



**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:** Port Washington North **SPDES Permit Number:** NYR20A\_4\_3\_8

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: <u>Robert S Keane, PE</u>		Title: <u>Commissioner of Environmental Affairs</u> <u>(volunteer)</u>	Department:
Mailing Address:	Street or P.O. Box: <u>71 Old Shore Road</u>		City: <u>Port Washington North</u>
	County: <u>Nassau</u>		State: <u>NY</u> Zip Code: <u>11050</u>
Phone: <u>(516) 883-5900</u>		E-mail Address: <u>waldensrk@netscape.net</u>	
<b>Local Stormwater Public Contact</b> (Required by Minimum Measure 2)			
Is information below: 1) new or changed? ___ Yes ___ No 2) same as: <u>X</u> Owner/Operator			
Name:		Title:	Department:
Mailing Address:	Street or P.O. Box:		City:
	County:		State: Zip Code:
Phone: ( )		E-mail Address:	
<b>Stormwater Management Program (SWMP) Coordinator</b> (Responsible for implementation/coordination of SWMP)			
Is information below: 1) new or changed? ___ Yes ___ No 2) same as: <u>X</u> Owner/Operator ___ Local Stormwater Public Contact			
Name:		Title:	Department:
Mailing Address:	Street or P.O. Box:		City:
	County:		State: Zip Code:
Phone: ( )		E-mail Address:	
<b>Annual Report Preparer</b>			
Is information below: 1) new or changed? ___ Yes ___ No 2) same as: <u>X</u> Owner/Operator ___ Local Stormwater Public Contact ___ 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
Manhasset Bay and tidal tributaries	Pathogens	X	
Manhasset Bay and tidal tributaries	PCBs	X	

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: **No formal TMDLs have been proposed for Manhasset Bay that the Village is aware of.**

**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**

Nassau County

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

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

**Manhasset Bay Protection Committee - The following municipalities work together under an inter-municipal agreement: Nassau County, Town of North Hempstead, Villages of Baxter Estates, Great Neck, Kensington, Kings Point, Manorhaven, Munsey Park, Port Washington North, Plandome, Plandome Heights, Plandome Manor, Sands Point, Thomaston.**

**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:

**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?  X  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: **This year there is a line item for basin cleaning (approx \$20,000, Manhasset Bay Protection Committee dues (\$1,500), street sweeping is already included in the budget.**

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

Explain: **Most work is completed by the volunteer storm water contact, funding was provided from the engineering budget to prepare the Illicit Discharge Ordinance and Erosion and Control Ordinance (Year 4). Other funding will be sought after in grants.**

**Section F. Compliance Certification**

**Compliance Assessment** - For each of the minimum control measures, indicate below if your program has made steady progress toward full implementation *and* has achieved all measurable goals scheduled to be completed **during this reporting year**. Refer to the NOI and prior Annual Reports for information about measurable goals scheduled for this reporting year.

Permit Part	Minimum Control Measure	ANSWER BOTH COLUMNS FOR THIS REPORT YEAR ONLY							
		Steady Progress			Goals Achieved				
IV.C.1.	Public Education and Outreach on Stormwater Impacts	<u> X </u>	Yes	No	N/A	<u> X </u>	Yes	No	N/A
	Explain 'no' / 'N/A' answer:								
IV.C.2.	Public Involvement / Participation	<u> X </u>	Yes	No	N/A	<u> X </u>	Yes	No	N/A
	Explain 'no' / 'N/A' answer:								
IV.C.3.	Illicit Discharge Detection and Elimination	<u> X </u>	Yes	No	N/A	<u> X </u>	Yes	No	N/A
	Explain 'no' / 'N/A' answer:								
IV.C.4.	Construction Site Stormwater Runoff Control	<u> X </u>	Yes	No	N/A	<u> X </u>	Yes	No	N/A
	Explain 'no' / 'N/A' answer:								
IV.C.5.	Post-Construction Stormwater Management	<u> X </u>	Yes	No	N/A	<u> X </u>	Yes	No	N/A
	Explain 'no' / 'N/A' answer:								
IV.C.6.	Pollution Prevention / Good Housekeeping for Municipal Operations	<u> X </u>	Yes	No	N/A	<u> X </u>	Yes	No	N/A
	Explain 'no' / 'N/A' answer:								

**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: Robert S Keane, PE Title: Commissioner of Environmental Affairs

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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:** Port Washington North **SPDES Permit Number:** NYR20A\_4\_3\_8

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</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>Printed Material</b></p>	<p><b>Village Hall has a window display and storm water brochures placed for public taking.</b></p> <p><b>As member and participant of MBPC (Manhasset Bay Protection Committee) created, reprinted or obtained and distributed 5,000 pamphlets or flyers about stormwater runoff, non-point source pollution, goose behavior and population control, pet waste, boating practices, and bilge socks. Will continue to distribute materials during May 2008 Ecofest (Town of North Hempstead at Clark Gardens), June 2008 Port Washington Harborfest and July 2008 4<sup>th</sup> Annual Kayak Run.</b></p>
<p><b>Media</b></p>	<p><b>Both the Village and MBPC maintain websites with storm water information. Website’s home page is constantly updated with information regarding STOP program, E Waste disposal, garbage updates, street sweeping dates, local cleanups, etc) and are removed when not appropriate (based on dates).</b></p> <p><b>Village Newsletter (9-2007), see below.</b></p> <p><b>Press Releases from the Environmental Commissioner are</b></p>

