2-sided document (with Typical Erosion Control Plan) and attach to BLUEPRINTS and SITE PLAN prior to any earth disturbance. These documents must be kept on site and be available for review as requested by any agent of the NYSDEC. **This 2-sided form can be used as a basic stormwater pollution prevention plan, but will not exempt a landowner from filing a Notice of Intent.**

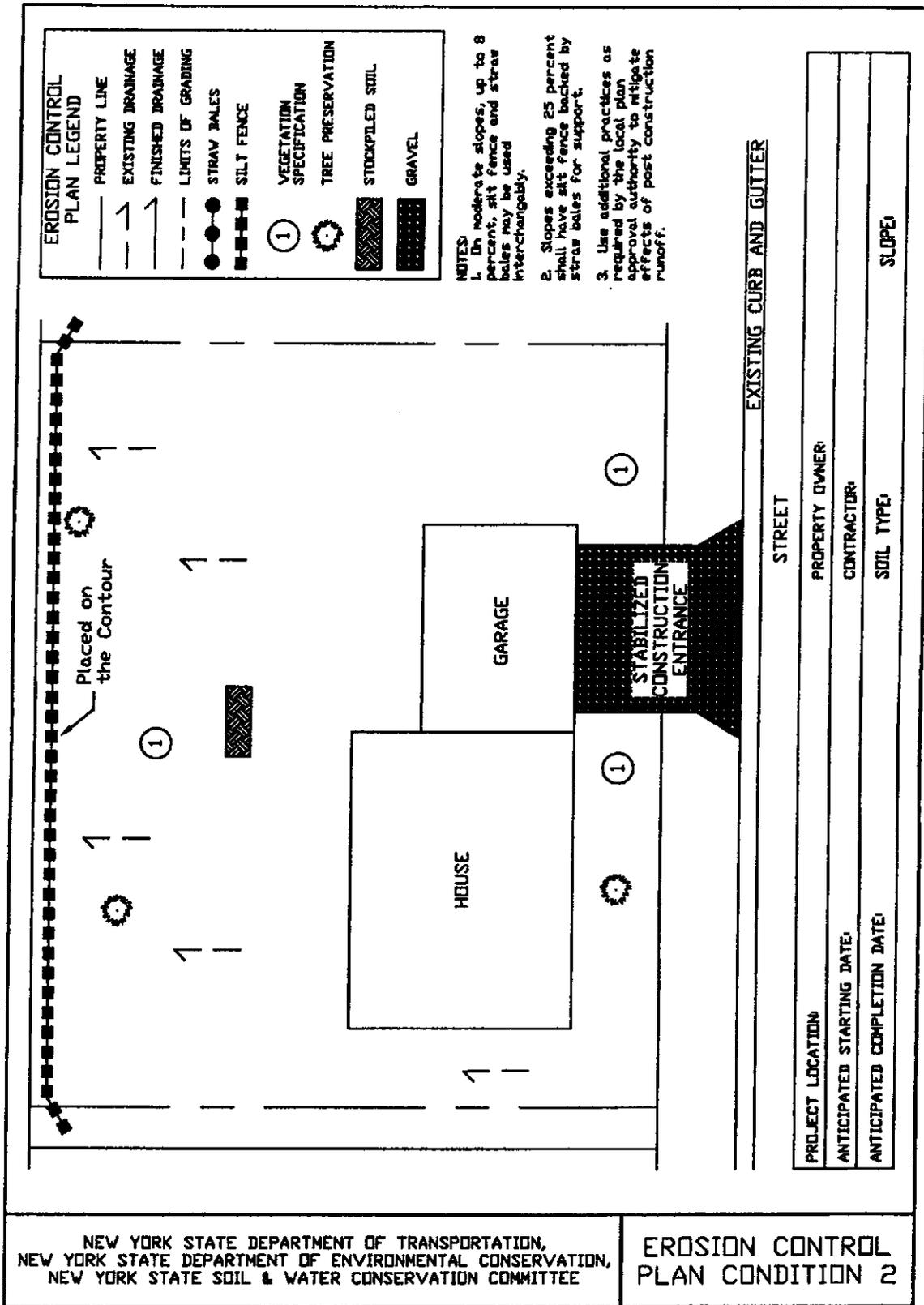
"I certify under penalty of law that I understand and agree to comply with the terms and conditions of the ESC plan for the construction site identified in such ESC plan as a condition of authorization to discharge stormwater. I also understand that the operator must comply with the terms and conditions of the New York State Pollutant Discharge Elimination System ("SPDES") general permit for stormwater discharges from construction activities and that it is unlawful for any person to cause or contribute to a violation of water quality standards."

Builder/Contractor (print) \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

# Figure E.2 Erosion Control Plan Condition 2



# Condition 2—Vegetative Requirements & Compliance Form

**Vegetation Requirements:**

1.) Site Preparation

- A. Install needed water and erosion control measures and bring area to be seeded to desired grades using a minimum of 4 in. topsoil.
- B. Prepare seedbed by loosening soil to a depth of 4-6 inches.
- C. Lime to a pH of 6.5
- E. Fertilize as per soil test or, if fertilizer must be applied before soil test results are received, apply 850 pounds of 5-10-10 or equivalent per acre (20 lbs/1,000 sq. ft.)
- F. Incorporate lime and fertilizer in top 2-4 inches of topsoil.
- G. Smooth. Remove all stones over 1 inch in diameter, sticks, and foreign matter from the surface. Firm the seedbed.

2.) Planting—Sunny Location.

Use a cultipacker type seeder if possible. Seed to a depth of 1/8 to 1/4 inch. If seed is to be broadcast, cultipack or roll after seeding. If hydroseeded, lime and fertilizer may be applied through the seeder and rolling is not practical. Seed using the following mix and rates:

<u>Species (% by weight)</u>	<u>lbs/1,000sq. ft</u>	<u>lbs./acre</u>
65% Kentucky bluegrass blend.....	2.0-2.6.....	85-114
20% perennial ryegrass.....	0.6-0.8.....	26-35
15% fine fescue.....	<u>0.4-0.6.....</u>	<u>19-26</u>
Total.....	3.0-4.0.....	130-175
or,		
100% Tall fescue, Turf-type, fine leaf.....	3.4-4.6.....	150-200

3.) When using the cultipacker or broadcast seed method, mulch using small grain straw, applied at a rate of 2 tons per acre; and anchor with a netting or tackifier. Hydroseed applications should include mulch, fertilizer and seed.

Common white clover can be added to mixtures at the rate of 1-2 lbs/acre to help maintain green color during the dry summer period, however, they will not withstand heavy traffic. Fertilizing—First year, (spring seedlings) three to four weeks after germination apply 1 pound nitrogen/1,000 square feet using a complete fertilizer with a 2-1-1 or 4-1-3 ratio or as recommended by soil test results. For summer and early fall seedings, apply as above unless air temperatures are above 85°F for extended period. Wait until heat wave is over to fertilize. For late fall/ winter seedings, fertilize in spring. Restrict use—new seedlings should be protected from use for one full year to allow development of a dense sod with good root structure.

### Certification Statement

Please complete and sign this 2-sided document (with Typical Erosion Control Plan) and attach to BLUEPRINTS and SITE PLAN prior to any earth disturbance. These documents must be kept on site and be available for review as requested by any agent of the NYSDEC. **This 2-sided form can be used as a basic stormwater pollution prevention plan, but will not exempt a landowner from filing a Notice of Intent.**

"I certify under penalty of law that I understand and agree to comply with the terms and conditions of the ESC plan for the construction site identified in such ESC plan as a condition of authorization to discharge stormwater. I also understand that the operator must comply with the terms and conditions of the New York State Pollutant Discharge Elimination System ("SPDES") general permit for stormwater discharges from construction activities and that it is unlawful for any person to cause or contribute to a violation of water quality standards."

Builder/Contractor (print)

