

**TOWN OF POUGHKEEPSIE STORMWATER MANAGEMENT  
PROGRAM 2008-2009 NARRATIVE**

**SPDES PERMIT NUMBER: NYR20A198**

**MS4 ANNUAL REPORT**

**PREPARED FOR:**

**TOWN OF POUGHKEEPSIE TOWN BOARD**

**MA#204419.20**

**DATED: MAY 29, 2009**

**PREPARED BY:**



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## **Program Overview**

The Town of Poughkeepsie is located on the eastern shore of the Hudson River in Dutchess County, midway between Albany and New York City. The Town surrounds the City of Poughkeepsie on all sides except the west, where the city borders the Hudson River and Ulster County. Suburban characteristics dominates land use within the town, with mixed-use urban areas adjacent to the City of Poughkeepsie. Approximately 44,000 residents live within the Town's nearly 20,000 acres. Other bordering municipalities are Hyde Park to the north, Pleasant Valley to the northeast, LaGrange to the east, and the Town of Wappinger and Village of Wappingers Falls to the east and south.

In March 2003 the town commenced development of an ongoing stormwater management program intended to:

- reduce and prevent non-stormwater discharges from entering or polluting the municipalities storm sewers, streams, rivers, and waterways
- demonstrate responsible stewardship of the natural environment by the Town of Poughkeepsie.
- satisfy the requirements of the SPDES General Permit for stormwater discharges from Municipal Separate Stormwater Systems (MS4's)

The stormwater management program focuses on six fields of actions addressing goals for:

- Public Education and Outreach,
- Public Involvement and Participation,
- Illicit Discharge Detection and Elimination,
- Construction Site Run-off Control,
- Post Construction Stormwater Management, and
- Pollution Prevention or Good housekeeping by the town

Initial goals for development of the program were established in 2003 in a "Notice of Intent" and updated via annual reports prepared on the activities to achieve program development goals prior to January 2008. This narrative has been prepared to identify the achievement of those program development goals, the continued implementation of the stormwater management program, and the methods planned to further develop the program.

The Fallkill Creek and Wappinger Lake have been recognized as waterbodies that have impaired quality attributed to stormwater discharges. Sediment and phosphorus have been identified as the contributing pollutants of concern. Much of the efforts of the program focus on preventing and reducing the concentration of these pollutants in stormwater runoff.

## **Public Education Measures**

The town has developed and is implementing a public education and outreach component of the program that describes:

- the impacts of stormwater discharges on waterbodies
- the pollutants of concern and their sources
- steps that contributors of stormwater and non stormwater discharges can take to reduce the pollutants

Homeowners, local businesses, (particularly institutions conducting landscaping or grounds keeping operations), and the construction industry have been identified town wide as target audiences for education in steps to reduce contribution of pollutants such as sediment and phosphorus. Audience specific educational brochures identifying steps to reduce pollutants are distributed via direct mailings to businesses and homeowners, as well as distributed at town hall by the departments where contact is made with each target audiences. These brochures additionally address the hazards of illicit non-stormwater discharges from improper waste disposal or dumping and steps to eliminate and report illicit discharges. Television and radio programs are also used to reach homeowners and the business community. Procedures have been developed to air prepared videos on public access television and other public service announcements. Program representatives have been guests on the weekly chamber of commerce radio show to discuss the impacts, pollutants and steps to reduce pollutants.

Construction industry audiences & institutional grounds keeping departments are invited to training seminars & workshops in proper operations to reduce pollutant discharges.

Construction industry workshops focus on administrative and implementation criteria for conducting operations in compliance with both state and local laws.

Additional measures are planned to continue implementing the public education component of the stormwater program. Brochures for local businesses as well as homeowners were distributed at the Town Highway Garage during bulk waste collection days as of June 2008. Brochures for upcoming construction industry workshops as well as brochures identifying proper construction methods to reduce pollutants were directly distributed by compliance inspectors to construction site operators as of June 2008.

Further development of the education components of the program will focus on the methods used to evaluate its effectiveness. The current evaluation method consists of quarterly review of implementation goals and activity documentation. While this has proved a benefit for program management, additional indication of the impact program activities have had on public awareness and behavior is preferable. In August 2008 public survey data from the Vassar Environmental Research Institute was gathered and will be used as a baseline of awareness and behavior. Future survey data, available from watershed groups, research groups or as conducted by the town in August 2011 and then on a 3 year cycle will be used for periodic assessment with baseline data.

## **Public Involvement Measures**

The town has developed and is implementing a public involvement/ participation component of the program that

- identifies key individuals and groups who are interested in or affected by the stormwater permitting program (stakeholders).
- identifies the type of input requested
- describes the activities to provide program access and gather input from stakeholders

The program has identified a public contact in the planning department who administers and retains contact data of interested parties or stakeholders including watershed groups, members of the public, professional educators and researchers to assist in promoting and advertising education and involvement opportunities as well as encouraging volunteerism at stewardship events. These interested parties and stakeholders are contacted to provide input or expertise for the identification, selection, implementation and evaluation of practices and goals as well as comment on the Annual Reports. Municipal staff and consultants meet with stake holder groups to discuss program implementation and identify education and involvement activities.

Further development of the municipal stormwater program will focus on the methods used to evaluate its effectiveness. The current evaluation method consists of quarterly review of implementation goals and activity documentation. While this has proved a benefit for program management, additional indication of the impact program activities have had on runoff quality and receiving water quality is preferable. Input by watershed groups and researchers institutions regarding runoff and receiving water quality is a critical component of further developing assessment methods. Receiving water quality monitoring of the Fallkill and Casperkill is currently being conducted by Dutchess Community College students and the Vassar Environmental Research Institute (ERI) respectively. Runoff and receiving water quality monitoring is being considered for implementation by the "Friends of the Wappinger Lake" at the lake as well as by the ERI for the Fallkill and Wappinger Lake. As of August 2008 current and historic sampling data of the Casperkill will be available for use as a baseline for water quality. Future survey data from researchers and watershed groups will be used to establish baseline data and in 2011 and then on a three year cycle for periodic assessment of runoff and receiving water quality with baseline data.

