Please turn off your cell phone

Agenda
Manlius Town Board
January 23, 2019
6:30 PM

1. The Pledge of Allegiance

2. County Executive Ryan McMahon, County Legislator Kevin Holmquist, County Legislator Dave Knapp & County Legislator Tim Burtis

3. Approval of Minutes – 2019 Organizational Meeting & January 9, 2019

4. Approval of Abstract # 26 & Abstract # 2

5. BAN Renewal – Window Replacement

6. Annual Justice Court Audit – Engage Auditor

7. Draft MS4 Stormwater Management Program Plan

8. Correspondence/New Business

    a. Highway Superintendent
    b. Planning & Development
    c. Attorney
    d. Town Clerk
       Online Dog Licensing - BAS
    e. Police Chief
    f. Town Board
    g. Supervisor

9. Adjournment

BOWERS & COMPANY
CPAs PLLC
CERTIFIED PUBLIC ACCOUNTANTS • BUSINESS CONSULTANTS

January 14, 2019

Mr. Ed Theobald, Town Supervisor
Town of Manlius
301 Brooklea Dr
Fayetteville, NY 13066

Dear Ed,

We are pleased to confirm our understanding of the terms of our engagement and the nature and limitations of the services we are to provide for the Town of Manlius.

We will apply the agreed-upon procedures listed in the attached schedule that were specified and agreed to by the Town Board of the Town of Manlius on the Justice Court of the Town of Manlius for the year ended December 31, 2018. This engagement is solely to assist the Town Board in meeting the Board's requirement to perform an annual review of the Justice Court Records as required by §2019-a of the Uniform Justice Court Act. Our engagement to apply agreed-upon procedures will be conducted in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures to be performed is solely the responsibility of Town of Manlius Justice Court and we will require acknowledgment in writing of that responsibility. Consequently, we make no representation regarding the sufficiency of the procedures described in the attached schedule either for the purpose for which this report has been requested or for any other purpose.

Because the agreed-upon procedures listed in the attached schedule do not constitute an examination or review, we will not express an opinion on those procedures. In addition, we have no obligation to perform any procedures beyond those listed in the attached schedule.

We will issue a written report upon completion of our engagement that lists the procedures performed and our findings. Our report will be address to the Town Board for the Town of Manlius. If, for any reason, we are unable to complete any of the procedures, we will describe in our report any restrictions on the performance of the procedures, or not issue a report and withdraw from this engagement. You understand that the report is intended solely for the information and use of Town Board for the Town of Manlius and the State of New York Office of Court Administration, and should not be used by anyone other than these specified parties. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

An agreed-upon procedures engagement is not designed to detect instances of fraud or noncompliance with laws or regulations; however, we will communicate to you any known and suspected fraud and noncompliance with laws or regulations affecting §2019-a of the Uniform Justice Court Act that come to our attention. In addition, if, in connection with this engagement, matters come to our attention that contradict §2019-a of the Uniform Justice Court Act, we will disclose those matters in our report.

You are responsible for the attached schedule of procedures and that it is in accordance with §2019-a of the Uniform Justice Court Act; and for selecting the criteria and procedures and determining that such criteria and procedures are appropriate for your purposes. You are also responsible for, and agree to provide us with, a written assertion about the attached schedule of procedures. In addition, you are responsible for providing us with (1) access to all information of which you are aware that is relevant to the performance of the agreed-upon procedures on the subject matter, (2) additional information that we may request for the purpose of performing the agreed-upon procedures, and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence relating to performing those procedures.

At the conclusion of our engagement, we will require certain written representations in the form of a representation letter from management that, among other things, will confirm management's responsibility for the attached schedule of procedures in accordance with 2019-a of the Uniform Justice Court Act.

Nicole Teska is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign.

It is hereby understood and agreed that this engagement is being undertaken solely for the benefit of Town of Manlius and that no other person or entity shall be authorized to enforce the terms of this engagement. You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

Our fees for these services will be $2,200. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes sixty (60) days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our report. You will be obligated to compensate us for all the time expended and to reimburse us for all out-of-pocket expenditures through the date of termination

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please signed the enclosed copy and return it to us. If the need for additional procedures arises, our agreement with you will need to be revised. It is customary for us to enumerate there revisions in an addendum to this letter. If additional specified parties of the report are added, we will require that they acknowledge in writing their responsibility for the sufficiency of procedures.

Very truly yours,

Bowne & Company

RESPONSE:

This letter correctly sets forth the understanding of Town of Manlius.

By: _____
Mr. Ed Theobald, Town Supervisor

TOWN OF MANLIUS

MS4 STORMWATER MANAGEMENT

PROGRAM PLAN

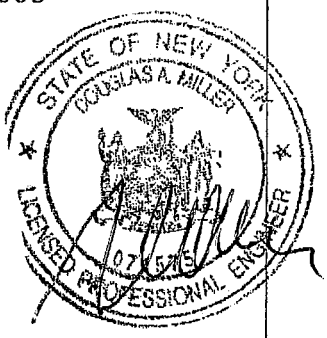
STATE POLLUTION DISCHARGE ELIMINATION SYSTEM
ID#: NYR20A120

IN ACCORDANCE WITH
N.Y.S.D.E.C.
GENERAL PERMIT FOR STORMWATER DISCHARGES
PERMIT # GP-0-15-003

REVISED JANUARY, 2019

301 BROOKLEA DRIVE
FAYETTEVILLE, NY 13066

PREPARED BY:



MILLER
ENGINEERS

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INTRODUCTION

The Town of Manlius of Manlius is categorized as a traditional Municipal Separate Storm Sewer System (MS4), under Part IV.A. of the New York State Department of Environmental Conservation General Permit for MS4 Stormwater Discharges (GP-0-15-003). Under this mandate, the Town of Manlius must have a working Program Plan which outlines their activities to address stormwater education, outreach, and implementation under the State requirements. The MS4 area designated by the New York State Department of Environmental Conservation is the full boundary of the Town of Manlius.

This Stormwater Management Program Plan (SMP) documents the efforts currently undertaken and planned by the Town of Manlius under this program. These requirements correspond to the Town of Manlius infrastructure and properties (roads, bridges, drainage infrastructure and facilities), but also include public information and outreach on stormwater issues and construction/post-construction stormwater runoff. The ultimate purpose of this plan is to protect and improve water quality of the lakes and streams in the MS4 area. The SMP Plan is based on the Federal Stormwater Phase II rule, issued in 1999, which requires MS4 owners and operators, in U.S. Census-defined urbanized areas as well as in additionally designated areas, to develop a Stormwater Management Program. As of March 10, 2003, these new regulations and requirements came into effect. The Town of Manlius is located within the Syracuse Urbanized Area, which includes portions of Onondaga County, fits the population threshold and density criteria regulated under Phase II of the Storm Water Program and therefore the Town of Manlius is required to obtain coverage under the S.P.D.E.S. MS4 stormwater permit and comply with requirements of the permit.