	<p>added to the Village website regarding storm water related material. 2 press releases (landscapers prohibited dumping clippings onto streets or into drains and a reprint of the Environmental Commissioner's Newsletter article were added in Year 5 (included in Appendix A).</p>
<p><b>Library of Education Material</b></p>	<p>Website posting of publications about stormwater runoff, non-point source pollution, goose behavior and population control, pet waste, boating practices, and bilge socks; as well as minutes of meetings and links to useful stormwater sites.</p> <p>Port North continued to maintain several educational materials on their website. This information was also added to the MBPC website since Bob Keane (storm water contact) is also the webmaster for the MBPC.</p> <p>Year 4 added an electronic counter to see the statistics and number of hits on the MBPC website, in 2006 statistics included 6661 Total Visitors (average 19/day). The number increased to 8589 visitors in 2008 (average 24/day) which represents a 28% increase.</p> <p>Year 5 originally planned to add counter to Portwashingtonnorth.org site after transfer files to web host where stormwater contact has control over web hosting. This was not completed in Year 5 and will try again in Year 6. Tried adding free counters, but had too many links to misleading sites. This was the tradeoff for a free counter. After website is moved to new host, counters can be added that are safe to use.</p>
<p><b>Events and programs</b></p>	<p>Participated in 6 fairs or conferences that drew a total of at least 10,000 attendees.</p> <p>Sponsored beach clean up (3 sites on the bay) and educational kayak paddle.</p> <p>May 11, 2007 Taught 2 classes to 4<sup>th</sup> graders in Guggenheim School as part of career day, distributed bookmarks and stickers to classes.</p>

	<p><b>April 4, 2008 Taught 2 classes to 5<sup>th</sup> graders in Guggenheim School as part of career day, distributed bookmarks and stickers to classes.</b></p> <p><b>In 08/09, MBPC will participate in 1 or more similar events.</b></p>
<b>Displays and exhibits</b>	<p><b>Created display with the theme: What you do where you live, work, play, shop or go to school affects Manhasset Bay even if you can't see the water; displayed exhibit at 6 fairs or conferences and at the Science Museum of Long Island and Town of North Hempstead Ecofest (May 2007 and 2008).</b></p> <p><b>In 08/09, the display will be revised as needed.</b></p> <p><b>Placed educational material in store window of Village Hall (in Stop and Shop shopping Plaza) for interested shoppers to take.</b></p>
<b>Posters and signage</b>	<p><b>Created and ordered signs for native plant demonstration garden.</b></p> <p><b>Elementary student from Port Washington North was selected as 1 of 3 finalists for the 2007 Nassau County, third annual Storm Water Logo contest which was held in reporting Year 5. The County received a number of entries from children County-wide. Three winners were chosen. The winning logos are presently being used on storm water brochures, posters, coloring books and pamphlets throughout the County. The children also met with the Nassau County Executive for a photo. Appendix A includes a copy of the Port Washington News article and photo.</b></p> <p><b>Continued working on signage grant from NYDOS to be positioned at various locations around Manhasset Bay as part of integrated walkway.</b></p> <p><b>Created clings with message: When it rains it drains into Manhasset Bay, Hempstead Harbor, and Long Island Sound. I keep the storm drains on my street clean and pollution-free.</b></p>
<b>Speakers</b>	<p><b>Year 5 (May 2007) – Port North taught 2 classes to 4<sup>th</sup> grade students on groundwater protection and storm water pollution.</b></p>

	<p><b>Distributed educational materials (stickers and bookmarks) to over 40 students.</b></p> <p><b>Year 6 (April 2008) – Port North taught 2 classes to 5<sup>th</sup> grade students on groundwater protection and storm water pollution. Distributed educational materials (stickers and bookmarks) to over 45 students.</b></p> <p><b>In 08/09, MBPC will make a presentation at least 1 similar event.</b></p>
<p><b>Gardening Education</b></p>	<p><b>MBPC distributed 500 green lawn cards, distributed 500 sound gardening practice pamphlets, and maintained native plant garden as a demonstration project</b></p> <p><b>June 2007 – Harborfest had educational material in tent at main event and had one representative at the native plant garden to discuss gardening with public.</b></p> <p><b>In 08/09, MBPC will continue to distribute green lawn cards and sound gardening practice flyers and will maintain the native plant garden for demonstration purposes, main event is Harborfest in Port Washington every first Sunday in June (June 1, 2008).</b></p> <p><b>Port North maintains a stack of 100 organic lawn care cards in Village Hall and has organic gardening tips on their website</b></p>
<p><b>Pet Owner and Pet Waste Management - Education</b></p>	<p><b>MBPC updated and revised and distributed 500 pet waste pamphlets.</b></p> <p><b>Port North has a brochure regarding pet waste on their web site.</b></p>
<p><b>Boat Owner Education</b></p>	<p><b>Distributed 150 bilge socks, 300 bilge sock pamphlets, 500 good boating practice pamphlets at June 2007 Harborfest in Port Washington.</b></p> <p><b>Port North has boating tips on their website and also on the MBPC web site.</b></p>