Signature

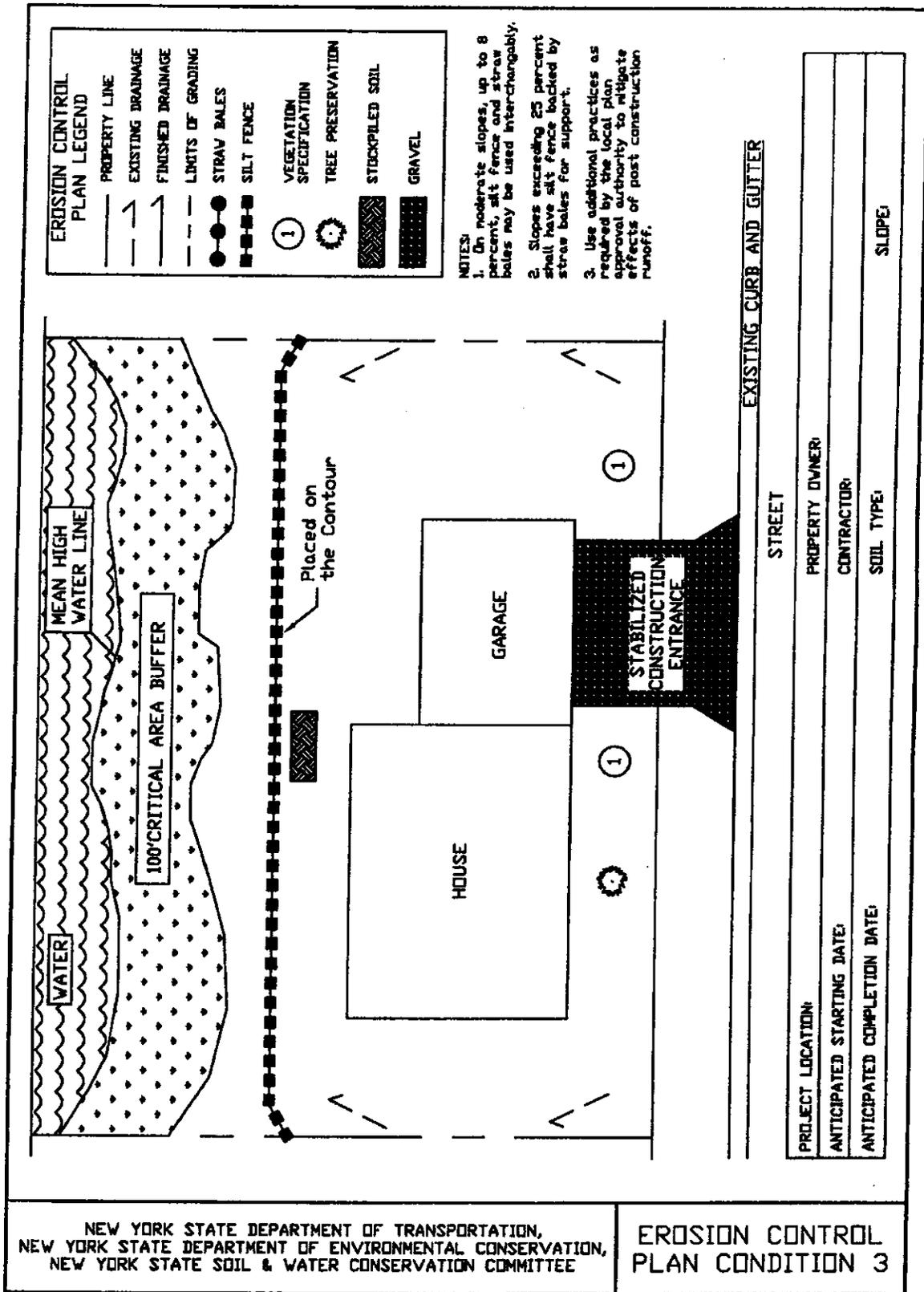
Address

Telephone

Fax

E-mail

# Figure E.3 Erosion Control Plan Condition 3



# Condition 3—Vegetative Requirements & Compliance Form

**Vegetation Requirements:**

1.) Site Preparation

- A. Install needed water and erosion control measures and bring area to be seeded to desired grades using a minimum of 4 in. topsoil.
- B. Prepare seedbed by loosening soil to a depth of 4-6 inches.
- C. Lime to a pH of 6.5
- E. Fertilize as per soil test or, if fertilizer must be applied before soil test results are received, apply 850 pounds of 5-10-10 or equivalent per acre (20 lbs/1,000 sq. ft.)
- F. Incorporate lime and fertilizer in top 2-4 inches of topsoil.
- G. Smooth. Remove all stones over 1 inch in diameter, sticks, and foreign matter from the surface. Firm the seedbed.

2.) Planting—Sunny Location.

Use a cultipacker type seeder if possible. Seed to a depth of 1/8 to 1/4 inch. If seed is to be broadcast, cultipack or roll after seeding. If hydroseeded, lime and fertilizer may be applied through the seeder and rolling is not practical. Seed using the following mix and rates:

Species (% by weight)	lbs/1,000sq. ft	lbs./acre
65% Kentucky bluegrass blend.....	2.0-2.6.....	85-114
20% perennial ryegrass.....	0.6-0.8.....	26-35
15% fine fescue.....	0.4-0.6.....	19-26
Total.....	3.0-4.0.....	130-175
or,		
100% Tall fescue, Turf-type, fine leaf.....	3.4-4.6.....	150-200

3.) When using the cultipacker or broadcast seed method, mulch using small grain straw, applied at a rate of 2 tons per acre; and anchor with a netting or tackifier. Hydroseed applications should include mulch, fertilizer and seed.

Common white clover can be added to mixtures at the rate of 1-2 lbs/acre to help maintain green color during the dry summer period, however, they will not withstand heavy traffic. Fertilizing—First year, (spring seedlings) three to four weeks after germination apply 1 pound nitrogen/1,000 square feet using a complete fertilizer with a 2-1-1 or 4-1-3 ratio or as recommended by soil test results. For summer and early fall seedings, apply as above unless air temperatures are above 85°F for extended period. Wait until heat wave is over to fertilize. For late fall/ winter seedings, fertilize in spring. Restrict use—new seedlings should be protected from use for one full year to allow development of a dense sod with good root structure.

### Certification Statement

Please complete and sign this 2-sided document (with Typical Erosion Control Plan) and attach to BLUEPRINTS and SITE PLAN prior to any earth disturbance. These documents must be kept on site and be available for review as requested by any agent of the NYSDEC. **This 2-sided form can be used as a basic stormwater pollution prevention plan, but will not exempt a landowner from filing a Notice of Intent.**

"I certify under penalty of law that I understand and agree to comply with the terms and conditions of the ESC plan for the construction site identified in such ESC plan as a condition of authorization to discharge stormwater. I also understand that the operator must comply with the terms and conditions of the New York State Pollutant Discharge Elimination System ("SPDES") general permit for stormwater discharges from construction activities and that it is unlawful for any person to cause or contribute to a violation of water quality standards."

Builder/Contractor (print)

Signature

Address

Telephone

Fax

E-mail



# Condition 4—Vegetative Requirements & Compliance Form

**Vegetation Requirements:**

1.) Site Preparation

- A. Install needed water and erosion control measures and bring area to be seeded to desired grades using a minimum of 4 in. topsoil.
- B. Prepare seedbed by loosening soil to a depth of 4-6 inches.
- C. Lime to a pH of 6.5
- E. Fertilize as per soil test or, if fertilizer must be applied before soil test results are received, apply 850 pounds of 5-10-10 or equivalent per acre (20 lbs/1,000 sq. ft.)
- F. Incorporate lime and fertilizer in top 2-4 inches of topsoil.
- G. Smooth. Remove all stones over 1 inch in diameter, sticks, and foreign matter from the surface. Firm the seedbed.

2.) Planting—Sunny Location.

Use a cultipacker type seeder if possible. Seed to a depth of 1/8 to 1/4 inch. If seed is to be broadcast, cultipack or roll after seeding. If hydroseeded, lime and fertilizer may be applied through the seeder and rolling is not practical. Seed using the following mix and rates:

<u>Species (% by weight)</u>	<u>lbs/1,000sq. ft</u>	<u>lbs./acre</u>
65% Kentucky bluegrass blend.....	2.0-2.6.....	85-114
20% perennial ryegrass.....	0.6-0.8.....	26-35
15% fine fescue.....	0.4-0.6.....	19-26
Total.....	3.0-4.0.....	130-175
or,		
100% Tall fescue, Turf-type, fine leaf.....	3.4-4.6.....	150-200

3.) When using the cultipacker or broadcast seed method, mulch using small grain straw, applied at a rate of 2 tons per acre; and anchor with a netting or tackifier. Hydroseed applications should include mulch, fertilizer and seed.

Common white clover can be added to mixtures at the rate of 1-2 lbs/acre to help maintain green color during the dry summer period, however, they will not withstand heavy traffic. Fertilizing—First year, (spring seedlings) three to four weeks after germination apply 1 pound nitrogen/1,000 square feet using a complete fertilizer with a 2-1-1 or 4-1-3 ratio or as recommended by soil test results. For summer and early fall seedings, apply as above unless air temperatures are above 85°F for extended period. Wait until heat wave is over to fertilize. For late fall/ winter seedings, fertilize in spring. Restrict use—new seedlings should be protected from use for one full year to allow development of a dense sod with good root structure.

### Certification Statement

Please complete and sign this 2-sided document (with Typical Erosion Control Plan) and attach to BLUEPRINTS and SITE PLAN prior to any earth disturbance. These documents must be kept on site and be available for review as requested by any agent of the NYSDEC. **This 2-sided form can be used as a basic stormwater pollution prevention plan, but will not exempt a landowner from filing a Notice of Intent.**

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Builder/Contractor (print)