There are six program elements designed to reduce the discharge of pollutants to the maximum extent practicable. These program elements, identified as Minimum Control Measures (MCMs), include:

1. Public Education and Outreach
2. Public Involvement and Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Stormwater Runoff Control
5. Post-Construction Stormwater Management
6. Pollution Prevention and Good Housekeeping

This document describes each Minimum Control Measures and the Best Management Practices (BMPs) that have been implemented to maintain compliance with the N.Y.S.D.E.C. GP-0-15-003. Responsibilities to achieve and sustain compliance are clearly defined for each BMP. Onondaga County has developed a Stormwater Management Program Plan as an overriding guidance document to assist the communities with their compliance. The Town of Manlius is working in cooperation with Onondaga County to provide mapping and assist with this MS4 stormwater program and to undertake a variety of stormwater management tasks to achieve full compliance with these regulations. The primary entity responsible for the Town of Manlius's MS4 program is the Town of Manlius Supervisor, who has been designated as the Town of Manlius's MS4 Stormwater Management Officer. This Plan will be updated as needed to address

the latest technologies and information to maintain compliance with the N.Y.S.D.E.C.GP-0-15-003, as well as to account for progress made.

There are several key personnel/organizations involved in the Town of Manlius's Stormwater Management Program. These include:

- Town of Manlius Stormwater Management Officer
- Town of Manlius Town Board
- Town of Manlius Planning Board
- Town of Manlius Highway Superintendent and Highway Department
- Town of Manlius Town Engineer
- Town of Manlius Code Enforcement Officer
- Onondaga County Legislature
- Onondaga County Water Environment Protection
- Central New York Regional Planning and Development Board
- Central New York Stormwater Coalition

STORMWATER POLLUTANTS OF CONCERN AND THEIR SOURCES

Storm water runoff from impervious surfaces carries large amounts of various pollutants to the surface waters of the United States. These pollutants include nutrients, silt/sediment, pathogens, oil/grease, metals, debris and litter. Of particular concern to the water bodies in the Syracuse Urbanized Area are phosphorus and sediment. Pollutants include the following:

- Phosphorus (and other nutrients)
- Silt and Sediment
- Toxic Substances
- Pathogens (bacteria, viruses)
- Oxygen demanding Organics (decaying plant and animal matter, food waste, human
- and animal waste)
- Oil and Grease (petroleum products)
- Metals (lead, mercury, copper and cadmium)
- Thermal Stress (sunlight)
- Floatables (litter)

Sources of Contamination include the following:

- Street Pavement
- Motor Vehicles
- Atmospheric Fallout
- Vegetation
- Spill
- Litter
- Anti-Skid Compounds and Chemicals
- Lawn Care
- Construction Sites
- Combined Sewer Overflows
- Home Septic Systems

For a detailed description of each pollutant and source of contamination, refer to the Onondaga County Stormwater Management Program Plan.

EXEMPT NON-STORMWATER DISCHARGES

The following non-stormwater discharges are exempt from the need for S.P.D.E.S. General Permit coverage unless the New York State Department of Environmental Conservation has determined them to be substantial contributors of pollutants to a particular small MS4 applying for coverage under this S.P.D.E.S. General Permit. If the Department determines that one or more of the discharges listed below is a substantial contributor of pollutants to a small MS4, the identified discharges will be considered illicit. In that event, the covered entity must eliminate such discharges by following the illicit discharge minimum control measure (MCM) requirements (See Part VII.A.3 or VIII.A.3, and Part IX.A.3, B.3, C.3, and D.3 where applicable).

a. water line flushing
b. landscape irrigation
c. diverted stream flows
d. rising ground waters
e. uncontaminated ground water infiltration (as defined at 40 CFR 35.2005(20))
f. uncontaminated ground water
g. discharges from potable water sources
h. foundation drains
i. air conditioning condensate
j. irrigation water
k. springs
l. water from crawl space and basement sump pumps
m. footing drains
n. lawn and landscape watering runoff provided that all pesticides and fertilizers have been applied in accordance with the manufacturer's product label;
o. water from individual residential car washing
p. flows from riparian habitats and wetlands
q. dechlorinated swimming pool discharges
r. residual street wash water
s. discharges or flows from firefighting activities
t. dechlorinated water reservoir discharges
u. any S.P.D.E.S. permitted discharge.

Even if the non-stormwater discharges are determined not to be substantial contributors of pollutants, the New York State Department of Environmental Conservation recommends that the covered stormwater management program include public education and outreach activities directed at reducing pollution from these discharges.

INTER-MUNICIPAL COOPERATION AND COORDINATION

Regulated communities in the Syracuse Urban Area have worked together to establish common standards for mapping stormwater outfalls, developed common procedures for inspecting construction sites and partnered with the Central New York Regional Planning and Development Board to secure grants that are providing funding for municipal staff training and other required program components such as GIS outfall mapping. These efforts and others have reduced duplicative efforts and increased compliance cost sharing opportunities. In other words, inter-municipal cooperation and coordination has improved the effectiveness and efficiency of stormwater management efforts throughout the participating municipalities. Onondaga County has provided a Stormwater Assistance Program through inter-municipal agreement for 23 of the Syracuse Urbanized Area communities within Onondaga County providing assistance with Minimum Control Measure No. 3 Illicit Discharge Detection and Elimination. Onondaga County has committed to the following tasks in the Stormwater Assistance Program:

- Establishment of a centralized Hotline number for reporting illicit stormwater discharges. A procedure manual for reporting and recording illicit discharge calls was developed as part of the program.

- Assist the Town of Manlius with routine inspection of stormwater "outfalls" already mapped by MS4s.

- Standard inspection logs and procedures were created.

- A GIS mapping file for tracking and recording the progress of outfall inspections and their condition was created.

- Provide illicit discharge track down service upon request by the Town of Manlius.

- Sampling procedures and laboratory rates for testing of samples has been established.

- Onondaga County will continue to cooperate with the regulated Town of Manlius and other MS4 communities in the Syracuse Urbanized Area and with Central New York Regional Planning and Development Board. The County worked with Syracuse Urban Area communities and Central New York Regional Planning and Development Board in the development of a Central New York Stormwater Coalition. Onondaga County is committed to becoming a member of the newly established coalition and will continue to work with the organized group in their approach to meeting the stormwater regulatory requirements.