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	<b>In 08/09, MBPC will continue to distribute bilge socks; pamphlets will be revised and distributed. (Big event is Harborfest which is the first Sunday of every June).</b>
<b>Household Waste and Used Motor Oil Education</b>	<b>Port North continued to add household hazardous waste STOP collection dates to their index page promoting the dates for the collection dates and locations in Year 5.</b>
<b>Recycling Education</b>	<b>Posted garbage information and recycling information on website regarding what will be collected and collection dates.</b>
<b>Storm Water Education</b>	<b>Raised funds to create and implement Manhasset Bay based curriculum in cooperation with the Science Museum of Long Island.</b>  <b>In 07/08, the curriculum was tentatively developed and will be revised when program is operational and implemented.</b>
<b>Waterfowl Control Education</b>	<b>Revised and distributed 500 waterfowl control flyers.</b>
<b>Village Newsletters</b>	<b>Only one Village newsletter (9-07) was published during 07/08, which contained an article regarding the new erosion control/Illicit Discharge ordinances, kayak regatta, storm drain cleaning and pool discharges. A copy is in Appendix A.</b>  <b>The same article was also placed on the website as an individual Press Release (Appendix A) and the Newsletter is included on the Village website in its entirety.</b>
<b>Participate in NCDPW training events</b>	<b>March 7, 2007 Environmental Commissioner participated in EPA WebCast – Municipal Storm Water Compliance seminar. (All training documents are included in Appendix B).</b>  <b>March 15, 2007 Environmental Commissioner and Public Works Commissioner attended – Nassau County Planning Federation held a meeting from 5:30 - 7:30 p.m. at the Village of East Hills with regards to new developments in the storm water management program.</b>  <b>Completed a 2 hour EPA Storm Water web seminar on July 11, 2007 regarding Illicit Discharges.</b>

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	<p><b>Attended November 5, 2007 training seminar for NYSDEC new draft MS4 Permit for 2008 – 2013.</b></p> <p><b>In the Year 4 Port North requested to view the NCDPW DVD training module “Municipal Storm Water Pollution Prevention – Storm Watch, Everyday BMPs” and will try to obtain it (depending on availability) in Year 6 (did not receive it yet from County).</b></p> <p><b>February 6, 2008 completed USEPA webcast (2 hour) training event for BMP performance.</b></p> <p><b>May 10, 2008 attending Soundwater Sailing program (1-3:30 PM) to discuss Manhasset Bay issues. Learned about water quality sampling (DO, salinity, turbidity).</b></p> <p><b>Port North will also look for other State or County training events in 08/09</b></p>
<p><b>Additional Techniques</b></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>
<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</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>Public access to documents &amp; information</b></p>	<p><b>Posted MBPC minutes, pamphlets, and stormwater reporting documents on MBPC website (manhassetbayprotectioncommittee.org).</b></p> <p><b>Port North and MBPC continue to have the same storm water information, pamphlets, brochures, fact sheets, etc on their web sites. Port North Storm Water Contact is the webmaster for both sites.</b></p> <p><b>In 08/09, MBPC will revise the website to make it more user-friendly and additional information and documents will be posted.</b></p>
<p><b>Watershed organizations</b></p>	<p><b>Port North was a member of the Manhasset Bay Protection Committee in Year 5 at a cost of \$1500 and also joined in 2008. Bob Keane (storm water contact) is the representative for the Village.</b></p>
<p><b>Attitude &amp; Awareness</b></p>	<p><b>MBPC collected results from home survey collected.</b></p> <p><b>In 06/07, the result will suppose to have been tabulated and a report was supposed to have been produced. Port North will request a copy of this report in 08/09 and see if it has any impact on our Village.</b></p>
<p><b>Storm drain marking</b></p>	<p><b>MBPC - 300 storm drain markers were secured throughout the drainage basin; 500 storm drain pamphlets were distributed.</b></p> <p><b>Year 5 - Port North added approximately 15 more markers (June 2007) on Village Drains. See photo in Appendix C</b></p>
<p><b>Stream, beach &amp; roadway cleanup</b></p>	<p><b>Assisted municipalities with International Beach Cleanup Day at three sites around the bay with more than 70 volunteers;</b></p>