## **Illicit Discharges**

The town has developed and is implementing a program to detect, identify and eliminate illicit non stormwater discharges, including illegal dumping with established procedures for dry weather surveys, tracing illicit discharges to their source and enforcement to remedy/remove sources.

Dry weather surveys of stormwater outfalls are conducted by the town engineer on a continuing cycle so that all outfalls are inspected every five years. Outfalls are also inspected whenever a suspicious discharge is reported by members of the public or municipal field staff. Records of each survey are retained by the town engineer to review patterns or identify problem areas. Mapping using GIS software is retained to identify the locations of outfalls and is reviewed and updated quarterly by the town engineer to include any newly identified or constructed outfalls. A combination of methods are used by the town engineer to trace illicit discharges to their source as they are identified at outfalls. The town engineer takes enforcement actions including issuance of fines, liens upon property and imprisonment as authorized by the Illicit Discharge Prohibition Ordinance enacted May 18, 2005 to eliminate sources of illicit discharges as they are identified.

The town additionally takes measures that prevent the accidental creation of new non stormwater discharges via improperly routed sewer service laterals or improper dumping of solid waste. Installation of all sewer laterals are reviewed and installation inspected by sewer dept staff to prevent cross connection to the storm collection system. Site inspections are conducted by the Zoning Department upon reporting of dumping or when noted during regular operations of the municipal staff. The zoning officers issue notice of violation and take enforcement action including issuance of fines, liens upon property and imprisonment as authorized by chapter 171 of the town code, enacted September 1971.

Training is provided to municipal staff so effective identification of illicit non stormwater discharges can be conducted. DCSWCD organized workshops are conducted utilizing the 2007 "Pollution Prevention and Good Housekeeping for Municipal Operations" guide prepared by DCSWCD regarding the hazards associated with illegal discharges and improper disposal of waste as well as the identification of illicit discharges/ connections or dumping "in the field" and proper reporting procedures.

Further development of the illicit discharge components of the program will focus on the methods used to evaluate its effectiveness. The current evaluation method consists of quarterly review of implementation goals and activity documentation. While this has proved a benefit for program management, additional indication of the impact program activities have had on employee awareness and behavior is preferable. As of January 2009 pre-quizzes and wrap up evaluation results from the Good Housekeeping workshops will be used as an assessment of employees awareness and behavior.

## **Regulating Construction**

The town has developed and is implementing a construction site regulatory component of the program that enforces regulations to reduce pollutants such as sediment in stormwater runoff from construction activities that result in land disturbances of an acre or greater. Applications to the Planning Board, Building Department, and Zoning Department for such land development activities are required by the Stormwater Local Law adopted May 18, 2005 to provide Stormwater Pollution Prevention Plans (SWPPP's) addressing both structural (e.g. diversions) and non structural practices (e.g. schedules for installation) to prevent the discharge of pollutants during construction as part of the review of the applications. Review comments on the compliance of a project's SWPPP with the local requirements are provided by a licensed engineer.

The Town Engineers office maintains an inventory of construction projects subject to local stormwater regulations and performs compliance inspections of these sites on a monthly basis as requested by the building department and upon request by the building department due to public reporting of potential violations, or request by owner/operator's of construction sites. The Town Engineer's office provides an inspection compliance summary report to the building department for each compliance inspection. Enforcement actions and sanctions provided by local laws adopted May 18, 2005 are issued by the building dept and compliance inspections and summary reports prepared every other week for escalating enforcement until appropriate site corrections are made.

Public reports of potential violations during construction of project subject to the stormwater regulations are accepted by the stormwater public contact in the planning department as well as at the building department. When reported to the planning department, the notice is forwarded to the building department. Upon notification to the building department, the town engineer's office performs a compliance inspection.

The number and history of active construction sites, SWPPP revisions during plan review , potential violation reports, compliance inspections performed, and enforcement actions are all reviewed quarterly and used to indicate the effectiveness of the program in regards to construction industry behavior and awareness.

## **Regulating Development**

The town has developed and is implementing a post construction regulatory component of the program to reduce the contribution of pollutants in runoff from new development and redevelopment projects that

- Result in land disturbance greater than 5 acres for single family homes or agricultural use
- Result in land disturbance greater than one acre for any other use
- Result in discharge of stormwater to impaired waterbodies

Applications to the Planning Board, Building Department, and Zoning Department for such land development or redevelopment projects are required by the Stormwater Local Law adopted May 18, 2005 to provide Stormwater Pollution Prevention Plans (SWPPP) including structural (e.g. infiltration basin) and non-structural practices (e.g. maintenance procedures for the infiltration basin) to reduce the discharge of post construction pollutants. Review comments on the compliance of a project's SWPPP with local requirements are provided to the board and departments by a licensed engineer. The Local Law also authorizes procedures for SWPPP review, post construction compliance inspection of practices, and enforcement or penalization of violations.

The town engineer's office maintains an inventory of post construction management practices constructed after March of 2003 and earlier constructed practices that have been identified as contributing to a water quality standard violation and performs maintenance and compliance inspections. Stormwater management practices and facilities are visually inspected once at a minimum during the first 6 months of operation to determine proper function and make use of any warranties. Inspections during the first year of operation occur following any 24 hours storm events exceeding 2.8 inches. After the first year of operation public structural practices are visually inspected on an annual basis. After the first year of operation private practices are visually inspected and compliance records reviewed on a bi-annual basis (once every two years).

