

MS4 Annual Report/Interim Progress Certification—2025

version 1.0

(Submission #: HQ9-DAVP-ZRPJ5, version 1)

Details

Originally Started By Eric Westfall

Alternate Identifier NYR20A191

Submission ID HQ9-DAVP-ZRPJ5

Status Draft

Form Input

MS4 Operator Information

Municipality Name or Legal Entity Name

Town of North Greenbush

Permit ID #:

NYR20A191

MS4 Operator Type

Traditional land use control

Traditional Land Use Control

Town

Traditional Land Use Control

Traditional land use control MS4 Operator requirements are found in Part VI of the MS4 General Permit.

Legal Municipal/Entity Mailing address

2 Douglas Street
Wynantskill, New York 12198
Rensselaer

Ranking Official

Official Title	First and Last Name	Phone	Email
Town Supervisor	Joseph Bott	5182835313	jbott@northgreenbush.org

Report Preparer

Report Preparer Title	First and Last Name	Phone	Email
Stormwater Program Coordinator	Eric Westfall	5182832714	EWestfall@northgreenbush.org

Stormwater Program Coordinator

Coordinator Title	First and Last Name	Phone	Email
Stormwater Program Coordinator	Eric Westfall	5182832714	EWestfall@northgreenbush.org

Part IV

Was the information in this section completed as part of a coalition/group?

No

MS4 General Permit Resources

Use the following webpages for more information on the permit and fact sheet:

[MS4 Permit Webpage](#)

[MS4 Toolbox](#)

SWMP Plan

Annually: Have the alternative implementation agreements in the SWMP Plan been updated? (Part IV.A.1.e.)

Yes

Annually: Has the SWMP been updated? (Part IV.B.3.)

Yes

Mapping

Annually: Has the comprehensive system mapping been updated? (Part IV.D.)

No

Please clarify the reason for selecting "No" for this item.

This item is in progress in conjunction with an EPA Audit of the Town's SWMP Plan. The Town is attempting to update its mapping system from an AutoCAD-based mapping system to a GIS mapping system

What tools are used to satisfy the comprehensive system mapping requirements? (e.g. paper maps, GIS, web mappers, etc.)

Town is moving to a GIS-based mapping system

Within three (3) years of the EDC: Has Phase I of the comprehensive mapping been completed? (Part IV.D.2.a.)

No

Please clarify the reason for selecting "No" for this item.

In progress and expected to be completed by the three year deadline

Within five (5) years of the EDC: Has Phase II of the comprehensive mapping been completed? (Part IV.D.2.b.)

No

Please clarify the reason for selecting "No" for this item.

In progress and expected to be complete by the five year deadline

Legal Authority

Within three (3) years of the EDC: For newly designated MS4 Operators, has adequate legal authority been developed and implemented? (Part IV.E.)

Yes

Please enter any comments related to the questions in this section below:

NONE PROVIDED

Part V

In Year 5: Has the SWMP Plan been evaluated? (Part V.C.)

Yes

Part VI

Which MCMs in this Part were completed as a coalition/group, if any?

NONE PROVIDED

Minimum Control Measure 1

Within three (3) years of the EDC: Have the focus areas been identified? (Part VI.A.1.a.)

Yes

What focus areas were identified?

Stormwater hotspots

Areas discharging to waters with Class AA-S, A-S, AA, A, B, SA, or SB waters (mapped in accordance with Part IV.D.1.e.ii.a))

Areas with construction activities

Residential, commercial, and industrial areas (mapped in accordance with Part IV.D.1.e.iii.)

Within three (3) years of the EDC: Have the target audience(s) and associated pollutant generating activities been identified? (Part VI.A.1.b.)

Yes

What target audience(s) and associated pollutant generating activities were identified?

Residents

Commercial: Business owners and staff

Construction: Developers, contractors, and design professionals

MS4 Operator's municipal staff

Within three (3) years of the EDC: Have the education and outreach topics been identified and how the education and outreach topics will reduce the potential for pollutants explained? (Part VI.A.1.c.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

This item is being updated and better defined as part of the Town's EPA Audit

In Year 5: Has the method(s) used for distribution of educational messages been identified? (Part VI.A.2.a.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

This answer is actually a partial "YES." The Town is updating its SWMP Plan to incorporate additional means of outreach (more electronics-based)

In Year 5: Has one educational message been delivered to each target audience(s) for each focus area based on the education and outreach topic(s)? (Part VI.A.2.b.)