	<p><b>promoted the importance of regular street cleaning in exhibit and literature. Port North residents participated in the International Beach Cleanup Day September 2007.</b></p> <p><b>In 08/09, MBPC will assist municipalities with International Beach Clean Up Day and promote the importance of regular street cleaning.</b></p> <p><b>Port North also placed an article on their announcing the April 2008 Earth Day Cleanup , Keep Port Washington Clean campaign looking for volunteers to help clean up litter in Port Washington. (See Appendix A)</b></p>
<p><b>Water quality monitoring</b></p>	<p><b>MBPC participated in and provided assistance for TNH/NC water monitoring program with cooperation of Little Neck Power Squadron; chose consultant for processing of 10-year's-worth of water quality monitoring data from Manhasset Bay; issued rain event testing report for Stannards Brook and laid plans for additional testing.</b></p> <p><b>In April 2008 MBPC Lablite (database creator) presented water quality database to MBPC in draft form, final release should be in Year 6 (2008/2009)</b></p>
<p><b>Goose Management</b></p>	<p><b>MBPC continued to participate in the Geese Peace program for egg oiling. Port North does not have municipal employees to help and volunteers missed the certification program to participate.</b></p> <p><b>Year 6 Port North will try to send volunteers to the certification program to continue to improve the egg oiling program.</b></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. <i>Describe procedures below and state the methods used to publicize the AR public presentation.</i></p>	
<p><b>Permit Reference IV.C.2.e:</b> Public presentation of; <b>f:</b> summary of comments received on; and <b>g:</b> intended response to comments on the SWMPAR.</p>	
<p><b>Summarize attendance at the public presentation of the Annual Report. Include number of attendees and who was represented:</b></p>	

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<p><b>Comments on Annual Report Meeting</b>  <input checked="" type="checkbox"/> No public comments received on Annual Report.  <input type="checkbox"/> Comments received.</p> <p><b>The draft plan was presented at the Board of Trustees meeting, 5-22-08, no comments were received. Approximately 20 people were present.</b></p> <p><b>Attach summary of comments and intended responses.</b></p>	<p><b>Date of Annual Report Meeting:</b>  <b>May 22, 2008 – Monthly Meeting</b></p> <p><b>Meeting date published on website and in Legal Notice to the Port News. (Appendix D)</b></p>	<p><b>Approximate Date of Meeting Next Year:</b>  <b>May 2009</b></p>
<p><b>Additional Techniques</b></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>	
<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 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 <u>and planned for next year</u>.</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><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><b>On February 26, 2007, after a Public Hearing, the Ordinance was approved and became Village Law.</b></p>	<p><b>Village adopted Illicit Discharge Ordinance on 2-26-2007 at the Monthly Village Meeting.</b></p>
<p><b>Port North maintains the NCDPW 24 hour hotline to their website, with an alternate contact being the Village storm water contact, Bob Keane.</b></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 <u>and planned for next year</u>, 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><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><b>Port North requested a map of all outfall locations in the Village from the County and received it in Year 1.</b></p> <p><b>Port North received a sewer shed map (mostly topography and outfall locations and drainage areas tied to certain outfalls) from the Nassau County GIS system in Year 2.</b></p>	<p><b>Port North has a small staff which includes a full time Clerk, part time Building Inspector (1 day a week), part time Deputy Building Inspector, volunteer Environmental Commissioner, part time Public Works Supervisor along with the Board of Trustees, Planning Board and Board of Zoning Appeals. In 2006 Port North formed their own Village Court with an elected Judge. In April 2006 Port North (at the annual meeting) released the former Public Works Supervisor and hired a new employee. The previous Public Works Supervisor reviewed the locations of all outfalls based on the Nassau County GIS (paper copy). In Year 5, the Public Works Supervisor started to inspect</b></p>

	<p><b>all outfalls and street drains for familiarity.</b></p>
<p><b>Storm Drain/Catch Basin Mapping</b></p>	<p><b>In Year 3 the Public Works Supervisor prepared a paper copy of all catch basins and developed an excel file listing all catch basins. Year 4 the paper map was converted and entered into the Village's GIS database by Sidney Bowne. A copy of the map is included in the Year 4 Annual Report. The map references 5 types of catch basins/drainage structures and most of Year 4 requested an explanation of what these structures were. In Year 07/08 Sidney Bowne sent an email with photos and descriptions of the catch basin types (Appendix E). In Year 07/08 the Public Works Supervisor and Environmental Commissioner started verifying the GIS map and also try to develop a storm sewer map, noting which structures are connected and which drain to surface water bodies.</b></p> <p><b>In year 08/09 the Village will try to include a catch basin cleaning schedule to the GIS database.</b></p>
<p><b>Education</b></p>	<p><b>Wrote article for Village Newsletter in Year 5 describing new erosion control and illicit discharge ordinances (Appendix A). The article was published on the Village website.</b></p>

**Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE) Regulatory Mechanism**

<b>Permit Reference IV.C.3.c:</b> 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. <b>See the instructions for information about completing this section.</b>	
Does the MS4 have the legal authority to enact ordinances, local laws or other regulatory mechanisms?	<input type="checkbox"/> No (go to ADDENDUM 1) <input checked="" type="checkbox"/> Yes (complete questions below)
<b>Assessment of Regulatory Mechanism (Local Code)</b>	
1) When was this assessment completed or planned to be completed?  <b>Completed in Year 4.</b>	Date completed: <u>February 26, 2007</u> <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete for reporting in year: <u>4</u> ; <u>5</u> .
2) Is there an existing ordinance, local law or other regulatory mechanism?	<input type="checkbox"/> No (go to question 5) <input checked="" type="checkbox"/> Yes - <b>Village adopted a variation of the NYSDEC Model Ordinance 2-26-07.</b>
3) Does the existing regulatory mechanism prohibit illicit discharges as required by the MS4 Permit?	<input type="checkbox"/> No (amendments needed) <input checked="" type="checkbox"/> Yes - <b>See above.</b>
4) Does the existing regulatory mechanism include enforcement authorities and procedures as required by the MS4 Permit?	<input type="checkbox"/> No (amendments needed) <input checked="" type="checkbox"/> Yes - <b>See Above.</b>
<b>Development of Regulatory Mechanism (Local Codes)</b>	
5) When was this work completed or planned to be completed? <b>February 26, 2007 the Village had a public hearing to adopt the Illicit Discharge Law, which was approved that night.</b>	Date completed: <u>2-26-2007</u> <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete work below for reporting in year: <u>4</u> ; <u>5</u> .
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?  <b>Village adopted a variation of (equal to) the NYSDEC Model Ordinance 2-26-07.</b>	<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 type="checkbox"/> 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?	<input type="checkbox"/> No <input type="checkbox"/> Yes, list the <b>local code(s)</b> that will be changed:
8) If the existing regulatory mechanism does not require amendments, what language is in the mechanism?  <b>Village adopted a variation of (equal to) the NYSDEC Model Ordinance 2-26-07.</b>	<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 type="checkbox"/> Language equivalent to NYS IDDE Model Law
9) What was the date or is the planned date of local law adoption?	Date: <b>2-26-2007 adopted.</b>
10) Provide a web address if adopted local law can be found on a web site.	Web Address: <b>Was added to Code Publishers in Year 5, Illicit Discharge Law can also be found on Portnorth.com index page or on portnorth.com/ms4compliance.html</b>

**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 <u>and</u> 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</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>Recreational sewage</b></p>	<p><b>Pump out facility publicized in handouts given out at June 2007 Harborfest by the MBPC. Planned to complete again in June 2008 at Harborfest.</b></p> <p><b>In 08/09 the pump out facility will continue to be publicized.</b></p> <p><b>MBPC is looking into making Manhasset Bay a No Discharge Zone and will continue to review standards in year 07/08.</b></p>
<p><b>Bilge Sock Program</b></p>	<p><b>MBPC had a grant to obtain several cases of Bilge Sock for recreational boaters. Bilge socks given out at the June 2007 Harborfest. Port North participates in this event and will do so again in June 2008 (requested more funds for additional purchases of bilge socks).</b></p>
<p><b>Municipal Training</b></p>	<p><b>See Minimum Control Measure 1 – summary of training events Completed a 2 hour EPA Storm Water web seminar on July 11, 2007 regarding Illicit Discharges.</b></p>
<p><b>Construction Monitoring w/ Illicit Discharges</b></p>	<p><b>April 2007 First Illicit Discharge from construction site reported to Public Works Commissioner by Environmental Commissioner. (See email and photos in Appendix F). Discharge came from 197 Cow Neck Road, house re-construction where no silt fence installed. 2 days later the entire downgradient perimeter had hay bales installed.</b></p>
<p><b>Additional Techniques</b></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>
<p><b>Failing septic systems</b></p>	<p><b>Distributed information about septic system maintenance at street fairs (as part of MBPC).</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 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?	<input type="checkbox"/> No (go to ADDENDUM 2) <input checked="" type="checkbox"/> Yes (complete questions below)
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**Preliminary Assessment of Regulatory Mechanism (Local Code)**

1. When was the preliminary assessment of existing local codes completed or when will it be completed?	Date completed: <u>2-26-2007 adopted ordinance</u> <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete for reporting in year: <input type="checkbox"/> 4; <input type="checkbox"/> 5.  <input type="checkbox"/> Did not do preliminary assessment; proceeded directly to Gap Analysis Worksheets 1-4 or adopted <i>Sample Local Law for Stormwater Management and Erosion &amp; Sediment Control</i> (Sample Local Law).
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2. If preliminary assessment was completed, indicate the results.	<input checked="" type="checkbox"/> If none of Sample Local Law provisions appear in local code; consider adopting Sample Local Law or equivalent ( <b>adopted local law equal to NYSDEC Model Ordinance</b> ) <input type="checkbox"/> If few Sample Local Law provisions appear in local code; major revisions needed or consider adopting Sample Local Law or equivalent <input type="checkbox"/> If most of the Sample Local Law provisions appear in local code; minor revisions needed
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**Assessment and Development of Regulatory Mechanism (Local Code)** (continued on next page)