Maintenance of structural practices is performed by the Highway Department or contracted out as necessary. Enforcement authorization and procedures for maintenance or installation violations include the issuance of a stop work orders and levying of fines upon responsible parties as well as the withholding of certificates of occupancy and the transfer of any restoration costs incurred by the town to a lien upon the subject property.

Fees are collected for inspection in the first year and long term maintenance of privately owned/maintained stormwater management practices via construction completion and maintenance guarantees. Fees are collected for inspection and maintenance of publicly owned/maintained stormwater management practices and long term compliance inspection of privately owned/maintained practices via a Town wide Drainage District.

## **Good Housekeeping Measures**

The town has developed and is implementing an operation and maintenance program to reduce and prevent pollutant discharges in runoff from municipal operations by implementing structural and non structural practices identified in Stormwater Pollution Prevention Plans, Spill Prevention Plans, Operations and Maintenance Plans and specific conditions of work in third party agreements. Pollution prevention priorities at town operated water & wastewater treatment, auto maintenance, and highway garage facilities focus on identifying potential sources of pollution and implementing structural best management practices (eg. salt storage barn) and non structural practices (eg. training policies or procedures) for waste storage & disposal as well as spill prevention and response during operations to prevent the discharge of pollutants. Pollution prevention priorities for operations "in the field" (eg. road & drainage infrastructure), and at town parks focus on implementing non structural best management practices (eg. street sweeping policies or procedures) to reduce the discharge of pollutants.

In house staff training is conducted annually at the Poughkeepsie Water Treatment Facility & Arlington Wastewater Treatment Plant in the facility specific implementation of their plans currently. The plans are reviewed annually by facility staff as part of the training and certifications of employee training retained by the facility managers. Additional workshops will be conducted at all the facilities as requested by management staff during quarterly management meetings.

DCSWCD organized workshops on the implementation of best management practices utilizing the "Pollution Prevention and Good Housekeeping for Municipal Operations" guide prepared by DCSWCD in 2007 were conducted with parks department staff regarding grounds maintenance procedures and with highway garage staff regarding operations in the field and at the garage.

Additional measures are planned to continue implementing the municipal pollution prevention component of the stormwater program. A DCSWCD workshop was conducted in January 2009 with code enforcement & sewer/water system maintenance staff using the "Good Housekeeping" Guide. The "Good Housekeeping" manual will be reviewed annually by staff and certifications of employee training retained by the department managers. Facility specific Stormwater Pollution Prevention Plans will be authored and implemented for operations at the Town Highway Garage, Auto Maintenance Center and the Country Club Estates Wastewater Treatment Plant. In house staff training at the Country Club Estates Wastewater Treatment Plant, as well as the highway garage and auto center will be conducted when the plans are implemented in 2010 and 2011. The SWPPP's will be reviewed annually by facility staff as part of the training and certifications of employee training retained by the facility managers. Additional workshops will be conducted as requested by management staff. Pre-quizzes and wrap up evaluation results at the workshops will be compared to assess their effectiveness in raising awareness and changing behavior.



**MS4 Annual Report Cover Page**MCC form for period ending March 9, 

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Provide SPDES ID of each permitted MS4 included in this report.

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**MS4 Annual Report Cover Page**MCC form for period ending March 9, 

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**Required Forms**

- > Municipal Compliance Certification
- > Water Quality Trends
- > Minimum Measure 1
- > Minimum Measure 2
- > Minimum Measure 3
- > Minimum Measure 4
- > Minimum Measure 4 and 5
- > Minimum Measure 5
- > Minimum Measure 6
- > MS4s in impaired watersheds included in GP-0-08-002 Part IX must also complete the form *Additional Watershed Improvement Strategy Best Management Practices*.

**Reporting Requirements**

- \* **Permittees submitting an annual report for an individual MS4 must complete and submit all required forms.**
- \* **Joint reports may be submitted by permittees with legally binding agreements as follows:**
  - > *Each* MS4 contributing to a joint report must submit a Municipal Compliance Certification (MCC) form with an original signature. The MCC forms must be attached to the report.
  - > A coalition may submit information on behalf of its members as follows:
    1. Submit one form for each of the Minimum Measures (and if required, *Additional Watershed Improvement Strategy Best Management Practices*) on behalf of all the MS4s in the coalition, or
    2. Complete some of the required forms on behalf of all the MS4's in the coalition and for other Minimum Measures, attach completed forms from each of the MS4s.

For example, a joint report for a coalition including four permitted MS4s may contain one form for *each* of the Minimum Measures 1-5, representing the combined work of all four participating MS4s, and *in addition*, include four separate Minimum Measure 6 forms and four separate *Additional Watershed Improvement Strategy Best Management Practices* forms provided by each of the participating permittees.

**The Department will *not* accept a report form from a participating MS4 *in addition to* a combined report form submitted for the same Minimum Measure.**

**Instructions for completing forms**

These forms may be completed on a computer or by hand. If completing the forms by hand, fill in circles completely and print clearly.



**MS4 Municipal Compliance Certification(MCC) Form**

MCC form for period ending March 9, 2 0 0 9

Name of MS4 TOWN OF POUGHKEEPSIE

SPDES ID  
N Y R 2 0 A 1 9 8

**Section 2 - Contact Information**

Provide contact information for *all* of the following contacts:

- 1. The Principal Executive Officer, Chief Elected Official or other qualified individual (per GP-0-08-002 Part VI.J).
- 2. The Local Stormwater Public Contact (required per GP-0-08-002 Part VII.A.2.c.).
- 3. The Stormwater Management Program (SWMP) Coordinator (Individual responsible for coordination/implementation of SWMP).
- 4. Report Preparer (Consultants may provide company name in the space provided).