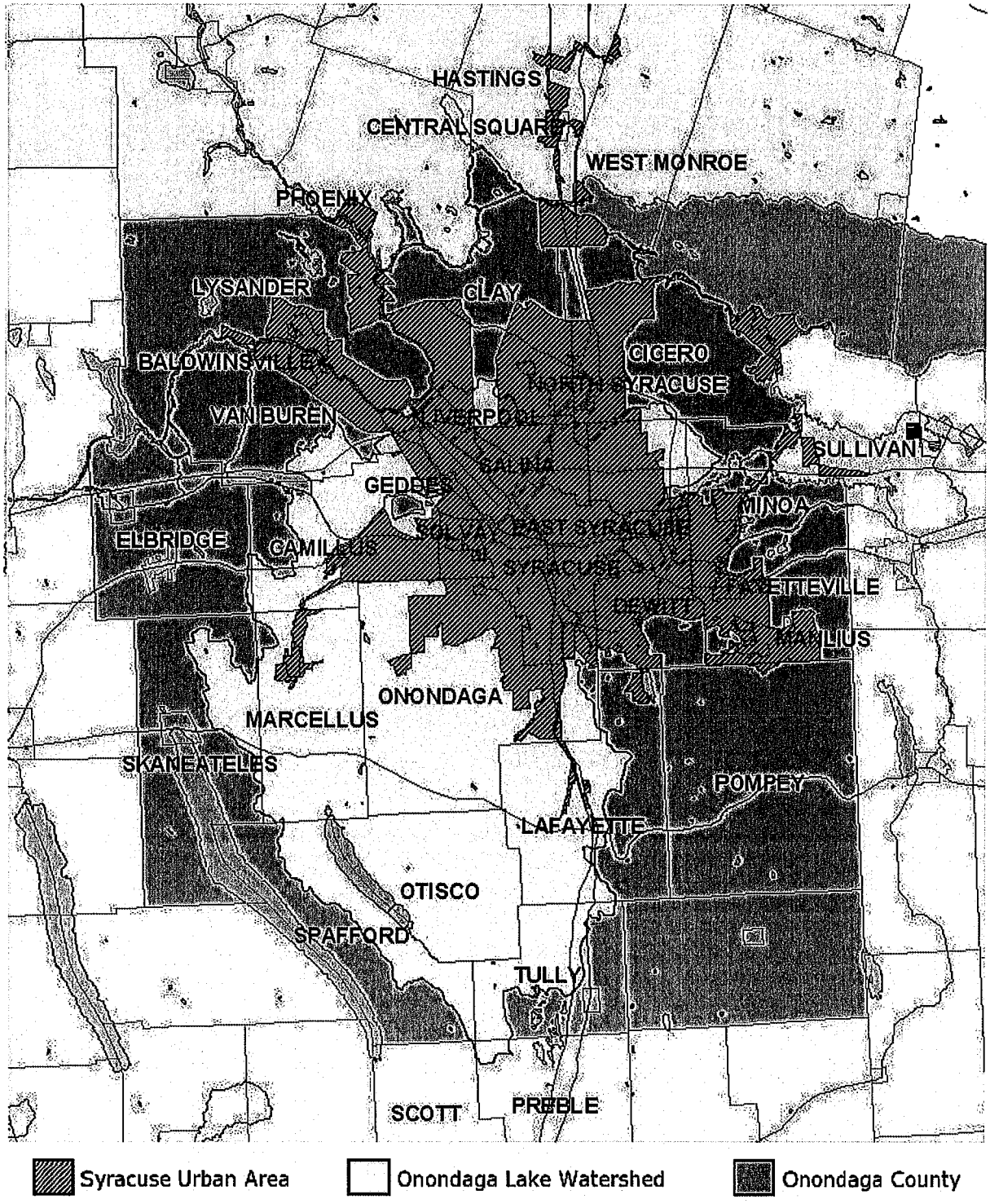
Under the leadership of Central New York Regional Planning & Development Board, 29 municipalities from Onondaga and Oswego Counties signed a Memorandum of Agreement to form the Central New York Stormwater Coalition on January 1, 2011. As a formal Coalition, members are efficiently and effectively working to meet regulatory stormwater management requirements while improving water quality throughout Central New York. By partnering with

neighboring communities and other organizations such as Central New York Regional Planning and Development Board, New York State Department of Environmental Conservation and Onondaga and Oswego County Soil & Water Conservation Districts, Coalition members are finding ways to reduce and share the cost of regulatory compliance, reduce duplicative efforts, and leverage available funding.

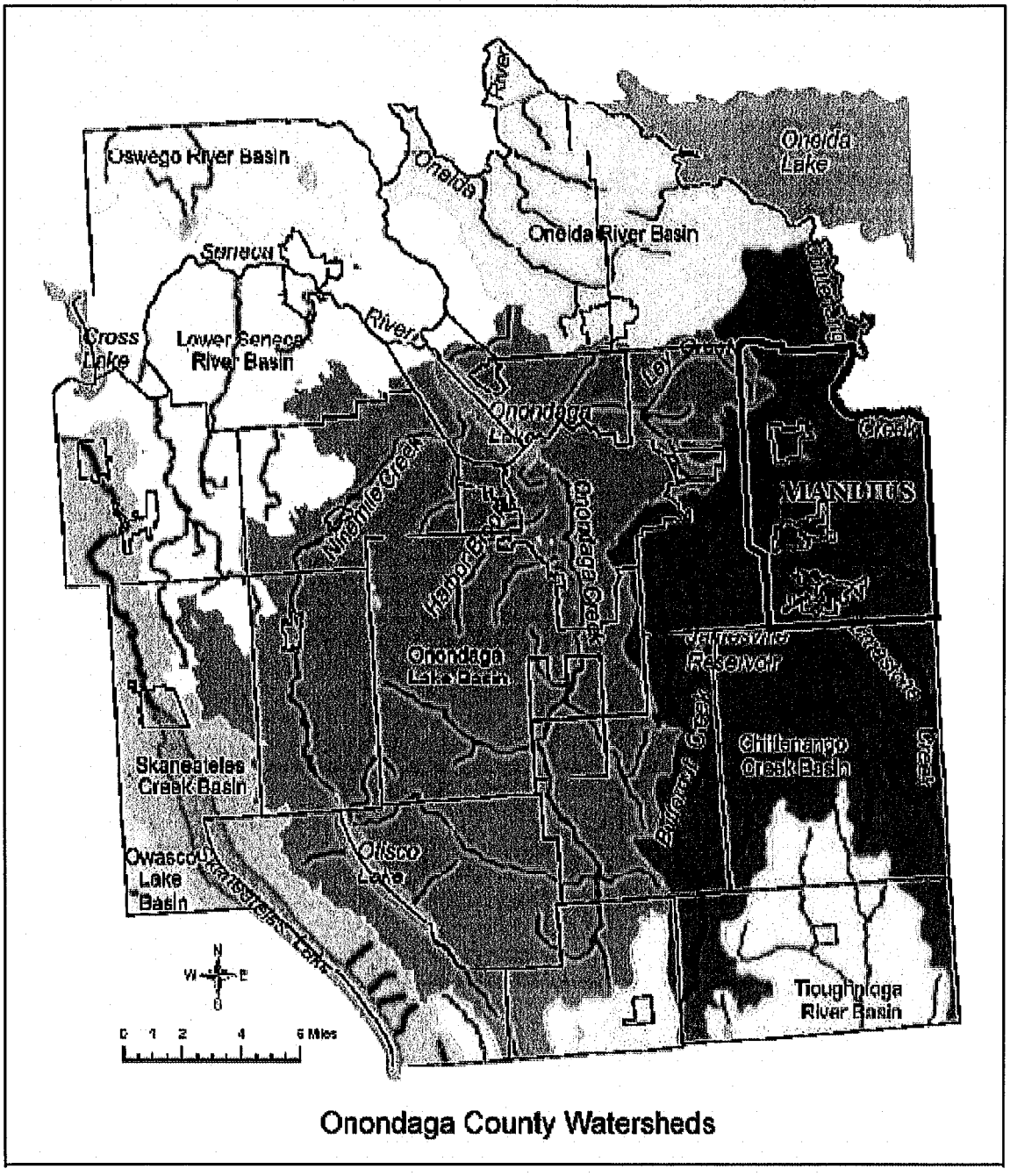
The Coalition is governed by a Chairman, Vice-Chairman, and Executive Committee. A Technical Committee addresses issues such as pollutant loading and strategy development. Central New York Regional Planning and Development Board serves as the Coalition's Treasurer, provides staff services, and acts in an advisory capacity to the Coalition and its Committees. The Coalition meets four times per year and meetings are open to the public. To date, the Coalition has undertaken or is in the process of addressing the following activities:

