

BRIARCLIFF MANOR UNION FREE SCHOOL DISTRICT MS4PY3 STORMWATER MANAGEMENT PROGRAM

APRIL 12, 2013

KICKOFF MEETING

AGENDA

I – State Mandated Program

- The new stormwater permit GP-0-10-002, was issued on May 1, 2010
- The new permit extends from May 1, 2010 through April 30, 2015
- The new permit includes the following provisions:
 - Where there is a **change in impervious cover**, the permittee must demonstrate a **no net increase for POC**
 - The permittee must **assess potential sources of pollutants of POCs, identify stormwater pollutant reduction measures and evaluate their progress**
 - **On-site treatment measures**, such as bio-retention cells or rain gardens may be used to achieve reduce stormwater pollutant reductions

II – Recordkeeping

- BMSD is required to keep all records of Correspondence, Public Meetings, SWMP Plans, Comments from the Department and Public for a **period of at least five (5) years**
- BMSD should establish a Library and/or Repository of SWMP Records
- All records should be **easily accessible to the Department and the Public at all times**

III – BMSD Coordinator/Consultant Role

- SWMP Coordinator is the key contact on all matters regarding the SWMP, including keeping and tracking all SWMP records
- BMSD is responsible for the enforcement and compliance of the State's SPDES Permit

- BMSD is responsible for adopting Policies and Procedures developed for enforcement of the SPDES Permit Conditions
- BMSD is responsible for Staffing Resources, and Budget required to implement the SWMP
- All Annual Reports and other Correspondence to the State must be signed by the Superintendent of the District
- The consultant role is to provide guidance and recommendations on how the BMSD should implement the terms and conditions of the SPDES Permit
- The consultant will also provide all newsletters and fact sheets, conduct outreach community and public meetings, train O & M staff and prepare documents and reports required by the SPDES Permit issued to BMSD

IV – Pubic Education

The public education program essentially consists of:

- Newsletters and Fact Sheets
- CFE will prepare newsletter and fact sheets and will electronically transmit these documents to the District for posting on the Stormwater Website
- The Website should be made accessible to all students, teachers and administrative, O & M staff and the District Community
- The Stormwater Website should be utilized for saving all stormwater-related documents, such as newsletters, fact sheets, reports & guidance & procedures documents

V – Pubic Participation/Community Outreach

MS4s must **continue their outreach program** by providing an opportunity for students and staff to learn about stormwater issues. Programs may include:

- Interaction of students and staff in local stormwater community outreach programs, such as stream cleanup programs, Arbor Day, etc.
- Student visits to nearby stormwater Educational Centers
- Student participation in the installation of on-site rain gardens

VI – Inspection & Maintenance of Conveyance Systems, Outfalls & SMPs

The new permit requires BMSD to undertake:

- An annual inspection of the conveyance system and outfalls and make repairs to the conveyance system if needed
- An annual assessment of potential erosion problems and corrections to these problems by replanting and/or re-seeding or diversion of erosive flows

- An annual inspection of swales and ditches for obstructions to flow, accumulation of sediment and debris and corrections to these problems by removal of obstructions, sediment and debris
- CFE will issue a Policy and Procedures Document for the Inspection of Stormwater Conveyance System

VII – District Operations on Pollution Prevention/Good Housekeeping

The new permit requires the District to:

- Undertake a **field inspection** of trash containment areas, driveways and parking lots, salt/chemical storage facilities, and storm drainage conveyance system and prepare an Inspection Report for Corrective actions, if necessary
- **Conduct training** session for O & M Staff on Good Housekeeping
- Monitor amount and frequency of application of fertilizer/pesticides application
- Monitor frequency and miles of streets swept
- Monitor amount of salt and sand applied yearly during the winter season

VIII – Reports & Policies & Procedures Documents

In compliance with new permit requirements, CFE will prepare:

- An Updated SWMP for the District
- Annual Draft and Final Report to NYSDEC
- An Amendment to IDDE Guidance and Procedures Document
- An Amendment to the Guidance and Procedures Document for Construction-Related Activity

IX – Reconnaissance Survey on Outfalls & District Operations

- CFE will conduct an annual survey of Outfall Conditions to determine if illicit discharges exist and to evaluate if any repairs are required to the outfalls
- CFE will take photos and prepare a summary report on Outfall Conditions
- CFE will conduct an annual survey of District Operations, such as salt storage facilities, trash removal areas and any other District Operations that may potentially pollute stormwater discharges
- CFE will take photos and prepare a summary report on District Operations that need corrective actions