Signature

Address

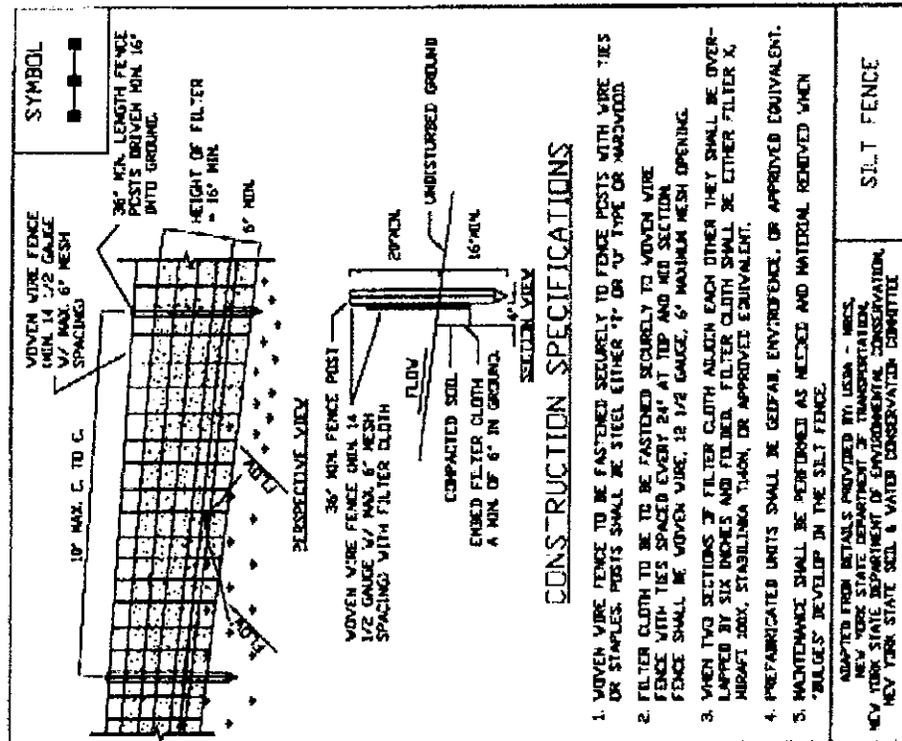
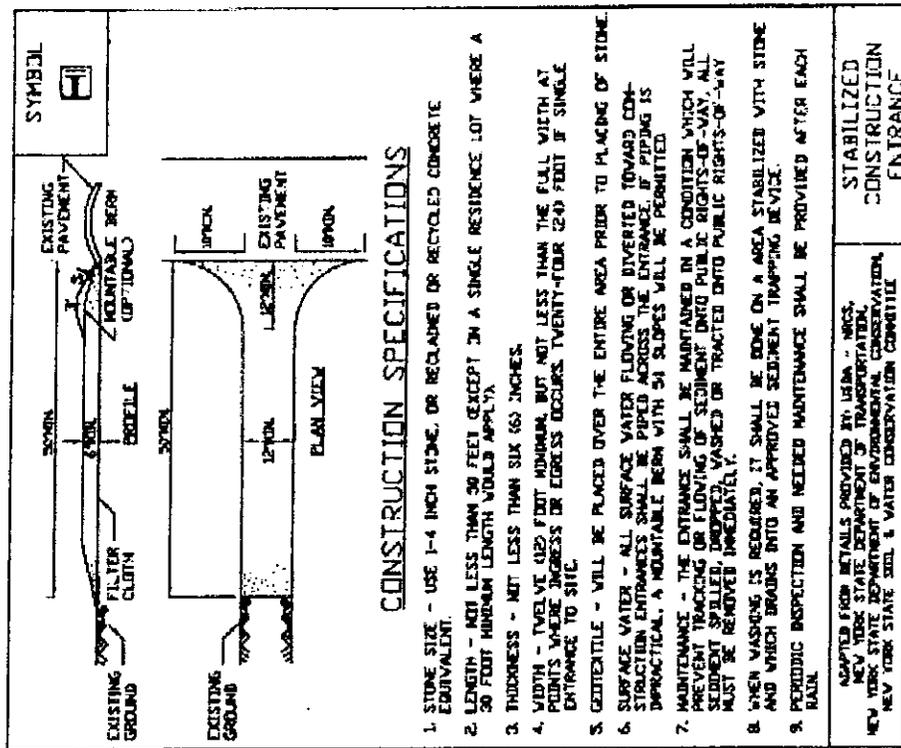
Telephone

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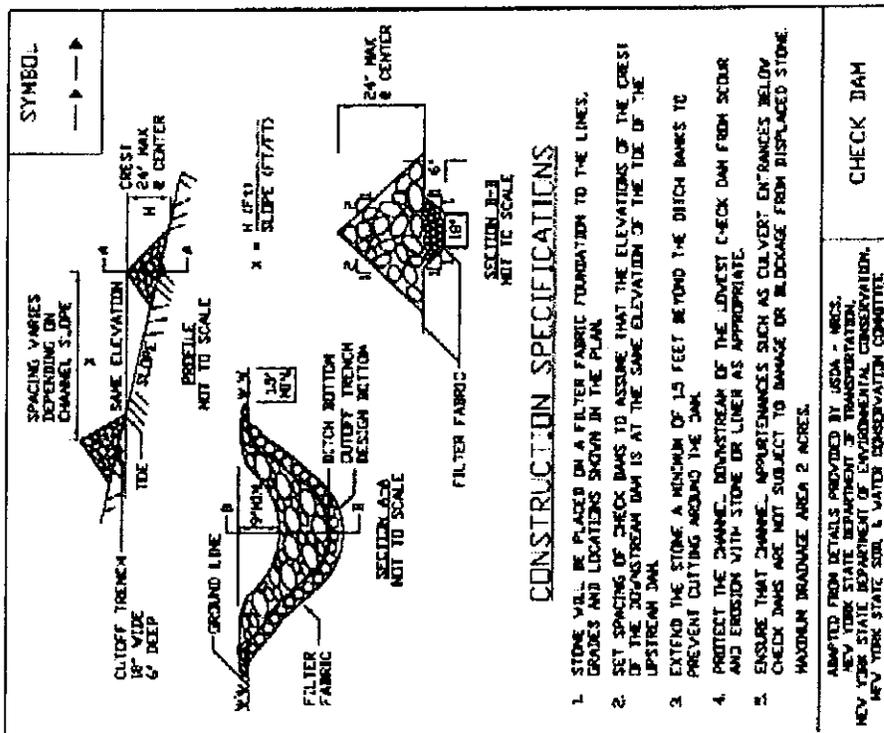
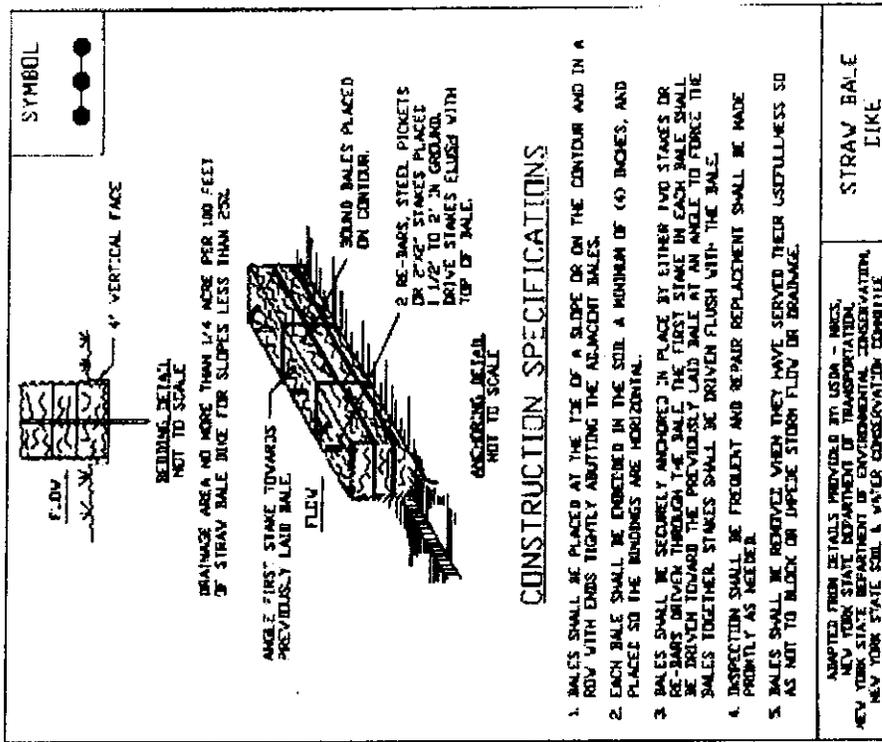
E-mail

Figure E.5

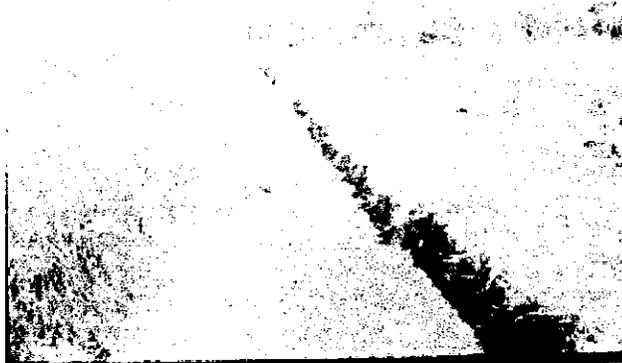
Construction Details for Stabilized Construction Entrance and Silt Fence



# Figure E.6 Construction Details for Straw Bale Dike and Check Dam



# STANDARD AND SPECIFICATIONS FOR STRAW BALE DIKE



## Definition

A temporary barrier of straw, or similar material, used to intercept sediment laden runoff from small drainage areas of disturbed soil.

## Purpose

The purpose of a bale dike is to reduce runoff velocity and effect deposition of the transported sediment load. Straw bale dikes have an estimated design life of three (3) months.

## Conditions Where Practice Applies

The straw bale dike is used where:

1. No other practice is feasible.

2. There is no concentration of water in a channel or other drainage way above the barrier.
3. Erosion would occur in the form of sheet erosion.
4. Length of slope above the straw bale dike does not exceed these limits.