3. When was the Gap Analysis or equivalent process completed or when will it be completed?	Date completed: <u>Between Dec 2006 and February 2007</u> <input type="checkbox"/> Not yet completed (proceed to next table) Plan to complete work below for reporting in year: <input type="checkbox"/> 4; <input type="checkbox"/> 5.
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4. How was the local code adopted or how will it be adopted*?  <i>*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.</i>	a. <input type="checkbox"/> The entire Sample Local Law adopted as amendments to existing code or as stand alone law. <ul style="list-style-type: none"> <li>• If no portions of the Sample Local Law were moved or deleted, all provisions would be exactly the same as the Sample Local Law.</li> <li>• If ANY provisions of the Sample Local Law were moved or deleted, the moved or changed provisions must be reviewed (use the <i>Gap Analysis</i> or equivalent process) to ensure the intent of the law has not been changed.</li> </ul> b. <input type="checkbox"/> Parts of NYS Sample Local Law adopted as amendments to existing code. c. <input checked="" type="checkbox"/> Language developed by municipality was demonstrated to be equivalent.
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**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.

**Gap Analysis performed by Village Attorney (Ackerman, Levine, Cullen, Brickman & Limmer, LLP) during Year 4 and was reported in the Year 4 Annual Report in Appendix G with a letter certifying the work. Environmental Commissioner used the NYS NEMO internet List-Server to ask a question to Eileen Keenan regarding the gap analysis vs. a letter in lieu of the gap analysis.**

Clauses 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 <b>exactly the same</b> as the Sample Local Law language	Existing clauses <b>equivalent</b> to the Sample Local Law language (see Gap Analysis Workbook Equivalence Sheets for information to help determine equivalence)	Sample Local Law or equivalent language to be <b>adopted</b> , listed as <b>legislative agenda</b> items.
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)?  
X No – **Adopted local ordinance deemed to be equivalent to NYSDEC Model Ordinance**  
\_\_\_ Yes, list the **local codes** that will be changed:

7. What was the date or is planned date of local code adoption?  
Date: **2-26-2007 adopted**

8. Provide a web address if the adopted local law can be found on a web site.  
Web Address: **Was added to Code Publishers in Year 5, Erosion Control Law can also be found on Portnorth.com index page or on portnorth.com/ms4compliance.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>Describe the procedures below. <u>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>Example measurable goals: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</li> </ul>
<p><b>Local Law adopted with the same 1 acre size limits and an additional provision for any project deemed worthy by the Building Inspector of the Storm Water Pollution Prevention Report requirements for erosion control.</b></p>	<p><b>Building Inspector requires erosion control devices for all small projects that do not meet the requirements of the new Erosion Control Ordinance. Any discharge noted from a construction site less than 1 acre are being treated as an illicit discharge where silt is the pollutant and the street is the MS4.</b></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>Explain the procedures below. <u>Revise as procedures are updated.</u></li> <li>Identify the responsible personnel or outside organizations.</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>Ordinance adopted 2-26-2007, no permits requested as of May 2008 that would require a NYSDEC Construction Storm Water Permit and associated SWPPP.</b></p> <p><b>One proposed construction project (2000 sf house demolition and 6000 sf reconstruction) adjacent to Mill Pond is being monitored. At this point no official plans have been approved by the Planning Board. At various Planning Board Meetings the Environmental Commissioner has asked that this project (less than 1 acre) must comply with the Erosion and Control Ordinance. In April 2008, the new Building Inspector was also made aware of this same request. As of this report filing, the applicant has not submitted a formal application for a Building Permit.</b></p> <p><b>A second proposed construction project including 40-45 new homes is in the preliminary planning stages and has been presented at various Planning Board meetings. This project has not been finalized and will require a NYSDEC Construction Storm Water Permit and associated SWPPP.</b></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>Describe each procedure below. <i>Revise as procedures are updated.</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>Example measurable goals are number of: inspections; fines assessed; stop work orders; other sanctions.</li> </ul>
<p><b>Local Law for erosion control adopted 2-26-2007.</b></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>Explain the activities and materials used to meet this requirement.</li> <li>Identify the personnel or outside organization conducting this activity.</li> <li>Indicate activities planned for next year.</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>Wrote article for Village Newsletter in Year 5 describing new erosion control and illicit discharge ordinances (Appendix A).</b></p> <p><b>Building inspector to instruct any applicant if they meet the requirements of the Erosion Control Ordinance.</b></p>	<p><b>This work is on-going</b></p>
<p><b>Additional Techniques</b></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>
<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>	<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>• A combination of structural and/or non-structural management practices.</li> <li>• <i>Identify and describe below procedures to ensure installation of post-construction management practices. <u>Revise as procedures are updated.</u></i></li> </ul>	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p><b>Waiting for NCDPW to publish their Model Storm Water Management for Development and Re-Development BMPs. Had a preview of BMPs at the January 2007 Nassau County Stormwater Meeting.</b></p>	
<ul style="list-style-type: none"> <li>• Procedures for site plan and SWPPP review to ensure SWMPs meet state standards.</li> <li>• <i>Describe procedures below. <u>Revise as procedures are updated.</u></i></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><b>No permits received that require SWPPP preparation yet.</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. (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</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>Procedures for inspection and maintenance of post-construction management practices.</li> <li><i>Explain procedures below. <u>Revise as procedures are updated.</u></i></li> </ul>	<ul style="list-style-type: none"> <li><i>Example measurable goals are number of: inspections maintenance activities performed.</i></li> </ul>
<p><b>April 2007, Environmental Commissioner inspected Mill Pond Acres after sever storm and storm drain/pond system overflowing onto Harbor Road, started investigation for storm sewer as-builts with Village Engineer and Building Inspector. Work prompted Village Engineer to review as-built plans to the 250 unit senior housing project. Determined that storm water retention pond’s outfall device was plugged and did not drain after storms, which caused flooding downstream after heavy rainstorms. The outfall was corrected in Year 5 and the overflow weir is inspected regularly and during 2 large storms in the end of Year 5, the system was functional (as designed). See correspondence and photos in Appendix G.</b></p> <p><b>Waiting for NCDPW to publish their Model Storm Water Management for Development and Re-Development BMPs</b></p>	<p><b>Problem corrected in Year5 and will be monitored in Year 6+.</b></p>
<ul style="list-style-type: none"> <li>Procedures for enforcement and penalization of violators.</li> <li><i>Explain procedures below. <u>Revise as procedures are updated.</u></i></li> </ul>	<ul style="list-style-type: none"> <li><i>Example measurable goals: number enforcement activities performed.</i></li> </ul>
<p><b>Penalties listed in Erosion Control Ordinance.</b></p>	<p><b>No enforcement actions taken yet in Year 5.</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> (continued): 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</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>• 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>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p><b>Port North Building Department, Public Works Supervisor or Environmental Commissioner can make inspections.</b></p>	
<p><b>Additional Techniques</b></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>
<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**