- Establish low-cost alternatives and secure grant funding to help regulated communities meet common compliance requirements.
- Improve consistency of regional mapping and inspection data across county lines.
- Provide uniform response to New York State Department of Environmental Conservation regarding changing and new permit requirements
- Ensure that Coalition members are aware of upcoming program changes and new requirements in order to prepare and respond accordingly.
- Sponsor public education and municipal training program.

SYRACUSE URBAN AREA MS4'S



*MAP TAKEN FROM ONONDAGA COUNTY STORMWATER MANAGEMENT PLAN



Onondaga County Watersheds

Water bodies of Concern within the regulated MS4 area of Onondaga County:

- Onondaga Lake
- Onondaga Creek
- Ley Creek
- Ninemile Creek
- Harbor Brook
- Oneida Lake
- Jamesville Reservoir

Geographic Areas of Concern:

- Onondaga Lake Watershed
- Combined Sewer Overflow Abatement Area
- Ley Creek Drainage Area

*MAP TAKEN FROM ONONDAGA COUNTY STORMWATER MANAGEMENT PLAN

MINIMUM CONTROL MEASURE 1
PUBLIC EDUCATION AND OUTREACH

The Public Education and Outreach Minimum Control Measure consists of BMPs that focus on the development of educational materials designed to inform the public about the impacts that stormwater discharges have on local waterbodies. The educational materials contain specific actions as to how the public, as individuals or collectively as a group, can participate in reducing pollutants and their impact on the environment. The Public Education and Outreach program and BMPs, in combination, are expected to reach all of the constituents within the Town of Manlius's permitted boundary.

The Town of Manlius must at a minimum:

- Identify Pollutants of Concern, waterbodies of concern, geographic areas of concern, target audiences.
- Develop and implement an ongoing public education and outreach program designed to describe to the general public and target audiences the impacts of stormwater discharges on waterbodies, Pollutants of Concerns and their sources, steps contributors of these pollutants can take to reduce pollutants in stormwater runoff and steps contributors of non-stormwater discharges can take to reduce pollutants.
- Develop, record, periodically assess, and modify as needed, measurable goals.
- Select appropriate education and outreach activities and measurable goals to ensure reduction of all Pollutants of Concern in stormwater discharges to waterbodies.

To meet the requirements of the Public Education and Outreach Minimum Control Measure, the Town of Manlius has outsourced these duties. In accordance with their inter-municipal agreement the Town of Manlius has delegated these duties to Onondaga County and the Central New York Regional Planning & Development Board. The Town of Manlius works with Onondaga County and the Central New York Regional Planning & Development Board to ensure the Public Education and Outreach Minimum Control Measure meets permit requirements.

MINIMUM CONTROL MEASURE 2
PUBLIC INVOLVEMENT AND PARTICIPATION

The Public Involvement and Participation Minimum Control Measure consists of activities that are focused on getting members of the local community involved in the MS4's municipal stormwater management program. Compliance with State and local public notice requirements will be maintained whenever public participation is sought or required. The BMPs include a number of practices designed to seek public input on the SMP and Annual Report accomplishments in addition to describing specific activities that encourage public participation. The target audiences are key individuals and groups that may have an interest in the particular BMPs as well as the general public located within the permitted boundary.

The Town of Manlius must at a minimum:

- Comply with the State Open Meetings Law and local public notice requirements, such as Open Meetings Law when implementing a public involvement / participation program.

- Develop and implement a public involvement/participation program that, identifies key individuals and groups, public and private, who are interested in or affected by the SMP identifies types of input the permittee will seek from the key individuals and groups, public and private, to support development and implementation of the SMP and how the input will be used, describes the public involvement/participation activities the permittee will undertake to provide program access to those who want it and to gather the needed input. The activities included, but are not limited to a water quality hotline (report spills, dumping, construction sites of concern, etc.), stewardship activities like stream cleanups, storm drain marking, and volunteer water quality monitoring.

- Identify a local point of contact for public concerns regarding stormwater management and compliance with this General S.P.D.E.S. Permit.

- Prior to submitting the final annual report to the Department, by June 1 of each reporting year present the draft annual report in a format that is open to the public, where the public can ask questions about and make comments on the report.

- Develop, record, periodically assess and modify as needed measurable goals.

- Select appropriate public involvement/participation activities and measurable goals to ensure reduction of Pollutants of Concern in stormwater discharges to the waterbodies.