**Submit a separate sheet for each contact.**

For each contact, select all that apply:

- Signatory Authority (choose one of the following)
  - Executive Officer or Ranking Elected Official
  - Duly Authorized Representative
- Local Stormwater Public Contact
- Stormwater Management Program (SWMP) Coordinator
- Report Preparer

First Name MI Last Name

P A T R I C I A      M I      M Y E R S

Title

S U P E R V I S O R

Address

O N E O V E R O C K E R R O A D

City State Zip

P O U G H K E E P S I E N Y 1 2 6 0 3 -

eMail

P M Y E R S @ T O W N O F P O U G H K E E P S I E - N Y . G O V

Phone County

( 8 4 5 ) 4 8 5 - 3 6 0 7 D U T C H E S S

**MS4 Municipal Compliance Certification(MCC) Form**

MCC form for period ending March 9, 2009

Name of MS4

SPDES ID  

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**Section 2 - Contact Information**

Provide contact information for *all* of the following contacts:

1. The Principal Executive Officer, Chief Elected Official or other qualified individual (per GP-0-08-002 Part VI.J).
2. The Local Stormwater Public Contact (required per GP-0-08-002 Part VII.A.2.c.).
3. The Stormwater Management Program (SWMP) Coordinator (Individual responsible for coordination/implementation of SWMP).
4. Report Preparer (Consultants may provide company name in the space provided).

**Submit a separate sheet for each contact.**

For each contact, select all that apply:

- Signatory Authority (choose one of the following)
  - Executive Officer or Ranking Elected Official
  - Duly Authorized Representative
- Local Stormwater Public Contact
- Stormwater Management Program (SWMP) Coordinator
- Report Preparer

First Name  MI  Last Name

Title

Address

City  State  Zip

eMail

Phone  County

**MS4 Municipal Compliance Certification(MCC) Form**

MCC form for period ending March 9, 2009

Name of MS4

SPDES ID  
N Y R 2 0 A 1 9 8

**Section 2 - Contact Information**

Provide contact information for *all* of the following contacts:

1. The Principal Executive Officer, Chief Elected Official or other qualified individual (per GP-0-08-002 Part VI.J).
2. The Local Stormwater Public Contact (required per GP-0-08-002 Part VII.A.2.c.).
3. The Stormwater Management Program (SWMP) Coordinator (Individual responsible for coordination/implementation of SWMP).
4. Report Preparer (Consultants may provide company name in the space provided).

**Submit a separate sheet for each contact.**

For each contact, select all that apply:

- Signatory Authority (choose one of the following)
  - Executive Officer or Ranking Elected Official
  - Duly Authorized Representative
- Local Stormwater Public Contact
- Stormwater Management Program (SWMP) Coordinator
- Report Preparer

First Name  MI  Last Name

Title

Address

City  State  Zip

eMail

Phone  County

### MS4 Municipal Compliance Certification (MCC) Form

MCC form for period ending March 9, 2009

Name of MS4 TOWN OF POUGHKEEPSIE

SPDES ID  
N Y R 2 0 A 1 9 8

#### Section 3 - Partner Information - Submit a separate sheet for each partner.

Did your MS4 work with partners/coalition to complete some or all permit requirements during this reporting period?

If Yes, complete information below.

Yes  No

If No, proceed to Section 4 - Certification Statement.

Partner/Coalition Name

D U T C H E S S C O U N T Y M S 4 C O O R D I N A T I O N

Partner/Coalition Name (con't.)

C O M M I T T E E

SPDES Partner ID - If applicable

N Y R 2 0

Address

2 7 1 5 R T 4 4 , S U I T E 3

City

M I L L B R O O K

State

N Y

Zip

1 2 5 4 5 -

eMail

E D . H O X S I E @ N Y . N A C D N E T . N E T

Phone

( 8 4 5 ) 6 7 7 - 8 0 1 1

Legally Binding Agreement in accordance with GP-0-08-002 Part IV.G?  Yes  No

What tasks/responsibilities are shared with this partner (e.g. MMI School Programs or Multiple Tasks)?

MM1 B R O C H U R E S - M U L T I P L E T A S K S

MM2

MM3 M A P P I N G - M U L T I P L E T A S K S

MM4 T R A I N I N G - M U L T I P L E T A S K S

MM5

MM6 P O L L U T I O N P R E V E N T I O N

Additional tasks/responsibilities

Watershed Improvement Strategy Best Management Practices required for MS4s in impaired watersheds included in GP-0-08-002 Part IX.



**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 

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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition 

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**Water Quality Trends**

The information in this section is being reported (check one):

- On behalf of an individual MS4
- On behalf of a coalition

How many MS4s are contributed to this report? 

|  |  |  |
|--|--|--|
|  |  |  |
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**1. Has this MS4/Coalition produced any reports documenting water quality trends related to stormwater?**  Yes  No

If Yes, choose one of the following

- Report(s) attached to the annual report
- Web Page(s) where report(s) is/are provided below

Please provide specific address of page where report(s) can be accessed - not home page.

