

<p>BRIARCLIFF MANOR UNION FREE SCHOOL DISTRICT 45 INGHAM ROAD BRIARCLIFF MANOR, NY 10510</p>	<p>1. NEW COVID 19 REQUIREMENTS Due to the current COVID 19 restrictions and the need to avoid in-person meetings as much as possible, CFE will adapt the MS4PY11 SWMP as follows:</p>
<p>MS4PY11 STORMWATER PROGRAM</p>	<p>Steering Committee Kickoff Meeting</p> <ul style="list-style-type: none"> • CFE will email you a sign-in sheet and topics to be reviewed for the kickoff meeting
<p>FACT SHEET #1 SEPTEMBER 2020</p>	<ul style="list-style-type: none"> • You will email CFE the sign-in sheet with names of attendees and date of attendance
<p>REVISED SWMP REGULATIONS FOR MS4PY11 SWMP</p>	<ul style="list-style-type: none"> • CFE will email you the kickoff meeting summary for you to post on the Stormwater Website
<p>FOR MORE INFORMATION, CONTACT YOUR STORMWATER COORDINATOR:</p> <p>ANTHONY BAUSO AT: 914-432-8134 OR AT abauso@briarcliffschools.org</p>	<p>O & M Staff Training Meeting</p> <ul style="list-style-type: none"> • CFE will email you a sign-in sheet and topics to be reviewed for the O & M Staff Training Meeting • You will email CFE the sign-in sheet with names of attendees and date of attendance • CFE will email you the O & M Staff Training Meeting Summary for you to post on the Stormwater Website <p>Classroom Educational Program</p> <ul style="list-style-type: none"> • CFE will email you a sign-in sheet and topics to be reviewed for the Classroom Educational Program • You will email CFE the sign-in sheet with names of attendees and date of attendance

- CFE will email you the Classroom Educational Program Summary for you to post on the Stormwater Website

All other MS4PY11 SWMP requirements will remain unchanged.

2. ONGOING SWMP MS4 PERMIT RECORDKEEPING REQUIREMENTS

All records such as the Notice of Intent (NOI), Past Annual Reports, Fact Sheets, Public Comments, the Stormwater Management Program (SWMP) Plan and other records, must be kept onsite for at least five (5) years after they are generated. These records may be kept as hard copies or electronic files. Accordingly, as of this date, School Districts should keep all records dating back to Year 2015.

3. SUBMISSION OF RECORDS TO NYSDEC

All records requested by NYSDEC must be submitted to the Department within five (5) business days of the receipt of a Department request for such information.

4. DUPLICATE RECORDS

School Districts shall keep duplicate records either hard copies or electronic files at the SWMP Coordinator's office. One (1) copy shall be available for public observation and a separate working copy shall be available for the Department's review at the Stormwater Coordinator's office.

5. ACCESS TO DOCUMENTS DURING BUSINESS HOURS

Records must be available to the public and the Department at reasonable times during regular business hours.

6. NEW CONSTRUCTION ACTIVITY PERMIT REQUIREMENTS

Refer to Fact Sheet #2 for revised Construction Activity Permit Regulations