To meet the requirements of the Public Involvement and Participation Minimum Control Measure, the Town of Manlius has outsourced these duties. In accordance with their inter-municipal agreement the Town of Manlius has delegated these duties to Onondaga County and the Central New York Regional Planning & Development Board. The Town of Manlius works with Onondaga County and the Central New York Regional Planning & Development Board to ensure the Public Involvement and Participation Minimum Control Measure meets permit requirements.

MINIMUM CONTROL MEASURE 3
ILLICIT DISCHARGE DETECTION AND ELIMINATION

The Illicit Discharge Detection and Elimination Minimum Control Measure consists of BMPs that focus on the detection and elimination of illicit discharges located within the Town of Manlius. The Town of Manlius has adopted the New York State Department of Environmental Conservation Model Illicit Discharge Detection and Elimination Minimum Control Measure Law, giving the Town of Manlius the authority to locate and remove or cause to remove sources of the illicit discharge.

The Town of Manlius must at a minimum:

- Develop, implement and enforce a program to detect and eliminate illicit discharges (as defined at 40CFR 122.26(b)(2)) into the small MS4.

- Develop and maintain a map, at a minimum within the permittee's jurisdiction in the urbanized area and additionally designated area, showing the location of all outfalls and the names and location of all surface waters of the State that receive discharges from those outfalls, by March 9, 2010, the preliminary boundaries of the permittee's storm sewersheds determined using GIS or other tools, even if they extend outside of the urbanized area (to facilitate trackdown), and additionally designated area within the permittee's jurisdiction; and when grant funds are made available or for sewer lines surveyed during an illicit discharge trackdown, the permittee's storm sewer system in accordance with available State and EPA guidance.

- Field verify outfall locations.

- Conduct an outfall reconnaissance inventory, as described in the EPA publication entitled Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessment, addressing every outfall within the urbanized area and additionally designated area within the permittee's jurisdiction at least once every five years, with reasonable progress each year.

- Map new outfalls as they are constructed or newly discovered within the urbanized area and additionally designated area.

- Prohibit, through a law, ordinance, or other regulatory mechanism, illicit discharges into the small MS4 and implement appropriate enforcement procedures and actions.

- Develop and implement a program to detect and address non-stormwater discharges, including illegal dumping, to the small MS4. The program must include: procedures for identifying priority areas of concern (geographic, audiences, or otherwise) for IDDE program; description of priority areas of concern, available equipment, staff, funding, etc.; procedures for identifying and locating illicit discharges (trackdown); procedures for eliminating illicit discharges; and procedures for documenting actions.

- Inform public employees, businesses, and the general public of the hazards associated with illegal discharges and improper disposal of waste.

- Address the categories of non-stormwater discharges or flows (listed in Section I.A.2 of GP 0-15-003) as necessary.

- Develop, record, periodically assess, and modify as needed, measurable goals.

- Select appropriate Illicit Discharge Detection and Elimination Minimum Control Measure BMPs and measurable goals to ensure the reduction of all Pollutants of Concern in stormwater discharges to the waterbodies.

To meet the requirements of the Illicit Discharge Detection and Elimination Minimum Control Measure, the Town of Manlius has outsourced these duties. In accordance with their inter-municipal agreement the Town of Manlius has delegated these duties to Onondaga County and the Central New York Regional Planning & Development Board. The Town of Manlius works with Onondaga County and the Central New York Regional Planning & Development Board to ensure the Illicit Discharge Detection and Elimination Minimum Control Measure meets permit requirements.

MINIMUM CONTROL MEASURE 4
CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

The Construction Site Stormwater Runoff Control Minimum Control Measure consists of BMPs that focus on the reduction of pollutants to the MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. Reduction of stormwater discharges from construction activities disturbing less than one acre will be considered if it is part of a larger common plan of development or sale that would disturb one acre or more.

The Town of Manlius must at a minimum, at a minimum develop, implement, and enforce a program that:

- Provides equivalent protection to the N.Y.S.D.E.C. S.P.D.E.S. General Permit for Stormwater Discharges from Construction Activities GP-0-15-002.

- Addresses stormwater runoff to the small MS4 from construction activities that result in a land disturbance of greater than or equal to one acre.

- Ensures control of stormwater discharges from construction activity disturbing less than one acre must be included in the program if construction activity is part of a larger common plan of development or sale that would disturb one acre or more, or controlling such activities in a particular watershed is required by the Department.

- Includes a law, ordinance or other regulatory mechanism to require a SWPPP for each applicable land disturbing activity that includes erosion and sediment controls that meet the State's most up-to-date technical standards.

- Contains requirements for construction site operators to implement erosion and sediment control management practices.

- Allows for sanctions to ensure compliance to the extent allowable by State or local law.

- Contains requirements for construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality.

- Describes procedures for SWPPP review that incorporate consideration of potential water quality impacts and review of individual pre-construction SWPPPs to ensure consistency with State and local sediment and erosion control requirements.

- Ensures that the individuals performing the reviews are adequately trained and understand the State and local sediment and erosion control requirements.

- Ensures all SWPPPs must be reviewed for sites where the disturbance is one acre or greater.

- After review of SWPPPs, the permittee must utilize the "SWPPP Acceptance Form" created by the Department and required by the S.P.D.E.S. General Permit for Stormwater Discharges from Construction Activity (GP-0-15-002) when notifying construction site owner / operators that their plans have been accepted and approved by the permittee.

- Describes procedures for receipt and follow up on complaints or other information submitted by the public regarding construction site storm water runoff.

- Describes procedures for site inspections and enforcement of erosion and sediment control measures including steps to identify priority sites for inspection and enforcement based on the nature of the construction activity, topography, and the characteristics of soils and receiving water.

- Ensure that the individual(s) performing the inspections are adequately trained and understand the State and Local sediment and erosion control requirements. An adequately trained inspector is a P.E., a C.P.E.S.C., a L.A. or others who have received inspector training by a N.Y.S.D.E.C. sponsored or approved training.

- Ensure that all sites where the disturbance is one acre or greater must be inspected by staff from the operator of the MS4.

- Educates construction site owner / operators, design engineers, municipal staff and other individuals to whom these regulations apply about the municipality's construction stormwater requirements, when construction stormwater requirements apply, to whom they apply, the procedures for submission of SWPPPs, construction site inspections, and other procedures associated with control of construction stormwater.

- Ensure that construction site operators have received erosion and sediment control training before they do work within the permittee's jurisdiction.

- Establishes and maintains an inventory of active construction sites, including the location of the site, owner / operator contact information.

- Develop, record, periodically assess and modify as needed measurable goals.

- Select appropriate construction stormwater BMPs and measurable goals to ensure reduction of all Pollutants of Concern in stormwater discharges to the waterbodies.