- This table is for MS4s to report on their OVERALL Municipal Pollution Prevention / Good Housekeeping Program.
- A separate table follows that is for MS4s to report on management practices performed in identified municipal operations.
- Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.
- Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

**Permit Reference IV.C.6.a:** Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.

**Describe Measurable Goals and Results** (when applicable)  
**Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)

- *List pollutants that will be addressed by the municipal pollution prevention program.*

**Port North has a small staff which includes a full time Clerk, part time Building Inspector (1 day a week), part time Deputy Building Inspector, volunteer Environmental Commissioner, part time Public Works Supervisor along with the Board of Trustees, Planning Board and Board of Zoning Appeals. In 2006 Port North formed their own Village Court with an elected Judge. In April 2006 Port North (at the annual meeting) released the former Public Works Supervisor and hired a new employee. New Public Works Supervisor attended the January 2007 Nassau County 8 hour training event. New Building Inspector was hired in April 2008.**

**At the present time, the Village rents space from a shopping mall for its Village Hall. The Village does not have any municipal operations or staff other than stated above. The only properties that the Village owns are:**

- **1 small parking lot, leased to a bank (potentially up for sale to acquire another piece of land for a park).**
- **1 waterfront park with no improvements**
- **1, 8 acre vacant plot of land that may be swapped for a larger parcel to be used as a park.**
- **In Year 6 the Village purchased a pick-up truck as it first official Village vehicle.**

**All Village road improvements, maintenance, street sweeping, basin cleaning, leaf removal and snow plowing operations are contracted out.**

- *Set and describe pollution prevention priorities by geographic areas, municipal operation type, and facilities.*

DO NOT ENTER INFORMATION IN THIS CELL

**The only operation that the Village conducts, as part of road maintenance, is the street sweeping program designed to remove sediment from the roads.**

**Approximately 1/2 of the Village catch basins were cleaned in Year 4. During the November 2006 and January 2007 drain cleaning work 133 cubic yards of material was removed and disposed of.**

**The Village also implemented a storm drain cleaning program in November 2006 and January 2007. The program continued in Year 5.**

**This work was continued in Year 5. A sample invoice is included in Appendix H. The total volume of material removed in Year 5 was not calculated at the time of this report and will be included in Year 6 report.**

**The Village has no improved facilities at this time, but may acquire land to build a park (7 acres possibly). If the land is obtained, storm water plans can be prepared to minimize the facility's impact on storm water.**

<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> <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><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>March 7, 2007 Environmental Commissioner participated in EPA web-cast – Municipal Storm Water seminar.</b></p> <p><b>March 15, 2007 Environmental Commissioner and Public Works Commissioner attended – Nassau County Planning Federation held a meeting from 5:30 - 7:30 p.m. at the Village of East Hills with regards to new developments in the storm water management program. See Appendix B for information training information.</b></p> <p><b>Completed a 2 hour EPA Storm Water web seminar on July 11, 2007 regarding Illicit Discharges.</b></p> <p><b>Attended November 5, 2007 training seminar for NYSDEC new draft MS4 Permit for 2008 – 2013.</b></p> <p><b>In the Year 4 Port North requested to view the NCDPW DVD training module “Municipal Storm Water Pollution Prevention – Storm Watch, Everyday BMPs” and will try to obtain it (depending on availability) in Year 6 (did not receive it yet from County).</b></p> <p><b>February 6, 2008 completed USEPA webcast (2 hour) training event for BMP performance.</b></p> <p><b>May 10, 2008 attending Soundwater Sailing program (1-3:30 PM) to discuss Manhasset Bay issues. Learned about water quality sampling (DO, salinity, turbidity).</b></p> <p><b>Port North will also look for other USEPA, State or County training events in 08/09.</b></p>	<p><b>In Year 6 (not provided in Year 5) Port North’s will try to obtain a copy of the NCDPW DVD training module “Municipal Storm Water Pollution Prevention – Storm Watch, Everyday BMPs” and will try have the building inspectors and public works supervisor watch the DVD. There are no other employees that should be trained at this time. Requests were made to the County in Year 4, however the DVD was not available. NCDPW indicated that they are trying to obtain additional copies.</b></p> <p><b>Attend other NCDPW or NYSDEC training events when available.</b></p>

