

STORMWATER MANAGEMENT PLAN
ANNUAL REPORT (SWMPAR)

PREPARED FOR

THE INCORPORATED VILLAGE OF ROSLYN

PREPARED BY
CAMERON ENGINEERING & ASSOCIATES, LLP



MAY 2005

TABLE OF CONTENTS

- 1. EXECUTIVE SUMMARY**
- 2. MUNICIPAL COMPLIANCE CERTIFICATION**
- 3. STORM WATER MANAGEMENT PLAN MINIMUM MEASURES**
 - 3.1. Public Education and Outreach in Storm Water Impacts**
 - 3.2. Public Involvement/Participation**
 - 3.3. Illicit Discharge Detection and Elimination**
 - 3.4. Construction Site Storm Water Runoff Control**
 - 3.5. Post-Construction Storm Water Management**
 - 3.6. Pollution Prevention/Good Housekeeping**

APPENDICES

(Appendices are found at the end of the document)

Appendix A – Nassau County Storm Water Management Program Annual Report

1. Executive Summary

The Village of Roslyn is providing this Year 2 Storm Water Management Plan Annual Report (SWMPAR) in compliance with its State Pollutant Discharge Elimination System (SPDES) General Permit GP-02-02. The Village's SPDES Permit Number NYR20A071 was issued in response to the Village's Notice of Intent (NOI) submitted to the New York State Department of Environmental Conservation (NYSDEC) in March of 2003 for compliance with Phase II Storm Water Regulations. The permit authorizes the Village of Roslyn to discharge storm water runoff to the waters of the United States in accordance with the requirements of GP-02-02 as an MS4 (municipal separate storm sewer system) owner and operator.

A requirement of the general permit is to provide an annual report presenting an evaluation of the Village's SWMP with respect to monitoring progress toward achieving the program goals, identifying and utilizing Best Management Practices (BMPs) and ensuring pollutant reduction to the maximum extent practicable.

The SWMPAR presents a report of Village activities performed during Year 2 of the SWMP as well as an update of goals for Year 3 of the plan as they pertain to the six minimum control measures: Public Education and Outreach, Public Participation/Involvement, Illicit Discharge Detection and Elimination, Construction Site Storm Water Runoff Control, Post-Construction Storm Water Management and Pollution Prevention/Good Housekeeping procedures.

The Village has accomplished significant SWMP goals during the first two years of the plan. The Village has adopted an active approach to following program goals and has been successful in reaching out to the public, providing informational brochures to educate the public, involving the public in SWMP presentations and site plan review, creating and enforcing ordinances to reduce pollutants at their source, training employees and staff with regard to operations and maintenance activities and pollution prevention and performing routine storm water structure maintenance and street sweeping.

The Village looks forward to expanding its SWMP goals during Year 3 of the plan to include efforts to reach out to all Village residents and educate them as to how they can participate and make significant improvements to water quality. The plan will also include sharing the efforts of surrounding communities and organizations for efficient execution of plan goals in a cooperative manner. The Village is seeking to cooperate with Nassau County and the Hempstead Harbor Protection Committee to help reach out to more of the public, provide more services to the public in the form of resources, hot lines and web sites, provide formalized staff training and provide standards for site plan review and BMP procedures. The Village looks forward to implementing Year 3 goals in order to maintain its active role with storm water management and compliance with GP-02-02.



**SPDES General Permit for Stormwater Discharges from
Small Municipal Separate Storm Sewers (MS4s), Permit No. GP-02-02
Municipal Compliance Certification (Submitted with the SWMPAR)**

Section A. Small MS4 Owner/Operator Information		Annual Report for the year ending: March 9, 2005	
SPDES No. NYR20A071		MS4 Name: Incorporated Village of Roslyn	
Contact Name: Richard Barbieri		Contact Title: Superintendent of Buildings and Public Works	Phone No.: (516) 621-1961
Mailing Address:	Street or P.O. Box: 1200 Old Northern Blvd.	City: Roslyn	
	County: Nassau	State: New York	Zip Code: 11576

Is any of this information new or changed since your last certification? (Please circle one answer) Yes No

Section B. Watershed and MS4 Partnership Information (Please circle one answer for each question)

1. a) Have you received notification from the Department that you are subject to the special conditions in Part III.B. of the permit ? Yes No

b) If you answered yes to 1a), have all necessary changes been made to the Stormwater Management Program (SWMP) to ensure compliance with Part III.B. of the permit? Yes No N/A