URL  

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
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**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 2009

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

SPDES ID  

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**3. What strategies did your MS4/Coalition use to achieve education and outreach goals during this reporting period? Check all that apply:**

- Construction Site Operators Trained # Trained 

|  |  |  |   |   |
|--|--|--|---|---|
|  |  |  | 6 | 3 |
|--|--|--|---|---|
- Direct Mailings # Mailings 

|  |  |  |  |  |
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|  |  |  |  |  |
|--|--|--|--|--|
- Kiosks or Other Displays # Locations 

|  |  |  |   |  |
|--|--|--|---|--|
|  |  |  | 3 |  |
|--|--|--|---|--|
- List-Serves # In List 

|  |  |  |   |   |
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- Mailing List # In List 

|  |  |  |  |  |
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- Newspaper Ads or Articles # Days Run 

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|
- Public Events/Presentations # Attendees 

|  |  |   |   |   |
|--|--|---|---|---|
|  |  | 1 | 5 | 0 |
|--|--|---|---|---|
- School Program # Attendees 

|  |  |  |  |  |
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|  |  |  |  |  |
|--|--|--|--|--|
- TV Spot/Program # Days Run 

|  |  |  |   |   |
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|  |  |  | 6 | 0 |
|--|--|--|---|---|
- Printed Materials: Total # Distributed 

|  |  |   |   |   |
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|--|--|---|---|---|

Locations (e.g. libraries, town offices, kiosks)

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
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Other:

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Web Page: Provide specific web addresses - not home page. Continue on next page if additional space is needed.

URL  

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**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 

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| 2 | 0 | 0 | 9 |
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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

TOWN OF POUGHKEEPSIE

SPDES ID

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**4. Evaluating/Measuring Progress MCM 1**

What indicators do you use to evaluate the overall effectiveness of your Illicit Discharge Elimination Program, how long have you been tracking them and at what frequency?

**Example\*:****Indicator:**

Public phone survey

**Began Tracking:**

2005

*(year)***Frequency:**

Annual

*(ex.: annual, monthly, biweekly)*

#

1000

*(ex.: samples/participants/events)***Results:**

Increased awareness of issues related to use of fertilizers

\* This indicator is provided as an example only.

**Indicator:**

Distribution of brochures and pamphlets related to storm water issues

**Began Tracking:**

2008

*(year)***Frequency:**

Annual

*(ex.: annual, monthly, biweekly)*

#

Approximately Two hundred brochures/pamphlets have been circulated each year

*(ex.: samples/participants/events)***Results:**

Several dozen of various type brochures have been distributed to target audiences (residents, contractors, developers, businesses, etc.) in the reporting period. The Town is working with the DCSWCD to produce more brochures and arrange for distribution at kiosks at key locations around the Town. Several brochures have been posted to the Town website under [www.townofpoughkeepsie.com/planning/stormwater/storm\\_water\\_reports.htm](http://www.townofpoughkeepsie.com/planning/stormwater/storm_water_reports.htm)

Submit additional pages as needed.



### MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9, 2009

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

TOWN OF POUGHKEEPSIE

SPDES ID

NYR 20A198

2. URL(s) con't.:

Please provide specific address(es) where notices can be accessed - not home page.

URL

WWW.TOWNOFPOUGHKEEPSIE.COM/PLANNING/  
STORMWATERREPORTS.HTM

URL

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**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 2009

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition:  SPDES ID:

**3. Where can the public access copies of the annual report, Stormwater Management Program (SWMP) Plan and submit comments on those documents?**

Enter address/contact info and select radio button to indicate which document is available and whether comments may be submitted at that location. Submit additional pages as needed.

- MS4/Coalition Office       Annual Report     SWMP Plan     Comments

Department:

Address:

City:  Zip:

Phone:

- Library       Annual Report     SWMP Plan     Comments

Address:

City:  Zip:

Phone:

- Other       Annual Report     SWMP Plan     Comments

Address:

City:  Zip:

Phone:

- Web Page URL:       Annual Report     SWMP Plan     Comments

Please provide specific address of page where report can be accessed - not home page.

- eMail       Comments

**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 

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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

TOWN OF POUGHKEEPSIE

SPDES ID

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4. Were comments received during this reporting period?  Yes  No

If Yes, attach comments, responses and changes made to SWMP in response to comments to this report.

If submitting a report for single MS4, answer 5.a.. If submitting a joint report, answer 5.b..

5.a. Was an Annual Report public meeting held in this reporting period?  Yes  No

If Yes, what was the date of the meeting?

|   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|
| 0 | 5 | / | 2 | 0 | / | 2 | 0 | 0 | 9 |
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If No, is one planned?

Yes  No

5.b. Was an Annual Report public meeting held for all MS4s contributing to this report during this reporting period?  Yes  No

If No, is one planned for each?

Yes  No

**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 2009

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

TOWN OF POUGHKEEPSIE

SPDES ID

N Y R 2 0 A 1 9 8

**6. Evaluating/Measuring Progress MCM 2**

What indicators do you use to evaluate the overall effectiveness of your Public Involvement/Participation Program, how long have you been tracking them and at what frequency?

*Example\*:***Indicator:**

Number of attendees at public events

**Began Tracking:**

2005

(year)

**Frequency:**

Annual

(ex.: annual, monthly, biweekly)

#

1000

(ex.: samples/participants/events)

**Results:**

Attendance at public events has increased 200% since 2005.

*\* This indicator is provided as an example only.*

**Indicator:**

Stakeholders List-The list consists of residents, researchers, civic groups, outdoor enthusiasts and watershed committees.

**Began Tracking:**

2008

(year)

**Frequency:**

On-going as needed

(ex.: annual, monthly, biweekly)

#

20 interested parties currently

(ex.: samples/participants/events)

**Results:**

The public contact maintains a current list of interested parties that have expressed interest in storm water issues. The use of the list promotes public involvement and awareness about planned activities or studies that are being conducted. The list will aid in collaborative efforts among the various groups and lend expertise toward identification, selection, implementation and evaluation of practices and goals.

Submit additional pages as needed.

**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 2009

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition: TOWN OF POUGHKEEPSIE

SPDES ID: N Y R 2 0 A 1 9 8

**Minimum Control Measure 3. Illicit Discharge Detection and Elimination**

The information in this section is being reported (check one):

On behalf of an individual MS4

On behalf of a coalition

How many MS4s contributed to this report? [ ][ ][ ]

1. Enter the number and approx. percent of outfalls mapped: [ ][ ] 6 0 9 # [ ][ ] 1 0 0 %

2. How many of these outfalls have been screened for dry weather discharges during this reporting period (outfall reconnaissance inventory)? [ ][ ] 7 8

3.a. What types of generating sites/sewersheds were targeted for inspection during this reporting period?