<p><b>The volunteer Village Environmental Commissioner (Bob Keane) is a licensed NYS Professional Engineer and environmental consultant. Being a member of the MBPC also serves as continual education with regards to storm water as the group’s goal is to improve the water quality in Manhasset Bay.</b></p> <p><b>Currently, at each monthly Board of Trustee meeting, there is a report given by the Environmental Commissioner. This time is used to educate the Board on relevant storm water issues. Copies of the written minutes are enclosed in Appendix I. Other reports are verbal. This time is also used to answer any questions or complaints from the general public.</b></p>	
<p><b>Additional Techniques</b></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>
<p><b>Promote Pet Waste Management, Recycling, proper household hazardous waste disposal, waste oil disposal techniques for its residents.</b></p>	<p><b>See Measure 1 for a description.</b></p>
<p><b>Monthly Environmental Commissioner Reports at Village Board of Trustee Meetings.</b></p>	<p><b>Will continue to prepare verbal and written monthly reports similar to the ones presented in Appendix I during Year 6.</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>	

Municipality: **Port Washington North**

Permit Number: NYR20A 438 \_

**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:</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> </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>• Briefly describe or reference any existing policies and procedures</li> <li>• Briefly describe or reference any policies and procedures being developed</li> </ul>	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p><b>Continue with the street sweeping program. 2008 street sweeping calendar was added to the Village website on their Village Calendar (Google calendar added in Year 5). Village will try to analyze how much material was removed and make recommendations for winter cleanup, as opposed to waiting for the spring in Year 6.</b></p>	
<p><b>Cleaned ½ of the storm drains in year 4, continued in Year 5. .</b></p>	<p><b>Plan to continue program in Year 6 as needed.</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>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p><b>Look to revise the street sweeping schedule and better inform residents when this activity will occur to help move cars parked on the streets. Will add article to the Village Newsletter in Year 6 regarding sweeping schedule. Added /updated sweeping schedule on Village website</b></p>	
<ul style="list-style-type: none"> <li>• Identify and describe the equipment and staff that are in place</li> </ul>	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p><b>There is no Village owned equipment. Staff is part time or volunteer.</b></p>	
<p><b>The Village maintains a new GIS database and all storm sewers were entered into the map in Year 4. The map was unclear because the legend describing all storm sewer structures was not apparent or clear. In Year 5, the Environmental commissioner received a description of all storm sewer types with photos (Appendix E) and will try to verify the types of drains identified and which drains are connected to pipes that lead to an outfall in Mill Pond or Manhasset Bay in Year 6.</b></p>	

Municipality: **Port Washington North**

Permit Number: NYR20A 438 \_

**Minimum Control Measure 6. Municipal Operations:**  X  Street and Bridge Maintenance;  X  Winter Road Maintenance;  
 X  Stormwater System Maintenance; \_\_\_ Vehicle and Fleet Maintenance;  X  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</b> (continued): 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</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>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>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p><b>Continue to evaluate street sweeping program and basin cleaning program and make recommendations for increased frequencies if appropriate.</b></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</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>See Above</b></p>	
<p><b>Additional Techniques</b></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>	
<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**) – **Comments Described in Section 2 above.**

Intended response to comments on the annual report (**Required**) **Completed verbally at the May 2007 Village Meeting.**

Results of information collected and analyzed, including monitoring data; evaluation of assessment (modeling) of pollutant discharges, including modeling results and pollutant transport trends.

Other **Appendix A through I**

## Appendix A

### Media

Village Web Site Press Releases

Village Newsletter Article

Port Washington News Article

## Appendix B

### Copies of Training Seminar Notices Attended

## Appendix C

### Public Participation – Storm Drain Marking

## Appendix D

Copies Legal Notice Announcing Annual Storm Water Meeting for Public to  
Comment on Year 5 Annual Report

## Appendix E

### Photos of Catch Basin Types

## Appendix F

### Copies of Letters Identifying Illicit Discharges

## Appendix G

### Correspondence Regarding Mill Pond Acres Storm Sewers

## Appendix H

Copies of Invoices Documenting Catch Basin Cleaning Program

## Appendix I

Copies of Environmental Commissioner Monthly Reports Presented to  
Village Board of Trustees and Mayor