Constructed Slope	Percent Slope	Slope Length (ft.)
2:1	50	25
3:1	33	50
4:1	25	75

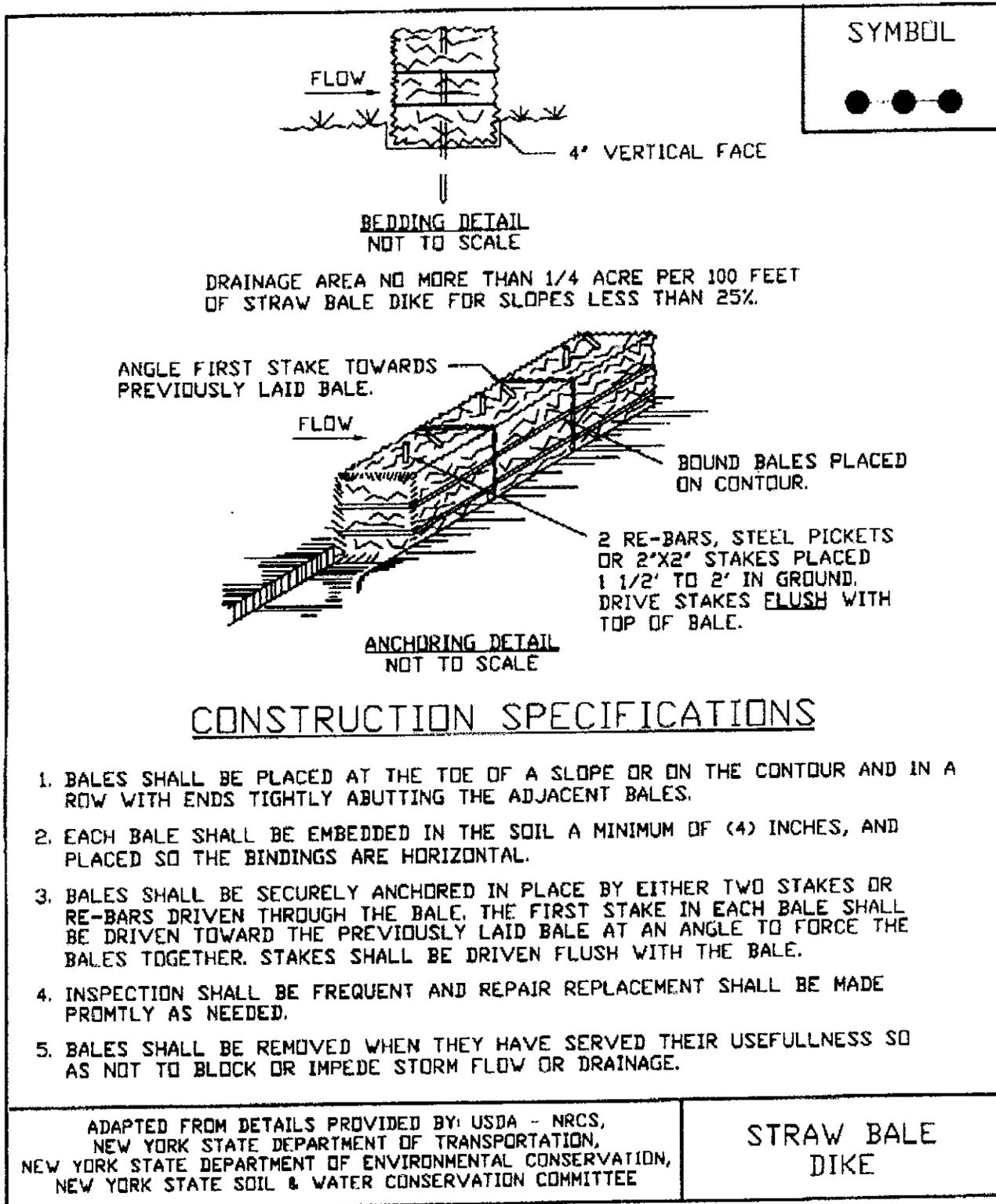
Where slope gradient changes through the drainage area, steepness refers to the steepest slope section contributing to the straw bale dike.

The practice may also be used for a single family lot if the slope is less than 15 percent. The contributing drainage areas in this instance shall be less than one quarter of an acre per 100 feet of fence and the length of slope above the dike shall be less than 200 feet.

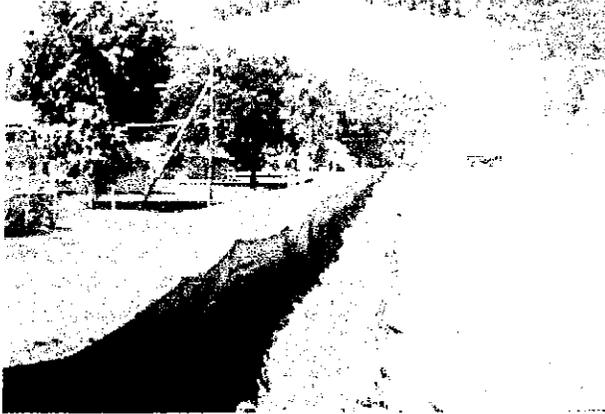
## Design Criteria

The above table is adequate, in general, for a one-inch rainfall event. Larger storms could cause failure of this practice. Use of this practice in sensitive areas for longer than one month should be specifically designed to store expected runoff. All bales shall be placed on the contour with cut edge of bale adhering to the ground. See Figure 5A.7 on page 5A.18 or details.

**Figure 5A.7  
Straw Bale Dike**



# STANDARD AND SPECIFICATIONS FOR SILT FENCE



## Definition

A temporary barrier of geotextile fabric installed on the contours across a slope used to intercept sediment laden runoff from small drainage areas of disturbed soil.

## Purpose

The purpose of a silt fence is to reduce runoff velocity and effect deposition of transported sediment load. Limits imposed by ultraviolet stability of the fabric will dictate the maximum period the silt fence may be used (approximately one year).

## Conditions Where Practice Applies

A silt fence may be used subject to the following conditions:

1. Maximum allowable slope lengths contributing runoff to a silt fence placed on a slope are:

Slope Steepness	Maximum Length (ft.)
2:1	25
3:1	50
4:1	75
5:1 or flatter	100

2. Maximum drainage area for overland flow to a silt fence shall not exceed ¼ acre per 100 feet of fence, with maximum ponding depth of 1.5 feet behind the fence; and
3. Erosion would occur in the form of sheet erosion; and
4. There is no concentration of water flowing to the barrier.

## Design Criteria

Design computations are not required for installations of 1 month or less. Longer installation periods should be designed for expected runoff. All silt fences shall be placed as close to the areas as possible, but at least 10 feet from the toe of a slope to allow for maintenance and roll down. The area beyond the fence must be undisturbed or stabilized.

Sensitive areas to be protected by silt fence may need to be reinforced by using heavy wire fencing for added support to prevent collapse.

Where ends of filter cloth come together, they shall be overlapped, folded and stapled to prevent sediment bypass. A detail of the silt fence shall be shown on the plan. See Figure 5A.8 on page 5A.21 for details.

## Criteria for Silt Fence Materials

1. Silt Fence Fabric: The fabric shall meet the following specifications unless otherwise approved by the appropriate erosion and sediment control plan approval authority. Such approval shall not constitute statewide acceptance.

Fabric Properties	Minimum Acceptable Value	Test Method
Grab Tensile Strength (lbs)	90	ASTM D1682
Elongation at Failure (%)	50	ASTM D1682

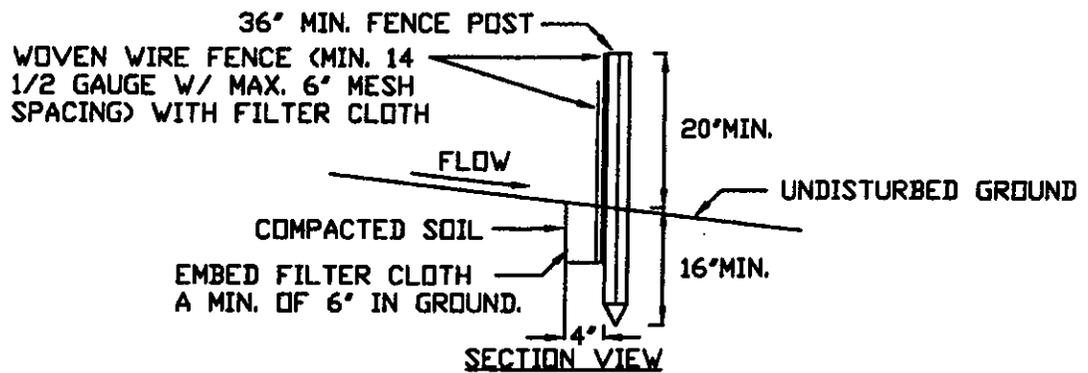
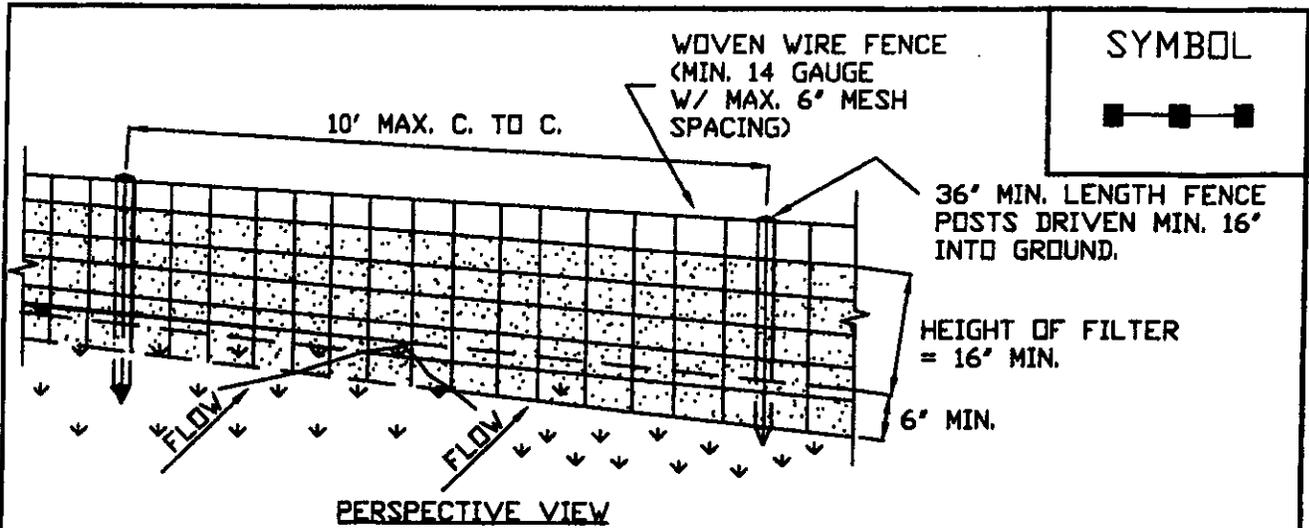
Mullen Burst Strength (PSI)	190	ASTM D3786
Puncture Strength (lbs)	40	ASTM D751 (modified)
Slurry Flow Rate (gal/min/sf)	0.3	
Equivalent Opening Size	40-80	US Std Sieve CW-02215
Ultraviolet Radiation Stability (%)	90	ASTM G-26