- Auto Recyclers
- Building Maintenance
- Churches
- Commercial Carwashes
- Commercial Laundry/Dry Cleaners
- Construction Vehicle Washouts
- Cross-Connections
- Distribution Centers
- Food Processing Facilities
- Garbage Truck Washouts
- Hospitals
- Improper RV Waste Disposal
- Industrial Process Water
- Landscaping (Irrigation)
- Marinas
- Metal Plateing Operations
- Outdoor Fluid Storage
- Parking Lot Maintenance
- Printing
- Residential Carwashing
- Restaurants
- Schools and Universities
- Septic Maintenance
- Swimming Pools
- Vehicle Fueling
- Vehicle Maint./Repair Shops

Other:

None

S I T E S N O T T A R G E T E D

Sewersheds:

F A L L K I L L A N D C A S P E R K I L L C R E E K





**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 

|   |   |   |   |
|---|---|---|---|
| 2 | 0 | 0 | 9 |
|---|---|---|---|

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition 

|                      |
|----------------------|
| TOWN OF POUGHKEEPSIE |
|----------------------|

SPDES ID

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
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|---|---|---|---|---|---|---|---|---|

**12. Evaluating/Measuring Progress MCM 3**

What indicators do you use to evaluate the overall effectiveness of your Illicit Discharge Elimination Program, how long have you been tracking them and at what frequency?

*Example\*:*

**Indicator:**

Number of illicit discharges identified/eliminated

**Began Tracking:**

2005

(year)

**Frequency:**

Monthly inspections

(ex.: annual, monthly, biweekly)

#

25 illicit discharges identified/24 eliminated

(ex.: samples/participants/events)

**Results:**

Since 2005, the number of annual inspections has doubled. We have developed a tracking system and illicit discharges that have been identified are being eliminated, on average, within a week of discovery.

\* This indicator is provided as an example only.

**Indicator:**

Number of inspections conducted

**Began Tracking:**

2003

(year)

**Frequency:**

Annual (Operating on a 5-year cycle)

(ex.: annual, monthly, biweekly)

#

78 Inspections occurred for outfalls discharging into either Fallkill or Casperkill Creek

(ex.: samples/participants/events)

**Results:**

Out of the 609 total no. of outfalls this represents approx. 13% of the outfalls, whereas the target amount to inspect per year is 20% in order to achieve 100% every five years. As a result, efforts will be enhanced in the current year to make up for this shortfall.

Submit additional pages as needed.

**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 

|   |   |   |   |
|---|---|---|---|
| 2 | 0 | 0 | 9 |
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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition 

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| T | O | W | N | O | F | P | O | U | G | H | K | E | E | P | S | I | E |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

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**Minimum Control Measures 4 and 5.**  
**Construction Site and Post-Construction Control**

The information in this section is being reported (check one):

- On behalf of an individual MS4
- On behalf of a coalition

How many MS4s contributed to this report? 

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

1. Has each Town, City and/or Village contributing to this report adopted a law, ordinance or other regulatory mechanism that provides equal protection to the NYS SPDES General Permit for Stormwater Discharges from Construction Activities?  Yes  No

If Yes, provide date of equivalent NYS Sample Local Law.  09/2004  03/2006

2. Does your MS4/Coalition have a SWPPP review procedure in place?  Yes  No

3. How many Construction Stormwater Pollution Prevention Plans (SWPPPs) have been reviewed in this reporting period? 

|   |   |   |
|---|---|---|
| 0 | 1 | 1 |
|---|---|---|

4. Does your MS4/Coalition have a mechanism for receipt and consideration of public comments related to construction SWPPPs?  Yes  No

If Yes, how many public comments were received during this reporting period? 

|  |  |   |
|--|--|---|
|  |  | 2 |
|--|--|---|

5. Does your MS4/Coalition provide education and training for contractors about the local SWPPP process?  Yes  No

6. Identify which of the following types of enforcement actions you used during the reporting period for construction activities, indicate the number of actions, or note those for which you do not have authority:

- Notices of Violation # 

|  |  |  |  |   |
|--|--|--|--|---|
|  |  |  |  | 8 |
|--|--|--|--|---|

 No Authority
- Stop Work Orders # 

|  |  |  |  |   |
|--|--|--|--|---|
|  |  |  |  | 3 |
|--|--|--|--|---|

 No Authority
- Criminal Actions # 

|  |  |  |  |   |
|--|--|--|--|---|
|  |  |  |  | 0 |
|--|--|--|--|---|

 No Authority
- Termination of Contracts # 

|  |  |  |  |   |
|--|--|--|--|---|
|  |  |  |  | 0 |
|--|--|--|--|---|

 No Authority
- Administrative Fines # 

|  |  |  |  |   |
|--|--|--|--|---|
|  |  |  |  | 0 |
|--|--|--|--|---|

 No Authority
- Civil Penalties # 

|  |  |  |  |   |
|--|--|--|--|---|
|  |  |  |  | 0 |
|--|--|--|--|---|

 No Authority
- Administrative Orders # 

|  |  |  |  |   |
|--|--|--|--|---|
|  |  |  |  | 0 |
|--|--|--|--|---|

 No Authority
- Other # 

|  |  |  |  |   |
|--|--|--|--|---|
|  |  |  |  | 0 |
|--|--|--|--|---|

 No Authority

**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 

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| 2 | 0 | 0 | 9 |
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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition 

|                      |
|----------------------|
| TOWN OF POUGHKEEPSIE |
|----------------------|

SPDES ID  

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**Minimum Control Measure 4. Construction Site Stormwater Runoff Control**

The information in this section is being reported (check one):

- On behalf of an individual MS4
- On behalf of a coalition

How many MS4s contributed to this report? 