2. a) Have any new MS4 partnerships developed, where another municipality will be responsible for carrying out a portion of your municipality's SWMP? If yes, please specify the municipality and the activity. Yes No

b) Municipality: Nassau County

c) Activity: Please see attached Appendices and MCM descriptions within

d) Has a legally binding intermunicipal agreement been executed? If yes, please include a copy of the agreement as an appendix to the Stormwater Management Program Annual Report (SWMPAR). Yes No N/A

Section C. Evaluation of Compliance

1. For each of the six minimum measures listed below, indicate if your program has made steady progress toward full implementation *and* has achieved all measurable goals scheduled to be completed during this reporting period. (Please circle one answer for each question)

	Steady Progress	Goals Achieved
a) Public education	<input checked="" type="radio"/> Yes No	<input checked="" type="radio"/> Yes No
b) Public participation/involvement	<input checked="" type="radio"/> Yes No	<input checked="" type="radio"/> Yes No
c) Illicit discharge detection and elimination	<input checked="" type="radio"/> Yes No	<input checked="" type="radio"/> Yes No
d) Construction site stormwater runoff control	<input checked="" type="radio"/> Yes No	<input checked="" type="radio"/> Yes No
e) Post-construction stormwater management	<input checked="" type="radio"/> Yes No	<input checked="" type="radio"/> Yes No
f) Pollution prevention/good housekeeping for municipal operation	<input checked="" type="radio"/> Yes No	<input checked="" type="radio"/> Yes No

2. Does your SWMP cover all areas, automatically and additionally designated, pursuant to 40 CFR 122.32(a), under your jurisdiction? Yes No

3. Have adequate resources been allocated to fully implement your SWMP no later than January 8, 2008? Yes No



**SPDES General Permit for Stormwater Discharges from
Small Municipal Separate Storm Sewers (MS4s), Permit No. GP- 02-02
Municipal Compliance Certification (Submitted with the SWMPAR), Page 2**

SPDES No.: NYR20A071	MS4 Name: Incorporated Village of Roslyn
-------------------------	---

Section D. Explanation of Compliance Evaluation	
<p>If you answered No to question 1b in Section B or to any question in Section C, indicate the question number in the small box in the upper left hand corner, and provide a brief explanation, including action being taken to address the problem, in the space provided. With respect to any of the six minimum measures, your attached Stormwater Management Program Annual Report (SWMPAR) must include a detailed explanation of why implementation or compliance is not being achieved and what actions have been taken to ensure compliance with each minimum measure. Indicate where this explanation can be found in the SWMPAR. If necessary, attach extra sheets following the same format.</p>	
Question #	Explanation
Question #	Explanation
Question #	Explanation

Section E. Certification

"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 Barbieri Title: Supt. Of Buildings & Public Works

Signature: _____ Date: _____

The MCC 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. Send two completed **hard copies** (an original and a photocopy) of this form, the following SWMPAR Minimum Measures and the other reporting requirements to the DEC Central Office (MS4 Permit Coordinator, 625 Broadway, Division of Water - 4th Floor, Albany, NY 12233-3505).

**Stormwater Management Program Annual Report
Six Minimum Measures Section**

March 10, 2004 – March 9, 2005

Municipality Name Incorporated Village of Roslyn SPDES Number NYR20A071

Use this table to summarize your Stormwater Management Program (SWMP) Minimum Measures for Sections I through VI of the SWMPAR. We request that MS4s fill out this table electronically. The table is available in Microsoft Word and Corel WordPerfect, or you may duplicate this table manually. Send two completed **hard copies** (an original and a photocopy) of the previous MCC form, this form and the other SWMPAR reporting requirements to the DEC Central Office (MS4 Permit Coordinator, 625 Broadway, Division of Water - 4th Floor, Albany, NY 12233-3505).

MINIMUM MEASURE 1: Public Education and Outreach in Stormwater Impacts

A. If Needed, Provide Additional Notes to Explain and/or Describe Changes to this Minimum Measure in Your SWMP:

As the Public Education and Outreach for Storm Water Impacts portion of the Village of Roslyn Storm Water Management Plan is critical to reducing the impacts of storm water borne pollutants from their source on a community participation level, the Village is seeking to expand its efforts to reaching out and educating the general public as part of the Year 3 program goals. The Village provided educational materials to the Public via a web page, a storm water repository located at Village Hall and brochure mailings with tax bills as part of their Year 2 goals. The Year 3 program goals will expand Year 1 and 2's accomplishments to reach out to the public at common locations in order to access the general public on a regular basis. Brochures and web page information will be posted at the library, post office and select grocery stores as well as continued postings at Village Hall and within Village wide mailings. Brochures will include photographs of common public activities relative to storm water activities demonstrating how general resident participation can make a substantial contribution to improving water quality.