Yes

In Year 4 and Year 5: Have target audiences, focus areas, and/or education and outreach topics been updated? (Part VI.A.2.c.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.
This is in progress and a more proactive system will be in place for 2025

Please enter any comments related to the questions in this section below:

NONE PROVIDED

Minimum Control Measure 2

Annually: Has an opportunity for public involvement/participation in the development and implementation of the SWMP been provided? (Part VI.B.1.a.)
Yes

What was the opportunity for public involvement/participation in the SWMP?
Public hearings or meetings
Citizen volunteers to educate other individuals about the SWMP

Annually: Has the public been informed about the opportunity for their involvement in the development and implementation of the SWMP and how they can get involved? (Part VI.B.1.b.)
Yes

What is the method(s) used for distribution to inform the public of the opportunity for involvement?
Displays in public areas (e.g., town halls, library, parks)
Public notice

Annually: Has an opportunity to review and comment on the publicly available SWMP Plan been provided? (Part VI.B.2.a.)
Yes

Annually: Has an opportunity to review and comment on the draft annual report been provided? (Part VI.B.2.b.i.)
Yes

What opportunity for review and comment on the draft annual report has been provided?
Presentation of the draft Annual Report

Annually: Have the comments received on the SWMP Plan been summarized? (Part VI.B.2.c.i.)
No

Please clarify the reason for selecting "No" or "N/A" for this item.
The Town has received questions on the SWMP Plan on occasionally at public meetings. The Town has not received written comments regarding the SWMP Plan, but is looking to more actively solicit opinions based on input from the ongoing EPA audit.

Annually: Have the comments received on the draft annual report been summarized? (Part VI.B.2.c.i.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

No comments have been received. As indicated above, the Town occasionally receive questions regarding how the MS4 program operates, and they are addressed verbally at the time of the question

Please enter any comments related to the questions in this section below:

Only a few residents are actively interested in the SWMP Plan and the Plan is discussed informally when questions arise. The Town is looking to get more public involvement in the SWMP Plan based on a better (more proactive) outreach and education program.

Minimum Control Measure 3

Within three (3) years of the EDC: Has an inventory of monitoring locations been developed? (Part VI.C.1.c.i.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

Another partial "Yes." An inefficient system is currently employed. This system is being updated and will be fully compliant within the three year period.

In Year 4 and Year 5: Has the monitoring location inventory been updated? (Part VI.C.1.c.ii.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

System will be updated as part of long-term goals. Town will be working with its TDE to better define and/or clarify outfalls. Based on recent inspections, the Town believes that several outfalls have been improperly identified.

Within three (3) years of the EDC: Have monitoring locations been prioritized? (Part VI.C.1.d.i.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

In conjunction with the EPA Audit and the reevaluation of outfalls indicated above, the Town will be updating its list to include priorities. It is expected that this item will be accomplished within the three year time frame.

In Year 4 and Year 5: Has the monitoring location prioritization been updated? (Part VI.C.1.d.iii.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

Will be completed as part of long-term goals within time frame

Within two (2) years of the EDC: Has a monitoring locations inspection and sampling program been developed and implemented? (Part VI.C.1.e.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

This item is in progress and will be completed within the two year time frame

In Year 5: Have all the monitoring locations been inspected? (Part VI.C.1.e.i.a))

Yes

In Year 5: Has training on the MS4 Operator's monitoring locations inspection and sampling procedures been provided? (Part VI.C.1.e.ii.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

The Town has an informal training program that is being updated and will be implemented within the five year time frame.

In Year 3, Year 4, and Year 5: Have the names, titles, and contact information for the individuals who have received monitoring locations inspection and sampling training been updated? (Part VI.C.1.e.iii.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

Current training program is being expanded and this item will be better formalized within the specified time frame.

In Year 3, Year 4, and Year 5: Have the monitoring locations inspection and sampling procedures been updated? (Part VI.C.1.e.iv.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

Existing procedures are in place but are being updated as part of EPA audit and expected to be implemented during 2025.

Within two (2) years of the EDC: Has an illicit discharge track down program been developed and implemented? (Part VI.C.2.)

Yes

In Year 5: Has training on the MS4 Operator's illicit discharge track down procedures prior to conducting illicit discharge track down been provided? (Part VI.C.2.b.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

Current Stormwater Program Manager is trained but will additional resources (individuals) will be trained to assist with this program.

In Year 3, Year 4, and Year 5: Have the names, titles, and contact information for the individuals who have received illicit discharge track down procedures training been updated? (Part VI.C.2.c.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

Program being updated and this item will be addressed as a long-term goal within the specified time frame.