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

1. How many construction projects have been authorized for disturbances of one acre or more during this reporting period? 

|   |   |   |
|---|---|---|
| 0 | 0 | 4 |
|---|---|---|
2. How many construction projects disturbing at least one acre were active in your jurisdiction during this reporting period? Some carry over from prior year 

|   |   |   |
|---|---|---|
| 0 | 1 | 1 |
|---|---|---|
3. What percent of active construction sites were inspected during this reporting period? 

|   |   |   |
|---|---|---|
| 1 | 0 | 0 |
|---|---|---|

 %
4. What percent of active construction sites were inspected more than once? 

|   |   |   |
|---|---|---|
| 1 | 0 | 0 |
|---|---|---|

 %
5. Do all inspectors working on behalf of the MS4s contributing to this report use the NYS Construction Stormwater Inspection Manual?  Yes  No
6. Does your MS4/Coalition provide public access to Stormwater Pollution Prevention Plans (SWPPPs) of construction projects that are subject to MS4 review and approval?  Yes  No

If Yes, use the following page to identify location(s) where SWPPPs can be accessed.

**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 2009

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition TOWN OF POUGHKEEPSIE

SPDES ID  
N Y R 2 0 A 1 9 8

6. con't.:

Submit additional pages as needed.

● MS4/Coalition Office

Department  
P L A N N I N G D E P A R T M E N T

Address  
O N E O V E R O C K E R R O A D

City P O U G H K E E P S I E N Y Zip 1 2 6 0 3 -

Phone  
( 8 4 5 ) 4 8 5 - 3 6 5 7

○ Library

Address

City Zip

Phone  
( ) -

○ Other

Address

City Zip

Phone  
( ) -

○ Web Page URL(s): Please provide specific address where SWPPPs can be accessed - not home page.

URL

URL

**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9,      
 If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

SPDES ID

**7. Evaluating/Measuring Progress MCM 4**

What indicators do you use to evaluate the overall effectiveness of your Construction Site Stormwater Management Program, how long have you been tracking them and at what frequency?

*Example\*:*

**Indicator:**   
**Began Tracking:**  **Frequency:**   
(year) (ex.: annual, monthly, biweekly)  
**#**   
(ex.: samples/participants/events)

**Results:**

*\* This indicator is provided as an example only.*

**Indicator:**   
**Began Tracking:**  **Frequency:**   
(year) (ex.: annual, monthly, biweekly)  
**#**   
(ex.: samples/participants/events)

**Results:**

**Submit additional pages as needed.**



**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 2009

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition: TOWN OF POUGHKEEPSIE

SPDES ID  
N Y R 2 0 A 1 9 8

**4. Evaluating/Measuring Progress MCM 5**

What indicators do you use to evaluate the overall effectiveness of your Post-Construction Stormwater Management Program, how long have you been tracking them and at what frequency?

**Example\*:**

**Indicator:** Number of reports of flooding during storm events from business district

**Began Tracking:** 2005 (year) **Frequency:** Annual Summary (ex.: annual, monthly, biweekly)

# 18 (ex.: samples/participants/events)

**Results:** During this reporting period, we experienced average rainfall, but DPW records show that the number of incidences of flooding in the business district fell 25%. This is attributable to increased inspection and maintenance of post construction BMPs.

\* This indicator is provided as an example only.

**Indicator:** Post-Construction Inspections for Compliance

**Began Tracking:** 2007 (year) **Frequency:** On-going (ex.: annual, monthly, biweekly)

# 14 Facilities as of March 2008 (ex.: samples/participants/events)

**Results:** The Town Engineer's office maintains an inventory of post-construction management practices as a means to perform routine inspections and track progress related to necessary maintenance. The Town has authority to inspect and enforce the maintenance requirements via Town Code and as per separate long-term maintenance agreements that have been conveyed with the developers of the private facilities.

Submit additional pages as needed.

**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 

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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

TOWN OF POUGHKEEPSIE

SPDES ID

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| N | Y | R | 2 | 0 | A | 1 | 9 | 8 |
|---|---|---|---|---|---|---|---|---|

**Minimum Control Measure 6. Stormwater Management for Municipal Operations**

The information in this section is being reported (check one):

- On behalf of an individual MS4
- On behalf of a coalition

How many MS4s contributed to this report? 

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

1. Choose/list each municipal operation/facility that contributes or may potentially contribute Pollutants of Concern to the MS4 system. For each operation/facility indicate whether the operation/facility has been addressed in the MS4's/Coalition's Stormwater Management Program(SWMP) Plan and whether a self-assessment has been performed during the reporting period. A self-assessment is performed to: 1) determine the sources of pollutants potentially generated by the permittee's operations and facilities; 2) evaluate the effectiveness of existing programs and 3) identify the municipal operations and facilities that will be addressed by the pollution prevention and good housekeeping program, if it's not done already.