To meet the requirements of the Construction Site Stormwater Runoff Control Minimum Control Measure, the Town of Manlius has adopted local law, Chapter 126 - Stormwater Management and Erosion Control. In general terms, the local law includes the following procedures and requirements:

- Oversees any land development projects performed within the Town of Manlius that anticipates exceeding one acre of land disturbance, the owner shall prepare an appropriate Stormwater Management Pollution Prevention Plan (SWPPP). This SWPPP must

conform to all requirements and guidelines of the New York State S.P.D.E.S. General Permit requirements. All SWPPPs will be reviewed by the contracted Town of Manlius Engineer and Town of Manlius Planning Board.

- Encourages developers and contractors include the feasibility of Low Impact Development/Better Site Design/Green Infrastructure principles in the development of SWPPP.

- Ensures that all contractors working on such development projects are informed and knowledgeable of the SWPPP, and that each contractor sign a "Contractor's Certification Statement" acknowledging such.

- Ensures that all subcontractors on such development have obtained the 4-hour contractor Erosion and Sediment Control Training, and are in possession of ID cards noting such training has been obtained.

- Keeps updated records of all construction projects in the Town of Manlius.

- Performs weekly inspections of all construction sites by a Professional Engineer or a Certified Professional in Erosion and Sediment Control. The Town shall utilize the N.Y.S.D.E.C inspection checklist for these inspections. Keep all inspection records on file in the Town of Manlius offices.

- Receives and acts upons any public complaints regarding erosion and sediment control or stormwater runoff concerns from such development shall be directed to the Town of Manlius CEO for review. The CEO will review the issue and ensure that all provisions of the approved SWPPP are in compliance.

- Issues Notices of Violation and Stop Work Orders to any construction site that does not follow the proper stormwater runoff management procedures.

- Keeps apprised of all new provisions of the S.P.D.E.S. General Stormwater Permit, and outreach this information to the appropriate parties at the Town of Manlius.

Key personnel/organizations involved in the oversight and administration of these procedures and requirements includes but is not limited to:

- Town of Manlius Stormwater Management Officer
- Town of Manlius Engineer
- Town of Manlius Highway Superintendent
- Town of Manlius Planning Board
- Town of Manlius Code Enforcement Officer

MINIMUM CONTROL MEASURE 5
POST-CONSTRUCTION STORMWATER MANAGEMENT

The Post-Construction Stormwater Management Minimum Control Measure consists of BMPs that focus on the prevention or minimization of water quality impacts from both new and re-development projects that disturb one acre or more. This includes projects less than one acre that are part of a larger common plan of development or sale that discharge into the MS4.

The Town of Manlius must at a minimum, at a minimum develop, implement, and enforce a program that:

- Provides equivalent protection to the N.Y.S.D.E.C. S.P.D.E.S. General Permit for Stormwater Discharges from Construction Activities GP-0-15-002.

- Addresses stormwater runoff from new development and redevelopment projects to the small MS4 from projects that result in a land disturbance of greater than or equal to one acre. Control of stormwater discharges from projects of less than one acre must be included in the program if that project is part of a larger common plan of development or sale or if controlling such activities in a particular watershed is required by the N.Y.S.D.E.C.

- Includes a law, ordinance or other regulatory mechanism to require post-construction runoff controls from new development and re-development projects to the extent allowable under State or Local law that meet the State's most up-to-date technical standards.

- Includes a combination of structural management practices (including, but not limited to practices from the New York State Stormwater Management Design Manual or equivalent) and / or non-structural management practices (including, but not limited to comprehensive plans, open space preservation programs, Low Impact Development (LID), Better Site Design (BSD) and other Green Infrastructure practices, land use regulations) appropriate for the permittee that will reduce the discharge of pollutants to the waterbody. Permittees are encouraged to implement Green Infrastructure practices at a site level and to review, and revise where appropriate, local codes and laws that include provisions that preclude construction that minimizes or reduces pollutant loadings.

- Describes procedures for SWPPP review that incorporate consideration of potential water quality impacts and review of individual pre-construction SWPPPs to ensure consistency with local post-construction stormwater requirements;

- Ensures that the individuals performing SWPP reviews are adequately trained, or under the supervision of a qualified professional who understand the State and Local post construction stormwater requirements;

- Ensures all SWPPPs must be reviewed for sites where the disturbance is one acre or greater; and after review of SWPPPs, the permittee must utilize the "SWPPP Acceptance

Form" created by the Department and required by the S.P.D.E.S. General Permit for Stormwater Discharges from Construction Activity (GP-0-15-002) when notifying construction site owner / operators that their plans have been accepted and approved by the permittee.

- Establishes and maintain an inventory of post-construction stormwater management practices within the permittees jurisdiction.

- Ensures adequate long-term operation and maintenance of management practices identified in Part VII.5.a.vi by trained staff, including inspection to ensure that practices are performing properly. The inspection shall include inspection items identified in the maintenance requirements (New York State Stormwater Management Design Manual, SWPPP, or other maintenance information) for the practice.

- Develops, implement, and provide adequate resources for a program to inspect development and redevelopment sites by trained staff and to enforce and penalize violators.

- Develops, record, periodically assess and modify as needed measurable goals.

- Selects appropriate post-construction stormwater BMPs and measurable goals to ensure the reduction of all Pollutants of Concern in stormwater discharges to the waterbodies.

To meet the requirements of the Post-Construction Stormwater Management Minimum Control Measure, the Town of Manlius has adopted local law, Chapter 126 - Stormwater Management and Erosion Control along with monitoring policies with the Town. In general terms, these include the following procedures and requirements:

- Development of a Post-Construction Plan for the Town of Manlius that includes protocols for the inventory, inspection and maintenance of Post-Construction stormwater activities on private and municipal construction projects.

- Encourages that developers include the feasibility of Low Impact Development/Better Site Design/Green Infrastructure principles in the development of SWPPP Operation and Maintenance manual.

- Maintains an updated inventory of all post-construction stormwater management practices.

- Prioritizes all post-construction stormwater management practices and develop an inspection schedule for each project based upon the Operation and Maintenance manual developed during the SWPPP process.

- Informs the owner of any un-maintained post-construction stormwater practices and if necessary, issue warnings/citations to ensure that all post-construction management practices are properly maintained.

- Maintains or cause to maintain all post-construction management practices that the Town of Manlius has contracted to manage.

- Attends trainings on Low Impact Development, Better Site Design and other Green Infrastructure principles.