2. Fence Posts (for fabricated units): The length shall be a minimum of 36 inches long. Wood posts will be of sound quality hardwood with a minimum cross sectional area of 3.0 square inches. Steel posts will be standard T and U section weighing not less than 1.00 pound per linear foot.

3. Wire Fence (for fabricated units): Wire fencing shall be a minimum 14 gage with a maximum 6 in. mesh opening, or as approved.

4. Prefabricated Units: Envirofence, Geofab, or approved equal, may be used in lieu of the above method providing the unit is installed per details shown in Figure 5A.8.

**Figure 5A.8**  
**Silt Fence**



**CONSTRUCTION SPECIFICATIONS**

1. WOVEN WIRE FENCE TO BE FASTENED SECURELY TO FENCE POSTS WITH WIRE TIES OR STAPLES. POSTS SHALL BE STEEL EITHER 'T' OR 'U' TYPE OR HARDWOOD.
2. FILTER CLOTH TO BE TO BE FASTENED SECURELY TO WOVEN WIRE FENCE WITH TIES SPACED EVERY 24' AT TOP AND MID SECTION. FENCE SHALL BE WOVEN WIRE, 6' MAXIMUM MESH OPENING.
3. WHEN TWO SECTIONS OF FILTER CLOTH ADJOIN EACH OTHER THEY SHALL BE OVERLAPPED BY SIX INCHES AND FOLDED. FILTER CLOTH SHALL BE EITHER FILTER X, MIRAFI 100X, STABILINKA T140N, OR APPROVED EQUIVALENT.
4. PREFABRICATED UNITS SHALL BE GEOFAB, ENVIROFENCE, OR APPROVED EQUIVALENT.
5. MAINTENANCE SHALL BE PERFORMED AS NEEDED AND MATERIAL REMOVED WHEN 'BULGES' DEVELOP IN THE SILT FENCE.

ADAPTED FROM DETAILS PROVIDED BY: USDA - NRCS,  
NEW YORK STATE DEPARTMENT OF TRANSPORTATION,  
NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION,  
NEW YORK STATE SOIL & WATER CONSERVATION COMMITTEE

**SILT FENCE**

**LOCAL LAW #7 FOR 2007  
STORM SEWERS  
“PROHIBITION OF ILLICIT DISCHARGES,  
ACTIVITIES AND CONNECTIONS TO  
SEPARATE STORM SEWER SYSTEMS OF  
THE VILLAGE OF MINOA”**

---

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

**Village of Minoa**

Local Law No. Seven (7) of the year 2007.

**Be it enacted by the Village Board of Trustees of the Village of Minoa as follows:**

**A local law enacting Chapter 134 for the regulation of non-stormwater discharges to the municipal separate storm sewer system of the Village of Minoa.**

**Section 1.** A new Chapter 134, entitled "Prohibition of Illicit Discharges, Activities and Connections to Separate Storm Sewer Systems of the Village of Minoa" is hereby added, reading in its entirety as follows:

**CHAPTER 134**

**§134-1. TITLE.**

This Chapter 134 shall be known as the "Prohibition of Illicit Discharges, Activities and Connections to Separate Storm Sewer Systems of the Village of Minoa".

**§134- 2. PURPOSE AND INTENT.**

The purpose of this Local Law is to provide for the health, safety, and general welfare of the citizens of the Village of Minoa through the regulation of non-stormwater discharges to the municipal separate storm sewer system (MS4) to the maximum extent practicable as required by federal and state law. This local law establishes methods for controlling the introduction of pollutants into the MS4 in order to comply with requirements of the SPEDES General Permit for Municipal Separate Storm Sewer Systems. The objects of this local law are as follows:

- 1) To meet the requirements of the SPDES General Permit for Stormwater Discharges from MS4s, Permit No. GP-02-02 or as amended or revised;
- 2) To regulate the contribution of pollutants to the MS4 since such systems are not designed to accept, process or discharge non-stormwater wastes;

- 3) To prohibit Illicit Connections, Activities and Discharges to the MS4; To establish legal authority to carry out all inspection, surveillance and monitoring procedures necessary to ensure compliance with this law;
- 4) To promote public awareness of the hazards involved in the improper discharge of trash, yard waste, lawn chemicals, pet waste, wastewater, grease, oil, petroleum products, cleaning products, paint products, hazardous waste, sediment and other pollutants into the MS4.

**§134-3. DEFINITIONS.**

In this local law:

“Best Management Practices (BMPs)” shall mean schedules of activities, prohibitions of practices, general good house keeping practices, pollution prevention and educational practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants directly or indirectly to stormwater, receiving waters, or stormwater conveyance systems. BMPs also include treatment practices, operating procedures, and practices to control site runoff, spillage or leaks, sludge or water disposal, or drainage from raw materials storage.

“Clean Water Act” shall mean the Federal Water Pollution Control Act (33 U.S.C. §1251 et seq.), and any subsequent amendments thereto.

“Code Enforcement Officer” shall mean the designated Code Enforcement Officer of the Village of Minoa or any other officer of the Village of Minoa duly appointed for the purpose of enforcement of these provisions.

“Construction Activity” shall mean activities requiring authorization under the SPDES permit for stormwater discharges from construction activity, GP-02-02, as amended or revised. These activities include construction projects resulting in land disturbance of one or more acres. Such activities include but are not limited to clearing and grubbing, grading, excavating, and demolition.

“Department” shall mean the New York State Department of Environmental Conservation.

“Design Professional” shall mean a New York State licensed professional engineer or licensed architect.

“Hazardous Materials” shall mean any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

“Illicit Connections” shall mean any drain or conveyance, whether on the surface or subsurface, which allows an illegal discharge to enter the MS4, including but not limited to: (1) any conveyances which allow any non-stormwater discharge including treated or untreated sewage, process wastewater, and wash water to enter the MS4 and any connections to the storm drain system from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted, or approved by an authorized enforcement agency;

or (2) any drain or conveyance connected from a commercial or industrial land use to the MS4 which has not been documented in plans, maps, or equivalent records and approved by an authorized enforcement agency.

“Illicit Discharge” shall mean any direct or indirect non-stormwater discharge to the MS4, except as exempted in Section 7 of this law.

“Individual Sewage Treatment System” shall mean a facility serving one or more parcels of land or residential households, or a private, commercial or institutional facility, that treats sewage or other liquid wastes for discharge into the groundwaters of New York State, except where a permit for such a facility is required under the applicable provisions of Article 17 of the Environmental Conservation Law.

“Industrial Activity” shall mean activities requiring the SPDES permit for discharge from industrial activities except construction, GP-98-03, as amended or revised.

“MS4” shall mean Municipal Separate Storm Sewer System, a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains):

- 1) Owned or operated by the Village of Minoa;
- 2) Designed or used for collecting or conveying stormwater;
- 3) Which is not a combined sewer; and
- 4) Which is not part of a Publicly Owned Treatment Works (POTW) as defined at 40 CFR 122.2.

“National Pollutant Discharge Elimination System (NPDES) Storm Water Discharge Permit” shall mean a permit issued by EPA (or by a State under authority delegated pursuant to 33 USC Section 1342(b) – SPDES) that authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.

“Non-Stormwater Discharge” shall mean any discharged to the MS4 that is not composed entirely of stormwater.

“Person” shall mean any individual, association, organization, partnership, firm, corporation, or other entity recognized by law and acting as either the owner or as the owner’s agent.

“Pollutant” shall mean dredged spoil, filter backwash, solid waste, incinerator residue, treated or untreated sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand and industrial, municipal, agricultural waste and ballast discharged into water; which may cause or might reasonably be expected to cause pollution of the waters of the state in contravention of the standards.

“Premises” shall mean any building, lot, parcel of land, or portion of land whether improved or unimproved including adjacent sidewalks and parking strips.

“Special Conditions” shall mean:

- 1) Discharge Compliance with Water Quality Standards – the condition that applies where a municipality has been notified that the discharge of stormwater authorized under their MS4 permit may have caused or has the reasonable potential to cause or contribute to the violation of an

applicable water quality standard. Under this condition the municipality must take all necessary actions to ensure future discharges do not cause or contribute to a violation of water quality standards.