| <u>Operation/Activity/Facility</u>                | <u>Self-Assessment</u><br><u>Operation/Activity/Facility</u><br><u>performed within the past 3</u> |                                  |                                      |                                  |
|---|--|----------------------------------|--------------------------------------|----------------------------------|
|   | <u>Addressed in SWMP?(DRAFT)</u>   |                                  | <u>years?</u>                        |                                  |
|   | <input checked="" type="radio"/> Yes   | <input type="radio"/> No         | <input checked="" type="radio"/> Yes | <input type="radio"/> No         |
| Street Maintenance.....                           | <input checked="" type="radio"/>   | <input type="radio"/>            | <input checked="" type="radio"/>     | <input type="radio"/>            |
| Bridge Maintenance.....                           | <input checked="" type="radio"/>   | <input type="radio"/>            | <input type="radio"/>                | <input checked="" type="radio"/> |
| Winter Road Maintenance.....                      | <input checked="" type="radio"/>   | <input type="radio"/>            | <input checked="" type="radio"/>     | <input type="radio"/>            |
| Salt Storage.....                                 | <input checked="" type="radio"/>   | <input type="radio"/>            | <input type="radio"/>                | <input type="radio"/>            |
| Solid Waste Management.....                       | <input checked="" type="radio"/>   | <input type="radio"/>            | <input type="radio"/>                | <input checked="" type="radio"/> |
| New Municipal Construction and Land Disturbance.. | <input type="radio"/>  | <input type="radio"/>            | <input type="radio"/>                | <input type="radio"/>            |
| Winter Road Maintenance.....                      | <input checked="" type="radio"/>   | <input type="radio"/>            | <input checked="" type="radio"/>     | <input type="radio"/>            |
| Right of Way Maintenance.....                     | <input checked="" type="radio"/>   | <input type="radio"/>            | <input checked="" type="radio"/>     | <input type="radio"/>            |
| Marine Operations.....                            | <input checked="" type="radio"/>   | <input type="radio"/>            | <input type="radio"/>                | <input type="radio"/>            |
| Hydrologic Habitat Modification.....              | <input type="radio"/>  | <input checked="" type="radio"/> | <input type="radio"/>                | <input checked="" type="radio"/> |
| Parks and Open Space.....                         | <input checked="" type="radio"/>   | <input type="radio"/>            | <input type="radio"/>                | <input type="radio"/>            |
| Municipal Building.....                           | <input checked="" type="radio"/>   | <input type="radio"/>            | <input type="radio"/>                | <input type="radio"/>            |
| Stormwater System Maintenance.....                | <input type="radio"/>  | <input type="radio"/>            | <input type="radio"/>                | <input type="radio"/>            |
| Vehicle and Fleet Maintenance.....                | <input checked="" type="radio"/>   | <input type="radio"/>            | <input checked="" type="radio"/>     | <input type="radio"/>            |
| Other.....  | <input type="radio"/>  | <input type="radio"/>            | <input type="radio"/>                | <input type="radio"/>            |

2276001705

**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 2 0 0 9

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition: TOWN OF POUGHKEEPSIE

SPDES ID  
N Y R 2 0 A 1 9 8

**2. Provide the following information about municipal operations good housekeeping programs:**

- Parking Lots Swept # Acres 

|  |  |  |  |   |
|--|--|--|--|---|
|  |  |  |  | 3 |
|--|--|--|--|---|
- Streets Swept # Miles 

|  |  |   |   |   |
|--|--|---|---|---|
|  |  | 1 | 4 | 2 |
|--|--|---|---|---|
- Catch Basins Inspected and Cleaned Where Necessary # 

|  |  |   |   |   |
|--|--|---|---|---|
|  |  | 4 | 8 | 0 |
|--|--|---|---|---|
- Post Construction Control Stormwater Management Practices Inspected and Cleaned Where Necessary # 

|  |  |  |   |   |
|--|--|--|---|---|
|  |  |  | 1 | 1 |
|--|--|--|---|---|
- Phosphorus Applied In Chemical Fertilizer # Lbs. 

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|
- Nitrogen Applied In Chemical Fertilizer # Lbs. 

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|
- Pesticide/Herbicide Applied As Pure Product # Lbs. 

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|

3. How many stormwater management trainings have been provided to municipal employees during this reporting period? 

|  |  |  |  |   |
|--|--|--|--|---|
|  |  |  |  | 2 |
|--|--|--|--|---|

4. What was the date of the last training? 

|   |   |
|---|---|
| 0 | 1 |
|---|---|

 / 

|   |   |
|---|---|
| 1 | 5 |
|---|---|

 / 

|   |   |   |   |
|---|---|---|---|
| 2 | 0 | 0 | 9 |
|---|---|---|---|

5. How many municipal employees have been trained in this reporting period? 

|  |  |   |
|--|--|---|
|  |  | 8 |
|--|--|---|

6. What percent of municipal employees in relevant positions and departments receive stormwater management training? 

|  |   |   |
|--|---|---|
|  | 1 | 0 |
|--|---|---|

 %

**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 2009

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition: TOWN OF POUGHKEEPSIE

SPDES ID  
N Y R 2 0 A 1 9 8

**7. Evaluating/Measuring Progress MCM 6**

What indicators do you use to evaluate the overall effectiveness of your Municipal Stormwater Management and Good Housekeeping Program, how long have you been tracking them and at what frequency?

*Example\*:*

**Indicator:** Catch basins inspected and cleaned

**Began Tracking:** 2005 (year)      **Frequency:** monthly (ex.: annual, monthly, biweekly)

**#** 40 catch basins cleaned (ex.: samples/participants/events)

**Results:** In this reporting period scheduled inspections were increased by 50%. Maintenance was performed 50% more often than last year. This resulted in a 40% decrease in deployment of personnel during storm events to perform emergency maintenance.

\* This indicator is provided as an example only.

**Indicator:** Town Facility Inspections

**Began Tracking:** 2007 (year)      **Frequency:** Annual (ex.: annual, monthly, biweekly)

**#** 3 per year (ex.: samples/participants/events)

**Results:** In June 2008, The DCSWCD assisted the Town with a thorough inspection of the Town Highway Garage including outdoor storage and salt shed areas. The type of inspection revealed no major concerns but provided recommendations related to facility housekeeping and general maintenance in an effort to enhance pollution prevention. This format of inspection may be duplicated and used at other facilities.

Submit additional pages as needed.