An additional feature to the Year 3 program goals includes further coordination with Nassau County's Storm Water Management Program (SWMP) in an effort to efficiently meet storm water program goals within municipalities of common geographical boundaries. Residents of the Village of Roslyn will receive information pertaining to County and Town wide efforts to educate the public for their important role in participating in pollutant reduction. Mailings regarding storm water regulations, citizens guides to understanding storm water, storm water protection programs such as Adopt-a-Waterway, pet waste control and household hazardous materials disposal will be made available to Village residents as part of the County SWMP.

B. Implementation of Best Management Practices		C. Activities Planned for Upcoming Year	
List the planned management practices and any additional ones that you worked on.	Any done in the past year?	If YES, describe the measurable goals that were achieved and other accomplishments.	Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
	YES NO		
REQUIRED TECHNIQUES Plan and conduct an ongoing public education and outreach program	x	Updated and maintained storm water information repository established at Village Hall in Year 1. Storm water articles and storm water pamphlets were mailed to all Village residents as enclosures with their tax bill. Stormwater link added to Village website.	Update repository as necessary. Expand public access to stormwater information by posting web site information and stormwater pamphlets at common public locations (ie library, grocery store, post office etc...) Prepare additional storm water articles, include photos of common stormwater issues to reach out more to the general public. Update web page on a routine basis. Include educational photographs to convey importance of public efforts to improve water quality.
ADDITIONAL TECHNIQUES	x	Continued coordination efforts with Nassau County and Hempstead Harbor Protection Committee SWMPs.	

MINIMUM MEASURE 2: Public Involvement/Participation

A. If Needed, Provide Additional Notes to Explain and/or Describe Changes to this Minimum Measure in Your SWMP:

As a coordinated approach to MCM 1 – Public Education, the Village of Roslyn seeks to encourage participation of its residents in the Storm Water Management Plan under MCM -2 by including the public in the review process of the Annual Report, participating in public events with storm water exhibits, maintaining storm water contact personnel, coordinating with Nassau County and Hempstead Harbor Protection Committee public involvement and informing the public of volunteer opportunities such as the Adopt-a-Waterway program and beach clean-up and storm stenciling programs. Year 1 and 2 goals were met by establishing a Village storm water contact person, presenting the draft SWMPAR to the public for public comment and participating in two street fairs in coordination with the Hempstead Harbor Protection Committee. Year 3 goals will seek to expand public participation in a similar manner with a coordinated approach to Public Education.

B. Implementation of Best Management Practices		C. Activities Planned for Upcoming Year	
List the planned management practices and any additional ones that you worked on.	Any done in the past year?	If YES, describe the measurable goals that were achieved and other accomplishments.	Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
REQUIRED TECHNIQUES	YES NO		
Public notice and access to documents and information	x	The second annual draft SWMPAR has been prepared for public review and comment.	Publish notice and submit third annual report for public review.
Public presentation and comments received on SWMP and annual report	x	The Village has scheduled an annual meeting for May 17, 2005, to receive comments on draft second annual SWMPAR and complete the MCC.	Issue a public notice and hold third annual meeting on draft SWMPAR.
Public involvement/participation program	x	The Village provided exhibits at two street fairs this year - held in May '04 and October '04.	Continue to provide public event exhibits with coordination with Nassau County and Hempstead Harbor Protection Committee.
Contact person identified	x	Richard Barbieri, Supt. Public Works, remains as the Village's storm water contact person.	Maintain a storm water contact person.
ADDITIONAL TECHNIQUES			

MINIMUM MEASURE 3: Illicit Discharge Detection and Elimination

A. If Needed, Provide Additional Notes to Explain and/or Describe Changes to this Minimum Measure in Your SWMP:

MCM 3 - Illicit discharge detection and elimination is critical to identifying and reducing pollutant loading to the Village of Roslyn storm water system and receiving waters. Illicit discharges as they pertain to the Village's storm water collection system include not only physical connections of pollutant sources such as sewage cross connections but also more general pollutant sources such as failing septic systems, hazardous materials dumping into the groundwater and disposal of cigarette/tobacco product waste. Elimination of these pollutants will include identifying areas of concern and removing the source of pollution through enforcement actions.

Year 1 and 2 SWMP goals and accomplishments for MCM 3 included outfall system mapping, code revision and active enforcement and public education regarding regulations and identification of illicit connections. Outfall mapping included extensive coordination with Nassau County.