In Year 3, Year 4, and Year 5: Have the illicit discharge track down procedures been reviewed and updated? (Part VI.C.2.d.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

Another partial "Yes." These items are reviewed annually and are being further revised based on feedback from EPA audit.

Within two (2) years of the EDC: Has an illicit discharge elimination program been developed and implemented? (Part VI.C.3.)

Yes

In Year 5: Has training on the MS4 Operator's illicit discharge elimination procedures prior to conducting illicit discharge elimination been provided? (Part VI.C.3.b.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

Additional resources (personnel) will be trained as part of a long-term goal to meet the specified time frame.

In Year 3, Year 4, and Year 5: Have the names, titles, and contact information for the individuals who have received illicit discharge elimination procedures training been updated? (Part VI.C.3.c.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

Currently only one individual fills this role. Additional individuals will be trained and added to this list within the limits of the specified time frame.

In Year 3, Year 4, and Year 5: Have the illicit discharge elimination procedures been reviewed and updated? (Part VI.C.3.d.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

Procedures will be further updated as part of the long-term goals to satisfy this requirement within the specified time frame.

Please enter any comments related to the questions in this section below:

The Town has procedures in place for the items within this section, which is currently managed and implemented by the Stormwater Program Manager. However, the Town will be adding additional resources to help better manage these items based on the increasing demands of this role and input from the EPA audit team.

Minimum Control Measure 4

Within one (1) year of the EDC: Has a construction oversight program been developed and implemented? (Part VI.D.3)

Yes

In Year 5: Has training on the MS4 Operator's construction oversight procedures prior to conducting construction oversight been provided? (Part VI.D.3.b.)

Yes

How many individuals were trained on the MS4 Operator's construction oversight procedures?

2

In Year 2, Year 3, Year 4, and Year 5: Have the names, titles, and contact information for the individuals who have received construction oversight procedures training been updated? (Part VI.D.3.c.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

The Town is adding additional resources and will be updating this information. Currently, any questions or concerns are communicated through the single contact (Stormwater Management Officer) listed on the website

In Year 2, Year 3, Year 4, and Year 5: Have the construction oversight procedures been reviewed and updated? (Part VI.D.3.e.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

Another partial "Yes." These procedures are reviewed annually and this will continue to happen as part of the Town's long-term goals.

Annually: Has the inventory of construction sites been updated? (Part VI.D.4.b.)

Yes

How many construction sites are on the inventory?

7

Within one (1) year of the EDC: Have construction sites been prioritized? (Part VI.D.5.a.)

Yes

How many high priority construction sites are on the inventory?

2

In Year 2, Year 3, Year 4, and Year 5: Has the construction site prioritization been updated? (Part VI.D.5.c.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

The Town will continue to update this list as construction site inventory changes (new added, NOT signed, suspense, etc)

Within three (3) years of the EDC: Have the individuals responsible for reviewing SWPPPs for acceptance received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity prior to conducting SWPPP reviews and/or approvals? (Part VI.D.6.a.i.)

Yes

Annually: Have the names, titles, and contact information for the individuals who have received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity, for individuals responsible for reviewing SWPPPs been updated? (Part VI.D.6.d.)

Yes

Are pre-construction meetings conducted prior to the commencement of construction activity? (Part VI.D.7.)

Yes

Within three (3) years of the EDC: Have the individuals responsible for construction site inspections received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity prior to conducting construction site inspections? (Part VI.D.8.a.i.)

Yes

Annually: Have all sites with construction activity identified in the inventory been inspected during active construction after the pre-construction meeting, or sooner if deficiencies are noted that require attention? (Part VI.D.8.c.)

Yes

Annually: Have the names, titles, and contact information for the individuals who have received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity, for individuals responsible for construction site inspections been updated? (Part VI.D.8.d.)

Yes

Are final construction site inspections conducted? (Part VI.D.9.)

Yes

Please enter any comments related to the questions in this section below:

The Town has a very active construction site monitoring program and spends a great amount of time at the various sites.

Minimum Control Measure 5

Annually: Has the inventory of post-construction SMPs been updated? (Part VI.E.2.c.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

The Town does have mapping for its post-construction SMPs but is in the process of updating the mapping as follows: 1-Moving mapping to GIS system. 2-Adding new systems based on recent NOTs (3 locations) 3-Attempting to add archival SMPs to the best degree possible.