Key personnel/organizations involved in the oversight and administration of these procedures and requirements includes but is not limited to:

- Town of Manlius Stormwater Management Officer
- Town of Manlius Engineer
- Town of Manlius Highway Superintendent
- Town of Manlius Planning Board
- Town of Manlius Code Enforcement Officer

MINIMUM CONTROL MEASURE 6
POLLUTION PREVENTION AND GOOD HOUSEKEEPING

The Pollution Prevention and Good Housekeeping Minimum Control Measure consists of BMPs that focus on training and on the prevention or reduction of pollutant runoff from municipal operations.

The Town of Manlius must at a minimum, develop and implement a pollution prevention / good housekeeping program for municipal operations and facilities that:

- Addresses municipal operations and facilities that contribute or potentially contribute Pollutants of Concern to the small MS4s. The operations and facilities may include, but are not limited to: street and bridge maintenance, winter road maintenance; stormwater system maintenance; vehicle and fleet maintenance; park and open space maintenance; municipal building maintenance; solid waste management; new construction and land disturbances; right-of-way maintenance; marine operations; hydrologic habitat modification;

- At a minimum frequency of once every three years, perform a self-assessment of all municipal operations addressed by the SMP to Determine the sources of pollutants potentially generated by the permittee's operations and facilities and identify the municipal operations and facilities that will be addressed by the pollution prevention and good housekeeping program, if it is not done already;

- Determines management practices, policies, procedures, etc. that will be developed and implemented to reduce or prevent the discharge of (potential) pollutants. Refer to management practices identified in the "New York State Pollution Prevention and Good Housekeeping Assistance Document" and guidance materials available from the EPA, State, or other organizations;

- Prioritizes pollution prevention and good housekeeping efforts based on geographic area, potential to improve water quality, facilities or operations most in need of modification or improvement, and permittee's capabilities;

- Addresses pollution prevention and good housekeeping priorities;

- Includes an employee pollution prevention and good housekeeping training program and ensures that staff receive and utilize training;

- Requires third party entities performing contracted services, including but not limited to street sweeping, snow removal, lawn / grounds care, etc., to meet permit requirements as the requirements apply to the activity performed;

- Requires municipal operations and facilities that would otherwise be subject to the New York State Multisector General Permit (MSGP, GP-0-17-004) for industrial stormwater discharges to prepare and implement provisions in the SMP that comply with Parts III. A,

C, D, J, K and L of the MSGP. The permittee must also perform monitoring and record keeping in accordance with Part IV. of the MSGP. Discharge monitoring reports must be attached to an MS4s annual report. For those operations or facilities that are not required o gain coverage under the MSGP, implementation of the above noted provisions of the SMP will ensure that MEP is met for discharges;

- Consider and incorporate cost effective runoff reduction techniques and green infrastructure in the routine upgrade of the existing stormwater conveyance systems and municipal properties to the MEP;

- Adopt techniques to reduce the use of fertilizers, pesticides, and herbicides, as well as potential impact to surface water;

- Select and implement appropriate pollution prevention and good housekeeping BMPs and measurable goals to ensure the reduction of all Pollutants of Concern in stormwater discharges to waterbodies.

To meet the requirements of the Pollution Prevention and Good Housekeeping Minimum Control Measure, the Town of Manlius has adopted standard procedures and monitoring policies. In general terms, these include the following procedures and requirements:

- Roadway and Bridge Maintenance: Roadways and bridges will continue to be maintained in compliance with the Environmental Manual prepared by the New York State Department of Transportation. Measures will be taken to reduce stormwater runoff from the roads where possible, including hydroseeding, installing roadside buffers, removing all construction debris, ect.

- Street Cleaning: Street cleanings will be scheduled in the spring and fall of every year.

- Road Salt Application and Storage: Continue to follow N.Y.S.D.O.T. Guidelines for Snow & Ice Control for use of deicing salt. Salt will continue to be stored in buildings constructed for that purpose.

- Road Salt Application and Storage: Inspections of the Town of Manlius road salt storage facilities will be completed at least once per year and any issues will be addressed within one week of discovery.

- Road Salt Application and Storage: Keep annual records on the amount of salt applied to Town of Manlius roads.

- Septic System Management: Minimize septic system wastewater impacts to municipal stormwater systems and local water bodies by diverting sources of surface and ground water away from septic systems; preventing growth of woody plants on the system; preventing hydraulic overloading; minimizing water usage and repairing leaky fixtures.

- Hydrologic Habitat Modification. Stream and Wetlands disturbances will be kept to a minimum. All procedures established by N.Y.S.D.E.C , U.S.A.C.O.E., U.S.F.W. and the New York State ODT Environmental Manual will be followed.

- Building Maintenance: Conduct building maintenance activities such that they do not impact the stormwater systems and local waterbodies whenever possible.

- Landscaping and Lawn Care: If possible, use slow release, natural or organic lawn care products, and record and document all use.

- Pest Control: Inventory and evaluate pest control areas and practices, looking for integrated management practices to reduce toxicity levels, and inhibit pest habitat.

- Catch Basin and Storm Drain Cleaning: Clean out 25% of the Town of Manlius catch basins and storm drains per year.

- Catch Basin and Storm Drain Cleaning: Prioritize catch basins based on the need for repair.

- Vehicle & Equipment Maintenance and Maintenance Facilities Procedures: Evaluate maintenance procedures for opportunities to reduce discharge to storm sewer systems at the HD facility.

- Vehicle & Equipment Maintenance and Maintenance Facilities Procedures: All used motor oil from municipal vehicles will be properly recycled.

- Hazardous Waste and Materials Management: Develop a spill response plan and train all applicable personnel on proper response methods. Perform self-assessments of all operations on a rotating 3 year schedule.

- Town of Manlius Employee Training Program: Provide or cause to provide stormwater management BMP training for applicable Town of Manlius employees.

Key personnel/organizations involved in the oversight and administration of these procedures and requirements includes but is not limited to:

- Town of Manlius Stormwater Management Officer
- Town of Manlius Town Board
- Town of Manlius Highway Superintendent

ADMINISTRATIVE REQUIREMENTS AND REPORTING

To meet the requirements of the EPA/N.Y.S.D.E.C. Phase II Stormwater Management Program, the Town of Kent must comply with the following permits or submit an application for an individual permit. N.Y.S.D.E.C. S.P.D.E.S. General Permit Stormwater Permit No. GP-0-15-003 for regulated MS4s. This permit is part of the State Pollutant Discharge Elimination System (S.P.D.E.S.).