Year 3 program goals for MCM 3 will expand upon Year 2 accomplishments by continuing an active approach to update codes and enforcement actions, illicit connection location identification and public education. Year 3 will include further coordination with Nassau County, particularly through use of the County's Illicit Discharge Hotline at (516) 571-6863 and completion of the outfall mapping program through Nassau County GIS. Code revisions will include tobacco use legislation addressing disposal of cigarette/tobacco waste products and grease trap and septic system pump out requirements. Enforcement activities will continue particularly with coordination with road rehabilitation projects, sewage infiltration/inflow studies and CCTV programs for sanitary and storm sewers. MCM 3 will also be closely coordinated with the other MCMs, particularly Public Education and Good Housekeeping.

B. Implementation of Best Management Practices		C. Activities Planned for Upcoming Year	
List the planned management practices and any additional ones that you worked on.	Any done in the past year?	If YES, describe the measurable goals that were achieved and other accomplishments.	Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
REQUIRED ACTIVITIES	YES NO		
Outfall mapping	x	Continued outfall mapping and coordinated information with Nassau County for incorporation into County GIS.	Complete outfall mapping and GIS.
Illicit discharges prohibited	x	Illicit discharges are prohibited and have been identified and presented to the public. Active enforcement has continued.	Continue active enforcement and prohibition of illicit discharges. Create and adopt storm water drainage ordinance based on Nassau County ordinance and sewer ordinance models.

B. Implementation of Best Management Practices		C. Activities Planned for Upcoming Year	
List the planned management practices and any additional ones that you worked on.	Any done in the past year?	If YES, describe the measurable goals that were achieved and other accomplishments.	Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
Public, employees, businesses informed of hazards from illicit discharges	YES x	Continued to inform public through storm water articles/pamphlets and public meeting. Continued to inform employees through training meetings/sessions.	Continue public information program on illicit discharges. Continue employee training. Attend County sponsored training programs
Illicit discharges identified	x	Village employees utilized screening procedures for illicit discharges and tax allowance for septic pumpouts. Village has enforced lawn sprinkler use limitations.	Continue manhole screening and septic pumpout program. Develop outfall sampling program to identify pollutants and areas of concern. Develop legislation for tobacco product waste and grease trap cleanouts. Commence I/I studies and CCTV inspection for both sanitary and storm sewer systems. Coordinate roadway and drainage improvement projects with enforcement actions and utilization of BMPs. Continue enforcement of sprinkler use ordinance.
ADDITIONAL ACTIVITIES			

MINIMUM MEASURE 4: Construction Site Stormwater Runoff Control

A. If Needed, Provide Additional Notes to Explain and/or Describe Changes to this Minimum Measure in Your SWMP:

Construction site runoff control is critical to reducing pollutant loads at their source and minimizing the effects on both the Village of Roslyn storm water collection system and the receiving waters. Year 2 goals and accomplishments for MCM 4 initiated the establishment of site plan review procedures and ordinances for construction sediment and erosion control plans, public education, construction site waste management, enforcement procedures and employee training for construction site storm water runoff control.

Year 3 goals include the establishment of site plan review procedures as they pertain to construction site management and over-site for sediment and erosion control measures, waste management and storm water runoff control. The Village will review the Nassau County Department of Public Works' Drainage Requirements for the Subdivision of Land and the Hempstead Harbor Protection Committee's "Watershed Runoff Measure Checklist" and incorporate these documents into the site plan review and construction inspection and enforcement process.

B. Implementation of Best Management Practices		C. Activities Planned for Upcoming Year	
List the planned management practices and any additional ones that you worked on.	Any done in the past year?	If YES, describe the measurable goals that were achieved and other accomplishments.	Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
	YES NO		
REQUIREMENTS Require erosion and sedimentation controls through an ordinance or other regulatory mechanism	x	Continued the evaluation of existing ordinances and other local requirements related to construction erosion & sedimentation controls.	Continue to evaluate model ordinances and construction site runoff Best Management Practices (BMPs). Adopt ordinances for site plan review process pertaining to construction site sediment & erosion control, waste management and enforcement actions.
Provide opportunity for public comment on construction plans	x	Village provided for consideration of information submitted by the public and responses to complaints.	Continue public comment procedures for construction projects. Establish a link for the Village website to allow for public comment for construction projects.