- 2) 303(d) Listed Waters – the condition in the municipality’s MS4 permit that applies where the MS4 discharges to a 303(d) listed water. Under this condition the stormwater management program must ensure no increase of the listed pollutant of concern to the 303(d) listed water.
- 3) Total Maximum Daily Load (TMDL) Strategy – the condition in the municipality’s MS4 permit where a TMDL including requirements for control of stormwater discharges has been approved by EPA for a waterbody or watershed into which the MS4 discharges. If the discharge from the MS4 did not meet the TMDL stormwater allocations prior to September 10, 2003, the municipality was required to modify its stormwater management program to ensure that reduction of the pollutant of concern specified in the TMDL is achieved.
- 4) The condition in the municipality’s MS4 permit that applies if a TMDL is approved in the future by EPA for any waterbody or watershed into which an MS4 discharges. Under this condition the municipality must review the applicable TMDL to see if it includes requirements for control of stormwater discharges. If an MS4 is not meeting the TMDL stormwater allocations, the municipality must, with six (6) months of the TMDL’s approval, modify its stormwater management program to ensure that reduction of the pollutant of concern specified in the TMDL is achieved.

“State Pollutant Discharge Elimination System (SPDES) Stormwater Discharge Permit” shall mean a permit issued by the Department that authorizes the discharge of pollutants to waters of the state.

“Stormwater” shall mean rainwater, surface runoff, snowmelt and drainage.

“303(d) List” shall mean a list of all surface waters in the state for which beneficial uses of the water (drinking, recreation, aquatic habitat, and industrial use) are impaired by pollutants, prepared periodically by the Department as required by Section 303(d) of the Clean Water Act. 303(d) listed waters are estuaries, lakes and streams that fall short of state surface water quality standards and are not expected to improve within the next two years.

“TMDL” shall mean total maximum daily load, the maximum amount of a pollutant to be allowed to be released into a waterbody so as not to impair uses of the water, allocated among the sources of that pollutant.

“Wastewater” shall mean water that is not stormwater, is contaminated with pollutants and is or will be discarded.

**§134-4. APPLICABILITY.**

This local law shall apply to all water entering the MS4 generated on any developed and undeveloped land unless explicitly exempted by an authorized enforcement agency.

**§134-5. RESPONSIBILITY FOR ADMINISTRATION.**

The Code Enforcement Officer of the Village of Minoa shall administer, implement, and enforce the provisions of this local law. Such powers or duties imposed upon the authorized enforcement official may be delegated in writing by the Code Enforcement Officer as may be authorized by the municipality.

**§134-6. COMPATIBILITY WITH OTHER REGULATIONS.**

This ordinance is not intended to modify or repeal any other ordinance, rule, regulation, or other provision of law. The requirements of this Local Law are in addition to the requirements of any other ordinance, rule, regulation, or other provision of law, and where any provision of this ordinance imposes restrictions different from those imposed by any other ordinance, rule, regulation, or other provision of law, whichever provision is more restrictive or imposes higher protective standards for human health or the environment shall control.

**§134-7 RESPONSIBILITY.**

The standards set forth herein and promulgated pursuant to this ordinance are minimum standards; therefore this ordinance does not intend or imply that compliance by any person will ensure that there will be no contamination, pollution, or unauthorized discharge of pollutants.

**§134-8. SEVERABILITY.**

The provisions of this local law are hereby declared to be severable. If any provision, clause, sentence, or paragraph of this local law or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this local law.

**§134-9. DISCHARGE PROHIBITIONS.**

A. Prohibition of Illegal Discharges - No person shall discharge or cause to be discharged into the MS4 any materials other than stormwater except as provided in §134-9(A)(1) below. The commencement, conduct or continuance of any illegal discharge to the MS4 is prohibited except as described as follows:

1) The following discharges are exempt from discharge prohibitions established by this local law, unless the Department or the Village of Minoa has determined them to be substantial contributors of pollutants:

- a) Water line flushing or other potable water sources
- b) Landscape irrigation or lawn watering
- c) Existing diverted stream flows
- d) Rising ground water
- e) Uncontaminated ground water infiltration to storm drains
- f) Uncontaminated pumped ground water
- g) Foundation or footing drains
- h) Craw space or basement sump pumps
- i) Air conditioning condensate
- j) Irrigation water
- k) Springs
- l) Water from individual residential car washing

- m) Natural riparian habitat or wetland flows
- n) Dechlorinated swimming pool discharges
- o) Residential street wash water
- p) Water from firefighting activities
- q) Any other water source not containing pollutants

Such exempt discharges shall be made in accordance with an appropriate plan for reducing pollutants.

- 2) Discharges approved in writing by the Code Enforcement Officer to protect life or property or property from imminent harm or damage, provided that, such approval shall not be construed to constitute compliance with other applicable laws and requirements, and further provided that such discharges may be permitted for a specified time period and under such conditions as the Code Enforcement Officer may deem appropriate to protect such life and property while reasonably maintaining the purpose and intent of this local law.
- 3) Dye testing in compliance with applicable state and local laws is an allowable discharge, but requires a verbal notification to the Code Enforcement Officer prior to the time of the test.
- 4) The prohibition shall not apply to any discharge permitted under an SPDES permit, waiver, or waste discharge order issued to the discharger and administered under the authority of the Department, provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the MS4.

**B. Prohibition of Illicit Connections:**

- 1) The construction, use, maintenance or continued existence of illicit connections to the MS4 is prohibited.
- 2) This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
- 3) A person is considered to be in violation of this local law if the person connects a line conveying sewage to the Village of Minoa's MS4, or allows such a connection to continue.
- 4) Improper connections in violation of this ordinance must be connected and redirected, if necessary, to an approved onsite waste water management system or the sanitary sewer system upon approval of the Code Enforcement Officer of the Village of Minoa.
- 5) Any drain or conveyance that has not been documented in plans, maps or equivalent and which may be connected to the storm sewer system, shall be located by the owner or occupant of that property upon receipt of written notice of violation from the Code Enforcement Officer of the Village of Minoa requiring that such locating be completed. Such notice will specify a reasonable time period within which the location of the drain or conveyance is to be determined, that the drain or

conveyance be identified as storm sewer, sanitary sewer or other and that the outfall location or point of connection to the storm sewer system, sanitary sewer system or other discharge point be identified. Results of these investigations are to be documented and provided to the Code Enforcement Officer of the Village of Minoa.

**§134-10. PROHIBITION AGAINST FAILING INDIVIDUAL SEWAGE TREATMENT SYSTEMS.**

No persons shall operate a failing individual sewage treatment system in areas tributary to the Village of Minoa's MS4. A failing individual sewage treatment system is one which has one or more of the following conditions: (1) the backup of sewage into a structure; (2) discharges of treated or untreated sewage onto the ground surface; (3) a connection or connections to a separate stormwater sewer system; (4) liquid level in the septic tank above the outlet invert; (5) structural failure of any component of the individual sewage treatment system that could lead to any of the other failure conditions as noted in this section; and (6) contamination of off-site groundwater.

**§134-11. PROHIBITION AGAINST ACTIVITIES CONTAMINATING STORMWATER.**

- A. Upon notification to a person that he or she is engaged in one or more of activities listed in subsection B, which cause or contribute to violations of the Village of Minoa's MS4 SPDES permit authorization, that person shall take all reasonable actions to correct such activities such that he or she no longer causes or contributes to violations of the Village of Minoa's MS4 SPDES permit authorization.
- B. The following activities are subject to the requirements of Section 9.1:
  - 1) Activities that cause or contribute to a violation of the Village of Minoa's MS4 SPDES permit;
  - 2) Activities that cause or contribute to the Village of Minoa being subject to the Special Conditions as defined in Section 134-3 (Definitions) of this local law.
  - 3) Such other activities that include failing individual sewage treatment systems as defined in Section 134-10, improper management of pet waste, or any other activity that causes or contributes to violations of the Village of Minoa's MS4 SPDES permit authorization.

**§134-12. WATERCOURSE PROTECTIONS**

Every person owning property through which a watercourse passes, or such person's lessee, shall keep and maintain that part of the watercourse within the property free of trash, debris, excessive vegetation and other obstacles that would pollute, contaminate or significantly retard the flow of water through the watercourse. In addition, the owner or lessee shall maintain existing privately owned structures within or adjacent to a watercourse, so that such structures will not become a hazard to the use, function or physical integrity of the watercourse.

**§134-13. INDUSTRIAL OR CONSTRUCTION ACTIVITY DISCHARGES.**

**A. Submission of NOI to Village of Minoa.**

- 1) Any person subject to an industrial or construction activity NPDES or SPDES stormwater discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit may be required in a form acceptable to the Code Enforcement Officer prior to the allowing of discharges to the MS4.
- 2) The operator of a facility, including construction sites, required to have an NPDES or SPDES permit to discharge stormwater associated with industrial activity shall submit a copy of the Notice of Intent (NOI) to the Code Enforcement Officer at the same time the operator submits the original NOI to the EPA or State DEC as applicable.
- 3) The copy of the NOI may be delivered to the Code Enforcement Officer either in person or by mailing it to:

Notice of Intent to Discharge Stormwater  
Code Enforcement Officer  
Village of Minoa  
240 North Main Street  
Minoa, New York 13116

- 4) A person commits an offense if the person operates a facility that is discharging stormwater associated with industrial activity without having submitted a copy of the NOI to do so to the Code Enforcement Officer.