How many post-construction SMPs are on the inventory?

64

Within five (5) years of the EDC: Have the required components been included in the post-construction SMP inventory? (Part VI.E.2.d.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

This item will be addressed as part of the Town's long-term goals

Within one (1) year of the EDC: Has a post-construction SMP inspection and maintenance program been developed and implemented? (Part VI.E.4.)

Yes

Has each post-construction SMP identified in the inventory been inspected at the required frequency? (Part VI.E.4.a.)

Yes

In Year 5: Has training on the MS4 Operator's post-construction SMP inspection and maintenance procedures prior to conducting post-construction SMP inspection and maintenance been provided? (Part VI.E.4.b.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

New resources (individuals) are being added help better manage this task and will be trained as required

Annually: Have names, titles, and contact information for the individuals who have received post-construction SMP inspection and maintenance procedures training updated? (Part VI.E.4.c.)

Yes

In Year 2, Year 3, Year 4, and Year 5: Have the post-construction SMP inspection and maintenance procedures been reviewed and updated? (Part VI.E.4.d.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

These procedures are reviewed annually and will be further updated as part of the long-term goals and input from the recent EPA audit

Please enter any comments related to the questions in this section below:

The Town is adding resources to more efficiently manage its inspection program. Additionally, results of EPA audit have indicated that the Town does not adequately formalize the documentation for these inspections. An updated inspection program will be implemented during 2025.

Minimum Control Measure 6

Within three (3) years of the EDC: Have best management practices (BMPs) been incorporated into the municipal facility program and municipal operations program? (Part VI.F.1.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

Another partial "Yes." The Town has formalized BMPs for municipal facilities and operations, but based on EPA input from recent audit, several of these items will be upgraded/updated and implemented during 2025.

Within three (3) years of the EDC: Has a municipal facility program been developed and implemented? (Part VI.F.2.a.)

Yes

Which BMPs have been incorporated into the municipal facility program?

Minimize Exposure

Spill Prevention and Response Procedures

Waste, Garbage, and Floatable Debris

Follow a Preventive Maintenance Program

Erosion and Sediment Controls

Salt Storage Piles or Pile Containing Salt

In Year 5: Has training on the MS4 Operator's municipal facility procedures prior to conducting municipal facility procedures been provided? (Part VI.F.2.a.ii.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

This is done to a certain extent, but based on the EPA audit will be strengthened and formalized within the specified five year time frame.

In Year 4 and Year 5: Have the names, titles, and contact information for the individuals who have received municipal facility procedures training been updated? (Part VI.F.2.a.iii.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

This item will be addressed within the specified five year time frame, and, more reasonably, implemented during 2025

In Year 4 and Year 5: Have the municipal facility procedures been updated? (Part VI.F.2.a.iv.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

Another partial "Yes." Procedures are reviewed and updated annually as required but are undergoing a substantial revision associated with the EPA audit and will be implemented during 2025.

Within two (2) years of the EDC: Has a municipal facility inventory been developed? (Part VI.F.2.b.i.)

Yes

How many municipal facilities are on the inventory?

5

In Year 3, Year 4, and Year 5: Has the municipal facility inventory been updated? (Part VI.F.2.b.ii.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

The Town is in the planning phase for adding at least one municipal facility and possibly relocating another. The Town will update its inventory list annually as required.

Within three (3) years of the EDC: Have the municipal facilities been prioritized? (Part VI.F.2.c.i.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

This item is being reviewed and will be addressed during 2025

In Year 4 and Year 5: Has the municipal facility prioritization been updated? (Part VI.F.2.c.iii.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

This item will be reviewed and updated annually as conditions warrant.

Within five (5) years of the EDC: Has a municipal facility specific SWPPP for each high priority municipal facility been developed? (Part VI.F.2.d.i.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

This item will be developed as part of the long-term goals for the SWMP Plan.

How many municipal facility specific SWPPPs for high priority municipal facilities have been developed?

0

In Year 5: Has all wet weather visual monitoring of the monitoring locations at all high priority municipal facilities been conducted? (Part VI.F.2.d.ii.a))

No

Please clarify the reason for selecting "No" or "N/A" for this item.

This item will be addressed as part of the long-term goals for permit compliance within the specified five year time frame. Monitoring currently only occurs at the Highway Department.

At how many high priority municipal facilities was wet weather visual monitoring completed?

1

At how many monitoring locations was wet weather visual monitoring completed?