B. Implementation of Best Management Practices		C. Activities Planned for Upcoming Year	
List the planned management practices and any additional ones that you worked on.	Any done in the past year?	If YES, describe the measurable goals that were achieved and other accomplishments.	Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
	YES NO		
Require construction site plan review	x	Construction site plan review is required by the Village and includes consideration of storm water.	Continue this activity – modify site plan requirements to follow Nassau County and Hempstead Harbor Protection Committee's review procedures and ordinances.
Require overall construction site waste management	x	Village has required and enforced construction site waste management.	Continue this activity.
Site inspection and enforcement	x	Village performed routine site inspection and enforcement actions for construction projects.	Continue this activity.
Education and training of construction site operators	x	Village conducted regular employee operation and maintenance training.	Continue this activity.
ADDITIONAL PRACTICES			Participate in County sponsored training programs.

B. Implementation of Best Management Practices		C. Activities Planned for Upcoming Year	
List the planned management practices and any additional ones that you worked on.	Any done in the past year?		Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
	YES	NO	
Regulate post-construction runoff from development through an ordinance or other regulatory mechanism	x		Create storm water ordinance and pass ordinance.
Develop management practice inspection and maintenance program	x		Finalize BMP for facilities document. BMP standards will be created as dynamic document to keep pace with technology. BMP document will be modeled off of Nassau County's BMP standards and Field Guide. Investigate pilot installations of BMPs such as catch basin inserts to analyze effects on Village's collection system. Create Storm Water Trust Fund for system wide improvements based on individual site plan review.
ADDITIONAL PRACTICES			

MINIMUM MEASURE 6: Pollution Prevention/Good Housekeeping

A. If Needed, Provide Additional Notes to Explain and/or Describe Changes to this Minimum Measure in Your SWMP:

The Village currently provides on-going storm water training programs for supervisors and staff as part of the Year 1 and 2 program accomplishments for MCM-6. Staff training will continue in Year 3 and will include use of County sponsored training programs. Village vehicle washing maintenance practices currently include procedures for the capture and proper disposal of runoff and sediment. Village fleet maintenance and catch basin maintenance is outsourced with work being performed in accordance with Phase II Regulations. Year 3 goals will include a coordinated effort between the Village and County maintenance programs since some of the roadways within the Village are County owned and maintained. Efforts will be coordinated to reduce pollutants at their source and minimize widespread "downstream" effects of pollutant loading. Other County programs that will be included in the Village's SWMP include the Geese Peace and Pet Waste Programs to reduce pollutant loading from animal waste. Also during Year 3, the Village will be preparing its SWMP Best Management Practices (BMP) standards which will include maintenance and housekeeping standards and analysis of source control (ie sanding procedures analysis).

B. Implementation of Best Management Practices		C. Activities Planned for Upcoming Year
List the planned management practices and any additional ones that you worked on.	Any done in the past year?	Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
	YES NO	
REQUIREMENTS Prevent discharge of pollutants from municipal operations	x	Continue pollution prevention activities.
		Current Municipal operations in place include solid waste management; recycling 100% waste oil at Village facilities; catch basin inspections (once/yr.) and cleaning program (as needed); street sweeping 12 times/year; and emptying of commercial dumpsters (daily).

B. Implementation of Best Management Practices		C. Activities Planned for Upcoming Year	
List the planned management practices and any additional ones that you worked on.	Any done in the past year?	If YES, describe the measurable goals that were achieved and other accomplishments.	Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
Follow DEC NPS management Practices catalog, or equivalent	YES x	Commenced development of BMPs for facilities document.	Complete BMP document – coordinate document with Nassau County BMP standards. Create maintenance reporting document to track maintenance activities. For example map and number catch basins and maintain log reporting frequency of cleanout and amount of material removed.
Conduct employee pollution prevention training	x	Provided ongoing employee training related to pollution prevention and routine maintenance, including spills.	Continue routine training of staff – participate in County sponsored training programs. Create maintenance reporting document to track maintenance activities. For example map and number catch basins and maintain log reporting frequency of cleanout and amount of material removed.
ADDITIONAL PRACTICES			

APPENDIX A

Nassau County Storm Water Management Program Annual Report

NASSAU COUNTY STORM WATER MANAGEMENT PROGRAM



2005 Annual Report

Thomas R. Suozzi
County Executive



Peter J. Gerbasi, P.E.
Commissioner of Public Works

2005

**NASSAU COUNTY
YEAR 2 STORM WATER MANAGEMENT PROGRAM
2005 ANNUAL REPORT (YEAR ENDING MARCH 9, 2005)**

**PLEASE CONTACT:
NASSAU COUNTY DEPARTMENT OF PUBLIC WORKS**