**§134-14. REQUIREMENT TO PREVENT, CONTROL, AND REDUCE STORMWATER POLLUTANTS BY THE USE OF BEST MANAGEMENT PRACTICES.**

**A. Best Management Practices.** Where the Code Enforcement Officer has identified illicit discharges as defined in Section 134-3 (Definitions) or activities contaminating stormwater as defined Section 134-11, the Village of Minoa may require implementation of Best Management Practices (BMPs) to control those illicit discharges and activities.

- 1) The owner or operator of a commercial or industrial establishment shall provide, at their own expense, reasonable protection from accidental discharge of prohibited materials or other wastes into the MS4 through the use of structural and non-structural BMPs.
- 2) Any person responsible for a property or premise, which is, or may be, the source of an illicit discharge as defined in Section 134-3 (Definitions) or an activity contaminating stormwater as defined in Section 134-8, may be required to implement, at said person's expense, additional structural and non-structural BMPs to reduce or eliminate the source of pollutant(s) to the MS4.

- 3) Compliance with all terms and conditions of a valid SPDES permit authorizing the discharge of stormwater associated with industrial activity, to the extent practicable, shall be deemed compliance with the provisions of this section.

**B. Individual Sewage Treatment Systems.** Where individual sewage treatment systems are contributing to the Village of Minoa being subject to the Special Conditions as defined in Section 134-3 (Definitions) of this local law, the owner or operator of such individual sewage treatment systems shall be required to:

- 1) Maintain and operate individual sewage treatment systems as follows:
  - a) Inspect the septic tank annually to determine scum and sludge accumulation. Septic tanks must be pumped out whenever the bottom of the scum layer is within three inches of the bottom of the outlet baffle or sanitary tee or the top of the sludge is within ten inches of the bottom of the outlet baffle or sanitary tee;
  - b) Avoid the use of septic tank additives;
  - c) Avoid the disposal of excessive quantities of detergents, kitchen wastes, laundry wastes, and household chemicals; and
  - d) Avoid the disposal of cigarette butts, disposal diapers, sanitary napkins, trash and other such items.
- 2) Repair or replace individual sewage treatment system as follows:
  - a) In accordance with 10 NYCRR Appendix 75A to the maximum extent practicable;
  - b) A design professional licensed to practice in New York State shall prepare design plans for any type of absorption field that involves:
    - i. Relocating or extending an absorption area to a location not previously approved for such.
    - ii. Installation of a new subsurface treatment system at the same location.
    - iii. Use of alternate system or innovative system design or technology.
  - c) A written certificate of compliance shall be submitted by the design professional to the Village of Minoa at the completion of construction of the repair or replacement system.

#### **§134-15. ACCESS AND MONITORING OF DISCHARGES.**

**A. Right of Entry. Inspection and Sampling.** The Village Code Enforcement Officer or his designee shall be permitted to enter and inspect facilities subject to regulation under this Local Law as often as may be necessary to determine with this ordinance.

- 1) If a discharger has security measures in force which require proper identification and clearance before entry into its premises, the discharger shall make the necessary arrangements to allow access to representatives of the Village Code Enforcement Officer.
- 2) Facility operators shall allow the Code Enforcement Officer ready access to all parts of the premises for the purposes of inspection, sampling, examination and copying of records that must

be kept under the conditions of an NPDES or SPDES permit to discharge stormwater, and the performance of any additional duties as defined by state and federal law.

- 3) The Code Enforcement Officer or his designee shall have the right to set up on any permitted facility such devices as are necessary in the opinion of the Code Enforcement Officer to conduct monitoring and/or sampling of the facility's stormwater discharge.
- 4) The Code Enforcement Officer or his designee has the right to require the discharger to install monitoring equipment as necessary. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the discharger at its own expense. All devices used to measure stormwater flow and quality shall be calibrated to ensure their accuracy.
- 5) Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the operator at the written or oral request of the Code Enforcement Officer or his designee and shall not be replaced. The costs of clearing such access shall be borne by the operator.
- 6) Unreasonable delays in allowing the Code Enforcement Officer or his designee access to a permitted facility is in violation of a stormwater discharge permit and of this ordinance. A person who is the operator of a facility with an NPDES or SPDES permit to discharge stormwater associated with industrial activity commits an offense if the person denies the Village Code Enforcement Officer or his designee reasonable access to the permitted facility for the purpose of conducting any activity authorized or required by this local law.

#### **B. Search Warrants.**

- 1) If the Code Enforcement Officer or his designee has been refused access to any part of the premises from which stormwater is discharged, and he/she is able to demonstrate probable cause to believe that there may be a violation of this ordinance, or that there is a need to inspect and/or sample as part of a routine inspect and sampling program designed to verify compliance with this ordinance or any order issued hereunder, or to protect the overall public health, safety, and welfare of the community, then the Code Enforcement Officer may seek issuance of a search warrant from any court of competent jurisdiction.

#### **§134-16. NOTIFICATION OF SPILLS.**

Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of any known or suspected release of materials which are resulting or may result in illegal discharges or pollutants discharge into the MS4, said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of such release of hazardous materials said person shall immediately notify emergency response agencies of the occurrence via emergency dispatch services. In the event of a release of non-hazardous materials, said person shall notify the Village of Minoa in person or by telephone or facsimile no later than the next business day. Notifications in person or by telephone shall be confirmed by written notice addressed and

mailed to the Village of Minoa within three business days of the telephone notice. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three years.

**§134-17. VIOLATIONS, ENFORCEMENT, AND PENALTIES.**

**A. Violations.**

- 1) It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this ordinance. Any person who has violated or continues to violate the provisions of this ordinance, may be subject to the enforcement actions outlined in this section or may be restrained by injunction or otherwise abated in a manner provided by law.
- 2) In the event the violation constitutes an immediate danger to public health or public safety, the Code Enforcement Officer or his designee is authorized to enter upon the subject private property, without giving prior notice, to take any and all measures necessary to abate the violation and/or restore the property. The Code Enforcement Officer is authorized to see costs of the abatement as outlined Section 134-20.

**B. Warning Notice.**

- 1) When the Code Enforcement Officer or his designee finds that any person has violated, or continues to violate, any provisions of this local law, or any order issued hereunder, the Code Enforcement Officer or his designee may serve upon that person a written Warning Notice, specifying the particular violation believed to have occurred and requesting the discharger to immediately investigate the matter and to seek a resolution whereby any offending discharge will cease. Investigation and/or resolution of the matter in response to the Warning Notice in no way relieves the alleged violator of liability for any violations occurring before or after receipt of the Warning Notice. Nothing in this subsection shall limit the authority of the Village Code Enforcement Officer or his designee to take any action, including emergency action or any other enforcement action, without first issuing a Warning Notice.

**C. Notice of Violation.**

- 1) Whenever the Code Enforcement Officer or his designee finds that a person has violated a prohibition or failed to meet a requirement of this local law, the Code Enforcement Officer or his designee may order compliance by written notice of violation to the responsible person. The Notice Shall contain:
  - a. The name and address of the alleged violator;

- b. The address when available or a description of the building, structure or land upon which the violation is occurring, or has occurred;
- c. A statement specifying the nature of the violation;
- d. A description of the remedial measures necessary to restore compliance with this ordinance and a time schedule for the completion of such remedial action;
- e. A statement of the penalty or penalties that shall or may be assessed against the person to whom the notice of violation is directed;
- f. A statement specifying that, should the violator fail to restore compliance within the established time schedule, the work will be done by a designated governmental agency or a contractor and the expense thereof shall be charged to the violator.

Such Notice may require without limitation:

- a. The performance of monitoring, analysis, and reporting;
- b. The elimination of illicit connections or discharges;
- c. That violating discharges, practices, or operations shall cease and desist;
- d. The abatement or remediation of stormwater pollution or contamination hazards and the restoration of any affected property;
- e. Payment of a fine to cover administrative and remediation costs; and
- f. The implementation of source control or treatment BMPs.

#### **D. Compensatory Action.**

- 1) In lieu of enforcement proceedings, penalties, and remedies authorized by this local law, the Code Enforcement Officer or his designee may impose upon a violator alternative compensatory actions, such as (without limitation) storm drain stenciling, attendance at compliance workshops, creek cleanup, etc.

#### **E. Suspension of MS4 Access.**

- 1) Emergency Cease and Desist Orders. When the Code Enforcement Officer or his designee finds that any person has violated, or continues to violate, any provision of this ordinance, or any order issued hereunder, or that the person's past violations are likely to recur, and that the person's violation(s) has (have) caused or contributed to an actual or threatened discharge to the MS4 or waters of the United States which reasonably appears to present an imminent or substantial endangerment to the health or welfare of persons or to the environment, the Code Enforcement

Officer or his designee may issue an order to the violator directing them immediately to cease and desist all such violations and directing the violator to:

- a. Immediately comply with all Law requirements; and
- b. Take such appropriate preventative action as may be needed to properly address a continuing or threatened violation, including immediately halting operations and/or terminating the discharge.