1

In Year 5: Has a comprehensive site assessment for each high priority municipal facility been completed? (Part VI.F.2.d.ii.c))

No

Please clarify the reason for selecting "No" or "N/A" for this item.

An assessment for the Highway Department Facility only was conducted as part of the EPA audit. The Town will be addressing the assessment of all facilities within the five year time frame.

At how many high priority municipal facilities was a comprehensive site assessment completed?

1

In Year 5: Has a comprehensive site assessment for each low priority municipal facility been completed? (Part VI.F.2.e.ii.c))

No

Please clarify the reason for selecting "No" or "N/A" for this item.

This item will be addressed as part of the Town's long-term goals within the five year time frame.

At how many low priority municipal facilities was a comprehensive site assessment completed?

0

Within three (3) years of the EDC: Has a municipal operations program been developed? (Part VI.F.3.a.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

Some of these items are in place but this item will be more comprehensively addressed within the three year time frame.

In Year 5: Has training on the MS4 Operator's municipal operations procedures prior to conducting municipal operations been provided? (Part VI.F.3.a.ii.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

This item will be updated and incorporated into the MS4 training program within the next five years.

In Year 4 and Year 5: Have the names, titles, and contact information for the individuals who have received municipal operations procedures training been updated? (Part VI.F.3.a.iii.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

This item will be updated as part of the enhanced training program within the five year time frame.

In Year 4 and Year 5: Have the municipal operations procedures been reviewed and updated? (Part VI.F.3.a.iv.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

These items, as they exist, are reviewed annually, but will be more comprehensively updated within the specified time frame.

Within three (3) years of the EDC: Have catch basins in need of inspection been identified? (Part VI.F.3.c.i.)

Yes

Within three (3) years of the EDC: Has catch basin inspection information been inventoried? (Part VI.F.3.c.ii.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

The Town is in the process of developing and populating a more comprehensive and formal catch basin inventory system.

In Year 5: Have all streets, bridges, parking lots, and right of ways been swept? (Part VI.F.3.d.i.a))

Yes

Annually: Have all streets in business districts and commercial areas been swept? (Part VI.F.3.d.i.b))

Yes

Within five (5) years of the EDC: Have roads, bridges, parking lots, and right of way maintenance specific BMPs been implemented? (Part VI.F.3.d.ii.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

Another partial "Yes." The Town is in the process of updating some of these BMP and these items will be implemented within the specified time frame.

Within five (5) years of the EDC: Have winter road maintenance specific BMPs been implemented? (Part VI.F.3.d.iii.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

Another partial "Yes." As above, BMPs are in place and implemented, but are expected to be updated. Updated BMPs will then be implemented.

Please enter any comments related to the questions in this section below:

NONE PROVIDED

Part VIII

Does the MS4 Operator discharge to an impaired water listed in Appendix C of GP-0-24-001?

No

Please enter any comments related to the questions in this section below:

NONE PROVIDED

Part IX

Does the MS4 Operator discharge to a TMDL listed in Table 3 of GP-0-24-001?

No

Please enter any comments related to the questions in this section below:

NONE PROVIDED

Interim Progress Status

Interim Progress Resources

Use the following webpages for more information on the permit and fact sheet:

[MS4 Permit Webpage](#)

[MS4 Toolbox](#)

Have you reviewed compliance items due within two years of EDC?

Yes

Have you reviewed compliance items due within three years of EDC?

Yes

Have you reviewed compliance items due within four years of EDC?

Yes

Have you reviewed compliance items due within five years of EDC?

Yes

Have you reviewed compliance items which need to be completed routinely (annually, every five (5) years, etc.)?

Yes

Please enter any comments related to the questions in this section.

The Town has reviewed these items and expects to make or implement changes within the specified time frames. Additionally, the Town's SWMP Plan was audited by EPA during 2024 and the Town is working with EPA to implement changes to its SWMP Plan. Many of the audit compliance items are congruent to the updated permit requirements.

Certification

The ranking elected official or Principal Executive Officer for the MS4 Operator will be signing the form.

Yes

As the Ranking Elected Official or Principal Executive Officer, please download the certification form using the link below. Complete and sign the certification. Then, upload the certification form to this Interim Progress Certification and/or Annual Report.

[Certification Form](#)

Attach completed certification form.

2024 MS4 Cert Form Signed.pdf - 01/05/2025 07:46 PM

Comment

Form attached

Attachments

Date	Attachment Name	Context	User
1/5/2025 7:46 PM	2024 MS4 Cert Form Signed.pdf	Attachment	Eric Westfall