The annual reporting period ends March 9 of each year. The annual report must be received in the N.Y.S.D.E.C Central Office, electronic or hard copy, no later than June 1 of each reporting year. If electronic, submit in accordance with procedures set forth by the department. If mailed, send to the address below:

N.Y.S.D.E.C. "MS4 Coordinator"
Bureau of Water Permits 625 Broadway, 4th Floor
Albany, NY 12233-3505

Failure to submit the annual report and MCC form (Part V.D) shall constitute a permit violation. A signed original hard copy and a photocopy of the MCC form must be submitted to the *Department* no later than June 1 of each reporting year. If the annual report is mailed (Part V.C. above), the MCC form must be submitted with the annual report. The MCC form, provided by the *Department,* certifies that all applicable conditions of Parts IV, VII, VIII and IX of this *general S.P.D.E.S. permit* are being *developed, implemented* and complied with. It must be signed by an individual as described in Part VI.J.2. The certification provided by the MCC form does not affect, replace or negate the certification required under Part VI.J(2)(d). If compliance with any requirement cannot be certified to on the MCC form, a complete explanation with a description of corrective measures must be included as requested on the MCC form. Failure to submit the annual report (Part V.C.) and MCC form shall constitute a permit violation.

The *permittee* must keep records required by this permit (records that document *SMP,* records included in *SMP plan,* other records that verify reporting required by the permit, NOI, past

annual reports, and comments from the public and the *Department,* etc.) for at least five (5) years after they are generated. Records must be submitted to the *Department* within 5 business days of receipt of a *Department* request for such information. The *permittee* shall keep duplicate records (either hard copy or electronic), to have one copy for public observation and a separate working copy where the *permitte's* staff, other individuals responsible for the *SMP* and regulators, such as *Department* and EPA staff can access them. Records, including the NOI and the *SMP plan,* must be available to the public at reasonable times during regular business hours.

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PRICING FEE SCHEDULE
BAS Integration

Forte Payment Systems is proud to provide a robust processing platform and flexible pricing strategies:

- **Service Fee Model – in a service fee model approach, the citizen pays a service fee for processing their transaction. Your office absorbs no cost.**

Service (Convenience) Fee Pricing Option:
MasterCard, Visa, Discover and American Express cards
2.45% of the payment amount with a minimum fee of $1.75
$3.95 for Visa Debit Cards - Tax Program Only

Electronic check
Includes Forte Verification for known accounts

eCheck Transaction Tiers	Fees	Frequency
$0.00 to $50,000.00	$1.75 w/Verification	Per Transaction
$50,000.01 to $75,000.00	$3.00 w/Verification	Per Transaction
$75,000.01 to $100,000.00	$6.00 w/Verification	Per Transaction
$100,000.01 to $150,000.00	$10.00 w/Verification	Per Transaction
$150,000.01 + $250,000.00	$15.00 w/Verification	Per Transaction

Equipment and Service Pricing:
The following table reflects our Equipment and Service Offerings

Standard Product and Optional Service Pricing	Description	Fees and Cost of Equipment
VeriFone Vx520 EMV Terminal		$0.00 per reader placed at Forte's expense
VeriFone Vx520 Hybrid Cable Requirement	Used for Hybrid Load Terminals	$24.95
On-line Reporting Tools	All Channels (INT, IVR, POS)	Unlimited Users $0.00
Set-Up Fee	Configuration, Implementation, Training	WAIVED

Equipment Placement

Merchant understand and agrees that it will not acquire any title, or any other ownership right to any equipment provided by Forte in conjunction with the Services hereunder. Merchant will protect all such items from loss, theft, damage or any legal encumbrance and will allow Forte and its designated representatives reasonable access to Merchant's premises for their repair, removal, modification, installation and relocation if any such becomes necessary. Merchant acknowledges that any equipment or software provided under this Card Services Agreement is embedded with proprietary technology ("Software"). Merchant shall not obtain title, copyrights or any other proprietary right to any Software and such will be protected under the Agreement. At all times, Forte or its suppliers retain all rights to such Software, including but not limited to updates, enhancements and additions. Merchant shall not disclose such Software to any party, convey, copy, license, sublicense, modify, translate, reverse engineer, decompile, disassemble, tamper with, or create any derivative work based on such Software. Upon termination of this Agreement, Merchant shall return any equipment provided by Forte, to Forte at Forte's expense and in accordance with Forte's instructions for return.

Select pricing option desired: Service Fee Pricing [redacted]

***Required Merchant Signature:** _____

Date _____

TOWN OF MANLIUS

ONLINE DOG PORTAL

QUOTE

JANUARY 2019

Our Online Dog Portal integrates seamlessly with the Clerk Licensing System. This allows residents to quickly access their current license information and renew expiring licenses using any device connected to the internet.

FEATURES AVAILABLE TO RESIDENTS 24 HOURS A DAY, 365 DAYS A YEAR

View Current Information
Access current dog licensing information including expiration date

Renew Dog Licenses
Conveniently & securely renew licenses using credit, debit, or electronic check

APPLICATION FEATURES

Rabies Validation
The system automatically verifies renewability based on the related rabies certification expiration. If the certification has expired, the resident will not be able to renew online and will receive a request for a new rabies certificate.

Automatic Sync
Avoid manual entry! This system automatically syncs all online dog license renewal transactions and imports them back into the Dog Module within the Clerk Licensing System where they are placed in a queue.

Easy Balancing
All online renewal transactions are clearly marked as "Internet" on the daily cash report and the dog transaction report for easy balancing of payments received.

661 Plank Road, Clifton Park, NY 12065 | 518.371.6869 | www. basgov.com

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661 Plank Road • Clifton Park • New York • 12065 • Phone 518-371-6869 • Fax 518-371-8207

1/17/2019

TOWN OF MANLIUS

ONLINE DOG PORTAL QUOTE

SOFTWARE/SERVICES:	COST:
Online Dog Licensing Portal ($500)	$500
System Configuration (2 hours @ $150/hour)	$N/C
System Training (30 mins via webinar)	$N/C
Total Software/Services:	$N/C
Annual Hosting, Support & Maintenance Fee: ($25/month invoiced annually)	$300
Total 1st Year Cost:	$800

Approved by:

_____
Name

_____
Signature

_____
Title

_____
Date

Confidential

This Quote is Valid for 30 Days

Online Renewal for Dog Licensing

1. The convenience fee that the customer will pay in addition to the dog license fee is $1.75.

2. Payments will be made by our credit/debit card partner via direct deposit to your account every night; the payment will be a total of all the transactions processed that day; the funds are typically available in your bank account after 2 business days.

3. You will be able to print a hard copy of each on-line renewal for your files; the online transactions will be posted to your BAS in-house system; at that point you will be able to print licenses and run reports as part of your normal operation.

4. The dog website (portal) will be hosted by BAS; there is an app tool that sync's the data between your in-house database and our online portal.

BAS • 661 Plank Rd, Clifton Park, NY 12065 • T (518) 371-6869 • F (518) 371-8207 • support@basgov.com