Any person notified of an emergency order directed to it under this Subsection shall immediately comply and stop or eliminate its endangering discharge. In the event of a discharger's failure to immediately comply voluntarily with the emergency order, the Code Enforcement Officer or his designee may take such steps as deemed necessary to prevent or minimize harm to the MS4 or waters of the United States, and/or endangerment to persons or to the environment, including immediate termination of a facility's water supply, sewer connection, or other municipal utility services. The Code Enforcement Officer or his designee may allow the person to recommence its discharge when it has demonstrated to the satisfaction of the Code Enforcement Officer that the period of endangerment has passed, unless further termination proceedings are initiated against the discharger under this ordinance. A person that is responsible, in whole or in part, for any discharge presenting imminent endangerment shall submit a detailed written statement, describing the causes of the harmful discharge and the measures taken to prevent any future occurrence, to the Code Enforcement Officer or his designee with ten (10) days of receipt of the emergency order. Issuance of an emergency cease and desist order shall not be a bar against, or a prerequisite for, taking any other action against the violator.

2) Suspension Due to Illicit Discharges in Emergency Situations. The Code Enforcement Officer or his designee may, without prior notice, suspend MS4 discharge access to a person when such suspension is necessary to stop an actual or threatened discharge with presents or may present imminent and substantial danger to the environment, or to the health or welfare of persons, or to the MS4 or waters of the United States. If the violator fails to comply with a suspension order issued in an emergency, the Code Enforcement Officer or his designee may take such steps ad deemed necessary to prevent or minimize damage to the MS4 or waters of the United States, or to minimize danger to persons.

3) Suspension Due to the Detection of Illicit Discharge.

- a. Any person discharging to the MS4 in violation of this ordinance may have their MS4 access terminated if such termination would abate or reduce and illicit discharge. The Code Enforcement Officer or his designee will notify a violator of the proposed termination of its MS4 access.
- b. A person commits an offense if the person reinstates MS4 access to premises terminated pursuant to this Section, without the prior approval of the Code Enforcement Officer or his designee.

**F. Civil Penalties.**

- 1) In the event the alleged violator fails to take the remedial measures set forth in the notice of violation or otherwise fails to cure the violations described therein within twenty (20) days, or such greater period as the Code Enforcement Officer or his designee shall deem appropriate, after the Code Enforcement Officer or his designee may impose a penalty not to exceed Five Hundred and 00/100 Dollars (\$500.00) (depending on the severity of the violation) for each day the violation remains unremedied after receipt of the notice of violation.

**G. Criminal Prosecution.**

- 1) Any person that has violated or continues to violate this ordinance shall be liable to criminal prosecution to the fullest extent of the law, and shall be subject to a criminal penalty of Five Hundred and 00/100 Dollars (\$500.00) per violation per day and/or imprisonment for a period of time not to exceed sixty (60) days. Each act of violation and each day upon which any violation shall occur shall constitute a separate offense.

**§134-18. APPEAL OF NOTICE OF VIOLATION.**

Any person receiving a Notice of Violation may appeal the determination of the Code Enforcement Officer or his designee to the Village of Minoa within 15 days of its issuance, which shall hear the appeal within 30 days after the filing of the appeal, and within five days of making its decision, file its decision in the office of the Village Clerk and mail a copy of its decision by certified mail to the discharger.

**§134-19. ENFORCEMENT MEASURES AFTER APPEAL.**

- A. If the violation has not been corrected pursuant to the requirements set forth in the Notice of Violation, or, in the event of an appeal, within 5 business days of the decision of the Village of Minoa authority upholding the decision of the Code Enforcement Officer or his designee, then the Code Enforcement Officer or his designee may authorize any and all measures reasonably necessary to abate the violation and/or restore the property.
- B. If refused access to the subject private property, the Code Enforcement Officer may seek a warrant in a court of competent jurisdiction to be authorized to enter upon the property to determine whether a violation has occurred. Upon determination that a violation has occurred, the Code Enforcement Officer or his designee may seek a court order to take any and all measures reasonably necessary to abate the violation and/or restore the property. The cost of implementing and maintaining such measures shall be the sole responsibility of the discharger.

**§134-20. COST OF ABATEMENT OF THE VIOLATION.**

- A. Upon review by and a finding of the Village Board that the provisions of this Chapter 134, including in particular §§134-17(C) and 134-19 hereof, have been complied with or satisfied,

and in the case of §134-17(E) that a bona-fide emergency or exigent condition existed, the Village Board may adopt a resolution authorizing that the costs incurred by the Village in performance of the work be paid for out of general Village funds appropriated by the Village Board for such purpose. The Village shall be reimbursed for the cost of the work performed by direction of the Village Board, plus a service charge of 30% thereof to cover the cost of supervision and administration, and for any penalties assessed under Section 134-17(F) and (G) hereof by assessment and levy upon the lots or parcels of land wherein such work was performed and supervised/administered, and the expenses so assessed shall constitute a lien and charge on the real property on which it is levied until paid or otherwise satisfied or discharged and shall be collected in the same manner and at the same time as other Village charges.

B. Any person violating any of the provisions of this article shall become liable to the Village of Minoa by reason of such violation.

**§134-21. VIOLATIONS DEEMED A PUBLIC NUISANCE.**

In addition to the enforcement processes and penalties provided, any condition caused or permitted to exist in violation of any of the provisions of this local law is a threat to public health, safety, and welfare, and is declared and deemed a nuisance, and may be summarily abated or restored at the violator's expense, and/or a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance may be taken.

**§134-22. REMEDIES NOT EXCLUSIVE.**

The remedies listed in this local law are not exclusive of any other remedies available under any applicable federal, state or local law and it is within the discretion of the authorized enforcement agency to seek cumulative remedies.

**§134-23 EFFECTIVE DATE.**

This local law shall take effect upon its filing in the office of the Secretary of State.

(Complete the certification in the paragraph that applies to the filing of this local law and strike out that which is not applicable.)

1. (Final adoption by local legislative body only.)

I hereby certify that the local law annexed hereto, designated as Local Law No. 7 of 2007 of the (County)(City)(Town)(Village) of Minoa was duly passed by the Village Board of Trustees of the Village of Minoa on October 1, 2007 in accordance with the applicable provisions of law.

~~2. (Passage by local legislative body with approval, no disapproval or repassage after disapproval by the Elective Chief Executive Officer\*.)~~

~~I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 19\_\_ of the (County)(City)(Town)(Village) of \_\_\_\_\_ was duly passed by the \_\_\_\_\_ on \_\_\_\_\_, 19\_\_ and was (approved)(not approved)(repassed~~

~~\_\_\_\_\_ (Name of Legislative Body) \_\_\_\_\_ and was deemed duly adopted on \_\_\_\_\_, 199\_\_ (Elective Chief Executive Officer\*)~~

in accordance with the applicable provisions of law.

3. (Final adoption by referendum.)

I hereby certify that the local law annexed hereto, designated as local law No \_\_\_\_\_ of 199\_\_ of the (County)(City)(Town)(Village) of \_\_\_\_\_ was duly passed by the on \_\_\_\_\_, 19\_\_, and was (approved)(not approved)(repassed after disapproval) by the \_\_\_\_\_ on \_\_\_\_\_ 19\_\_. Such local law was \_\_\_\_\_ (Elective

Chief Executive Officer\*)

to the people by reason of a (mandatory)(permissive) referendum, and received the affirmative vote of a majority of the qualified electors voting thereon at the (general)(special)(annual) election held on \_\_\_\_\_ 19\_\_, in accordance with the applicable provisions of law.

4. (Subject to permissive referendum and final adoption because no valid petition was filed requesting referendum.)

I hereby certify that the local law annexed hereto, designated as local law No \_\_\_\_\_ of 19\_\_ of the (County)(City)(Town)(Village) of \_\_\_\_\_ was duly passed by the \_\_\_\_\_ on \_\_\_\_\_ 19\_\_, and was (approved)(not approved)(repassed after (Name of Legislative Body)

disapproval) by the \_\_\_\_\_ on \_\_\_\_\_ 19\_\_ Such local law was subject to (Elective Chief Executive Officer\*)

permissive referendum and no valid petition requesting such referendum was filed as of \_\_\_\_\_ 19\_\_, in accordance with the applicable provisions of law.

5. (City local law concerning Charter revision proposed by petition.)

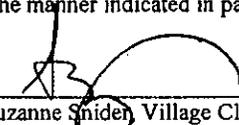
I hereby certify that the local law annexed hereto, designated as local law No \_\_\_\_\_ of the City of \_\_\_\_\_ having been submitted to referendum pursuant to the provisions of section (36)(37) of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the (special)(general) election held on \_\_\_\_\_ 19\_\_, became operative.

6. (County local law concerning adoption of Charter.)

I hereby certify that the local law annexed hereto, designated as local law No \_\_\_\_\_ of 19\_\_ of the County of \_\_\_\_\_ State of New York, having been submitted to the electors at the General Election of November \_\_\_\_\_ 19\_\_, pursuant to subdivisions 5 and 7 of section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph one (1) above.

  
\_\_\_\_\_  
Suzanne Snider, Village Clerk

(Seal)

Date: October 4, 2007

(Certification to be executed by County Attorney, Corporation Counsel, Town Attorney, Village Attorney or other authorized attorney of locality.)

STATE OF NEW YORK  
COUNTY OF ONONDAGA

I, the undersigned, hereby certify that the foregoing local law contains the correct text and that all proper proceedings have been had or taken for the enactment of the local law annexed hereto.



\_\_\_\_\_  
Signature  
Steven J. Primo

Attorney for the Village

Title

County

City of Minoa

Town Village

Date: 10/3, 2007

\*Elective Chief Executive Officer means or includes the chief executive officer of a county elected on a countywide basis or, if there be none, the chairperson of the county legislative body, the mayor of a city or village, or the supervisor of a town where such officer is vested with the power to approve or veto local laws or ordinances.